



## FACTS ON

**U.S. ENVIRONMENTAL PROTECTION AGENCY REGION FIVE**  
**1 N. Wacker Dr. Chicago, Illinois 60606 312-353-5800**

### The Management Division

The Management Division, made up of four branches and four sections, is responsible for the general administrative duties of the Region V office.

The four branches are: General Support Services, Program Planning and Development, Personnel, and Grants Administration. The four sections include: Safety-Security and Facilities Management, Library, Graphic Arts, and Automatic Data Processing Services.

#### General Support Services Branch

Falling within the purview of the General Support Services Branch are the areas of Administrative Planning and Analysis, Financial Management, Procurement and Purchasing, and Office Support Services.

The branch furnishes technical direction and guidance to administrative personnel in the Region V District Offices. It plans and conducts studies to provide the Region with the most efficient and effective administrative and clerical systems possible.

Also, it maintains a central library of manuals, guides, delegations of authority and other official instructions pertaining to the administration and management of regional program affairs.

Responsibilities for day-to-day operation of the regional financial management program rest with the branch. It maintains journals of original entry for allowances, obligations, disbursements, and refunds.

In addition, the branch audits and certifies to the U.S. Treasury claims for payment against regional accounts. It bills, collects, and deposits refunds, reimbursements, and miscellaneous receipts and processes and clears imprest cashiers for all regional locations.

It issues travel and emergency salary advances, serves as a point of contact between field and Region and EPA headquarters on timekeeping, leave and salary payment matters. Also, the branch has responsibility for the administration of funds as well as for the maintenance of the status of funds for the Regional Office and District Offices.

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The procurement of supplies, equipment, and services for the Regional and District Offices is included among the responsibilities of the branch. It also exercises property management control over all accountable property charged to the Region.

The branch is responsible for providing mail service, printing and reproduction services, and services in the areas of forms control, communications, transportation, travel, and office equipment.

#### Program Planning and Development Branch

This branch of the Management Division provides the Regional and District Offices with the information and analysis necessary to measure, evaluate, coordinate, and control the organization's performance in accomplishing Regional goals.

It assists individual division and district directors in the development of their work and accomplishment plans and the integration of their plans into the overall Regional work plan.

The branch officer advises the Regional Administrator regarding the determination of priorities, required resources, time schedules, periodic measurement and evaluation of progress, and the adjustment of work plans and resources to meet the changing needs within the fiscal year.

In addition, the branch reviews internal Regional Advices of Allowance which are received from headquarters and reviews the Status of Funds report and uses it as a tool in measuring fiscal program responsibility.

Also, it provides the Regional Administrator with the necessary information to measure, evaluate, coordinate, and control the environmental programs of Region V. This assistance is obtained through the efforts in developing the Regional work plans and in monitoring the accomplishments of program goals.

Finally, the branch maintains total Regional program responsibility through close coordination with all programs.

#### Personnel Branch

The Personnel Branch serves as the Regional Administrator's staff for personnel management in the Regional Office, the District Offices, the National Water Quality Laboratory in Duluth, and the Grosse Ile Research Programs.

The branch establishes and administers a personnel management program which fulfills the basic requirements of the Civil Service Commission.

It administers the EPA position classification program within the Region, with responsibility for the final classification of all positions through GS-15 or its equivalent.

Recruiting programs associated with positions ranging from clerical to scientific, at all grade levels, are conducted by the Personnel Branch.

The branch is responsible for administering the Merit Promotion Program within the Region, announces vacancies, reviews qualifications of suitable applicants, and refers lists of eligibles to appropriate supervisors.

Additionally, the branch promotes sound employee-management relations by working with supervisors and employees in resolving problems of individual relationships which relate to the work situation.

Finally, it administers an employee development program for the Region and conducts group meetings and Awards Ceremonies.

#### Grants Administration Branch

The Grants Administration Branch is responsible for the administrative and fiscal details relative to processing grants for Section 3c, 7 and 8 of the Federal Water Pollution Control Act, Sections 105 and 106 of the Clean Air Act, and Section 207 of the Solid Waste Disposal Act.

In addition, the branch receives and distributes project correspondence for the Air and Water Programs Division, receives Grant Applications, establishes project files, obligates and disburses funds, audits Grant projects, and answers Congressional inquiries.

#### Safety-Security and Facilities Management Section

The section advises the Regional Administrator and the Regional staff on all matters related to occupational safety and safety aspects of all Regional programs.

It develops programs to identify and reduce loss from accidents, and assures adequate protection for employees and property. Also, the branch conducts investigations and prepares reports with respect to accidents and injuries.

In regard to security, the section coordinates the conduct of a personnel, document, and physical security program in the Region and maintains a guard service.

Facility engineering and maintenance programs including alterations, repairs, improvements, modifications, mechanical systems, electrical systems, sewers, and grounds are the responsibility of the section.

In addition it plans, organizes, and directs activities to maintain facilities in good working condition and develops the Region's repair and improvement needs including cost estimates.

#### Library Section

The Library Section operates and maintains an administrative, management, economic, legal, and technical oriented library for the Region.

It develops and implements new library on information services and programs to meet changing needs of the Region and establishes internal library policies and procedures consistent with the needs of Region V.

It develops user-oriented programs, initiates publicity programs when necessary for new services, and utilizes and techniques in data processing and microfilm technology as provided through the EPA library system.

#### Graphic Arts Section

The Graphic Arts Section is responsible for developing and maintaining criteria and procedures concerning the most effective and practical techniques of graphic presentations.

The section works with Division and District Offices in preparing printed materials. Also, it devises and creates graphic materials such as posters, cards, charts, signs, pamphlets, and other visual aids.

#### Automatic Data Processing Services Section

The Automatic Data Processing Services Section receives all data from Regional Divisions for input into the data system. It performs data retrieval required to meet the various Division objectives.

It provides programming capability to meet special needs not included in a centralized system. The section is responsible for writing original programs, adapting existing programs, and uses the STORET programs. Also, it reviews data entering the ADP unit and assists in supplying data entry procedures.

Computer operators must key punch and receive several thousand cards mailed from the District Offices each week.