



# Office of Mission Support Union Briefing

September 26, 2018

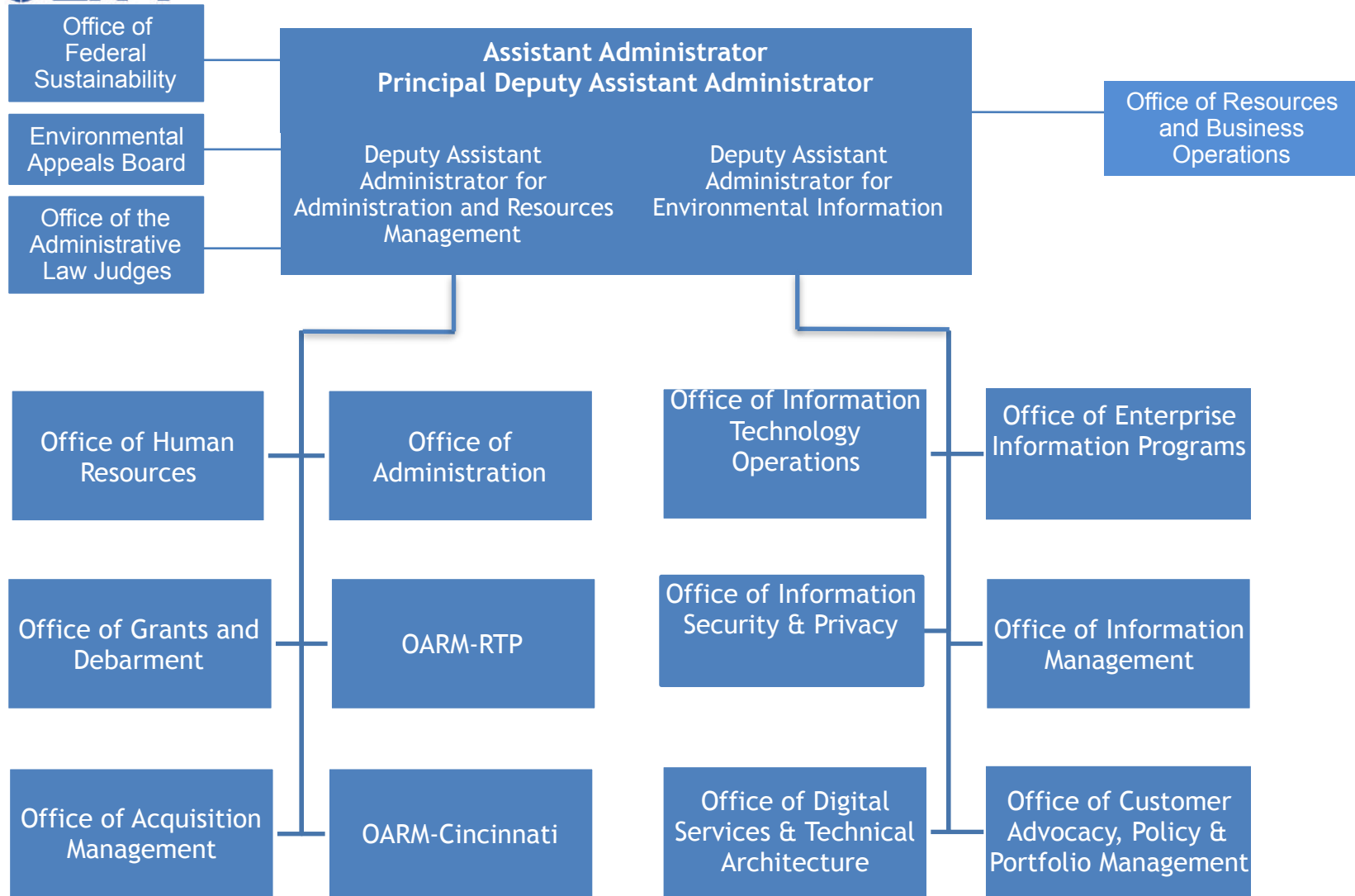


- To improve the Agency's ability to deliver on its mission to protect human health and the environment, EPA will combine the Office of Administration and Resources Management (OARM) and the Office of Environmental Information (OEI) into one office, the Office of Mission Support (OMS)
- OMS will lead the Agency's contracts, facilities, grants, human capital, information technology, and information management activities
- The OMS will align our core mission support functions with the goal of improving efficiency, coordination, and customer experience for our internal customers, stakeholders, and the public

- The reorganization will establish a single, Senate-confirmed Assistant Administrator with a Principal Deputy Assistant Administrator and two career Deputy Assistant Administrators (DAA)
- One DAA will have responsibility for administration and resources management functions previously in OARM, and the other DAA will have responsibility for environmental information functions previously in OEI
- OARM's Office of Resources, Operations and Management (OROM) and OEI's Office of Business Operations and Services (OBOS) staff and functions will be consolidated into a single administrative office called the Office of Resources and Business Operations (ORBO)
- Some IT security and information management positions from both OEI and OARM will move from their current locations to a stand-alone position off of their respective DAA office



# Office of Mission Support





# Functions

Office of  
Resources and  
Business  
Operations

HR  
Division

Administrative  
Operations  
Division

Budget  
Division

Federal Advisory  
Committee  
Management  
Division

PMO  
Centralized HR Support  
to offices  
Awards  
Employee Engagement  
Training  
SEP  
Diversity  
EEO  
LER  
Personnel Security  
PARS  
Telework Coordination  
PPL Coordination  
OMS SEE Coordination

Audit Coordination - IG/  
GAO  
Records  
FOIA  
COOP  
Health and Safety  
Ethics  
Property  
Space Management  
Quality  
SharePoint Site Admin.  
Web/Intranet Support  
Measures and Metrics  
Business Process Improvement  
LEAN Mgmt. System  
SEE + PHS Programs

SBO  
Budget Coordination  
Budget Formulation  
Budget Execution  
Payroll (incl. FTE)  
Financial Data Analysis  
WCF - IO and ORBO  
Acquisition Champion  
Grants/IAs  
Strategic Planning  
Liaison w/ OCFO, OMB  
Travel Coordination  
Management Integrity

Functions remain intact from  
OROM/OARM  
Committee Management  
Officer  
Federal Advisory  
Committee Policy  
Designated Federal  
Officials Network  
Coordination and Support  
DFO for:  
NAC/GAC  
NACEPT  
GNEB



# ORBO Staff

## Office of Resources and Business Operations

Lynnann Hitchens, Director  
Karen Maher, Deputy Director  
Vacancy  
Renee Gutshall  
Robersena Young

### HR Division

Marilyn Braxton, Director  
Gwendolyn Curry  
Alfred Gallegos  
Carrie Hallum  
Lauren Lemley  
Tracy Rosky  
Shavonne Simms  
Angela Swann  
Lisa Treadwell  
Kim Wheeler

### Administrative Operations Division

Jan Jablonski, Director  
Juanita Standifer, Deputy Director  
David Ack  
Elizabeth Braziel  
Roxann Elmore  
Kevin Haywood  
Charles Hitchcock  
Angela Hughes  
Jennifer Judd  
Katherine Kopia  
Jesse Luftig-Ferber  
Kristina Sandfoss  
Patricia Williams  
Lorena Cedeno-Zambrano  
Vacancy (for FOIA, GS-7)

### Budget Division

Dan Coogan, Director  
Katherine Berrey  
Kim Hickman  
Christine Robinson  
David Segovia  
Dorothy Slaughter  
Sarah VanFossen  
Davetta Williamson

### Federal Advisory Committee Management Division

Monisha Harris, Director  
Geraldine Brown  
Oscar Carrillo  
Ann-Marie Gantner  
Eugene Green  
Stephanie McCoy  
James McCleary  
Megan Moreau  
Toni Rousey

Reassignments: Elizabeth Jackson to OIM  
Solymar Grecco to OEIP



# OMS Immediate Office Staff

Assistant Administrator

Principal Deputy Assistant Administrator

DAA, Administration and Resources Management

DAA, Environmental Information

Administrative IT Systems PMO Staff

Michael Hardy, Supervisor  
Steve Settle (detail out)  
Nicole Williams  
Nick Wiskerchen  
Dina

Marian Cooper, Chief of Staff  
Joanne Amorosi, Communications Director  
Georgia Bednar  
Matthew Bell  
Melissa Gantt  
Megan Grogard  
Susan Jacks  
Vacant (OARM SpecAsst)

Information Security and Management Staff

Bill Sabbagh, Supervisor  
Sullie Coleman  
Jeffrey Lane  
Kim Lyons  
Catherine McGuire  
Seshi Patibanda  
Nannette Willis  
Vacancy - IMO (GS-14)  
Vacancy - ISO (GS-15)  
Vacancy - OARM ISSO (GS-13)

- There has been no identification of office moves at this time
- Most of the units within the OMS will stay as they are, except they will report up to one of the two DAAs
- Core functional responsibilities will remain the same
- OMS will help EPA and its employees achieve the following benefits:
  - Integrate common processes
  - Foster greater development of process efficiencies and enabling technologies
  - Improve the customer experience
  - Bring OEI's information technology and information management (IT/IM) know-how to help improve OARM business processes
  - Bring OARM subject matter expertise to core IT/IM support areas of contracts and human capital