

Mass Mailer

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To All EPA Employees

cc

Subject

Restructuring in the Office of the Administrator

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MEMORANDUM

SUBJECT: Restructuring in the Office of the
Administrator

FROM: Administrator Stephen L. Johnson

TO: All EPA Employees

Today I am announcing several restructuring decisions in the Office of the Administrator (AO) which will strengthen our communication capability, improve our small business outreach, ensure better accountability and increased visibility for our educational outreach programs, and more closely align the advance and scheduling operations within the Administrator's Office. I also am taking steps to strengthen our homeland security function by adding a new intelligence operations responsibility and increasing visibility and support for the Office of the Administrator's records management and information technology responsibilities.

I am confident that these changes will improve AO's ability to accomplish its goals and will assist it to serve better the entire Agency and the American people. These changes include:

C Reorganizing the existing structure of the Office of Public Affairs (OPA) to better align its functional areas and to provide clearer management oversight and accountability;

C Transferring the speech writing function from the Immediate Office of AO to OPA to better integrate this function with Agency communications and outreach;

C Transferring the scheduling, the advance, and multi-media operations and services from OPA to the Immediate Office of AO in order to improve the coordination and integration of these functions into the day-to-day operations of the Immediate Office;

C Combining the Office of Environmental Education with the Office of Children's Health Protection to create a new "Office of Environmental Education and Children's Health Protection." Creation of this office elevates the importance and the visibility of the health and education of our sensitive populations, including children and the aging, and ensures greater accountability from our environmental education programs in achieving environmental results;

C Transferring the non-regulatory small business functions from the Office of Policy, Economics and Innovation to the Office of Small and Disadvantaged Business Utilization. This transfer aligns the Agency's non-regulatory small business initiatives into a single organization, thereby increasing efficiencies and streamlining operations while strengthening and providing greater accountability for enhancing Agency support of small, minority- and women-owned businesses and of Service-Disabled and Veteran-Owned Businesses. The Small Business Regulatory Enforcement Fairness Act (SBREFA) responsibilities and small business regulatory policy functions will remain with the Office of Policy, Economics and Innovation to ensure that small business constituent views continue to be incorporated into the Agency's policies and regulations;

C Creating an Intelligence Operations function within the Office of Homeland Security to advise the Administrator and other senior EPA officials on matters related to national security and intelligence; to serve as the principal Agency liaison to the U.S. intelligence

community; and to coordinate with EPA programs and Regions on matters related to classified and other sensitive information;

C Creating an Information Technology (IT) Staff within the Office of Executive Services (OES) to provide improved customer service and managerial accountability on IT related matters within AO; and,

C Designating an AO Records Management Coordinator to be located within the Office of the Executive Secretariat (OEX) to coordinate and oversee records management functions and requirements within AO. This function will operate independent of the correspondence teams. We will also be realigning the Subject Team Correspondence Specialists into teams that are co-located both organizationally and physically.

As we implement these changes, we are committed to working closely with you, the Office of Human Resources, and our union partners. I am confident that these changes will strengthen our ability to accomplish these high-priority objectives. Thank you for your support as we move to carry out these changes. I appreciate your professionalism and dedication as we work together to protect public health and the environment.