	1.0 FINANCIAL	1.1 Funds Management	1.1.1 Account Structure	1.1.2 Appropriation	1.1.3 Audit Findings	1.1.4 Audit Action Plan	1.1.5 Available Funding	1.1.6 Budget	1.1.7 Document Control Number	1.1.8 FTE Information	1.1.9 GL Account	1.1.10 Transaction Code	1.1.11 User Charge Information	1.2 Obligations and Commitments	1.2.1 Approval	1.2.2 Commitment (RQ)	1.2.3 Obligation	1.2.4 Purchase Order	1.2.5 Travel Order	1.3 Payment Management	1.3.1 Accounts Payable	1.3.2 Bill	1.3.3 Credit Card Statement	1.3.4 Invoice	1.3.5 Payment Schedule/Info	1.3.6 Travel Advance	1.3.7 Travel Voucher	1.3.8 Vendor	1.4 Receipt Management	1.4.1 Customer	1.4.2 Earned Revenue	1.4.3 Receipt Information	1.4.4 Receivable Account	1.4.5 Receiving Document	1.5 Cost Accounting	1.6 Asset Management	1.6.1 Physical Asset Accounting	1.7 Program Information	1.7.1 Descriptor	1.7.2 Structure	1.7.3 Activity	1.7.4 Performance Measure	1.7.5 Performance Tracking	1.8 Strategic Planning and Performance
1.1 Results Based Management																																												
1.1.1 Manage Strategic Plan																																												
1.1.1.1 Develop Strategic Plan															C																													
1.1.1.2 Coordinate Goal Planning															C																													
1.1.1.3 Establish Performance Metrics																																												
1.1.1.4 Monitor Performance				R	R	R												R																										
1.1.2 Annual Planning and Budgeting																																												
1.1.2.1 Formulate Annual Budget and Performance Targets			R	R			R	C		R					C																						R		C R	R	R	R		
1.1.2.2 Develop Annual Plan and Budget Submission			R	R			C	R		R																													R :	R U	R U	R U		
1.1.2.3 Execute Budget		R U	R	R			C	C	C	R		C			C	C	R	R	R			R			R		R				R			R										
1.1.2.3.1 Develop Operating Plan		C																																					R	R	R	R		
1.1.2.3.2 Maintain Operating Plan		U												C																										U	U	U		
1.1.3 Provide Financial Management Services																																												
1.1.3.1 Develop Policies and Guidelines															C																													
1.1.3.1.1 Manage Environmental Finance Program																																												
1.1.3.2 Manage Payments			R	R			R		R			C	R		C		R	R	R				R	R	C		R	C					C	R										
1.1.3.2.1 Provide Fiscal and Accounting Services		U												U						U									U						U	U				U		U		
1.1.3.2.2 Manage Payments for Goods and Services		U												U						C																					U	U		
1.1.3.2.3 Manage Payments to EPA Staff		U																																							U	U		
1.1.3.3 Manage Receipts			R	R								C			C							C								C	C	C	C											
1.1.3.3.1 Manage Programmic Transactions		U												U						U									U						U	U				U	U			
1.1.3.3.2 Manage Interagency Agreements		U												U						U									U						U	U				U	U			

	1.0 FINANCIAL	1.1 Funds Management	1.1.1 Account Structure	1.1.2 Appropriation	1.1.3 Audit Findings	1.1.4 Audit Action Plan	1.1.5 Available Funding	1.1.6 Budget	1.1.7 Document Control Number	1.1.8 FTE Information	1.1.9 GL Account	1.1.10 Transaction Code	1.1.11 User Charge Information	1.2 Obligations and Commitments	1.2.1 Approval	1.2.2 Commitment (RQ)	1.2.3 Obligation	1.2.4 Purchase Order	1.2.5 Travel Order	1.3 Payment Management	1.3.1 Accounts Payable	1.3.2 Bill	1.3.3 Credit Card Statement	1.3.4 Invoice	1.3.5 Payment Schedule/Info	1.3.6 Travel Advance	1.3.7 Travel Voucher	1.3.8 Vendor	1.4 Receipt Management	1.4.1 Customer	1.4.2 Earned Revenue	1.4.3 Receipt Information	1.4.4 Receivable Account	1.4.5 Receiving Document	1.5 Cost Accounting	1.6 Asset Management	1.6.1 Physical Asset Accounting	1.7 Program Information	1.7.1 Descriptor	1.7.2 Structure	1.7.3 Activity	1.7.4 Performance Measure	1.7.5 Performance Tracking	1.8 Strategic Planning and Performance
1.1.3.4 Perform Core Financial Management			C	C	R	R		R	R		C	C	R			R	R	R	R			R		R	R	R	R	R		R	R	R	R	R			C							
1.1.3.4.1 Maintain Financial Information Systems		R U												R U						R									R						R	R					U	U		
1.1.3.5 Prepare Financial Reports			R	R	R	R	R	R	R		R	C	R		C	R	R	R	R			R		R	R	R	R	R			R	R	R	R			R							
1.1.3.5.1 Report Commercial Activities																																				U								
1.1.4 Support Accountability																																												
1.1.4.1 Manage Costs			R		R		R	X		R		R	R		R												R				R						R							
1.1.4.1.1 Maintain Working Capital Fund		C												C						C									C						C	C					C			
1.1.4.2 Produce Annual Performance Reports			R		R	R																									R													
1.1.4.2.1 Measure Accountability		U																																	U	U				U	U	U		
1.1.4.3 Manage Audits		U			R	C														R									R						U	U					U	U		
1.2 Provide Human Resource Management																																												
1.2.1 Acquire Personnel																																												
1.2.1.1 Determine Job Requirements																																												
1.2.1.2 Advertise Positions																																												
1.2.1.3 Evaluate Applicants																																												
1.2.1.4 Hire Personnel																																												
1.2.2 Develop Personnel																																												
1.2.2.1 Determine Training Needs																																												
1.2.2.2 Acquire/Develop Training																																												
1.2.2.3 Administer Training Activities																																												
1.2.2.4 Conduct Organizational Development																																												

	1.0 FINANCIAL	1.1 Funds Management	1.1.1 Account Structure	1.1.2 Appropriation	1.1.3 Audit Findings	1.1.4 Audit Action Plan	1.1.5 Available Funding	1.1.6 Budget	1.1.7 Document Control Number	1.1.8 FTE Information	1.1.9 GL Account	1.1.10 Transaction Code	1.1.11 User Charge Information	1.2 Obligations and Commitments	1.2.1 Approval	1.2.2 Commitment (RQ)	1.2.3 Obligation	1.2.4 Purchase Order	1.2.5 Travel Order	1.3 Payment Management	1.3.1 Accounts Payable	1.3.2 Bill	1.3.3 Credit Card Statement	1.3.4 Invoice	1.3.5 Payment Schedule/Info	1.3.6 Travel Advance	1.3.7 Travel Voucher	1.3.8 Vendor	1.4 Receipt Management	1.4.1 Customer	1.4.2 Earned Revenue	1.4.3 Receipt Information	1.4.4 Receivable Account	1.4.5 Receiving Document	1.5 Cost Accounting	1.6 Asset Management	1.6.1 Physical Asset Accounting	1.7 Program Information	1.7.1 Descriptor	1.7.2 Structure	1.7.3 Activity	1.7.4 Performance Measure	1.7.5 Performance Tracking	1.8 Strategic Planning and Performance
1.2.3 Manage Personnel																																												
1.2.3.1 Administer Benefits																																												
1.2.3.2 Manage Labor Relations																																												
1.2.3.3 Manage Employee Relations																																												
1.2.3.4 Manage Performance																																												
1.2.3.5 Perform Personnel Actions																																												
1.2.3.6 Administer Workplace Initiatives																																												
1.2.4 Manage Organizations and Positions																																												
1.2.4.1 Establish & Maintain Positions																																												
1.2.4.2 Establish & Maintain Organization Structure																																												
1.2.4.3 Manage Workforce Levels																																												
1.3 Provide Facility and Facility Related Services																																												
1.3.1 Acquire & Manage Facilities																																												
1.3.1.1 Manage Leases		U												C U																														
1.3.1.2 Manage Day-to-Day Operations		U												C U																														
1.3.1.3 Manage Alterations & Renovations		U												C U																														
1.3.1.4 Manage Space		U												C U																														
1.3.1.5 Environmental Management		U												C U																														
1.3.2 Acquire & Manage Services																																												
1.3.2.1 Provide Mail Services		U												R																														

	1.0 FINANCIAL	1.1 Funds Management	1.1.1 Account Structure	1.1.2 Appropriation	1.1.3 Audit Findings	1.1.4 Audit Action Plan	1.1.5 Available Funding	1.1.6 Budget	1.1.7 Document Control Number	1.1.8 FTE Information	1.1.9 GL Account	1.1.10 Transaction Code	1.1.11 User Charge Information	1.2 Obligations and Commitments	1.2.1 Approval	1.2.2 Commitment (RQ)	1.2.3 Obligation	1.2.4 Purchase Order	1.2.5 Travel Order	1.3 Payment Management	1.3.1 Accounts Payable	1.3.2 Bill	1.3.3 Credit Card Statement	1.3.4 Invoice	1.3.5 Payment Schedule/Info	1.3.6 Travel Advance	1.3.7 Travel Voucher	1.3.8 Vendor	1.4 Receipt Management	1.4.1 Customer	1.4.2 Earned Revenue	1.4.3 Receipt Information	1.4.4 Receivable Account	1.4.5 Receiving Document	1.5 Cost Accounting	1.6 Asset Management	1.6.1 Physical Asset Accounting	1.7 Program Information	1.7.1 Descriptor	1.7.2 Structure	1.7.3 Activity	1.7.4 Performance Measure	1.7.5 Performance Tracking	1.8 Strategic Planning and Performance
1.3.2.2 Provide Document Reproduction Services		U												R																														
1.3.2.3 Provide Property Management		U												R																														
1.3.2.4 Provide Transportation Services		U												R																														
1.3.2.5 Provide Security Services		U												R																														
1.3.3 Perform Health & Safety Services																																												
1.3.3.1 Manage Wellness/Fitness Center Contracts		U												C U																														
1.3.4 Provide Compliance Assurance																																												
1.3.4.1 Conduct Audits																																												
1.3.4.1.1 Internal Audits																																												
1.3.4.1.2 External Audits																																												
1.3.4.2 Management Integrity Review																																												
1.3.4.3 Program Evaluation																																												
1.3.4.3.1 Internal Evaluation																																												
1.3.4.3.2 External Evaluation																																												
1.3.4.4 Review Current Facilities																																												
1.3.4.5 Develop SHEMP																																												
1.3.4.6 Conduct Investigations																																												
1.4 Provide Information Management																																												
1.4.1 Perform Investment Planning & Measurements																																												
1.4.1.1 Develop Proposal Form		R																																				R	R	R			
1.4.1.2 Administer Review Process		R																																				R	R	R			
1.4.1.3 Monitor & Measure Compliance		C R																																				R			C R		

	1.0 FINANCIAL	1.1 Funds Management	1.1.1 Account Structure	1.1.2 Appropriation	1.1.3 Audit Findings	1.1.4 Audit Action Plan	1.1.5 Available Funding	1.1.6 Budget	1.1.7 Document Control Number	1.1.8 FTE Information	1.1.9 GL Account	1.1.10 Transaction Code	1.1.11 User Charge Information	1.2 Obligations and Commitments	1.2.1 Approval	1.2.2 Commitment (RQ)	1.2.3 Obligation	1.2.4 Purchase Order	1.2.5 Travel Order	1.3 Payment Management	1.3.1 Accounts Payable	1.3.2 Bill	1.3.3 Credit Card Statement	1.3.4 Invoice	1.3.5 Payment Schedule/Info	1.3.6 Travel Advance	1.3.7 Travel Voucher	1.3.8 Vendor	1.4 Receipt Management	1.4.1 Customer	1.4.2 Earned Revenue	1.4.3 Receipt Information	1.4.4 Receivable Account	1.4.5 Receiving Document	1.5 Cost Accounting	1.6 Asset Management	1.6.1 Physical Asset Accounting	1.7 Program Information	1.7.1 Descriptor	1.7.2 Structure	1.7.3 Activity	1.7.4 Performance Measure	1.7.5 Performance Tracking	1.8 Strategic Planning and Performance
1.4.2 Perform Architecture Planning & Measurement Services																																												
1.4.2.1 Develop Enterprise Architecture Plan		R												R						R									R						R	R			R	R	R	R		
1.4.2.2 Provide Target Architecture to ITMRA		R												R						R									R						C R	R			R	R	R	R		
1.4.2.3 Monitor & Measure Compliance		C R												C R						C R									C R						C R	C R			C R	C R	C R	C R		
1.4.3 Perform Tech Engineering Services																																												
1.4.3.1 Perform System Engineering Services		R																																	C									
1.4.3.2 Perform Data Engineering Services		R																																	C									
1.4.3.3 Perform Infrastructure Engineering Services		R																																	C									
1.4.4 Perform Operations Support Services																																												
1.4.4.1 Perform Agency LAN Services																																									R U	R U		
1.4.4.2 Perform Central Computing Services																																									R U	R U		
1.4.4.3 Perform Telecom Services																																									R U	R U		
1.4.4.4 Provide Public and Agency Web Access																																												
1.4.4.5 Provide Library Services																																												
1.4.4.6 Provide IT Security Services																																									R U	R U		
1.4.4.7 Perform DBMS Services																																									R U	R U		
1.4.4.8 Manage Internal User Identities																																									R U	R U		
1.4.5 Perform Forms Management Services																																												
1.4.5.1 Create Agency Forms														R																								R						

	1.0 FINANCIAL	1.1 Funds Management	1.1.1 Account Structure	1.1.2 Appropriation	1.1.3 Audit Findings	1.1.4 Audit Action Plan	1.1.5 Available Funding	1.1.6 Budget	1.1.7 Document Control Number	1.1.8 FTE Information	1.1.9 GL Account	1.1.10 Transaction Code	1.1.11 User Charge Information	1.2 Obligations and Commitments	1.2.1 Approval	1.2.2 Commitment (RQ)	1.2.3 Obligation	1.2.4 Purchase Order	1.2.5 Travel Order	1.3 Payment Management	1.3.1 Accounts Payable	1.3.2 Bill	1.3.3 Credit Card Statement	1.3.4 Invoice	1.3.5 Payment Schedule/Info	1.3.6 Travel Advance	1.3.7 Travel Voucher	1.3.8 Vendor	1.4 Receipt Management	1.4.1 Customer	1.4.2 Earned Revenue	1.4.3 Receipt Information	1.4.4 Receivable Account	1.4.5 Receiving Document	1.5 Cost Accounting	1.6 Asset Management	1.6.1 Physical Asset Accounting	1.7 Program Information	1.7.1 Descriptor	1.7.2 Structure	1.7.3 Activity	1.7.4 Performance Measure	1.7.5 Performance Tracking	1.8 Strategic Planning and Performance
1.4.5.2 Manage Agency Forms																																						R:						
1.4.5.3 Dispose of Agency Forms																																						D						
1.5 Provide Contracts, Grants, and IAG Management																																												
1.5.1 Determine Requirements		R U												R U																					R U	R U			R	R	R	R		
1.5.2 Procure Resources		R U												R U																					R U	R U			R	R		R		
1.5.3 Award Contracts, Grants, & IAG		R U												R U						R U															R U	R U			R	R	R	R		
1.5.4 Mange Contracts, Grants, & IAG		R U												R U						R U															R U	R U			R	R	R	R		
1.5.5 Closeout		R U												R U																					R U	R U			R	R	R	R		
1.5.6 Debarment																																												
1.5.6.1 Investigate Recipient																																												
1.5.6.2 Make Legal Determination																																												
1.5.7 Track Warrants and Certifications																																												
1.5.8 Reporting																																												
1.5.8.1 External Reporting		R												R U						R															R	R			R	R		R		
1.5.8.2 Internal Reporting		R												R U						R															R	R			R	R		R		
1.6 Issue Policies, Procedures and Guidance																																												
1.6.1 Analyze External Directives																																												
1.6.2 Develop Internal Policies, Procedures and Guidance																																												
1.6.3 Manage Policies, Procedures and Guidance		R												R																					R	R								