

OFFICE OF ADMINISTRATIVE AND EXECUTIVE SERVICES

ISSUE SUMMARY:

The Office of Administrative and Executive Services (OAES) is the centralized management component supporting the programs and personnel within the Office of the Administrator. OAES plans, manages, and reports results associated with human resources and organizational development; budget formulation and execution; IT management and security; IT systems and process development; outsourcing; facilities/space management; and OIG/GAO oversight in support of the agency's core mission.

UPCOMING MILESTONES:

- **November-February** - Finalizing the FY 2026 Congressional Justification (President's Budget)

BACKGROUND:

OAES is the centralized management component supporting the programs and personnel within the Office of the Administrator. In support of the Agency's core mission, OAES plans, manages, and reports results associated with:

- human resources and organizational development;
- budget formulation and execution;
- information technology management and security; and
- systems and process development.

OAES is responsible for the following in the Office of the Administrator (AO):

- Preparation of budget documents, operating plans and supporting justifications for all resource decisions;
- Preparation and planning of studies to assess resource requirements;
- Oversight of AO's Working Capital Fund;
- Assistance in developing and implementing automated resource and tracking systems;
- SharePoint development;
- Preparation of organizational, administrative and personnel materials;
- Preparation and tracking of payroll, travel and procurement actions;
- Audit coordination and tracking;
- Coordination and oversight of facilities, space, and property management services;
- IT security; and
- Special projects management and execution.

KEY EXTERNAL STAKEHOLDERS:

- | | | | | | |
|--|--|---|---------------------------------|--------------------------------|--|
| <input checked="" type="checkbox"/> Congress | <input type="checkbox"/> Industry | <input type="checkbox"/> States | <input type="checkbox"/> Tribes | <input type="checkbox"/> Media | <input checked="" type="checkbox"/> Other Federal Agency |
| <input type="checkbox"/> NGO | <input type="checkbox"/> Local Governments | <input type="checkbox"/> Other (name of stakeholder): | | | |

MOVING FORWARD:

In 2025, EPA will:

- Continue to support the Office of the Administrator as it relates to budget, human resources and information technology, outsourcing, facilities/space management, and OIG/GAO oversight.

LEAD OFFICE/REGION: OA, REGION 1

OTHER KEY OFFICES/REGIONS: AO, OMS, OCFO