

## DMO MISSION STATEMENT

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The Directorate Management Office (DMO) was established in June 2007 to provide management and administrative support to the Defense Facilities Directorate (DFD). DMO's goal is to provide effective implementation of management, personnel and administrative programs throughout the Directorate.

## DMO DIRECTORY

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Director	(703) 697-5171
Deputy Director	(703) 697-5422
Training Program	(703) 695-6372
Workforce Relations	(703) 697-5171
NSPS Assistance	(703) 697-5422

DMO — bringing programs  
together for the Directorate

Washington Headquarters Services  
Defense Facilities Directorate  
Pentagon

Directorate Management Office

<http://www.whs.mil/DFD/IRO/index.cfm>

DMO looks forward to hearing your  
comments on the ICE Website:

<http://ice.disa.mil>



**Directorate  
Management Office**

**DMO**

**Defense Facilities Directorate  
Washington Headquarters Services**



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**Customer Service Information**

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# What We Do:

## Employee Assistance:

DFD employees are encouraged to contact DMO regarding administrative concerns and questions. Following are just some of the topics DMO can help with – either directly or to help employees find assistance within WHS:

- Employment questions
- Employee pay & benefits Information
- Defense Travel System
- VERA/VSIP
- Annual Financial Disclosures and Ethics Training
- DFD Administrative Officers program

DMO is your point of contact for reporting waste, fraud and abuse within Defense Facilities Directorate.

## Management Support:

DMO coordinates, reviews, establishes programs and policies, and provides oversight and support to DFD supervisors and managers for:

- Organizational policy reviews
- Program evaluations
- Internal Management controls
- IG/Hotline investigations
- Employee-Management issues/relations
- Manpower Program
- Personnel Actions
- Human Capital Program
- succession planning & recruiting initiatives
- FOIA requests
- Congressional inquiries
- Summer Intern Program
- Weekly Hot Items reports to Director, Washington HQ Services
- Corporate Calendar Report
- Records management
- Telework Program

The Directorate Management Office provides the following Administrative and Management Support to the Defense Facilities Directorate:

## DMO Support Includes:

- Labor/Employee Relations
- Manpower Management
- NSPS Pay Pool Administration
- Management Support
- Internal Management Controls
- Travel and Training
- Incentive Award Program

## DMO Customers:

- Defense Facilities Directorate Employees
- Human Resources Directorate Administration & Program Support Directorate

## Training Program:

In addition to processing training forms for DFD employees, DMO researches and establishes certified training programs for DFD. DMO goes the extra mile to find training for our employees to create and maintain the best qualified employees.

## Awards Program:

DMO manages the Awards Program for DFD. The Awards Program includes acting as the NSPS Pay Pool Administration and oversight of the Wage Grade appraisals and award pay out to the employees. DFD is proud of their Incentive Award Program which acknowledges Employee, Supervisor and Craftsman of the Quarter.

## Incentive Awards Program

The Directorate Management Office (DMO) works with the other Divisions within DFD to ensure that highly qualified employees are brought on board to work in DFD, trained to improve their performance and recognized for outstanding achievement. DMO spends time reviewing and researching guidance to provide new and



updated Administrative Instructions and Standard Operating Procedures to improve the quality of life for the DFD staff. DMO is there to assist both management and employees with whatever questions or problems that may arise.