




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
INSPECTOR GENERAL

February 2, 2015

**MEMORANDUM**

**SUBJECT:** Project Notification:  
EPA Conferences – Maximizing Cost Efficiencies  
Project No. OA-FY14-0381

**FROM:** Janet Kasper, Director   
Contracts and Assistance Agreement Audits

**TO:** David Bloom, Acting Chief Financial Officer  
Office of Chief Financial Officer

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin field work with an objective modified from our October 2, 2014, kickoff meeting with the Office of the Chief Financial Officer (OCFO). This project is included in our fiscal year 2015 Annual Plan.

The OIG's objective is to determine whether the EPA's internal controls and oversight of conferences ensure that expenses are appropriate and reported accurately. The OIG plans to conduct work in the OCFO and other offices responsible for conferences during the course of fieldwork. We plan to interview OCFO staff about oversight, internal controls and management of conference costs. We will select a sample of conferences held in fiscal year 2014 and contact responsible program and regional staff members for the sampled conferences. The OIG plans to conduct work via video and audio conferences. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to improve operational efficiency and be responsive to congressional interest in conference spending.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of the field work phase of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. Throughout the project, we will provide updates on a regular basis through monthly status meetings held via phone or video conference.

We are requesting that you provide the following information to Madeline Mullen, the Project Manager, prior to the initial meeting:

1. A list of all conferences over \$20,000 held by the agency in fiscal year 2014.
2. A data extraction (data dump) spreadsheet containing all conference data in the Conference Spending Tool database to date.
3. Copies of new policies or procedures regarding conferences implemented by the agency since the start of the audit (October 2, 2014).

We respectfully note that the OIG is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objectives. We will request your resolution if an agency employee or contractor refuses to provide requested records to the OIG, or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the Semiannual Report to Congress.

The project will be supervised by me and Madeline Mullen, the Project Manager. Any information related to the project should be addressed to Janet Kasper at (312) 886-3059 or [kasper.janet@epa.gov](mailto:kasper.janet@epa.gov), or Madeline Mullen at (206) 553-4032 or [mullen.madeline@epa.gov](mailto:mullen.madeline@epa.gov).

cc: Arthur A. Elkins Jr., Inspector General  
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