



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

OFFICE OF
INSPECTOR GENERAL

February 10, 2014

MEMORANDUM

SUBJECT: Audit of EPA's Data Quality Review of Self-Reported Information in XACTA
Project No. OA-FY14-0078

FROM: Rudolph M. Brevard, Director
Information Resources Management Audits
Office of Audit

Rudolph M. Brevard

TO: Renee P. Wynn, Acting Assistant Administrator and Chief Information Officer
Office of Environmental Information

This memorandum is to notify you that the Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin the above subject audit. This project is included in our annual audit plan.

Our overall objective is to determine whether the EPA implemented management controls processes for maintaining the quality of data in the EPA's XACTA system.

We plan to conduct this audit at the EPA Headquarters in Washington, D.C., and other locations, if necessary.

Attached, you will find the OIG audit document request list. We request the agency provide these documents to the OIG by February 21, 2014. If your office is unable to provide the information by this date, please contact Sabrena Stewart, Team Lead, at (202) 566-2889 or stewart.sabrena@epa.gov, to coordinate an alternate date to provide the information.

We will contact you to arrange a mutually agreeable time to discuss the audit scope and objective, and to discuss any other areas of concern you may have. We will also answer any questions that you may have about the project's process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of our work.

If you or your staff have any questions, please contact me at (202) 566-0893 or brevard.rudy@epa.gov; or Warren M. Brooks, Project Manager, at (202) 566-2467 or brooks.warren@epa.gov.

Attachment

cc: Vaughn Noga, acting Principal Deputy Assistant Administrator, Office of Environmental Information

Robert F. McKinney Jr., Senior Agency Information Security Officer, Office of Environmental Information

Scott Dockum, Audit Follow-Up Coordinator, Office of Environmental Information

Audit Document Request List

| Documentation | Point of Contact | Due Date | Date Received |
|-------------------------------------------------------------------------------------------------------|-------------------------|-------------------|----------------------|
| 1. Data Dictionary (or access to it) | | 02/21/2014 | |
| 2. XACTA System Security Plan | | 02/21/2014 | |
| 3. XACTA Certification and Accreditation Package | | 02/21/2014 | |
| 4. Internal Policies and Procedures for XACTA (other than the User Guide). | | 02/21/2014 | |
| 5. Listing of XACTA user roles and associated privileges | | 02/21/2014 | |
| 6. List of required NIST 800-53 security controls tested annually. | | 02/21/2014 | |
| 7. Contractor Documentation (to include SOWs, SLAs, and/or MOU/MOAs). | | 02/21/2014 | |
| 8. Most recent training documentation for XACTA data entry. | | 02/21/2014 | |
| 9. Memorandum to Agency Personnel on the use of XACTA (assessing and reporting security information). | | 02/21/2014 | |