



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

OFFICE OF  
INSPECTOR GENERAL

October 8, 2014

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Workforce Restructuring Under VERA–VSIP  
Project No. OPE-FY14-0049

**FROM:** Eric Lewis, Director, Special Program Reviews  
Office of Program Evaluation

**TO:** Nanci Gelb, Acting Assistant Administrator  
Office of Administration and Resources Management

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on efforts to restructure the EPA workforce in fiscal year 2014 through:

- a. Early outs or voluntary early retirement authority (VERA) to temporarily lower the age and service requirements to increase the number of employees who are eligible for retirement from the federal government.
- b. Buyouts or voluntary separation incentive payments (VSIP) to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily leave the federal government.

This is a self-generated project with anticipated benefits being to help the EPA improve its workforce planning and the related organizational changes. Applicable generally accepted government auditing standards will be used in conducting our project.

The OIG's objectives are to determine:

1. What workforce restructuring goals were identified by program and regional offices?
2. How consistent were these goals across the agency?
3. What progress have the offices made in executing their restructuring plans?
4. Did the major offices achieve their goals in restructuring the organization?

During preliminary research, the OIG plans to conduct work at the 19 EPA organizations that participated in VERA and VSIP activities. These organizations are identified in Attachment 1.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of the preliminary research 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, as agreed upon at this meeting.

To ensure the success and timely completion of this project, please provide:

- a. A contact for each organization listed in Attachment 1 who can provide us with information and documents about their VERA–VSIP activities.
- b. Access to information in the system for processing personnel actions during fiscal year 2014 and the key to the codes for personnel actions.

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 the Project Manager will be Tim Roach. Any information related to the project should be addressed to me at (202) 566-2664 or [lewis.eric@epa.gov](mailto:lewis.eric@epa.gov), or to Tim Roach at (312) 886-3026 or [roach.tim@epa.gov](mailto:roach.tim@epa.gov).

cc: Stan Meiburg, Acting Deputy Administrator  
Donna Vizian, Principal Deputy Assistant Administrator, Office of Administration and Resources Management  
David Bloom, Acting Chief Financial Officer  
Jim Jones, Assistant Administrator, Office of Chemical Safety and Pollution Prevention  
Cynthia Giles, Assistant Administrator, Office of Enforcement and Compliance Assurance  
Renee Wynn, Acting Assistant Administrator, Office of Environmental Information  
Lek Kadeli, Acting Assistant Administrator, Office of Research and Development  
Mathy Stanislaus, Assistant Administrator, Office of Solid Waste and Emergency Response  
Ken Kopocis, Deputy Assistant Administrator, Office of Water  
Regional Administrators, Regions 1–10  
Glen Cuscino, Audit Follow-Up Coordinator, Office of the Administrator  
Brandon McDowell, Audit Follow-Up Coordinator, Office of Administration and Resources Management  
Lorna Washington, Audit Follow-Up Coordinator, Office of the Chief Financial Officer  
Eric Burman, Audit Follow-Up Coordinator, Office of Chemical Safety and Pollution Prevention  
Gwendolyn Spriggs, Audit Follow-Up Coordinator, Office of Enforcement and Compliance Assurance  
Anne Mangiafico, Audit Follow-Up Coordinator, Office of Environmental Information  
Hyon Kim, Audit Follow-Up Coordinator, Office of Research and Development  
Johnsie Webster, Audit Follow-Up Coordinator, Office of Solid Waste and Emergency Response  
Marilyn Ramos, Audit Follow-Up Coordinator, Office of Water  
Regional Audit Follow-Up Coordinators, Regions 1–10  
Arthur A. Elkins Jr., Inspector General  
Charles Sheehan, Deputy Inspector General  
Aracely Nunez-Mattocks, Chief of Staff, Office of Inspector General  
Alan Larsen, Counsel to the Inspector General

Kevin Christensen, Acting Assistant Inspector General for Audit  
Carolyn Copper, Assistant Inspector General for Program Evaluation  
Patricia Hill, Assistant Inspector General for Mission Systems  
Patrick Sullivan, Assistant Inspector General for Investigations  
Christine El-Zoghbi, Deputy Assistant Inspector General for Program Evaluation  
Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs  
Jeffrey Lagda, Congressional and Media Liaison, Office of Inspector General

**EPA Organizations with Approved VERA–VSIP Activities in Fiscal Year 2014**

Office of the Administrator

Office of Administration and Resources Management

Office of Chemical Safety and Pollution Prevention

Office of the Chief Financial Officer

Office of Enforcement and Compliance Assurance

Office of Environmental Information

Office of Research and Development

Office of Solid Waste and Emergency Response

Office of Water

Region 1

Region 2

Region 3

Region 4

Region 5

Region 6

Region 7

Region 8

Region 9

Region 10