



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

JAN 31 2014

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: Response to Office of Inspector General Report No. 14-P-0017, "EPA Does Not Adequately Follow National Security Information Classification Standards," dated November 15, 2013

FROM: Craig E. Hooks, Assistant Administrator

A handwritten signature in black ink, appearing to read "Craig E. Hooks".

TO: Arthur A. Elkins, Jr., Inspector General
Office of Inspector General

Thank you for the opportunity to respond to the Office of Inspector General Report 14-P-0017, "EPA Does Not Adequately Follow National Security Information Classification Standards," dated November 15, 2013. Attached is updated information on recommendations for which the Office of Administration and Resources Management and the Office of Research and Development are responsible for. Your memorandum of November 15, 2013, indicated that recommendation four, which the Office of Homeland Security is responsible for, would be subject to the OIG dispute resolution process.

The following table includes only recommendations with an updated estimated or actual completion date. The estimated completion dates for recommendations 3, 6, and 8 remain as documented in the subject report.

If you have any questions regarding this response, please contact Renee Page, director, Office of Administration, at (202) 564-8400.

Attachment

cc: Carolyn Cooper
Eric Lewis
Renee Page
Tami Franklin
Marian Cooper
John Showman
Steven Blankenship
Brandon McDowell
Marilyn Armstrong
Tawanna Edmonds

No.	Recommendation/ Responsible Office	High-Level Intended Corrective Action(s)	Estimated or Actual Completion Date
1 a-c	<p>Responsible Office: OARM</p> <p>Work with the appropriate EPA organization to:</p> <ul style="list-style-type: none"> a. Correct the marking errors in the two originally classified documents reviewed by the OIG (the scientific report and security classification guide). b. Change the classification levels for portions of the scientific report. c. Correct the erroneous data in the security classification guide. 	<p>The NSI Program Team will review all corrections and changes submitted, to ensure the markings are appropriately placed and at the correct classification level.</p>	<p>The NSI Program Team review of the submitted documents will be completed by February 28, 2013.</p>
2	<p>Responsible Office: OARM</p> <p>Provide annual OCA training to the Administrator that complies with the regulatory requirements.</p>	<p>The NSI Program Team will ensure that CY13 OCA training complies with all regulatory requirements. (NOTE: EO 13526 training requirements are stated in terms of <u>calendar</u> year. The OIG response template calls for completion dates by <u>fiscal</u> year. As a result, some lines in this document refer to CY and FY.)</p>	<p>On December 16, 2013, the Administrator received her annual OCA training.</p>
5.	<p>Responsible Office: ORD</p> <p>Submit to the NSI program team a single, unclassified classification guide that covers both past and future EPA scientific research to replace the multiple guides.</p>	<p>ORD will prepare and submit to the NSI Program Team an unclassified classification guide to cover past and future scientific research.</p>	<p>On January 15, 2014, ORD submitted a classification guide to the NSI Program Team for review.</p>

No.	Recommendation/ Responsible Office	High-Level Intended Corrective Action(s)	Estimated or Actual Completion Date
7.	<p>Responsible Office: OARM</p> <p>Provide NSI annual refresher training that is consistent with regulatory requirements.</p>	<p>The NSI computer-based refresher training module for CY13 has been developed, although not yet disseminated. The NSI Program Team, to be fully consistent with regulatory requirements, will supplement the training with outreach material. CY14 computer-based refresher training will be fully consistent with regulatory requirements.</p>	<p>The NSI annual refresher training and supplement consistent with regulatory requirements were disseminated on December 23, 2013.</p>
9.	<p>Responsible Office: OARM</p> <p>Remind the heads of EPA organizations that their staff who hold a security clearance should have included in their performance evaluation a critical element or item on the designation and management of classified information if the individual is a security manager or specialist or has duties that significantly involve creating or handling classified information (e.g., derivative classifiers and NSI representatives).</p>	<p>A reminder will be sent from the director of the Security Management Division to the NSI representatives newly appointed by each organization's head to act as that organization's liaison to the NSI Program Team. The NSI Program representatives will ensure that all cleared employees have the appropriate critical element added to their PARS.</p>	<p>On November 12, 2013, the SMD Director sent a memorandum instructing NSI Program representatives to ensure that all cleared employees had the appropriate critical element added to their PARS.</p>

If you or your staff have any questions regarding this response, please contact Kelly Glazier, Acting Director of the Security Management Division, at (202) 564-0351 or at glazier.kelly@epa.gov.