



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

OFFICE OF
INSPECTOR GENERAL

June 19, 2013

MEMORANDUM

SUBJECT: Notification of Preliminary Research of the EPA's Fleet Management
Project No. OA-FY13-0333

FROM: Richard Eyermann, Acting Assistant Inspector General
Office of Audit

A handwritten signature in black ink that reads "Richard Eyermann".

TO: Craig E. Hooks, Assistant Administrator
Office of Administration and Resources Management

The Office of Inspector General is starting preliminary research on the U.S. Environmental Protection Agency's Fleet Management program. Our objective is to determine whether EPA manages the fleet program in accordance with the federal fleet requirements for operations, acquisitions, utilization, and fuel energy conservation.

During our preliminary research, we plan to interview appropriate personnel and obtain information about the fleet size, fleet utilization, and use of alternative fuels. We will conduct this project using applicable generally accepted government auditing standards. In order for us to complete our work as expeditiously as possible and with minimal disruption of your staff, we request that you provide the information in the attachment, in electronic format, as soon as it is available prior to the kickoff meeting.

We will contact your audit liaison to arrange a mutually agreeable time for a kickoff meeting to discuss the project. At the meeting, we will answer any questions that you may have about this project, the audit process, reporting procedures, methods used to gather and analyze data, and what you should expect during the course of the audit. We are particularly interested in any areas of concern that you may have.

If you or your staffs have any questions, please contact Michael Davis, director, at (513) 487-2363 or davis.michaeld@epa.gov; or Gloria Taylor-Upshaw, project manager, at (404) 562-9842 (taylor-upshaw.gloria@epa.gov).

Attachment

cc: Nanci E. Gelb, Principal Deputy Assistant Administrator, OARM
Renee Page, Director, Office of Administration, OARM
Bridget C. Shea, Director, Facilities Management and Services Division, OARM
John Dady, Acting Branch Chief, Facilities Operations Branch, OARM
Paul Grigsby, Section Chief, Transportation Management, OARM

Bernie Davis-Ray, Audit Follow-Up Coordinator, OARM
Audit Follow-Up Coordinators, Regions 1–10
Arthur A. Elkins Jr., Inspector General
Charles Sheehan, Deputy Inspector General
Aracely Nunez-Mattocks, Chief of Staff, OIG
Richard Eyermann, Acting Assistant Inspector General for Audit
Patricia Hill, Assistant Inspector General for Mission Systems
Carolyn Copper, Assistant Inspector General for Program Evaluation
Patrick Sullivan, Assistant Inspector General for Investigations
Alan Larsen, Counsel to the Inspector General
Kevin Christensen, Acting Deputy Assistant Inspector General for Audit
Michael Davis, Product Line Director, OIG
Gloria Taylor-Upshaw, Project Manager, OIG

Attachment

Please provide the following information, electronically, as soon as it is available, prior to our meeting:

1. A list of all of the EPA's fleet by location that includes the following for each vehicle in the fleet:
 - Make and model.
 - VIN number (or any other number used for tracking fleet).
 - Classification as EPA-owned, GSA-leased, or commercial-leased.
 - Fuel type usage.
2. A list of the EPA's local and regional office and program fleet managers.
3. The utilization records for vehicles from December 1, 2012, through May 31, 2013, or provide read-only and report-generating access to the EPA's database of fleet vehicles (Automotive Statistical Tool), so that we can electronically review information on the EPA's fleet records.