



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

OFFICE OF
INSPECTOR GENERAL

October 30, 2013

MEMORANDUM

SUBJECT: Review of the Contract Management Assessment Program
Project No. OA-FY14-0034

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 plans to begin the preliminary research phase of an audit evaluating the Office of Acquisition Management's Contract Management Assessment Program (CMAP). The objectives of our audit are to answer the following questions:

1. Are contracting offices implementing the CMAP?
2. Are the assessments sufficient to identify weaknesses in internal controls or systemic vulnerabilities?
3. Are follow-up actions sufficient to ensure that weaknesses and vulnerabilities are corrected?

We will contact your audit liaison to arrange a mutually agreeable time to discuss our objectives and planned work. We will answer any questions you have about our audit process, reporting procedures, methods used to gather and analyze data, and products you should expect. To expedite our audit, we request that the following information be made available prior to our meeting, preferably in electronic form:

1. Points of contact detailing the roles and responsibilities for each functional area under the CMAP.
2. Most recent and approved version of the CMAP and any other pertinent documentation regarding CMAP's implementation.
3. Quality Assessment Plans for each contracting activity.
4. Organizational self-assessments submitted to date.
5. Annual reports submitted to date.
6. Peer reviews completed to date.
7. Corrective action plans submitted to date and current status of findings and proposed corrective actions.
8. A listing of the peer reviews planned for fiscal year 2014.

Should you or your staff have any questions, please contact me at (202) 566-0565 or eyermann.richard@epa.gov; the Product Line Director, Janet Kasper, at (312) 886-3059 or kasper.janet@epa.gov; or the Project Manager, Michael Petscavage, at (202) 566-0897 or petscavage.michael@epa.gov.

cc: John Bashista, Director, Office of Acquisition Management, Office of Administration and Resources Management
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