



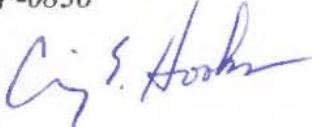
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAR 11 2013

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: Response to the Office of the Inspector General's Final Report "*EPA Should Improve Management Practices and Security Controls for Its Network Directory Service System and Related Servers, Report Number 12-P-0836*"

FROM: Craig E. Hooks, Assistant Administrator 

TO: Arthur A. Elkins, Jr.
Inspector General

This is in response to recommendation #8 in the final subject report on the U.S. Environmental Protection Agency's network directory service system and related servers. The Office of Administration and Resources Management concurs with the recommendation contained in the report. OARM tasked the Office of Human Resources and the separating employee checklist sub-workgroup to address this recommendation. OHR is currently revising the employee separation checklist form and the related policy. The sub-workgroup is also revising the policy to include litigation for eDiscovery. Once the policy and revised form have been completed, they will be reviewed and approved. The expected completion date for this process is September 30, 2013.

We appreciate your efforts and concerns about the agency's network directory service system and related servers. If you have any questions or need additional information, please have your staff contact Susan Kantrowitz, director, Office of Human Resources, at (202) 564-4606 or Cheri Hembrey, staff director, Program Management & Communications Staff, at (202) 564-6223.

Attachment

cc: Nanci Gelb
Susan Kantrowitz
Angela Freeman
Patricia Hill
Rudolph Brevard

**Summary of OIG Recommendation and OARM Corrective Action
Under Audit Report Number 12-P-0836**

OIG Recommendation

Rec 8: Update and implement the formal clearance procedures and associated separation checklists for employees and nonemployees transferring or separating from the Agency to require that the responsible IT management group must sign off that they have configured the person's accounts to remove all logical access as of the separation date to all EPA systems.

OARM Corrective Action

OARM tasked the Office of Human Resources to coordinate revisions of the clearance procedure guidance and the separation checklist for employees to include a signature line for sign-off by the appropriate IT personnel in the regions and program offices.

While revisions have been made to the separation checklist form and the policy, there is still some additional language on eDiscovery that needs to be incorporated. A sub-workgroup is currently working to finalize these revisions and make the revised form available for use. Once all revisions have been completed, the form and policy will be routed for review and approval. OARM anticipates completing this action by September 30, 2013.