



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

OFFICE OF
INSPECTOR GENERAL

February 23, 2016

MEMORANDUM

SUBJECT: Project Notification:
Audit of Management Controls for Voluntary Leave Bank Program
Project No. OA-FY-16-0063

FROM: Kevin Christensen, Assistant Inspector General
Office of Audit

A handwritten signature in black ink, appearing to read "Kevin L. Christensen".

TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

Lynnann Hitchens, Acting Director
Office of Human Resources

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research in March 2016 on the EPA's management controls for the Voluntary Leave Bank Program. This project is included in our 2016 annual plan.

The audit objective is to determine if the EPA has established and implemented internal controls for the leave bank to prevent and detect abuse of the program. The OIG plans to conduct work at headquarters and selected regions, as necessary. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are improved operational efficiency of the leave bank program.

We will contact the audit coordinator to arrange a mutually agreeable time to discuss our objective 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 through a monthly meeting via email, phone, or video conference.

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 objective. 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 in the Semiannual Report to Congress.

To ensure the success and timely completion of this project, please provide the following items by March 8, 2016, along with designated points of contact, to our project manager, Randy Holthaus, via email at holthaus.randy@epa.gov, or let us know where to find the requested information. Please provide for leave years 2013, 2014 and 2015, the following:

- Written policies and procedures for the leave bank program, including the leave bank board.
- Access to the leave bank data system.
- Codes used to identify leave bank hours used in People Plus.
- Number of applications requesting leave bank hours that were submitted, approved and denied.
- Universe of leave bank members by name and employee ID number, the grade or pay level of each leave contributor, and the total amount of annual leave each contributed to the bank.
- Universe of leave bank contributors (that are not leave bank members) by name and employee ID number, the grade or pay level of each leave contributor, and the total amount of annual leave each contributed to the bank.
- Universe of leave bank recipients by name and employee ID number, the grade or pay level of each leave recipient, the amount of leave bank hours approved, and the total amount of leave bank hours actually used.
- Universe of closed leave bank cases by name and employee ID number.
- Allocation of resources (funds and FTEs) to the leave bank program.

The project will be supervised by Michael D. Davis, Director, Efficiency Audits, and the Project Manager will be Randy Holthaus. Any information related to the project should be addressed to Mike Davis at (513) 487-2363 or davis.michaeld@epa.gov; or Randy Holthaus at (214) 665-6620 or holthaus.randy@epa.gov.

cc: Wesley Carpenter, Acting Deputy Director, Office of Human Resources, OARM
Brandon McDowell, Audit Follow-Up Coordinator, OARM
Nic Grzegozewski, Agency Audit Follow-Up Coordinator
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