



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

OFFICE OF  
INSPECTOR GENERAL

August 18, 2016

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of EPA Audio Conference Lines  
Project No. OA-FY16-0275

**FROM:** Kevin Christensen, Assistant Inspector General  
Office of Audit

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

**TO:** Ann Dunkin, Chief Information Officer  
Office of Environmental Information

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

David Bloom, Deputy Chief Financial Officer

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on the EPA's audio conference line services. The objective of the preliminary research phase of the audit is to determine whether the EPA's oversight and use of audio conference line services are an efficient and economical way to use taxpayer funds.

The OIG plans to conduct work in EPA headquarters and may, as needed, include regional offices or laboratories. Applicable generally accepted government auditing standards will be used in conducting our audit. The anticipated benefits of this audit are to improve oversight, operational efficiency and reduce costs.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of the preliminary research phase of our audit. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the audit process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the audit. Throughout the audit, we will provide monthly updates via email, telephone or video conference to your designated point of contact.

To ensure the success and timely completion of this audit, please provide the OIG with the following items and designated points of contact by September 5, 2016. The information should be sent via email to Alexandra Zapata-Torres. Her email address is [zapata-torres.alexandra@epa.gov](mailto:zapata-torres.alexandra@epa.gov).

- The Reservationless Plus service contract(s) for fiscal years (FYs) 2015 and 2016.

- The contracts, if any, for the headquarters Personal Audio Conferencing and the manual VoIP phone conferencing for FYs 2015 and 2016.
- A list of all audio conferencing services that can be used in headquarters and locally by program offices, regions and laboratories for FY 2016. Provide FY 2015 if different.
- A Reservationless Plus conference line list in a Microsoft Excel spreadsheet format, or give access to a database that provides the following for each conference call made at the EPA for FYs 2015 and 2016.
  - Employee/conference call leader's name and conference line number.
  - Employee location (i.e., headquarters, region or laboratory).
  - Minutes per call.
  - Costs per call.
  - Number of lines connected to each audio conference call.
  - Telephone numbers connected to each audio conference call.
  - Times and dates for each audio conference call.
- A list of EPA employees who have a Reservationless Plus conference line and a headquarters Personal Audio conference line assigned to them for FYs 2015 and 2016.

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 objectives. 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 include the incident in the Semiannual Report to Congress.

The project will be supervised by Michael D. Davis, Director, Efficiency Audits. The Project Manager will be Gloria Taylor-Upshaw. Any information related to the project should be addressed to Michael Davis at (513) 487-2363 or [davis.michaeld@epa.gov](mailto:davis.michaeld@epa.gov), or Gloria Taylor-Upshaw at (404) 562-9842 or [taylor-upshaw.gloria@epa.gov](mailto:taylor-upshaw.gloria@epa.gov).

cc: Steven Fine, Principal Deputy Assistant Administrator, Office of Environmental Information  
 John Showman, Acting Principal Deputy Assistant Administrator, Office of Administration and Resources Management  
 Howard Osborne, Acting Assistant Deputy Chief Financial Officer, Office of the Chief Financial Officer  
 Judi Maguire, Audit Follow-Up Coordinator, Office of Environmental Information  
 Brandon McDowell, Audit Follow-Up Coordinator, Office of Administration and Resources Management  
 Lorna Washington, Audit Follow-Up Coordinator, Office of the Chief Financial Officer  
 Nic Grzegozewski, Agency Follow-Up Coordinator  
 Frank Benenati, Associate Administrator for Public Affairs  
 Melissa Harrison, Press Secretary, Office of Public Affairs  
 Arthur A. Elkins Jr., Inspector General  
 Charles Sheehan, Deputy Inspector General  
 Alan Larsen, Counsel to the Inspector General  
 Carolyn Copper, Assistant Inspector General for Program Evaluation

Patrick Sullivan, Assistant Inspector General for Investigations  
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Richard Eyermann, Deputy Assistant Inspector General for Audit  
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Jeffrey Lagda, Congressional and Media Liaison, Office of Inspector General  
Regional Audit Follow-Up Coordinators, Regions 1–10