



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

OFFICE OF
INSPECTOR GENERAL

August 23, 2016

MEMORANDUM

SUBJECT: Project Notification:
Assessment of EPA Telework Policies and Tools
Project No. OPE-FY16-0028

FROM: Eric Lewis, Director /s/
Special Program Reviews
Office of Program Evaluation

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

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research to assess the agency's compliance with and implementation of relevant teleworking policies and guidance issued by the Office of Personnel Management.

Our review objectives will be to determine whether:

1. EPA telework policies are consistent with Office of Personnel Management guidance.
2. EPA managers have received required training to supervise their teleworking employees.
3. EPA managers know of and have access to teleworking tools.

Our review will include headquarters and regional offices to be determined later. We will contact your staff to arrange a mutually agreeable time for a kickoff meeting, which should take place within 30 days from the date of this memorandum. During the meeting, we will answer any questions you have about the review process. At or before the meeting, please provide the following information to us in an electronic format:

- A copy or link to the agency's telework policies and tools.
- Documentation, if available, verifying that agency managers who approve telework have completed required training to manage teleworking employees.
- Documentation, if available, verifying that agency managers who approve telework know of and have access to teleworking tools.
- Agency telework points of contact.

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 our Semiannual Report to Congress.

Any information related to the project should be addressed to me at (202) 566-2664 or lewis.eric@epa.gov; or to the Project Manager, Dwayne E. Crawford, at (202) 566-2894 or crawford.dwayne@epa.gov.

cc: Shannon Kenny, Principal Deputy Associate Administrator for Policy, Office of the Administrator
Kevin Rennert, Deputy Associate Administrator for Policy, Office of the Administrator
Glen Cuscino, Audit Follow-Up Coordinator, Office of the Administrator
Nic Grzegozewski, Agency Follow-Up Coordinator
Frank Benenati, Associate Administrator for Public Affairs
Melissa Harrison, Press Secretary, Office of Public Affairs
Regional Audit Follow-Up Coordinators, Regions 1–10
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
Kevin Christensen, Assistant Inspector General for Audit
Patrick Sullivan, Assistant Inspector General for Investigations
Edward Shields, Acting Assistant Inspector General for Management
Christine El-Zoghbi, Deputy Assistant Inspector General for Program Evaluation
Richard Eyermann, Deputy Assistant Inspector General for Audit
Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs
Jeffrey Lagda, Congressional and Media Liaison, OIG