



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

OFFICE OF  
INSPECTOR GENERAL

August 9, 2016

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of EPA Contract No. EP-W-14-020  
Project No. OA-FY16-0124

**FROM:** Michael Petscavage, Director  
Contract and Assistance Agreement Audits  
Office of Audit

A handwritten signature in blue ink, reading "Michael Petscavage", is positioned to the right of the "FROM:" field.

**TO:** Avi Garbow, General Counsel  
Office of General Counsel

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

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin the field work phase of our audit of EPA Contract No. EP-W-14-020. This contract was issued to obtain support in implementing the EPA's Alternative Dispute Resolution Policy. This project is included in our annual plan. Our field work audit objectives are to determine whether:

- The EPA receives services in accordance with contract and acquisition requirements.
- Costs are billed in accordance with contract and acquisition requirements.

The OIG plans to continue conducting work at the Office of Acquisition Management, within the Office of Administration and Resources Management. We also plan to conduct work at the Alternative Dispute Resolution Law Office and the Conflict Prevention and Resolution Center, within the Office of General Counsel. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to contribute to the EPA's financial and program oversight of contract management.

We will contact your audit liaisons to arrange a mutually agreeable time to discuss our objectives and the purpose of our audit. We are also 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, as needed, through meetings, emails and telephone calls.

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.

If you or your staff have any questions, please contact me at (202) 566-0897 or [petscavage.michael@epa.gov](mailto:petscavage.michael@epa.gov), or Teren Crawford at (202) 566-2724 or [crawford.teren@epa.gov](mailto:crawford.teren@epa.gov).

cc: Kevin Minoli, Principal Deputy General Counsel, Office of General Counsel  
Jeanne Brisikin, Director, Alternative Dispute Resolution Law Office, Office of General Counsel  
John Showman, Acting Principal Deputy Assistant Administrator, Office of Administration and Resources Management  
Vaughn Noga, Director, Office of Administration, Office of Administration and Resources Management  
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