



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

OFFICE OF  
INSPECTOR GENERAL

December 29, 2016

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Preliminary Research on the Office of Air and Radiation's Timekeeping Practices and Compliance With Regulations and Policies  
Project No. OA-FY17-0090

*Leah L. Nikaidoh, for*

**FROM:** John Trefry, Director, Forensic Audits  
Office of Audit

**TO:** Janet McCabe, Acting Assistant Administrator  
Office of Air and Radiation

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on the Office of Air and Radiation's timekeeping practices and compliance with federal regulations and related EPA policies and procedures. This project is included in the OIG's Annual Plan for fiscal year 2017.

The objectives of the preliminary research phase are to identify and analyze potential risks in the Office of Air and Radiation's timekeeping practices. To accomplish our objectives, we plan to conduct interviews with management and staff at EPA headquarters and related laboratory facilities, and selected EPA regional offices. We also plan to obtain supporting documentation associated with time charges and leave. Applicable generally accepted government auditing standards will be used in conducting our preliminary research. The anticipated benefits of this audit are to improve operational efficiency.

We anticipate starting our work in late January 2017. We will contact the audit liaison to arrange a mutually agreeable time to meet with your staff to discuss our objectives and the purpose 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 review 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, or via email, telephone calls 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 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.

I will supervise the project, and the Project Manager will be Jean Bloom. Should you or your staff have any questions, please contact me at (202) 566-2474 or [trefry.john@epa.gov](mailto:trefry.john@epa.gov), or Jean Bloom at (617) 918-1475 or [bloom.jean@epa.gov](mailto:bloom.jean@epa.gov).

cc: Marc Vincent, Audit Follow-Up Coordinator, Office of Air and Radiation  
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