



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

OFFICE OF
INSPECTOR GENERAL

January 24, 2017

MEMORANDUM

SUBJECT: Project Notification:
Audit of Region 10's Biweekly Pay Cap Waiver Process
Project No. OA-FY17-0135

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

A handwritten signature in blue ink that reads "John Trefry".

TO: Michele Pirzadeh, Acting Regional Administrator
Region 10

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on an audit of EPA Region 10's biweekly pay cap waiver process. This assignment is being initiated based on a hotline complaint.

Our objective is to determine whether Region 10's process adheres to established agency policies and procedures and meets federal requirements. Applicable generally accepted government auditing standards will be used in conducting our work. The anticipated benefits of this project are improved EPA policies and procedures pertaining to the biweekly pay cap waiver process.

We anticipate starting our work in early February. We will contact you to arrange a mutually agreeable time to discuss our objectives 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 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 me, and the Project Manager will be Angela Bennett. Should you or your staff have any questions, please contact me at (202) 566-2474 or trefry.john@epa.gov, or Angela Bennett at (404) 562-9844 or bennett.angela@epa.gov.

cc: Dan Opalski, Acting Deputy Regional Administrator, Region 10
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