



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

OFFICE OF
INSPECTOR GENERAL

June 19, 2017

MEMORANDUM

SUBJECT: Project Notification:
Audit of EPA's Contract Invoice Payment Process
Project No. OA-FY17-0256

FROM: Kevin Christensen, Assistant Inspector General
Office of Audit

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

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

David Bloom, Acting Chief Financial Officer

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research of the EPA's contract invoice payment process for fiscal years 2016 and 2017. This is an OIG-initiated project included in our annual plan.

The OIG's objective is to determine whether the EPA has implemented a contractor invoice payment process that allows for efficient processing of accurate and supportable invoice payments; and complies with federal laws, regulations, and agency policies. The OIG plans to conduct work within the EPA headquarters and, as needed, at program and regional offices. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are improved stewardship and operational efficiency.

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—via email or teleconference—to your designated point of contact.

To ensure the success and timely completion of this audit, please provide the OIG with the following items to the extent possible before the kickoff meeting. The information should be sent via email to Nicole Pilate, Auditor in Charge, at pilate.nicole@epa.gov.

- A list of all fiscal years 2016 and 2017 (as of March 2017) contract invoice payments delineated by program office, to include at a minimum the following data fields: Invoice Number, Invoice

Amount, Invoice Received Date, Date/Amount Paid, Contract Number (Order Number), Program Office/Organization, Approving Official Name, Award Type, and Contracting Officer.

- A list of policies and procedures used to manage and administer contract invoice payments.
- A list of designated points of contact for each office, listing staff who can assist the team with contract invoice information.

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.michael@epa.gov, or Gloria Taylor-Upshaw at (404) 562-9842 or taylor-upshaw.gloria@epa.gov.

cc: Ryan Jackson, Chief of Staff

John Showman III, Acting Deputy Assistant Administrator, Office of Administration and Resources Management

Howard Osborne, Associate Chief Financial Officer, Office of the Chief Financial Officer

Jeanne Conklin, Acting Controller, Office of the Chief Financial Officer

Carmelita Chadwick-Gallo, Director, Research Triangle Park Finance Center

Kimberly Patrick, Director, Office of Acquisition Management, Office of Administration and Resources Management

Lynnann Hitchens, Acting Director, Office of Resources, Operations and Management, Office of Administration and Resources Management

Michael Hardy, Acting Deputy Director, Office of Resources, Operations and Management, Office of Administration and Resources Management

Lauren Lemley, Audit Follow-Up Coordinator, Office of Administration and Resources Management

Celia Vaughn, Audit Follow-Up Coordinator, Office of Acquisition Management, Office of Administration and Resources Management

Brian Webb, Audit Follow-Up Coordinator, Office of the Controller, Office of the Chief Financial Officer

Benita Deane, Agency Follow-Up Coordinator

George Hull, Acting Associate Administrator for Public Affairs

Julia Valentine, Acting Director, Office of Media Relations, 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

Patrick Sullivan, Assistant Inspector General for Investigations

Edward Shields, Acting Deputy Assistant Inspector General for Management

Richard Eyer mann, Deputy Assistant Inspector General for Audit

Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs

Jeffrey Lagda, Congressional and Media Liaison, Office of Inspector General

Tia Elbaum, Congressional and Media Liaison, Office of Inspector General