



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

OFFICE OF
INSPECTOR GENERAL

January 3, 2017

MEMORANDUM

SUBJECT: Project Notification:
Audit of EPA's Use of Split and Combined Time-Off and Monetary Awards
Project No. OA-FY18-0090

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

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

TO: David Bloom, Acting Chief Financial Officer
Office of the Chief Financial Officer

Donna J. 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 preliminary research on the EPA's use of split and combined time-off and monetary awards. This assignment is included in our fiscal year 2018 annual plan.

Our objective is to determine whether the EPA is appropriately using split and combined time-off and monetary awards. We plan to conduct our work at the Office of the Chief Financial Officer's Office of the Controller, and at the Office of Administration and Resources Management's Office of Human Resources, in Washington, D.C. 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 awards process.

We plan to start our preliminary research work in January 2018. We will contact your audit coordinator to arrange a mutually agreeable time to discuss our objective 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 regular updates on the progress of the assignment.

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 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: Ryan Jackson, Chief of Staff
Henry Darwin, Chief of Staff for Operations
Kevin Chmielewski, Deputy Chief of Staff for Operations
Bobbie Trent, Agency Follow-Up Coordinator
Liz Bowman, Acting Associate Administrator for Public Affairs
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