



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

OFFICE OF  
INSPECTOR GENERAL

January 8, 2018

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of Administratively Determined Positions  
Project No. OA-FY18-0085

A handwritten signature in black ink, appearing to read "John Trefry".

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

**TO:** 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 Office of the Administrator's use of its authority to fill administratively determined positions created pursuant to the Safe Drinking Water Act Amendment of 1978. This assignment is self-initiated based, in part, on a congressional request.

Our objective will be to determine how the agency has used its authority under the Safe Drinking Water Act to fill up to 30 administratively determined positions. To accomplish this objective, we will collect and compare information on the administratively determined positions filled by the agency under this authority. Applicable generally accepted government auditing standards will be used in conducting our work. The anticipated benefit of this project is to strengthen agency policies and procedures related to filling administratively determined positions.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of the audit. 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, the reporting procedures, the 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 monthly meetings or via email, phone or video conference.

To expedite our review, we request that you please provide us with the following information, if available, before or at the kickoff meeting:

1. A list of the administratively determined positions filled under the Safe Drinking Water Act from January 2009 through December 2017.
2. Any guidance documents related to the filling of these positions.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978, as amended, 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). Any information related to the project should be addressed to Jean Bloom at (617) 918-1475 or [bloom.jean@epa.gov](mailto:bloom.jean@epa.gov).

cc: Ryan Jackson, Chief of Staff  
Henry Darwin, Chief of Staff for Operations  
Kevin Chmielewski, Deputy Chief of Staff for Operations  
John Showman, Acting Deputy Assistant Administrator for 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  
Linda Gray, Director, Office of Human Resources, Office of Administration and Resources Management  
Lauren Lemley, Audit Follow-Up Coordinator, Office of Administration and Resources Management  
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