



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

OFFICE OF  
INSPECTOR GENERAL

September 18, 2018

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of EPA's Management of Mobile Phones  
Project No. OA&E-FY18-0290

**FROM:** Michael D. Davis, Director *Michael D. Davis*  
Efficiency Directorate  
Office of Audit and Evaluation

**TO:** Vaughn Noga, Principal Deputy Assistant Administrator and Deputy Chief  
Information Officer  
Office of Environmental Information

Holly Greaves, 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 management of mobile phones. This is an OIG-initiated project.

The OIG's objective is to determine whether the EPA effectively manages its mobile phones. The OIG plans to conduct work with your offices and, as needed, with other EPA program and regional offices. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to improve EPA operational efficiency.

We will contact you to arrange a mutually agreeable time 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 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 to your designated point of contact.

To expedite our review, please email a copy of the following documents to Madhu Dev, at [dev.madhu@epa.gov](mailto:dev.madhu@epa.gov), before the kickoff meeting:

- A comprehensive list of mobile phone registrations and billings delineated by EPA program office and regions for fiscal year (FY) 2017 through June 30 of FY 2018. At a minimum, please ensure that the list includes the following data fields:
  - Registration identification.
  - Registration start/end date.

- Customer name.
  - Customer phone number.
  - Mobile device type.
  - Rate plan (with monthly minutes in plan).
  - Minutes/data/text usage.
  - Billed amount.
- The guidance memorandum for the FY 2017 Working Capital Fund Service Agreements.
  - A list of federal laws and regulations, and agency policies and procedures, used to manage mobile phones.
  - A list of contracts or blanket purchase agreements used to acquire cellular services and mobile phones.
  - A list of designated points of contacts, who coordinate and monitor mobile phone services in each EPA region and program office.
  - Information on how the Working Capital Fund determines what rates will be charged to customers for mobile phone services.

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 that you resolve the situation 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 Gloria Taylor-Upshaw. Any information related to the project should be addressed to me at (513) 487-2363 or [davis.michaeld@epa.gov](mailto:davis.michaeld@epa.gov), or Gloria Taylor-Upshaw at (404) 562-9842 or [taylor-upshaw.gloria@epa.gov](mailto:taylor-upshaw.gloria@epa.gov).

cc: Henry Darwin, Acting Deputy Administrator  
 Ryan Jackson, Chief of Staff  
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