



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

OFFICE OF
INSPECTOR GENERAL

July 25, 2019

MEMORANDUM

SUBJECT: Project Notification:
Preliminary Research on EPA's Controls Related to Employees on Military Leave
Project No. OA&E-FY19-0286

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

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

TO: Donna Vizian, Principal Deputy Assistant Administrator
Office of Mission Support

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research into the approval of military leave for EPA employees and the issuance of EPA pay for employees on military leave. This assignment is included in our fiscal year 2019 *Annual Plan*.

Our objectives are to determine whether the EPA (1) is following federal laws and regulations and (2) has established controls related to its employees on military leave. The audit period for preliminary research is January 1, 2017, through June 30, 2019. The OIG plans to conduct interviews with employees and management to obtain an understanding of the processes used in approving military leave and to identify any issues related to active-duty and EPA pay. Applicable generally accepted government auditing standards will be used in conducting our work. The anticipated benefit of this project is to improve 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 monthly updates to you and/or your designated staff.

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*.

The project will be supervised by me, and the Project Manager will be Leah Nikaidoh. Any information related to the project should be addressed to me at (202) 566-2474 or trefry.john@epa.gov, or Leah Nikaidoh at (513) 487-2365 or nikaidoh.leah@epa.gov.

cc: Henry Darwin, Associate Deputy Administrator and Chief of Operations
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