




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

THE INSPECTOR GENERAL

August 25, 2020

**MEMORANDUM**

**SUBJECT:** Response to Corrective Actions for Office of Inspector General Report No. 20-P-0063, *Outdated EPA Leave Manual and Control Weaknesses Caused Irregularities in the Office of Air and Radiation's Timekeeping Practices*, issued December 19, 2019

**FROM:** Sean W. O'Donnell 

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

Thank you for your memorandum dated July 17, 2020, which outlines the Office of Mission Support's planned corrective actions and estimated completion dates for two unresolved recommendations—Recommendations 1 and 2—issued in the subject Office of Inspector General report. The report included five recommendations: Recommendation 3, which was issued to the chief financial officer but for which we have yet to receive a response, remains unresolved; Recommendation 4, which was issued to the assistant administrator of Air and Radiation, was previously completed; and Recommendation 5, which was issued to your office, was previously resolved with corrective actions pending.

Based on the information and supporting documentation provided, the corrective actions taken for Recommendations 1 and 2 meet the intent of those recommendations. Recommendations 1 and 2 for the subject report are now considered complete.

You should continue to track implementation of corrective actions for Recommendation 5 in the Agency's Management Audit Tracking System until all actions are completed.

If you or your staff have any questions, please contact Rashmi Bartlett, acting assistant inspector general for Audit, at (202) 566-1363 or [barlett.rashmi@epa.gov](mailto:barlett.rashmi@epa.gov); or John Trefry, director, Forensic Audits, at (202) 566-2474 or [trefry.john@epa.gov](mailto:trefry.john@epa.gov).

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