



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

August 7, 2020

OFFICE OF MISSION SUPPORT

MEMORANDUM

SUBJECT: Follow-up to the Office of Inspector General Final Report No. 20-P-0065 "EPA Needs to Improve Management and Monitoring of Time-Off Awards," dated December 30, 2019

FROM: Donna J. Vizian, Principal Deputy Assistant Administrator DONNA VIZIAN

Digitally signed by DONNA VIZIAN Date: 2020.08.07 11:59:31 -04'00'

TO: Kathlene Butler, Acting Assistant Inspector General Office of Audit and Evaluation Office of The Inspector General

The final report for the "EPA Needs to Improve Management and Monitoring of Time-Off Awards," dated December 30, 2019, audit notes that there are three unresolved recommendations for the Office of Mission Support. The purpose of this memorandum is to transmit OMS's revised corrective action plan for the three unresolved recommendations that I believe fully address the concerns in the final report.

Table with 4 columns: No., Recommendation, High-Level Corrective Actions, Completion Date. Row 1: Recommendation to revise EPA Manual 3130 A2, Recognition Policy and Procedures Manual; High-Level Corrective Actions 1.1 and 1.2; Completion Date October 31, 2022 and Completed April 17, 2020 (attached).

		<ul style="list-style-type: none"> • Provide guidance to supervisors and managers on how to determine appropriate amounts for a time-off award, including when time-off awards are combined with monetary awards. • Require senior manager review when a monetary award of \$4,500 or higher is combined with a time-off award of more than one workday. 	
2	Update the EPA's 2016 Interim Policy Change for Document Retention of Time-Off and Monetary Award Forms and incorporate the policy into EPA Manual 3130 A2 to require that the monetary value of all awards (both monetary and time-off) be used to determine if the award is commensurate with the employee's achievements and the appropriate level of review and approval.	OMS will revise EPA Manual 3130 A2, <i>Recognition Policy and Procedures Manual</i> , to establish a methodology to ensure the "value" of the time-off award is commensurate with the contribution being recognized and enter it into Directives Clearance.	October 31, 2022
3	Establish internal control procedures to monitor time-off awards as part of EPA resource management.	<p>OMS will revise EPA Manual 3130 A2, <i>Recognition Policy and Procedures Manual</i>, to establish a methodology to ensure the "value" of the time-off award is commensurate with the contribution being recognized and enter it into Directives Clearance.</p> <p>OMS will:</p> <ul style="list-style-type: none"> • Update EPA Manual 3130 A2. • Issue interim guidance. • Add time-off awards to the Policy and Accountability Branch's assessment schedule. • Continue to provide annual awards guidance to regions and programs jointly with the Office of the Chief Financial Officer. 	<p>Oct 31, 2022</p> <p>Interim policy issued April 17, 2020.</p> <p>FY20 guidance issued March 25, 2020 (attached)</p>

Thank you for the opportunity to revise OMS's corrective action plan to address unresolved recommendations. If you have any questions, please contact OMS's audit follow-up coordinator, Mitch Hauser on (202) 564-7636 or hauser.mitch@epa.gov.

Attachments

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