




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

OFFICE OF
INSPECTOR GENERAL

February 26, 2015

MEMORANDUM

SUBJECT: Project Notification:
Background Investigation Services
Project No. OA-FY15-0029

FROM: Janet Kasper, Director 
Contracts and Assistance Agreements Audits

TO: Nanci Gelb, 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 field work for our audit of background investigation services. We are modifying the objectives listed in the original notification memorandum dated October 20, 2014. The OIG's field work objectives are to answer the following questions:

1. Is the EPA adequately monitoring its Personnel Security Branch support contracts to ensure contractor compliance with terms and conditions?
2. Is the EPA's Personnel Security Branch complying with agency policies and procedures for interagency acquisitions?

The OIG plans to conduct work in the Office of Administration and Resources Management (OARM) and any other offices responsible for the background investigation services. We plan to interview OARM staff about oversight, internal controls, and management of the background investigation services and related support contracts. In addition, we will review related policies, procedures and guidance documents. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to improve operational efficiency and ensure effective oversight and management of background investigation support contract and interagency acquisitions.

We will contact your audit liaison 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 as needed, through meetings, emails and phone calls.

To ensure the success and timely completion of this project, we request that you provide the following to the extent possible before or at the entrance conference:

- Contracting officer's representative appointment memorandum for the following two contracts: (1) Mantech Security & Mission Assurance Corporation, Contract No. GS-07F-5506P, Order No. EP09W001968; and (2) Solutions Technology Systems Inc., Contract No. GS-35F-0347J, Order No. EP-G11H-00279.
- Pricing sheets for Solutions Technology Systems Inc., Contract No. GS-35F-0347J, Order No. EP-G11H-00279, and all deliverables.
- Access to the contracting officer and contracting officer's representative files for the two contracts.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978 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, Gina McCarthy, and include the incident in the Semiannual Report to Congress.

The project will be supervised by me, and the Project Manager will be Michael Petscavage. Should you or your staff have any questions, please contact me at (312) 886-3059 or kasper.janet@epa.gov, or Michael Petscavage at (202) 566-0897 or petscavage.michael@epa.gov.

cc: Donna Vizian, Acting Principal Deputy Assistant Administrator, OARM
Vaughn Noga, Acting Director, Office of Administration, OARM
Maryann Petrole, Deputy Director, Office of Administration, OARM
Tami Franklin, Director, Security Management Division, Office of Administration, OARM
Kelly Glazier, Deputy Director, Security Management Division, Office of Administration, OARM
Jon Ross, Chief, Personnel Security Branch, Security Management Division,
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Brandon McDowell, Audit Follow-Up Coordinator, OARM
Howard Corcoran, Director, Office of Grants and Debarment, OARM
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John Bashista, Director, Office of Acquisition Management, OARM
Thomas Dussault, Deputy Director, Office of Acquisition Management, OARM
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John Showman, Director, Office of Policy and Resource Management, OARM
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