



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

OFFICE OF  
INSPECTOR GENERAL

June 18, 2014

MEMORANDUM

SUBJECT: Response to Office of Inspector General Report No. 14-B-0244 "EPA OIG's Compliance with EPA Passport Guidance," dated May 1, 2014

FROM: Charles Sheehan *Charles Sheehan*  
Deputy Inspector General

TO: Kevin Christensen  
Acting Assistant Inspector General, Office of Audit

As part of the Office of Inspector General's audit regarding OIG compliance with EPA passport guidance, the Office of Audit made recommendations to the OIG to ensure adequate protection of sensitive personally identifiable information (PII).

The OIG's responses to each recommendation in the report are as follows:

**Recommendation #1**

"Identify official passports issued to OIG employees."

**Response**

To identify any current employees that have been issued official passports, on June 10, 2014, I sent an OIG-wide email to all OIG employees, asking that by June 30, 2014, those who have ever been issued an official passport as part of their OIG employment, regardless of whether any such passports are current or expired, to self-identify and notify the OIG international travel coordinator (ITC).<sup>1</sup> Unless they are OI agents, OIG employees were directed to deliver any such passports to the OIG ITC for return to the EPA's Office of International and Tribal Affairs (OITA) no later than June 30, 2014. OI agents were instructed to notify the OIG ITC and that OI would secure current passports; the AIGI must also approve the retention in writing on an individual basis.

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<sup>1</sup> My email supplemented an OIG wide email from the OIG Chief of Staff, Aracely Nunez-Mattocks, dated April 29, 2014 with guidance on official passport accountability.

To identify any former employees who may have been issued official passports, by June 20, 2014, the OIG ITC will request the OITA to produce by June 30, 2014 a list of issued EPA passports. Within 30 days of receipt from the OITA, the OIG ITC will cross-check the list against a list of OIG employees. Additionally, OIG employees were asked in the above-referenced email to provide any information about past international travel they recall being completed by any other current or former employees of the OIG.

### **Recommendation #2**

“Request that all official passports be returned to the OITA for proper storage or cancellation.”

### **Response**

By July 2, 2014, the OIG ITC will record all passports collected in the response to my OIG-wide email above and deliver them to the OITA for proper storage or cancellation, with the exception of current official passports issued to special agents in OI.

Because the OIG must respond quickly to allegations of criminal conduct, OI will maintain and control passports assigned to its employees in a locked safe within OI. The OITA and the U.S. Department of State have no objection to this arrangement.

### **Recommendation #3**

“Provide the OITA with the names and available passport numbers of OIG employees whose passports have not been located, and request that the OITA notify the U.S. Department of State.”

### **Response**

Based on the responses to my OIG-wide email, the OIG ITC will generate a list of any passports identified but unable to be located and notify the OITA by July 18, 2014. Based on a review of the information from the OITA as to any remaining passports that are identified but unable to be located, the OIG ITC will notify the OITA within 30 days of receipt of the names and available passport numbers, and request the OITA to notify the Department of State.

### **Recommendation #4**

“Develop and implement one OIG-wide policy and procedure to include, at a minimum:

- a. Designation of an international travel coordinator position and a description of the coordinator’s function and responsibilities.
- b. Procedures for requesting an official passport.
- c. A requirement that all OIG personnel traveling outside of the United States on official government business obtain an official passport prior to traveling.
- d. A requirement that upon completion of travel the official passport be returned in accordance with OITA guidelines.”

### **Response**

The OIG will develop one OIG-wide policy and procedure (Policy and Procedure 007) which provides for each of the areas identified in the recommendation. Specifically:

- a. The designation of an ITC position and a description of the coordinator's functions and responsibilities. The designated ITC individual will be listed on the OIG intranet "Subject Matter Points of Contact" page: [Contact Info | Office of Inspector General Intranet](#). The OIG will inform the OITA of the OIG ITC.
- b. The procedures for requesting an official passport. The procedures will include whom to contact, what internal approvals are needed, the role of the international travel coordinator in obtaining a passport, and the time frames in which applications will be processed and sent to the OITA for processing.
- c. A specific definition of international travel and the requirement that all OIG employees on official international travel must travel with an official passport.
- d. OIG travelers will be required to return official passports to the OITA, through the OIG ITC, within five days after completing their travel, with the exception of Office of Investigation employees.

OIG Policy and Procedure 007, OIG International Travel, is expected to be completed by August 30, 2014.