



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

OFFICE OF
INSPECTOR GENERAL

August 5, 2015

MEMORANDUM

SUBJECT: Project Notification:
Review of Religious Compensatory Time
Project No. OA-FY15-0180

FROM: Robert Adachi, Director, Forensic Audits
Office of Audit

A handwritten signature in black ink that reads "Robert K. Adachi".

TO: Stan Meiburg, Deputy Administrator

David Bloom, Acting Chief Financial Officer

Karl Brooks, 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 on our audit of the EPA's practices, policies and procedures for religious compensatory time. This audit is being initiated based on preliminary work conducted on a hotline complaint received by our office.

The OIG's objective is to determine whether the agency has sufficient policies and procedures to govern the use of religious compensatory time. As part of our preliminary work, the OIG conducted interviews of selected EPA headquarters, regional and laboratory employees who have used religious compensatory time, and selected supervisors and timekeepers. We plan to conduct additional interviews as needed. Applicable generally accepted government auditing standards will be used in conducting our audit. The anticipated benefits of this audit are to improve EPA's business practices and accountability, strengthen limited resource management, and ensure effective oversight and management of religious compensatory time.

We previously informed the Office of Human Resources of our work on the hotline and have provided updates on the status of our work. We will contact the Office of Administration and Resources Management and Office of the Chief Financial Officer to schedule a mutually agreeable time to discuss our audit objectives and timeframes for the audit.

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 and include the incident in the Semiannual Report to Congress.

The project will be supervised by me, and the Project Manager will be Jean Bloom. Should you or your staff have any questions, please contact me at (415) 947-4537 or Adachi.Robert@epa.gov, or Jean Bloom at (617) 918-1475 or Bloom.Jean@epa.gov.

cc: Donna Vizian, Principal Deputy Assistant Administrator, Office of Administration and Resources Management
John L Showman, Director, Office of Policy and Resource Management, Office of Administration and Resources Management
Susan Kantowitz, Director, Office of Human Resources, Office of Administration and Resources Management
Angela Freeman, Deputy Director, Office of Human Resources, Office of Administration and Resources Management
Nic Grzegozewski, Agency Audit Follow-Up Coordinator
Lorna Washington, Audit Follow-Up Coordinator, Office of the Chief Financial Officer
Brandon McDowell, Audit Follow-Up Coordinator, Office of Administration and Resources Management
John Svec, Audit Follow-Up Coordinator, Region 2,
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Arthur A. Elkins Jr., Inspector General
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