



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

OFFICE OF
INSPECTOR GENERAL

September 11, 2013

MEMORANDUM

SUBJECT: Notification of Preliminary Research on Various Administrative Areas (Reissued*)

FROM: Richard Eyermann, Acting Assistant Inspector General
Office of Audit

A handwritten signature in black ink, appearing to read "Richard Eyermann".

TO: Maryann Froehlich
Acting Chief Financial Officer

Craig E. Hooks, Assistant Administrator
Office of Administration and Resources Management

Janet McCabe, Acting Assistant Administrator
Office of Air and Radiation

Avi Garbow, General Counsel
Office of General Counsel

The U.S. Environmental Protection Agency's Office of Inspector General plans to begin preliminary research on various administrative areas as a result of recent actions taken against a former EPA employee. Some of the areas, we will cover are timekeeping, retention pay, employee salaries and the process for handling potential employee misconduct cases. We will include this project in our annual audit plan and our objective is to determine whether further audit work is warranted.

During our preliminary research, we plan to interview appropriate personnel, obtain information and review related system data. We will conduct this assignment using applicable *Government Auditing Standards*.

The project manager for this project is John Trefry. We will contact the appropriate personnel to arrange a mutually agreeable meeting time during the week of September 16, to discuss the objectives and purpose of the project. We are particularly interested in any areas of concern that you may have. We will answer any questions you may have 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.

If you or your staff have any questions, please contact Robert Adachi, Director of Forensic Audits, at (415) 947-4537 or adachi.robert@epa.gov; or John Trefry at (202) 566-2474 or trefry.john@epa.gov.

* Reissued to correct Lisa Felt's title

cc: Bob Perciasepe, Deputy Administrator
Gwendolyn Keyes Fleming, Chief of Staff
Lisa Feldt, Associate Deputy Administrator, Office of the Administrator
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