



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

OFFICE OF  
INSPECTOR GENERAL

August 9, 2016

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of EPA's Physical Control of Information Technology Property  
Project No. OA-FY16-0260

**FROM:** Kevin Christensen, Assistant Inspector General  
Office of Audit

A handwritten signature in black ink, appearing to read "Kevin Christensen".

**TO:** Ann Dunkin, Chief Information Officer  
Office of Environmental Information

Donna Vizian, Acting Assistant Administrator  
Office of Administration and Resources Management

Robert A. Kaplan, Acting Regional Administrator  
Region 5

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research for an audit of the EPA's physical control of information technology property. Our objective is to determine whether EPA regions and offices have established and implemented controls that protect information technology property from fraud, waste or misuse.

We received a hotline request from EPA Region 5's Acting Regional Administrator in June 2016. We conducted some initial work from late June to mid-July 2016, including interviews with some Region 5 personnel. We found areas of concern related to physical controls over Region 5's information technology property, which warranted performing an audit of the EPA's physical control over such property. We plan to conduct our audit work at EPA headquarters, Region 5, and other EPA regions and program offices as necessary. We will use generally accepted government auditing standards to conduct our work.

Prior to or at our kickoff meeting, we request that you provide us with the following information:

1. Assurance letters for the two most recent fiscal years for the Office of Environmental Information, the Office of Administration and Resources Management and EPA Region 5.
2. EPA regulations, guidance and procedures used by all agency personnel to maintain proper physical control over information technology property.

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.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of the preliminary research phase 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.

If you or your staff have any questions about this assignment, please contact Mike Davis, Director, Efficiency Audits, at (513) 487-2363 or [davis.michaeld@epa.gov](mailto:davis.michaeld@epa.gov); or Randy Holthaus, Project Manager, at (214) 665-6620 or [holthaus.randy@epa.gov](mailto:holthaus.randy@epa.gov).

cc: Assistant Administrators

Avi Garbow, General Counsel

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