



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

OFFICE OF  
INSPECTOR GENERAL

August 12, 2016

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of Region 5 Sexual Harassment Policies and Practices  
Project No. OA-FY16-0177

**FROM:** John Trefry, Director, Forensic Audits  
Office of Audit

A handwritten signature in blue ink that reads "John Trefry".

**TO:** Robert Kaplan, Acting Regional Administrator  
Region 5

Velveta Golightly-Howell, Director  
Office of Civil Rights  
Office of the Administrator

Linda Gray, Director  
Office of Human Resources  
Office of Administration and Resources Management

The Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA) plans to begin an audit of Region 5's sexual harassment policies and practices. This assignment is being initiated based on a request from the United States House of Representatives, Committee on Oversight and Government Reform. In that request, the committee expressed concerns over allegations of sexual harassment in the EPA Region 5 Great Lakes National Program Office. The committee requested the OIG to determine whether Region 5 managers appropriately handled allegations of sexual harassment.

The objective of the audit is to determine whether Region 5's policies and practices for handling sexual harassment complaints made through the Equal Employment Opportunity (EEO) complaint process and human resources complaint process adhere to established policies and meet federal requirements. To accomplish this objective, we will identify the universe of sexual harassment complaints made over the last 5 years, select a sample, and review case files. We will also conduct interviews with management and regional staff to determine whether Region 5 followed applicable policies and practices, as well as complied with federal requirements.

The OIG plans to conduct its work at the EEO and Human Resources office's in Region 5. Applicable generally accepted government auditing standards will be used in conducting our work. The anticipated benefits of this project are to improve operational efficiency.

We anticipate starting our work in late August. We will contact the audit coordinator to arrange a mutually agreeable time to discuss our objectives and the purpose of the audit. We would also be 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. Throughout the project, we will provide updates on a regular basis through a monthly meeting or via email, phone or video conference.

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 Angela Bennett. Should you or your staff have any questions, please contact me at (202) 566-2474 or [trefry.john@epa.gov](mailto:trefry.john@epa.gov), or Angela Bennett at (404) 562-9844 or [bennett.angela@epa.gov](mailto:bennett.angela@epa.gov).

cc: Cheryl Newton, Acting Deputy Regional Administrator, Region 5  
Bruce Sypniewski, Acting Division Director, Resources Management Division, Region 5  
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