



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

OFFICE OF
INSPECTOR GENERAL

February 8, 2017

MEMORANDUM

SUBJECT: Project Notification:
Human Resources Shared Service Centers
Project No. OA-FY17-0126

FROM: Mike Davis, Director, Efficiency Audits *Michael J. Davis*
Office of Audit

TO: Donna J. Vizian, Acting 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 preliminary research on the EPA's Human Resources Shared Service Centers (HR SSC). This project is included in our 2017 annual plan and contributes to the improvement of the EPA's business practices and accountability.

The audit objective is to determine whether the agency has achieved efficiencies, savings and improved customer service at agency human resources operations by establishing the three HR SSCs, located in Cincinnati, Ohio; Las Vegas, Nevada; and Research Triangle Park, North Carolina. The OIG plans to conduct work at EPA headquarters, the three HR SSCs, and selected regional locations. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to improve operational efficiency, reduce cost and improve customer service.

We will contact you to arrange a mutually agreeable time to discuss our objective and the purpose 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. Throughout the project, we will provide monthly status updates to your designated point of contact.

Please provide the following information to Heather Layne, Project Manager at layne.heather@epa.gov; and Cara Lindsey, Auditor, at lindsey.cara@epa.gov, prior to the initial meeting:

1. Designated HR points of contact at EPA headquarters, the three HR SSCs, and the 10 regions responsible for providing human resource services to EPA employees and managers.
2. Information on the formation of the three HR SSCs (including projected efficiencies and savings).
3. Policies, procedures and guidance related to the management of the EPA's HR SSCs.
4. HR roles and responsibilities of the EPA headquarters, the three HR SSCs, and the 10 regions.

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 Michael D. Davis, Director, Efficiency Audits. The Project Manager will be Heather Layne. Any questions about the project should be addressed to Mr. Davis at (513) 487-2363 or davis.michaeld@epa.gov, or Ms. Layne at (617) 918-1486 or layne.heather@epa.gov.

cc: John Showman, Acting Deputy Assistant Administrator, Office of Administration and Resources Management
Linda Gray, Director, Office of Human Resources, Office of Administration and Resources Management
Lynnann Hitchens, Acting Director, Office of Resources, Operations, and Management, Office of Administration and Resources Management
Michael Hardy, Acting Deputy Director, Office of Resources, Operations, and Management, Office of Administration and Resources Management
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