



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

OFFICE OF
INSPECTOR GENERAL

March 8, 2017

MEMORANDUM

SUBJECT: Project Notification:
Fiscal Year 2017 Risk Assessment of EPA's Travel Card Program
Project No. OA-FY17-0157

FROM: Michael Petscavage, Director
Contract and Assistance Agreement Audits

A handwritten signature in black ink that reads "Michael J. Petscavage".

TO: David Bloom, Acting Chief Financial Officer
Office of the Chief Financial Officer

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on a risk assessment of the EPA's travel program on March 27, 2017. This project is included in our annual plan.

The OIG's objective is to analyze risks of illegal, improper or erroneous purchases and payments within the EPA. The OIG plans to conduct work within the Office of the Chief Financial Officer. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to determine effectiveness of oversight and management of the travel card program.

We will contact you to arrange a mutually agreeable time to discuss our objective 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. Throughout the project, we will provide updates on a regular basis via meetings with EPA staff.

Please provide the following prior to the meeting:

- Agencywide internal control policies and procedures not kept on the EPA intranet that pertain to travel cards.
- The results of recent agency assessments related to travel cards.
- A current list of agency personnel who manage the travel card program for program and regional offices.
- Quarterly reports used to manage travel cards.
- A master list of current EPA employee cardholders, limitations on amounts authorized, and status.

- A summary of training provided to travel cardholders and officials with responsibility for overseeing the use of travel cards.
- Identification of systems, techniques and technologies to prevent or identify improper purchases.
- A master list of all travel card transactions for the first 5 months of fiscal year 2017.
- A master list of all EPA employees whose employment with the EPA terminated in fiscal years 2015 and 2016.
- Contract information for the contract the EPA has with the travel card issuing contractor.

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 I can be contacted at petscavage.michael@epa.gov or (202) 566-0897. The Project Manager will be Mary Anne Strasser, who can be contacted at strasser.maryanne@epa.gov or (303) 312-6972.

cc: Howard Osborne, Associate Chief Financial Officer
Benita Deane, Agency Follow-Up Coordinator
George Hull, Acting Associate Administrator for Public Affairs
Julia Valentine, Acting Director, Office of Media Relations, Office of Public Affairs
Regional Audit Follow-Up Coordinators, Regions 1–10
Arthur A. Elkins Jr., Inspector General
Charles Sheehan, Deputy Inspector General
Alan Larsen, Counsel to the Inspector General
Kevin Christensen, Assistant Inspector General for Audit
Carolyn Copper, Assistant Inspector General for Program Evaluation
Patrick Sullivan, Assistant Inspector General for Investigations
Edward Shields, Acting Assistant Inspector General for Management
Rich Eyermann, Deputy Assistant Inspector General for Audit
Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs
Jeffrey Lagda, Congressional and Media Liaison, Office of Inspector General