



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

OFFICE OF
INSPECTOR GENERAL

January 10, 2018

MEMORANDUM

SUBJECT: Amended Project Notification:
Audit of EPA's Adherence to Policies, Procedures and Oversight Controls
Pertaining to the Administrator's Travel
Project No. OA-FY17-0382

FROM: John Trefry, Director, Forensic Directorate
Office of Audit and Evaluation

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

TO: David Bloom, Deputy Chief Financial Officer

The U.S. Environmental Protection Agency's (EPA's) Office of Inspector General (OIG) previously amended its preliminary research pertaining to Administrator Scott Pruitt's travel through September 30, 2017. Based on additional congressional requests, the scope of our review is now expanded to include the Administrator's travel through December 31, 2017. Our objectives remain the same. Specifically, we seek to determine the following:

- The frequency, cost and extent of the Administrator's travel.
- Whether applicable EPA travel policies and procedures were followed for Administrator Pruitt's travel, as well as other EPA staff and security personnel traveling with or in advance of Administrator Pruitt.
- Whether EPA policies and procedures are sufficiently designed to prevent fraud, waste and abuse regarding the Administrator's travel.

To accomplish these objectives, we will review supporting documentation and conduct interviews with management and staff to determine whether the EPA followed applicable policies and procedures, and complied with federal requirements. The OIG plans to work with the EPA's Cincinnati Finance Center and the Office of the Chief Financial Officer to obtain needed information. 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 will contact your audit coordinator to arrange a mutually agreeable time to discuss our expanded scope. 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 OIG's Semiannual Report to Congress.

I will supervise the project 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, or Angela Bennett at (404) 562-9844 or bennett.angela@epa.gov.

cc: Scott Pruitt, Administrator
Ryan Jackson, Chief of Staff
Henry Darwin, Chief of Staff for Operations
Kevin Chmielewski, Deputy Chief of Staff for Operations
Matthew Leopold, General Counsel
Troy Lyons, Associate Administrator for Congressional and Intergovernmental Relations
Liz Bowman, Associate Administrator for Public Affairs
Howard Osborne, Associate Chief Financial Officer
Jeanne Conklin, Controller, Office of the Chief Financial Officer
Bobbie Trent, Agency Follow-Up Coordinator
Ellen Treimel, Audit Follow-Up Coordinator, Office of the Administrator
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 and Evaluation
Patrick Sullivan, Assistant Inspector General for Investigations
Edward Shields, Assistant Inspector General for Management
Richard Eyermann, Deputy Inspector General for Audit
Jennifer Kaplan, Deputy Inspector General for Congressional and Public Affairs
Jeffrey Lagda, Congressional and Media Liaison, Office of Inspector General
Tia Elbaum, Congressional and Media Liaison, Office of Inspector General