MEMORANDUM

SUBJECT: Project Notification:
Audit of Administratively Determined Positions
Project No. OA-FY18-0085

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

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 Office of the Administrator’s use of its authority to fill administratively determined positions created pursuant to the Safe Drinking Water Act Amendment of 1978. This assignment is self-initiated based, in part, on a congressional request.

Our objective will be to determine how the agency has used its authority under the Safe Drinking Water Act to fill up to 30 administratively determined positions. To accomplish this objective, we will collect and compare information on the administratively determined positions filled by the agency under this authority. Applicable generally accepted government auditing standards will be used in conducting our work. The anticipated benefit of this project is to strengthen agency policies and procedures related to filling administratively determined positions.

We will contact you 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 of your questions about the project process, the reporting procedures, the 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 monthly meetings or via email, phone or video conference.

To expedite our review, we request that you please provide us with the following information, if available, before or at the kickoff meeting:

1. A list of the administratively determined positons filled under the Safe Drinking Water Act from January 2009 through December 2017.
2. Any guidance documents related to the filling of these positions.
We respectfully note that the OIG is authorized by the Inspector General Act of 1978, as amended, 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*.

I will supervise the project, and the Project Manager will be Jean Bloom. Should you or your staff have any questions, please contact me at (202) 566-2474 or trefry.john@epa.gov. Any information related to the project should be addressed to Jean Bloom at (617) 918-1475 or bloom.jean@epa.gov.

cc: Ryan Jackson, Chief of Staff
    Henry Darwin, Chief of Staff for Operations
    Kevin Chmielewski, Deputy Chief of Staff for Operations
    John Showman, Acting Deputy Assistant Administrator for Administration and Resources Management
    Lynnamn 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
    Linda Gray, Director, Office of Human Resources, Office of Administration and Resources Management
    Lauren Lemley, Audit Follow-Up Coordinator, Office of Administration and Resources Management
    Bobbie Trent, Agency Follow-Up Coordinator
    Liz Bowman, Associate Administrator for 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 and Evaluation
    Patrick Sullivan, Assistant Inspector General for Investigations
    Edward Shields, Assistant Inspector General for Management
    Rich Eyermann, Deputy Assistant Inspector General for Audit and Evaluation
    Christine El-Zoghbi, Deputy Assistant Inspector General for Audit and Evaluation
    Jennifer Kaplan, Deputy Assistant 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