



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

July 17, 2020

OFFICE OF MISSION SUPPORT

MEMORANDUM

SUBJECT: Follow-up to the Office of Inspector General Final Report No. 20-P-0063 “Outdated EPA Leave Manual and Control Weaknesses Caused Irregularities in the Office of Air and Radiation’s Timekeeping Practices,” dated December 19, 2019

FROM: Donna J. Vizian, Principal Deputy Assistant Administrator **DONNA VIZIAN**

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DONNA VIZIAN
Date: 2020.07.20
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TO: Kathlene Butler, Acting Assistant Inspector General
Office of Audit and Evaluation

The final report for the “Outdated EPA Leave Manual and Control Weaknesses Caused Irregularities in the Office of Air and Radiation’s Timekeeping Practices,” audit notes that there are two unresolved recommendations for the Office of Mission Support. The purpose of this memorandum is to transmit OMS’s revised corrective action plan for the two unresolved recommendations that fully address the concerns in the final report.

No.	Recommendation	High-Level Corrective Actions	Completion Date
1	Update the Leave Manual and Leave Handbook to reflect laws and regulations implemented since 1995 for leave taken under the Family and Medical Leave Act of 1993.	OMS enter the updated Leave Manual into directives clearance.	October 29, 2019
2	Develop a process and establish time frames to review and update the Leave Manual and Leave Handbook to incorporate new laws and regulations on a regular basis.	OMS discussed its existing processes to review all of its policies. The OIG agreed to review the documentation to confirm that the OMS’s current processes address the OIG recommendation. OMS’s Office of Human Resources develops an annual policy agenda based on the following factors: 1) changes to law/regulation/other authority; 2) senior management direction; 3) OIG recommendations; and 4) customer feedback. Policies are prioritized and	October 29, 2019

		<p>tracked by the Policy and Accountability Branch. OHR and OMS senior management are briefed on the status of policies regularly.</p> <p>Over the last 3-4 years, OHR has updated many outdated and critical HR policies. OHR has also used the following methods, for example, to ensure that policies can be put in place quickly:</p> <ul style="list-style-type: none"> • <u>Administrative updates to existing policies</u> are used when only minor adjustments need to be made to an existing policy. • <u>Interim bulletins or orders</u> when significant changes or a new policy is implemented or when Chapters and/or sections of a current policy are superseded, or new requirements are put in place until a final policy can be issued. 	
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Thank you for the opportunity to revise OMS's corrective action plan to address unresolved recommendations. If you have questions, please have your staff contact Mitchell Hauser, Administrative Operations Division, at (202) 564-7636 or hauser.mitchell@epa.gov.

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