



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

OFFICE OF
INSPECTOR GENERAL

November 30, 2017

MEMORANDUM

SUBJECT: Project Notification:
Audit of EPA's Office of Criminal Enforcement, Forensics and Training's
Law Enforcement Availability Pay Reporting
Project No. OA-FY18-0075

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

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

TO: Lawrence Starfield, Acting Assistant Administrator
Office of Enforcement and Compliance Assurance

The Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on the EPA Office of Criminal Enforcement, Forensics and Training's (OCEFT's) law enforcement availability pay (LEAP) reporting. This review is being performed due to concerns identified as part of the OIG's audit of the EPA Administrator's Protective Service Detail.

Our objective will be to determine whether OCEFT employees properly record LEAP hours in compliance with federal requirements and EPA policies and procedures. To accomplish this objective, we will interview management officials, and select a representative sample of employees and review their People Plus timesheets and Management Activity Reporting System monthly activity reports. Applicable generally accepted government auditing standards will be used in conducting our work. The anticipated benefits of this project is to improve the efficiency of the EPA's LEAP reporting process.

We anticipate starting our work in early December. 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 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, 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 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.

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