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

OFFICE OF
INSPECTOR GENERAL

August 28, 2017

MEMORANDUM

SUBJECT: 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 Audits
Office of Audit

TO: David Bloom, Acting Chief Financial Officer

The Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on the EPA's adherence to policies, procedures and oversight controls pertaining to the Administrator's travel to Oklahoma. This assignment is being initiated based on congressional requests and a hotline complaint, all of which expressed concerns about Administrator Pruitt's travel—primarily his frequent travel to and from his home state of Oklahoma at taxpayer expense.

Our objectives will be to determine the following:

- The frequency, cost and extent of the Administrator's travel that included trips to Oklahoma, through July 31, 2017.
- Whether applicable EPA travel policies and procedures were followed for Administrator Pruitt's travel that included trips to Oklahoma, as well as other EPA staff and security personal traveling with or in advance of Administrator Pruitt.
- Whether EPA policies and procedures are sufficiently designed to prevent fraud, waste and abuse with the Administrator's travel that included trips to Oklahoma.

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 practices, 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 anticipate starting our work in late August. We will contact the audit coordinator 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 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.

cc: Scott Pruitt, Administrator
Ryan Jackson, Chief of Staff
Henry Darwin, Chief of Staff for Operations
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Kevin Minoli, Acting General Counsel
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