



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

OFFICE OF
INSPECTOR GENERAL

March 20, 2013

MEMORANDUM

SUBJECT: Fieldwork Notification Memorandum for the OIG's Audit of
Region 6's Emergency and Rapid Response Services Contracts
Project No. OA-FY13-0046

Melissa M. Heist

FROM: Melissa M. Heist, Assistant Inspector General
Office of Audit

TO: Ron Curry, Regional Administrator
Region 6

The Office of Inspector General plans to begin the fieldwork phase of our audit of Region 6's management of the Emergency and Rapid Response Services contracts. Our revised fieldwork objectives are:

1. Is Region 6 effectively managing task orders under Emergency and Rapid Response Service contracts?
2. Are contractors billing costs in accordance with contract terms?

We would like to schedule an entrance conference the week of April 1, 2013. We will contact your audit liaison to arrange a mutually agreeable time to discuss the objectives and our planned work. We will discuss the results of our preliminary research and answer any questions you have about our review process, report procedures, methods used to gather and analyze data, and products you should expect. We are tentatively planning to visit the region the week of April 8 to review files and interview Region 6 contracting, program, and management staff. To expedite our review, we request that the following be made available prior to our meeting:

- The name(s) of staff in the region responsible for making overall staffing level decisions, including staffing levels for Region 6 contracting functions.
- For the current and previous 3 years, the number of full-time equivalents Region 6 received from headquarters Office of Acquisition Management, and where those FTEs were used in the region.

- Read-only access to the Removal Cost Management System for the audit team (we will provide names to the audit liaison)

Should you or your staff have any questions, please contact me at (202) 566-0899 or heist.melissa@epa.gov; the product line director, Janet Kasper, at (312) 886-3059 or kasper.janet@epa.gov; or the project manager, Michael Petscavage, at (202) 566-0897 or petscavage.michael@epa.gov.

cc: Sam Coleman, Deputy Administrator, Region 6
Susan Jenkins, Audit Coordinator, Region 6
John Bashista, Director, Office of Acquisition Management, Office of Administration and Resources Management
Lisa Maass, Audit Coordinator, Office of Acquisition Management, Office of Administration and Resources Management
Arthur A. Elkins Jr., Inspector General
Charles Sheehan, Deputy Inspector General
Aracely Nunez-Mattocks, Chief of Staff, Office of Inspector General
Alan Larsen, Counsel to the Inspector General
Patrick Sullivan, Assistant Inspector General for Investigations
Carolyn Copper, Assistant Inspector General for Program Evaluation
Patricia Hill, Assistant Inspector General for Mission Systems
Richard Eyermann, Deputy Assistant Inspector General for Audit
Janet Kasper, Director for Contracts and Assistance Agreement Audits