



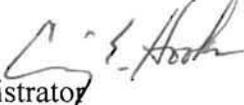
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

MAY 5 2011

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

**MEMORANDUM**

**SUBJECT:** Supplemental Response to the Office of Inspector General's Audit Report, Audit of EPA's Fiscal 2010 and 2009 Consolidated Financial Statements, Report No. 11-1-0015, dated November 15, 2010

**FROM:** Craig E. Hooks   
Assistant Administrator

**TO:** Arthur A. Elkins, Jr.  
Inspector General

Thank you for the opportunity to provide additional information related to Recommendation 9 of the subject report. While the EPA's original response and corrective action plan detailed steps to address the factors causing the deficiency, this supplemental response outlines the Agency's resolution of the personal property items not located in Fiscal Year 2010.

Given the supplemental information provided in the attachment, the Agency requests Recommendation 9 no longer be classified as an "Incomplete Response" and changed to an "AO Provided Complete Response" in IGEMS.

Please let me know if you have any questions, or your staff can contact Bridget C. Shea, Director of the Facilities Management and Services Division, at 202-564-2030 or Sandy Dickens of the Financial Policy and Planning Staff at 202-564-0606.

Attachment

cc: Joshua Baylson  
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## Supplemental Corrective Action Plan

<b>Title of Audit Report:</b>	<b>Audit of EPA's Fiscal 2010 and 2009 Consolidated Financial Statements</b>
<b>Number of Audit Report:</b>	<b>11-1-0015</b>
<b>Date of Report:</b>	<b>November 15, 2010</b>
<b>Lead Office for Audit:</b>	<b>Office of the Chief Financial Officer – Office of Financial Management</b>

<b>OIG Report Recommendation</b>	<b>Proposed Corrective Action</b>	<b>Target Due Date</b>	<b>Responsible Office(s)</b>
<i>Significant Deficiency #3 – Improvements Needed in Controls for Headquarters Personal Property</i>			
9. Adequately address and resolve the issue and determine why personal property items are missing.	<p>FMSD has reviewed the causative factors associated with missing personal property and have determined the following primary factors: (1) insufficient oversight and support for the program; (2) lack of all employee training; and (3) inability to track property at the individual level. FMSD is taking the following actions to correct these factors:</p> <p>9.1 Oversight/Support – FMSD will meet with the Board of Survey (BOS) to provide Reports of Survey regarding the status and disposition of each of the FY2010 missing items and work towards final disposition. BOS will conduct reviews and conduct interviews with Custodial Officers, managers and employees involved with the missing items to recommend a disposition method.</p>	6/30/2011	OARM/OA/FMSD

1 NOTE: This Supplement CAP document relates only to Recommendation 9 of the stated audit report. It does not track the current status of correction actions. Agreed upon target due dates and subsequent tracking (i.e., completion dates, updates) will be monitored internally by OCFO using the Corrective Action Tracking Database (CATD).

OIG Report Recommendation	Proposed Corrective Action	Target Due Date	Responsible Office(s)
	9.2 Oversight/Support – FMSD will temporarily reassign responsibility for the Personal Property program to the Deputy Division Director to ensure the necessary level of attention.	Completed 7/15/2010	OARM/OA/FMSD
	9.3 Oversight/Support – FMSD will dedicate two full-time staff as additional resources to support program operations.	Completed 1/6/2011	OARM/OA/FMSD
	9.4 Oversight/Support – FMSD will dedicate contractor support as additional resources to support program operations.	Completed 9/3/2010	OARM/OA/FMSD
	9.5 Training – In addition to training for managers, supervisors, and employees referenced in recommendation #8, FMSD will require training for all property staff.	9/30/2011	OARM/OA/FMSD
	9.6 Tracking – FMSD will develop a new property tracking system. The new system will include individual as well as location tracking features. This system will also include contract property tracking features.	5/30/2012	OARM/OA/FMSD
	9.7 Tracking – FMSD will employ a “wall-to-wall” approach to the FY 2011 Headquarters inventory to ensure that all items present are identified.	7/15/2011	OARM/OA/FMSD

**Responsible Managers:**

  
 Renee Page, Director, Office of Administration, OARM

4/28/11

Signature/Date