



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

OCT 31 2011

THE INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Extension Request for Response to OIG Report No. 11-P-0136, *EPA Needs Better Agency-Wide Controls Over Staff Resource, February 22, 2010*

TO: Craig E. Hooks
Assistant Administrator for Administration and Resources Management

Thank you for your memorandum of October 26, 2011, updating the milestones of the position management directive. We will update our records to reflect these new milestones:

Step	Date
Complete the draft position management directive for internal review.	May 31, 2012
Complete the stakeholder review and comment period.	July 15, 2012
Start the directive clearance review process.	August 31, 2012
Submit the directive for final approval.	September 15, 2012
Issue the position management directive.	September 30, 2012

Please note that the recommendation will remain open until such time as it has been fully implemented.

If you or your staff have any questions regarding this memo, please contact Wade Najjum, Assistant Inspector General for Program Evaluation, at (202) 566-0827, or Eric Lewis at (202) 566-2664.

Arthur A. Elkins, Jr.



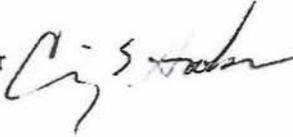
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OCT 26 2011

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: Extension Request for the Response to the Office of the Inspector General's Final Report
"EPA Needs Better Agency-Wide Controls over Staff Resources"
Report Number 11-P-0136

FROM: Craig E. Hooks, Assistant Administrator 

TO: Arthur A. Elkins, Jr.
Inspector General

I am requesting an extension to complete the milestones in the attached corrective action plan dated June 9, 2011. The milestones address the concerns you raised in the above referenced report.

We anticipate that the position management policy will be completed in fiscal year 2012. We appreciate your efforts and concerns about the agency's position management program and assure you that we are aggressively taking steps to develop, create and implement a program. If you have any questions or need additional information, please contact me at (202) 564-4600 or have your staff contact Kimberly A. Lewis, Director, Office of Human Resources or Susan Kantrowitz, Deputy Director, Office of Human Resources at (202) 564-4606.

Attachment

cc: Nanci E. Gelb
Kimberly A. Lewis
Susan Kantrowitz
Sharrelle Higgins

Audit Follow-up Corrective Action Plan
 "EPA Needs Better Agency-Wide Controls Over Staff Resources"
 Report Number 11-P-0136

11-P-0136 (OHR)	EPA Needs Better Agency-Wide Controls over Staff Resources	The Environmental Protection Agency establishes an Agency-wide workforce program that includes controls to ensure regular reviews of positions for efficiency, effectiveness, and mission accomplishment.	Completion of Position Management Order Draft's internal review	May 31, 2012
			Stakeholders review and comment period	July 15, 2012
			Placement into Directives Clearance Review Process	August 31, 2012
			Submission for final approval	September 15, 2012
			Position Management Order issue date	September 30, 2012