



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

OFFICE OF
INSPECTOR GENERAL

March 1, 2018

MEMORANDUM

SUBJECT: Project Notification:
Audit of Security Controls in EPA's Incident Tracking Systems for Protecting
Personally Identifiable Information
Project No. OAE-FY18-0124

Rudolph M. Brevard

FROM: Rudolph M. Brevard, Director, Information Resources Management Directorate
Office of Audit and Evaluation

TO: Steven Fine, Ph.D., Acting Chief Information Officer
Office of Environmental Information

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin fieldwork involving the EPA's incident ticketing systems related to protecting personally identifiable information. This project is the result of an OIG hotline complaint that indicated personally identifiable information was not being deleted or truncated from all users' view.

The OIG's objective is to determine whether the EPA implemented security controls to protect personally identifiable information processed in the agency's incident ticketing systems. The OIG plans to conduct work at the EPA headquarters offices in Washington, D.C. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are enforcing and ensuring compliance with laws and improving EPA business practices and accountability.

We will contact you to arrange a mutually agreeable time to discuss our objective and the purpose of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions 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 the status of the project every 6 weeks through emails, telephone calls, or meetings with the Office of Environmental Information Audit Follow-Up Coordinator and other officials within your organization.

To expedite our review, we request that you provide a copy of the following documents before or at the kickoff meeting:

1. All contract documents for the new agency incident tracking system that is scheduled to replace the Remedy system.
2. System documentation for the new incident tracking system, including the security plan, authorization to operate, security assessment, risk assessment and privacy impact assessment.

3. Statements of work and/or task orders for the Remedy system.

Please email the above requested documents to Vincent Campbell, Project Manager, at campbell.vincent@epa.gov; and Scott Sammons, Auditor, at sammons.scott@epa.gov.

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 that you resolve the situation 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 Vincent Campbell. Any information related to the project should be addressed to Vincent Campbell at (202) 568-0058 or campbell.vincent@epa.gov. You can also contact me at (202) 566-0893 or brevard.rudy@epa.gov.

cc: Ryan Jackson, Chief of Staff
Henry Darwin, Chief of Operations
Kevin Chmielewski, Deputy Chief of Operations
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Carrie Hallum, Audit Follow-Up Coordinator, Office of Environmental Information
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Regional Audit Follow-Up Coordinators, Regions 1–10
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