



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

OFFICE OF
INSPECTOR GENERAL

May 19, 2022

MEMORANDUM

SUBJECT: Notification of Audit:
EPA Internal Controls to Account for and Secure Laptops
Project No. OA-FY22-0117

FROM: LaSharn Barnes, Director *LaSharn Barnes*
Information Resources Management Directorate
Office of Audit

TO: Kimberly Patrick, Principal Deputy Assistant Administrator
Office of Mission Support

Daniel Blackman, Regional Administrator
Region 4

Dr. Earthea Nance, Regional Administrator
Region 6

The Office of Inspector General for the U.S. Environmental Protection Agency plans to begin an audit on the EPA's internal controls to account for and secure the Agency's laptops before they are distributed to employees. This audit addresses the following fiscal year 2022 [top management challenge](#) for the Agency: protecting information technology and systems against cyberthreats.

The OIG's objective is to determine whether EPA headquarters and select regional locations have sufficient internal controls to properly account for and secure laptops in their possession to prevent theft and misplacement. The OIG plans to conduct work at the Office of Mission Support's Desktop Support Services Division in Washington, D.C., and in EPA Regions 4 and 6. Applicable generally accepted government auditing standards will be used in conducting our audit. The anticipated benefits of this audit include the enhancement and strengthening of the EPA's internal controls to prevent the waste and abuse of government property and funds.

We will contact you to arrange a mutually agreeable time to discuss our objectives. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the audit process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the audit. Throughout the audit, we will provide updates on a regular basis.

To expedite our audit, please provide the following items before the close of business on June 1, 2022:

- Service contract with the EPA's forensic tracking software vendor.
- Contracts that support desktop support services for the Office of Mission Support's Desktop Support Services Division and for EPA Regions 4 and 6.
- Policies and standard operating procedures on accounting for and securing laptops for the Office of Mission Support's Desktop Support Services Division and for EPA Regions 4 and 6.
- Delivery schedule of laptops for the Office of Mission Support's Desktop Support Services Division and for EPA Regions 4 and 6.
- Most recent laptop purchase order or invoice for the Office of Mission Support's Desktop Support Services Division and for EPA Regions 4 and 6.

If you cannot provide any of the listed items by June 1, 2022, please provide an estimated date of delivery and an explanation for the delay. Also, please note that this list is not all-inclusive, and additional documentation may be requested during the audit.

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. Similarly, EPA Manual 6500, *Functions and Activities of the Office of Inspector General* (1994), requires that each EPA employee cooperate with and fully disclose information to the OIG. Also, Administrator Michael S. Regan, in an April 28, 2021, email message to EPA employees, conveyed his "expectation that EPA personnel provide OIG timely access to records or other information" and observed that "full cooperation with the OIG is in the best interest of the public we serve." We will request that you immediately resolve the situation if an Agency employee or contractor refuses to provide requested materials 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*.

We will post this memorandum on our public website at www.epa.gov/oig

cc: Janet McCabe, Deputy Administrator
Dan Utech, Chief of Staff, Office of the Administrator
Jon Monger, Associate Deputy Administrator
Wesley J. Carpenter, Deputy Chief of Staff, Office of the Administrator
Andrew Shreyer, Deputy Assistant Administrator for Mission Support
John Blevins, Deputy Regional Administrator, Region 4
Cecil Rodrigues, Deputy Regional Administrator, Region 6
Daniela Wojtalewicz, Audit Follow-Up Coordinator, Office of Mission Support
Andrew LeBlanc, Agency Follow-Up Coordinator
José Kercado, Backup Agency Follow-Up Coordinator
Lindsay Hamilton, Associate Administrator for Public Affairs
Lance McCluney, Director, Office of Administrative and Executive Services, Office of the Administrator.
Regional Audit Follow-Up Coordinators, Regions 1-10
Sean W. O'Donnell, Inspector General
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