



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

June 28, 2021

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Corrective Action Plan for Office of Inspector General Report No. 19-P-0155, “Actions Needed to Strengthen Controls over the EPA Administrator’s and Associated Staff’s Travel,” May 16, 2019

FROM: Dan Utech, Chief of Staff

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DAN UTECH
Date: 2021.06.30

TO:

Charles J. Sheehan, Deputy
Office of Inspector General

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Thank you for the opportunity to respond to the unresolved issues and recommendations related to the subject audit report. The following is a summary of the U.S. Environmental Protection Agency’s overall position. We have provided high-level revised corrective actions and associated completion dates.

The AO agrees with the recommendations in the subject report and is providing our revised corrective action plan in the table below for recommendations #7 and #9.

No.	Recommendation	High-Level Intended Corrective Action(s)	Completion Date
7	Implement controls within the Office of the Administrator to include adequate justification to support the use of first/business-class travel and for carrier/flight/airfare selection when there are no contract fares.	The AO has developed a Travel Arrangements Standard Operating Procedures guide to include language on the use of first/business-class travel arrangements and carrier/flight/airfare selection when no contract fares are available, as outlined in RMDS 2550B.	June 25, 2021
9	Implement controls within the Office of the Administrator to confirm that adequate cost comparisons are provided before approving travel authorizations where an alternate travel method is used (i.e., when the direct or usually taken routes are not used).	The AO has developed a Travel Arrangements Standard Operating Procedures guide to include language on the requirements for cost comparisons to be performed prior to approval of alternate travel methods, as outlined in RMDS 2550B.	June 25, 2021

If you have any questions, please contact the Office of the Administrator's Audit Follow-up Coordinator, Michael Benton, at (202) 564-2860.

cc: Wesley Carpenter
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