




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

JUN 29 2015

THE INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Delegation of Authority to Authorize Overtime

FROM: Arthur A. Elkins Jr. 

TO: All Assistant Inspectors General
Chief of Staff
Counsel to the Inspector General

I hereby delegate to all Assistant Inspectors General or the equivalent the authority to authorize overtime pay.

1. **AUTHORITY.** The Inspector General has the authority to authorize overtime work and to redelegate such authority pursuant to EPA Pay Administration Manual 3155, Chapter 4, paragraph 6 (5/17/90).
2. **TO WHOM DELEGATED.** All Assistant Inspectors General, Chief of Staff and Counsel to the Inspector General.
3. **LIMITATIONS.** This delegation is limited to the purposes stated above.
4. **REDELEGATION AUTHORITY.** This authority may be redelegated in writing to the Deputy Assistant Inspectors General, Deputy Chief of Staff, and Deputy Counsel to the Inspector General.
5. **ADDITIONAL REFERENCES.** 5 U.S.C Chapter 55, Subchapter V- Premium Pay; 5 CFR §550.111.
6. **EFFECTIVE DATE.** This delegation is valid effective the date it is signed until it is rescinded or replaced.



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

JAN 24 2014

THE INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Delegation of Authority To Administer an Oath

FROM: Arthur A. Elkins Jr.
Inspector General

A handwritten signature in black ink, appearing to read "Arthur A. Elkins Jr.", is placed over the printed name and title.

TO: Patrick Sullivan
Assistant Inspector General for Investigations

I hereby delegate to all Special Agents (including the Assistant Inspector General for Investigations (AIGI), the Deputy AIGIs, all Special Agents in Charge (SACs), and all Resident Agents in Charge (RACs)) the authority to administer to or take from any person an oath, affirmation, or affidavit, whenever necessary in the performance of the functions assigned by the Inspector General Act of 1978, as amended.

1. **AUTHORITY.** Pursuant to Section 6(a)(5) the Inspector General Act of 1978, as amended.
2. **TO WHOM DELEGATED.** All Criminal Investigators/Special Agents in the Office of Investigations, including, but not limited to the AIGI, the Deputy AIGIs, SACs, RACs, and Special Agents.
3. **LIMITATIONS.** This delegation is limited to the purposes stated above.
4. **REDELEGATION AUTHORITY.** None.



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

MAR 31 2014

THE INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Delegation of Authority to Perform Duties for the Data Integrity Board

FROM: Arthur A. Elkins Jr. 

TO: Patricia Hill, Assistant Inspector General
Office of Mission Systems

I hereby delegate to you, the Assistant Inspector General for Mission Systems, the authority to perform all the duties of the Inspector General for the Data Integrity Board, excluding the responsibility set forth in the "Limitations" section of this delegation.

1. **AUTHORITY.** Pursuant to the Privacy Act of 1974, as amended, to include the Computer Matching and Privacy Protection Act of 1988, Pub. L. 100-503, agencies are required to provide procedural safeguards for Privacy Act records subjected to certain computerized matching programs. The act requires the establishment of a Data Integrity Board and that the Inspector General shall be a member of the board. The Inspector General may delegate all of his or her board responsibilities to a senior level Office of Inspector General official, except for his or her responsibility to approve matching agreements.
2. **TO WHOM DELEGATED.** Assistant Inspector General, Office of Mission Systems.
3. **LIMITATIONS.** This delegation specifically excludes the approval of matching agreements and is limited to representing the Inspector General's position on matching agreements on a case-by-case basis and serving as an advisor.
4. **REDELEGATION AUTHORITY.** This authority may be not be redelegated.
5. **ADDITIONAL REFERENCES.** 5 U.S.C. § 552a(u), Improper Payments Elimination and Recovery Improvement Act of 2012 (Pub. L. 112-248), 54 FR 25818, 25827-25828 (Jun. 19, 1989).
6. **EFFECTIVE DATE.** This delegation is valid effective the date it is signed until it is rescinded or replaced.



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

DEC 13 2013

THE INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Delegation of Authority for Signatory to All Financial Statement Audits

FROM: Arthur A. Elkins Jr.
Inspector General

A handwritten signature in blue ink, appearing to read "Arthur A. Elkins Jr.", written over the printed name.

TO: Paul C. Curtis
Director, Office of Audit Financial Audits Directorate

I hereby delegate to the Director of the Financial Audit Directorate the authority to sign and issue all financial statement audits issued by the Office of Inspector General on an annual basis.

1. **AUTHORITY.** Pursuant to 31 USC §3521(e)(1), the Inspector General is required to conduct an audit of all the financial statements prepared by the agency, including, but not limited to, financial statements prepared pursuant to the Food Quality Protection Act that amended the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and the Pesticide Registration Improvement Act (PRIA).
2. **TO WHOM DELEGATED.** The Director for the Office of Audit Financial Audits Directorate.
3. **LIMITATIONS.** This delegation is limited to the purposes stated above.
4. **REDELEGATION AUTHORITY.** This authority may not be redelegated.
5. **ADDITIONAL REFERENCES.** OMB Bulletin No. 14-02, Audit Requirements for Federal Financial Statements (Oct. 21, 2013).
6. **RESCINDS.** November 7, 2013 Delegation of Authority for Signatory to the Financial Statement Audits

cc: Richard Eyermann, Acting Assistant Inspector General for Audit





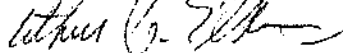
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

FEB 19 2014

THE INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Delegation of Authority for Human Resources Responsibilities Identified in the March 2, 2011, Memorandum of Agreement Between the Office of Administration and Resources Management and the Office of Inspector General

FROM: Arthur A. Elkins Jr. 

TO: Aracely Nunez-Mattocks, Chief of Staff

I hereby delegate to the Chief of Staff of the Office of Inspector General (OIG) the authority to perform the activities described as human resources responsibilities in the March 2, 2011, Memorandum of Understanding (MOU) between the U.S. Environmental Protection Agency's (EPA's) Office of Administration and Resources Management (OARM) and the EPA's Inspector General.

1. **AUTHORITY.** Pursuant to the Inspector General Act of 1978, as amended, and the March 2, 2011, MOU between OARM and the Inspector General, the Inspector General is authorized to perform certain human resources activities for employees of the OIG.
2. **TO WHOM DELEGATED.** The OIG Chief of Staff.
3. **LIMITATIONS.** This delegation is limited to the purposes stated above. The authority delegated or redelegated is to be exercised in conformity with personnel laws and regulations.
4. **REDELEGATION AUTHORITY.** This authority may be redelegated in writing to the Director of Human Resources, who may redelegate, in writing, the authority to perform specific human resources activities to Lead Human Resources Specialists, in accordance with the Office of Personnel Management and other applicable rules, regulations and guidance.
5. **EFFECTIVE DATE.** This delegation is valid effective the date it is signed until it is rescinded or replaced.



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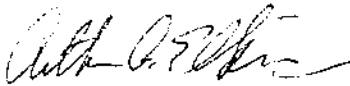
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 18 2014

THE INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Delegation of Authority for Initial Determinations under the Freedom of Information Act

FROM: Arthur A. Elkins Jr. 
Inspector General

TO: Assistant Inspectors General
Chief of Staff
Counsel to the Inspector General

I hereby delegate to the Counsel to the Inspector General my authority to issue initial determinations of requests for records pursuant to the Freedom of Information Act. Furthermore, to preserve the Counsel's independent role in deciding appeals of initial adverse determinations, the Counsel shall redelegate initial denial authority in accordance with the controlling regulations.

1. **AUTHORITY.** 5 U.S.C. § 552, 40 CFR § 2.104(h) and (j)(2), the Inspector General.
2. **TO WHOM DELEGATED.** The Counsel to the Inspector General.
3. **LIMITATIONS.** This delegation is limited to the purposes stated above.
4. **REDELEGATION AUTHORITY.** This authority shall be redelegated in accordance with the regulations.
5. **RESCINDS.** March 26, 2012 Delegation of Authority for Initial Determinations under the Freedom of Information Act.
6. **EFFECTIVE DATE.** This delegation is valid until it is rescinded or replaced.



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

MAY 16 2019

OFFICE OF
INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Delegation of Authority to Sign Administrative Policies and Procedures

FROM: Charles J. Sheehan, Deputy Inspector General *CJS*

TO: Assistant Inspectors General
Counsel to the Inspector General

AUTHORITY: I hereby delegate the authority to sign OIG policies and procedures as described in OIG Policy and Procedure 001.

EXPIRATION: This delegation of authority shall remain in effect until revoked or superseded by a subsequent delegation.

TO WHOM DELEGATED: All Assistant Inspectors General.¹

LIMITATIONS: None.

REDELEGATION OF AUTHORITY: None.

ADDITIONAL REFERENCES:

- a. [EPA 1200 Delegations Manual](#).
- b. [OIG Policy and Procedure 001, OIG Directives System](#).

cc: OIG Deputy Assistant Inspectors General

¹ For the purposes of this delegation, "Assistant Inspectors General" includes the Counsel to the Inspector General.



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

THE INSPECTOR GENERAL

DEC 19 2017

MEMORANDUM

SUBJECT: OIG 2018 Rotation Plan
FROM: Arthur A. Elkins Jr. *Arthur A. Elkins Jr.*
TO: Deputy Inspector General and Assistant Inspectors General

Each calendar year, the Office of Inspector General (OIG) establishes a rotation plan to help us fulfill our mission and responsibilities. The OIG 2018 Rotation Plan is explained below. This rotation plan extends to the end of calendar year 2018. A new rotation schedule will be published at the beginning of the next calendar year. This rotation schedule remains in effect until rescinded or superseded.

Acting Inspector General Rotation Schedule for 2018

In my absence, the Deputy Inspector General (DIG) will serve as the Acting Inspector General and onsite point of contact, and is delegated all powers and authorities granted to me under the Inspector General Act of 1978, as amended. In the event that both the DIG and I are absent, the designated Acting Inspector General shall act on my behalf. Unless specifically authorized otherwise, to the extent practicable, the designated Acting Inspector General shall refer matters of a significant nature to my attention prior to official action. While I am sometimes absent from the office, technology advances allow me to be generally available for decision-making purposes. Specific delegations of authority will be granted as circumstances warrant.

The designated Acting Inspector General rotation will be comprised of Assistant Inspectors General (AIGs) or their successors. The rotation will be managed by the Front Office Special Assistant using Microsoft's Outlook calendar. The Outlook calendar will serve as the official scheduling record.

AIGs must request leave and episodic telework at least 1 day before (unless the unusual case when prior notice is unavoidable). AIGs must also keep their calendars updated in Outlook, and email leave and telework requests to the DIG and to the Front Office Special Assistant. AIGs must provide prior day(s) notice when their status necessitates the cancellation of any Front Office meeting. Moreover, if an AIG is unavailable for all or part of a day, that AIG is responsible for naming a successor and for posting updated voice mails as necessary. Any successor information should be communicated to the Inspector General, the DIG, all AIGs, and the Front Office Special Assistant. The special assistant will note this information on the applicable daily calendars in Outlook.

Administrative Support Personnel Rotation Schedule for 2018

During their assigned months, administrative personnel from OIG program offices are expected to assist with Front Office administrative matters as necessary. The administrative personnel rotation schedule will be managed by the Front Office Special Assistant in Microsoft's Outlook calendar. The Outlook calendar will serve as the official scheduling record.

Any scheduling changes made to an administrative personnel's responsible months should be coordinated among the offices affected and communicated via email to the Front Office Special Assistant. Coordinating schedule changes is not the responsibility of the Front Office.

Assistant Inspector General Activity Rotation 2018–2021

Each OIG program office will be responsible for leading various activities, events and functions that may arise during the year. The attachment to this memo further prescribes the yearly activity rotation schedule for each OIG program office.

Attachment



Assistant Inspector General Activity Rotation Schedule 2018–2021

Activity Rotation	
OI	2018
OM	2019
OCCPA	2020
OAE	2021



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

APR 29 2015

THE INSPECTOR GENERAL

MEMORANDUM

SUBJECT: Delegation of Authority to Authorize Administratively Uncontrollable Overtime

FROM: Arthur A. Elkins Jr.
Inspector General

TO: All Assistant Inspectors General
Chief of Staff
Counsel to the Inspector General

I hereby delegate to all Assistant Inspectors General or the equivalent the authority to determine which employee under their supervision shall receive premium pay (Administratively Uncontrollable Overtime (AUO)) and to determine the appropriate rate.

1. **AUTHORITY.** Pursuant to 5 CFR Part 550, the head of the Agency has specific authorities related to designation and payment for AUO. Pursuant to the Inspector General Act of 1978, as amended, the IG is the head of the agency for these purposes, as recognized in EPA Pay Administration Manual 3155, Chapter 4. Pursuant to this delegation, the AIGs or their equivalent have the authority to make the AUO determinations, pursuant to the relevant regulatory requirements and EPA Pay Administration Manual 3155. The authority to process AUO determinations remains with the Office of the Chief of Staff. If an AIG or the equivalent determines that a given employee should receive AUO, but OCOS concludes that it should not process the AIG's determination, the AIG can request the Deputy IG to review the case and make the final OIG decision on whether the AIG's determination should be processed.
2. **TO WHOM DELEGATED.** All Assistant Inspectors General, Chief of Staff, and Counsel to the Inspector General.
3. **LIMITATIONS.** This delegation is limited to the purposes stated above.
4. **REDELEGATION AUTHORITY.** This authority may be redelegated in writing to the Deputy Assistant Inspectors General.
5. **ADDITIONAL REFERENCES.** 5 U.S.C Chapter 55, Pay Administration.
6. **EFFECTIVE DATE.** This delegation is valid effective the date it is signed until it is rescinded or replaced.



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Policy Number: 218

Approval Date: 10/23/2017

Responsible Office: OI

Review Date: 10/23/2020

LAW ENFORCEMENT AVAILABILITY PAY

MATERIAL TRANSMITTED

OIG POLICY 218

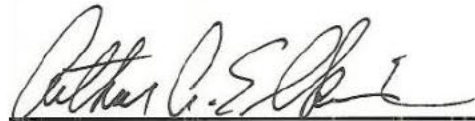
LAW ENFORCEMENT AVAILABILITY PAY

This document sets forth policy guidance for the administration and management of Law Enforcement Availability Pay for criminal investigators. Implementing procedures can be found in OIG Procedure 218, dated October 23, 2017.

This policy is applicable to Office of Investigations employees.

FILING INSTRUCTIONS

Replace Policy 218 dated January 28, 2014.

A handwritten signature in black ink, appearing to read "Arthur A. Elkins Jr.", is written over a horizontal line.

Arthur A. Elkins Jr.
Inspector General

Policy Number: 218

Approval Date: 10/23/2017

Responsible Office: OI

Review Date: 10/23/2020

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SECTION 1. INTRODUCTION

- 1.1 POLICY STATEMENT. All eligible criminal investigators (GS-1811-5 through GS-1811-15) shall receive Law Enforcement Availability Pay. Those criminal investigators receiving availability pay must, on an annual basis, perform an average of 2 hours of unscheduled duty per regular workday. The Assistant Inspector General for Investigations (AIGI) is responsible for the administration and management of availability pay. The Inspector General delegates to the AIGI the authority to have initial and annual certification made to the AIGI in which the agent attests that she or he: (1) currently meets the “substantial hours requirement” (unless it is the initial certification), and (2) is expected to meet the requirement during the upcoming 1-year period. Each newly hired criminal investigator who will receive availability pay must initially certify to the AIGI that the criminal investigator expects to meet the substantial hours requirement, which is an annual average of 2 hours of unscheduled duty per regular work day.
- 1.2 AUTHORITIES.
- a. Law Enforcement Availability Pay Act of 1994, Section 633 of Pub. L. No. 103-329 (codified at 5 U.S.C. Chapter 55, Section 5545a)
 - b. Title 5 CFR Part 550.181, *Law Enforcement Availability Pay*, “Coverage”
 - c. Title 5 CFR Part 550.183, *Law Enforcement Availability Pay*, “Substantial hours requirement”

TECHNICAL SURVEILLANCE

MATERIAL TRANSMITTED

OIG POLICY 209

TECHNICAL SURVEILLANCE

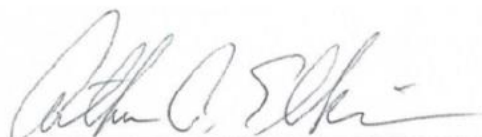
This document sets forth the policies governing technical surveillance, including consensual and nonconsensual monitoring of telephone communications, oral communications and nonwire communications; closed-circuit television and photographic/ video surveillance; electronic tracking devices; pen registers; and trap and trace devices.

The procedures related to implementing this policy can be found in OIG Procedure 209, *Technical Surveillance*, dated June 19, 2017.

**CONTROLLED UNCLASSIFIED
INFORMATION—LAW
ENFORCEMENT SENSITIVE
TECHNIQUE. Prior to any dissemination
outside of the Office of Inspector General,
contact the Office of Investigations for
permission.**

FILING INSTRUCTIONS

Replace Procedure 209, *Technical Surveillance*, dated September 5, 2013.



Arthur A. Elkins Jr.
Inspector General

Policy Number: 209

Approval Date: 06/19/2017

Responsible Office: OI

Review Date: 06/19/2020

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SECTION 1. INTRODUCTION

- 1.1 POLICY STATEMENT. Technical surveillance includes consensual and nonconsensual monitoring of wire (telephone), oral and electronic communications; closed-circuit television, photographic and video surveillance; electronic tracking devices; pen registers; and trap and trace devices. Special Agents must be able to use these devices in conformance with current legal and administrative guidelines to help ensure that any evidence obtained can be admissible in criminal and administrative proceedings.

This policy establishes standards for the use and control of technical investigative equipment. With this policy, the Inspector General delegates to the Assistant Inspector General for Investigations (AIGI) the authority to approve requests for consensual intercepts of wire, oral and electronic communications, except for the sensitive cases defined in Office of Inspector General (OIG) Procedure 209. The AIGI may redelegate this authority to Deputy AIGIs and Special Agents in Charge.

- 1.2 AUTHORITY AND REFERENCES.

- a. Committee on the Judiciary, U.S. House of Representatives, Rule 41, *Federal Rules of Criminal Procedure, Search and Seizure*, December 1, 2015.
- b. Office of the Attorney General, *Attorney General Guidelines for Offices of Inspector General With Statutory Law Enforcement Authority*, Section VIII, December 8, 2003.
- c. Office of the Attorney General Memorandum, *Procedures for Lawful, Warrantless Monitoring of Verbal Communications*, May 30, 2002.
- d. OIG Policy and Procedure 202, *Special Agent Training*, September 5, 2013.
- e. OIG Policy and Procedure 205, *Investigative, Administrative, and Operational Support*, September 5, 2013.
- f. OIG Policy and Procedure 210, *Undercover Operations*, April 18, 2017.
- g. OIG Policy and Procedure 211, *Physical and Documentary Evidence*, October 30, 2013.
- h. OIG Policy and Procedure 213, *Searches and Seizures*, March 30, 2017.
- i. Title 18 U.S.C. Part I, Chapter 119, Wire and Electronic Communications Interception and Interception of Oral Communications.

- j. Title 18 U.S.C. § 2510 et seq., Title III of the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Electronic Communications Privacy Act of 1986.
- k. Title 18 U.S.C. § 2522, Communications Assistance for Law Enforcement Act.
- l. Title 18 U.S.C. § 3117, Mobile Tracking Devices.
- m. Title 18 U.S.C. §§ 3121–3127, Pen Registers and Trap and Trace Devices.
- n. Title 50 U.S.C. § 1801 et seq., Foreign Intelligence Surveillance Act of 1978.
- o. U.S. Constitution, Fourth Amendment.