



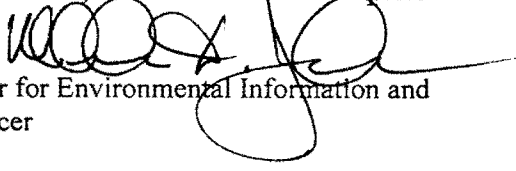
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

SEP 26 2011

OFFICE OF
ENVIRONMENTAL INFORMATION

MEMORANDUM

SUBJECT: OEI Corrective Action Plan for OIG Audit: 2011-P-00277: *EPA Has Taken Steps to Address Cyber Threats but Key Actions Remain Incomplete*

FROM: Malcolm D. Jackson 
Assistant Administrator for Environmental Information and
Chief Information Officer

TO: Arthur Elkins
Inspector General

In response to the recommendations in the Audit Report: 2011-P-00277: *EPA Has Taken Steps to Address Cyber Threats but Key Actions Remain Incomplete*, the Office of Environmental Information is pleased to provide you with the following information:

Recommendation 1 – Issue a memorandum to Office of Environmental Information executives stressing the importance of and expectation for completing audit recommendations by the agreed-upon milestone date.

Corrective Action 1 – The Office of Environmental Information concurs and on July 22, 2011 issued a memorandum to Senior Leadership stressing the importance of completing agreed to corrective actions for all audit findings and recommendations.
Completion Date – July 22, 2011

Recommendation 2 – Strengthen management control processes for monitoring and completing all open and future audit recommendations by the agreed-upon milestone date.

Corrective Action 2 – The Office of Environmental Information concurs and has developed improved management controls and processes for monitoring and completing audit recommendations, including:

- Monthly management report containing updated audit report issued to Assistant Administrator
- Quarterly Business Review with Senior Leadership addressing open audit issues
- Monthly audit status report provided to OEI offices – *October 30, 2011*
- Revise and implement OEI Audit Log updated weekly by OEI Audit Follow-up Coordinator – *October 30, 2011*
- Issue Standard Operating Procedure for Audit Follow-up – *January 15, 2012*

Recommendation 3 - Update the ETP Information Management segment to define the actions the Agency plans to take to achieve its security target architecture.

Corrective Action 3 – OEI concurs with the recommendation and will take the follow steps to define actions to achieve the security target architecture in the EPA Modernization Blueprint.

- a) Review current security architecture - *January 15, 2012*
- b) Review / develop security target architecture - *June 15, 2012*
- c) Compare current security architecture to target architecture to identify gaps - *July 15, 2012*
- d) Develop implementation plans to close gaps - *July 1, 2013*
- e) Execute implementation plans – *September 15, 2013*

Should you have any questions regarding our corrective action plan, please contact Patrick Huber at 202-566-1935 or huber.patrick@epa.gov.

Attachments

- Corrective Action Plan for 2011-P-00277
- Memorandum from OEI AA to OEI Senior Leadership

cc: Rudolph Brevard, Office of Inspector General, OMS
Pat Hill, Office of Inspector General, OMS
James McDonald, Office of Environmental Information, OPRO
Robert McKinney, Office of Environmental Information, SAISO
Patrick Huber, Office of Environmental Information, OPRO

**Office of Environmental Information
Corrective Action Plan**

Auditing Group: OIG Audit No.: 11-P-00277 Report Date: June 23, 2011 OEI Lead Office: Office of Policy, Resources and Outreach	Audit Title: EPA Has Taken Steps to Address Cyber Threats but Key Actions Remain Incomplete OEI Lead and Phone: Patrick Huber, 202-566-1935 Robert McKinney, 202-564-0921
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Recommendation	Corrective Action	Planned Completion Date	Status
Rec. 1-1 Issue a memorandum to Office of Environmental Information executives stressing the importance of and expectation for completing audit recommendations by the agreed-upon milestone dates	The Office of Environmental Information concurs and on July 22, 2011 issued a memorandum to Senior Leadership stressing the importance of completing agreed to corrective actions for all audit findings and recommendations.	7/22/2011	Completed 7/22/2011 OEI AA issued the memorandum to Senior Leadership
Rec. 2-1 Strengthen management control processes for monitoring and completing all open and future audit recommendations by the agreed-upon milestone date.	The Office of Environmental Information concurs and has developed improved management controls and processes for monitoring and completing audit recommendations, including:		Partially completed/adhering OEI maintains strong internal controls and is developing a revised Audit Log and SOP
	<ul style="list-style-type: none"> Monthly management report containing updated audit report issued to Assistant Administrator 	November 15, 2010	Completed OPRO has included audit management reports to the OEI AA since November 2010
	<ul style="list-style-type: none"> Quarterly Business Review with Senior Leadership addressing 	April 15, 2011	Completed OEI has included audit management and

	open audit issues		open audit issues in the quarterly business report since April 2011
	<ul style="list-style-type: none"> Monthly audit status report provided to OEI offices 	October 30, 2011	Adhering
	<ul style="list-style-type: none"> Revise and implement OEI Audit Log updated weekly by OEI Audit Follow-up Coordinator 	October 30, 2011	Adhering
	<ul style="list-style-type: none"> Issue Standard Operating Procedure for Audit Follow-up 	January 15, 2012	Adhering
Rec. 3-1 Update the ETP Information Management segment to define the actions the Agency plans to take to achieve its security target architecture.	OEI concurs with the recommendation and will take the follow steps to define actions to achieve the security target architecture in the EPA Modernization Blueprint.		
	a) Review current security architecture	January 15, 2012	Adhering
	b) Review / develop security target architecture	June 15, 2012	Adhering
	c) Compare current security architecture to target architecture to identify gaps	July 15, 2012	Adhering
	d) Develop implementation plans to close gaps	July 1, 2013	Adhering
	e) Execute implementation plans	September 15, 2013	Adhering




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JUL 22 2011

OFFICE OF
ENVIRONMENTAL INFORMATION

MEMORANDUM

SUBJECT: Reminder of the Importance of Completing Audit Corrective Action Plan Milestones

FROM: Malcolm D. Jackson 
Assistant Administrator and Chief Information Officer

TO: Office of Environmental Information Senior Leadership Team

The purpose of this memorandum is to remind each member of the Office of Environmental Information (OEI) Senior Leadership Team (SLT) of the importance of completing agreed to corrective action plan milestones for Office of Inspector General (OIG) and Government Accountability Office (GAO) audit findings completely and in a timely manner.

OEI recognizes the importance of the essential work both of these oversight organizations have in ensuring that EPA's information and information systems are secure and available to Agency staff and the public. As the responsible office for the Agency's information programs, OEI Senior Leadership Team members are critical for ensuring that we meet our commitments made in our corrective action plans.

If you have any questions, please don't hesitate to contact me directly.