



October 2, 2017

MEMORANDUM FOR: Jeffrey S. Thomas
Acting Director
Acquisition and Grants Office
National Oceanic and Atmospheric Administration

FROM: Mark Zabarsky
Principal Assistant Inspector General for Audit and Evaluation

SUBJECT: Audit of NOAA Oversight and Practices to
Close Out Contract Files

We are initiating an audit to assess closing out physically completed contracts at National Oceanic and Atmospheric Administration (NOAA). The audit objective is to determine whether NOAA contracting personnel are (a) closing contracts efficiently and effectively and (b) de-obligating excess funds on completed contracts in accordance with federal and Departmental regulations.

We have scheduled an entrance conference for Tuesday, October 3, 2017, at which time we will discuss our objective in more detail. If you have any questions regarding this audit, please contact me at (202) 482-3884 or Cheryl C. Henderson, Audit Director, at (202) 482-4350.

We thank you in advance for your cooperation during this audit.

cc: Barry Berkowitz, Senior Procurement Executive and Director, Office of Acquisition Management, Office of the Secretary
Mark Daley, Deputy, Acquisition Program Management, Office of the Secretary
MaryAnn E. Mausser, Audit Liaison, Office of the Secretary
Chad Wagner, Director, Policy and Oversight Division, Acquisitions and Grants Office, NOAA
Mack Cato, Director, Office of Audit and Information Management, NOAA