



October 15, 2014

**MEMORANDUM FOR:** Cecelia V. Royster  
Director, Office of Acquisition and Agreements Management,  
National Institute of Standards and Technology

A handwritten signature in black ink, appearing to read "Andrew Katsaros".

**FROM:** Andrew Katsaros  
Principal Inspector General for Audit and Evaluation

**SUBJECT:** Audit of NIST's Use of Undefined Contractual Actions (UCAs)

We are initiating an audit of Undefined Contractual Actions (UCAs) at NIST.

The primary objective of this audit will be to determine whether contracting officials effectively managed and executed UCAs. Specifically, we will determine whether contracting officials (1) properly used and authorized UCAs; (2) timely definitized UCAs; (3) properly priced and funded UCAs; and (4) negotiated fair and reasonable prices on UCAs.

We have scheduled an entrance conference for October 29, 2014, at which time we will discuss our objectives in more detail. If you have any questions regarding this audit, please contact me at (202) 482-7859 or Mark Zabarsky, Audit Director, at (202) 482-3884. We thank you in advance for your cooperation during this audit.