



July 1, 2021

**MEMORANDUM FOR:** Wynn W. Coggins  
Acting Chief Financial Officer and Assistant Secretary  
for Administration  
U.S. Department of Commerce

A handwritten signature in black ink, appearing to read "RB", with a long horizontal line extending to the right.

**FROM:** Richard Bachman  
Assistant Inspector General for Audit and Evaluation

**SUBJECT:** Review of the Department of Commerce's Processes for  
Responding to Hotline Complaints (#2021-409)

We are initiating a review of the U.S. Department of Commerce's (the Department's) processes related to hotline complaints referred by the Office of Inspector General (OIG). Our objective is to evaluate the Department's processes for responding to hotline complaints where OIG requests that the Department conduct an inquiry and provide a response detailing its results.

We plan to begin this work immediately. We will contact your office to schedule an entrance conference, at which time we can discuss our review objective and scope in further detail. If you have any questions about this review, please contact me at (202) 482-2877 or Patricia McBarnette, Audit Director, at (202) 482-3391.

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

cc: MaryAnn Mausser, Audit Liaison, Office of the Secretary  
Albert Moesle, Director of Enterprise Risk Management and Deputy Chief Risk Officer,  
Office of the Secretary  
Rehana Mwalimu, Risk Management Officer and Primary Alternate Department  
GAO/OIG Liaison, Office of the Secretary