



April 25, 2023

MEMORANDUM FOR: Jeremy Pelter
Acting Chief Financial Officer and Assistant Secretary of
Commerce for Administration
Office of the Secretary

FROM: Richard Bachman
Assistant Inspector General for Audit and Evaluation

SUBJECT: Audit of Departmental Employee Locality Pay (#2023-453)

We are initiating an audit of the U.S. Department of Commerce's (the Department's) employee locality pay. Our objective is to determine whether the Department ensures employees are paid the correct locality pay in accordance with applicable regulations and policy.

We plan to begin this work immediately. An entrance conference has been scheduled for May 8, 2023, at which time we will discuss in further detail the specific nature of our audit—including our objective and scope, time frames, and any potential requests for data. If you have any questions about this audit, please contact me at (202) 793-3344 or Patricia McBarnette, Division Director, at (202) 793-3316.

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

cc: MaryAnn Mausser, Audit Liaison, Office of the Secretary
Jessica Palatka, Director, Office of Human Resources Management and Chief Human Capital Officer, Office of the Secretary
Mark B. Daley, Deputy for Acquisition Program Management, Office of the Secretary
Christiann Burek, Acting Deputy Chief of the Employment and Labor Law Division, Office of Secretary