



September 18, 2014

MEMORANDUM FOR: Mitchell Ross
Director, Acquisition and Grants Office, National Oceanic and
Atmospheric Administration

FROM: Andrew Katsaros
Assistant Inspector General for Audit

SUBJECT: Audit of Undefined Contractual Actions (UCAs)

As a part of our FY 2014 work plan, we are initiating an audit of Undefined Contractual Actions (UCAs).

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 September 23, 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.

cc: Barry Berkowitz, Senior Procurement Executive and Director, Office of Acquisition Management
Mark Daley, Deputy Director for Acquisition Program Management
Mack Cato, Director, Audit, Internal Control Management Information Office, NOAA

