



April 29, 2021

**MEMORANDUM FOR:** Andrew Hirshfeld  
Performing the functions and duties of the Under Secretary of  
Commerce for Intellectual Property and Director of the United  
States Patent and Trademark Office

**FROM:** Frederick J. Meny, Jr.  
Assistant Inspector General for Audit and Evaluation

**SUBJECT:** Audit of USPTO's Oversight of Patent Data Capture Contracts  
(#2021-405)

We are initiating an audit of the United States Patent and Trademark Office's (USPTO's) oversight of Patent Data Capture contracts. Our objective is to determine whether USPTO awarded and administered Patent Data Capture contracts in compliance with applicable laws and federal and Departmental policies and procedures.

We plan to begin this work immediately. We will contact your audit liaison to schedule an entrance conference, at which time we will discuss our audit objective and scope in further detail. If you have any questions regarding this work, please contact me at (202) 482-1931 or Amni Samson, Director for Audit and Evaluation, at (571) 272-5561.

Thank you in advance for your cooperation.

cc: Coke Morgan Stewart, Performing the functions and duties of the Deputy Under Secretary of Commerce for Intellectual Property and Deputy Director of the USPTO  
Jay Hoffman, Chief Financial Officer, USPTO  
Sean Mildrew, Deputy Chief Financial Officer and Audit Resolution Officer, USPTO  
Jamie Holcombe, Chief Information Officer, USPTO  
David Berdan, General Counsel, USPTO  
Nicolas Oettinger, Senior Counsel for Rulemaking and Legislative Affairs, USPTO  
Welton Lloyd, Jr., Audit Liaison, USPTO  
Mohamed Ahmed, Assistant Audit Liaison, USPTO  
MaryAnn Mausser, Audit Liaison, Office of the Secretary