



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Office of Inspector General**  
Washington, D.C. 20230

October 22, 2009

MEMORANDUM FOR: Robert M. Groves  
Director, U.S. Census

FROM: Dr. Brett M. Baker  
Assistant Inspector General for Audit

SUBJECT: Audit of Motor Pool Operations

The Department of Commerce Office of Inspector General is preparing to audit the Department of Commerce's motor pool operations. We will be reviewing motor pool operations to determine whether Commerce and select bureaus, including Census, are operating motor pool vehicles in compliance with federal regulations. As an initial step in our review, we will contact the audit liaison to schedule an entrance conference.

If you have any questions that need to be addressed prior to the entrance conference, please contact Ron Lieberman, Director, Office of Audit, Business and Science Division, at 301-713-2070.

cc: Adam Miller, census audit liaison