



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

October 22, 2009

MEMORANDUM FOR: Doug Elznic  
Acting Director - Office of Administrative Services

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 are operating motor pool vehicles in compliance with federal regulations. As an initial step in our review, we will hold an entrance conference on October 30, 2009, at 2:00 PM.

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: Trudy Anne Gallic, CFO/ASA - Office of Management & Organization