



February 22, 2018

**MEMORANDUM FOR:** Ron Jarmin  
Performing the Nonexclusive Functions and Duties  
of the Director  
U.S. Census Bureau

A handwritten signature in black ink that reads "Mark Zabarsky". The signature is written in a cursive, flowing style.

**FROM:** Mark Zabarsky  
Principal Assistant Inspector General for Audit and Evaluation

**SUBJECT:** Audit of Census Bureau Oversight and Practices to Close Out  
Contract Files

We are initiating an audit to assess closing out completed contracts at the Census Bureau. Our objective is to determine whether Bureau contracting personnel are timely closing out contracts and de-obligating unneeded funds in accordance with federal and Departmental regulations.

We have scheduled an entrance conference for March 1, 2018, at which time we will discuss our objective in more detail. If you have any questions regarding this audit, please contact me at (202) 482-3884 or Cheryl C. Henderson, Audit Director, at (202) 482-4350.

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

cc: Dr. Enrique Lamas, Performing the Nonexclusive Functions and Duties  
of the Deputy Director and Chief Operating Officer  
Joanne Buenzli Crane, Chief Financial Officer  
David R. Ziaya, Chief Administrative Officer  
Michael L. Palensky, Chief, Acquisition Division  
Leslie Andreacs, Assistant Chief, Acquisition Division  
Colleen Holzbach, Audit Liaison  
Corey Kane, Audit Liaison