



April 6, 2017

**MEMORANDUM FOR:** Cecelia V. Royster  
Director  
Office of Acquisition and Agreements Management  
National Institute of Standards and Technology

**FROM:** Mark Zabarsky  
Assistant Inspector General for Acquisition  
and Special Program Audits

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

We are initiating an audit to assess closing out physically completed contracts at NIST. Our objective is to determine whether NIST 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 April 12, 2017, at which time we will discuss our objectives in more detail. If you have any questions regarding this audit, please contact me at (202) 482-3884 or Cheryl C. Henderson, Audit Director, at (202) 482-4350.

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, Acquisition Program Management  
MaryAnn E. Mausser, Audit Liaison, Office of the Secretary  
Catherine Fletcher, Director of Management and Organizational Office, NIST  
Amy Egan, Audit Liaison, NIST