



Memorandum

**U.S. Department of
Transportation**

Office of the Secretary
Of Transportation

Office of Inspector General

Subject: INFORMATION: Notification of Audit of
Support Services Contracts Issued by FAA's
Regions
Project No. 04A3001A000

Date: November 5, 2003

From: David A. Dobbs
Assistant Inspector General
for Aviation Audits

Reply to
Attn of: JA-10:x60500

To: John F. Hennigan
Acting Assistant Administrator
for Financial Services/CFO, ABA-1

The Federal Aviation Administration (FAA) relies heavily on support services contracts to help manage and carry out its mission. FAA spends millions of dollars each year procuring a wide range of services that include relatively simple services such as janitorial, clerical, administrative, and grounds keeping services as well as highly complex services such as architectural, engineering, environmental, and installation support. Both FAA Headquarters and regions have the authority to enter into support services contracts. FAA regions and the agency's technical and aeronautical centers obligate approximately \$500 million for support services contracts each year.

The Office of Inspector General plans to begin an audit of regional support services contracts. The objective of this audit is to determine whether FAA regional offices are implementing adequate contract administration procedures and providing proper management oversight of support services contracts for technical services, such as engineering, environmental, and installation support. The audit will also identify potential cost savings FAA could achieve from improved contract administration and management oversight.

We plan to begin the audit during the week of November 10, 2003. We will contact FAA's audit liaison to arrange a formal entrance conference. Mr. Robert Prinzbach is the Project Manager for this audit. If you have any questions or need additional information, please contact him at (202) 366-1431, or Mr. Dan Ravielle, Program Director, at (202) 366-1405.

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cc: FAA Administrator, AOA-1
FAA Chief of Staff, AOA-2
FAA Audit Liaison, ABU-100
OST Audit Liaison, M-1