



Office of the Inspector General

Date March 29, 2013

To Albert Horvath, Under Secretary for Finance and Administration/Chief
Financial Officer
Nancy Bechtol, Director, Office of Facilities Engineering and Operations
Kendra Gastright, Director, Office of Facilities Management and Reliability,
Office of Facilities Engineering and Operations

From Michael Sinko, Assistant Inspector General for Audits 

Subject Audit of the Management of the Smithsonian's Motor Vehicle Fleet Operations
(Audit Number A-13-06)

We are initiating an audit of the Smithsonian's fleet management operations as part of our Fiscal Year 2013 Audit Plan. We will evaluate the controls management has established to minimize the costs of motor vehicle operations, including maintenance, petroleum use, purchase, and disposal. We will also assess whether the Smithsonian is achieving the sustainability goals outlined in Executive Order 13514 *Federal Leadership in Environmental, Energy, and Economic Performance* and other applicable guidance.

We plan to hold preliminary meetings with your staff in order to obtain background information. Following these meetings, we will contact you to schedule an entrance conference to explain the specific objectives, scope, and methodology of the audit. Joan Mockeridge will be the Supervisory Auditor, and Teena Propst will be the Auditor-in-Charge of this assignment.

Please contact me or Joan Mockeridge at 202.633.7050 if you have any questions or comments. Thank you for your anticipated cooperation.