

# BUDGET & FINANCIAL MANAGEMENT RESPONSIBILITIES

DATED: 11/17/2008

**SUBJECT: COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL**

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1. PURPOSE. This document addresses responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff.
3. RESPONSIBILITIES.
  - a. Director, Financial Evaluation and Accountability Division (FEAD).
    - (1) Serves as the ORO and site offices primary point of contact for Inspector General (IG) matters. Arranges for entrance conferences with IG and applicable ORO, site offices, and contractor personnel.
    - (2) Maintains files on IG activities, including reports and related correspondence. Acts as lead to develop ORO and site offices positions on IG report findings and recommendations.
    - (3) Refers ORO and site offices investigation requests to the IG.
    - (4) Keeps Principal Staff advised of IG audits, inspections, and investigations involving ORO and site offices.
  - b. Principal Staff.
    - (1) Informs FEAD of any contact, inquiry, or request received from any IG representative that cannot be related to a previously cleared IG action. FEAD should also be notified of any additional information requested by the IG after completion of field work on a previously cleared IG action. The only exceptions to this requirement are general legal questions posed to Office of Chief Counsel by the IG not identified as related to an ongoing audit, inspection, or investigation.
    - (2) Assist FEAD in carrying out the coordinating, reporting, and tracking responsibilities associated with IG activities.
    - (3) Inform employees and contractors of their responsibility to comply with the provisions of DOE O 221.2A, subparagraph 4a (cooperation with IG) and this document.