

U.S. Department of Energy

Oak Ridge Office

ORO O 220
Chapter II
Change 6

DATE: 04/02/2008

SUBJECT: COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL

1. PURPOSE. This Chapter correlates to DOE O 221.2A, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL, dated February 25, 2008, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Office (ORO) including site offices for which ORO has financial cognizance, and its contractors. The Contractor Requirements Document is required since the DOE Directive is not specific regarding responsibility of contractors to cooperate with Department of Energy (DOE). Nothing in this issuance changes any requirements contained in any DOE Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 220, Chapter II, Change 5, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL, dated August 2, 2007.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and site offices for which ORO has financial cognizance Principal Staff, and to their contractors to the extent set forth in their contract.
4. 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 Chapter.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. ORO O 220, Chapter I, Change 5, REPORTING FRAUD, WASTE, AND ABUSE TO THE OFFICE OF INSPECTOR GENERAL, dated January 17, 2007, and subsequent revisions.
- b. ORO O 220, CHAPTER III, Change 5, ESTABLISHMENT OF MANAGEMENT DECISIONS ON OFFICE OF INSPECTOR GENERAL REPORTS, dated May 2, 2006, and subsequent revisions.
- c. ORO O 220, CHAPTER VII, Change 5, AUDIT RESOLUTION AND FOLLOWUP, dated May 8, 2007, and subsequent revisions.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.

9. ATTACHMENTS.

- a. Attachment 1 – Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Department of Energy (DOE) contractors identified in Paragraph 3 of this Chapter will accomplish the following to the extent set forth in their contract:

1. Immediately notify Financial Evaluation and Accountability Division of any initial contacts made by the Inspector General (IG) concerning audits and inspections.
2. Advise their employees of the obligation to cooperate fully and promptly with request from the IG during audits, investigations, and inspections.
3. Advise employees of their responsibility to report fraud, waste, inefficiency, or other forms of wrongdoing to their supervisor, the DOE Headquarters Office of General Counsel, or the IG.