

ORO CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 220, Chapter II, Change 4, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL**

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive

3. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS: (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? No Yes
If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include (1) reflect change to Paragraph 3 to add statement regarding YSO applicability; (2) revise Paragraph 4b(1); and (3) update Paragraph 6.

5. CONTACT POINT: Jeanette Miller Financial Evaluation & Accountability Div., FM-73 576-2654
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. FILING INSTRUCTIONS:

| <u>Remove</u> | <u>Dated</u> | <u>Insert</u> | <u>Dated</u> |
|---------------------------|--------------|---------------------------|--------------|
| ORO Control Form | 10/23/2003 | ORO Control Form | 09/06/2005 |
| ORO O 220, Ch. II, Chg. 3 | 10/23/2003 | ORO O 220, Ch. II, Chg. 4 | 09/06/2005 |

ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

Original Signed By

Jennifer G. Hamilton

09/06/2005

Signature: DMG Team Leader, AD-440

Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 06/14/2004

U.S. Department of Energy

Oak Ridge Office

ORO O 220
Chapter II
Change 4

DATE: 09/06/2005

SUBJECT: COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL

1. PURPOSE. This Chapter correlates to DOE O 221.2, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL, dated March 22, 2001, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Office (ORO), the National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO), and their 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) and NNSA at Oak Ridge. 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 3, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL, dated October 23, 2003.
3. APPLICABILITY. The provisions of this Chapter apply to ORO/YSO Principal Staff and to their contractors to the extent set forth in their contract. References to the YSO are to clarify the interface between ORO and YSO and are not intended to indicate direction to YSO by ORO. This guidance does not assign responsibility or authority for the YSO to ORO.
4. RESPONSIBILITIES.
 - a. Director, Financial Evaluation and Accountability Division (FEAD).
 - (1) Serves as the ORO and YSO point of contact for Inspector General (IG) matters. Arranges for entrance conferences with IG and applicable ORO and contractor personnel.
 - (2) Maintains files on IG activities, including reports and related correspondence. Acts as lead to develop ORO and YSO positions on IG report findings and recommendations.
 - (3) Refers ORO and YSO investigation requests to the IG.
 - (4) Keeps Principal Staff advised of IG audits, inspections, and investigations involving ORO and YSO.

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 221.2, subparagraph 4a (cooperation with IG) and this Chapter.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. ORO O 220, Chapter I, Change 4, REPORTING FRAUD, WASTE, AND ABUSE TO THE OFFICE OF INSPECTOR GENERAL, dated April 29, 2005, and subsequent revisions.
- b. ORO O 220, CHAPTER III, Change 4, ESTABLISHMENT OF DEPARTMENTAL POSITION ON INSPECTOR GENERAL REPORTS, dated April 7, 2004, and subsequent revisions.
- c. ORO O 220, CHAPTER VII, Change 4, AUDIT RESOLUTION AND FOLLOWUP, dated April 29, 2005, 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, including contractors of the National Nuclear Security Administration 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).
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.