

## What Is the OIG?

The Office of the Inspector General (OIG) is an independent oversight office of the Smithsonian that promotes effective governance and accountability. The OIG provides the Board of Regents, Congress, the Smithsonian, and the public with independent and objective evaluations of the Smithsonian's programs and operations.

The Smithsonian OIG:

- ▶ Conducts and supervises audits and investigations relating to programs and operations.
- ▶ Promotes economy, efficiency, and effectiveness.
- ▶ Prevents and detects fraud, waste, and abuse.
- ▶ Reviews and makes recommendations regarding existing and proposed legislation and regulations relating to the Smithsonian.
- ▶ Keeps the Regents and Congress fully and currently informed of serious problems.

OIG has broad authority under the Inspector General Act. The Inspector General reports directly to the Board of Regents and Congress. OIG has access to any information available to the Smithsonian and may interview Smithsonian employees.

No one may retaliate against an employee for disclosing information to the OIG, and no one may prohibit or interfere with any OIG audits, reviews, or investigations.

## OIG Hotline

Contact the OIG to report any fraud, waste, or abuse at the Smithsonian.

OIG keeps the identity of complainants confidential to the extent permitted by law, or complaints may be made anonymously.

### EMAIL

[OIGHotline@oig.si.edu](mailto:OIGHotline@oig.si.edu)

### COMPLAINT FORM

<https://www.si.edu/OIG>

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## Contact the OIG

Office of the Inspector General  
Smithsonian Institution  
MRC 524  
PO Box 37012  
Washington, DC 20013-7012

<https://www.si.edu/OIG>  
(202)633-7050

**OFFICE OF THE  
INSPECTOR GENERAL**

 **Smithsonian**

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## Understanding the OIG Investigative Process



# How Does the OIG Investigative Process Work?

The purpose of an investigation is to resolve an allegation of criminal activity, fraud, waste, or abuse related to Smithsonian programs, activities, staff, or visitors. Investigations may be conducted in support of a criminal, civil, or administrative action.

When a report is received, OIG assesses the information and converts reports that have merit into investigations. Investigations are performed through a planned, systematic search for facts and evidence derived through interviews, examination of records, and the application of other professional techniques.

If the investigation substantiates a criminal violation, a referral for prosecution will be made. If it substantiates an administrative violation, results will be provided to the appropriate supervisor to consider disciplinary or other actions. If the investigation identifies a control weakness or cause that allows improper conduct to occur, OIG will issue a management advisory report.



## Fraud, Waste, and Abuse

### What is Fraud?

Fraud is a false representation about a material fact. It is an intentional deception designed to unlawfully deprive the Smithsonian of something of value or to secure an individual benefit, privilege, allowance, or consideration to which he or she is not entitled.

### What is Waste?

Waste is the extravagant, careless, or needless expenditure of Smithsonian funds, including unnecessary consumption of Smithsonian property that results from deficient practices, systems, controls, or decisions.

### What is Abuse?

Abuse is excessive or improper use of Smithsonian resources.

## Examples

Examples of what should be reported to OIG include but are not limited to:

- Abuse or gross misuse of Smithsonian property or resources.
- Contract fraud or irregularities.
- Smithsonian employees being directed to perform tasks or errands not connected to official business or solely of a personal nature.
- Embezzlement or theft of Smithsonian funds.
- Falsification of, or misrepresentation on, official documents.
- Fraud involving travel vouchers or requests for reimbursement.
- Gross neglect of duty.
- Violations of Smithsonian procurement, standards of conduct, or other policies.

## OIG Hotline

The Office of Investigations manages the OIG Hotline to receive complaints and investigative referrals. The OIG Hotline facilitates the reporting of fraud, waste, or abuse of Smithsonian property, assets, and resources as well as other serious problems in Smithsonian's operations, including the possible violation of any law or regulation.

All officers and employees of the Smithsonian are required to immediately notify OIG when they become aware of violations of law, rules, or regulations; gross mismanagement; gross waste of funds; abuse of authority; or substantial and specific danger to public health or safety.

Smithsonian contractors or any parties with knowledge also may submit reports to the OIG Hotline.

OIG keeps the identity of complainants confidential to the extent permitted by law, or complaints may be made anonymously. Although not required, providing your contact information may facilitate an investigation if additional information is needed.

## What Can I Do?

- ✓ Contact the OIG Hotline when you first learn of reportable conditions.
- ✓ When submitting a report, the more information you can provide, the more effective an investigation can be.
- ✓ Keep in mind that the more time passes, the more difficult it becomes to conduct an investigation.
- ✓ Cooperate with OIG.
- ✗ Don't "tip off" subjects of an actual or pending investigation.
- ✗ Don't "stop" your ordinary course of business unless otherwise directed.