

OIG Hotline

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Overview

The Office of Inspector General Hotline is a clearinghouse for receiving and handling allegations regarding fraud, waste, abuse, mismanagement or misconduct affecting Department of State programs and operations.

We would like you to think carefully about the allegation and the information you have available that can help us determine whether mismanagement or criminal conduct has been committed. To process your allegations, we will need you to provide as much information as possible regarding the suspect and victim. Your information should include:

- Who committed the wrongdoing (person, company or organization)?
- What exactly did the individual or entity do?
- Where did the activity take place?
- When did it happen?
- How was the activity committed?
- Do you know why the person committed the wrongdoing?
- Who else has knowledge of the potential wrongdoing?

Without sufficient information we may be unable to act on your allegation. The more information you can provide, the better chance we have of determining whether any wrongdoing has been committed. We are very interested in the information you have to provide regarding waste, fraud, abuse, mismanagement or misconduct in DOS programs.

Examples of Allegations That Should Be Reported to the OIG Hotline

- Misuse
- Embezzlement or theft of government property or funds
- Contract or procurement fraud
- Contractor misconduct
- Passport and visa malfeasance
- Fraud, waste and mismanagement of Department and BBG operations
- Employee misconduct, such as misuse of official position
- Bribes or unauthorized acceptance of gifts
- Conflicts of interest and other ethical violations
- Defense trade control violations

Guidelines for Reporting Fraud

False Claims

Pursuant to 18 USC § 287, a false claim is the presentation of a claim to any United States government official or to any department or agency thereof for money, property or services, knowing that the claim is false, fictitious or fraudulent. Examples of such claims are fraudulent travel vouchers, claims for payment for work performed on a contract, when in fact, the contractor knows the work was not performed / completed, and/or claims by a Federal government employee alleging that he/she was injured on the job.

Embezzlement of Government Funds

Unlawful conversion or misappropriation of any voucher, money, or item of value of the United States

Contract Fraud

Entering into a written agreement by and between a "person" and a government entity, whereby the person knowingly and willfully providing false claims/statements/information for their benefit. Person - means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

Theft from Programs Receiving Federal Funds

Theft from programs receiving Federal funds, that suffers loss of more than \$5,000 through or due to embezzlement, theft, fraud, or conversion.

Theft of Government Property

Theft from programs receiving Federal funds, that suffers loss of more than \$5,000 through or due to embezzlement, theft, fraud, or conversion.

Bribes and Gratuities

Bribery is an offer to give something of value with the intent that the recipient will do something improper or will fail to do something they should do within the authority of their position. This also includes organizations and programs receiving Federal funds (including Grants). Gratuities typically encompass a favor, benefit or anything of value given voluntarily or beyond obligation usually in-exchange for some service.

Conflict of Interest and Ethics Violations

DOS employees in their official capacity are prohibited from personally and/or substantially participating in any matter in which they have a direct or indirect financial interest. DOS employees are also prohibited from negotiating for employment with any person or company in which they have official interest.

Significant Mismanagement and Waste of Funds

Mismanagement is a collective term of waste and abuse, such as extravagant, careless or needless expenditure of Government funds or the misuse of Government property resulting from deficient practices, systems or controls.

Standards of Conduct Violations

All employees are expected to adhere to certain standards of conduct, which if violated, could reflect on the Department. Such prohibited conduct includes, but is not limited to:

- Official or moral misconduct (on or off duty)
- Soliciting or accepting gifts from outside sources
- Alleged or suspected situations potentially affecting public confidence in the integrity of the Department
- Drug and/or alcohol abuse
- Abuse of authority
- Misuse of Government time, equipment, and/or information

Computer Crimes

Computer fraud includes anyone who knowingly accesses a computer without authorization; exceeds authorized access; obtains information from any department or agency of the United States to further an intended fraud; or to access prohibited sites such as pornographic websites.

Link to OIG Hotline Submission Form: <http://oig.state.gov/hotline-form>

Link to FAR Contractor Reporting Form: <http://oig.state.gov/far-contractor-reporting>