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RESPONSIBILITIES AND PROCEDURES CONCERNING REPORTS OR ALLEGATIONS  
OF FRAUD, COLLUSION, OR IMPROPER CONDUCT IN CONNECTION WITH  
ACQUISITION OF BUREAU SUPPLIES/SERVICES BY  
CONTRACT OR ASSISTANCE AGREEMENT

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General

1. GENERAL

1.1 Purpose. This Supplement assigns responsibilities and establishes procedures for handling and reporting matters involving fraud, collusion, and improper conduct in connection with the acquisition of Bureau supplies/services by contract or assistance agreement.

1.2 Policy. It is the policy of the Bureau to:

A. Ensure that its acquisition/assistance agreement program is consistent with the philosophy, intent and letter of Federal laws, statutes, regulations, and guidelines.

B. Prevent fraud, waste or abuse in the purchase/use/maintenance of goods, supplies, and services.

C. Provide for administrative procedures in the reporting of allegations regarding improper conduct.

D. Describe roles and responsibilities of Bureau employees related to this area.

All Bureau employees have the requirement to prevent loss to the Bureau by fraud; take action(s) necessary to prevent recurrence when such improper conduct occurs; assign responsibility to designated personnel for handling fraud cases; and ensure that appropriate internal control directives specify the procedures to be used for the processing of reported irregularities.

1.3 Responsibilities.

A. Director, Office of Administration. The Director, Office of Administration coordinates action on acquisition/assistance agreement cases concerning allegations of fraud and maintains liaison with the Assistant Secretary - Indian Affairs, and the Department's Office of the Inspector General concerning these matters. The Division of Personnel Management (Office of Administration) has responsibility for coordinating information and administrative action within the Bureau in connection with fraud cases involving procurement/assistance agreement.

B. Senior Line Officials and Contracting/Grants Officers. Senior line officials and Contracting/Grants Officers shall ensure that all Bureau personnel are aware of Supplement 12 and their individual responsibility to report any suspected irregularity.

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C. Bureau Personnel. All Bureau personnel who have reason to suspect or have knowledge of fraud, collusion or improper conduct in connection with the acquiring of Bureau supplies and services by contract or assistance agreement shall report it to the cognizant senior line official at the Bureau contracting activity. Or, independent action may be taken by a Bureau employee when contacting directly the Departmental Office of the Inspector General (FTS 343-2424).

1.4 Procedures.

A. General. Senior line officials and Contracting/Grants Officers shall initially assess all allegations of acquisition/assistance agreement misconduct so that subsequent investigations are not compromised and there is no damage to the reputation of innocent persons. All such exploratory information shall be accorded no less protection than that given material designated "FOR OFFICIAL USE ONLY". All written allegations shall be processed within thirty (30) calendar days.

(1) Allegations of misconduct originating in or impacting on Central Office contracting/assistance agreement activities shall be reported to the Director, Office of Administration without delay by the cognizant Bureau official.

(2) Allegations of misconduct originating in field contracting/assistance agreement activities shall be reported to the Area Office Director who is responsible for advising the Director, Office of Administration. A telephone report is required by the Area Director to the Director, Office of Administration pending the submission of the initial report which shall be addressed to the latter person with a notation "FOR OFFICIAL USE ONLY - NOT TO BE OPENED IN THE MAILROOM."

B. Sufficient Evidence of Fraud. When there is sufficient evidence to support the allegation of wrongdoing, the nearest representative of the Office of the Inspector General shall be requested to furnish assistance by the Division of Personnel Management, the Director, Office of Administration or the Area Office Director. Periodic status reports concerning ongoing investigations shall be submitted to the Division of Personnel Management and the Director, Office of Administration by the cognizant Contracting/Grants Officer. The reports shall address the salient elements of the investigation, action being taken or contemplated, and other problems which may be developing as a result of the investigation.

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C. Notification of Procedures on Allegations of Fraud to Bureau

Personnel. Senior line officials shall arrange to provide an initial distribution of Supplement 12 to all Bureau personnel and shall ensure that newly-assigned personnel receive a copy on reporting for duty. On each anniversary date of this Supplement, senior line officials will arrange to reproduce for distribution to all employees, reminding all Bureau staff of their continuing responsibility for reporting suspected fraud, waste, abuse or other improper conduct in connection with acquiring of Bureau supplies and services by contract or assistance agreement.

D. Allegations of misconduct received in writing from contractors or offerors shall be referred to the cognizant Contracting Officer. The document shall be processed as outlined herein.