

## ERRATA SHEET

THIS ERRATA SHEET TRANSMITS AN ADMINISTRATIVE CHANGE TO DOE N 221.3, REPORTING FRAUD, WASTE AND ABUSE, DATED 6-9-98. THIS ERRATA SHEET ALSO CANCELS DOE N 221.3 AND REISSUES IT AS DOE N 221.4, REPORTING FRAUD, WASTE, AND ABUSE, DATED 7-29-98.

A DEPARTMENT OF ENERGY REORGANIZATION ESTABLISHED THE OFFICE OF COUNTERINTELLIGENCE WHICH NECESSITATED AN ADMINISTRATIVE CHANGE TO DOE N 221.3. PAGE 1, PARAGRAPH 3B, GUIDELINES FOR REPORTING FRAUD, WASTE, AND ABUSE IS REVISED TO DELETE THE WORDS "THROUGH THE OFFICE OF NONPROLIFERATION AND NATIONAL SECURITY TO THE OFFICE OF ENERGY INTELLIGENCE" AND ADD THE WORDS "TO THE OFFICE OF COUNTERINTELLIGENCE."

U.S. Department of Energy  
Washington, D.C.

NOTICE

DOE N 221.4

Expires: 7-29-98  
6-9-99

SUBJECT: **REPORTING FRAUD, WASTE, AND ABUSE**

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1. **PURPOSE.** To notify all DOE employees of their duty to report allegations of fraud, waste, and abuse, and to notify all DOE employees of the Inspector General's responsibilities in this area.
2. **REFERENCES.** DOE 2030.4B, REPORTING FRAUD, WASTE, AND ABUSE TO THE OFFICE OF INSPECTOR GENERAL, dated 5-18-92, which establishes policies and procedures for reporting fraud, waste, abuse, or corruption to the Department of Energy, Office of Inspector General.
3. **GUIDELINES FOR REPORTING FRAUD, WASTE, AND ABUSE.**
  - a. Any DOE employee who has information about alleged criminal violations relating to Department of Energy programs, operations, or funds shall provide this information to the *Office of Inspector General, Office of Investigations*. Examples of such violations include, but are not limited to, false statements, false claims, bribery, solicitation of bribes, kickbacks, fraud, theft, or conspiracy to commit any of these acts.
  - b. The reporting requirement does not apply to information about espionage. Information regarding espionage, including approaches made by representatives of other governments for the commission of espionage or the collection of information, should be reported to the Office of Counterintelligence.
  - c. Noncriminal violations normally should be reported through the supervisory chain. Violations of the DOE Standards of Conduct *also may* be reported to the Ethics Counselor in the Office of General Counsel. In addition, employees may report noncriminal activity and violations of the Standards of Conduct directly to the *Office of Inspector General, Office of Investigations*.
  - d. Notwithstanding any other provision, DOE employees should, when appropriate, report any information concerning wrongdoing by Department employees directly to the Office of Inspector General.

Vertical line denotes change.

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**Distribution:**  
All Departmental Employees

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**Initiated By:**  
Office of Inspector General

- e. Employees may use one of three Office of Inspector General Hotline numbers to contact the office. These numbers are:

202-586-4073	(commercial)
1-800-541-1625	(toll free)
202-586-9936	(TDD)

BY ORDER OF THE SECRETARY OF ENERGY:



THOMAS T. TAMURA  
Acting Assistant Secretary for  
Human Resources and Administration

CANCELLED