



FROM: Sean Cairncross
Chief Executive Officer

SUBJECT: The Office of Inspector General's Role in MCC Operations

As I have gotten to know the incredible staff here at MCC, I recognize and appreciate the passion and professionalism each of you bring to our collective mission, and our shared commitment to MCC's CLEAR values. In advancing MCC's mission, and in ensuring that we remain careful stewards of taxpayer dollars, we work closely with a wide spectrum of partners and stakeholders.

The Office of the Inspector General (OIG) is a key partner in this effort. The OIG plays a vital role in promoting our programs' and operations' efficiency and effectiveness, and gives taxpayers confidence their money is in good hands.

I have met with our Inspector General, Ann Calvaresi Barr, and we are committed to maintaining and continuing to build a positive, professional, and cooperative working relationship between MCC and the OIG. The following memo outlines the responsibilities of every Federal employee with respect to the operations of the OIG.

I am proud to be working with you to advance MCC's mission. Thank you all for your dedication, hard work, and commitment to excellence.

Cooperation with the Office of Inspector General

The OIG plays a vital role in the prevention and detection of fraud, waste, mismanagement, and abuse in MCC programs. It conducts independent and objective audits, investigations, and other reviews to advance the effectiveness and efficiency of our programs and activities.

To conduct its work, the OIG needs, and is statutorily entitled to, information from all MCC offices relating to its work. Among other legal authorities conferred by the Inspector General Act (IG Act), the Inspector General is authorized to “have timely access to all records, reports, audits, reviews, documents, papers, recommendations, or other materials” available to MCC that relate to any of the programs and operations under OIG’s oversight authority.¹ More broadly, the IG Act authorizes OIG to request any information or assistance necessary to carry out OIG’s duties, which may include access to employees, facilities, systems, and equipment.² The IG Act also provides for agencies to provide the OIG with needed access to office space, equipment, and communications facilities at central and field office locations.³

It is a statutory duty for federal employees to report evidence of crimes they may encounter,⁴ and the Standards of Conduct for Federal Employees mandate that employees “disclose waste, fraud, abuse, and corruption to appropriate authorities.”⁵ Employees meet their duty in this regard by reporting such matters directly to the OIG, which is often best situated to investigate such matters arising at MCC.

As we work in support of our shared mission, all MCC employees will cooperate fully with the OIG in executing its statutory mandate. MCC employees will:

- honor OIG requests for interviews with program officials in a timely manner;
- respect employees' rights to speak directly and confidentially with the OIG in accordance with legal requirements;
- refrain from inhibiting any communication or cooperation between a MCC employee or contractor and the OIG;
- promptly provide all materials and other information that may possibly be responsive to an OIG request (even if not specifically sought by name); and

¹ Section 6(a)(1) of the IG Act, as amended (5 U.S.C. App. 3).

² Sections 6(a)(3) and 6(c)(1) of the IG Act, as amended.

³ Section 6(d) of the IG Act, as amended.

⁴ 28 U.S.C. 535(b).

⁵ 5 C.F.R. 2635.101(b)(11).

- facilitate access to MCC personnel, workspace, documentation, systems, and equipment responsive to OIG requests.

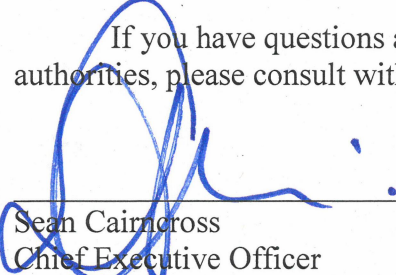
The OIG is entitled to classified national security information, privacy-protected materials, information protected by privileges, and other sensitive information. Because the OIG is an MCC component, MCC does not waive any statutory protections or privileges by producing such materials to the OIG. OIG employees are obligated to protect that information. Moreover, the OIG is entitled to materials originating from agencies outside MCC. MCC employees should alert the OIG when transferring material falling into any of those categories. If there is any question about the status of certain materials or how to handle them, employees should consult with their supervisors or the Office of the General Counsel to ensure documents are properly identified, marked, and treated; however, this should not delay delivery of materials to the OIG.

MCC employees are prohibited from concealing responsive information or obstructing audits, inspections, investigations, or other OIG inquiries. Reprisal against employees for providing information to the OIG or reporting allegations of fraud, waste, or abuse to the OIG is illegal and responsible managers are subject to discipline.

The OIG has important obligations in the conduct of its audits and investigations. In particular, the OIG is responsible for:

- honoring requests for confidentiality to the extent permitted by law;
- coordinating with managers and supervisors to avoid undue disruption of ongoing work;
- making reasonable assessments about the materials and access it needs to fulfill its duties; and
- respecting and segregating sensitive materials so that MCC privileges and other obligations are not compromised (thus allowing MCC to assert applicable claims prior to any production outside MCC).

If you have questions about your obligations regarding the OIG or the OIG's authorities, please consult with your supervisor or the Office of the General Counsel.



Sean Cairncross
Chief Executive Officer
Millennium Challenge Corporation

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