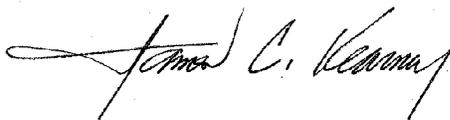


For: State Offices

**Designating OIG Audit and Investigation Contact**

Approved by: Acting Administrator



**1 Overview**

**A**

**Background**

In December 1998, OIG and FSA held a roundtable meeting in San Antonio, Texas, to discuss ways in which the 2 Agencies could promote a better working relationship. OIG's Inspector General, FSA's Administrator, and personnel from the field and headquarters representing each Agency attended the meeting. Each Agency gave presentations enabling everyone to gain a better understanding of the responsibilities of their respective Agency's and how those responsibilities are carried out.

The designation of 1 person in each State to be accountable and responsible for audits, investigations, and whistleblower hotline complaints was one recommendation that came from this meeting.

**B**

**Purpose**

This notice instructs SED's to appoint 1 person to be the contact for OIG audits, investigations, whistleblower hotline complaints, and COR reports.

9-AO and 1-COR will be amended to incorporate the contents of this notice.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 1999	State Offices

## Notice AO-1190

### 2 Action

---

#### A State Office Action

SED shall:

- appoint **1** person to be the contact for audits, investigations, whistleblower hotline complaints, and COR reports
  - provide the name, telephone number, and e-mail address of the contact person to the Operations Review and Analysis Staff (ORAS) by **May 14, 1999**
  - immediately notify ORAS when a new contact is designated.
- 

#### B Contact Responsibilities

Contacts shall:

- ensure the timely submission of State Office responses to ORAS of all:
  - OIG audits, investigations, and whistleblower hotline complaints
  - COR reports
- ensure that State Office responses to all audits, investigations, and whistleblower hotline complaints are submitted to OIG on time
- provide guidance to County Offices on matters involving audits, investigations, whistleblower hotline complaints, and COR reviews
- ensure State and County Office compliance with 9-AO and 1-COR
- establish and maintain a tracking system for all audits, investigations, whistleblower hotline complaints, and COR reports

**Note:** Help for developing and tracking system is available through ORAS upon request.

- know the status of State and County Office activity on audits, investigations, and whistleblower hotline complaints, and COR reports
  - answer questions regarding audits, investigations, whistleblower hotline complaints, and COR reports.
- 

#### C Questions

Direct questions to Karren Fava, Audits and Investigations Branch, ORAS at 202-720-6152.

---