



Office of the Chief Executive Officer  
Office of the Inspector General  
March 30, 2021

## Cooperating with the Office of the Inspector General

Dear Colleagues,

AmeriCorps employees do outstanding work every day to improve the lives of Americans and strengthen communities through service. AmeriCorps' success depends on careful stewardship of the public's resources, transparency about our work, and accountability to the American people. When we work together to eliminate fraud, waste, and mismanagement, we can devote more time and resources to our mission.

The Office of Inspector General (OIG) is essential to this work. AmeriCorps OIG strengthens our operations through independent and objective audits, investigations, and other reviews, and prevents and detects inefficiencies and wrongdoing that could undermine our success. AmeriCorps employees are critical to this process because OIG routinely needs information from AmeriCorps staff and grantees to conduct its work effectively.

AmeriCorps employees must take an active role in supporting OIG's activities. This collaboration is built on mutual respect, professionalism, and a shared mission to serve the American people. To that end, all AmeriCorps personnel are expected to provide full, complete, and timely access to information requested by OIG. AmeriCorps employees should advise OIG when requested materials contain privacy-protected materials, attorney-client or deliberative communications, other sensitive information, or materials from agencies outside of AmeriCorps. AmeriCorps employees may consult with the Office of General Counsel as needed to ensure that documents are properly identified and marked; however, doing so should not delay or prevent the production of those materials.

In addition, AmeriCorps personnel are not required to inform or obtain permission from managers or supervisors before speaking with OIG representatives or providing requested information. OIG will treat produced information in a manner appropriate for its confidentiality and in accordance with applicable statutes. Sharing information with OIG does not waive AmeriCorps' ability to assert privileges or other protections in any forum. Further, OIG will honor requests for confidentiality to the extent permitted by law,

coordinate with agency managers and supervisors to avoid disrupting ongoing work, and respect sensitive materials so that agency interests are not compromised.

Finally, because accountability makes us stronger, everyone at AmeriCorps has a responsibility to report instances of fraud, waste, abuse, or other misconduct to OIG without delay. You may contact OIG in person, through the OIG telephone hotline (800-452-8210), or by [email](#). Reports can be made anonymously, and OIG honors requests for confidentiality, consistent with legal requirements. All managers and supervisors should respect employee rights to communicate directly and in confidence with OIG and must refrain from inhibiting cooperation by any staff member, contractor, or grantee.

Accountability is **everyone's** job. Thank you for what you do every day to safeguard our mission and to enhance the integrity, efficiency, and effectiveness of our programs and operations.

For more information, please review Policy No. 102, Reporting Waste, Fraud, and Abuse, and Cooperating with Office of Inspector General Inquiries or visit [OIG's website](#).

Warmest regards,

Mal Coles  
Acting Chief Executive Officer  
AmeriCorps

Deb Jeffrey  
Inspector General  
AmeriCorps



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We sent this email to [s.ravas@cncsoig.gov](mailto:s.ravas@cncsoig.gov) on behalf of AmeriCorps.

