



July 19, 2013

To: All Employees

From: Gary M. Leonard

A handwritten signature in black ink that reads "Gary M. Leonard".

Subject: Annual Reminder on Reporting Fraud, Waste, Abuse, and Other Misconduct Involving the Use of Government Funds, including 2009 Recovery Act Funds or Property

As Fermilab employees, we all have a duty to make the best possible use of the funds appropriated by the U.S. Government for the operation of our Laboratory, and to protect against the misuse of the U.S. Government property at the Laboratory, which has been entrusted to us. This year we continue to have the additional duty of ensuring that our diligence is applied to Recovery Act funds.

Part of that duty is to promptly report to appropriate authorities any theft or misuse of such funds or property and any suspected violations of law or regulation—including any suspected incidents of fraud, deliberate waste, or gross mismanagement—in the conduct of Government-funded programs and activities.

Various avenues are available for such reporting. The Laboratory encourages the reporting of suspected incidents through the management chain, particularly to the appropriate Section or Division Offices. In the case of the loss, theft, or deliberate destruction of Government property, the Fermilab Security Department should also be contacted.

However, if an employee is concerned about making a report through the usual management chain or wishes to make an anonymous report, that employee may utilize the Fermilab Action Line (extension 4000, or 630-840-4000 from off-site). Further, the employee may report the suspected misconduct to the appropriate Federal or State regulators, to DOE management, or to the DOE Office of Inspector General (OIG). In that regard, DOE/OIG "Hot Line" (1-800-541-1625) notices are posted throughout the Laboratory. The DOE/OIG website can be found at <http://energy.gov/ig/office-inspector-general>.

Please be assured that it is Laboratory policy that no reprisals are to be taken against an employee for making a good-faith report of suspected wrongdoing or misconduct. The Laboratory also expects that all employees will cooperate fully with law enforcement, regulatory, and DOE authorities in the investigation of such reports.