Action Flow Chart for Allegations of Misconduct Regarding Employees and Volunteers

Allegation. Within 60 days of discovery, notice of allegation must be submitted to the Office of the Executive Secretariat and Regulatory Affairs followed within 10 days by required documentation.

***Allegations of* fraud, waste and abuse** or criminal law violations will be immediately referred to the DOI Office of Inspector General.

Allegation is referred to the DSIO or appropriate BSIO. The DSIO or BSIO will evaluate the timing, content and reasonableness of the allegation to determine if the allegation should be dismissed or should proceed to the inquiry stage.

***If the allegation is found to* have no merit or was previously investigated**, no action is taken, the subject receives notification and the case is dismissed and closed.

Inquiry. The DSIO or BSIO working with the appropriate manager and SHRO will assess the merit of the allegation and determine whether it constitutes loss of scientific integrity. If the DSIO or BSIO working with the manager concludes the allegation is true and/or unintentional, the process proceeds to Administrative Action. If further fact finding is needed, a Scientific Integrity Review Panel (SIRP) will be established.

***If the allegation is found to* have no merit**, no action is taken, the subject receives notification and the case is dismissed and closed.

Further Fact Finding Required

Alleged Administrative Misconduct (5 CFR 752)

Formal Fact Finding. A formal review and fact-finding of the allegation is carried out by an SIRP. The SIRP compiles and analyzes the factual record to determine the scope and impact of the alleged misconduct. The SIRP prepares a report with findings that is forwarded to the appropriate DSIO, BSIO and responsible manager.

Administrative and/or Corrective Action. For employees, the responsible manager and SHRO will work together to determine the appropriate action. The Departmental Manual chapter 370 DM 752 and any union contracts provide applicable guidance. For volunteers, the manager will determine appropriate action, which may include termination of the volunteer service agreement. The manager will provide a summary of the resolution of the allegation to the BSIO and DSIO.