

**DATE:** October 28, 2019

**TO:** National Endowment for the Arts Staff

**FROM:** Mary Anne Carter, Chairman

**RE:** Office of Inspector General

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The National Endowment for the Arts (Arts Endowment) has an amazing mission to support the arts and diverse creative endeavors towards our vision of all Americans having the opportunity to engage with and benefit from the arts. Our work has an immeasurable impact on the quality of life, throughout the Nation and its territories, through the achievements and advances it inspires across cultures and disciplines.

#### **PURPOSE OF THE OFFICE OF INSPECTOR GENERAL**

The Office of Inspector General (OIG) is an essential partner to our work. The OIG serves as an independent office within our agency with a mission to help improve the economy, efficiency, and effectiveness of our programs and operations. The OIG accomplishes this primarily through independent and objective audits and investigations. This OIG work also helps to ensure the integrity of and public confidence in the Arts Endowments programs and operations.

#### **WORKING WITH THE OIG**

Arts Endowment employees are critical to the OIG mission. The OIG routinely needs information from agency offices, and the grantees and contractors to effectively conduct its work to determine how the Arts Endowment or its recipients of funding are fulfilling their responsibilities. Arts Endowment employees must take an active role in supporting the OIG's activities -- recognizing the statutory authority and mission of an independent OIG. This collaboration between the OIG and agency employees should be built on mutual respect, professionalism and a shared mission to serve the American people.

To support the OIG mission, Arts Endowment staff should produce materials requested by the OIG in a timely and complete manner and be accessible for discussion, without requiring permission or approval of a supervisor. Arts Endowment employees should make the OIG aware when requested materials contain classified national security information, privacy protected materials, attorney-client or deliberative communications, or other sensitive information. However, this should not delay or prevent the production of materials.

All managers should respect employees' rights to speak directly and confidentially with the OIG, whether the communication is initiated by the OIG or the employee. OIG will maintain employee confidentiality when requested, consistent with legal requirements and Whistleblower Protection laws. Finally, because accountability makes us better and is aligned with our Organizational Values, all Arts Endowment employees, grantees, contractors have a responsibility to report instances of possible fraud, waste and abuse directly to the OIG.

**THANK YOU FOR YOUR WORK**

I want to thank you for all you do to advance the mission of the National Endowment for the Arts. For more information, please visit the OIG's website at <https://www.arts.gov/oig>.