

# MEMO



**DATE:** 14 March 2016

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

**FROM:** Jane Chu, Chairman

**RE:** Office of Inspector General

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The National Endowment for the Arts (NEA) has an outstanding mission to support the arts and diverse creative endeavors toward our vision of all Americans having the opportunity to be engaged with and benefit from the arts. The results of our work together, far beyond the obvious benefit within the arts community, have an immeasurable impact on the quality of life 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 this work. The OIG serves as an independent office within our agency designed to prevent fraud, waste, and abuse in agency programs and operations, largely through independent and objective audits and investigations. This important work enables us all to be more effective in achieving the agency's mission, including leading to opportunities for improvement and maintaining strong public confidence in the operations of the National Endowment for the Arts.

## **WORKING WITH THE OIG**

We can all ensure that we support the internal review and oversight carried out by our OIG. National Endowment for the Arts' employees are critical to this process. The OIG routinely needs information from agency offices and our grantees to conduct its work effectively and fully determine how the NEA or its recipients of funding are fulfilling their respective responsibilities. NEA employees must take an active role in supporting the OIG's activities and in recognizing the statutory authority, mission and duties of an independent NEA OIG. This collaboration is built on mutual respect, professionalism and a shared mission to serve the American people.

One way we do this is for NEA personnel to produce materials requested by the OIG in a timely and complete fashion and be accessible for discussion, without requiring permission or approval of a supervisor. NEA 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. Because accountability makes us better and is aligned with the NEA's Organizational Values, all NEA employees and grantees have a responsibility to report instances of possible fraud, waste and abuse directly to the OIG.

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All managers should respect the employee's right 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.

## **THANK YOU FOR YOUR WORK**

I want to thank you for your work. Together through collaboration, we can continue to advance the mission and the vision of the National Endowment for the Arts. For more information, please visit the OIG's website page at <https://www.arts.gov/oig>.

Jane Chu  
Chairman