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**Defense Security Service  
New Employee Orientation**

**DSS Inspector General**



# Office of the Inspector General

## PURPOSE

- Overview of the OIG office and function
- Role of the OIG for employees
- Discussion on employee conduct



# Office of the Inspector General

## VISION

Agents of positive change aiming for continuous improvement in our agency's management and operations



# Office of the Inspector General Mission Objectives

- Independent and objective oversight
- Address internal & external complaints & DoD Hotline allegations
- Monitor internal inquires into allegations of serious employee misconduct (ER/OGC/IG)
- Identify and eliminate problems early
- Coordinate GAO and DoD IG audits and reviews



# Office of the Inspector General Functions

- Two Primary Functions:
  - Inspections
    - Pro-active advisor
    - Promote economy, effectiveness and efficiency
    - Sharing best practices
  - Investigations
    - Administrative and supervisory inquiries
    - Complaints Processing
    - Hotline Cases
    - Prevent waste, fraud and abuse
  
- Secondary Function
  - Assistance



# Office of the Inspector General

## OIG INSPECTION PROGRAM



# Office of the Inspector General

## Purpose of the Inspection Program

- To measure the effectiveness and morale of all DSS organizations
- To share best practices for improving operational and management performance
- To find out what employees need in order to be able to better perform the agency missions
- To provide employees a neutral, responsive complaint venue
- End result being more uniform and productive DSS operations



# Office of the Inspector General

## IG COMPLAINT PROCESSING



# Office of the Inspector General Complaint Processing

ALLEGATIONS ARE JUST THAT...

ALLEGATIONS ... UNTIL EXAMINED

THERE ARE NO PRECONCEIVED OUTCOMES OR  
JUDGEMENTS



# Office of the Inspector General Complaint Processing

- **Purpose:** To ensure potential fraud, waste, abuse, mismanagement and operational issues are addressed before they:
  - Manifest themselves as significant problems
  - Adversely impact employee morale or management effectiveness
  - Denigrate mission accomplishment



# Office of the Inspector General Complaint Processing

- Some complaints may better be addressed in another venues, however the OIG can always be used
  - Employee Relations
    - Performance Ratings
  - EEO
    - Discrimination
    - Sexual Harassment



# Office of the Inspector General Complaint Processes

- There are 3 types of Complaint Processes:
  - Complaints sent to DSS OIG
  - Internal Inquires
  - DoD IG Hotline referrals to DSS OIG
  
- Complaints Received By DSS OIG
  - Can be from any source
    - Internal
    - External
  
  - Complaints can be
    - Identified
    - Anonymous



# Office of the Inspector General Internal Agency Inquiries

- Serious allegations of employee misconduct will be coordinated through the OIG
- Prompt, fair, complete, and impartial inquiries will be conducted
- These matters will be handled with the utmost discretion and professionalism
- All DSS employees shall cooperate with investigators



# Office of the Inspector General

## DoD IG Hotline Referrals To DSS IG Toll Free 1-800-424-9098

- Externally received from DoD IG
- DoD IG Hotline processing times average 4-6 weeks from receipt to transmittal
- Almost always anonymous
- Reps may be called upon to investigate
- Protection of complaintants identity (if discovered) must be protected.

(Regulations: DoDI 5500.7R DoDI 7050.1 and DoDI 7050.7)



# Discussion on Employee Conduct

- Maintain good order and discipline
- Annual review of regulations
- Employee responsibility
- Increased end strength = increased oversight
  - **Potential Issues**
    - Badge and credentials
    - Credit cards – travel cards or voyager cards
    - Hours of duty
    - Falsification/Misrepresentation of official documents
    - Cell and office phone usage/Other I/T resources
    - Unprofessionalism
- What do I do if I don't know the answer?



# Office of the Inspector General

## *YOUR RESPONSIBILITY*

- Adhere to DSS Standards of Conduct. Agency Values
- Report Allegations of Employee Misconduct
- Report Fraud, Waste, Abuse, and Mismanagement
- Cooperate in all IG Inspections and Investigations
- If you have any questions please stop by or call us!