

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

**Title:** Reporting Bribery or Attempted Bribery of USDA Employees

**Number:** 461.3

**Date:** September 25, 1998

**Originating Office:** Human Resources Division  
Employee Relations Branch, AFM/ARS

**This Replaces:** 461.3 dated 1/21/92

**Distribution:** All REE Employees

This P&P provides procedures for reporting information regarding bribery or attempted bribery of any USDA employee.

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## 1. Introduction

Bribery attempts are often very subtle and are preceded by attempts to do small favors for or give gifts to an employee. Bribery is a violation of the law. Solicitation or acceptance of a bribe by a Federal employee is a serious breach of the public trust.

## 2. Policy

REE managers, supervisors, and employees are required to fully cooperate with the USDA Office of Inspector General (OIG), or other law enforcement agency, in the reporting of, and during the investigation of, any bribery or attempted bribery of USDA employees.

## 3. Authorities

- Title 5, Code of Federal Regulations, Section 735-101
- Departmental Regulation 1700-2

## 4. Procedures

Any employee who is offered a bribe, or who believes that a bribe was offered to, solicited by, or accepted by another employee will immediately report that information directly to the appropriate OIG Special Agent-in-Charge (SAC) handling the geographic area where the bribe was solicited (see Exhibit 1). This includes situations where an outright offer was not made, but it is suspected that the employee is being “felt out,” or an offer of a bribe could reasonably be inferred. **The OIG contact shall not be made through supervisory channels.**

Bribery reports may also be made to the OIG Bribery Line (202-720-7257), which is operational 24 hours a day. (This phone number is also to be used by employees working in foreign countries.) The caller will be instructed to follow the instructions on the recorder, to leave a message, and enter a telephone number. An OIG Special Agent will be notified of the caller’s message via pager, and will return the phone call.

The caller will be instructed by OIG on what action to take and should carefully follow the instructions of the OIG Special Agent in order to avoid jeopardizing a potential investigation. The caller is expected to provide full cooperation to OIG in bribery and any other investigative matters.

**NOTE:** Due to the urgency of the notification and because there may be instances where the caller’s line management are subjects of the allegation, employees must seek OIG guidance before notifying an agency official. The caller should seek OIG advice regarding which agency managers, if any, should be notified.

## 5. Summary of Responsibilities

### All employees:

- Report directly to OIG any instances of actual or suspected violations or irregularities in USDA programs and any misconduct or irregular activities by a USDA employee.
- Do not file a report to OIG through supervisory channels.
- Follow the instructions of OIG or other law enforcement agency.

## 6. Glossary

**Bribery.** Includes the offering, giving, receiving, or soliciting of anything of value to influence an official act of an employee.

**OIG.** Office of Inspector General.

**SAC.** Special Agent-In-Charge, USDA, OIG.

/s/

W. G. HORNER  
Deputy Administrator  
Administrative and Financial Management

Exhibit 1  
USDA OIG Regional Offices

**U.S. Department of Agriculture  
Office of Inspector General Regional Offices**

The following Regional Offices perform investigative operations in the territorial areas indicated. Each Regional Office is headed by a Special Agent-In-Charge who reports to the Inspector General, USDA.

Address	Territory
Joseph J. Yarrish 26 Federal Plaza, Room 1409 New York, New York 10278-0004 (212) 264-8400	<b>NORTH ATLANTIC REGION</b> Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, and the Virgin Islands
Brian L. Haaser 5601 Sunnyside Ave., Stop 5300 Beltsville, Maryland 20705-5300 (301) 504-2000	<b>NORTHEAST REGION</b> Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia
Greg A. Shubert 401 W. Peachtree NW, Suite 2329 Atlanta, Georgia 30365-3520 (404) 730-3170	<b>SOUTHEAST REGION</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee
Constant B. Chevalier 111 North Canal Street, Suite 1130 Chicago, Illinois 60606-7295 (312) 353-1358	<b>MIDWEST REGION</b> Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin
Jeffrey H. Thomas 101 South Main Street, Room 311 Temple, Texas 76501 (817) 298-1351	<b>SOUTHWEST REGION</b> Arkansas, Louisiana, New Mexico, Oklahoma, and Texas
(Vacant) 9435 Holmes Road, Room 210 Kansas City, Missouri 64131-2975 (816) 926-7606	<b>GREAT PLAINS REGION</b> Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming
David F. Dickson 600 Harrison Street, Suite 225 San Francisco, California 94107-1370 (415) 744-2887	<b>WESTERN REGION</b> Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Territory of Guam, Trust Territories of the Pacific, and Washington