Incident Report Instructions (IR)

1.	Date of Report	Enter the date the IR form is actually signed by the submitting staff or person.
2.	Type of Incident	Select one of the six categories listed in the policy letter i.e., Fraud, Waste Misapplication of Funds, Gross Mismanagement, Misconduct, or Criminal Activity.
3.	Agency Involved in Allegation	Identify the agency or individual(s) against whom the allegation or incident is made. Give the name and position of the employee(s) and addresses of the organization(s) involved.
4.	Location of Incident	Clearly specify the location where the incident occurred (i.e., a certain building, and area/room within a building, a contractor's address). Provide a general geographic location (city, town) or mail address.
5.	Date and Time of Incident/Discovery	Give the date and time the incident occurred or was discovered.
6.	Source of Complaint	Select one of the six boxes which would explain how you discovered the incident i.e. Audit, Contractor, Program Participant, Public, Investigative Law Enforcement Agency (Specify), or Other. Select Other if none of the boxes apply to the report. Identify the other source of the complaint.
7.	Contacts with Law Enforcement Agencies or With Response Authorities.	Any information requested by any law enforcement agency should be reported here. Identify the officer and/or agency that made the request in block #7. Describe what information was requested from and offered to the outside agency. Briefly indicate the interest or publicity the incident may generate.
8.	Persons Who Can Provide Additional Information	Provide complete names, position or job title, the agency with local address, telephone number, and the E-mail address.
9.	Incident Details	Provide a clear, but concise narrative about the incident i.e., state – a. When - Identify the time and date when the incident occurred, when it was discovered; when it was reported to supervisory personnel, OEIG or to law enforcement agencies, and whether an inventory was conducted to determine the extent of loss. b. What – Describe the complete incident in as much detail as is available and necessary to give a complete picture of what occurred. c. Who - Identify the name of the person, recipient, subrecipient, if applicable, as well as personnel whose identities are necessary to complete the narrative in the incident report. Provide or attach documentation, reports, statements, affidavits, pictures, drawings, or business cards, if applicable. d. Where - Clearly specify the location where the incident occurred (e.g., a certain building, and area/room within a building, a contractor's address. Provide a geographic location (city, town) or mail address. e. Why – If the "why" for an incident is known or suspected, it should be reported. When a suspected motive is reported, the basis/rationale of the suspicion should be noted. f. How – Report the manner/method by which an incident actually or probably was committed or was discovered in sufficient detail to assist authorities to develop reports or effect preventive measures. g. Plan of Action – Indicate if other staff assistance is needed i.e., OIG, etc.
10.	Signature	The person completing this form should print his/her name and job title and sign the form.

Please Note: Keep a legible copy of the Incident Report and supporting documents; protect the document especially if it contains confidential information. Establish and maintain contact with your supervisor or the next higher supervisor who is not conflicted by the report.