

## PROCESS

- The contractor makes a disclosure to the DoD OIG.
- The contractor is not restricted from conducting an internal investigation.
- The DoD OIG confirms receipt of the disclosure in writing.
- The Government may conduct an investigation, if appropriate.
- The DoD OIG coordinates remedies with the DoJ and DoD Components.
- The DoD OIG notifies the contractor in writing when the DoD OIG has completed an evaluation of the matter, appropriate restitution has been made to the Government, and considers the matter closed.

## CONTRACTOR REQUIREMENTS

In accordance with the Federal Acquisition Regulation:

- Establish and promote awareness of, and compliance with, a code of business ethics and conduct.
- Establish an internal control system to detect and correct procurement fraud.
- Disclose to the DoD OIG, with a copy to the contracting officer, when credible evidence of fraud is discovered.
- Cooperate fully with any Government audit, investigation, or corrective action.

## CONTACT

Department of Defense  
Office of Inspector General  
Contractor Disclosure Program  
4800 Mark Center Drive, Suite 14L25  
Alexandria, Virginia 22350-1500

For more information, visit our website at  
[https://www.dodig.mil/Programs/  
Contractor-Disclosure-Program/](https://www.dodig.mil/Programs/Contractor-Disclosure-Program/)  
or call (866) 429-8011

Contractor Disclosure  
Supervisory Investigator  
(866) 429-8011

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**HOTLINE**  
Department of Defense  
[dodig.mil/hotline](https://www.dodig.mil/hotline) | 664.8799 (DSN)  
800.424.9098 (TOLL-FREE) | 703.604.8799 (COMMERCIAL)

DEPARTMENT OF DEFENSE  
OFFICE OF INSPECTOR GENERAL

# CONTRACTOR DISCLOSURE PROGRAM

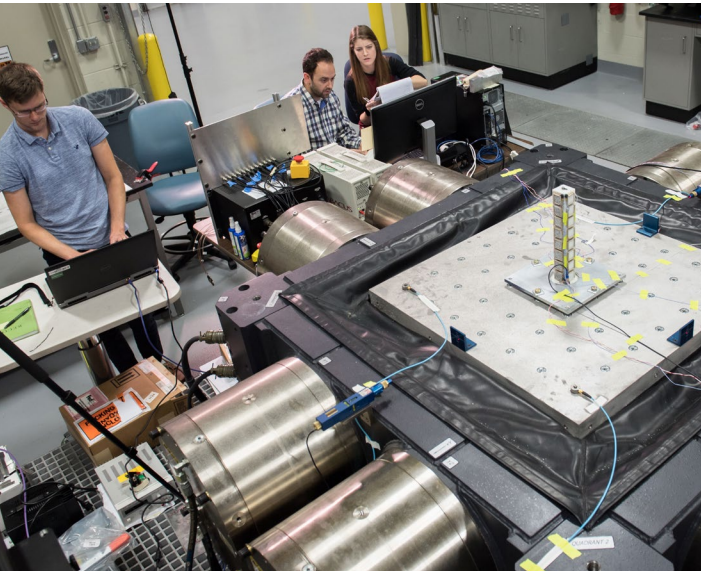


# CONTRACTOR DISCLOSURE PROGRAM

The Contractor Disclosure Program (CDP) facilitates Defense contractors' compliance with Public Law 110-252, title VI, chapter 1 - Close the Contractor Fraud Loophole Act. The CDP encourages contractors to report potential fraud in accordance with 48 CFR 52.203-13 - Contractor Code of Business Ethics and Conduct.

## ABOUT THE PROGRAM

- Provides contractors a means to self-report certain violations of criminal law and the civil False Claims Act.
- Provides a framework for Government verification of matters disclosed by contractors.
- Provides coordination of criminal, civil, and administrative remedies with the Department of Justice (DoJ) and the appropriate DoD Component.



## WHO IS REQUIRED TO REPORT

### DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT PART 203, SUBPART 203.10

- DoD Contractors are required to disclose to the DoD OIG all violations involving fraud in DoD contracts.

### EXECUTIVE ORDER 12674

- Requires all contracting officers and other Government employees to report waste, fraud, or abuse.

### FAR PART 3, SUBPART 3.10

- If the contracting officer is notified of possible contractor violations, the contracting officer is required to coordinate the matter with the DoD OIG.

## WHEN THE RULES APPLY

- Contracts and subcontracts of more than \$5.5 million with a performance period of more than 120 days performed inside or outside the United States.
- Contracts and subcontracts for commercial items and noncommercial items, including those awarded to small businesses.
- Prime contractors must impose the CDP requirements on subcontractors in subcontracts of more than \$5.5 million.
- Contractors and subcontractors are obligated to report matters concerning the CDP until at least 3 years after the contractor receives final payment under the contract.

## HOW TO DISCLOSE

- Contractors submit disclosures using the online system, the sample disclosure form, or the fillable PDF at <https://www.dodig.mil/Programs/Contractor-Disclosure-Program/>.

- Send mail to:

Department of Defense  
Office of Inspector General  
Contractor Disclosure Program  
4800 Mark Center Drive, Suite 14L25  
Alexandria, VA 22350-1500

- Additional assistance from the CDP is available toll-free at **(866) 429-8011**.

## WHAT TO DISCLOSE

- Violations of Federal Criminal Law Title 18, United States Code (U.S.C.):
  - Fraud
  - Conflict of interest
  - Bribery
  - Gratuity violations
- Violations of the Civil False Claims Act 31 U.S.C. § 3729-3733.
- Contractors are required to provide sufficient information regarding the disclosure (i.e., who, what, where, when, and how much is owed to the Government).