WASO Donor Vetting Process

Receive vetting submissions from the field (submissions due to WASO the 4th Monday of each month)

Has the donor has been reviewed within the past 12 months?

If Yes → **Further review not necessary**

If No ↓

Carry out review process:

Send list to Program Managers in following areas for review (2 weeks):

- **Commercial Services**
- **Special park Uses**
- **Natural Resources**
- **Contracting**
- **Solicitor's Office**

Send list of $1M+ donations to DOI-wide reviewers

Conduct research:

- **Review and note potential donors' involvement in NRDAR cases**
- **Review and note potential donor's involvement in Superfund site(s)**
- **Review and note whether potential donor is prohibited from doing business with NPS (System for Awards Management)**
- **Review and note all contracts potential donor has with NPS (Federal Procurement Data System)**
- **Conduct a News Search using LexisNexis Advanced Search**
- **Conduct a News Search using generic search engine**

Compile any concerns that have been identified → **Vetting office makes decision if prospect is approved, not approved, or requires additional investigation** → **Send Review Results to field** → **Document and track results in donor review spreadsheet**

7/29/18