



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

May 11, 2006

## INSPECTOR GENERAL INSTRUCTION 5400.11

SUBJECT: Privacy Act Program

References:

- a. Section 522a of Title 5, United States Code, "Privacy Act of 1974," as amended.
- b. DoD Directive 5400.11, "DoD Privacy Program," November 16, 2004.
- c. DoD Regulation 5400.11-R, "DoD Privacy Program," August 1983.
- d. OIG Memo, Subject: Release of OIG Reports Containing Privacy Act Protected Information, dated, August 29, 2003.

**A. Purpose.** This Instruction provides the Department of Defense Office of Inspector General (DoD OIG) Privacy Act Program with internal policies and procedures for the release and control of information from the OIG system of records consistent with the provisions of references a, b, c, and d.

**B. Cancellation.** This Instruction supersedes IGDINST 5400.11, "Privacy Act Program," July 2, 2004.

**C. Applicability.** This Instruction applies to the Offices of the Inspector General, Principal Deputy Inspector General; the Deputy Inspectors General, Assistant Inspectors General; all DoD OIG assigned staffs and offices, as appropriate. For purposes of this instruction, these organizations are referred to collectively as the OIG components.

**D. Policy.** It is the OIG policy to safeguard personal information contained in any system of records maintained by the OIG and to permit any individual to know what existing records pertain to him or her within the OIG.

### **E. Responsibilities**

1. The **Assistant Inspector General (AIG), Office of Communications and Congressional Liaison (OCCL)** is responsible for:

- a. Overall implementation and administration of the Privacy Act Program in the OIG.
- b. Designating the Chief, FOIA Requester Service Center/Privacy Act Office, as the point of contact for individuals requesting information and/or access to records and copies about themselves within the OIG records.
- c. Serving as the Appellate Authority for the OIG when a requester appeals a denial for access to records under the Privacy Act (PA).
- d. Coordinating all appellate decisions with the Office of General Counsel and Assistant Inspector General for the Office of Legal Counsel.

2. The **Chief, FOIA Requester Service Center/Privacy Act Office**, will:

- a. Serve as the point of contact on all Privacy Act matters for the OIG.
- b. Represent the OIG on the Defense Privacy Board and Defense Data Integrity Board.
- c. Ensure all personnel who either have access to the system of records or who develops or supervises procedures for handling records in the system are aware of their responsibilities for protecting personal information as established in references a, b, c, and d.
- d. Assign all Privacy Act requests to the appropriate OIG component for processing.
- e. Review all Privacy Act information identified in response to a request, whether to be released or withheld, to ensure the OIG compliance with the Privacy Act prior to release to the requestor.
- f. Ensure that annual training is given to all OIG components Privacy Act points of contact and other related personnel.
- g. Provide the Defense Privacy Office with data necessary for inclusion in their annual report to the President.
- h. Ensure all new, amended, or altered system notices for the OIG system of records are prepared and submitted to the Defense Privacy Office for publication in the Federal Register.
- i. Prepare the OIG Annual Privacy Act input for the Federal Information Security Management Act (FISMA).

3. The **OIG Component Heads** will:

- a. Comply with the policy and procedures established by this instruction and those set forth in references a, b, and c.

b. Designate a Point of Contact (POC) to interact with the FOIA Requester Service Center/Privacy Act Office on all Privacy Act matters.

**F.** **Effective Date.** This instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson  
Assistant Inspector General for  
Administration and Management