



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
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JUN - 1 2016

MEMORANDUM FOR DoD OIG COMPONENT HEADS

SUBJECT: Proactive Release of Reports

It is the Department of Defense Office of Inspector General (DoD OIG) policy to release in a timely fashion final reports, and other records and information related to the DoD OIG's performance of our statutory duties, to the extent possible, to the Congress, other Government agencies, the news media, and the public.

To implement this policy, DoD OIG components should proactively release final audit, evaluation, inspection, and administrative investigation reports, whenever possible, consistent with applicable laws, security regulations, and individuals' privacy rights. There is a presumption of openness and transparency about our work, because the public has a right to know about the results of our work and how we conduct our work.

In this regard, many DoD OIG products are marked "For Official Use Only" (FOUO) in their entirety before being finalized. FOUO is a DoD dissemination control applied to unclassified information in cases where disclosing all or part of a particular record would reasonably be expected to cause a foreseeable harm to an interest protected by one or more FOIA exemptions. Marking a draft product FOUO is appropriate because it is subject to revision and, until finalized, legitimately part of the deliberative process. However, upon completion, significant portions of those reports may no longer be considered FOUO.

Upon completing a report or other product, regardless of whether there is a FOIA request, the responsible component should thoroughly review its product and determine what, if any portions, still merit being marked FOUO. The component should release as much information as possible without compromising legitimate privacy interests, privileged records, or national security information. When dealing with records that require protection, you should segregate and redact portions requiring protection and release as much other information as possible.

Related to our general proactive release policy, the Administrative Investigations Component recently amended its Privacy Act System of Records Notice to include three additional routine uses to facilitate proactively releasing records outside DoD without a FOIA request: (1) to the news media and the public, unless releasing the information would result in an unwarranted invasion of privacy; (2) to complainants, to the extent necessary to give them information or an explanation regarding the progress or results of any investigation; and (3) to appropriate officials and employees of a federal agency or entity to which information may be relevant to a decision concerning the hiring, appointment, or retention of an individual; the issuance, renewal, suspension, or revocation of a security clearance; the execution of a security or suitability investigation; the letting of a contract; or the issuance or revocation of a grant or benefit.

Release authority is at the Deputy Inspector General and Component Head level, unless delegated. Each component is responsible for redacting and proactively releasing its products

under this policy. However, the OIG FOIA office in the Office of General Counsel is always available to discuss any specific concerns or questions regarding release or a FOUO marking.

A handwritten signature in black ink, appearing to read "Glenn A. Fine". The signature is written in a cursive, slightly stylized font.

Glenn A. Fine
Acting Inspector General