



Office of the Deputy Inspector General for Administrative Investigations  
Department of Defense Inspector General

**NOTICE PURSUANT TO THE PRIVACY ACT OF 1974  
SENIOR OFFICIAL AND REPRISAL INVESTIGATIONS  
CASE FILE AND CONTROL SYSTEM**

Pursuant to the Privacy Act of 1974, Title 5 United States Code, Section 552a (5 U.S.C. § 552a), as amended, the Office of the Inspector General, Department of Defense (DoD IG) advises you as follows:

**AUTHORITY FOR COLLECTION OF INFORMATION:** Pursuant to the authority contained in the Inspector General Act of 1978, 5 U.S.C. Appendix 3, as amended and DoD Directive 5106.01, that implement the law, the Inspector General, DoD, is authorized to organize, direct, and manage the Office of the Inspector General, including the creation and the maintenance of any necessary records.

**PURPOSE FOR COLLECTING INFORMATION:** Information is collected for the following purposes: to record complaints, allegations of wrongdoing, and requests for assistance; to document inquiries, research facts and circumstances, sources of information, conclusions and recommendations; to record actions taken and notifications of interested parties and agencies.

**ROUTINE USES:** The collected information will be used for the purposes set forth above and may be disclosed as set forth in the attached listing of routine uses.

**MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure of your Social Security number is voluntary. Military personnel, DoD civilians, and DoD contractor employees may be subject to adverse actions for failure to disclose information relating to official responsibilities. Persons other than military personnel, DoD civilians, and DoD contractor employees may not be subject to adverse actions for refusal to provide information.

**ROUTINE USES**  
**SENIOR OFFICIAL AND REPRISAL INVESTIGATION**  
**CASE FILE AND CONTROL SYSTEM**

**LAW ENFORCEMENT ROUTINE USE**

If a system of records maintained by DoD IG to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

**DISCLOSURE OF REQUESTED INFORMATION ROUTINE USE**

A record from a system of records maintained by the DoD IG may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

**DISCLOSURE WHEN REQUESTING INFORMATION ROUTINE USE**

A record from a system of records maintained in DoD IG may be disclosed as a routine use to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

**CONGRESSIONAL INQUIRIES ROUTINE USE**

Disclosure from a system of records maintained by DoD IG may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

**PRIVATE RELIEF LEGISLATION ROUTINE USE**

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget (OMB) in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that circular.

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**DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS ROUTINE USE**

A record from a system of records maintained by DoD IG may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements, including those regulating the stationing and status in foreign countries of DoD military and civilian personnel.

**DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES ROUTINE USE**

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by DoD IG may be disclosed to state and local taxing authorities with which the Secretary of Treasury has entered into agreements pursuant to Title 5 U.S.C. §§ 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax, regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin No. 76-07.

**DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT ROUTINE USE**

A record from a system of records subject to the Privacy Act and maintained by DoD IG may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement reductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

**DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION ROUTINE USE**

A record from a system of records maintained by DoD IG may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee, or member of the Department in pending or potential litigation to which the record is pertinent.

**DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS ROUTINE USE**

Information as to current military addresses and assignments may be provided to military banking facilities that provide banking services overseas and that are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

**DISCLOSURE TO THE GENERAL SERVICES ADMINISTRATION ROUTINE USE**

A record from a system of records maintained by DoD IG may be disclosed as a routine use to the General Services Administration for the purposes of records management inspections conducted under authority of Title 44 U.S.C. §§ 2904 and 2906.

**DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS  
ADMINISTRATION ROUTINE USE**

A record from a system of records maintained by DoD IG may be disclosed as a routine use to the National Archives and Records Administration for the purpose of records management inspections conducted under authority of Title 44 U.S.C. §§ 2904 and 2906.

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**DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD ROUTINE USE**

A record from a system of records maintained by DoD IG may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel, for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices, including administrative proceedings involving any individual subject of a DoD investigation, and such other functions promulgated in Title 5 U.S.C. §§ 1205 and 1206, or as may be authorized by law.

**COUNTERINTELLIGENCE PURPOSES ROUTINE USE**

A record from a system of records maintained by DoD IG may be disclosed as a routine use outside DoD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. law or executive order or for the purpose of enforcing laws that protect the national security of the United States.

**DATA BREACH REMEDIATION PURPOSES ROUTINE USE**

A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when:

1. the Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised;
2. the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component; or another agency or entity) that rely upon the compromised information; and
3. the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**INFORMATION SHARING ENVIRONMENT ROUTINE USE**

A record from a system of records maintained by a Component consisting of, or relating to, terrorism information (6 U.S.C. § 485(a)(4)), homeland security information (6 U.S.C. § 482(f)(1)), or law enforcement information (Guideline 2 Report attached to White House Memorandum, "Information Sharing Environment," November 22, 2006) may be disclosed to a Federal, state, local, tribal, territorial, foreign governmental and/or multinational agency, either in response to its request or upon the initiative of DoD IG, for purposes of sharing such information as is necessary and relevant for the agencies to the detection, prevention, disruption, preemption, and mitigation of the effects of terrorist activities against the territory, people, and interests of the United States of America as contemplated by the Intelligence Reform and Terrorism Protection Act of 2004 (Public Law 108-458) and Executive Order 13388 (October 25, 2005).

Note: Information relating to, but not in and of itself constituting terrorism, homeland security, or law enforcement information, as defined above, may only be disclosed upon a showing by the requester that the information is pertinent to the conduct of investigations of, or the development of analyses regarding, terrorism.