



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

May 11, 2006

INSPECTOR GENERAL INSTRUCTION 5400.7

SUBJECT: Freedom of Information Act (FOIA) Program

References:

- a. Section 552 of Title 5, United States Code, "Freedom of Information Act."
- b. DoD Directive 5400.7, "DoD Freedom of Information Act (FOIA) Program," October 28, 2005.
- c. DoD 5400.7-R, "DoD Freedom of Information Act Program," September 1998.

A. Purpose. This Instruction establishes the policy and sets forth the procedures by which the public may obtain information and records from the Department of Defense Office of Inspector General (DoD OIG) in accordance with references a, b, and c.

B. Cancellation. This Instruction supersedes IGDINST 5400.7, "Office of the Inspector General Freedom of Information 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; the 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 promote public trust by making the maximum amount of information available to the public consistent with the requirements outlined in references a, b, and c.

E. Responsibilities

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

- a. Directing and administering the OIG FOIA Program within the OIG. The AIG, OCCL, shall designate the Chief, FOIA Requester Service Center/Privacy Act (PA) Office, as

the office of record and point of contact (POC) for the OIG components in matters pertaining to the OIG FOIA Program.

b. Designating the Chief, FOIA Requester Service Center/PA Office, as the Initial Denial Authority (IDA).

c. Designating the Chief FOIA Public Liaison.

d. Serving as the Appellate Authority for the OIG when a requester appeals a denial under the Freedom of Information Act.

e. 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/Chief FOIA Public Liaison**, will:

a. Serve as the point of contact on all FOIA matters for the OIG.

b. Prepare the Annual Report on the FOIA as required by references a, b, and c.

c. Administer all the OIG FOIA Program requirements specified by references a, b, and c.

d. Ensure that annual training is given to all OIG components FOIA points of contact and other related personnel.

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, and assure compliance by their subcomponents.

b. Designate a POC to interact with the FOIA/PA Office on all FOIA matters.

F. Effective Date. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:



Stephen D. Wilson
Assistant Inspector General for
Administration and Management