



# Department of Defense INSTRUCTION

NUMBER 7050.3

April 24, 2000

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OIG, DoD

**SUBJECT:** Access to Records and Information by the Inspector General, Department of Defense

- References:** (a) DoD Instruction 7050.3, subject as above, November 9, 1984 (hereby canceled)
- (b) Public Law 95-452, "Inspector General Act of 1978," as amended
  - (c) [DoD Directive 5106.1](#), "Inspector General of the Department of Defense," March 14, 1983
  - (d) DoD 5200.1-R, "Information Security Program Regulation," January 14, 1997, authorized by [DoD Directive 5200.1](#), "DoD Information Security Program," December 1996
  - (e) through (f), see enclosure 1

## 1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Reissues and updates reference (a).
- 1.2. Provides DoD policy and assigns responsibilities for expediting access to DoD records required by members of the Office of the Inspector General, Department of Defense (OIG, DoD), in the performance of their official duties under the authority of references (b) and (c).

## 2. APPLICABILITY AND SCOPE

This Instruction applies to:

- 2.1. The Office of the Secretary of Defense, the Military Departments, the

Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

2.2. Both appropriated and nonappropriated fund activities.

### 3. POLICY

3.1. The OIG, DoD, to carry out its responsibilities under references (b) and (c), must:

3.1.1. Have expeditious and unrestricted access to and, when required,

3.1.2. Be able to obtain copies of all records, reports, investigations, audits, reviews, documents, papers, recommendations, or other material available to or within any DoD Component.

3.2. No officer, employee, or Service member of any DoD Component may deny the OIG, DoD, such access. Only the Secretary of Defense can deny certain types of information based on criteria that are listed in subsection F.1. of reference (b) and section 8. of reference (c).

### 4. RESPONSIBILITIES

4.1. By the authority of DoD Directive 5106.1 (reference (c)) the Heads of the DoD Components shall:

4.1.1. Establish procedures that:

4.1.1.1. Will ensure that any request by a member of the OIG, DoD, for access to records or information relating to matters under authorized audit, investigation, follow-up, or oversight projects by the OIG, DoD, is granted immediately, or

4.1.1.2. Objections requiring action by the Secretary of Defense, regarding the release, are submitted in writing to the OIG, DoD, by the Component head no later than 15 days from the date of request.

4.1.2. Designate a senior official to handle all questions by Component

personnel regarding access to information by OIG, DoD, personnel and to ensure compliance with this Instruction. The OIG, DoD, will be informed of the official so designated.

4.2. The Inspector General, DoD, shall:

4.2.1. Ensure that OIG, DoD, officials possess proper security clearance when they request classified data.

4.2.2. Establish procedures for confirming to the DoD Components the security clearances of OIG, DoD, personnel requesting access to records and information.


4.2.3. Ensure that, when special access program provisions require and when specifically requested, an access request is submitted through appropriate channels for information or materials protected by special access controls imposed by the Department of Defense or non-DoD organizations.

4.2.4. Ensure that when DoD records are provided to the OIG, DoD, information about individuals is afforded the same degree of protection as that provided by the furnishing DoD Component. This information shall be maintained in such a manner as to prevent an unwarranted invasion of personal privacy.

4.2.5. Ensure that the procedures, which conform to applicable Directives or Instructions, including references (d), (e), and (f) are established, providing for proper safeguarding of records and information obtained by the OIG, DoD.

5. EFFECTIVE DATE

This Instruction is effective immediately.

  
Donald Mancuso  
Deputy Inspector General

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

References, continued

- (e) [DoD Instruction 6055.7](#), "Mishap Investigation, Reporting and Recordkeeping," April 10, 1989
- (f) DoD 5400.11-R, "Department of Defense Privacy Program," August 1983, authorized by [DoD Directive 5400.11](#), "Department of Defense Privacy Program," December 13, 1999