



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

October 16, 2001

## INSPECTOR GENERAL INSTRUCTION 5106.1<sup>1</sup>

SUBJECT: Delegation of Authority to the Chief of Staff

References: See Appendix A.

**A. Purpose.** This Instruction delegates responsibilities and authorities to the Chief of Staff (CoS) for the administrative and operational support to the Office of the Inspector General of the Department of Defense (OIG DoD) components as required.

**B. Cancellation.** This Instruction supersedes IGDINST 5106.1, *Delegation of Authority to the Director, Office of Administration and Information Management*, January 4, 1990 and Change 1, dated December 30, 1992.

**C. Applicability.** This Instruction applies to the Offices of the Inspector General, the Deputy Inspectors General, the Assistant Inspectors General, the Office of the Chief of Staff, and the Deputy General Counsel (Inspector General). For purposes of this Instruction, these organizations are referred to collectively as OIG components.

**D. Mission.** The CoS serves as the principal assistant and advisor to the Inspector General, Deputy Inspectors General, Assistant Inspectors General, and OIG Directors on administrative support matters. The CoS promotes economy and efficiency in the delivery of support needs. In addition he or she performs analyses, external coordination, and reporting tasks needed to maintain effective relationships with external organizations, the Federal Inspector General community, and senior DoD managers.

**E. Organization and Management.** The Office of the Chief of Staff (OCoS) consists of the CoS and four subordinate organizational levels. The CoS serves as the OIG DoD manager of the functions and resources described in this Instruction. The four organizational levels include the Administration and Logistics Services Directorate (ALSD), the Human Capital Management Directorate (HCMD), the Comptroller (COMP), and the Information Systems Directorate (ISD).

**F. Responsibilities.** The **Chief of Staff**, shall:

1. Organize and manage the resources assigned to the OCoS.
2. Provide administrative support to the OIG DoD and its components that do not have administrative support capability. This support includes:

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<sup>1</sup> This instruction has been administratively updated to reflect the current organizational structure of the OIG DoD. No policy changes have been made. July 2004.

- a. Budget and Accounting
- b. Human Resources Administration
- c. Training and Development
- d. Office Services (Printing, etc.)
- e. Personnel and Information Security
- f. Freedom of Information Act (FOIA) and Privacy Act (PA)
- g. Management of Correspondence, Directives, Forms, and Records Administration
- h. Publications Management
- i. Travel and Transportation
- j. Space and Facilities Management
- k. Acquisition, Procurement, and Supply
- l. Property Management
- m. Mail Operations
- n. Information Technology
- o. Other miscellaneous administrative support as required

**G. Relationships.** For the performance of assigned functions, the CoS shall:

- 1. Coordinate and exchange information and advice with OIG components having collateral or related responsibilities.
- 2. Make use of established facilities and services within the OIG DoD and with components of the DoD and other Government agencies, whenever practical, to avoid duplication and achieve maximum efficiency and economy.
- 3. Consult and coordinate with OIG components and other governmental and non-governmental agencies on matters related to the OCoS mission.

**H. Authorities.** The CoS is specifically delegated authority to:

- 1. Obtain such information, consistent with the policies and criteria of reference a, and advice and assistance from OIG components, as necessary.
- 2. Issue OIG DoD instructions, publications, and one-time directive-type memoranda that implement approved policies in the functions assigned to the CoS as delegated in this Instruction.
- 3. Exercise the delegations of authority contained in Appendix B.

- I. Effective Date.** This Instruction is effective immediately.

Joseph E. Schmitz  
Inspector General

2 Appendices - a/s

**APPENDIX A  
REFERENCES**

- a. DoD Directive 5106.1, "Inspector General of the Department of Defense," January 4, 2001
- b. Appendix 3 of title 5, U.S.C., "Inspector General Act of 1978," as amended
- c. DoD Directive 5200.28, "Security Requirements for Automated Information Systems (AISs)," March 21, 1988
- d. DoD Directive 5200.1, "DoD Information Security Program," December 13, 1996
- e. DoD Regulation 5200.1-R, "Information Security Program," January 1997
- f. DoD Directive 5205.7, "Special Access Program (SAP) Policy," January 31, 1997, with Change 1, September 3, 1997
- g. Joint Travel Regulation
- h. DoD 7000.14-R, "DoD Financial Management Regulation," Volume 5, Chapters 2 and 33
- i. IGDINST 4140.1, *Property Management Program*, March 29, 2001
- j. DoD Directive 5025.1, "DoD Directives System," July 27, 2000
- k. IGDINST 4205.1, *Acquisition Policies and Procedures Program*, March 23, 2001
- l. U.S.C. Title 5, Section 3102(d), "Employment of Personal Assistants for Handicapped Employees Including Blind and Deaf Employees," January 23, 2000
- m. DoD Regulation 5400.7-R, "DoD Freedom of Information Act Program," September 24, 1998
- n. Public Law 105-261, 105<sup>th</sup> Congress, "Strom Thurmond National Defense Authorization Act for Fiscal Year 1999"
- o. 40 U.S.C. 1425, Clinger-Cohen Act of 1996, Chapter 35 of Title 44 and Section 5125

## APPENDIX B DELEGATION OF AUTHORITY

A. Pursuant to the authority vested in, and subject to the direction, authority, and control of the OIG DoD, and in accordance with applicable laws and regulations, OIG DoD and DoD policies, directives and instructions, the CoS or the person properly designated to act for the CoS, is hereby delegated authority, with respect to the CoS mission, and the OIG components receiving administrative and operational support from the CoS, to:

1. Exercise the power vested in the OIG DoD by reference b pertaining to the employment, direction, and general administration of civilian personnel, e.g., classification of civilian positions, hiring actions, approval of personnel actions and training requests, setting employee pay levels, and promulgating and publishing human resource policy and procedures for assigned personnel.

2. Administer oaths of office incident to entrance into the OIG DoD or any other oath required by law in connection with employment therein.

3. Establish an Incentive Awards Board. Pay cash awards to and incur necessary expenses for the honorary recognition of civilians employed by the OIG DoD for their suggestions, inventions, superior accomplishments, or other personal efforts, including special acts or services, in accordance with public laws and regulations.

4. Approve recruitment bonuses offered by appropriate members of the staff to eligible applicants for positions at the OIG DoD.

5. In accordance with public laws, executive orders, and current directives, serve as the OIG DoD single point of contact for all security matters including:

- a. Designating positions as “sensitive.”
- b. Initiating background investigations when appropriate to ascertain clearance eligibility for OIG DoD applicants and assigned personnel.
- c. Requesting Sensitive Compartmented Information (SCI) access for OIG DoD employees from appropriate agencies.
- d. Inspecting OIG DoD offices for adherence to Federal, DoD, and OIG DoD security regulations, directives, and instructions.
- e. Maintaining sensitive clearance data on Government and industrial visitors to the OIG DoD as provided by the employing firm or agency.
- f. Certifying security clearances for OIG DoD personnel visiting industry and other Government agencies.
- g. Recommending denial, suspension, or revocation of clearances to the OIG DoD when unfavorable suitability or security information is developed.
- h. Issuing credentials and other forms of identification to employees of the OIG DoD.
- i. Serving as the Designated Approving Authority in accordance with reference c to accredit all automated information systems within the OIG DoD.

j. Serving as the designated OIG DoD senior official for complying with and implementing the DoD Information Security Program in accordance with reference d and applicable directives, regulations, and instructions; and, maintaining a physical security program to protect OIG DoD property and resources.

k. Serving as the official point of contact for all access programs in accordance with references e and f.

l. Approving all acquisitions of security-related equipment and construction, or modification to existing facilities, to include field activities, which involve security issues.

m. Promulgating the necessary security relations for the protection of property and places under the jurisdiction of the OIG DoD.

6. Decide administrative appeals of employees who believe their position has been improperly identified as a testing designated position under the OIG DoD Plan for a Drug-Free Workplace.

7. Act as agent for the collection and payment of employment taxes imposed by appropriate statutes.

8. Authorize and approve:

a. Overtime work for personnel assigned to the OCoS.

b. Invitational travel to persons serving without compensation whose consultative, advisory, or other highly specialized technical services are required to support the accomplishment of the OIG DoD mission.

9. Manage the electronic authorization system for travel for OIG DoD civilian and military personnel (reference g).

10. Develop, establish, and maintain an active and continuing Records Management Program.

11. Manage the Commercial Purchase Card Program including convenience checks in accordance with guidance established by reference h and other applicable directives, memoranda, and guidance.

12. Authorize the publication of OIG DoD-related advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, consistent with applicable laws and regulations.

13. Administer and direct the Property Management Program in accordance with reference i and other applicable directives, memoranda, and guidance. Establish and maintain appropriate property accounts and appoint Boards of Survey, approve reports of survey, relieve personal liability, and drop accountability for property contained in the authorized property accounts that has been lost, damaged, stolen, destroyed, or otherwise rendered unserviceable.

14. Establish and maintain an appropriate publications system for the OIG DoD to promulgate regulations, directives, instructions, and reference documents, and changes thereto, pursuant to the policies and procedures prescribed in reference j.

15. Enter into support and service agreements with the Military Departments, other DoD components, or other Government agencies, as required for the effective performance of OIG DoD assigned responsibilities and functions.

16. Administer and direct the Acquisition Program in accordance with reference k. Enter into and administer contracts through a Military Department, a DoD contract administration services component, or other Government department or agency, as appropriate, for supplies, equipment, and services required to accomplish the OIG DoD assigned responsibilities and functions.

17. Appoint certifying officers to certify vouchers for payment and provide oversight of certifying officer responsibilities in accordance with reference h.

18. Authorize the payment to an individual to accompany or assist an employee with a disability traveling on official business in accordance with reference l.

19. Establish advisory committees and employ part-time advisors for the performance of OIG DoD functions in accordance with public laws and regulations.

20. Administer and direct Information Technology (IT) within the OIG DoD in accordance with legislation, Executive Branch policy, and DoD directives.

21. Serve as the designated official responsible for the overall implementation and administration of the Freedom of Information Act (FOIA) program; the official responsible for designating the Initial Denial Authorities; and as the Appellate Authority, in accordance with reference m.

22. Serve as the designated representative on the Defense Privacy Board and the Defense Data Integrity Board.

23. Manage and administer the military personnel resources assigned to the OIG DoD.

24. Serve as the Chief Information Officer (CIO) for the OIG DoD to carry out the general responsibilities as delineated in references n and o.

B. The CoS may redelegate these authorities in writing, as appropriate, except as otherwise provided by law or regulation.

C. These delegations of authority are effective immediately.