



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884

October 16, 2001

INSPECTOR GENERAL INSTRUCTION 5106.1

SUBJECT: Delegation of Authority to the Director, Administration and Information Management

References: See Appendix A.

A. Purpose. This Instruction delegates responsibilities and authorities to the Director, Administration and Information Management (OA&IM), for the administrative and operational support to the Office of the Inspector General, 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 Inspector General, the Assistant Inspectors General, the Director of Administration and Information Management, the Director of Departmental Inquiries, the Director of Intelligence Review, and the Deputy General Counsel (Inspector General). For purposes of this Instruction, these organizations are referred to collectively as OIG components.

D. Mission. The Director, OA&IM, serves as the principal assistant and advisor to the Inspector General, Deputy Inspector General, Assistant Inspectors General, and Directors on administrative support matters. The Director, OA&IM, 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 OA&IM consists of a Director and four subordinate organizational levels. The Director, OA&IM, 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 Personnel and Security Directorate (PSD), the Financial Management Directorate (FMD), and the Information Systems Directorate (ISD).

F. Responsibilities. The **Director, OA&IM**, shall:

1. Organize and manage the resources assigned to the OA&IM.
2. Provide administrative support to the OIG, DoD, and its components that do not have administrative support capability. This support includes:
 - a. Budget and Accounting
 - b. Human Resources Administration

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- 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 Director, OA&IM, 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 OA&IM mission.

H. Authorities. The **Director, OA&IM**, 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 Director, OA&IM, as delegated in this Instruction.
3. Exercise the delegations of authority contained in Appendix B.

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

A handwritten signature in black ink that reads "Robert J. Lieberman". The signature is written in a cursive style with a large, prominent initial "R".

Robert J. Lieberman
Deputy 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, 105th 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 Director, OA&IM, or the person properly designated to act for the Director, OA&IM, is hereby delegated authority, with respect to the Director, OA&IM, mission, and the OIG components receiving administrative and operational support from the Director, OA&IM, 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 OA&IM.

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 Director, OA&IM, may redelegate these authorities in writing, as appropriate, except as otherwise provided by law or regulation.

C. These delegations of authority are effective immediately.