



OFFICE OF THE SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1950

ADMINISTRATION AND
MANAGEMENT

DEC 14 2009

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Organizational Placement and Structure of DoD Civil Liberties Officer
(CLO) Functions

Pursuant to my designation as the DoD CLO by the Deputy Secretary of Defense in May 2009, I wanted to apprise you of the progress made to date in determining the initial organizational placement and structure for the DoD CLO. The DoD CLO functions will be conjoined with those of the Defense Privacy Office (DPO) within the Office of the Director of Administration and Management.

Effective immediately, Mr. Samuel P. Jenkins, Director, DPO, will assume interim responsibility for DoD CLO functions as the Acting Deputy DoD CLO, in addition to his existing responsibilities as the Director, DPO. In this capacity, Mr. Jenkins will work to ensure that all necessary actions are completed to establish a concept of operations and the DoD CLO framework throughout the Department so that we are postured to address the full scope of statutory requirements and fulfill the upcoming Departmental reporting requirements for CLO functions.

Mr. Jenkins and his staff will initiate interviews of key DoD organizational entities in the near future to assess civil liberties; establish the CLO conceptual framework, policy, and oversight functions; and develop a CLO strategic plan. To assist with this, please identify a lead for your Component CLO and provide contact information to Mr. Jenkins at (703) 607-2943 or Samuel.Jenkins@osd.mil by December 29, 2009.

Mr. Jenkins will convene a meeting with your leads to assist in developing policy and procedures for the Program within their respective Components. Your lead will serve as liaison to the DoD CLO; perform civil liberties risk assessments and ongoing compliance monitoring activities; ensure that a mechanism is in place to receive, track, investigate, and act on all civil liberties complaints; and ensure that Component CLO training is conducted.

Your cooperation and assistance with this important DoD-wide effort are greatly appreciated.

Michael L. Rhodes
Acting Director

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