

**Framework for DoD Component Civil Liberties Point of Contact:
Roles & Responsibilities
(21 January 2010 Update)**

- **Component Assessment:** As part of DoD's effort to build an effective civil liberties office, the Defense Privacy and Civil Liberties Office (DPCLCLO) is undertaking a full-scale assessment of the extent to which DoD policies, procedures, and operations affect privacy, civil rights, and civil liberties. To facilitate this process, each Component Civil Liberties POC will be provided an assessment tool to determine any civil liberties issues and/or concerns within their Component. The POC will be responsible for developing and leading a Component-level assessment team in the conduct of interviews and compilation of findings. This assessment will be refreshed by the POC annually.
- **Policy and Guidance:** DPCLCLO will issue a Civil Liberties Program Directive-Type Memorandum, to be followed by a Directive and Instruction. The POC will develop implementing policy and guidance for their respective Component.
- **Compliance:** The POC will serve as advisor to the Component on civil liberties issues and ensure that the Component fully complies with DoD policies and procedures.
- **Training:** DPCLCLO will provide basic civil liberties training for deployment throughout the Components' workforce, including contractors. The POC is responsible for ensuring fulfillment of this training requirement, and for identifying any specialized training needs, including the tailoring of specific civil liberties and civil rights training for Component programs, policies, or operations which present a strong likelihood of potential infringement on individuals' liberties or rights.
- **Monitoring and Reporting:** The POC will be responsible for monitoring general compliance with the DoD civil liberties program, and submitting to DPCLCLO quarterly reports that measure compliance and success of other civil liberties activities.
- **Communications and Outreach:** The POC will be responsible for promoting awareness of civil liberties issues and DPCLCLO services up, down, and across the Component and, when appropriate, to the general public.
- **Redress:** The POC will be responsible for receiving, investigating, and responding to civil liberties complaints received by the Component, and coordinating such matters with DPCLCLO, as necessary.
- **Meetings:** A kick-off POC summit is tentatively planned to provide POCs with an in-depth introduction to civil liberties, and to provide initial POC training. Attendance at the summit will be mandatory for all POCs. Following the summit, POC teleconferences will be held on a bi-weekly basis until the program is fully launched, after which time POCs will be required to attend a monthly Civil Liberties Board meeting to receive legislative and legal updates that may affect their respective Components. These meetings will also provide an audience for the sharing of best practices.