

## DON Civil Liberties Program Checklist

### As of 2<sup>nd</sup> Qtr Report Submission

1. Component Chief Civil Liberties Officer (CCLO) & Primary Civil Liberties Point of Contact (POC)
  - a. Appointment and appointment Letter
  - b. Access to SharePoint
  - c. Introductory POC Civil Liberties Briefing
  - d. Defense Civil Liberties Board Meetings
  
2. Records Management System of Records Notice  N/A
  
3. Training
  - a. Civil Liberties Training for Senior Leaders  
Note: As appropriate
  - b. Civil Liberties Training for Complaint Processor  
Note: Plan is to launch to appropriate audience week of 8 Apr 13 (over 85 percent developed)
  - c. Civil Liberties Training for the Workforce  
Note: As appropriate
  - d. Learning Management System (LMS)
  
4. Policy Advice & Periodic Review
  - a. Public Law 110-53 Requirements (SOP)
  - b. Identifying Your Directives Focal Point
  
5. Section 803 Complaint Reporting
  - a. Public Law 110-53 Requirements
  - b. Existing Procedures

- c. Identifying Gaps   
Note: On-going gap identification process
- d. Establishing Procedures to Help Investigating Offices Report Civil Liberties Complaints to the CCLO or POC
- e. Establishing an SOP for Handling Civil Liberties Complaints
- f. Quarterly Reports
- 6. Outreach and Communications
- a. Developing an Active Civil Liberties Communications Plan
- b. Important Dates

**Note: We are currently working on plans to complete the recommendations that are currently not checked to date.**