



**INSPECTOR GENERAL**  
**DEPARTMENT OF DEFENSE**  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VIRGINIA 22350-1500

February 10, 2017

MEMORANDUM FOR ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL  
MANAGEMENT AND COMPTROLLER)  
NAVAL INSPECTOR GENERAL  
AUDITOR GENERAL, DEPARTMENT OF THE ARMY

**SUBJECT:** Evaluation of Department of Defense Compliance with Criminal History Data  
Reporting Requirements (Project No. 2017C002)

The Office of the Inspector General will evaluate offender criminal history data reporting requirements in Department of Defense Instruction (DoDI) 5505.11, "Fingerprint Card and Final Disposition Report Submission Requirements," July 21, 2014, incorporating change 1, effective October 31, 2014. Our evaluation objectives will focus on whether the Military Criminal Investigative Organizations (MCIO) and other DoD law enforcement organizations:

- submitted a Federal Document 249, "Arrest and Institution Fingerprint Card" for Service Members convicted of offenses listed in DoDI 5505.11, Enclosure 2, between January 1, 2015, and December 31, 2016, to the Criminal Justice Information Services (CJIS) Division for inclusion in the National Crime Information Center (NCIC) criminal history database; and
- submitted an FBI/Department of Justice Form, "Final Disposition Report," if required, for each identified Service Member to CJIS for inclusion in the NCIC.

We will consider suggestions from management on additional or revised objectives.

To facilitate our review, we request each Judge Advocate General designate a point of contact knowledgeable of their Service court-martial records system.

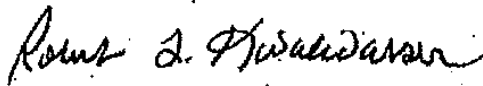
We also request points of contact from the following organizations:

- Army Installation Management Command
- Army Criminal Investigation Command
- Office of the Provost Marshal General, Army
- Naval Criminal Investigative Service
- Navy Installations Command (Security Forces)
- Air Force Office Of Special Investigations
- Air Force Security Forces Center
- US Marine Corps Installations Command

Points of contact should be knowledgeable of DoD and organizational policies, procedures, and requirements for collecting and submitting criminal offender fingerprint and criminal history

data to CJIS for inclusion in the NCIC criminal history database. Please provide our office with points of contact not later than February 24, 2017.

For questions or additional information, please contact Mr. Jeff Bennett, Director of Oversight, 703-699-5667, jeff.bennett@dodig.mil, or Ms. Melvina Coakley, Project Manager, 703-604-8622, melvina.coakley@dodig.mil.



Robert L. Kwalwasser  
Assistant Inspector General  
Investigative Policy and Oversight

cc:

General Counsel, Department of Defense  
The Judge Advocate General, U.S. Army  
The Judge Advocate General, U.S. Navy  
The Judge Advocate General, U.S. Air Force  
Inspector General, Department of the Army  
Inspector General, Department of the Air Force  
Commander, U.S. Army Installation Management Command  
Commander, U.S. Army Criminal Investigation Command  
Army Provost Marshal General  
Director, Naval Criminal Investigative Service  
Commander, U.S. Air Force Office of Special Investigations  
Commander, U.S. Air Force Security Forces Center  
Commander, Navy Installations Command  
Commander, Marine Corps Installations Command