



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 5450.55  
BUPERS-00IG  
3 Nov 2010

BUPERS INSTRUCTION 5450.55

From: Chief of Naval Personnel

Subj: AUTHORITY, RESPONSIBILITIES AND FUNCTIONS OF THE CHIEF OF  
NAVAL PERSONNEL INSPECTOR GENERAL

Ref: (a) SECNAVINST 5430.57G  
(b) SECNAVINST 5370.5B

Encl: (1) Functions

1. Purpose. To set forth the authority, responsibilities and functions of the Chief of Naval Personnel (CHNAVPERS), Office of the Inspector General (IG).

2. Background. Reference (a) assigns the CHNAVPERS IG as additional duty to Naval Inspector General (NAVINSGEN) to perform IG mission and functions. Reference (b) delineates organization and staffing requirements and Department of the Navy (DON) Hotline Program responsibilities for specific fleet and shore echelon 2 commands. Enclosure (1) provides the functions of CHNAVPERS IG. CHNAVPERS is mandated to comply with this regulation. CHNAVPERS' organization is the Bureau of Naval Personnel (BUPERS).

3. Policy. It is DON's policy to maintain the highest level of readiness, effectiveness, discipline, efficiency, integrity, and public confidence. Candid, objective and uninhibited internal analysis of the management, operation, and administration of the DON is essential to achieve this objective. All inquiries into matters affecting the integrity, efficiency, discipline and readiness of the DON shall be conducted in an independent and professional manner, without command influence, pressure or fear of reprisal from any level within the DON. All non-frivolous allegations of misconduct shall be thoroughly and impartially investigated and reported.

4. Organization. Reference (b) requires CHNAVPERS appoint a full-time, dedicated IG reporting directly to CHNAVPERS. The "Inspector General" title must be clearly identified on

organizational charts and elsewhere. The civilian IG shall be in the pay grade of GS-15 (or equivalent) or higher and, per reference (a), be assigned additional duty to NAVINSGEN. Additionally, the force/staff judge advocate or command counsel may not serve as IG at any level of command, as this creates an inherent conflict of interest.

5. Authority and Responsibility

a. General. The CHNAVPERS IG is the senior investigative official under NAVINSGEN and is the principal advisor to NAVINSGEN and CHNAVPERS on all matters concerning investigations, audit follow-up, and inspections. The IG will also serve as an approval authority for echelon 3 or 4 IG designations within BUPERS commands and activities. In addition to the Investigative/Hotline Program, CHNAVPERS designates the IG as program manager for the Command Evaluation (CE), Audit Liaison, Command Inspection, Managers' Internal Control, and Risk/Opportunity Assessment Programs. The CHNAVPERS IG shall ensure the policy expressed in this instruction is implemented within BUPERS by initiating and conducting, or directing the conduct of, such inquiries as the IG deems appropriate, with particular emphasis on those matters relating to integrity, ethics, efficiency, discipline or readiness afloat or ashore. The CHNAVPERS IG shall follow NAVINSGEN policy and procedures for the conduct of inquiries within the scope of this instruction. The CHNAVPERS IG shall provide NAVINSGEN information independent of the normal subordinate lines of authority and command. All BUPERS personnel shall respond to any request or inquiry by CHNAVPERS IG as if made by CHNAVPERS.

b. Credentials & Badges. Personnel accredited by the CHNAVPERS IG to conduct investigations, audits and inspections are authorized to carry credentials signed by CHNAVPERS. In addition, the IG, Deputy IG, and investigators will be assigned and carry a serialized badge. BUPERS Echelon 3 IG personnel shall be credentialed by CHNAVPERS IG.

c. Access to Information and Spaces. The IG personnel shall have unrestricted access to all persons, unclassified information, and spaces within BUPERS that the IG deems necessary to accomplish the IG mission. Subject to compliance with CHNAVPERS requirements for handling classified material, IG

personnel shall be provided copies, in an appropriate form, of all recorded information the IG deems necessary to accomplish its mission. With respect to classified information and spaces:

(1) Personnel bearing CHNAVPERS IG credentials are certified for access to classified information and shall be presumed to have a "need to know" for access to information and spaces. They shall be granted immediate unrestricted access to all classified through SECRET information and spaces within BUPERS.

(2) The provisions of the DON Information and Security Program regulation shall be followed for granting credentialed personnel access to information and spaces classified above SECRET.

(3) The CHNAVPERS IG and personnel bearing CHNAVPERS IG credentials marked "Intelligence Oversight/Unlimited Special Access" are certified for access to information and spaces dealing with intelligence and sensitive activities, compartmented and special access programs and other restricted access programs in which CHNAVPERS participates. When performing oversight of such programs pursuant to Executive Order 12333 (United States Intelligence Activities), IG personnel shall be presumed to have a "need to know" for access to information and spaces, and shall be granted unrestricted access to all such information and spaces upon compliance with the provisions of the DON Information and Security Programs regulation and presentation of a written certification from the IG stating the bearer is performing an oversight function of the matter for which information is sought.

d. Oaths and Testimony. The IG and credentialed personnel may administer oaths and take testimony under oath.

e. Designated Individual Support. CHNAVPERS IG is authorized to task by name, area, and/or level of expertise, such military and civilian personnel of BUPERS for temporary assignment as the IG determines may be required to carry out its mission and functions. Any related costs (e.g., travel and per diem) for such temporary personnel will be paid by the parent

organization of the individual providing the support. Subject to applicable regulations, the IG may temporarily employ civilian consultants when necessary to accomplish its missions.

f. Organization Support. CHNAVPERS IG is authorized to task any inspection, investigative, audit, or program oversight organization within BUPERS to provide such support as the IG determines may be required to assist in the performance of its mission and functions.

g. Conflicts of Interest. When a BUPERS organization performing an IG function determines it inappropriate to inquire into a matter due to the existence or appearance of a conflict of interest, bias, prejudice or other circumstance that may place the independence or impartiality of the inquiry in doubt, the matter shall be referred to the next higher office within the IG network. Should CHNAVPERS determine it inappropriate for the CHNAVPERS IG to inquire into a matter for such reasons, CHNAVPERS IG shall request NAVINSGEN task another DON command to conduct the inquiry.

6. Limitations. This instruction shall be construed to avoid interfering with other independent authorized investigations, such as courts of inquiry or investigation under the authority of the Uniform Code of Military Justice or the Manual of the Judge Advocate General and criminal investigations conducted by the Naval Criminal Investigative Service.

7. Action. Addressees shall take such action as is expressed or implied to ensure compliance with this instruction. All BUPERS commanders, commanding officers (COs), and officers in charge (OICs), shall extend full cooperation to the CHNAVPERS IG.

8. Records Management. Records created by this instruction, regardless of media, will be managed per Secretary of the Navy Manual 5210.1 of November 2007.

9. Reports. The CHNAVPERS IG is the confidential agent of CHNAVPERS for obtaining uninhibited self-analysis and self-criticism of the internal management, operation and administration of BUPERS. Therefore, CHNAVPERS IG reports are internal memoranda and constitute privileged information that is not releasable outside DON except with specific approval of the

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CHNAVPERS IG. All requests from sources outside original distribution for CHNAVPERS IG reports or related correspondence shall be referred to CHNAVPERS IG for coordination and clearance. Classifications and restrictions on the disclosure or use of IG reports shall be strictly observed.



M. E. FERGUSON III  
Vice Admiral, U.S. Navy

Distribution:  
Electronic only, via BUPERS Website  
<http://npc.navy.mil/>

Copy to:  
NAVINSGEN

**FUNCTIONS**

1. CHNAVPERS IG shall:

a. Investigate, audit, inspect, evaluate, or inquire into any and all matters of importance to DON and CHNAVPERS including, but not limited to, effectiveness; efficiency; discipline; morale; economy; financial; ethics and integrity; environmental protection; safety and occupational health; medical and dental matters; physical security; information systems management; personnel support services and any other issues affecting quality of life, command relationships and organizational structures.

b. Establish policy and procedures for the conduct of inquiries and exercise broad supervision, general guidance, and coordination for all CHNAVPERS inspection, evaluation and appraisal organizations.

c. Through analysis of information obtained from investigations, audits, evaluations and inspections, identify areas of weakness within BUPERS that relate to matters of discipline, integrity, efficiency and readiness and provide appropriate recommendations for improvements.

d. Receive allegations of inefficiency, misconduct, impropriety, mismanagement or violations of law and investigate or refer such matters for investigation as the IG deems appropriate.

e. Serve as principal advisor to CHNAVPERS on all investigation, audit, and inspection matters.

2. The IG shall perform the following functions:

a. Investigations

(1) Serve as the CHNAVPERS Program Manager and focal point for the Department of Defense (DoD) and Navy Hotline Program. Initiate, conduct and or task hotline investigations as directed by NAVINSGEN or as otherwise deemed appropriate by the IG.

(2) Serve as the CHNAVPERS official to whom personnel may lodge complaints and provide facts without fear of reprisal concerning: violations of law, rules or regulations; fraud, waste or inefficiency; abuse of authority or other misconduct; and other matters that reasonably can be expected to be of interest to CHNAVPERS in order to ensure appropriate inquiry and management action. The CHNAVPERS IG office has trained, certified investigators who will conduct all investigations concerning alleged violations of the Military Whistleblower Protection Act (MWPA) and Improper Mental Health Evaluation referrals.

(3) For the purposes of meeting the statutory timeliness requirement for filing MWPA allegations, CHNAVPERS IG is authorized by NAVINSGEN to receive such complaints.

(4) Conduct and or task Congressional inquiry complaints concerning fraud, waste, abuse or mismanagement.

b. External Oversight/Audit Liaison. Serve as the single point of contact for audits, area visits, reviews, studies, assessments, and evaluations conducted throughout BUPERS by external agencies, including, but not limited to the U.S. Government Accountability Office, DoD IG, Naval Audit Service, and NAVINSGEN. Serve as the liaison between these agencies and BUPERS personnel. Serve as the CHNAVPERS representative for audit decisions and audit follow-up functions to ensure prompt corrective action.

c. Internal Oversight (IO). The CHNAVPERS IG will assess the overall efficiency and integrity of BUPERS programs, functions, and operations using three IO functions: Managers' internal control (MIC) program, inspections, and CE. The IO shall focus on risks as related to readiness, program effectiveness, fraud, waste, mismanagement, and areas of regulatory/statutory, non-compliance, as well as opportunities for increased efficiencies or more effective governance.

(1) Serve as the program manager for the MIC program. Serve as the point of contact for CHNAVPERS area of responsibility. Conduct internal control testing and advising and perform annual Internal Control Statement of Assurance reporting. Conduct training within BUPERS. Oversee training and program execution throughout BUPERS.

(2) Conduct inspections, evaluations, assessments, surveys and make appropriate reports and recommendations concerning BUPERS commands and activities.

(3) Conduct area visits as required and make appropriate evaluations, reports and recommendations.

(4) Establish objectives, coordinate, and monitor inspection programs throughout BUPERS in conjunction with appropriate command or supervisory authorities. Coordinate the efforts of organizations engaged in the periodic evaluation of effectiveness, efficiency, integrity and economy in order to minimize duplication and the number of necessary inspections imposed on any command or activity.

(5) Serve as the program manager for the CE program providing an independent, local assessment capability available to CHNAVPERS to assist in improving mission accomplishment, integrity of command, and economical use of resources.

d. Headquarters Assistance. Provide advice and assistance to headquarters staff on all matters within the IG purview.