

CHAPTER 6

STATUS REPORTS ON INVESTIGATIONS

- A. **OVERVIEW.** During the course of an investigation, reports of progress are required to provide status to the DoD Component concerned and to the Office of the Under Secretary of Defense (Comptroller). In addition, status of investigations that are overdue to the Office of the Under Secretary of Defense (Comptroller) is required.
- B. **MONTHLY ACTIVITY INFORMATION.** Information as indicated on Enclosure 6-1 is required on a monthly basis to report progress on overdue investigations and status on all other on-going investigations.
- C. **INFORMATION REQUIREMENTS.** The Assistant Secretary of the Military Department for Financial Management, or the Comptroller or Senior Financial Manager for other DoD Components, shall report the required information on a monthly basis to the Office of the Under Secretary of Defense (Comptroller) by the fifth business day of the month following the reporting month.
1. When a formal investigation is initiated, the applicable Office of the Assistant Secretary of the Military Department for Financial Management, or the Comptroller or Senior Financial Manager for other DoD Components, shall assign a case number and ensure that the appointing official establishes a completion date for the investigation. That completion date shall allow sufficient time for the DoD Component to submit the final report of violation to the Under Secretary of Defense (Comptroller) within 9 months after the formal investigation began.
 2. If the 9-month completion date for final reports of violation is not met, a monthly report providing status of those overdue investigations is required. In addition, the status of on-going investigations must be reported each month.
 - a. The information required by Enclosure 6-1 includes a list of the overdue reports of violation, the date each report is due to the Under Secretary of Defense (Comptroller), and the current status.
 - b. The information required by Enclosure 6-1 also includes any information not reported previously, including changes or new information for on-going investigations.
 - c. If necessary, all information on all on-going investigations may be reported each month, but the new or revised information should be highlighted in bold or underlined. Annotating the reporting of changes and new information will facilitate the analysis of the current status of the investigations.

3. Status on cases shall continue to be reported on a monthly basis from the beginning of the formal investigation through the date a final violation report or a “No Violation” Report is provided to the Office of the Under Secretary of Defense (Comptroller). Procedures for reporting a violation to the Office of the Under Secretary of Defense (Comptroller) are contained in Chapter 7. If a case is returned to a DoD Component by the Office of the Under Secretary of Defense (Comptroller), monthly status reporting shall be resumed by the DoD Component until that case is again provided to the Office of the Under Secretary of Defense (Comptroller). When the case is returned, a suspense date for returning the case shall be assigned to the DoD Component commensurate with the time required to (a) provide the additional information, (b) correct the report, or (c) complete other actions requested.