



OFFICE OF INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
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April 1, 2026

MEMORANDUM FOR DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL
PERSONNEL

SUBJECT: Guidance for use of Department of War Secondary Titles

Reference: Director, Administration and Management Memorandum, "Secondary Title for the Inspector General of the Department of War," March 11, 2026

In accordance with the Inspector General's February 25, 2026, decision on the Department of Defense Office of Inspector General's (DoD OIG) use of Department of War (DoW) secondary titles and the reference above, effective April 6, 2026, the DoD OIG will begin using DoW secondary titles. The secondary titles for the DoD Inspector General and the DoD OIG are DoW Inspector General (DoW IG) and DoW Office of Inspector General (DoW OIG), respectively. The Defense Criminal Investigative Service is prohibited from any use of DoW secondary titles.

Please read the attached implementation guidance that describes in detail the use of DoW secondary titles. Pay particular attention to the standardized "DoD IG Statutory Title Footnote" and its use. We considered these factors in developing this guidance:

- Minimal to no cost to the government
- Minimize confusion with respect to legal, statutory, or international obligations
- No retroactive changes
- Keep things simple and minimize disruptions

We have established a dedicated SharePoint site with links to important resources, frequently asked questions, and a submission form for questions and comments (<https://dodig.sharepoint-mil.us/sites/OIGSecondaryTitle>). The OLAC staff and representatives from each Component will monitor the submission form and will strive to provide timely responses.

The point of contact for this guidance is Mr. Angel Gonzalez, Director, Executive Secretariat at angel.e.gonzalez.civ@dodig.mil.

A handwritten signature in black ink, appearing to read "JMB", is located below the text of the memorandum.

Jaryd M. Bern
Assistant Inspector General for
Legislative Affairs and Communications

Attachment:
As stated

Use Instance	Explanation/Definition	Guidance	Due Date/ Effective Date
Branding: External and Internal Site Branding	The branding and language on external and internal sites will use the DoW secondary titles and the IG DoW seal, where appropriate.	OLAC will update the branding and language on dodig.mil, ukraineoversight.gov and will include the "DoD IG Statutory Title Footnote" on each site.	4/6/2026
		OCIO will update the branding and language on existing and future SharePoint Online (SPO) sites. No branding changes will be made to the legacy SharePoint site.	4/6/2026
		AI will update the branding on the DCATS-E webform. https://www.webform.dcatse.mil/webform-app/webforms	4/6/2026
Branding: Computer Desktop	The branding on all unclassified and classified desktop computers will use the DoW secondary title and DoW IG seal.	OCIO will add the DoW IG seal to the desktop graphics on NIPRNet and SIPRNet computers. OCIO will promulgate the DoW IG seal graphic through a global policy update to be released on or about April 4.	4/6/2026
Branding: Social Media Accounts (X, LinkedIn, Instagram, YouTube)	The branding on all DoW OIG social media accounts will use the DoW secondary titles and the IG DoW seal, where appropriate.	OLAC will update the branding on social media accounts and will include a link to the "DoD IG Statutory Title Footnote" on the DoW OIG websites.	4/6/2026
Component Managed Content on External Website	Components must ensure the content on the DoW OIG's external website they manage is updated with the DoW secondary titles.	Components Heads must validate that the content on the DoW OIG's external website they manage is updated and, if necessary, submit modifications requests to OLAC.	NLT 4/10/2026
		Submit external website content updates to report.publishing@dodig.mil .	
Congressional Correspondence	All correspondence to Members of Congress and committees of jurisdiction will use the DoW secondary titles.	Correspondence to Congress will use the DoW IG or DoW OIG letterhead. Include the "DoD IG Statutory Title Footnote" on all congressional correspondence.	4/6/2026
Digital image of the DoW IG Seal	DoW OIG branding will use the DoW IG Seal.	Use the new DoW IG seal digital image for all branding.	4/6/2026
"DoD IG Statutory Title Footnote"*	The "DoD IG Statutory Title Footnote" will be include in correspondence and product to explain the authorities and reason for the DoW OIG's use of DoW secondary titles and to reinforce that our use of a secondary title does not in any way affect the primary statutory title or authorities of the DoD IG under The Inspector General Act of 1978, as amended (5 U.S.C. Chapter 4, Inspectors General), or the authorities or responsibilities of the DoD IG or DoD OIG pursuant to any laws, regulations, or policies.	Use the term "DoD IG Statutory Title Footnote" when discussing or writing about the footnote.	4/6/2026
		Mandatory use: Oversight products, congressional correspondence, general correspondence to organizations external to the DoW OIG.	
		Use the footnote once in an oversight product or document as described below.	
		Templates will include the footnote. For documents without a template, use the footnote in the first instance when using DoW IG or DoW OIG. Do not use the footnote on a standalone reference to the DoW. <u>Do not deviate from the approved text.</u>	
DoW Letterhead Stationery	The letterhead on memorandums, info memos, action memos, and letters will include the DoW seal and DoW in the second line.	Use separate DoW letterhead stationery for memoranda signed by the IG and PDIG.	4/6/2026
		Use Office of Inspector General letterhead stationery for memoranda signed by all others.	

Table 1 - Required use of DoW Secondary Titles
Version 1

Use Instance	Explanation/Definition	Guidance	Due Date/ Effective Date
DoW OIG Official Microsoft Teams Background Images	OLAC will update the DoW OIG official Microsoft Teams background images and post them to the OIGNet Communications Toolkit.	Use of a DoW OIG official Microsoft Teams background image is required when hosting or participating in meetings with external organizations and a video camera is enabled.	4/6/2026
		Use of a DoW OIG official Microsoft Teams background image is encouraged when hosting or participating in internal meetings.	
		DoW OIG background images are available on the OIGNet Communications Toolkit page.	
DoW OIG Publications and Forms	DoD OIG publications refers to IG instructions, policy memos, and policy statements. Forms refers only to IG forms.	New and revised publications and IG forms will use the DoW secondary titles.	4/6/2026
		Do not modify publications and IG forms solely for the purpose of including DoW secondary titles. Do not use DoW secondary titles in DCIS forms.	4/6/2026
DoW Secondary Titles use in Oversight Products	For the purposes of this implementation memorandum, the term oversight product includes agile products and all work generated throughout the lifecycle of a project to include announcement memos, discussion drafts, draft, and final reports.	All oversight products (defined in the explanation to the left) must use DoW secondary titles.	4/6/2026
Email Signature Blocks	This requirement only applies to government employees, Service members, and contractor employees who include the name of our organization in the their signature blocks.	Government employees, Service members, and contractors whose email signature block includes our organization's name must use the DoW secondary title.	4/6/2026
Memorandums of Understanding (MOU)/Agreement (MOA) with DoW Organizations	MOU and MOA with DoW organizations that are not related to, or a component of, a government contract will use the DoW secondary titles.	Use the DoW secondary titles on new MOUs and MOAs, or when a modification to an existing MOU or MOA is necessary.	4/6/2026
		Do not modify existing MOUs and MOAs solely for the purpose of including DoW secondary titles.	
Organizational Charts Templates	Organizational charts will use the updated PowerPoint template.	Component Heads will publish updated organizational charts to the DoW OIG SharePoint site.	NLT 4/17/2026
Oversight Product Report Covers and Templates	The graphics and text in the report covers and Microsoft Word report templates used for audits, evaluations, and administrative investigations reports, as well as agile products will use the DoW secondary titles.	The "DoD IG Statutory Title Footnote" will be placed on the inside cover page below the DoW IG seal.	4/6/2026
Posters, Brochures, Business Cards	Posters, brochures, and business cards produced or purchased with appropriate funds.	Do not dispose of existing stock. Use existing stocks until depleted and then produce or purchase more materials.	4/6/2026
PowerPoint Templates	OLAC will update and post updated PowerPoint templates to the OIGNet Communications Toolkit	On the effective date, use of the updated PowerPoint templates is required.	4/6/2026
		Templates will include the footnote.	
		The templates are available on the OIGNet Communications Toolkit page.	
Report Numbers	Report Number Request System generated report numbers.	The Report Number Request System will generate DOWIG numbers on the effective date.	4/6/2026
Senior Leader Biographies	The biographies of the senior leaders posted to the DoW OIG external website will be updated as appropriate with the DoW secondary title.	Senior leaders will use DoW secondary titles in their biographies posted to the DoW OIG's external website.	4/6/2026
		Do not modify references to DoD OIG awards or the DoD Hotline	

Table 1 - Required use of DoW Secondary Titles
Version 1

Use Instance	Explanation/Definition	Guidance	Due Date/ Effective Date
SMART Guide	The SMART Guide will be update throughout to reflect the DoW secondary titles.	The editors will publish an updated SMART Guide that list the DoW secondary titles for all DoW Components.	4/6/2026
		The editors will update the images of example report covers and memorandums and publish an update within 90 days of the effective date.	7/3/2026
Spoken and Written Organization Name (e.g., meetings, media responses, Hill briefings, etc.)	Use of DoW secondary titles in conversation and writing.	IG official title and abbreviation: Department of War Inspector General / DoW IG	4/6/2026
		Organization official title and abbreviation: Department of War Office of Inspector General / DoW OIG	
		Do not shorten the abbreviation to OIG when referring to the DoW OIG.	
		Do not include a comma between DoW and OIG.	
Follow the SMART Guide and DoD Manual 5110.04 style rules for when and how to abbreviate DoW secondary titles.			

Pursuant to Executive Order 14347, "Restoring the United States Department of War," September 5, 2025, the Department of Defense Inspector General (DoD IG) and Office of Inspector General (DoD OIG) uses the secondary titles of the Department of War Inspector General (DoW IG) and Office of Inspector General (DoW OIG), respectively. The use of these secondary titles does not in any way affect the primary statutory title or authorities of the DoD IG under The Inspector General Act of 1978, as amended (5 U.S.C. Chapter 4, Inspectors General), or the authorities or responsibilities of the DoD IG or DoD OIG pursuant to any laws, regulations, or policies.

* "DoD IG Statutory Title Footnote"

Exempt From Use	Guidance
Credentials	DoD OIG branding and text will not change in current and future stocks.
Defense Criminal Investigative Service (DCIS)	DCIS is prohibited from using DoW secondary titles.
DoD Hotline	The name of the DoD Hotline will not change.
IT Systems and Network	No modifications to the IT systems and network related items listed below:
	CRIMS
	DAI
	DCATS-E
	DoD Hotline URL (https://www.dodig.mil/Components/Administrative-Investigations/DoD-Hotline/)
	DoD OIG website domain (dodig.mil)
	Email address domain (@dodig.mil or @dodig.smil.mil)
Memorandums of Understanding (MOU)/Agreement (MOA) with Non-DoW Organizations	Do not use DoW secondary titles in MOUs and MOAs with non-DoW organizations.
Office/Suite Signage	Do not change existing office/suite signage.
	Do not use appropriated funds to produce or purchase office/suite signage with the DoW IG seal or DoW secondary titles.
Physical DoD IG Seal and Signs with DoD OIG or DoD IG	Do not replace or dispose of signs that include the DoD IG seal and the titles DoD IG or DoD OIG. Do not remove existing signs.
Subpoenas and Court Filings	Do not use DoW secondary titles in subpoenas and court filings.