DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 5370.1D
Code N1
9 Mar 11

COMTRAWINGFIVE INSTRUCTION 5370.1D

Subj: HOTLINE PROGRAM

Ref: (a) SECNAVINST 5370.5B
(b) SECNAVINST 5430.92B

Encl: (1) Navy and DoD Hotline Phone Numbers

1. Purpose. To publish policies and procedures for management, coordination, and operation of the Navy and Department of Defense (DoD) Hotline programs within the purview of the Commander, Training Air Wing FIVE.

2. Cancellation. COMTRAWINGFIVEINST 5370.1C

3. Applicability. Responsibility for detecting and reporting fraud, waste, and abuse is assigned to all DoD civilian employees, active duty officer and enlisted personnel, special government employees, and employees of nonappropriated fund instrumentalities.

4. Background. Reference (a) establishes overall guidelines on the DoD and Navy Hotline programs. These programs represent significant corrective mechanisms to be used to combat fraud, waste, mismanagement, and related improprieties.

5. Policy. Persons having knowledge of actual or potential instances of fraud, waste, inefficiency, abuse, or related improprieties shall report infractions to the proper authority. Reference (b) defines "proper authority" as "…the immediate superior of the person submitting the report, his or her commander or commanding officer, the immediate supervisor of his or her commander or commanding officer if either are apparently implicated, and appropriate inspector general, or an agent of the Naval Criminal Investigative Service (NCIS)." Enclosure (1) provides reporting information if not satisfied with chain of command response or action, and should be prominently displayed in wing and squadron spaces.

6. Action

a. Commander/Commanding Officers. Commander/commanding officers have the ultimate responsibility for the prevention and detection of fraud, waste, and abuse in areas within their purview. They shall:

(1) Use the management control and command evaluation programs in areas which are most susceptible to fraud, waste, and abuse.

(2) Initiate prompt and aggressive inquiries into all reports of illegal or improper acts.

(3) Use NCIS to conduct investigations into potential criminal offenses.

(4) Appoint an investigator for hotline calls and referrals. The investigator should be at least one supervisory level above the suspected violator. The investigator must be independent of the person and organization under investigation.

(5) Notify the Command Evaluation Office of all hotline investigations.

b. Command Evaluation. Command Evaluation shall maintain a local hotline and coordinate referrals from central hotlines. A log is maintained centrally to document each referral, investigating officer, location of workpapers, and date of response. Investigations will be conducted promptly with referrals made to NCIS at the earliest occasion if a criminal offense is suspected.

c. Hotline Complaint Investigator. When assigned by the Commander, Training Air Wing FIVE, the complaint investigator will conduct an independent investigation, using guidelines provided in references (a) and (b) and procedures provided by the Command Evaluation Office. Complete workpapers are to be prepared during the investigation to document steps taken with supporting results. Upon completion, a copy of the final report will be submitted to the appointing officer. Workpapers, including a copy of the final report, and all investigative material, shall be forwarded to the Command Evaluation Office for review and file.

J. L. VANDIVER

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II

NAVY AND DoD HOTLINE PHONE NUMBERS

REMEMBER TO USE YOUR CHAIN OF COMMAND FIRST!!

TO REPORT FRAUD, WASTE, AND ABUSE IN THE NAVY ACTIVITIES IF NOT SATISFIED WITH CHAIN OF COMMAND RESPONSE OR ACTION

NAVY HOTLINE PHONE NUMBERS:

CNATRA: (361) 961-2645 (DSN 861-2645)

NAVY REGION SE: (904) 542-4979 (DSN 942-4979)

TOLL FREE: 1-800-522-3451

COMMERCIAL: (202) 433-6743

DSN: 288-6743

OR WRITE

The Navy Inspector General
ATTN: Hotlines Division
Bldg 172
1254 Ninth St, S.E.
Washington Navy Yard
Washington, DC 20374-5006

DoD HOTLINE PHONE NUMBERS

TOLL FREE: 1-800-424-9098

DSN: 223-5080

OR WRITE

Defense Hotline
The Pentagon
Washington, DC 20301-1900

TO CHALLENGE THE PRICE OF AN ITEM, CALL OR WRITE

PRICING HOTLINE: 1-800-NAV-CHAL
(628-2425)

DSN: 646-2006

OR WRITE

Navy Price Challenge Hotline
P.O. Box 15129
Norfolk, VA 23511-0129