



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 5370.5B W/CH-1
4/CEO

14 JUL 2005

USNA INSTRUCTION 5370.5B W/CHANGE TRANSMITTAL 1

From: Superintendent

Subj: HOTLINE PROGRAM

Ref: (a) SECNAVINST 5370.5B
(b) USNAINST 5200.5A
(c) Naval Inspector General Investigations Manual

1. Purpose. To implement the provisions of reference (a) by establishing policies and procedures for the management, coordination, and operation of the Naval Academy Hotline Program.
2. Cancellation. USNA Instruction 5370.5A.
3. Information. Change 1 has been incorporated in this instruction.
4. Background. Reference (a) established the Department of Defense (DOD)/Navy Hotline Program. Reference (b) assigns to the Command Evaluation Officer the responsibility for overseeing command procedures, policies and daily practices for the early detection of unfavorable circumstances or trends that could result in criticism of the command by external agencies.
5. Policy. The Naval Academy fully supports the DOD/Navy Hotline Program. In order to provide immediate access to information on any resolved or pending Hotline investigations, a Command central file and contact point with the Naval Academy is established in the Command Evaluation Office.
6. Responsibilities
 - a. The Deputy Superintendent/Chief of Staff is responsible for overall management of the U.S. Naval Academy Hotline Program and for assigning the action officer for investigation of Hotline complaints.
 - b. The Command Evaluation Officer is responsible for:
 - (1) Ensuring the confidentiality of all Hotline cases.
 - (2) Receiving all Hotline complaints; briefing the Deputy Superintendent/Chief of Staff; recording the DOD, DON, and internal control numbers and the name of the action officer assigned; and maintaining a tickler file to ensure timely action on complaints.

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(3) Ensuring all investigations are completed per the guidelines of references (a) and (c).

(4) Maintaining all correspondence files of completed Hotline cases.

c. All management officials are responsible for:

(1) Protecting the confidentiality of reports of possible waste, fraud or abuse made directly to them.

(2) Promptly reporting Hotline complaints to the Command Evaluation Officer.

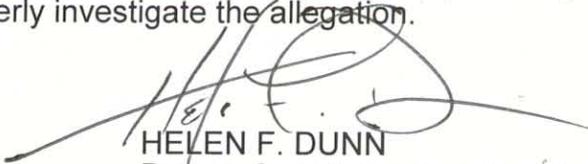
(3) Taking corrective disciplinary or administrative action as required against offenders.

d. Action officers are to provide copies of all correspondence relative to a hotline complaint and investigation reports to the Command Evaluation Officer.

e. All Naval Academy employees are responsible for:

(1) Reporting suspected cases of waste, fraud, or abuse to their supervisor, Command Evaluation Officer (X31632/33227), Navy Hotline (toll free 1-800-522-3451), or DOD Hotline (toll free 1-800-424-9098). All reports will be handled in confidence.

(2) Ensuring adequate documentation supporting the complaint is provided to enable the Hotline official to properly investigate the allegation.



HELEN F. DUNN
Deputy Superintendent /Chief of Staff

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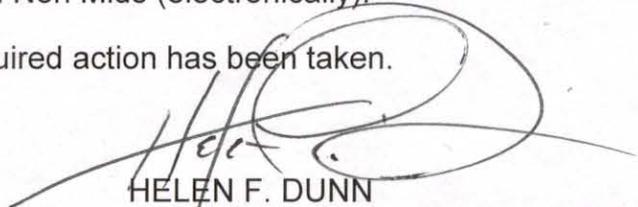
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Ref: (a) SECNAVINST 5370.5B
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1. Purpose. To publish change 1 to subject instruction.
2. Action. Make the following changes:
 - a. Change reference (a) from SECNAVINST 5370.5A to SECNAVINST 5370.5B.
 - b. Para 6a, change Deputy/Chief of Staff to Deputy Superintendent/Chief of Staff.
 - c. Para 6a(2), change Deputy/Chief of Staff to Deputy Superintendent/Chief of Staff.
 - d. Para 6e(1), change phone number of Command Evaluation Officer from x31630 to x31632.
 - e. Change distribution to All Non Mids (electronically).
3. Cancellation. When the required action has been taken.


HELEN F. DUNN
Deputy Superintendent/Chief of Staff

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