



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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ANNAPOLIS MARYLAND 21402-1300

USNAINST 5370.5D
28/IG
3 May 2016

USNA INSTRUCTION 5370.5D

From: Superintendent, United States Naval Academy

Subj: HOTLINE PROGRAM

Ref: (a) SECNAVINST 5370.5 series
(b) USNAINST 5200.5 series
(c) Naval Inspector General Investigations Manual
(d) U.S. Navy Regulations 1990
(e) SECNAVINST 5430.92 series

1. Purpose. To implement the provisions of reference (a) by establishing policies and procedures to manage, coordinate, and operate the Naval Academy Hotline Program.

2. Cancellation. USNAINST 5370.5C dated 16 Dec 2009.

3. Background. Reference (a) establishes the Department of Navy (DON) Hotline Program and outlines responsibilities for operating the Department of Defense (DoD) and DON Hotline Programs. Reference (b) assigns the United States Naval Academy (USNA) Inspector General (Inspector General) 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.

4. Definitions

a. Hotline: The purpose of the Hotline Program is to receive allegations of fraud, waste, and mismanagement when the chain of command has been unresponsive, or the complainant fears reprisal resulting from the submission of his or her allegations.

b. Investigation: Any form of examination into specific allegations of wrongdoing per reference (c).

5. Policy. USNA fully supports the DoD/DON Hotline Program. References (d) and (e) require military and civilian personnel to report suspected wrongdoing to the proper authority. The

chain of command is the preferred reporting mechanism because it reinforces chain of command primacy and allows problems to be addressed at the lowest level. The Hotline Program, however, provides an alternative to the chain of command when a complainant reasonably fears reprisal or believes the chain of command is unresponsive.

6. Responsibilities

a. The Inspector General is responsible to:

(1) Manage USNA's Hotline Program and assign an action officer to investigate Hotline complaints.

(2) Ensure the confidentiality of all Hotline cases.

(3) Receive all Hotline complaints, brief the Superintendent, ensure timely action on complaints, and enter case documents in the Naval Inspector General Hotline Tracking System.

(4) Ensure all investigations are completed per references (a) and (c).

b. All management officials are responsible to:

(1) Protect the confidentiality of reports of possible fraud, waste, and mismanagement made directly to them.

(2) Promptly report Hotline complaints to the Inspector General.

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

c. Action officers shall provide copies of all correspondence relative to a hotline complaint and investigation reports to the Inspector General.

d. All Naval Academy employees are responsible to:

(1) Report suspected cases of fraud, waste, and mismanagement to their supervisor; Inspector General at 410-293-1632, DSN 281-1632, or goldberg@usna.edu; Navy Hotline (800-522-3451) or navighotlines@navy.mil; or DoD Hotline (800-424-9098).

(2) Ensure adequate documentation supporting the complaint is provided to assist in ensuring proper action is taken on allegations.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.



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