



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5370.1  
OOC

17 OCT 2000

NETPDTC INSTRUCTION 5370.1

Subj: **NETPDTC HOTLINE PROGRAM**

Ref: (a) SECNAVINST 5430.92 Series  
(b) SECNAVINST 5370.5 Series  
(c) CNETINST 5370.2 Series

Encl: (1) Listing of NETPDTC Hotline Numbers and Addresses

1. **Purpose.** To supplement references (a) through (c), establish procedures, and assign responsibilities for the NETPDTC Hotline Program.

2. **Cancellation.** NETPMSAINST 5370.1B.

3. **Applicability.** Provisions of this instruction are applicable to all Department of the Navy civilian employees, active duty officer and enlisted personnel (both Regular and Reserve), and special government employees.

4. **Background**

a. Reference (a) states the policy of the Department of the Navy (DON) is to properly manage, free of fraud, waste and inefficiency, the resources of the United States entrusted to the DON and, by vigorous action, to detect, deter, and eliminate fraud, waste, inefficiency, and related improprieties whenever they occur.

b. References (b) and (c) provide information on the Navy and NAVEDTRACOM Hotline Programs. These programs represent significant corrective mechanisms to be used to combat fraud, waste, mismanagement and related improprieties.

5. **Responsibilities**

a. The Commanding Officer will ensure prompt and aggressive inquiries are made into all reports of illegal or improper acts and appropriate corrective actions are taken in cases that are substantiated.

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b. The Executive Officer will maintain overall cognizance of the Hotline Program within NETPDTC.

c. The Command Evaluation Officer (OOC) will

(1) Manage the NETPDTC Hotline Program.

(2) Receive all hotline complaints, assign investigators, and retain a copy of each investigation report resulting from a hotline complaint.

(3) Report all cases of suspected misconduct involving O-5's, GS/GM-13's or above to CNET.

d. NETPDTC personnel having knowledge of actual, suspected or potential fraud, waste, abuse, related improprieties, or inefficiencies will comply with paragraph 6h of reference (a) and report the matter(s) to proper authority in accordance with U.S. Navy Regulations. Reference (a) states: "In this regard, proper authority shall include the immediate superior of the person submitting the report, his/her commander or commanding officer, the immediate superior of his/her commander or commanding officer if either are apparently implicated, an appropriate inspector general, a Special Agent of the Naval Security and Investigative Command, the DoD or Navy Hotline, or any other portion of the DoD or Navy Inspector General."

In addition, improprieties may be reported via or to the "hotline" listed in enclosure (1). Reports may be anonymous if desired. Any reports submitted should be as factual as possible and contain all available details pertinent of the matter being reported.



M. L. MORAN

Distribution: (NETPDTCINST 5216.1C)  
Lists I, IA & II

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# NETPDTCC HOTLINE

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**REPORT FRAUD, WASTE AND ABUSE**

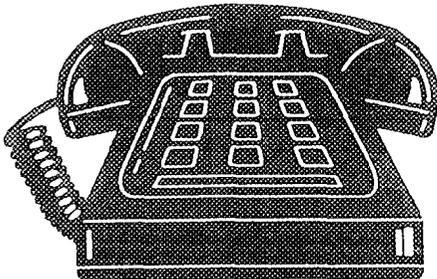
**COMMERCIAL (850) 452-1670**

**AUTOVON 922-1670**

**24 HOURS A DAY - 7 DAYS A WEEK**

**CALLER'S IDENTITY REMAINS ANONYMOUS**

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**OR WRITE  
NETPDTCC HOTLINE  
COMMAND EVALUATION OFFICER (OOC)  
6490 SAUFLEY FIELD ROAD  
SAUFLEY FIELD  
PENSACOLA, FL 32509-5000**