



**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 5430.1  
OOC

17 OCT 2000

**NETPDTC INSTRUCTION 5430.1**

Subj: **INTEGRITY AND EFFICIENCY PROGRAM**

Ref: (a) SECNAVINST 5430.92 (Series)  
(b) CNETINST 5430.2 (Series)  
(c) SECNAVINST 5370.5 (Series)  
(d) CNETINST 5370.2 (Series)  
(e) NETPDTCINST 5370.1 (Series)

1. **Purpose.** To supplement references (a) and (b), establish procedures and responsibilities within the Naval Education and Training Professional Development and Technology Center (NETPDTC) to fully implement and operate an efficient Integrity and Efficiency (I&E) Program.
2. **Cancellation.** NETPMSAINST 5430.1B.
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. **Applicability.** This instruction applies to all Department of Navy civilian employees, active duty officer and enlisted personnel (both Regular and Reserve), and special government employees.
5. **Background**
  - a. Reference (a) affirms Department of the Navy policy to eliminate fraud, waste, abuse and other improprieties from the Department and sets forth responsibilities to accomplish this goal. Reference (b) provides guidance for implementing the I&E Program within NAVEDTRACOM.
  - b. References (c) through (e) provide information on the Navy, NAVEDTRACOM, and NETPDTC Hotline Programs. These programs may be used to report suspected/known instances of fraud, waste, abuse and related improprieties.

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6. Definitions

a. Integrity. Adherence to moral and ethical principles; soundness of moral character; honesty.

b. Efficiency. Competency in performance; accomplishment of or ability to accomplish a job with a minimum of resources.

c. Fraud. Any willful means of taking or attempting to take unfair advantage of the government including, but not limited to, the offer, payment, or acceptance of bribes; or the offer, giving or acceptance of gratuities; making of false statements; submission of false claims; use of false weights or measures; evasion of corruption of inspectors and other officials; deceit either by suppression of the truth or misrepresentation of a material fact; adulteration or substitution of materials falsification of records and books of account; arrangement for secret profits, kickbacks, or commissions, and conspiracy to sue any of these devices, It also includes those cases of conflict of interest, criminal irregularities, and unauthorized disclosure of official information which are connected with procurement and disposal matters.

d. Waste. Any extravagant, careless, or needless expenditure of government funds or consumption of government property which results from deficient practices, systems, controls, or decisions.

e. Abuse. Any wrongful or improper use of resources or any improper practices not constituting fraud or waste, but which violates statutes, regulations, or good management practices.

7. Policy

a. NETPDTC is committed to conduct an active and aggressive I&E Program directed toward the elimination of fraud, waste and abuse. Any form of fraud, waste and abuse involving NETPDTC resources will not be condoned.

b. All echelons of command will actively support this program through positive command attention and strict adherence to applicable directives. The establishment and management of an effective I&E program is a line function and command responsibility.

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C. Those in positions of authority will consider themselves accountable, hold their subordinates accountable for their actions, and correct systemic faults.

8. Action and Responsibilities

a. The Commanding Officer, NETPDTC, is responsible for the implementation and efficient operation of the I&E Program.

b. The NETPDTC Executive Officer will maintain overall cognizance of the I&E Program within the command

c. The Command Evaluation Officer (OOC) is designated as the point of contact for I&E matters and will manage the I&E Program.

d. All managers and supervisors are personally responsible for carrying out the I&E Program within their respective area of responsibility; stressing the positive aspects of stewardship, and faith and trust of the American Citizens in the military and civilian government employees; setting a personal example in regard to responsibility, accountability and conduct, and consistently insisting on similar examples by their subordinates

e. All NETPDTC employees are responsible for complying with this instruction, supporting the I&E Program and reporting suspected and/or known instances of fraud, waste, abuse and any other related improprieties.



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Lists I, IA & II