



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5040.5A
3AP
11 AUG 1997

STATION ORDER 5040.5A

From: Commanding Officer
To: Distribution List

Subj: FRAUD, WASTE AND ABUSE "HOTLINE"

Ref: (a) SECNAVINST 5430.92B
(b) OPNAVINST 5041.1

1. Purpose. To establish a "HOTLINE" for reporting suspected cases of fraud, waste and abuse and to publish the procedures by which concerned individuals at Marine Corps Air Station (MCAS) Yuma can bring these matters to the attention of responsible officials. The "HOTLINE" is concerned with all industrial, logistical, facility, financial, contractual, acquisition and manpower fraud, waste and abuse matters.

2. Background

a. Fraud, waste and abuse, such as theft, careless or needless expenditure of government funds or misuse of government property are serious matters which increase costs to government and reduce resources available to support the operating forces. As federal employees and taxpayers, it is our duty and obligation to take every responsible action to reduce and/or eliminate fraud, waste and abuse of our precious resources. References (a) and (b) affirms the Department of the Navy policy to eliminate fraud, waste and abuse.

b. In order to provide a means of communication whereby suspected cases of fraud, waste and abuse may be brought to the attention of responsible officials, the MCAS Yuma "HOTLINE" telephone system has been established. The "HOTLINE" provides the means whereby concerned individuals can report suspected cases of fraud, waste and abuse without fear of retribution.

3. Policy. The information received will be given careful consideration and will be directed to the appropriate officials for investigation. Military and civilian personnel matters which are

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appropriately addressed via the chain of command (i.e., request mast, grievances, etc.) and consumer complaints (i.e., Marine Corps Exchange, Commissary, etc.) should not be submitted to the "HOTLINE" and will not be acted on.

4. Procedures. The "HOTLINE" is open to all military personnel, civilian employees (including those in nonappropriated fund activities), military dependents and those retired military personnel and their dependents using MCAS Yuma facilities.

a. Instances of suspected fraud, waste and abuse may be submitted by the following means:

(1) By dialing the "HOTLINE" telephone number 341-2878 or extension 2878.

(2) By writing to "HOTLINE", c/o Station Inspector, Bldg. 1100, MCAS Yuma, AZ 85369-5000.

b. Officials will investigate situations reported via the "HOTLINE" to determine if there actually is a case of fraud, waste or abuse. Situations reported that are internal to tenant commands will be referred to those commands for appropriate investigation. In order to ensure a thorough investigation, individuals submitting suspected cases of fraud, waste and abuse should provide the following information:

(1) What happened? Outline the item, incident event, or procedure which caused the suspicion of fraud, waste or abuse.

(2) When the incident occurred or is the cause still an existing situation.

(3) Where the incident occurred or the location where the operation is conducted.

(4) Who are the individual(s) or organization(s) believed to be involved.

(5) How is the case of fraud, waste or abuse being conducted.

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(6) The original source of the information (i.e., another person, personal observation, etc.).

(7) Identification of informant (name, unit, and telephone number). This information is desired but is OPTIONAL and not required.

c. All information received will be handled in strict confidence. Individuals may remain anonymous, although it is desired that a means be provided by which officials may contact the informant for further information if necessary.

d. Various channels currently exist within the Navy/Marine Corps Commands reporting suspected fraud, waste and abuse. All levels of command shall encourage full use of these channels. However, when these channels appear inappropriate, because of a command's prior reluctance or inability to resolve a matter, or where there exists significant potential for reprisals to the person identifying the problem, active duty Navy/Marine Corps personnel should be encouraged to use the Navy Hotline by calling: AUTOVON 228-6743; Commercial (202) 433-6743/800-522-3451; or writing NAVINSGEN, ATTN: Navy Hotline, Building 200, Washington Navy Yard, Washington, DC 20374.

5. Action

a. The Station Inspector will coordinate the fraud, waste and abuse program aboard MCAS Yuma. Coordination will include but is not necessarily limited to the following responsibilities:

(1) On occurrence, review the "HOTLINE" telephone recordings and make the determination if further investigation is warranted.

(2) Maintain liaison with the MCAS Yuma Provost Marshal and the Director of the Law Center on all cases where legal action or a formal JAG investigation might be warranted.

(3) When appropriate, task the cognizant tenant command or section to conduct an informal investigation or assist in the analysis of suspected cases of fraud, waste and abuse.

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(4) Coordinate the investigation effort and maintain permanent files on all fraud, waste and abuse investigations, to include their final resolution.

(5) Keep the Commanding Officer, MCAS Yuma, apprised of the status of on-going, as well as completed fraud, waste and abuse investigations.

b. The Station Inspector will maintain the "HOTLINE" telephone and insure the recording equipment is maintained in proper working order.

c. All addressees shall be responsible for investigating or assisting the "HOTLINE" investigator during analysis of suspected cases of fraud, waste and abuse. The assigned "HOTLINE" investigator will be provided access to all personnel and records consistent with the investigators security clearance, required to complete investigation of "HOTLINE" reports.

6. Concurrence. The Commanding Officers of MAG-13, MACS-7, MWSS-371 and VMFT-401 concur and make this Directive applicable to their respective Commands.



C. J. TURNER

DISTRIBUTION: MCAS: A
MAG-13: A
MACS-7: A
MWSS-371: A
VMFT-401: A