



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
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IN REPLY REFER TO
StaO 5040.5B
IG
23 Mar 15

STATION ORDER 5040.5B

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. Cancellation. StaO 5040.5A.

3. Background

a. Fraud, waste, and abuse such as theft, carelessness, 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 operation 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 is established to provide 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 appropriately addressed via the chain of command (i.e., request mast, Equal Opportunity complaints, etc.) should not be submitted to the "HOTLINE".

4. Procedures. The "HOTLINE" is open to all military personnel, civilian employees (including those in non-appropriated 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 269-3608 or extension 3608.

(2) By writing to "HOTLINE", c/o Station Inspector, Bldg. 980, 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, and abuse. Situations reported that are internal to tenant commands will be referred to those commands for appropriate investigations. 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, and abuse.

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

(3) Where the incident occurred or 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, and abuse being conducted?

(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 reluctances 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: DSN 228-6842; commercial (800) 522-3451, or use the Inspector General of the Marine Corps Hotline by calling: DSN 664-4526; commercial (703) 604-4526.

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 Marshall and the Director of the Law Center on all cases where legal action or 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 or suspected cases of fraud, waste, and abuse.

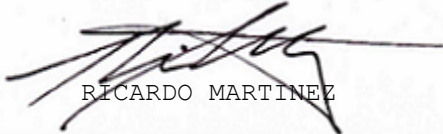
(4) Coordinate the investigation effort and maintain permanent files on all fraud, waste, and abuse investigations, to include their final resolution.

(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 ensure 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-1, CLC-16, and MAWTS-1 concur and make this directive applicable to their respective commands.



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DISTRIBUTION: A