

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 5430.92A
OP-008
20 August 1987

SECNAV INSTRUCTION 5430.92A

From: Secretary of the Navy
To: All Ships and Stations

Subj: ASSIGNMENT OF RESPONSIBILITIES
TO COUNTERACT FRAUD, WASTE,
AND RELATED IMPROPRIETIES
WITHIN THE DEPARTMENT OF THE
NAVY

Ref: (a) DODDIR 7050.5 of 28 JUN 85
(NOTAL)
(b) SECNAVINST 5370.2H
(c) SECNAVINST 5430.57D
(d) DODINST 5505.2 of 20 JUN 85
(NOTAL)
(e) DODDIR 5525.7 Of 22 JAN 85
(NOTAL)
(f) DODINST 5240.4 of 22 JUN 87
(NOTAL)
(g) DODINST 5505.3 of 11 JUL 86
(NOTAL)
(h) SECNAVINST 5520.3
(i) SECNAVINST 7510.7C (NOTAL)
(j) SECNAVINST 5200.35A
(k) SECNAVINST 5430.25D (NOTAL)
(l) SECNAVINST 5430.27A (NOTAL)

Encl: (1) Format/Guidance for Preparation
of the Remedies Plan

1. Purpose. To affirm Department of the Navy (DON) policy to eliminate fraud, waste, and related improprieties from the DON and, in implementation of this policy, to set forth responsibilities of naval officials and personnel, including management and coordination responsibilities and procedures involving principal audit, inspection, and investigative components of the DON. This instruction implements reference (a). It is a complete revision and should be read in its entirety.

2. Cancellation. SECNAV Instruction 5430.92.

3. Background.

a. Fraud, waste, and related improprieties, such as theft or misuse of government property and conflicts of interest, are serious matters which increase costs to the government and re-

duce resources available to support the Operating Forces.

b. The Department of the Navy has historically been active in combatting fraud, waste, and related improprieties through traditional chain-of-command structure, a system of command and control reposing virtually absolute authority in commanding officers and requiring accountability for their actions, and superimposed systems of audit, inspection, and investigation by which to review management actions. This concern for accountability with public resources is embodied in U.S. Navy Regulations, Articles 0702 and 1138-1141; and has been stated recently in many different DON directives, including reference (b), the DON's Standards of Conduct directive.

c. In December 1978, the President tasked the heads of executive departments and agencies to develop comprehensive plans to use audit and investigation functions to eliminate waste, fraud, and error in government programs. In May 1983, the Secretary of Defense (SECDEF) required all services to designate a single point-of-contact for contract fraud matters. In implementation of the President's policy, the SECDEF's requirements, and in the interests of emphasis and clarity, these measures and responsibilities are herein set forth.

4. Definitions. As used in this instruction, the following definitions apply:

a. **DON Personnel.** All U. S. military personnel serving in the Navy Department and all civilian employees of the DON (including those in nonappropriated fund activities).

b. **Acquisition.** The term includes, but is not limited to: the determination of requirements for supplies and services; the test, evaluation, qualification, or selection of particular products or services; the preparation and adoption of procurement specifications and standards; and the award and administration of Government contracts. These items encompass all appropriated or nonappropriated fund contracts, including research and development con-

tracts. The foregoing apply also to similar production processes within the DON.

c. Property Disposal. The term includes, but is not limited to: sale, lease, donation, exchange, or abandonment of property for which the DON is responsible.

d. 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, as set forth in reference (b) ; making of false statements, submission of false claims, or use of false weights or measures; evasion or 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; arrangements for secret profits, kickbacks, or commissions; and conspiracy to use 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 acquisition and disposal matters.

e. Centralized Organization. The single point-of-contact for all contract fraud matters. The office responsible for monitoring and ensuring the coordination of criminal, civil, administrative and contractual remedies for each significant investigation of fraud or corruption related to procurement activities of the DON.

f. Significant Cases. Any fraud case opened or monitored by Department of Defense (DOD) criminal investigative agencies which involves:

- (1) A potential dollar amount of \$100,000 or more loss to the government.
- (2) Corruption related to procurement which involves bribery, gratuities, or conflicts of interest, regardless of the amount.
- (3) Defective products or product substitution in which a **SERIOUS HAZARD** to health, safety, or operational readiness is indicated, regardless of value.
- (4) Suspected misconduct involving 0-5s, GS/GM-13s, or above.
- (5) Computer fraud.

(6) Cases which are otherwise significant because of unusual or noteworthy conditions, including the extent of actual or potential interest; the effect on unit readiness, security, or morale, the potential for extensive fraud using similar methods; the number of defendants or conspirators; the potential scope of contractors affected; or a demonstrated absence of adequate controls leaving an activity vulnerable to further loss.

5. Policy. The policy of the 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. All personnel shall be vigilant to the possibility of such illegal or improper acts, and shall report to proper authority, per U.S. Navy regulations, the existence of any improprieties in this regard. Commanding officers and others in authority shall cause inquiries or investigations into such reports to be initiated and, if confirmed by inquiry or investigation, take or cause to be taken disciplinary action and/or administrative action as will best effectuate the above stated policy. Audit, inspection, and investigative components of the DON will discharge their assigned responsibilities to detect, deter, and eliminate fraud, waste, inefficiency, and related improprieties occurring within DON.

6. Action.

a. Naval Inspector General

(1) The Naval Inspector General, under the direction of the Secretary of the Navy (SECNAV), and per reference (c), shall:

(a) Inspect, investigate, or inquire into matters of importance concerning fraud, waste, inefficiency, and related improprieties throughout DON.

(b) Coordinate programs of inspection within DON so as to include the assessment of programs for the detection and elimination of fraud, waste, inefficiency, and related improprieties.

(2) The Naval Inspector General is designated as the centralized organization within DON to monitor and ensure the coordination of criminal, civil, administrative, and contractual

remedies for all significant cases including investigation of fraud or corruption related to procurement activities affecting DON. The Naval Inspector General shall:

(a) Receive reports of potentially significant cases and coordinate remedies concerning these cases with appropriate officials and organizations.

(b) Ensure that a comprehensive remedies plan is developed in the format of enclosure (1) by the responsible commander, with the participation of Naval Security and Investigative Command (NSIC) or other affected investigative organizations, for each significant procurement case.

(c) Ensure all remedies are considered and that applicable ones are undertaken promptly by the commanders, program officials, and contracting officers responsible for such actions, after coordination with the applicable investigative organizations or prosecuting officials, if appropriate. Ensure that recommendations concerning suspension and debarment actions are provided in a timely manner to enable the suspension and debarment authority to initiate action within 30 days of an indictment or conviction.

(d) For significant cases, when safety or adverse impact on a DOD mission can be determined, ensure such adverse impact is identified and documented, and appropriate safety, procurement, and program officials are notified and kept apprised of developments. Ensure this information is used in developing the remedies plan for each investigative case. Some examples of adverse impact on the DOD mission are: endangerment of personnel or property, monetary loss, denigration of program or personal integrity, compromise of the procurement process, and reduction or loss of mission readiness.

(e) Discuss regularly with the NSIC, or the assigned criminal investigative organization, such issues as the current status of significant cases and their coordination with prosecutive authorities. Ensure coordination of activities with other DOD components affected by a significant case.

(f) Report significant incidents, by situation reports or periodic summary reports, as appropriate, to SECNAV, fully advising CNO with respect to incidents occurring at activities under CNO command and control.

(3) The Naval Inspector General shall prepare reports for submission by SECNAV as may be required by the Congress or the Executive branch of government, including the Office of the Secretary of Defense, on the subject of fraud, waste, or related activity.

(4) Ensure training materials are developed regarding fraud and corruption in the procurement process and that all procurement and procurement related training includes a period of such instruction appropriate to the duration and nature of the training.

(5) The responsibilities defined in this instruction pertaining exclusively to the Marine Corps are delegated to the Deputy Naval Inspector General for Marine Corps Matters.

b. Commander, Naval Security and Investigative Command, shall:

(1) Conduct criminal investigations per references (d) through (h), providing a copy of the report of investigation to the commander or commanding officer concerned.

(2) Conduct initiative criminal intelligence operations into crime conducive conditions per reference (h).

(3) Conduct fraud investigative surveys, as appropriate, upon the request of the NAVAL Inspector General, or other Inspectors General.

(4) Advise and coordinate with the Federal Bureau of Investigation (FBI), Defense Criminal Investigative Service (DCIS), Defense Investigative Service, prosecutive and debarment authorities, and other civilian and military law enforcement agencies as appropriate with respect to ongoing criminal investigations per references (a) and (d) through (h).

(5) Provide written notification to the Naval Inspector General, in a timely fashion, of the initiation of all investigations meeting significant case criteria. Such notification shall include the case title, case control number, office of

primary responsibility, date opened, predication, and suspected offense(s).

(6) Discuss cases meeting the significant case criteria with, and provide pending or completed reports or summaries of these cases to, the Naval Inspector General on a regular basis. Discussions and reports should provide assessments of any impact that civil, contractual, or administrative actions under consideration may have on any ongoing investigation or prosecution.

(7) Provide copies of investigative reports to the Auditor General of the Navy where the investigation discloses the existence of conditions that would be of concern during the performance of audits.

(8) Support the development of training materials regarding fraud and corruption in the procurement process.

(9) Coordinate investigative or administrative referrals received from the Department of Defense elements with Department of Navy components as appropriate.

(10) Provide copies of investigative reports to Department of Navy components as appropriate in all cases involving fraud, waste, inefficiency, and related improprieties associated with acquisition and disposal throughout the Navy. Excepted are reports for which distribution is restricted due to grand jury proceedings or other circumstances requiring that the report not be disseminated.

c. Auditor General of the Navy. The Auditor General of the Navy (Director, Naval Audit Service), while conducting audits per reference (f), necessarily evaluates programs, activities, systems, procedures, and other operations involving the expenditure of funds, utilization of resources, or accomplishment of management objectives. Accordingly, the Auditor General shall:

(1) Assign appropriate priority to the scheduling of audits into programs and areas subject to fraud, waste, and inefficiency.

(2) Be mindful during the conduct of such audits of the potential for fraud, waste, and inefficiency.

(3) Cause immediate reports to be issued to the commander or commanding officer responsible, chain-of-command, and NSIC, concerning potential incidents of fraud, or other criminal violations, detected during the course of an audit, and provide parallel reports to the Naval Inspector General when these incidents are potentially significant. If a commanding officer is involved in the violation, the immediate report will not be issued to that command.

(4) Provide final reports of audit findings and recommendations to appropriate commanders, commanding officers, and management officials, including the Naval Inspector General.

(5) Advise the Under Secretary of the Navy in cases where the Auditor General determines that there has been an inadequate final management response to a significant audit recommendation.

d. Comptroller of the Navy. The Comptroller of the Navy, per Article 0203(4), U.S. Navy Regulations, has responsibilities which include budgeting, accounting and the development of accounting systems, disbursing, and financing. In addition, the Comptroller provides policy guidance on the DON Internal Controls Program (Reference (j) pertains). Accordingly, the Navy Comptroller shall:

(1) Periodically review the adequacy of accounting, disbursing, financing, and budgeting systems to detect and minimize fraud, waste, inefficiency, and related improprieties.

(2) Advise the Naval Inspector General concerning the results of investigations or adjudications made pursuant to the NAV-COMPT Manual as follows:

(a) Suspected violations of the Anti-Deficiency Act, 31 U.S.C., paragraphs 1341, 1342, 1349-1351, and 1511-1519 (1982).

(b) Requests for relief from liability from accountable officers in pay grades 0-5 or above, or in amounts exceeding \$100,000.00.

(c) Claims or appeals involving 0-5s, GS-13s or above, or amounts of \$100,000.00 or more.

(d) Determinations regarding the potential nonentitlement of an O-5 or above to military pay because of employment by a defense contractor.

e. **General Counsel of the Navy.** The General Counsel of the Navy shall:

(1) Provide legal advice and counsel on the subject of fraud, waste, inefficiency, and related improprieties in areas of responsibilities delineated in references (b) and (k), including, but not limited to, acquisition, fiscal, and civilian personnel law.

(2) Advise the Naval Inspector General concerning litigation and ethics matters.

(3) Maintain liaison with the Department of Justice and coordinate the referral of appropriate cases for claims, civil, or other legal action in the areas specified in references (b) and (k). Coordinate such liaison in advance with the appropriate criminal investigative organization in those cases where criminal investigation is pending.

(4) Advise responsible activities in the formulation of remedies plans.

f. **Judge Advocate General**

(1) The Judge Advocate General (JAG) (Commander, Naval Legal Service Command) or Director, Judge Advocate Division, Headquarters, Marine Corps, as appropriate, shall provide legal advice and counsel to Navy or Marine Corps officials in matters regarding fraud, waste, inefficiency, and related improprieties per all matters within JAG area of responsibility, as set forth in the Uniform Code of Military Justice, the Manual for Courts-Martial, the Manual of the Judge Advocate General, and references (b) and (1). Additionally, appropriate Judge Advocates shall:

(a) Provide legal resources to convening authorities for the administration of military justice.

(b) Coordinate matters involving fraud, waste, inefficiency, and related improprieties within his area of responsibility with other federal agencies, as appropriate.

(c) Advise the Naval Inspector General concerning all investigations conducted pursuant to the Manual of the JAG into inci-

dents of fraud, waste, inefficiency, or related improprieties.

(d) Coordinate matters primarily involving military personnel with the Department of Justice in appropriate cases and maintain liaison with that Department, keeping CNO and CMC informed, as appropriate. In cases also involving civilian personnel, contractors, or contractors' employees, referral and liaison will be coordinated with the General Counsel of the Navy. Coordinate such liaison in advance with the appropriate criminal investigative organization in those cases where the criminal investigation is pending.

(2) In cases involving both naval personnel and contractors or their employees, referral to and liaison (on other than investigative matters) with the Department of Justice will be determined jointly by the JAG and the General Counsel of the Navy. Coordinate such liaison in advance with the appropriate criminal investigative organization in those cases where the criminal investigation is pending.

g. **Other Navy Department Officials, Commanders in Chief, Commanders, and Commanding Officers.** All naval personnel shall govern their conduct in accordance with the Navy's Standards of Conduct. All commanding officers and others in positions of authority within the uniformed Naval services shall govern themselves per Title 10, U.S. Code 5947 and Article 1102, U.S. Navy Regulations. Commanding officers shall, per Article 0702, U.S. Navy Regulations, be responsible for economy within their commands and require rigid compliance with the regulations governing the receipt, accounting, and expenditure of money and materials. Moreover, officials in positions of authority shall:

(1) Request the Naval Security and Investigative Command conduct criminal investigations into major crimes, including fraud and related offenses, as appropriate, per references (d) and (h).

(2) Ensure that corrective disciplinary and/or administrative action is taken, including such actions as may be appropriate notwithstanding a declination of prosecution by civilian law enforcement officials.

(3) Furnish information as requested by the Naval Inspector General, and other officials who may request such information in the lawful exercise of their authority.

(4) Ensure that all personnel under their authority are familiar with Articles 1139 and 1140, U.S. Navy Regulations, requiring reports of offenses committed by persons in DON.

(5) Provide recommendations for suspension and debarment actions to the Navy Suspension and Debarment Committee in a timely manner to enable them to initiate action within 30 days of an indictment or conviction.

h. DON Personnel. DON personnel will conform to standards of conduct prescribed by the Uniform Code of Military Justice, U.S. Navy Regulations, United States Code, and the lawful directives and orders of their superiors, and promptly report infractions of the same to proper authority per U.S. Navy Regulations. 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 Hotlines, or any other portion of the DoD or Navy Inspector General. All DON personnel shall cooperate with official investigations of possible violations.

i. Remedies Plan. A comprehensive remedies plan will be drafted by the responsible action commander when tasked by the Naval Inspector General. The responsible action commander is the commander primarily responsible for taking judicial, contractual, and/or administrative action. In the case of multiple responsible action commanders, a "lead command" will be established for coordination of remedies. The basic requirements and format of this plan are shown in enclosure (1). All of the information requested in enclosure (1) is required. If the originators wish to add information, this is permissible as long as the basic format of the re-

port is not changed. The plan must be typed and sent through the responsible chain of command to reach the Navy Inspector General within 60 days from the date of the remedies plan request. Remedies plans shall be updated in a timely manner as the matters covered by the plan change or remedies are completed. If investigation or litigation is pending, remedies shall be coordinated in advance of implementation with the appropriate investigative or prosecutive officials.

(1) When the elements of a case meet the "significant" definition criteria, NSIC notifies the Naval Inspector General and, if appropriate, the local responsible action commander. The responsible action commander must ensure the echelon II command is notified.

(2) Representatives from the commander's legal staff, contracting offices, and NSIC, or other appropriate criminal investigative organization, shall assist in preparation of the plan and participate in its execution. If the case does not have any contracting interests, the requirement for a representative from contracting is waived. Other representatives may be added by the responsible action commander if this will enhance the effectiveness of the remedies process.

7. Report. The reporting requirements contained herein are exempt from reports control by OPNAVINST 5214.7.

H. LAWRENCE GARRETT, III
Under Secretary of the Navy

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EXAMPLES OF CIVIL, CONTRACTURAL, AND ADMINISTRATIVE REMEDIES THAT
CAN BE TAKEN IN RESPONSE TO EVIDENCE OF PROCUREMENT FRAUD

1. Civil:

a. Statutory:

- (1) False Claims Act (31 U.S.C. 3729 et seq.).
- (2) Anti-Kickback Act (41 U.S.C. 51 et seq.).
- (3) Voiding Contracts (18 U.S.C. 218).
- (4) Truth in Negotiations Act (10 U.S.C. 2306(f)).
- (5) Fraudulent Claims - Contract Disputes Act (41 U.S.C. 604).

(6) Program Fraud Civil Remedies Act of 1986.

b. Nonstatutory:

- (1) Breach of contract.
- (2) Breach of Warranty.
- (3) Money paid under mistake of fact.
- (4) Unjust enrichment.
- (5) Fraud/Deceit.
- (6) Conversion.
- (7) Rescission/Cancellation.
- (8) Reformation.
- (9) Enforcement of performance bond/guarantee agreement.

2. Contractual:

- a. Termination of contract for default.
- b. Termination of contract for convenience of government.
- c. Termination for default and exemplary damages under the gratuities clause.
- d. Rescission of contract.
- e. Contract warranties.
- f. Withholding of payments (progress or other types) to contractor.
- g. Offset of payments due to contractor from other contracts.
- h. Price reduction.

- i. Correction of defects (or cost of correction).
- j. Refusal to accept nonconforming goods.
- k. Revocation of acceptance.
- l. Denial of claims submitted by contractors.
- m. disallowance of contract costs.
- n. Removal of the contractor from automated solicitation or payment system.
- o. Collection of liquidated damages if allowable.
- p. Use of other existing contract clauses which give relief or benefit to the Navy or DOD.

3. Administrative:

- a. Change in contracting forms and procedures.
- b. Removal or reassignment of government personnel.
- c. Review of contract administration and payment controls.
- d. Revocation of warrant of contracting officer.
- e. Suspension of contractor and contractor employees.
- f. Debarment of contractor and contractor employees.
- g. Revocation of facility security clearance.
- h. Nonaward of contract based upon a finding of contractor nonresponsibility.
- i. Voluntary refunds.

NOTE: This list is not all inclusive. Coordination of potential remedies with all appropriate offices must be made to ensure all possible remedies are considered.

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FORMAT/GUIDANCE FOR PREPARATION OF THE REMEDIES PLAN

(Date of Plan)

SECTION I (ADMINISTRATIVE DATA):

- A. Subject of Allegation. _____
- B. Principal Investigative Agency. _____
- C. Investigative Agency File Number. _____
- D. Subject's Location. _____
- E. Location Where Offense Took Place. _____
- F. Responsible Action Commander. _____
- G. Responsible Echelon II Commander. _____
- H. Contract Administrative Data (If Applicable):
 - 1. Contract Number. _____
 - 2. Type of Contract. _____
 - 3. Dollar Amount of Contract. _____
 - 4. Period of Contract. _____
- I. Principal Case Agent (Name and Telephone Number). _____
- J. Civilian Prosecutor (If Applicable) (Name, Address, and telephone Number).

- K. Is Grand Jury Investigating This Matter? _____
- L. Audit Agency Involved (If Applicable). _____
- M. Suspense Date for Update of This Plan. _____

SECTION II (SUMMARY OF ALLEGATIONS AND INVESTIGATIVE RESULTS TO DATE):

(Provide sufficient detail for reviewers of the plan to evaluate the appropriateness of the planned remedies. If information is "close-hold" or if grand jury secrecy applies, so state.)

SECTION III (ADVERSE IMPACT STATEMENT):

(Describe any adverse impact on the USN/DOD mission. Adverse impact is described in DOD Directive 7050.5, paragraph E.1.g. Identify impact as actual or potential. Describe the impact in terms of monetary loss, endangerment to personnel or property, mission readiness, etc. This information should be considered in formulating your remedies as described below and provided to prosecutors for their use in prosecution of the offenses.)

SECTION IV (REMEDIES TAKEN AND/OR BEING PURSUED):

A. Criminal Sanctions. (As a minimum, address the following: Are criminal sanctions appropriate? If so, which ones? If not, why not? Has the local U.S. Attorney or other civilian prosecutor been notified and brief? what actions have been taken or are intended? If and when action is complete, describe action and final results of the action. Other pertinent comments should be included.)

B. Civil Remedies. (As a minimum address the following: Which civil remedies are appropriate? Has the local U.S. Attorney or other civilian prosecutor been notified and briefed? How, when, where and by whom are the appropriate civil remedies implemented? If and when action is completed, describe action and final results. Other pertinent comments should be included.)

C. Contractual/Administrative Remedies. (As a minimum, address the following: Are contractual and administrative remedies appropriate: If so, which ones? If not, why? If contractual or administrative remedies are considered appropriate, describe how, when, and by whom the remedies are implemented. If and when action is completed, describe action and results of the action. Other pertinent comments should be included.)

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D. Personnel Actions. (As a minimum, address the Nature and type of personnel actions taken or anticipated, recoupment or recovery (if any), identification and position of individual taking action and when taken.)

D. Restrictions on Remedies Action. (Comment as to why obvious remedies are not being pursued. For example, the U.S. Attorney requests suspension action held in abeyance pending criminal action.)

SECTION V (MISCELLANEOUS COMMENTS/INFORMATION):

SECTION VI (REMEDIES PLAN PARTICIPANTS):

<u>Name</u>	<u>Grade</u>	<u>Organization</u>	<u>Telephone #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(NOTE: Mandatory participants are: Representatives from the responsible action commander, legal, contracting and NSIC. Other participants can serve at the direction of the responsible action commander.)

Enclosure (1)

SECTION VII (ECHELON II COORDINATION/COMMENTS):

<u>Name</u>	<u>Grade</u>	<u>Office Symbol</u>	<u>Telephone #</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(The echelon II focal point for the Remedies Program must designate which offices must coordinate on the plan. Coordinators should comment on the appropriateness of the planned remedies. If revisions are necessary, the revisions must be coordinated with the originators of the plan and the revisions made in the most expeditious manner possible. Non-time sensitive comments should be provided to the originators by letter for inclusion in the next update.)

(Signature) (Date)
Echelon II Focal Point

SECTION VIII (NAVAL INSPECTOR GENERAL COORDINATION/COMMENTS):

<u>Name</u>	<u>Grade</u>	<u>Office Symbol</u>	<u>Telephone #</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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(NAVINGEN must ensure review of the plan by appropriate agencies. Feedback and comments must be provided through NAVINGEN to the Echelon II command for transmittal to the originators of the plan.)

NOTES:

1. Subparagraphing is permitted.
2. This is a Format for the Remedies Plan not a form. Expand the format where required; for example, the comments sections throughout the plan. the only firm requirement is to keep the basic format. The purpose of this is for ease of review and standardization of the reporting system throughout the U.S Navy. Comments, information, observations, etc. which do not apply to the standardized sections should be placed in section V, miscellaneous comments and information.