



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5527.1D
N46
18 Jan 2016

OPNAV INSTRUCTION 5527.1D

From: Chief of Naval Operations

Subj: INVESTIGATIONS PERTAINING TO NAVY EXCHANGE SERVICE
COMMAND ENTERPRISE MATTERS

Ref: (a) JAGINST 5800.7F
(b) NEXCOM Loss Prevention and Safety Manual

1. Purpose. To ensure that the Chief Executive Officer, Navy Exchange Service Command (NEXCOM) Enterprise is informed regarding the initiation, ongoing status, and final disposition of all investigative matters conducted by any agency which pertains to, or could have a possible impact upon, NEXCOM. This instruction is being reissued with a new date, updated version and signature authority to meet Chief of Naval Operations' age requirement for Office of the Chief of Operations instructions. Provisions contained herein are in addition to procedures required by the applicable provisions of references (a) and (b).

2. Cancellation. OPNAVINST 5527.1C.

3. Background. NEXCOM must be apprised, on a continuing basis, of all information regarding activities of a possible criminal nature and serious policy violation which involve personnel assigned to NEXCOM facilities. These can be theft, drug use, vandalism, fraud, waste, abuse, malfeasance, workplace violence, and any improprieties, including NEXCOM Alertline and Inspector General (hotline) calls. Facilities include NEXCOM corporate headquarters, NEXCOM distribution centers, Navy Exchanges, Navy Exchange service outlets, mini marts, auto ports, vending operations, Navy clothing and textile research facilities, telecommunications program office, uniform program management office, ship stores program office, Navy lodges, and Navy uniform support centers. NEXCOM Vice President of loss prevention and safety (LPS) is designated as the central control point of contact for conducting investigations involving the NEXCOM.

4. Action. In addition to existing chain of command notifications, commanding officers, officers in charge, NEXCOM senior management, district managers, general managers, and or branch exchange managers of activities which encompass NEXCOM facilities must:

a. Notify NEXCOM LPS or designated representative when initiating any investigation or inquiry into alleged criminal activity within NEXCOM. Notification must include any significant facts known at the time. Upon notification, and excepting investigations related to ships stores afloat, NEXCOM LPS or a designated representative will conduct or assign the investigation and provide direction and guidance as deemed appropriate in any type of investigation.

b. Include NEXCOM LPS on the distribution list of all investigative agency documents pertaining to activities under the cognizance of NEXCOM.

c. Advise NEXCOM LPS of all significant events during the investigation or inquiry, and of the final disposition (e.g., administrative action, criminal prosecution, court-martial) of each case or matter. In the event prosecution is not contemplated in a criminal matter, report the basis or reasoning for the decision to NEXCOM LPS for awareness.

d. Direct all related correspondence to NEXCOM Vice President of LPS (attn.: Code S, Bldg. CD1), 3280 Virginia Beach Boulevard, Virginia Beach, VA 23452. All correspondence must comply with Department of Defense personally identifiable information handling requirements.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

OPNAVINST 5527.1D
18 Jan 2016

6. Information Management Control. Data collection and reporting requirements contained within this instruction are exempt from information control per SECNAV Manual 5214.1 of Dec 2005, part IV, subparagraph 7n.

A handwritten signature in black ink, appearing to read "P. H. Cullom". The signature is fluid and cursive, with a large initial "P" and a long horizontal stroke at the end.

P. H. CULLOM
Deputy Chief of Naval Operations
(Fleet Readiness and Logistics)

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