



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1200

HEALTH AFFAIRS

DEC 18 2002

MEMORANDUM FOR DASD, FHP&R  
DASD, C&PP  
DASD, HB&FP  
DASD, HPA

SUBJECT: Policy for Signature Authority of Defense Hotline Cases

This policy memorandum establishes signature authority for all hotline cases received for action in Health Affairs. The Chief of Staff of Health Affairs will sign or coordinate on cover memoranda forwarding reports on hotline cases received for appropriate audit, investigation, inspection, or inquiry, to the Inspector General of the Department of Defense. This will ensure front office visibility on hotline cases received in Health Affairs.

In order to protect the confidentiality of the complainant to the maximum extent possible, hotline cases will be assigned by the Document Management Division (DMD) staff through PCDOCS with access provided only to the appropriate administrative support and/or action officer. DMD will forward completed reports to the Inspector General of the Department of Defense for review and approval.

  
Edward P. Wyatt  
Principal Deputy Assistant Secretary

HA POLICY: 02-021