



# UNITED STATES MARINE CORPS

3D MARINE DIVISION

UNIT 35801

FPO AP 96602-5801

DivO 7510.1B

INSP

23 MAY 2002

## DIVISION ORDER 7510.1B

From: Commanding General

To: Distribution List

Subj: FRAUD, WASTE, ABUSE, AND MISMANAGEMENT (FWAM) AWARENESS  
AND PREVENTION

Ref: (a MCO 7510.5A

Encl: (1 Fraud, Waste, Abuse, and Mismanagement Hotline Report  
(2 Areas Most Susceptible to Fraud, Waste, Abuse and  
Mismanagement  
3 Procurement Integrity Certification for Procurement  
Officials

1. Purpose. To publish policies and procedures for the prevention of, and to establish measures for, reporting fraud, waste, abuse, and mismanagement within the 3d Marine Division.

2. Cancellation. DivO 7510.1A

3. Background. The Marine Corps FWAM Program is established by reference (a) to call attention to potential improprieties concerning government resources. All commands are charged with fostering management economies and efficiencies, and with preventing fraud, waste, abuse, and mismanagement of resources (manpower, materials, and money).

4. Information. The references provide precise definitions of fraud, waste, abuse, and mismanagement. The basic premise of the FWAM Program is that each Marine is responsible for contributing to the efficient and economical use of resources, and also for preventing the slightest impression of impropriety in the use of resources.

5. Policy. The 3d Marine Division is committed to an aggressive program of oversight, awareness, prevention, and remedies of FWAM.

a. Personnel responsible for the receipt, accounting, and expenditures of manpower, materials, and money will become familiar with, and conform to regulations governing FWAM.

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6. Hotline Report. The Hotline is open to all personnel, military and civilian, within the 3d Marine Division.

a. FWAM information received will be handled in strict confidence. Matters, which are appropriately, addressed via the chain of command, request mast and grievance procedures, will NOT be addressed by the Hotline. Consumer complaints should be addressed to the appropriate facilities officer.

b. Reports may be submitted to the 3d Marine Division AC/S, Readiness, by calling 622-7014/7698 or by writing to: Hotline c/o Assistant Chief of Staff, Readiness, 3d Marine Division, Unit 35840, FPO AP 96602-5840.

c. Hotline Reports will be assigned a control number and recorded on the Hotline Report Form. See enclosure (1) of this order.

## 7 Action

### a General

(1) Personnel, military and civilian, who suspect or have knowledge of FWAM, are responsible for reporting such occurrences

(2) Reports of FWAM will be as detailed and complete as possible to include circumstances, identity of participants, extent of damage, and any other facts necessary to determine the disposition of the case.

b. Commanding Officers/Officers-in-Charge. Commanding Officers/Officers-in-Charge are responsible for strict compliance with regulations governing the receipt, accounting, and expenditures of manpower, materials, and money. Commanding Officers/Officers-in-Charge will:

(1) Ensure that all personnel, military and civilian, are aware that they are required to conform to Navy and Marine Corps Standards of Conduct and are required to report any deviations from those standards.

(2) Ensure that all personnel, military and civilian, are aware of the established FWAM Hotline for reporting infractions.

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(3) Conduct periodic FWAM awareness briefings. Refer to enclosure (2) for guidance on areas susceptible to FWAM.

c. Assistant Chief of Staff, Readiness. The AC/S, Readiness, is designated the senior management official and will coordinate and oversee fraud, waste, abuse, and mismanagement prevention, detection, and remedies. The AC/S, Readiness, will:

(1) Inquire into all reports of FWAM and ensure that all reports of a criminal nature are reported in accordance with the reference.

(2) Take, or cause to be taken, appropriate punitive, administrative and/or other corrective action where necessary.

(3) Establish a local FWAM Hotline and ensure that all personnel are aware of the requirements, guidelines, and orders concerning serious incidents and officer misconduct.

(4) Ensure FWAM Program results are published in a local command newspaper.

(5) Ensure wide dissemination of FWAM-related publications and correspondence.

(6) Establish and oversee an Internal Management Control Program (IMCP).

(7) Conduct periodic inspections to ensure compliance with the 3d Marine Division's FWAM Program.

d. Assistant Chief of Staff, Comptroller. The AC/S, Comptroller, will support the 3d Marine Division FWAM Program through financial and accounting system advice.

(1) Report any infractions in accordance with governing regulations.

(2) Review internal/external audits as required

e. Staff Judge Advocate. The Staff Judge Advocate for 3d Marine Division will provide legal advice and counsel on the subject of

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fraud, waste, abuse, inefficiency, and related improprieties in the area of responsibilities delineated by regulations including, but not limited to, acquisition, fiscal, and civilian personnel law.

f. Assistant Chief of Staff G-4. The AC/S, G-4 will ensure all personnel with procurement and contracting authority within 3d Marine Division. Read and sign the procurement integrity certification form continued in enclosure (3) before being assigned to these duties.

  
R. S. MAKUTA  
Chief of Staff

DISTRIBUTION: A

Copy to:

CG

MCB Camp Butler

Fraud, Waste, Abuse, and Mismanagement Hotline Report

Control Number:

Date Received:

1. Alleged act of fraud, waste, abuse, or mismanagement:

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2 AC/S, Readiness comments: \_\_\_\_\_

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3. Responsible Officer Comments: \_\_\_\_\_

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4. AC/S, Readiness comments: \_\_\_\_\_

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Chief of Staff: Approved Disapprove

Chief of Staff comments: \_\_\_\_\_

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Areas Most Susceptible to Fraud, Waste, Abuse, and Mismanagement

1 Administration

a. Administrative management control

- (1) Blank identification cards/meal cards
- (2) Unit Diary Timeliness (pay-related entries)
- (3) Cost of Living Allowances (COLA)
- (4) Basic Allowances for Housing (BAH)
- (5) Family Separation Allowances (FSA)
- (6) Commuted Rations (ComRats)
- (7) Permanent Change of Station Leave (PCS)
- (8) Permanent Change of Station Advanced Pay (PCS)
- (9) Temporary Additional Duty Leave (TAD)

b. Classified Material Control Center (CMCC)

- (1) Issue, storage, handling, and destruction of classified material

2 Intelligence

a. Intelligence oversight

b. Information management

- (1) Accounting, control, and security

3. Operations

a. Exercise obligation

b. Exercise Liquidation

4. Logistical

a. Supply operations

- (1) Warehouse storage operations
- (2) Public funds
- (3) Personal effects

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b. Property management

c Motor Transportation

(1) Tool/Parts control

d. Ordnance

Tool control

e. Mess halls

Funds control

ENCLOSURE (2)