UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
4400 DAUPHINE ST
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO:
ForO 7510.3A Ch 1
INSP
JUN 18 2007

FORCE ORDER 7510.3A CH 1

From: Commander
To: Distribution List

Subj: FRAUD, WASTE AND ABUSE

Encl: (1) MARFORRES Hotline Complaint (sample format)

1. Situation. To transmit a new page insert and make pen changes to the basic order.

2. Mission. To replace the present enclosure of the basic order with enclosure (1) and make the following pen changes to the basic order.

3. Execution

a. Replace the word "abuse" with the word "mismanagement" in the following sections: Subject line, paragraphs 4a, 4b, 5a(2), 5c(1), and 7b(1).

b. Remove the word "abuse" in paragraph 5c(4)(a).

c. Replace the word "two" with the word "three" in paragraph 7b(6).

4. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.

5. Command and Signal. This Order is applicable to the Marine Corps Reserve.

R. E. BRAITHWAITE
Executive Director

DISTRIBUTION: B

Copy to: CMC (MPE)

UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
ForO 7510.3A
G-7

25 MAR 2003

FORCE ORDER 7510.3A w/Chg 1

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: FRAUD, WASTE, AND ~~ABUSE~~ MISMANAGEMENT HOTLINE

Ref: (a) SECNAVINST 5430.92A
(b) SECNAVINST 7510.9
(c) MCO 7510.5A
(d) SECNAVINST 5370.2

Encl: (1) MARFORRES HOTLINE COMPLAINT (sample format)
(2) HOTLINE COMPLETION REPORT AS OF (sample format)
(3) MARFORRES Hotline Flyer

1. Purpose. To establish policies and procedures for the management, coordination and operation of the Marine Forces Reserve (MARFORRES) Fraud, Waste, and ~~Abuse~~ Mismanagement Hotline Program.

2. Cancellation. ForO 7510.3.

3. Background. This order contains significant revisions, which clarify and augments the modes of communicating fraud, waste, and ~~abuse~~ mismanagement hotline complaints. This Order should be reviewed in its entirety.

4. Background

a. Fraud, waste, and ~~abuse~~ mismanagement, such as theft, careless or needless expenditure of government funds, or misuse of government property, are serious matters, which increase costs to the government and reduce resources available to support the operating forces.

b. In order to reduce fraud, waste, and ~~abuse~~ mismanagement a direct line of communication must be maintained between responsible officials and concerned individuals within MARFORRES. The MARFORRES fraud, waste, and ~~abuse~~ mismanagement "hotline" will provide this direct link by establishing a means by which individuals can report suspected cases of fraud, waste, and abuse to officials without fear of reprisal. The hotline may also be used to report abuses of authority and other improprieties, which do not involve fraud.

5. Information

a. Definitions

(1) 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 gratuities, as set forth per reference(d); making of false statements, submitting false claims or using 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.

(2) Waste and ~~Abuse~~ Mismanagement. Any extravagant, careless or needless expenditure of government funds, the consumption or misuse of government property, resulting from deficient or improper practices usually not involving prosecutable fraud. Refer to enclosure (1) of reference (c) for more definitions.

b. Policy. MARFORRES resources will be effectively and efficiently managed. The Commander is totally committed to maximizing integrity and efficiency in MARFORRES programs and operations and will provide the necessary support to ensure that these objectives are accomplished.

c. Procedures. The hotline is open to all military personnel, civilian employees and dependents.

(1) Instances of suspected fraud, waste and ~~abuse~~ mismanagement may be submitted by the following means:

(a) By calling the Hotline telephone number, DSN 678-1320/1410, or commercial (504) 678-1320/1410, or 1-800-295-2712 and announcing: This is a hotline complaint.

(b) By writing to:

Commander
Attn: G-7 Hotline Complaints
Marine Forces Reserve
4400 Dauphine Street,
New Orleans, LA 70146-5400.

(c) By going online: www.mfr.usmc.mil go to G-7.

(2) Individuals may remain anonymous, if desired; however, informants are encouraged to supply their identity so that additional information may be obtained, if needed.

(3) Officials involved in the investigation of hotline cases will protect the complainant's identity, if known or suspected, to the maximum extent possible. This is to prevent any reprisal or harassment of the complainant.

(4) In order to ensure a thorough investigation, individuals calling/writing about a suspected case of fraud, waste and abuse should provide the following information.

(a) Identify the allegation and the reason why it is considered to be a case of fraud, waste, ~~abuse~~ or mismanagement.

(b) The original source of the information (i.e., another person, personal observation, etc.).

(c) When the incident occurred, or if it is an ongoing problem, the length of time the problem has been in effect (i.e., last Tuesday at 1600, or continuous/ongoing, etc.).

(d) The organization and location where the incident/problem occurred.

(e) What organization or individual(s) is (are) believed to be involved.

(f) Identification of the informant (name, unit and phone number) is not a requirement; however, if given, it will provide a means of obtaining additional information, if needed.

(5) Informants, if known, will be notified when appropriate action has been taken on the allegation. Subject to the approval of the Commander, corrective actions will also be published in a force bulletin.

6. Utilization. Information received will be given careful consideration and will be examined by appropriate officials of MARFORRES. All investigations will be forwarded to the Commander for review.

7. Action

a. AC/S, G-1. Forward all correspondence marked Attn: G-7 IG Hotline Complaint unopened to the MFR G-7.

b. AC/S, G-7 (Inspector)

(1) Operate the Fraud, Waste and ~~Abuse~~ Mismanagement Hotline by following the policies and procedures as directed in the references.

(2) By direction, refer appropriate complaints to Major Subordinate Commanders for investigation.

(3) When applicable, in consultation with MARFORRES Chief of Staff, assign investigators to hotline complaints.

(4) Maintain written record of each complaint, per enclosure (1).

(5) Report the results of an investigation of each hotline complaint to the Commander.

(6) Maintain all working papers and files associated with a hotline complaint for a period of ~~two~~ three years from the date the complaint is closed.

(7) Subject to the approval of the Commander, publish corrective actions on the Marine Forces Reserve Internet Web page.

c. Unit Commanders

(1) Refer all hotline inquiries to the MARFORRES Inspector.

(2) If assigned to investigate a hotline complaint, submit a complete report within 15 working days per enclosure (2) and, if needed, include sufficient key enclosures to support the results of the investigation. Submit the completed report to MARFORRES G-7.

(3) Prominently display enclosure (3) on all bulletin boards.

8. Reserve Applicability. This order is applicable to the Marine Corps Reserve.

R. L. HUDON
Chief of Staff

DISTRIBUTION: B

Marine Forces Reserve Hotline Complaint Form

Date:_____

1. **Do you wish to remain anonymous?**

   Yes (If yes, do not identify yourself below)

   No

2. **If no, do you want confidentiality?**

   Yes (If yes, identify yourself below. We will not release your name without your consent.)

   No

3. **Are you willing to be interviewed?**

   Yes

   No

4. **Your Name: (if you do not wish to remain anonymous - no nicknames please)**

   First –

   Last -

Mailing Address:

Address Line 1 –

Address Line 2 –

City –

State –

Zip code –

Home Telephone: (Area Code & number) (Include country code, if applicable)

Work Telephone: (Area Code & number) (Include DSN and/or country code, if applicable)

E-Mail Address:

5. **Who is involved?** Include everyone's first and last names, rank/pay grade, and duty station/place of employment.

Subject(s): Who performed the wrongdoing?

Witness(es): Who are the witnesses?

6. **What did the subject do or fail to do that was wrong?**

7. **What rule, regulation or law do you think the subject(s) violated?**

8. **When did the incident occur?** Provide dates and times etc

9. **Where did the incident take place?** What location, command etc.?

10. **Why do you think the incident took place?**

11. **How have you tried to resolve the problem?** Have you contacted your chain of command? Have you contacted your local Inspector? Have you tried to resolve your complaint using an established process such as Bureau of Corrections of Naval Records, Informal Resolution System, EO/EEO or legal system?

12. **What do you want the Inspector to do?**

13. **Additional information you wish to provide.**

ENCLOSURE (1)

HOTLINE COMPLETION REPORT AS OF (APPLICABLE DATE)

1. Name of Official Conducting Inquiry: _____
First Name M.I. Last Name

2. Rank of Official _____(Military or Civil Service Grade)

3. Duty Position and Telephone Number:_____

Tel# xxx xxx xxxx

4. Organization: _____

5. Hotline Control Number:_____

6. Scope, Finding of Fact, Conclusions, and Recommendations:

a. Scope:

(1) Explain: Explain the type of investigation/inquiry, the authority for the investigation/inquiry, applicable directives, and any constraints placed on the investigation.

(2) Identify the allegations:

1. ALLEGATION #1: That..

2. ALLEGATION #2: That..

(3) Enclosures: Provide a list of documents used to support the findings of fact (FOF) contained in this investigation/inquiry. When these enclosures include witness statements/testimonies, it should be annotated how these statements/testimonies were obtained (i.e., personal interview, phoncon, questionnaire, etc.). These working papers need not be physically forwarded with the report but should be identified at this point in the report.

(a) Enclosure (1)
(b) Enclosure (2)

b. Findings of Fact:

(1) ALLEGATION #1: That...

(Note: The FOFs that follow should pertain to this particular allegation)

a. That.. which is supported by enclosure (xx). (Note: Every finding must be supported by documentary or other evidence and listed as an enclosure.)

b. That..

(2) ALLEGATION #2: That.. Note: The FOFs that follow should pertain to this particular allegation

3.

4.

c. Conclusions. Note: Each allegation must have a finding. Acceptable findings are Substantiated (S), Partially Substantiated (PS), Not Substantiated (NS), or Unfounded (UN). (See Appendix A, Glossary under allegation for definitions of S, PS, NS, UN.)

(1) ALLEGATION #1: That.. Not Substantiated

a. That..

b. That.. the preponderance of evidence does not support that..

(2) ALLEGATION #2: That.. Substantiated

a. That..

b. That.. the preponderance of evidence supports a finding

d. Recommendations

(1) That..

(2) That..

7. Criminal or Regulatory Violations Substantiated. (If none so state)

8. Disposition. Include the results of punitive and/or administrative sanctions, reprimands, value of property recovered or other such actions taken to preclude recurrence.

9. Security Classification. Specify security classification of information.

10. Location of working papers. Assistance and Investigations Division, Officer of the Inspector General of the Marine Corps.

XXXXX___X____XXXXXXXX
Rank, U.S. Marine Corps
Title

Enclosure (2)

Note: You must identify the scope, nature and manner of the examination conducted (documents reviewed, witnesses interviewed, evidence collected and persons interrogated). The report shall reflect whether inquiries or interviews were conducted by telephone or in person and will identify persons interviewed. If individuals cited in the allegation are interviewed, that fact shall be reflected in the report. The specific identity and location of pertinent documents reviewed during the course of the examination shall be recorded and reflected in the report.

Include program reviews made, comments as to the adequacy of existing policy or regulations, systems weaknesses noted and similar comments.

Cite criminal or regulatory violations or violations substantiated: Should the examination reveal evidence of a criminal nature, promptly report the details to the MARFORRES Inspector so that the matter can be referred to the proper authorities.

Report recommended management actions to be taken by the Commander, MARFORRES. If appropriate, include comments to preclude recurrence.

TO REPORT FRAUD, WASTE AND ABUSE WITHIN MARINE FORCES RESERVE

MARFORRES HOTLINE COMPLAINT

Call:

DSN: 678-1320/1410

COMMERCIAL: 1-800-295-2712

Announce: This is a Hotline Complaint

Online: www.mfr.usmc.mil go to G7

OR WRITE:

Commander
Attn: G-7 Hotline Complaint
Marine Forces Reserve
4400 Dauphine Street,
New Orleans, LA 70146-5400

Enclosure (3)