



DEPARTMENT OF THE ARMY  
SOUTHEAST REGION OFFICE- INSTALLATION MANAGEMENT AGENCY  
UNITED STATES ARMY GARRISON-MIAMI  
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MIAMI, FLORIDA 33172-1217

SOGM-CO

1 April 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison – Miami (USAG-M) Policy Memorandum Number 5 – Fraud, Waste, Abuse, and Mismanagement

1. Purpose. The purpose of this memorandum is to assign responsibilities to identify, avoid, minimize and when possible eliminate incidents of fraud, waste, abuse, and mismanagement in accordance with Department of Defense Regulation 5500.7-R, Joint Ethics Regulation, 6 August 1998, Department of Defense Directive 5500.7, Standards of Conduct, 18 November 1994, and Army Regulation 20-1, Inspector General Activities and Procedures, 29 March 2002.

2. Applicability. This policy applies to all military and civilian personnel assigned or attached to USAG-M.

3. Policy. Fraud, waste, abuse and mismanagement pose a serious threat to mission accomplishment and therefore will not be tolerated. When these threats are tolerated in the workplace, the organization's mission and the public confidence in the military are undermined. We all share a responsibility for ensuring our resources are properly managed in order to avoid such occurrences.

4. Responsibilities

a. Leaders. At all levels, leaders have a special responsibility for protecting government resources; it is not sufficient to merely admonish the aforementioned offenses. They must develop legally permissible but aggressive strategies for identifying and correcting inadequacies that allow abuses to occur. Nonetheless, all federal employees, military and civilian regardless of grade, are responsible to maintain the integrity of the organization through identifying, avoiding, and reporting cases of fraud, waste, abuse and mismanagement.

b. Directorates. Each directorate has a unique set of responsibilities, resources, and obligations which require special attention in regards protecting the organization from potential fraud, waste, abuse and mismanagement occurrences. While it is impossible to identify all forms of fraud, waste, abuse, and mismanagement the following list, although not all-inclusive, identifies key areas of common infringement and such be monitored accordingly.

(1) Vehicles. Abuse of government-owned and rental vehicles is a serious concern to this command. GSA vehicles may not be used for unofficial business. For example, home to duty transportation, home to airport transportation, or trips to other locations for personal business except under circumstances specifically authorized by federal statutes and Department of Defense regulations. Directorates do not have the authority to make exceptions to or grant waivers for these laws and regulations.

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(2) Personnel. Improper use of service members and civilian employees is prohibited. Federal employees will only be charged with tasks associated to their official duties; this precludes leadership from using subordinates for personal errands or tasks of any sort. Furthermore, unauthorized absences from duty are unacceptable. Leaders will maintain accountability for their subordinates and ensure only official business is conducted during duty hours. This is a command responsibility everyone must participate in and care about. Unauthorized absences inhibit mission accomplishment; when coupled with the improper use of breaks, mission accomplishment is substantially hindered.

(3) Property Accountability and Use. Government property must be carefully monitored to prevent theft and personal use. Computers, software, and other supplies may only be used to support official government missions. Such property should not be removed from government facilities or control. Appropriate safeguards and security measures must be instituted to protect government property. Additionally, use of government-owned telephones, facsimile machines, and Internet service is limited to the conduct of official business or where permitted by the commander.

(4) Sexual Harassment and Fraternization. Sexual harassment will not be tolerated. Each member of this command is entitled to the respect and dignity that accompanies serving our country. No member of this command will be made to suffer the experience of sexual harassment or improper coercion of any sort. Likewise, fraternization is strictly prohibited. Unprofessional and/or improper leader-subordinate relationships are not acceptable. Fraternization and sexual harassment discourage cohesion among the members of the organization and prove counterproductive to mission success. Leaders are to take measure to ensure neither practice is condoned.

5. Leaders will take proper steps required to:

- a. Understand the threats posed by fraud, waste, abuse, and mismanagement.
- b. Know the systems and methodologies available to prevent threats.
- c. Teach subordinates to avoid and eliminate these threats.
- d. Closely monitor compliance.

6. Fraud, waste, abuse and mismanagement are important, challenging and ever present issues. The Inspector General and legal services are additional tools available to combat the threats of fraud, waste, abuse and mismanagement. Ultimately, vigilance is key in eliminating the threat of future potential occurrences.

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7. The point of contact for this policy is the USAG-M First Sergeant at (305) 437-1722 or  
DSN 567-1722.



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