
Gambling (civilian employees)

Report violations to the chain of command. Ethics violation. [DoD 5500.7-R, Sections 2-302](#)

Gambling using government computers ([Misuse of Government Property](#))

What are the applicable regulations/statutes?

[DoD 5500-R, Joint Ethics Regulations, Section 2-302, Gambling](#)

[5 C.F.R Part 735 § 201, Office of Personnel Management, Gambling](#)

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What is considered improper gambling?

While on Government-owned or leased property or while on duty for the Government, an employee shall not conduct, or participate in, any gambling activity including the operation of a gambling device, conducting a lottery or pool, a game for money or property, or selling, or purchasing a numbers slip or ticket. This does not preclude activities that are necessitated by an employee's official duties or Under section 7 of Executive Order 12353 and similar agency-approved activities.

Who do I contact if I believe someone is improperly ?

First review the regulation's above to determine whether or not the employee's conduct violates the regulation, then contact your local [Command Inspector General](#).

Gambling in the Workplace (military)

Report violations to the chain of command. [DoD 5500.7-R, Sections 2-302](#)

- Gambling with subordinate (applies only to Non-Commissioned or Petty Officer gambling with an enlisted person of lesser rank.) Violation of UCMJ Article 134.
- Gambling by an officer with an enlisted person may be a violation of Article 133 of the UCMJ.

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Gifts (Improper Receiving and Giving)

Report improper gift giving or receipt to the chain of command or the local [Command Inspector General](#).

What is a gift?

A gift is defined as a gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It also applies to services as well as gifts of training, transportation, local travel, lodgings and meals.

[What regulations/statutes apply to Federal employees giving and receiving gifts?](#) top ▲

[DoD 5500.7-R, Joint Ethics Regulation, Sections 2-100 through 2-304](#)

[5 C.F.R. Parts 2635.201 through 2635.304, Gifts from Outside Sources and Gifts Between Employees](#)

[SECNAVINST 4001.2H, Acceptance of Gifts](#)

[OPNAVINST 4001.1E](#), Acceptance of Gifts, Apr. 30, 1997

To what gift giving activities do these regulations apply?

Generally, the rules prohibit an employee from giving, donating to, or soliciting contributions for, a gift to an official superior and from accepting a gift from an employee receiving less pay than himself or herself.

Specifically, Federal employees may not

- Accept gifts from the same or different sources on a basis so frequent that a reasonable person would be led to believe the employee is using his public office for public gain
- Accept vendor promotional training

- Accept a gift in return for being influenced in the performance of an official act
 - Give gifts to superiors
 - Give gifts to other Federal employees which have a market value of more than \$10 per occasion
 - Receive gifts from a prohibited source
 - Receive gifts given because of the employee's official position
 - Receive foreign gifts and decorations
 - Solicit or coerce the offering of a gift
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May a subordinate give a gift appropriate to the occasion or donate toward a gift to an official superior?

Yes. A subordinate may give a gift appropriate to the occasion or donate toward a gift to an official superior and an official supervisor may accept a gift on special infrequent occasions such as:

- In recognition of an infrequent event of personal significance such as marriage, illness, or birth of a child (would not include a promotion); or

- Upon an occasion that terminates the official superior - subordinate relationship such as transfer, resignation, or retirement.

What is the maximum dollar amount allowed toward a group gift for special infrequent occasions as described above?

Group gifts on special infrequent occasions are generally limited to \$300 in value per donating group (JER 2-2-3(a)).

Are there any circumstances under which the gift amount can exceed \$300?

Yes. A gift on a special occasion that terminates the official superior-subordinate relationship may exceed \$300 per donating group if the gift is appropriate to the occasion and is uniquely linked to the departing employee's position or tour of duty and commemorates the same. JER 2-203(a)(3).

What is the maximum dollar amount that may be solicited from employees for gifts?

Solicitations for gifts to an official superior may not exceed \$10 (although employees are free to give more than \$10) and must be completely voluntary (given freely, without pressure or coercion) JER 2-203b.

To whom should I report allegations that a Navy employee has improperly received or given a gift?

Report improper giving or receipt of gifts to the local [Command Inspector General](#).

Where may I find additional information regarding gifts?

[Navy's Ethics Website](#)

Grievance Procedures (Civilian)

Report grievances to your immediate supervisor, Human Resource Office, Human Resource Service Center.

Grievance Procedures, Negotiated (Bargaining Unit Members)

Seek assistance from a Human Resources Labor Relations Specialist.

What are the applicable regulations?

[5 U.S.C. Chapter 71, Federal Service Labor-Management Relations Statute](#)

[DoD Civilian Personnel Manual, Chapter 711](#)

Who may file a negotiated grievance?

A bargaining member, a labor organization on behalf of a bargaining member, or the agency on behalf of a bargaining member relating to employment dissatisfaction.

Who is the adjudicator in a negotiated grievance?

An arbitrator.

Which office should I contact if I have questions regarding negotiated grievances?

Seek assistance from a Labor Relations Specialist at your Human Resource Office or Human Resource Service Center.

Hazing (Military members)

Report incidents of hazing to the chain of command.

What is Hazing?

Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

What are the applicable regulations?

[SECNAVINST 1610.2A, DEPARTMENT OF THE NAVY \(DON\) POLICY ON HAZING](#)

NAVADMIN 141/94 Hazing (Do not link)

NAVOP 02/97 Hazing (Do not link)

To whom do I report occurrences of Hazing?

Report incidents of hazing to the chain of command.

Homosexuality (threats against or harrassing behavior)

Report threatening behavior, harassment, or crimes to the chain of command.

What statutes/regulations apply to the application and enforcement of the Secretary of Defense's policy on Homosexual Conduct in the Military? [top ▲](#)

[10 U.S.C. § 654, Policy concerning homosexuality in the Armed Forces](#)

[DoD Directive 1332.14, Enlisted Administrative Separation](#)

[MILPERSMAN 1910-148, Separation by Reason of Homosexual Conduct](#)

[NAVADMIN 291/99, Continuing Guidance Concerning Proper Application of DoD Homosexual Conduct Policy](#)

[ADMIN 094/00](#) Homosexual Conduct Policy and Training Requirements

What is the Commanding Officer's responsibility if he receives a complaint from a service member that he/she has been harassed or threatened based on the belief he/she is homosexual? [top ▲](#)

Commanders must take appropriate actions to hold persons found to have made threats or engaged in threatening or harassing conduct accountable. Service members should be able to report crimes and harassment free from fear of harm, reprisal, or inappropriate or inadequate governmental response.

Under what circumstances does a commander initiate an investigation into allegations made by a service that he/she is being harassed/threatened based on the belief he/she is homosexual? [top ▲](#)

Under DoD policy, a commander may initiate an investigation into homosexual conduct only upon receipt of credible information of such conduct. Credible information exists only when information supports a reasonable belief that a service member has engaged in homosexual conduct.

The report of a threat or harassment should result in the prompt investigation of the threat or harassment itself. Investigators should not solicit allegations concerning the sexual orientation or homosexual conduct of the threatened or harassed person. If, during the course of an investigation, information is received that the service member has engaged in homosexual conduct, commanders shall carefully consider the source of that information and the circumstances under which it was provided in assessing its credibility. Such information does not negate the need to conduct an investigation.

Who should I contact if I have been harassed/threatened or if I know someone who is being harassed as a result of perceived homosexual conduct? [_ top ▲](#)

Bring the matter to the chain of command's attention.

Hostile Work Environment

Report a hostile work environment that involves discrimination or sexual harassment to your Equal Opportunity (Military Members)/ Equal Employment Opportunity (Navy civilians) Advisor.

Hostile Work Environment absent discrimination or sexual harassment:

Navy civilian employee

Address the issue with your supervisor, your Human Resource Office, your union representative, file a grievance using the [Administrative Grievance Procedure](#), or use [Alternate Dispute Resolution](#)

Military member

[Article 138 complaint against the Commanding Officer](#)

[Article 1150 complaint against a superior](#) (other than the Commanding Officer)

What is a hostile work environment?

The term "hostile work environment" is usually applied when sexual harassment or some form of discrimination is involved.

If the conduct is an arbitrary or capricious exercise of power by a military member, federal official or employee that injures or adversely affects the rights of a subordinate by tyrannical, careless or capricious conduct or continuous and/or severe abusive language, the complaint falls under the category of Abuse of Title, Position or Authority. See more about [Abuse of Title, Position or Authority](#) involving Navy civilian employees and [Abuse of Title, Position or Authority](#) involving Military Members.

To whom do I report a hostile work environment due discrimination or sexual harassment?

Report a hostile work environment that involves discrimination or sexual harassment to your Equal Opportunity Advisor.

See also [Equal Opportunity \(Military Members\)](#) and [Equal Employment Opportunity \(EEO\) \(Navy Federal Civilian Employees\)](#) on this website.

To whom do I report a hostile work environment absent discrimination or sexual harassment?

If the work environment is hostile absent discrimination or sexual harassment, address the issue using the [Administrative Grievance System](#) or [Alternate Dispute Resolution](#) if you are a Navy civilian employee.

If you are a military member, you may file an [Article 138 complaint](#) against the Commanding Officer or an [Article 1150 complaint](#) against a supervisor (other than the Commanding Officer).

Identity Theft

Contact the [Federal Trade Commission](#) to file a complaint.

Impersonating a Service Member

To whom do I report individuals suspected of impersonating an officer?

Report suspected individuals impersonating a military member to the [Naval Criminal Investigative Service](#).

The IG does not investigate allegations that someone is impersonating a military member; however if you contact an IG regarding these allegations we will refer the allegation to the appropriate authority or refer you to the appropriate authority.

Indebtedness (military members)

Indebtedness is a basis for a civil law suit. This is an issue between the debtor and the creditor.

Exception: Dependent Support

What are the applicable instructions/statutes/regulations?

[OPNAVINST 1740.5B, Personal Financial Management \(PFM\) Education, Training and Counseling Program](#)

[MILPERSMAN 7000-020, Indebtedness and Financial Responsibility of Members](#)

[DoD Directive 1344.9, Indebtedness of Military Personnel](#)

[5 U.S.C. § 5520a, Garnishment of Pay](#)

[32 CFR Part 112.4, Indebtedness of Military Personnel](#)

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What kind of indebtedness should be reported?

Members of the Naval service are expected to pay their just debts and financial obligations in a proper and timely manner. The Navy is without legal authority to require a member to pay a private debt or to deduct any part of their pay to reimburse the creditor even if the indebtedness has been reduced to judgment, by a civil court unless the member's pay is to be garnished to provide child support or alimony under 42 U.S.C. 659.

Report indebtedness to civil authorities since a Commanding Officer does not have authority to adjudicate claims, arbitrate or negotiate debts or Navy member's private obligations, or act as an agent or collector. Commanding Officers can only cooperate with creditors by referring correspondence to the member.

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To whom do I report a military member's indebtedness?

Indebtedness is a basis for a civil law suit. You may send correspondence related to a debt to the military member's command; however, in accordance with the Fair Debt Collection Practices Act, 15 U.S.C. 1601, contact by a debt collection with third parties, such as commanding officers, is prohibited without prior concurrence of the debtor, or without a court order. Claims for support of family members are addressed separately.

Involuntary Release from Active Duty

What are the guidelines for release of active duty probationary officers from active duty to meet budgetary and force size requirements?

[Memorandum for Deputy Chief of Naval Personnel dtd 25 November 2003](#)

To whom do I submit a complaint if I have received notice that I have selected for involuntary release from active duty?

Contact the [Navy Personnel Command \(NAVPERSCOM\) PERS-48](#).

Landlord / Tenant Disputes

To whom do I report Landlord/ Tenant Disputes?

Seek advise from a legal assistance office.

Where can I find more information about Landlord/Tenant disputes?

[See Questions & Answers prepared by the Office of the Judge Advocate General concerning landlord/tenant issues.](#)

Legal Assitance (Advice Concerning Personal Legal Matters)

Uniformed service members, their family members and dependents, and other eligible clients may seek assistance on many issues from Legal Service Offices, Detachments, and Branch Offices.

Who is eligible to receive legal assistance from the [Naval Legal Service Office \(NLSO\)](#)?

The Department of the Navy legal assistance program provides free attorney assistance to uniformed service members, their family members and dependents, and other eligible clients regarding personal legal matters. "Family members" or "dependents" are those persons identified in the sponsor's service record and/or who possess a valid United States Uniformed Services Identification and Privilege Card.

What kind of assistance does the Legal Assistance Office at the NLSO provide?

Legal assistance is provided at all [Naval Legal Service Office \(NLSO\)](#), and at their Detachments and Branch Offices. Legal assistance services may also be available at other Naval or Marine Corps offices and from Naval and Marine Corps Reserve personnel. Marine Corps legal assistance offices are designated by the Commandant of the Marine Corps at certain Marine Corps installations. Each NLSO has a geographic area of responsibility (AOR). With in each NLSO's AOR they will provide state specific legal information and advice.

Matters Under Investigation

Generally, the Inspector General of the Marine Corps will not initiate an investigation into the following:

- A matter that has previously been investigated, unless the complainant provides convincing evidence the investigation was mishandled, or,
- Allegations that are already the subject of another investigation.

When another activity such as the [Naval Criminal Investigative Service \(NCIS\)](#) or [Office of Special Counsel \(OSC\)](#) initiates an investigation into a matter that is already the subject of an IG investigation, we normally suspend the IG investigation pending the outcome of the NCIS or OSC investigation.

Medical and Dental Matters

Report complaints regarding patient care to the [Military Treatment Facility \(MTF\)](#) Patient Affairs office. Report fraud, waste and significant mismanagement occurring at MTFs to the chain of command then to the local IG.

Report complaints related to substantial and specific danger to public health or safety to the local [Command Inspector General](#), [Inspector General of the Marine Corps](#) or [Department of Defense Inspector General](#).

Medical Evaluation Board (MEB) Issues: The MEB decides whether a member has an injury or illness and documents the extent of that injury or illness. The MEB can not make a determination of unfitness to continue naval service. The Physical Evaluation Board (PEB) alone decides unfitness.

Does the IG conduct inspections related to medical and dental issues? [top ▲](#)

During USMC IG Command Inspections and Area Visits, we assess the delivery of health care from the Sailor's perspective, particularly access to care, quality of care, patient satisfaction, and TRICARE issues. We distribute surveys to active duty personnel and spouses, conduct focus groups and individual interviews, hold meetings with key personnel (both medical and non-medical), and facility visits.

Does the IG investigate medical and dental issues? [top ▲](#)

No. We reserve the right to investigate anything; however, as a matter of policy we do not investigate personal medical/dental related issues.

You may want to first consider bringing your concerns to the attention of the Patient Affairs office in the military treatment facility (MTF). The process generally used to investigate medical/dental quality of care issues falls within the purview of the Office of the Judge Advocate General or the MTF's Quality Assurance department.

Which office should I contact if I have a problem related to TRICARE? [top ▲](#)

Contact the [TRICARE Regional Office](#) that services your geographic area.

Which office should I contact if I have a complaint regarding fraud, waste or mismanagement at a Military Treatment Facility (MTF)? [top ▲](#)

Generally, the MTF's Patient Affairs office can address most complaints. However, to submit a complaint pertaining to fraud, waste, or mismanagement, you may contact the military treatment facility's (MTF's) inspector general or the command evaluation office. If the hospital does not have an inspector general or a command evaluation office, contact the regional command that has responsibility for the MTF.

Should I notify the Navy or the Marine Corps if I have a complaint regarding an incident that occurred at an MTF located on a Marine Corps base? [top ▲](#)

Contact the local [Command Inspector General](#). These naval hospitals fall within the responsibility of the base Commander. SECNAVINST 5370.5A (DoD/Navy Hotline Program) is the directive that governs this situation.

The Bureau of Medicine and Surgery (BUMED) does not own the hospitals, except for policy. The hospitals belong to the fleet or operational commanders, which for hospitals on U.S. Marine Corps bases, would be the base general. The SECNAVINST states, "Except for tasks specifically assigned to Navy IG by SECNAV on a case-by-case basis, exercise of this function for Marine Corps matters is delegated to the Inspector General of the Marine Corps (IGMC)." The instruction further states, "USMC IG will normally task the chain of command to inquire into hotline allegations affecting activities or personnel reporting to that command." The personnel who work at the hospital report to the Base General, not to Navy or BUMED.

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To whom do I report allegations related to substantial and specific danger to public health or safety?

[Marine Command Inspector General](#), [Naval Inspector General](#) or [Department of Defense Inspector General](#).

Mental Health Evaluation (Improper Referral)

Report complaints of improper mental health referrals directly to the office of the Inspector General for Marine Corps Matters or to DoD IG.

What are the statutes/regulations applicable to Referral of Members of the Armed Forces for Mental Health Evaluations?

The National Defense Authorization Act for Fiscal Year 1993 (Public Law 102-484) established criteria for command-directed mental health evaluations. DoD INST 6490.1 (01 Oct 97) and [SECNAVINST 6320.24A](#) implement the Act.

[DoD Directive 6490.1 Mental Health Evaluations of Members of the Armed Services](#)

[SECNAVINST 6320.24A, Mental Health Evaluations \(MHE\) of Members of the Armed Forces](#)

"Guide to Investigating Reprisal and Improper Referrals for Mental Health Evaluations," IGDG 7050.6, February 6, 1996.

What is a Mental Health Evaluation (MHE)?

Generally, an MHE is a clinical assessment of a service member for a mental, physical, or personality disorder to determine the member's clinical mental health status and/or fitness and/or suitability for Service. This definition does not apply to voluntary self-referrals; diagnostic referrals requested by non-mental health care providers not part of the service member's chain of command as a matter of independent clinical judgment and when the service member consents to the evaluation; responsibility and competency inquiries conducted under the Rule of Court Martial of the Manual for Courts-Martial; interviews conducted under the Family Advocacy Program; interviews conducted under drug or alcohol abuse rehabilitation programs; and evaluations expressly required by the Navy for special duties or occupational classifications.

What rights do I have if my command refers me for a mental health evaluation?

DoD Directive 6490.1 establishes the rights of service members referred by their commands for mental health evaluations, establishes procedures for outpatient and inpatient mental health evaluations that provide protection to members referred by their commands for such evaluations, prohibits the use of command referrals for mental health evaluations in reprisal against military members who make a communication protected by statute or directive, and incorporates guidelines on psychiatric hospitalization of adults prepared by professional civilian health organizations.

To whom do I complain if my command improperly refers me for a mental health evaluation?

If you determine a mental health evaluation was used in a manner in violation of DoD 6490.1, report the violation to the office of the Inspector General for Marine Corps Matters.

[Merit System Protection Board \(MSPB\)](#) is responsible for ensuring:

- Federal employees are protected against abuses by agency management.
- Executive Branch agencies make employment decisions in accordance with the merit systems principles.
- Federal merit systems are kept free of prohibited personnel practices.

Mismanagement

Report allegations of mismanagement to the local [Command Inspector General](#). Report minor problems with management to the immediate supervisor or chain of command.

Misuse of Federal Government Property

The local [Command Inspector General](#) may accept or refer certain reports of misuse of Government property depending on the circumstances and the nature of the offense.

- Report theft of government property to law enforcement authorities at the particular installation in question.
- Report misappropriation of government property to the command or unit, military police, Defense police, and military criminal investigative organizations.
- Report minor abuses of time and attendance or misuse of government telephones, government credit cards, facsimile machines, equipment and vehicles to the chain of command.
- Report abuse of time and attendance or misuse of government telephones, government credit cards, facsimile machines, equipment and vehicles to the local [Command Inspector General](#).

Misuse of Government Purchase Card

Report minor abuse to the chain of command.

Report significant abuse to the local [Command Inspector General](#).

Misuse of Gov Travel Charge Card

Report suspected abuse to the employee's command, or to the local [Command Inspector General](#) if you have already reported the matter to the chain of command and you believe they have not taken appropriate action.

Misuse of Non-Public Information

Report all misuse to the chain of command or directly to the local [Command Inspector General](#).

Misuse of Official Time

Report minor time and attendance violations and improper use of a subordinate's time to the supervisor or to the local [Command Inspector General](#) if the supervisor has been made aware of the abuse and has not taken any action towards resolution.

Misuse of Position

Report all incidents to the chain of command or to the local [Command Inspector General](#).

Misuse of Public Office for Private Gain

Report all incidents to the chain of command or to the local [Command Inspector General](#).

Mobilization

Obtain assistance regarding mobilization/demobilization concerns by contacting:

The Noble Eagle Sailor Advocacy at 1-866-827-5672.
