



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5200
ADJ

AUG 17 2017

From: Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ)
To: Command Inspector General (CIG)

Subj: ANNUAL REVIEW OF MCIEASTO 5370.1 MARINE CORPS INSTALLATIONS EAST (MCIEAST) HOTLINE PROGRAM

Ref: (a) MCO 5215.1K
(b) CG FLY LTR 05-12

Encl: (1) Sample New Order Format

1. Per references (a) and (b), sponsors shall review their directives annually to ensure they are necessary, current, and consistent with statutory authority.
2. Accordingly, the subject Order is forwarded for review, disposition recommendation, and return to the Adjutant (ADJ) Directives Control Point (DCP) via endorsement below no later than 18 September 2017.
3. The following disposition guidance is applicable:
 - a. Per reference (b), the CG has directed all MCIEAST and Base Orders be revised to the new format. (See enclosure (1))

<http://www.mcieast.marines.mil/Staff-Offices/Adjutant/>
 - b. Cancel. Cancellation recommendations must be endorsed at the General of Special Staff level and requires detailed justification.
4. Should an Order require one of the aforementioned actions, forward to the ADJ DCP with an updated electronic version for formatting, administrative compliance, signature, and records maintenance no later than 18 October 2017.
5. Point of contact for this matter is GySgt. Richard Ashbay (910) 450-7154 or Mrs. Jamie Jefferson (910) 451-4455.


T. L. FROELING
By direction

CIG

FIRST ENDORSEMENT

From: CIG
To: CG, MCIEAST-MCB CAMLEJ, (ADJ DCP)

1. Readdressed and returned, with the following disposition recommendation:

✓ The directive requires revision, anticipated completion date see below.

 The directive is outdated and should be canceled for the following reason:

Our office is awaiting the New IGMC Order to be signed. Once signed, we will update for order.

Point of Contact (Print) Low Manda EXT SIGN 



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5200
ADJ

26 AUG 2016

From: Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ)
To: Command Inspector General (CIG)

Subj: ANNUAL REVIEW OF MCIEAST ORDER 5370.1 HOTLINE PROGRAM

Ref: (a) MCO 5215.1K
(b) CG PLY LTR 05-12

Encl: (1) Sample New Order Format

1. Per references (a) and (b), sponsors shall review their directives annually to ensure they are necessary, current, and consistent with statutory authority.

2. Accordingly, the subject Order is forwarded for review, disposition recommendation, and return to the Adjutant (ADJ) Directives Control Point (DCP) via endorsement below no later than 1 September 2016.

3. The following disposition guidance is applicable:

a. Per reference (b), the CG has directed all MCIEAST and Base Orders be revised to the new format. (See enclosure (1))

b. Cancel. Cancellation recommendations must be endorsed at the General of Special Staff level and requires detailed justification.

4. Should an Order require one of the aforementioned actions, forward to the ADJ DCP with an updated electronic version for formatting, administrative compliance, signature, and records maintenance no later than 1 October 2016.

5. Point of contact for this matter is GySgt. Richard Ashbay (910) 450-7154 or Mrs. Jamie Jefferson (910) 451-4455.

T. L. FROEMMING
By direction

FIRST ENDORSEMENT

CIG

29 Aug 16

From: CIG
To: CG, MCIEAST-MCB CAMLEJ, (ADJ DCP)

1. Readdressed and returned, with the following disposition recommendation:

X The directive requires revision, anticipated completion date 31 Oct 16.

 The directive is outdated and should be canceled for the following reason:

Point of Contact (Print)

Jay Hill

EXT SIGN

Jay Hill

4512797



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5200
ADJ

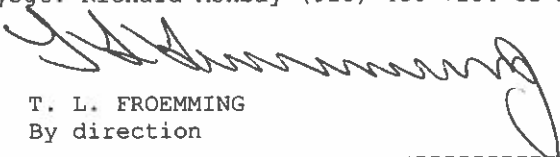
28 JUL 2015

From: Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ)
To: Command Inspector General (CIG)
Subj: ANNUAL REVIEW OF MCIEAST ORDER 5370.1 MARINE CORPS INSTALLATIONS EAST (MCIEAST) HOTLINE PROGRAM

Ref: (a) MCO 5215.1K
(b) CG PLY LTR 05-12

Encl: (1) Sample New Order Format

1. Per references (a) and (b), sponsors shall review their directives annually to ensure they are necessary, current, and consistent with statutory authority.
2. Accordingly, the subject Order is forwarded for review, disposition recommendation, and return to the Adjutant (ADJ) Directives Control Point (DCP) via endorsement below no later than 31 August 2015.
3. The following disposition guidance is applicable:
 - a. Per reference (b), the CG has directed all MCIEAST and Base Orders be revised to the new format. (See enclosure (1))
 - b. Cancel. Cancellation recommendations must be endorsed at the General of Special Staff level and requires detailed justification.
4. Should an Order require one of the aforementioned actions, forward to the ADJ DCP with an updated electronic version for formatting, administrative compliance, signature, and records maintenance no later than 28 Sept 2015.
5. Point of contact for this matter is GySgt. Richard Ashbay (910) 450-7154 or Mrs. Jamie Jefferson (910) 451-4455.


T. L. FROEMMING
By direction

CIG

FIRST ENDORSEMENT

From: CIG
To: CG, MCIEAST-MCB CAMLEJ, (ADJ DCP)

1. Readdressed and returned, with the following disposition recommendation:

_____ The directive requires revision, anticipated completion date _____.
_____ The directive is outdated and should be canceled for the following reason:

Point of Contact (Print) _____ EXT _____ SIGN _____



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5200
ADJ
27 AUG 2014

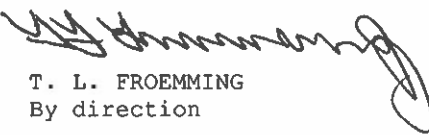
From: Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ)
To: Commanding Inspector General (CIG)

Subj: ANNUAL REVIEW OF MCIEAST ORDER 5370.1 MCIEAST HOTLINE PROGRAM

Ref: (a) MCO 5215.1K
(b) CG PLY LTR 05-12

Encl: (1) Sample New Order Format

1. Per references (a) and (b), sponsors shall review their directives annually to ensure they are necessary, current, and consistent with statutory authority.
2. Accordingly, the subject Order is forwarded for review, disposition recommendation, and return to the Adjutant (ADJ) Directives Control Point (DCP) via endorsement below no later than 9 September 2014.
3. The following disposition guidance is applicable:
 - a. Per reference (b), the CG has directed all MCIEAST and Base Orders be revised to the new format. (See enclosure (1))
 - b. Cancel. Cancellation recommendations must be endorsed at the General of Special Staff level and requires detailed justification.
4. Should an Order require one of the aforementioned actions, forward to the ADJ DCP with an updated electronic version for formatting, administrative compliance, signature, and records maintenance no later than 30 September 2014.
5. Point of contact for this matter is Mrs. Gricelda Edwards, (910) 451-3032.


T. L. FROEMMING
By direction

CIG

FIRST ENDORSEMENT

From: CIG
To: CG, MCIEAST-MCB CAMLEJ, (ADJ DCP)

1. Readdressed and returned, with the following disposition recommendation:

~~_____ The directive is current.~~ TLF

_____ The directive requires revision, anticipated completion date _____.

_____ The directive is outdated and should be canceled for the following reason:

Point of Contact (Print) _____ EXT _____ SIGN _____



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5200
CIG
13 NOV 2013


From: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune
To: Command Inspector General

Subj: ANNUAL REVIEW OF MARINE CORPS INSTALLATIONS EAST ORDER 5370.1 MARINE CORPS
INSTALLATIONS EAST HOTLINE PROGRAM

Ref: (a) MCO 5215.1K
(b) CG Policy Letter 005-12

Encl: (1) Sample New Order Format

1. Per references (a) and (b), sponsors shall review their directives annually to ensure they are necessary, current, and consistent with statutory authority.
2. Accordingly, the subject Order is forwarded for review, disposition recommendation, and return to the Adjutant (DCP) via endorsement below no later than 30 November 2013.
3. The following disposition guidance is applicable:
 - a. Per reference (b), the Commanding General has directed all current MCIEAST and Base Orders be revised to the new format. (See enclosure (1))
 - b. Cancel. Cancellation recommendations must be endorsed at the General of Special Staff level and requires detailed justification.
4. Should an Order require one of the aforementioned actions, forward to the Adjutant (DCP) with an updated electronic version for formatting, administrative compliance, signature and records maintenance no later than 31 December 2013.
5. Point of contact for this matter is Gunnery Sergeant Ashbay, 450-7154 and Mrs. Gricelda Edwards, 451-3032.


T. L. FROEMMING
By direction

CIG
131213

FIRST ENDORSEMENT

To: Command Inspector General
To: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune
(G-1 ADJ DCP)

1. Readdressed and returned, with the following disposition recommendation:

X The directive(s) require(s): revision due to stand up of new command.
The directive(s) is/are outdated and should be canceled for the following
reason(s):
- currently updating order to new format

POC NAME (PRINT) LTCOL HORVATH TEXT 451-2718 SIGN 



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5200
SJA

JUN 7 2013

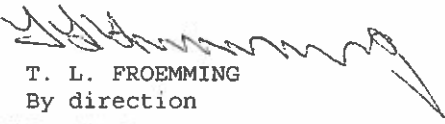
From: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune
To: Staff Judge Advocate

Subj: ANNUAL REVIEW OF MARINE CORPS INSTALLATIONS EAST ORDER 5370.11 CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS

Ref: (a) MCO 5215.1K
(b) CG Policy Letter 005-12

Encl: (1) Sample New Order Format

1. Per references (a) and (b), sponsors shall review their directives annually to ensure they are necessary, current, and consistent with statutory authority.
2. Accordingly, the subject Order is forwarded for review, disposition recommendation, and return to the Adjutant (DCP) via endorsement below no later than 14 June 2013.
3. The following disposition guidance is applicable:
 - a. Per reference (b), the Commanding General has directed all current MCIEAST and Base Orders be revised to the new format. (See enclosure (1))
 - b. Cancel. Cancellation recommendations must be endorsed at the General of Special Staff level and requires detailed justification.
4. Should an Order require one of the aforementioned actions, forward to the Adjutant (DCP) with an updated electronic version for formatting, administrative compliance, signature and records maintenance no later than 1 August 2013.
5. Point of contact for this matter is Master Sergeant McCrea, 450-7154 and Mrs. Gricelda Edwards, 451-3032.


T. L. FROEMMING
By direction

OPR

FIRST ENDORSEMENT

From: Staff Judge Advocate
To: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune
(G-1 ADJ DCP)

1. Readdressed and returned, with the following disposition recommendation:

_____ The directive(s) require(s): revision due to stand up of new command.
_____ The directive(s) is/are outdated and should be canceled for the following reason(s):

POC NAME (PRINT) _____ EXT _____ SIGN _____

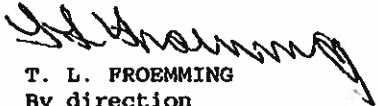


UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJUNE NC 28542-0005

IN REPLY REFER TO:
5200
G-1 ADJ
2 Aug 11

From: Commanding General, Marine Corps Installations East
To: Command Inspector General, Marine Corps Installations East
Subj: ANNUAL REVIEW OF MARINE CORPS INSTALLATIONS EAST ORDER 5370.1 MARINE CORPS INSTALLATIONS EAST (MCIEAST) HOTLINE PROGRAM
Ref: (a) MCO 5215.1K

1. Per the reference, sponsors shall review their directives annually to ensure they are necessary, current, and consistent with statutory authority.
2. Accordingly, the subject Order is forwarded for review, disposition recommendation, and return to the Adjutant (DCP) via endorsement below no later than 24 August 2011.
3. The following disposition guidance is applicable:
 - a. If a directive is deemed current however, is 9 years old or is not in the SMEAC format, it is highly encouraged that the Order be cancelled or revised in order to comply.
 - b. Prepare a **CHANGE** when less than 50 percent of the current pages are modified.
 - c. Issue a **REVISION** when changing more than 50 percent of the basic directive (or there are more than 9 changes).
 - d. Cancel. Cancellation recommendations must be endorsed at the Assistant Chief of Staff level and requires detailed justification.
4. Should an Order require one of the aforementioned actions, forward to the Adjutant (DCP) with an updated electronic version for formatting, administrative compliance, signature and records maintenance no later than 24 September 2011.
5. Point of contact for this matter is Master Sergeant McCrea, 450-7154 and Ms. Christina Serbus, 451-4895.


T. L. FROEMMING
By direction

OPR
Date: 17 Aug 2011

FIRST ENDORSEMENT

From: Command Inspector General, Marine Corps Installations East
To: Commanding General, Marine Corps Installations East (G-1 ADJ DCP)

1. Readdressed and returned, with the following disposition recommendation:

X The directive(s) is/are current as written.
_____ The directive(s) require(s): _____ change or _____ revision.
_____ The directive(s) is/are outdated and should be canceled for the follow reason(s): _____

POC NAME (PRINT)

James m Palm EXT 4513806 SIGN James m Palm

|DIRECTIVE TITLE (OR SHORT TITLE)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	F	M	A	M	J	J	A	S	O	N	D

MCIEAST Hotline Program

M	J	J	A
CLASSIFICATION			

12

UNCLASS

(5215)

In accordance with current edition of MCO 5215.1, this directive has been reviewed for necessity, current applicability, and to assure compliance with existing law and with national and Department of Defense policy, by:

[illegible]

DATE CANCELLED	
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☐ J ☐ F ☐ M ☐ A ☐ M ☐ J ☐ J ☐ A ☐ S ☐ O ☐ N ☐ D



OFFICIAL FILE COPY
UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEASTO 5370.1
CIG
9 Aug 10

MARINE CORPS INSTALLATIONS EAST ORDER 5370.1

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST (MCIEAST) HOTLINE PROGRAM

Ref: (a) MCO 5370.8
(b) DoD Instruction 7050.1, "Defense Hotline Program,"
December 17, 2007
(c) DoD Directive 7050.06, "Military Whistleblower
Protection," July 23, 2007
(d) DoD Directive 5505.06, "Investigations of Allegations
Against Senior Officials of the Department of
Defense," April 10, 2006
(e) SECNAVINST 5430.57G
(f) SECNAVINST 5370.5B
(g) SECNAVINST 5800.12B
(h) SECNAVINST 5370.7C
(i) MCO 5430.1
(j) IGMC Assistance and Investigations Manual of
August 13, 2008
(k) Online Database and Inspector Network (ODIN) Manual
(l) Chapter 47 of Title 18, United States Code,
UCMJ
(m) DoD Directive 5500.07, "Standards of Conduct,"
November 29, 2007
(n) Section 1001 of Title 18, United States Code,
Statements or Entries Generally
(o) SECNAV M-5210.1
(p) Section 552 of Title 5, United States Code, FOIA
(q) Section 5529 of Title 5, United States Code, Records
Maintained on Individuals

Encl: (1) Sample Hotline Completion Report (HCR)
(2) Sample Closure Letter to the IGMC
(3) Sample Legal Review

1. Situation. To establish a Marine Corps Installations East
(MCIEAST) Hotline Program in accordance with references (a)

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

through (i) and the guidance contained in references (j) and (k).

2. Cancellation. CG's Policy Letter 007-06 of 12 Apr 06.

3. Mission. This Order establishes the MCIEAST Hotline Program and clarifies the roles and responsibilities of the Command Inspector General (CIG) in support of Fraud, Waste, and Mismanagement (FWM) within MCIEAST. The Hotline Program is designed to eliminate FWM by identifying problems and potential solutions.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The MCIEAST Hotline Program is the primary tool in combating FWM by providing an alternative to the normal chain of command for Marines, Sailors, and civilian personnel with concerns or allegations dealing with inefficiency, misconduct, impropriety, mismanagement, or violations of law within the region.

(2) Concept of Operations

(a) Policy

1. The MCIEAST CIG is designated as the MCIEAST Hotline Program Manager.

2. The MCIEAST Hotline Program is composed of the MCIEAST CIG and his/her staff, and the installation CIGs and their staffs, collectively referred to as CIG personnel.

3. MCIEAST will demand and enforce the highest ethical standards from its members, fairly and efficiently manage its resources and personnel, and exercise a fiduciary responsibility over taxpayers' dollars in accordance with reference (m). It is MCIEAST policy to encourage the identification of problems in these areas and to swiftly correct them.

4. CIG personnel will take timely and appropriate action in response to substantive allegations of FWM in a timely and impartial manner, and report the results of such

9 Aug 10

inquiries to the proper authorities, in accordance with the policies and procedures established in reference (j).

5. Hotline complaints are received via several different methods: telephone, e-mail, fax, congressional inquiry, higher headquarters inquiry, mail, or walk-in. Hotline complainants may elect to remain anonymous. Regardless of the source or whether the complainant remains anonymous, all hotline complaints will be acted upon with the same due diligence as detailed in reference (j).

(b) Responsibilities

1. The CIG is responsible for establishing processes and procedures for implementation of the MCIEAST Hotline Program via this Order and references (a), (j), and (k).

2. All MCIEAST and local command hotline case files will be entered into the Online Database and Inspector Network (ODIN). Specific administrative guidance regarding ODIN is contained in reference (k).

3. CIGs will ensure prompt, responsible, and impartial processing of hotline allegations tasked by the MCIEAST CIG, in accordance with the policy and guidance contained in this Order and reference (j).

4. All installations within MCIEAST will establish a local command hotline program that includes a command hotline telephone number, and fully complies with this Order and references (a) and (j).

(c) Special Category Hotline Complaints

1. Military Whistleblower Reprisal complaints are a type of hotline complaint requiring special processing procedures. Instructions for processing these cases are contained in references (c), (h), and (j).

2. Allegations against senior officials, identified in references (d) and (g), are a type of hotline complaint requiring special processing procedures. Any allegation of serious misconduct against a senior official, as described in reference (a), shall be referred to the Inspector General Marine Corps (IGMC) via MCIEAST without delay.

b. Coordinating Instructions

(1) Procedures to submit a hotline complaint to the MCIEAST CIG are contained on the Marine Corps Base Camp Lejeune website at <http://www.lejeune.usmc.mil>, under the category of CIG. Follow the link to the functions tab and click on the link to submit a complaint.

(2) The MCIEAST CIG will conduct biennial inspections of each installation's hotline program via the Commanding General's Inspection Program (CGIP).

(3) Each installation tasked by the MCIEAST CIG will forward the completed Hotline Completion Report (HCR) to the MCIEAST CIG. HCRs will be in the format provided in enclosure (1). All HCRs will be reviewed using the following four standards: independence, timeliness, completeness, and accountability. CIGs are responsible for the quality of HCRs forwarded to the MCIEAST CIG.

(4) The use of the hotline program to file knowingly false complaints is a violation of references (l) and (n). Those suspected of willfully and knowingly filing false complaints are subject to prosecution and/or administrative action.

5. Administration and Logistics

a. All hotline case files will be kept in accordance with the guidance contained in reference (j), and the policies established in reference (o).

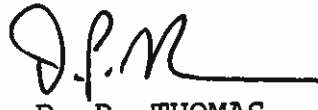
b. HCRs and associated papers will be maintained in a secure environment and made available only to those with an official need to know. Release of Inspector General generated material to those without an official need to know will be in accordance with references (p) and (q), or other applicable Federal Law. The cognizant release authority for CIG generated material is the MCIEAST CIG or the commander of the installation that generated the material.

MCIEASTO 5370.1
9 Aug 10

6. Command and Signal

a. Command. This Order is applicable to all Marine Corps Installations East Sub Regions.

b. Signal. This Order is effective the date signed.


D. P. THOMAS
Chief of Staff

DISTRIBUTION: A

MCIEASTO 5370.1
9 Aug 10

SAMPLE HOTLINE COMPLETION REPORT (HCR)

1. Name of Official Conducting Inquiry: XXXXX X. XXXXX
2. Grade of Official: Military/Civil Service Grade
3. Duty Position and Contact Telephone Number of Official:
4. Organization of Official: Assistant Chief of Staff, XXXXXXXX
5. Hotline Control Number: XXXXX
6. Scope, Findings of Fact, Conclusions, and Recommendations:

a. Scope:

(1) Indicate the scope, nature, and manner of the Investigation conducted (documents viewed, witnesses interviewed, evidence collected).

(2) Identify the allegations:

(a) **ALLEGATION #1:** That.....

(b) **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, phonecon, 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)

(b)

Enclosure (1)

SAMPLE HOTLINE COMPLETION REPORT (HCR)

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

(a)

(b)

c. Conclusions. Each allegation must have a finding. Acceptable findings are Substantiated, Partially Substantiated, Not Substantiated, or Unfounded.

(1) **ALLEGATION #1:** That.....NOT SUBSTANTIATED.

(a) That....

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

d. Recommendations:

(1) That.....

(2) That.....

7. Criminal or Regulatory Violations Substantiated:

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 of Information: Specify security classification of information.

10. Location of Field Working Papers and Files: Director, XXXXXXXX, Marine Corps Base, Camp Lejeune.

X. X. XXXXXXXX
U.S. Marine Corps

MCIEASTO 5370.1
9 Aug 10

SAMPLE CLOSURE LETTER TO THE IGM



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

IN REPLY REFER TO:
5041
CIG
22 May 10

From: Commanding General, Marine Corps Installations East
To: Inspector General of the Marine Corps
Subj: INSPECTOR GENERAL OF THE MARINE CORPS HOTLINE #0000000
Ref: (a) SECNAVINST 5370.5B
(b) IGM Assistance and Investigations Manual of
August 13, 2008
(c) IGM ltr 5000 IGA of 15 Dec 09

Encl: (1) CO, MCB CamLej's ltr 1910 SJA of 7 Mar 10

1. In accordance with references (a) and (b), and in response to reference (c), the enclosure is the response to the subject Hotline. The enclosure was reviewed for independence and completeness and found sufficient.
2. Unless new information is presented, recommend this Hotline be closed.
3. Point of contact is Mr. John Doe, at (910) 451-1113, or DSN 751-1113, E-Mail at john.doe@usmc.mil.

SMEDLEY BUTLER
By direction

Enclosure (2)

MCIEASTO 5370.1
9 Aug 10

SAMPLE LEGAL REVIEW



UNITED STATES MARINE CORPS
OFFICE OF THE STAFF JUDGE ADVOCATE
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE NC 28542-0004

IN REPLY REFER TO:
5800
DSJA
25 Mar 10

MEMORANDUM OF REVIEW

From: Deputy Staff Judge Advocate, Marine Corps Base, Camp Lejeune
To: Commanding Officer, Marine Corps Base, Camp Lejeune (CIG)
Subj: REVIEW OF INSPECTOR GENERAL OF THE MARINE CORPS
HOTLINE #0000000

1. The subject investigation has been reviewed and is sufficient in law and fact. This endorsement shall be a permanent part of the record and constitutes the Judge Advocate Review.
2. The point of contact in this matter is Mr. John Doe, Deputy Staff Judge Advocate, Marine Corps Base, Camp Lejeune. You can reach me at (910) 451-1113, or DSN 751-1113, e-mail john.doe@usmc.mil.

SMEDLEY BUTLER

Enclosure (3)

MCIEAST ROUTE SHEET

X - ORIGINATOR OR OFFICE
AFFIXING ROUTING SHEET
A - APPROPRIATE ACTION
B - GUIDANCE
C - SIGNATURE
D - COMMENT
E - RECOMMENDATION
F - CONCURRENCE
G - INFORMATION

H - RETURN TO _____

I - INITIAL
J - DISPOSITION
K - DECISION
L - RETENTION
M - APPROVAL
R - REVIEW
O - OTHER _____

DATE
30 Jul 2010

ADJ TR #
389

SUBJECT
Marine Corps Installations East Order 5370.1

REFERENCE

ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING

NATURE OF ACTION ROUTINE		ORIGINATOR JMR	DUE DATE		REFERENCES HELD BY (Name, Grade, Office , Telephone Ext) Mr. Rohn, 451-3806	
RTG	CODE	ADDRESSEES	DATE		INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		CG				
		AIDE				
		SECRETARY				
5	C	COS				
4	R	SSEC	8/9	8/9	R	
		SGTMAJ				
		PROTOCOL COORD				
3	A	ADMIN COORD	8/9	8/9	TL	
2	A	CG ADMIN	8/9	8/9	RN	
		G-1 ADMIN OFFICER				
1	R	ADJUTANT	8/9	8/9	TLF	
		AC/S G-1				
		AC/S G-3				
		AC/S G-4/G-6/BPO				
		AC/S G-5				
		AC/S MCCS				
		AC/S IFE				
		AC/S DPS				
		SJA				
		CIG				
	X	DCIG				
		SECRETARY				
		CHAP				
		CONTRACTING				
		EOA				
		SBS				

REMARKS & SIGNATURE

Sir,

The attached MCIEAST Order is
submitted for your review.


V/R
L. J. MAIDA

"FOR OFFICIAL USE ONLY"