



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

MCIEAST-MCB CAMLEJO 5730.1  
G-1

30 JUL 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5730.1

From: Commanding General  
To: Distribution List

Subj: PROCESSING AND CONTROL OF CONGRESSIONAL/SPECIAL INTEREST  
(CONGRINT/SPLINT) CORRESPONDENCE

Ref: (a) U.S. Navy Reg. 1990, art. 1154/1155  
(b) The Privacy Act of 1974

Encl: (1) MCIEAST-MCB CAMLEJ Congressional Privacy Act Statement (MCIEAST-  
MCB CAMLEJ/G-1/ADJ/5730.1/7)  
(2) MCIEAST-MCB CAMLEJ Telephonic Congressional/Special Interest  
Inquiry (MCIEAST-MCB CAMLEJ/G-1/ADJ/5730.1/8)

1. Situation. This Headquarters is frequently directed to respond to inquiries tasked from Headquarters, Marine Corps (HQMC), Office of Legislative Affairs Committee (OLAC), concerning Bases/Stations policies, personnel, and activities. Consequently, Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) commanders and department heads are tasked with providing specific and detailed replies, which are routed through MCIEAST-MCB CAMLEJ to OLAC.

2. Cancellation. MCIEASTO 5730.1A and BO 5730.1C.

3. Mission

a. To promulgate specific instructions for the proper processing, control, and handling of CONGRINT/SPLINT correspondence per references (a) and (b) for MCIEAST-MCB CAMLEJ.

b. Personnel assigned to MCIEAST-MCB CAMLEJ may choose to exercise their right to communicate with members of OLAC. Reference (a) prohibits any person from restricting or prohibiting another person from communicating with members of OLAC, unless the communication is unlawful or violates the security of the United States.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanders and MCIEAST-MCB CAMLEJ General and Special Staff Department Heads shall process, control, and handle all CONGRINT/SPLINT correspondence in accordance with the guidance provided herein.

(2) Concept of Operations

(a) Inquiries made via CONGRINT/SPLINT (written/telephonic) are matters of direct interest to the Commanding General (CG), MCIEAST-MCB CAMLEJ

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

30 JUL 2012

and are considered to be of the highest priority. Accurate and timely disclosures of authorized material to members of OLAC are of the utmost importance.

(b) Replies to CONGRINT/SPLINT inquiries shall be thorough, factual, candid, and submitted promptly. When the facts support corrective action, steps shall be taken to act rapidly and decisively to correct.

(c) Commanders and MCIEAST-MCB CAMLEJ General and Special Staff Department Heads shall:

1. Ensure replies are specific in nature, and address each point contained in the inquiry. In most cases, a copy of the letter to the member of Congress, etc., shall be enclosed with the referral. Each issue, complaint, or allegation must be addressed in the commands/departments reply. The use of defensiveness will be avoided.

2. Provide all the facts available in each case. If an error has been made, which is the cause of the inquiry, admit it, and state what corrective action has been taken to prevent reoccurrence.

3. Ensure information for the reply is gathered by the most expeditious means available without jeopardizing accuracy. Inquiries concerning personnel shall include an interview with the individual, whenever possible. It is essential during the interview that the individual be informed of the provisions of reference (b), and ensure completion of enclosure (1), if required.

(3) Subordinate Element Missions

(a) Adjutant shall: Gather and process information on each case, monitor the collection efforts of subordinate commands, departments and ensure accurate replies.

(b) CONGRINT Coordinator shall:

1. Establish new case files as they are received. Assign each case a tracking number in the case database. If a previous file exists concerning the current case, it shall be retrieved and included with the inquiry to form a new case record.

2. Categorize the inquiry as to type (CONGRINT/SPLINT) and determine the most expeditious method of obtaining the information.

3. Determine whether a joint tasking should be assigned for cases involving issues which must be answered by more than one department.

4. Attach a task letter (task signed by the Adjutant/Asst Adj) to a copy of the original correspondence, listing specific questions/issues (as required) for reply. Upon receipt of the reply from the commander or department assigned, an endorsement shall be signed by the CG, Deputy Commander, or the Chief of Staff.

5. Obtain complete, accurate, and timely information from commands/departments upon which to base a reply to inquiries received.

6. Ensure telephonic inquiries receive expedited responses. Inquiries are normally received by telephone and shall be forwarded to the staff section/unit via e-mail. All information shall be gathered by e-

30 JUL 2012

mail/telephone; copies of e-mail transmissions shall be filed, and conversations shall be documented in the CONGRINT/SPLINT Database.

(c) Subordinate Commanders and Department Heads shall:

1. Provide complete, accurate, and timely information to the CG MCIEAST-MCB CAMLEJ.

2. Forward personnel reports and official documents as requested by this Headquarters.

3. Provide progress reports on pending cases to this Headquarters when final processing of the case cannot be expeditiously completed.

4. Maintain local statistical data, i.e., number/types of CONGRINT/SPLINT inquiries processed by the individual commands.

5. Ensure this Headquarters is advised when CONGRINT/SPLINT inquiries (written/telephonic/e-mail) are received through channels other than the normal chain of command, and those inquiries are processed, per the instructions set forth in this Order.

b. Coordinating Instructions

(1) Definitions

(a) Congressional Interest Inquiry. Any official inquiry from a member of OLAC.

(b) Indirect Inquiries. Received from Department of Defense agencies (OLAC) requesting information upon which MCIEAST-MCB CAMLEJ replies to members of Congress.

(c) Special Interest Inquiry. All requests from the White House or members of the President's Cabinet are considered to be special interest inquiries. Also included in this category are inquiries addressed to the CG MCIEAST-MCB CAMLEJ from any source, other than those previously listed. Inquiries may be telephonic or written (i.e. letters, e-mails, and Marine Corps Action Tracking System (MCATS) taskers).

(d) Telephonic Inquiries. Originate from HQMC (normally via the Marine Corps Senate or House of Representatives Liaison Offices) or directly from OLAC. These inquiries are usually a result of telephone calls to a member of Congress by the individual concerned or interested parties (parents, spouse, friend, etc.). Since these inquiries are originated by telephone, the response may be provided in the same manner. A record of all telephonic inquiries and the result of such inquiries shall be created utilizing enclosure (2). The copy of the completed record shall be forwarded to the MCIEAST-MCB CAMLEJ CONGRINT Coordinator for information purposes.

(2) Written Inquiries

(a) When a written inquiry is received by this Headquarters, it shall be forwarded by the CONGRINT Coordinator to the appropriate command requesting reply. The tasker shall specify the time and date the information is due and shall further request personnel records (service record book/health records, etc.), as required.

30 JUL 2012

(b) Any commander/department receiving a CONGRINT/SPLINT directly from any source shall be immediately forwarded to the CONGRINT Coordinator for action.

(c) Personnel inquiries shall be answered in compliance with reference (b). Information is not releasable without an individual's signed authorization. Enclosure (1) shall be completed/signed, as required.

(d) It is imperative that each point in the inquiry be addressed, completely. Responses shall be submitted well organized, typewritten, signed and via a scanned PDF format document. Additionally, the PDF document shall be accompanied by the electronic Microsoft Word format (.doc) file sent via e-mail to the Adjutant and CONGRINT Coordinator.

(e) All responses shall be addressed as follows:

From: Commanding Officer/Department Name  
To: Commandant of the Marine Corps (OLAC)  
Via: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune

Additional via's shall be added as required. Responses shall indicate the OLAC tasker as "reference (a)" in the initial response.

(f) Command replies must be signed by the commanding officer or department head. In his/her absence, the executive officer or the deputy may sign. Delegation to sign CONGRINTS/SPLINTS may further be given to Command Inspector Generals and/or those granted "By direction" authority to make command decisions.

(g) If at any time it becomes apparent that the due date cannot be met, the commander/department concerned shall contact the Adjutant and/or CONGRINT Coordinator to request an extension of the suspense date with specific justification for extension. The Adjutant or CONGRINT Coordinator shall contact OLAC for an extension, indicating the reason additional time is required, and the anticipated date of final reply.

#### (7) Telephonic Inquiry

(a) When an inquiry has been made via telephone, the information on which to base a reply is normally obtained from the department's command by e-mail. Telephonic responses shall be limited to those inquiries requiring the briefest of responses and/or to those commands without e-mail capabilities.

(b) Telephonic inquiries shall be considered a priority. Replies shall be furnished by the commander/department head expeditiously without jeopardizing the accuracy of the information provided.

(c) Command telephonic replies must be approved by the commanding officer or, in his/her absence, the executive officer. Immediately following completion of telephonic response, complete enclosure (2) for record purposes and forward to MCIEAST-MCB CAMLEJ CONGRINT Coordinator for information purposes and database tracking.

30 JUL 2012

5. Administration/Logistics

a. It is particularly important that updated information be provided to this Headquarters (Attn: CONGRINT Coordinator), as soon as meaningful changes occur.

b. All replies to CONGRINT/SPLINT inquiries, as defined herein, shall only be released by the CG, Deputy Commander, or the Chief of Staff.

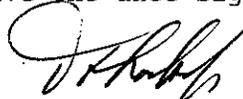
c. Inquiries forwarded to this Headquarters by OLAC must be answered by the designated due date when tasked. A completed reply must arrive to the CONGRINT Coordinator by the time and date designated in the tasker. In unusual cases, extensions may be granted; however, sufficient lead-time is required.

d. The standard mode of delivery of taskers and replies are e-mail. Guard mail or regular mail shall not be used for delivery of replies. Commanders shall ensure that inquiries are receipted for and that replies are received by the designated recipients in the tasker.

6. Command and Signal

a. Command. This Order is applicable to all Marine Corps Installations East-Marine Corps Base Camp Lejeune departments and subordinate commands.

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



D. L. THACKER, JR.  
Deputy Commander

DISTRIBUTION: A/B

30 JUL 2012

## MCIEAST-MCB CAMLEJ CONGRESSIONAL PRIVACY ACT STATEMENT

### PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice NM05211-1 Privacy Act Request/Amendment Files and Tracking System (April 2, 2008, 73 FR 17959), and for official use only. Under the **AUTHORITY** 10 U.S.C. 5013 and E.O. 9397, this form is for official use only. The **PURPOSE** of this form is to provide a record of investigations, allegations pertaining to request mast, maltreatment and harassment for use by Officials of the Headquarters Inspection Division concerning inquiries on such matters. **ROUTINE USE** disclosure from a system of records maintained by this component may be made to a Congressional Office from the record of an individual in response to an inquiry from the Congressional Office made at the request of that individual. **DISCLOSURE** is **MANDATORY** for identification and verification of current command.

1. Identifying information on Subject Name Member (to be completed by SNM's unit):

- a. Name of individual on whom disclosure will be made: \_\_\_\_\_
- b. Grade: \_\_\_\_\_
- c. Social Security Number: \_\_\_\_\_
- d. Date of Disclosure (DD MMM YYYY): \_\_\_\_\_
- e. Information Disclosed to (Command Rep): \_\_\_\_\_

2. Identifying information of office making disclosure to Commandant of the Marine Corps and/or others (completed by the CONGRINT/SPLINT Section, MCIEAST-MCB CAMLEJ Adjutant's Office).

Office from which disclosure will be made: MCIEAST-MCB CAMLEJ Adjutant, Building 1, Marine Corps Base, Camp Lejeune, North Carolina.

3. STATEMENT (to be completed by Marine/Service Member):

I have been counseled concerning the provisions of the Privacy Act of 1974, and:

- I **DO** authorize release of this information. \_\_\_\_\_ Initial
- I do **NOT** authorize release of this information. \_\_\_\_\_ Initial

Release Information to (Name of Senator/U.S. Representative, Requesting Individual, Other): \_\_\_\_\_

Brief description of reason for CONGRINT/SPLINT:

Service Member's Signature: \_\_\_\_\_ Date (DD MMM YYYY): \_\_\_\_\_

**NOTE:**

Service Member should be apprised of the specific personal information, which may be released prior to signing the Privacy Act Statement.

30 JUL 2012

## MCIEAST-MCB CAMLEJ TELEPHONIC CONGRESSIONAL/SPECIAL INTEREST INQUIRY

### PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice CIG-21 Congressional Correspondence Tracking System (June 5, 2006, 71 FR 32312). **AUTHORITY:** The Inspector General Act of 1978 (Pub.L. 95-452), as amended; DoD Directive 5106.1, Inspector General of the Department of Defense; OIG Regulation 5545.1, Participation in Congressional Activities; and E.O. 9397 (SSN). **PRINCIPLE:** Any individual who contacts a member of Congress requesting that the member solicit information from the Office of the Inspector General of the Department of Defense (OIG DoD) on their behalf. **PURPOSE:** To maintain a record of all Congressional inquiries and the OIG, DoD response, and to conduct the necessary research so as to provide information responsive to Congressional inquiries. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** Voluntary.

MEMORANDUM TO FILE

1. NAME OF NOTIFIER (CONGRESSMAN, OLAC REP, OTHER): \_\_\_\_\_

2. OFFICE MAKING REQUEST: \_\_\_\_\_

3. PHONE NUMBER: \_\_\_\_\_ 4. E-MAIL: \_\_\_\_\_

5. TIME OF CALL/E-MAIL RECEIVED: \_\_\_\_\_  AM  PM 6. DATE OF E-MAIL/CALL RECEIVED (DD MMM YYYY): \_\_\_\_\_

7. NAME OF SERVICE MEMBER: \_\_\_\_\_ 8. SOCIAL SECURITY # \_\_\_\_\_

9. SERVICE MEMBER'S UNIT: \_\_\_\_\_

10. NATURE OF INQUIRY:

11. COMMAND POINT OF CONTACT'S NAME: \_\_\_\_\_

12. UNIT: \_\_\_\_\_ 13. PHONE NUMBER: \_\_\_\_\_

14. RESPONSE TO BE FORWARDED:

15. PERSON INFORMATION RELEASED TO: \_\_\_\_\_

16. DATE RECEIVED (DD MMM YYYY): \_\_\_\_\_ 17. DATE RELAYED (DD MMM YYYY): \_\_\_\_\_

18. DATE RESPONSE FORWARDED (DD MMM YYYY): \_\_\_\_\_

19. BASE ADJUTANT'S CASEWORKER'S NAME (PRINT): \_\_\_\_\_

20. BASE ADJUTANT'S CASEWORKER'S SIGNATURE: \_\_\_\_\_