



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)

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distribution is unlimited.

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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

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.

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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.

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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

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)

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

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SAMPLE CLOSURE LETTER TO THE IGMC



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) IGMC Assistance and Investigations Manual of
August 13, 2008
(c) IGMC 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)

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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)