



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

MCIEAST-MCB CAMLEJO 5730.1A
G-1
MAR 04 2020

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

From: Commanding General
To: Distribution List

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

Ref: (a) MARADMIN 606/02
(b) MARADMIN 148/16
(c) The Privacy Act of 1974
(d) SECNAVINST M-5216.5 Ch 1

1. Situation. This Headquarters is frequently directed to respond to inquiries tasked from Headquarters, U.S. 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) Department Heads and MCIEAST Commanders are tasked with providing specific and detailed replies, which are routed through MCIEAST-MCB CAMLEJ to OLAC.

2. Cancellation. MCIEAST-MCB CAMLEJO 5730.1.

3. Mission

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

b. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

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

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(2) Concept of Operations

(a) CONGRINT/SPLINT inquiries are matters of direct interest to the Commanding General (CG), MCIEAST-MCB CAMLEJ and are considered to be of the highest priority. Accurate and timely disclosures of authorized material to members of Congress 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.

b. Tasks

(1) Adjutant shall: Assign the CONGRINT Coordinator in writing.

(2) CONGRINT Coordinator shall:

(a) Utilize the Department of the Navy (DON) Tracker system for all types of inquiries received.

(b) Oversee the gathering, categorizing, and processing of information on each case, monitoring the collection efforts of subordinate commands and departments to ensure accurate and expeditious replies and information.

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

(d) Ensure complete, accurate, and timely information from commands/departments for appropriate reply to inquiries received.

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

(a) Submit replies via the DON Tracker system. Provide complete, accurate, and timely information to the CG MCIEAST-MCB CAMLEJ.

(b) Ensure replies are specific in nature, and address each point contained in the inquiry. Each issue, complaint, or allegation must be addressed in the reply. The use of defensiveness will be avoided.

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

(d) 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 (c), if required.

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

5. Administration and Logistics. Ensure this Headquarters and the MCIEAST-MCB CAMLEJ CONGRINT Coordinator are immediately advised and forwarded a complete copy of any CONGRINT/SPLINT inquiries received directly by your command.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ Departments and MCIEAST subordinate commands.

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



N. E. DAVIS
Chief of Staff

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