

JUL 1 0 2008

DIRECTIVE REVIEW FORM

Directive under review: II MEFB 7510.SA	Promulgation date: 8 MAR 05
Subject: SOP FOR THE II MEF FRAUD, WASTE,	Responsible section: IG
Date assigned: ABUSE AND CORRUPTION 080721 "HOTLINE"	Directive due date: 080825

1. The following reference(s) to the subject Order has/have been revised or cancelled:

Add ref (b) MCO 5370.8

2. Should this directive be:

Revised: YES	<input checked="" type="radio"/> NO	Proposed revision date: Day (1) Month (Oct) Year (08)
Cancelled: YES	<input checked="" type="radio"/> NO	Justification for cancelling Order:
Consolidated with another directive:	YES (Directive number): <input checked="" type="radio"/> NO	

3. Amplifying remarks:

Working revision

Title of Reviewing Official:

Date Reviewed:

Signature:

Joy L. Hill

22 Jul 08



UNITED STATES MARINE CORPS
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NORTH CAROLINA 28542-0080

REPLY TO
~~5710~~ 7510.5A
IG
8 Mar 05

IIMEF ORDER 7510.5A

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE FOR THE II MEF FRAUD, WASTE,
ABUSE AND CORRUPTION "HOTLINE"

Ref: (a) MCO 7510.5A

1. Purpose. To establish a "HOTLINE" program for reporting suspected cases of fraud, waste, abuse and/or corruption, to include energy conservation violations, and to publish the procedures by which concerned individuals in the MEF may bring these issues to the attention of responsible officials. The "HOTLINE" is concerned primarily with industrial, logistical, facility, energy, financial, contractual, environmental, and manpower issues.

2. General. The reference requires commanding generals/ commanding officers of Marine Corps field commands to establish local Fraud, Waste and Abuse "HOTLINE" systems. In order to accomplish this, a direct line of communications must be maintained between responsible officials and concerned individuals within the MEF. The II MEF Fraud, Waste and Abuse "HOTLINE" provides this direct line by establishing a means by which individuals can report suspected cases of fraud, waste, abuse and/or corruption to officials without fear of retribution.

3. Information. The "HOTLINE" is open to all military personnel, civilian employees, and dependants in the II MEF family.

a. Instances of suspected fraud, waste, abuse and/or corruption, to include energy conservation violations, may be submitted by calling or writing the "HOTLINE."

(1) Call-in complaints can be voiced 24 hours a day, 7 days a week, by dialing the "HOTLINE" telephone numbers 451-5555 (if local) or (1-800) 876-3943. Detailed instructions on how to report complaints are provided upon calling the "HOTLINE"

telephone number(s). The "HOTLINE" telephone/TDD will be maintained by the II MEF Command Inspector's office.

(2) Write-in complaints can be forwarded to the Commanding General, Attn: Command Inspector, II Marine Expeditionary Force, PSC Box 20080, Camp Lejeune, NC, 28542-0080.

b. Informants under the DoD "HOTLINE" program are assured confidentiality, upon request, to encourage full disclosure of information without fear of reprisal. Individuals may remain anonymous; however, it is helpful to have a means to reach the complainant for further information, if necessary.

c. Officials will investigate situations reported via "HOTLINE" to determine if there actually is a case of fraud, waste, abuse, and/or corruption. In order to ensure a thorough investigation, it is requested that individuals submitting suspected cases of fraud waste, abuse and/or corruption, provide the following information to the extent possible:

(1) The item, incident, event, or procedure and the reason it is considered to be a case of fraud, waste, abuse and/or corruption.

(2) The original source of information (i.e., another person, personal observation, etc.).

(3) When the incident occurred, or, if the problem is in an existing situation, the length of time the situation has been in effect (i.e., last Tuesday at 10:15 AM, or continuous/ongoing for "X" time, etc.).

(4) Where the incident occurred or the location of the same.

(5) What organization or individual(s) is believed to be involved.

(6) Identification of the caller (name, unit and phone number) is not required; however, if given, it will provide a means of obtaining additional information.

d. Military and civilian personnel matters (which are appropriately addressed via the chain of command), Request Mast, and grievance procedures will not be addressed by the "HOTLINE."

4. Utilization. All substantive allegations through the II MEF "HOTLINE" will normally be examined within the traditional chain of command structure. In tasking through the chain of command,

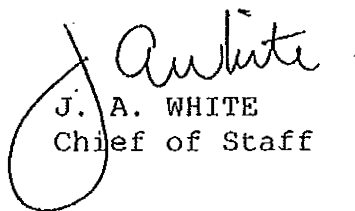
commanders should be aware of the need for organizational independence from the substance of the HOTLINE complaint. Designated examiners must meet basic selection criteria, e.g., sufficient seniority, maturity, professional experience and prior noninvolvement in the matter under inquiry as if appointed for an informal JAGMAN investigation. The results of each investigation, conducted by II MEF, will be forwarded to the Commanding General, via the Command Inspector for review. Information that is received that is not within the purview of this Order will not be investigated using procedures established for HOTLINE calls, but will be forwarded to the appropriate officials for information. Information submitted in good faith will be appreciated even if the information and resultant investigation does not lead to an actual case of fraud, waste, abuse and/or corruption.

5. Action.

a. The Command Inspector, II MEF is designated as the responsible staff officer for the administration and coordination of the "HOTLINE" program, to include monitoring the status of allegations from the time of initial receipt until the final disposition and the submission of the results of investigation to the Commanding General.

b. The "HOTLINE" program will be executed by the Command Inspector's office, II MEF.

c. Addressees will cooperate fully by investigating or rendering assistance as required during an investigation of reported cases of fraud, waste, abuse and/or corruption.


J. A. WHITE
Chief of Staff