



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 7510.4B
CI
09 FEB 2012

DEPOT ORDER 7510.4B

From: Commanding General
To: Distribution List

Subj: MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
"HOTLINE" PROGRAM

Ref: (a) DoD Instruction 7050.05 of 4 June 2008, Coordination of Remedies for Fraud and Corruption Related to Procurement Activities
(b) SECNAVINST 5430.92B, Assignment of Responsibilities to Counteract Acquisition Fraud, Waste, and Related Improprieties within the Department of the Navy
(c) SECNAVINST 5370.5B, Department of the Navy Hotline Program

Encl: (1) Information Requested when Submitting a Hotline Complaint
(2) Marine Corps Recruit Depot/Eastern Recruiting Region Hotline Flyer
(3) Marine Corps Recruit Depot/Eastern Recruiting Region Hotline Form

1. Situation. To establish the Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR, PI) Hotline Program to combat fraud, waste, and mismanagement (FWM).

2. Cancellation. DepO 7510.4A

3. Mission

a. To efficiently and effectively manage of our resources and the elimination of FWM and related improprieties.

b. This order is a complete revision and should be read in its entirety.

4. Execution

a. Commander's Intent and Concepts of Operations

(1) Commander's Intent

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(a) FWM, such as misconduct, theft, or misuse of government resources, are serious matters that can significantly increase the cost of government resources, reducing the availability of resources needed for accomplishment of our mission every member of the Navy/Marine Corps family can contribute to making our operations more efficient, deriving more value from each dollar spent. All military and civilian employees are encouraged to report instances of improper or wasteful activities.

(b) The command inspector (CI), maintains the Hotline Program. The hotline can be accessed via the MCRD/ERR, PI website under the CI's link, or as a menu-driven voice mail system when personnel are not in the office and after normal working hours. The web page allows for narrative input to a text form. The form can be sent to the CI e-mail, printed, and faxed to the hotline number, or sent via standard mail. The telephone system enables individuals to contact specific CI staff members concerning their questions or issues. Such questions or issues should pertain to fraud, waste, mismanagement, or health, welfare, safety, and morale issues that affect any of our active duty, retired personnel, employees, and guests using facilities aboard the installation or throughout the ERR.

(c) Information submitted in good faith is appreciated even if the information and resultant investigation do not lead to an actual case of FWM. Questions or issues are staffed via the appropriate department or section to provide the best information or solution. Responses are returned to the inquirer via the CI office. In cases of general public interest, the issue is routed to the commanding general (CG) for final approval prior to publication in appropriate media outlets.

(d) The hotline is not designed to supplant the chain of command, nor is it a complaint mechanism for which there is an alternate method of resolution, such as legal assistance or request mast. The MCRD/ERR, PI hotline is offered as an alternate avenue to surface and resolve issues at the local level when other resources have been exhausted or are not trusted.

(e) Individuals who file complaints should provide their name, e-mail address, mailing address, and telephone numbers. Questions should be concise and complete. Complaints

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may also be called into the hotline number (843) 228-2732, or they may be submitted in writing to:

COMMANDING GENERAL
ATTN: COMMAND INSPECTOR
BOX 19580
PARRIS ISLAND SC 29905-9580

via the U.S. mail, guard mail or faxed to (843) 228-3433. A confirmation of receipt will be sent to the complainant within 48 hours.

(f) Anonymous calls or letters to the hotline will normally not receive a response. Depending on the issue, actions from an anonymous inquiry will be maintained as Memoranda for the Record. For reports involving a third party, due to Privacy Act restrictions the person filing the complaint will not receive information or final action taken regarding the individual reported on. Strict confidentiality of all hotline complaints will be maintained to encourage disclosure of information without fear of reprisal. Names will not be published without consent.

(2) Concepts of Operations. It is the policy of the command to fully support all efforts to ensure the efficient and effective use of all available resources and to actively pursue the elimination of FWM and related improprieties aboard the depot.

b. Subordinate Element Mission

(1) Command Inspector General

(a) Maintain a hotline for reporting alleged cases of FWM, to include energy conservation violations, health, welfare, safety and morale issues, and publish procedures by which concerned individuals at MCRD/ERR, PI can bring these matters to the attention of responsible officials.

(b) Monitor the telephone hotline during work hours and record all information regarding alleged FWM. Information pertaining to FWM should consist of, at a minimum, the items contained in enclosure (1).

(c) Coordinate and route all hotline complaints/advisories to existing command structures, as deemed appropriate, for inquiry/investigation and action. The

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MCRD/ERR, PI hotline is not intended to supplant the DoD/DoN/MC hotline, the purview of which is outlined in reference (c), but is offered as the first avenue to resolve issues at the local level outside the normal chain of command.

(d) Coordinate and assess existing programs established to detect, eliminate, and prevent cases of FWM and related improprieties and ensure that information on such programs is made available to members of the command.

(e) Periodically evaluate policies and procedures used by MCRD/ERR, PI activities to ensure appropriate investigative and/or law enforcement officials are notified of apparent or suspected cases of fraudulent or criminal activities within the MCRD/ERR, PI.

(f) Monitor the status of all FWM allegations from the time of initial receipt until final disposition and submit results to the CG via the chief of staff (C/S).

(g) Retain all FWM complaints/advisories, investigations, and corrective action results on file for three years.

(h) Ensure subordinate units conduct annually scheduled FWM briefings.

(i) Ensure results of the FWM program are published in appropriate media outlets when deemed appropriate.

(2) Commanding Officers

(a) Provide inquiry/investigative assistance, as requested, to the CI by conducting inquiries/investigations into allegations of FWM.

(b) Ensure all personnel are encouraged to report suspected FWM concerns to the CI or other investigative agencies as appropriate.

(c) Publicize the FWM program hotline access by locally reproducing enclosures (1) through (3) and posting the information on command bulletin boards and in unit areas.

(e) Conduct annual FWM briefings and ensure attendance by all personnel.

(3) Assistant Chiefs of Staff/Special Staff

(a) Provide inquiry/investigative assistance, as requested, to the CI by conducting inquiries/investigations into allegations of FWM.

(b) Ensure all personnel are encouraged to report suspected FWM matters to the CI or other investigative agencies as appropriate.

(c) Publicize the FWM program hotline access by locally reproducing enclosures (1) through (3) and posting the information in appropriate workspace locations.

(4) Staff Judge Advocate. Upon request of the CI, review investigation findings and make recommendations pertaining to disposition to the CG via the C/S.

(5) Public Affairs Officer. Publish, as requested by the CI, case results of the MCRD/ERR, PI hotline program in appropriate media outlets.

c. Coordinating Instructions

(1) All substantive FWM allegations will be examined within the existing command structure, at a minimum of one level above the suspect area or person, except in those instances in which a conflict of interest would render such action inappropriate. In tasking through the chain of command, cognizant commanders/assistant chiefs of staff/special staff should be especially sensitive to the need for sufficient organizational independence from the focus of the complaint. Designated examiners must meet basic selection criteria, e.g., sufficient seniority, maturity, professional experience, and no prior involvement in the matter under inquiry, as if the examiner were to be appointed for a Judge Advocate General (JAG) investigation.

(2) The results of each investigation/inquiry, to include all working papers and notes, will be forwarded to the CI and subsequently forwarded to the CG. Information received that is not within the purview of this order will be forwarded to the appropriate officials for information and/or action.

5. Administration and Logistics. Recommendation concerning the contents of this order may be forwarded to the command inspector via the appropriate chain-of-command.

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6. Command and Signal

- a. Command. This order is applicable to MCRD/ERR, PI.
- b. Signal. This order is effective the date signed.



R. L. GRABOWSKI
Chief of Staff

DISTRIBUTION: A

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INFORMATION REQUESTED WHEN SUBMITTING A HOTLINE COMPLAINT

Report fraud, waste, and mismanagement via the "MCRD/ERR HOTLINE."
Submit complaints using one of the following methods:

1. Via the MCRD Parris Island website under the Command Inspector's link.
2. Complete a MCRD/ERR Hotline complaint form* and send to:

COMMANDING GENERAL (COMMAND INSPECTOR)
PO BOX 19580
PARRIS ISLAND, SC 29905-9580
3. The MCRD/ERR Hotline phone number at commercial: (843) 228-2732 or DSN: 335-2732.
4. Fax completed MCRD/ERR Hotline complaint form* to commercial: (843) 228-3433 or DSN: 335-3433.

** MCRD/ERR Hotline Complaint form is found on the MCRD Parris Island website under the Command Inspector's link.*

In order to ensure a thorough investigation, individuals reporting alleged cases of fraud, waste and mismanagement are asked to provide the following information to the maximum extent possible:

1. A description of the fraud, waste or mismanagement that occurred.
2. The original source of the information (personal observation, documents, another person, etc.).
3. A source of proof or evidence that is available.
4. The location, date, and time of the incident.
5. The name(s) and organization(s) of the individual(s) involved (if names of individuals are unknown, then provide identifying information such as physical description, work area, work vehicle identification number, etc.).
6. If you desire, leave your name and how you can be reached or date and time you will call back. **Please note that the identification of the complainant is not required**, although revealing the identity may facilitate the investigation in the event that follow-up inquiries are necessary.
7. **All identities will be treated confidentially.**

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MARINE CORPS RECRUIT DEPOT/ EASTERN RECRUITING REGION HOTLINE FLYER

FRAUD WASTE MISMANAGEMENT HEALTH WELFARE MORALE SAFETY

REQUIRED INFORMATION

- Description of incident
- Identifying information
- Location, date, & time of incident
- Supporting documentation
- OPTIONAL: name, address, phone #

INTERNET



- Access the hotline form at:
WWW.MCRDPL.USMC.MIL
- Click the Command Inspector Box

WRITE



- Mail Completed Hotline forms to:
Commanding General
Attn: Command Inspector
PO Box 19580
Parris Island, SC 29905-9580

PHONE



- Call: (843) 228-2732
- DSN: 335-2732

FAX



- FAX: (843) 228-3433
- DSN 335-3433

**ALL IDENTITIES WILL BE TREATED CONFIDENTIALLY AND YOUR INPUT IS
WELCOMED AND APPRECIATED!**



MARINE CORPS RECRUIT DEPOT EASTERN RECRUITING REGION HOTLINE FORM



Name: **Current Date:** **I wish to Remain Anonymous**

Contact Information
(Phone number, e-mail address, home address etc.)

Location of incident: **Date of incident:**

Description of Incident:

Names and Organizations of Individuals Involved:
(If unknown, provide identifying information such as physical description, work area, work vehicle, identification number, etc.)

Source of Information:
(Personal observation, documentation, etc.)

To attach documents use the paper clip to the bottom left of your screen

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What order/regulation did the subject violate?

Have you attempted to resolve the problem?

(Have you contacted your chain of command, local Command Inspector, or have you tried to resolve your complaint through an established process such as the Bureau of Corrections of Naval Records, Informal Resolution System, EO/EEO or legal system?)

If yes, who have you contacted/notified? (Please provide name/rank, phone number, and/or organization)

What is it you would like the Command Inspector to do?

Additional information you wish to provide: