



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0201

MARCORLOGCOMO 5370.1
S04

MAY 18 2009

MARINE CORPS LOGISTICS COMMAND ORDER 5370.1

From: Commanding General, Marine Corps Logistics Command
To: Distribution List

Subj: MARINE CORPS LOGISTICS COMMAND HOTLINE PROGRAM

Ref: (a) MCO 5370.8
(b) MARCORLOGCOMO 5040.1

1. Situation. To implement the Hotline Program for Marine Corps Logistics Command (MARCORLOGCOM) in accordance with reference (a).

2. Mission. This order establishes the Marine Corps Logistics Command Hotline Program and emphasizes the role and responsibilities of the Command Inspector General (CIG) in support of the Marine Corps policy to combat fraud, waste, and mismanagement (FWM) within Marine Corps Logistics Command.

3. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent. The Marine Corps Logistics Command Hotline Program is a functional component of the MARCORLOGCOM Inspector General Program, reference (b). The MARCORLOGCOM Hotline Program is the primary tool for the CIG in combating FWM by providing an alternative to the normal chain of command for Marines, Sailors and civilian employees with concerns or allegations dealing with inefficiency, misconduct, impropriety, mismanagement, or violations of law within the Marine Corps.

(2) Concept of Operations

(a) The Command Inspector General is designated as the Marine Corps Logistics Command Hotline Program Manager.

(b) The Office of Counsel will be advised of all complaints.

b. Coordinating Instruction

(1) Commands may establish a Hotline Program that complies with this Order and the references.

(2) All completed Hotline cases will be forwarded to the CIG.

(3) Hotline Completion Reports (HCR) will be completed in accordance with reference (a).

(4) Commands without a Hotline Program will utilize the MARCORLOGCOM hotline procedures.

(5) To ensure a complete and thorough investigation is accomplished, individuals reporting cases of fraud, waste, and mismanagement should provide the following information:

(a) Specifics about the item, incident, event, or procedure and the reason you considered it to be fraud, waste, and/or mismanagement.

(b) The origin of the source of information.

(c) Where the incident occurred.

(d) When the incident occurred.

(e) What organization(s) and individual(s) are believed to be involved.

(f) If the incident has been previously reported; if so, to whom.

(6) Any person may report cases of fraud, waste, and mismanagement by:

(a) By dialing the LOGCOM "HOTLINE" telephone number (229) 639-5555 or DSN 567-5555 and leaving a recorded message.

(b) By dialing the Command Inspector General's facsimile machine and faxing a report to (229) 639-5689 or DSN 567-5689.

(c) By sending an e-mail to SMBLOGCOMCMDINS@usmc.mil.

(d) By coming in person to the Command Inspector General's Office in Building 3700.

(e) By writing to the Command Inspector General (S04), Marine Corps Logistics Command, Attn: Hotline Manager Suite 20205, 814 Radford Blvd, Albany, GA 31704-0205.

(f) Military and civilian matters of a personal nature shall normally be addressed to the appropriate chain of command, via request mast, and/or grievance process.

4. Administration and Logistics. Maintain hotline case files in accordance with the references (a).

MAY 18 2009

5. Command and Signal

a. Command. This Order applies to Marine Corps Logistics Command.

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


B. R. BRADEN
Chief of Staff

DISTRIBUTION: A