



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD SUITE 20205
ALBANY, GEORGIA 31704-0205

MARCORLOGCOMO 5216.1A
S04
JAN 26 2003

MARINE CORPS LOGISTICS COMMAND ORDER 5216.1A

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE (SOP) FOR CONGRESSIONAL INQUIRIES

Ref: (a) MARADMIN 606/02

Encl: (1) Points of Contact

1. Situation. Official inquiries made by members of Congress are of a time sensitive nature. Due to the high visibility these cases receive, this Command must be kept abreast of the progress and resolution of all inquiries into Marine Corps Logistics Command (MARCORLOGCOM) or any of its subordinate commands.

2. Cancellation. LOGCOMO 5216.1

3. Mission. Ensure that proper procedures are observed when receiving, investigating, and replying to a congressional inquiry (CONGRINT).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To maintain cognizance over all CONGRINTs and to improve upon the timeliness of replies, the process for responding to CONGRINTs.

(2) Concept of Operations

(a) All congressional inquiries are processed through Headquarters Marine Corps (HQMC), Office of Legislative Affairs (OLA) as per reference (a). Due dates for the replies are assigned by HQMC (OLA) and are noted on each inquiry. HQMC (OLA) will forward inquiries for Marine Corps Logistics Command to the Office of the Command Inspector General, Marine Corps Logistics Command. Congressional inquiries will be forwarded to the subject subordinate commands (Maintenance Center Barstow, Maintenance Center Albany, or Blount Island Command) and MARCORLOGCOM staff offices for investigation and further processing the day it is received.

(b) Subordinate commands and MARCORLOGCOM staff offices receiving congressional inquiries from any source other than Marine Corps Logistics Command will forward such inquiries to the Command Inspector General's Office, Marine Corps Logistics Command. The Command Inspector General will coordinate tasking/disposition instructions with HQMC (OLA).

5. Administration and Logistics

a. The Command Inspector General's Office, Marine Corps Logistics Command will maintain files of all pending and completed congressional inquiries.

b. The designated points of contact for each command on this matter are listed in the enclosure. Inquiries will be sent to the applicable point of contact who will in turn be responsible for the investigation and response.

c. All completed packages require review and endorsement by the Office of Counsel and the Commanding General. Therefore, completed packages will be sent via CG, MARCORLOGCOM to HQMC (OLA). A copy of the CG's endorsement will be forwarded to the appropriate Commanding Officer.

d. Once the completed packages have been sent to HQMC (OLA), the Command Inspector General will then transfer the inquiry from the pending congressional inquiry file to the permanent correspondence file.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Logistics Command.

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


B. R. BRADEN
Chief of Staff

DISTRIBUTION: A

MARCORLOGCOMO 5216.1A

Points of Contact

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| MARCORLOGCOM | Command Inspector | DSN 567-7101/6212 COM 229-639-7101/6212 |
| Maintenance Center Albany | Commanding Officer | DSN 567-5302 COM 229-639-5302 |
| Maintenance Center Barstow | Commanding Officer | DSN 282-7225 COM 760-577-7225 |
| Blount Island Command | Commanding Officer | DSN NOT AVAILABLE COM 904-696-5100 |

ENCLOSURE (1)