



ORIGINAL  
UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 7540.3A  
INSP  
2 MAY 2013

AIR STATION ORDER 7540.3A

From: Commanding Officer  
To: Distribution List

Subj: AIR STATION HOTLINE PROGRAM

Ref: (a) MCIEASTO 5370.1  
(b) MCO 5370.8  
(c) DoD Directive 7050.1, Defense Hotline Program, 4 Jan 1999  
(d) DoD Directive 7050.06, Military Whistleblower Protection, 23 Jul 2007  
(e) DoD Directive 5505.06, Investigations of Allegations Against Senior Officials in the Department of Defense, 10 Apr 2006  
(f) SECNAVINST 5430.57G  
(g) SECNAVINST 5370.5B  
(h) SECNAVINST 5800.12B  
(i) SECNAVINST 5370.7C  
(j) MCO 5430.1  
(k) IGMC Assistance & Investigations Manual  
(l) Case Management System (CMS)  
(m) Title 18, Chapter 47, U.S.C. (UCMJ)  
(n) DoD Directive 5500.7, Standards of Conduct, 30 Aug 1993  
(o) 18 U.S.C. § 1001 (2003)  
(p) SECNAV M-5210.1  
(q) 5 U.S.C. § 552  
(r) 5 U.S.C. § 552a

Encl: (1) Sample Hotline Completion Report (HCR)  
(2) Sample Closure Letter to the Inspector General of the Marine Corps (IGMC)  
(3) Sample Legal Review

1. Situation. To establish local policies and procedures for the management, coordination, and operation of the Marine Corps Air Station (MCAS) Beaufort hotline program.

2. Cancellation. ASO 7540.3.

3. Mission. This Order establishes the MCAS hotline program and clarifies the roles and responsibilities of the Station Inspector in support of Marine Corps policy to combat fraud, waste, and mismanagement (FWM) aboard the MCAS Beaufort.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The MCAS Beaufort hotline program is the primary tool in combating FWM by providing an alternative to the normal chain of command for Marines, Sailors, and civilian personnel with concerns or allegations dealing with inefficiency, misconduct, impropriety, mismanagement, or violations of law aboard the MCAS Beaufort.

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2 MAY 2013

(2) Concept of Operations

(a) Policy

1. The Station Inspector is designated as the MCAS Beaufort hotline program manager.

2. The MCAS Beaufort hotline program is composed of the Station Inspector and his/her staff.

3. The MCAS Beaufort will demand and enforce the highest ethical standards from its members, fairly and efficiently manage its resources and people, and exercise a fiduciary responsibility over taxpayers' dollars. It is MCAS Beaufort policy to encourage the identification of problems in these areas and to swiftly correct them. The hotline program is designed to eliminate FWM by identifying problems and potential solutions.

4. The Station Inspector office will take appropriate action in response to substantive allegations of FWM in a timely and impartial manner and report the result of such inquiries to the appropriate authorities in accordance with the policies and procedures established in reference (k).

5. Hotline complaints may be received via several different methods: telephone, e-mail, fax, congressional inquiry, higher headquarters tasking, mail, or walk-ins. Hotline complainants may elect to remain anonymous. Regardless of the source or whether the complainant remains anonymous, all hotline complaints shall be acted upon with the same due diligence.

(b) Responsibilities

1. The Station Inspector is responsible for establishing processes and procedures for implementation of the MCAS Beaufort hotline program via this Order and references (a), (b), (k), and (l).

2. The Station Inspector will establish a local command hotline program that includes a command hotline telephone number and otherwise fully complies with the policy and guidance contained in this Order and reference (k).

3. All command hotline case files shall be entered into the Case Management System (CMS). Specific administrative guidance for CMS via reference (l).

4. The Station Inspector office will ensure prompt, responsible, and impartial processing of hotline allegations in accordance with the policy and guidance contained in this Order and reference (k).

(c) Special Category Hotline Complaints

1. Military whistleblower reprisal complaints are a type of hotline complaint requiring special processing procedures. Instructions for processing Military Whistleblower Reprisal cases are contained in references (d), (i) and (k).

2. Allegations against senior officials, identified in references (e) and (h), are a type of hotline complaint requiring special processing procedures. Any allegation of serious misconduct against a senior official shall be referred to the Inspector General of the Marine Corps (IGMC) via MCIEAST without delay.

b. Coordinating Instructions

(1) Procedures to submit a hotline complaint to the MCAS Beaufort are contained on the MCAS Beaufort website at <http://www.beaufort.marines.mil/>, under the category of Station Inspector.

(2) The IGMC will normally task DoD, DON, and Marine Corps hotline complaints to the lowest Management Service Center (MSC) in the chain of command with a Customer Information Guide (CIG) and the capability to conduct a hotline inquiry. If the command is tasked by higher headquarters with conducting a hotline investigation, the Station Inspector office will forward the completed (HCR) to the IGMC and/or MCIEAST CIG for review. HCRs will be in the format provided in reference (k). All HCRs will be reviewed using the following four standards: independence, timeliness, completeness, and accountability.

(3) The use of the hotline program knowingly file complaints is a violation of references (m) and (o). Those suspected of willfully and knowingly filing false complaints are subject to administrative action and/or prosecutive action.

5. Administration and Logistics

a. All hotline case files shall be kept in accordance with the guidance contained in reference (k) and the policies established in reference (p).

b. HCRs and associated papers shall be maintained in a secure environment and made available only to those with an official need to know. Procedure for release of IGMC's generated material to those without an official need to know, will be process in accordance with references (q) and (r), or other applicable federal law.

6. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort.

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

  
B. C MURTHA

DISTRIBUTION: A

MAY 2013

SAMPLE HOTLINE COMPLETION REPORT (HCR)

1. Name of Official Conducting Inquiry: XXXXX X. XXXXX
2. Grade of Official: *Military/Civil Service Grade*
3. Duty Position and Contact Telephone Number of Official:
4. Organization of Official: *Assistant Chief of Staff, XXXXXX*
5. Hotline Control Number: XXXXX
6. Scope, Findings of Fact, Conclusions, and Recommendations:

## a. Scope:

(1) Indicate the scope, nature, and manner of the investigation conducted (documents viewed, witnesses interviewed, evidence collected).

(2) Identify the allegations:

(a) ALLEGATION #1:

(b) ALLEGATION #2:

(3) Enclosures: *Provide a list of documents used to support the findings of fact (FOF) contained in this investigation/inquiry. When these enclosures include witness statements/testimonies, it should be annotated how these statements/testimonies were obtained (i.e., personal interview, phonecon, questionnaire, etc.). (These working papers need not be physically forwarded with the report but should be identifies at this point in the report.)*

(a) Enclosure (1) -

(b) Enclosure (2) -

## b. Findings of Fact:

(1) ALLEGATION #1 *That...(Note: The FOFs that follow should pertain to this particular allegation).*

(a)

(b)

(2) ALLEGATION #2 *That...(Note: The FOFs that follow should pertain to this particular allegation).*

(a)

(b)

c. Conclusions. *Each allegation must have a finding. Acceptable findings are Substantiated, Partially Substantiated, Not Substantiated, or Unfounded.*

(1) ALLEGATION #1: *That...NOT SUBSTANTIATED.*

(a) *That...*

(b) *That the preponderance of evidence does not support that.....*

d. Recommendations:

(1) *That...*

(2) *That...*

7. Criminal or Regulatory Violations Substantiated:

8. Disposition: *Include the results of punitive and/or administrative sanctions, reprimands, value of property recovered, or other such actions taken to preclude recurrence.*

9. Security Classification of Information: *Specify security classification of information.*

10. Location of Field Working Papers and Files: *Director, XXXXXX, Marine Corps Base, Camp Lejeune.*

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SAMPLE CLOSURE LETTER TO THE IGMC

LETTER HEAD

5041  
INSP  
DATE

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Inspector General of the Marine Corps

Subj: INSPECTOR GENERAL OF THE MARINE CORPS HOTLINE #0000000

Ref: (a) SECNAVINST 5370.5B  
(b) IGMC Assistance and Investigations Manual of August 2009  
(c) IGMC ltr 5 00 IGA of 15 Dec 09

Encl: (1) CO, MCB CamLej's Ltr 1910 SJA of 7 Mar 10

1. In accordance with references (a) and (b), and in response to reference (c), the enclosure is the response to the subject hotline. The enclosure was reviewed and found sufficient.

2. Unless new information is presented, recommend this hotline to be closed.

3. Point of contact is Mr. John Doe, at (910) 451-1111, or DSN 335-7789, Email at john.doe@usmc.mil.

2 MAR 2013

SAMPLE LEGAL REVIEW

LETTER HEAD

5041  
INSP  
DATE

MEMORANDUM OF REVIEW

From: Deputy Staff Judge Advocate, Marine Corps Air Station Beaufort  
To: Commanding Officer, Marine Corps Air Station Beaufort

Subj: REVIEW OF INSPECTOR GENERAL OF THE MARINE CORPS HOTLINE #00000000

1. The subject investigation has been reviewed and is sufficient in law and fact. This endorsement shall be a permanent part of the record and constitutes the Judge Advocate Review.

2. The point of contact in this matter is Mr, John Doe, Deputy Staff Judge Advocate, Marine Corps Base, Camp Lejeune. You can contact me at (XXX) XXX-XXXX, or DSN XXX-XXXX, email john.doe@usmc.mil.