

DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
316			FRAUD, WASTE, MIS-MANAGEMENT (FWM) OVERSIGHT AND HOTLINE Functional Area Manager: IGA Point of Contact: LTCOL M. J. POWELL DSN 664-4515/4526 (COML) 703-604-4515/4526 E-mail: Michael.J.Powell@usmc.mil Date Last Revised: 13 FEBRUARY 2012
316	01		RESPONSIBILITIES
316	01	001	Has the command designated a special staff officer as the Command Inspector General (CIG) responsible for the command Hotline Program to combat Fraud, Waste, and Mis-management (FWM)? Reference MCO 5430.1, PARA 3.a.(1)(e)
316	01	002	Has the CIG established a local command Hotline Program that includes a command Hotline telephone number? Reference MCO 5370.8, PARA 4.a.(2)(b) <u>5</u>
316	01	003	Has the CIG ensured prompt, responsible, and impartial processing of hotline allegations tasked by the Inspector General of the Marine Corps (IGMC)? Reference MCO 5370.8, PARA 4.a.(2)(b) <u>4</u> Marine Corps Inspector General Program - Assistance Guide Section 1-3
316	01	004	Has the CIG ensured that all incidents of a criminal nature are reported immediately to the PMO/CID and referred to NCIS, as appropriate? Reference SECNAVINST 5370.5B, PARA 7.g
316	01	005	Has the CIG reported all Special Category Hotline complaints to the IGMC? Reference MCO 5370.8, PARA 4.a.(2)(c)
316	01	006	Has the CIG reviewed all Hotline Completion Reports (HCR) forwarded to IGMC to ensure quality including: independence, timeliness, completeness, and accountability? Reference MCO 5370.8, PARA 4.b.(4) AND (5)

- 316 02 RECORDS MANAGEMENT
- 316 02 001 Has the CIG entered all command Hotline cases into the Case Management System (CMS) (current replacement for ODIN)?
Reference
MCO 5370.8, PARA 4.a.(2)(b)3
- 316 02 002 Are assistance case records and all supporting documentation retained for 2 years after the date of final action and then destroyed?
Reference
SECNAV M-5210.1, SECTION 5000 PARA 2 (NOV 2007)
- 316 02 003 Are investigative case records and all supporting documentation retained on site for a minimum of 2 years after the date of final action, then either retained or sent to a government storage facility for an additional 8 years, and then destroyed?
Reference
SECNAV M-5210.1, SECTION 5041 PARA 1 (NOV 2007)
- 316 03 HOTLINE PROGRAM
- 316 03 001 Are Department of Defense Hotline Complaints brought to a conclusion within the required period?
Reference
DoDD 7050.1, PARA 6.2.1 AND 6.2.5 (DEC 2007)
- 316 03 002 Is the Command Inspector General ensuring prompt processing, controlling, examining, independent and objective reviewing, and reporting of all allegations referred for action through the Defense Hotline and the IGMC/CIG Hotline?
Reference
DoDD 7050.1, PARA 6.2.1 (DEC 2007)
- 316 03 003 Do the Command Inspector General case files contain documentation that supports the findings and conclusions contained in the Defense Hotline Completion Report, to include the Defense Hotline referral, the Defense Hotline Completion Report, a description of the actions taken by the examining official to determine the findings, the complete identity of all witnesses, the date of and information relayed during interviews, specific details, and locations of all documents reviewed during the examination, and a description of any other actions the CIG took as a result of the inquiry?
Reference
DoDD 7050.1, PARA 6.2.6 (DEC 2007)
- 316 04 COMPLAINANT IDENTITY PROTECTION
- 316 04 001 Are controls established which provide maximum protection for the identity of all persons using the Hotline?
Reference
DoDD 7050.1, PARA 6.2.3 (DEC 2007); DoDD 7050.06, PARA 4.2; SECNAVINST 5370.5B PARA 6.c