

MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE CAMP PENDLETON

COMMAND INSPECTOR GENERAL

COMPLAINT FORM

E-mail: MCI_WEST_IG_COMPLAINTS@usmc.mil

FAX: (760) 725-5776

THIS FORM IS PROVIDED FOR INDIVIDUALS TO PROVIDE AN OUTLINE OF INFORMATION THE COMMAND INSPECTOR GENERAL REQUIRES TO CONDUCT AN ANALYSIS OF THE COMPLAINT. THE COMPLAINT CAN BE SENT VIA E-MAIL, FAX, POSTAL MAIL OR HAND-DELIVERED TO OUR OFFICE AT MCB CAMP PENDLETON, BUILDING 13131, SECOND DECK, RM 201.

IF YOU HAVE NOT ALREADY DONE SO, PLEASE REVIEW THE 4-STEP HOTLINE PROCESS ADDRESSED BELOW:

- STEP 1** **DETERMINE THE BEST METHOD TO ADDRESS YOUR ISSUE OR COMPLAINT**
- STEP 2** **REVIEW THIS FORM TO BETTER UNDERSTAND THE COMPLAINT PROCESS**
- STEP 3** **PREPARE YOUR COMPLAINT FOR SUBMISSION TO THE COMMAND INSPECTOR GENERAL**
- STEP 4** **FILE A COMPLAINT WITH THE COMMAND INSPECTOR GENERAL**

1. DO YOU WISH TO REMAIN ANONYMOUS?

YES **NO** IF YES, DO NOT IDENTIFY YOURSELF

2. IF NO, DO YOU WANT CONFIDENTIALITY?

YES **NO** IF YES, IDENTIFY YOURSELF BELOW. WE WILL MAKE EVERY EFFORT TO PROTECT YOUR IDENTITY FROM DISCLOSURE; HOWEVER, WE CANNOT GUARANTEE CONFIDENTIALITY SINCE DISCLOSURE MAY BE REQUIRED DURING AN INVESTIGATION OR IN THE COURSE OF CORRECTIVE ACTION.

3. ARE YOU WILLING TO BE INTERVIEWED?

YES **NO**

4. YOUR CONTACT INFORMATION:

NAME:

FIRST, M/I: _____ LAST: _____

MAILING ADDRESS:

/ STREET: _____

CITY / ZIP: _____

PHONE(S): PROVIDE ONLY THOSE BY WHICH WE MAY CONTACT YOU. INCLUDE AREA CODE & NUMBER

HOME:_() _____ WORK:_() _____

CELL:_() _____

E-MAIL ADDRESS: _____

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5. **‘WHO’ IS INVOLVED?** Include first and last names, rank / pay grade, and duty station / place of employment.

SUBJECT(S):

WITNESS (ES) (Please provide contact information of all witnesses):

6. **‘WHAT’ DID THE SUBJECT(S) DO, OR FAIL TO DO THAT WAS WRONG?**

7. **‘WHAT RULE, REGULATION, OR LAW’ DO YOU THINK THE SUBJECT(S) VIOLATE?**

8. **‘WHEN’ DID THE INCIDENT / VIOLATION OCCUR?** Provide dates & times.

9. **‘WHERE’ DID THE INCIDENT / VIOLATION TAKE PLACE?**

10. **‘WHY’ DO YOU THINK THE INCIDENT / VIOLATION TOOK PLACE?**

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11. 'HOW' HAVE YOU TRIED TO RESOLVE THE PROBLEM?

HAVE YOU CONTACTED THE CHAIN-OF-COMMAND?

HAVE YOU CONTACTED ANOTHER COMMAND INSPECTOR GENERAL?

HAVE YOU TRIED TO RESOLVE YOUR COMPLAINT USING ESTABLISHED PROCESSES SUCH AS; BUREAU OF CORRECTIONS OF NAVAL RECORDS, INFORMAL RESOLUTION SYSTEM, EO/EEO OR LEGAL SYSTEM?

IF ANY OF THE ABOVE APPLY... PLEASE EXPLAIN:

12. 'WHAT' DO YOU WANT THE COMMAND INSPECTOR GENERAL TO DO?

13. 'ADDITIONAL' INFORMATION YOU WISH TO PROVIDE?

Signature / Date