

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 BELOW

2. IF NO, DO YOU WANT CONFIDENTIALITY?

YES NO

IF YES, IDENTIFY YOURSELF BELOW

WE WILL NOT RELEASE YOUR NAME WITHOUT YOUR CONSENT

3. ARE YOU WILLING TO BE INTERVIEWED?

YES NO

4. YOUR CONTACT INFORMATION:

NAME:

FIRST, MI: _____ 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: _____

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

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SUBJECT(S):

WITNESS(ES):

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?

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

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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

CONSENT TO CERTAIN DISCLOSURES OF INFORMATION

Consistent with the requirements of the *Inspector General Act of 1978*, as amended, it is Defense Hotline policy that Hotline personnel will not disclose the identity of an individual providing a complaint or information to the Defense Hotline unless:

- a. The individual consents to such disclosure, or
- b. The Director, Defense Hotline, has determined that such disclosure is otherwise unavoidable in order to address the complaint or information. Such circumstances may include a matter involving a specific danger to health or safety, or a national security issue.

The Defense Hotline asks everyone who files a complaint or discloses information to the Hotline to select one of the Consent Statements shown below. Please: (a) select (check) one of the Consent Statements below and (b) keep a copy of the consent statement you select (as well as a copy of the documents you send to the Defense Hotline) for your records.

I *consent* to the disclosure of my identity outside the Defense Hotline on a need-to-know basis.

I *do not consent* to the disclosure of my identity outside the Defense Hotline. I understand that, if the Director, Defense Hotline determines that the allegation(s) in my complaint cannot be investigated without disclosing my identity on a need-to-know basis to organizations outside the Defense Hotline, my lack of consent will prevent further action from being taken on my complaint. I further understand that regardless of the consent statement I choose, my identity may be disclosed if required by applicable legal authority, or the Director, Defense Hotline, determines that such disclosure is otherwise unavoidable to address the matters in my complaint. Such circumstances may include a matter involving a specific danger to health or safety, or a national security issue.

Print Name

Date

Signature