

2d MLG INSPECTOR GENERAL

COMPLAINT FORM

FAX # (910) 451-5020

Email: [mailto: 2d_mlg_inspector_g7@usmc.mil](mailto:2d_mlg_inspector_g7@usmc.mil) (Click CTRL +link)

This form is provided for individuals to provide an outline of information the IGMC requires to conduct an analysis of the complaint. The complaint can be sent via e-mail, FAX, or by mail. You may print this form, fill in all of the requested information, and send it to a Command Inspector General (see list of Command Inspector General Offices for command fax numbers). If you have not already done so, review the 4-Step Hotline Complaint Process below.

Step 1:	Determine the best method to address your issue.
Step 2:	Review the Frequently Asked Questions (FAQS) so that you will know what to expect when you file a hotline complaint.
Step 3:	Prepare your complaint for submission to a Command Inspector General.
Step 4:	File a complaint with a 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 name, (no nicknames please).

FIRST:
LAST:

5. Mailing Address

Address Line 1:
Address Line 2:
City: State:
Zip Code: Country:

6. Phone numbers and email. Include Area code and number as well as country code if applicable. On government phone numbers include the DSN number.

Home Phone: Cell Phone:
Work Phone: Email address:

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7. **Who is involved?** Include everyone's first and last names, rank/pay grade, and duty station/place of employment. (Attach additional sheets if necessary)

1	
2	
3	
4	

Subject(s): Who performed the wrong doing?

1	
2	
3	
4	
5	

Witness(es): Who saw the wrong being committed?

1	
2	
3	
4	
5	

8. What did the subject fail to do that was wrong?

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9. What rule, regulation or law do you think the subject(s) violated?

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10. When did the incident occur? (Provide dates and times or "Early 2002," etc)

11. Where did the incident take place? What location, command etc.?

12. Why do you think the incident took place?

13. **How have you tried to resolve the problem?** Have you contacted your chain of command? Have you contacted your local Command Inspector General? Have you tried to resolve your complaint using an established process such as Bureau of Corrections of Naval Records, Informal Resolution System, EO/EEO or legal system?

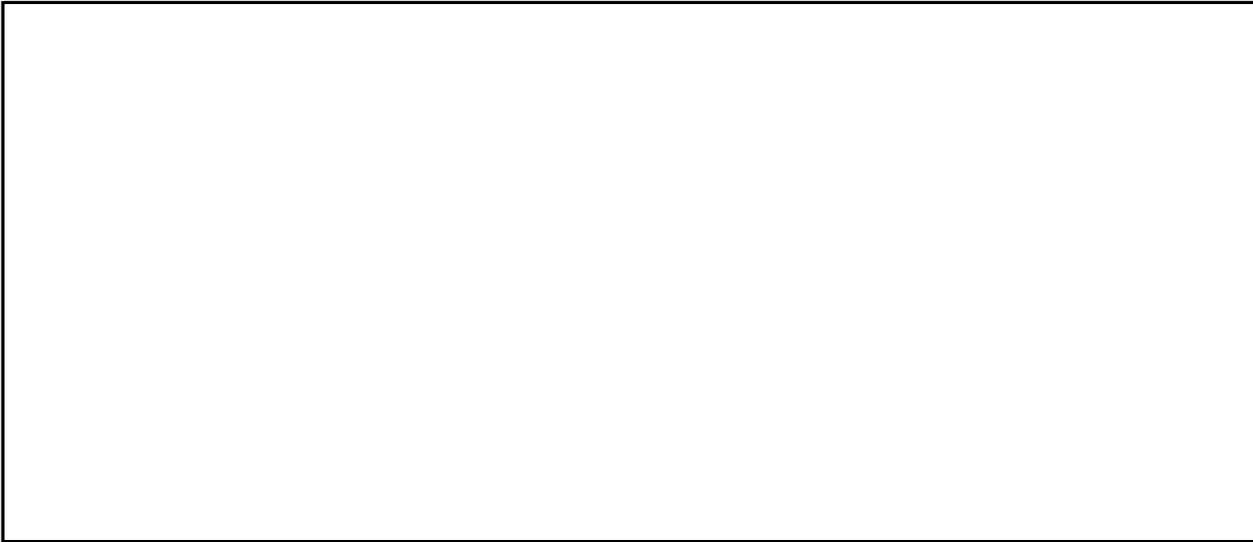
14. What do you want the IG to do?

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15. Additional information that you would like to provide.

A large, empty rectangular box with a thin black border, intended for the user to provide additional information as requested in the text above.

