

MARINE CORPS SYSTEMS COMMAND INSPECTOR GENERAL

COMPLAINT FORM

Email: MCSC_IG@usmc.mil

This form is provided for individuals to provide an outline of information the CIG requires to conduct an analysis of the complaint. The complaint can be sent via e-mail, mail or electronic submission. You may print this form, fill in all of the requested information, and send it to the Command Inspector General. 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 the Command Inspector General.
Step 4:	<u>File a complaint with a Command Inspector General.</u>

1. Do you wish to remain anonymous? *(IF YES, DO NOT IDENTIFY YOURSELF BELOW) Anonymous complaints lacking sufficient information may go unresolved. Additionally, an anonymous complainant will not receive a final response.

Yes { } No { }

(If yes, do not identify yourself below)

2. If no, do you want confidentiality? * (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.

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. Have you previously or do you intend to contact the Chain of Command, Inspector General of the Marine Corps, Department of Defense Inspector General, or any US Congressmen's Office concerning this complaint?

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Chain of Command contacted: _____ Date: _____
Inspector General of the Marine Corps contacted: _____ Date: _____
DoD Inspector General contacted: _____ Date: _____
Congressional Office contacted: _____ Date: _____

5. Your Name: (no nicknames please)

First Name: MI: Last Name:

Mailing Address:

Address Line 1 -

City -

State -

Zip code -

Country -

Home Telephone: (Area Code & number) (Include country code, if applicable)

Work Telephone: (Area Code & number) (Include DSN and/or country code, if applicable)

Cell Telephone: (Area Code & number) (Include DSN and/or country code, if applicable)

E-Mail Address:

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

Subject(s): Who performed the wrongdoing?

Witness (es): Who are the witnesses?

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

8. What Directive, Regulation or law do you think the subject(s) violated?

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

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

11. Why do you think the incident took place?

12. 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?

