

**Complaint Form**

**Command Inspector MCRD San Diego/Western Recruiting Region**

Email: [MCRDSDDepotInsp@usmc.mil](mailto:MCRDSDDepotInsp@usmc.mil) Fax: (619) 524-8827 Phone: (619) 524-8826

Mail: Command Inspector, MCRD San Diego/WRR

1600 Henderson Ave. Bldg 31, Suite 117, San Diego, CA 92140

This form provides an outline of information the Command Inspector requires to analyze the complaint. Individuals may forward the complaint via e-mail, FAX or mail. Please review the 4-Step Hotline Complaint Process on the website.

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**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 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. Have you previously or do you intend to contact a Command Inspector General, Department of Defense Inspector General or any US Congressmen’s Office concerning this complaint?**

Yes

No

Command Inspector General contacted: \_\_\_\_\_ Date: \_\_\_\_\_

DoD Inspector General contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Congressional Office contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Provide the action taken by the office listed above, if any:

**5. Your Name: (no nicknames, include maiden name if applicable)**

First: \_\_\_\_\_ MI: \_\_\_ Last: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_

Mailing Address:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_

Zip code: \_\_\_\_\_ Country: \_\_\_\_\_

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

Work Telephone: (Area Code & number) (Include country code, if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

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**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)

a. **Subject(s):** Who performed the wrongdoing?

b. **Witness(es):** Who are the witnesses?

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

**8. What rule, 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?

**13. What would you like the IG to do?**

#### **14. Signature/Acknowledgement.**

I certify that all of the statements made in this complaint are true, complete, and correct, to the best of my knowledge. I understand that a false statement or concealment of a material fact is a criminal offense (18 U.S.C. § 1001; Inspector General Act of 1978, As Amended, §7).

Signature or Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_