

# NME Hotline Complaint Submission Form

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Please fill in all requested information in as much detail as possible and send the completed form to the NMCP Inspector General (IG) Representative via email at [NME-IGHotline@med.navy.mil](mailto:NME-IGHotline@med.navy.mil) by clicking on the **“Submit”** button below or faxing this form at (757) 953-5799.

<b>Step 1:</b>	Determine the best method to address your issue (e.g., Chain of Command, EEO, etc.).
<b>Step 2:</b>	Review the Frequently Asked Questions (FAQs) so that you know what to expect when you file a hotline complaint (Please see attached).  <a href="#">Click here to view FAQs</a>
<b>Step 3:</b>	Prepare your complaint for submission to an IG. (Information the IG will ask you to provide when you file a complaint.)
<b>Step 4:</b>	File a complaint with an IG.

1. **Do you wish to remain anonymous?** \_\_\_\_\_
2. **If no, do you want confidentiality?** \_\_\_\_\_
3. **Are you willing to be interviewed?** \_\_\_\_\_
4. **Will you consent to having your identity disclosed if your complaint is referred outside the IG office?** \_\_\_\_\_

5. **Your Status** (please complete the status that applies to you)

**Military**

Rank/Rate: \_\_\_\_\_  
 Branch of Service: Duty \_\_\_\_\_  
 Station: \_\_\_\_\_  
 Division/Dept/Directorate: \_\_\_\_\_

**Civilian NMCP Staff**

Series/Grade: \_\_\_\_\_  
 Division/Dept/Directorate: \_\_\_\_\_

**Civilian non-NMCP Staff:**

Are you a military dependent? \_\_\_\_\_  
 You or your sponsor's Duty station information:  
 • Name of sponsor: \_\_\_\_\_  
 • Rank/Rate: \_\_\_\_\_  
 • Command: \_\_\_\_\_

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**6. Your Name and Contact Information** (no nicknames please)

First Name: Last \_\_\_\_\_  
Name: Mailing \_\_\_\_\_  
Address: \_\_\_\_\_  
• Street Address: \_\_\_\_\_  
• City, State, & Zip Code: \_\_\_\_\_  
Telephone (area code & number – include country code if applicable) : \_\_\_\_\_  
• Home: \_\_\_\_\_  
• Work: \_\_\_\_\_  
• Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

In answering the following questions, be as specific and detailed as possible to limit ambiguities:

**7. Who is involved?** (include everyone's first and last names, rank/pay grade and duty station/place of employment.)

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**8. What did the subject do or 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, example: "Early 2002", etc)

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**11. Where did the incident take place?** (what location, command etc.?)

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**12. Why do you think the incident took place?**

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**13. Have you tried to resolve the problem?**

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

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**14. What do you want the IG to do? Follow up.**

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**15. Additional information you wish to provide.**

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