

**NHB FRAUD, WASTE AND ABUSE MISMANAGEMENT  
Hotline Complaint Form**

The Hotline Program was designed to strengthen and focus efforts to combat fraud, waste and mismanagement by providing an alternative method to the normal chain of command when it has been unresponsive or the complainant fears reprisal resulting from the submission of his or her allegations.

It is Navy Medicine's policy to demand and enforce the highest ethical standards from its members, fairly and efficiently manage its resources and people, and exercise a fiduciary responsibility over the taxpayers' dollars. The use of the Hotline Program is encouraged to identify problems in these areas so they can be swiftly corrected.

You may fill in all of the requested information, print this form, and FAX it to the NHB IG at (843) 228.5090, or submit it electronically by clicking on the submit button at the top of the form.

If you have not already done so, review the 4-Step Hotline Complaint Process before you fill out the form.

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 an IG. (Information the IG will ask you to provide.)
Step 4	File a complaint with an IG

If you have any problems with this form, just e-mail your complaint to [cindy.goodson@med.navy.mil](mailto:cindy.goodson@med.navy.mil)  
If you don't have information for a particular field, enter "unknown"

1. Do you wish to remain anonymous?       Yes       No

2. If no, do you want confidentiality? If yes, identify yourself below. We will not release your name without your consent.       Yes       No

First Name       Last Name

Street Address

City       State       Zip

County

Home Phone

Work Phone

E-mail

3. Are you willing to be interviewed  Yes  No

4. Who is involved? (Include everyone's first and last name, rank/paygrade, and duty station/place of employment).

Subject(s): Who performed the wrongdoing?

Witness(es): Who are the Witnesses

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

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

7. When did the incident take place? (Provide dates and times)

8. Where did the incident take place? (What location, command etc.?)

9. Why do you think the incident took place?

10. How have you tried to resolve the problem? (Have you contacted your chain of command? Have you tried to resolve your complaint using your established process such as Bureau of Naval Records, Informal Resolution System, EO/EEO or legal?)

11. What do you want the IG to do?

12. Additional information you wish to provide.

This statement is issued by me and I swear that it is the truth. I am aware that under the provisions of Section 1001, Title 18, United States Code, whoever knowingly and willingly falsifies, conceals, or covers up by trick, scheme or device, a material fact, or makes any false, fictitious or fraudulent statement or representation, shall be fined not more than \$10,000 or imprisoned for not more than 5 years or both. Additionally, any person who willfully, and contrary to his or her oath, testifies falsely while under oath may be punished for perjury in accordance with Section 1621, Title 18, United States Code.

I agree to this statement (click on box)