

**TRAINING AND EDUCATION COMMAND  
 TRAINING COMMAND  
 COMMAND INSPECTOR GENERAL  
 EMAIL: [tecom.ighotline@usmc.mil](mailto:tecom.ighotline@usmc.mil)**

This form is provided for individuals who wish to send their complaint via the internet. 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.

<b>Step 1:</b>	Determine the best method to address your issue.
<b>Step 2:</b>	Review the Frequently Asked Questions (FAQS) so that you will know what to expect when you file a hotline complaint.
<b>Step 3:</b>	Prepare your complaint for submission to a Command Inspector General.
<b>Step 4:</b>	File a complaint with a Command Inspector General.

**1. Do you wish to remain anonymous?**

Yes (If yes, do not identify yourself below)

No

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

Yes (If yes, identify yourself below. We will not release your name without your consent.)

No

**3. Are you willing to be interviewed?**

Yes

No

**4. Your Name: (no nicknames please)**

First –

Last –

Mailing Address:

Address Line 1 –

Address Line 2 –

City –

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State –

Zip code –

Country –

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

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

E-Mail Address:

**5. 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?

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

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

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

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

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

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

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**11. 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

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resolve your complaint using an established process such as Bureau of Corrections of Naval Records, Informal Resolution System, EO/EEO or legal system?

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**12. What do you want the IG to do?**

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

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