

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

MSC IG HOTLINE INTAKE FORM

1. Do you wish to remain anonymous?*

YES/NO (If yes, skip to question 5)

2. If “NO”, do you want confidentiality?*

YES/NO

3. Are you willing to be interviewed?

YES/NO

4. Complainant’s Contact Information:

FIRST NAME: _____

LAST NAME: _____

TITLE/POSITION (if applicable): _____

(e.g., Military - Rank or Rate/Govt Civilian/Industry Partner – Contractor/Non-Govt)

PLACE OF EMPLOYMENT/DUTY STATION: _____

WORK TELEPHONE: _____

CELL PHONE: _____

E-MAIL ADDRESS: _____

***Complainant has the right to anonymity or confidentiality, if desired; however, if the Complainant opts for confidentiality, there is no guaranteed confidentiality. More information is available upon request.**

5. Who is involved? (include First & Last name, Rank/Pay grade, Duty station, Place of employment)

a. VICTIM – who is the injured person(s)? (Provide contact info, if known)

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b. SUBJECT(S) – who performed the wrongdoing? (Provide contact info, if known)

c. WITNESS(ES) – (Provide contact info, if known)

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

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

8. When did the incident(s) occur?

9. Where did the incident(s) occur?

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10. Why do you think the incident(s) took place?

11. How have you tried to resolve the problem(s)?

a. Have you told your chain of command (COC)?

YES/NO (If no, use the space directly below to explain why not,
then skip to question 11.b)

Who have you told in your COC about this matter? (list First & Last name, Rank/Rate
or Pay grade, Position, Billet/Job title, Location)

When did you inform your COC?

What was done?

b. Have you contacted anyone else about this matter? (e.g., NAVINSGEN or any other
agency such as JAG, DoD, Congressman, EO/EEO Representative)

YES/NO (If no, skip to question 12)

Who? (include contact info – Name/Govt Agency/Address/Phone no./Email address)

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When?

c. Have you received a response from anyone you contacted in 11b. above?

YES/NO (If no, skip to question 12)

Who?

When?

Status?

12. What do you want the IG to do?

13. Do you have documentation to support your allegations?

YES/NO

If yes, please fax the documentation to (757) 443-3581 or mail to: MSHotline@navy.mil

14. Any additional Information you wish to provide:

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