

HOTLINE TELEPHONE INTAKE FORM

CALLER STATUS: Anonymous Confidential

NATURE OF CALL: Complaint Inquiry

Contact Information: Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

(1) Who is the subject (to include Command / Activity, as applicable)?

(2) What is the alleged wrongdoing or inquiry?

(3) When did it occur?

(4) Are there any witnesses?

(5) Who else have you informed regarding this matter?

(6) Have you tried to address this issue within the chain of command?

a. No - Why not?

b. Yes - Who, When, and What was the response?

(7) What would you like the IG to do?

DATE OF COMPLAINT: _____ COMPLAINT TAKEN BY: _____

REFERRED TO: _____ NAVY HOTLINE NUMBER ASSIGNED: _____