



Marine Corps Installations-National Capital Region/MCB Quantico
HOTLINE COMPLAINT FORM

Mail to: Commander, Marine Corps Base
Attention: Command Inspector (B051)
3250 Catlin Ave Suite 116
Quantico, VA 22134-5001

Email: **mcincr-ig-hotline@usmc.mil** FAX #: **(703) 784-3326**

Date: _____

1. Do you wish to remain anonymous?

Yes No

(If yes, **do not** identify yourself below)

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(If no, identify yourself below. We will make every effort to protect your identity from disclosure; however, we cannot guarantee confidentiality since disclosure may be required during an investigation or in the course of corrective action.)

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2. Your Name: (no nicknames, include maiden name if applicable)

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First - _____ MI: ___ Last - _____

Rank/Grade - _____

Address: _____

City: _____ State: _____

Zip code - _____ Country - _____

Home Telephone: (Area Code & number)

Work Telephone: (Area Code & number)

E-Mail Address: _____

3. Have you previously contacted the Inspector General of the Marine Corps, Department of Defense Inspector General or any US Congressmen's Office concerning this complaint?

Yes No Inspector General of the Marine Corps Date: _____

Yes No DoD Inspector General Date: _____

Yes No Congressional Office Date: _____

Provide the action taken by the office(s) listed above, if any:



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4. Who is involved? Include everyone's first and last names, rank/pay grade, and duty station/place of employment, as best you know it. (Attach additional sheets if necessary.)

Subject(s): Who performed the wrongdoing?

Witness(es): Who are the witnesses?

5. What did the subject(s) 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 occur? Provide dates and times or "Early 2002," etc.

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



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

11. What would you like the IG to do?

12. Signature/Acknowledgement.

I certify that all of the statements made in this complaint are true, complete, and correct, to the best of my knowledge. I understand that a false statement or concealment of a material fact is a criminal offense (18 U.S.C. § 1001; Inspector General Act of 1978, As Amended, §7).

Signature or Acknowledgement: _____ Date: _____