

# 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.**

**FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE Any misuse or unauthorized disclosure may result in both civil and criminal penalties.**

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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)

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

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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(s) occur?

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9. Where did the incident(s) occur?

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

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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)

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

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When did you inform your COC?

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What was done?

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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?

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c. Have you received a response from anyone you contacted in 11b. above?  
YES/NO (If no, skip to question 12)

Who?

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When?

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Status?

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12. What do you want the IG to do?

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13. Do you have documentation to support your allegations?  
YES/NO

If yes, please fax the documentation to (202) 433-2613 or mail to: [MSHotline@navy.mil](mailto:MSHotline@navy.mil)

14. Any additional Information you wish to provide:

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