HOW TO FILE A COMPLAINT:

**Step 3: Prepare to Submit your Hotline Complaint**

If you have determined the issue is appropriate for an IG investigation, gather the information you will need to submit your complaint.

**An IG will ask you to provide following information:**

**Who** ...Service member's or employee's full name, rank/grade, and duty station.

**What** ...Specific wrongdoing and why you believe the activity was misconduct, to include the rule, regulation or law you think they violated.

**Where.** ..Location where the wrong doing occurred.

**When** ...Specific dates and times.

**How much** ... Estimated dollar loss.

**Why and how** ...Describe why and how you believe the individual perpetrated the offense.

**What you have done to try to resolve the issue.**

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