

### **STEP 3: PREPARE YOUR HOTLINE COMPLAINT**

If you have reviewed the list of Common Hotline Complaints and determined your issue is appropriate for the IG, begin gathering the information you will need to answer the following questions:

- **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 violate
- **Where**...Location where the wrongdoing 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

***Don't forget to include:***

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

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

Remember, the more you help us the better we can assist you.

**[Click here to view/download a complaint form.](#)**