

### Hotline Complaint

1. **Complainant:**    Anonymous    Confidential    Willing to be Interviewed?    Government Employee?    Private Citizen?

2. **Contact Information:**

a. **Name:**

b. **Phone Number:**

c. **Email Address:**

d. **Best Time of Day to Reach You?**

3. **Type of Complainant:**    Fraud, Waste, Mismanagement, Abuse    Scientific Research Misconduct

4. **Who is the subject? Please provide full name (middle initial if known, position title, grade, command, agency, school/university).**

5. **What did the subject(s) do or fail to do that was wrong?**

6. **When and where did it occur? (Specific or approximate dates, times, and location.)**

7. **Are there any witnesses? (Please provide name and contact information for other witnesses.)**

8. **Have you addressed this issue with your chain of command?**

9. **Who else have you spoken with regarding your allegations?**

10. **Any additional information you would like to provide?**

**Instructions:** Please see page 2 for additional information on completion of the form and how to submit to the ONR Inspector General Office.

**Completing the Hotline Complaint****1. Complainant**

a. Most individuals file complaints anonymously. This may impede an inquiry or investigation and result in the case being closed due to insufficient information. It is extremely important to provide detailed information; please be specific regarding the subject, what was done, and when it was done. The ONR Inspector General (IG) will make every effort to protect the identity of all complainants, anonymous or confidential.

b. Even an anonymous complainant can be interviewed. Contact an IG staff member with the subject and date of your complaint. Personal information will not be requested; you will only be asked for additional data needed to pursue an inquiry or investigation. If this isn't a matter for the IG you will be provided other options for obtaining answers to your questions or complaint.

c. Government Employee or Private Citizen. Please complete this information as appropriate. The information is only used to capture demographics and is not included in the inquiry or investigative report.

**2. Contact Information.** Self-explanatory.

3. Type of Complaint. The subject(s) of fraud, waste, mismanagement, and abuse complaints are usually government employees or contractors who work at government commands/agencies. Subjects of scientific research misconduct complaints are usually located at universities or other research entities which receive Federal grant funds.

4. Who is the Subject(s)? Include the subject's full name (middle initial if known), position title, grade/rank, and command/agency where the subject(s) works. If the complaint deals with scientific research misconduct, please include the award number, title or topic of the research, and school/university if known.

5. What did the Subject Do or Fail to Do that was Wrong? Provide a description of what the subject did from your perspective that constitutes fraud, waste, mismanagement, abuse or scientific research misconduct.

6. When did it Occur? Be as specific as possible; include dates, times, location. If exact dates or times are unknown, please approximate.

7. Are there any Witnesses? Provide the names and contact information of any witnesses who may have seen or have first-hand knowledge of the fraud, waste, mismanagement, abuse or scientific research misconduct.

8. Have you Addressed this Issue with your Chain of Command? If not - why not? If yes, when and who did you speak with and what was the result.

9. Who Else have you Spoken with Regarding this Matter? Have you spoken with anyone from Human Resources, Equal Employment Opportunity, or another IG organization regarding your complaint? If scientific research misconduct, have you talked with anyone at the school or university, academic integrity office, or another IG organization?

10. Any additional information you'd like to provide? Use this space to provide additional information.

Feel free to attach additional sheets of paper as needed to address your complaint.

Note: Please visit the Naval Inspector General web-site, <http://ig.navy.mil> for additional information on fraud, waste, mismanagement, or abuse.

ONR Instruction 5041.2B provides the definitions and ONR guidelines concerning scientific research misconduct.

Please remember - not all allegations of wrong-doing constitute a violation of laws, rules, or regulations. The ONR IG Office takes your complaint seriously and appreciates you bringing this matter to our attention.

You may submit your complaint by fax to 703-696-2102, postal mail to Office of Naval Research, 875 North Randolph Street, ATTN: BDIG Suite 378, Arlington, VA 22203-1995, or email to [CNR.Hotline@navy.mil](mailto:CNR.Hotline@navy.mil).