

STEP 1: DETERMINE THE BEST METHOD TO ADDRESS YOUR ISSUE

You should first attempt to resolve problems using the chain of command and other local resources. Seek assistance from the legal staff, union representative, chaplain, human resource personnel, equal opportunity advisor, your immediate supervisor, or Commanding Officer.

Review the list of Common Complaints on the Hotline Complaints link on our website to determine whether an established process or grievance procedure is available to address your issue.

Review the following List of Matters Appropriate for the Inspector General

- Abuse of Authority/Position
- Bribes/Kickbacks/Acceptance of Gratuities
- Conflicts of Interests
- Ethics Violations
- Fraud/Travel Fraud (TOY and TAD)
- Gifts (Improper)
- Improper Referral for Mental Health Evals
- Mismanagement (Significant Cases)
- Misuse of Official Time, Gov't Property, Position and Public Office
- Political Activities
- Procurement Issues
- Purchase Card/Travel Card Abuse
- Reprisal (Military Whistleblower Protection)
- Safety/Public Health (Substantial/Specific)
- Systemic Problems
- Time and Attendance (Significant Violations)
- Waste (Gross)

STEP 2: REVIEW THE FOLLOWING FREQUENTLY ASKED QUESTIONS (FAQS)

Who may use the Hotline?
Anyone can file a Hotline complaint.

Is there a time limit to file a complaint?
Generally, you should submit your complaint within 90 days of the date the alleged wrongdoing occurred. However, we will consider complaints over 90 days old if you can demonstrate you were unable to meet the time requirement due to extraordinary circumstances or unforeseen delays.

**Fraud, Waste, & Abuse
HOTLINE**

Submit a Complaint

What issues should I report to the Hotline?
You should report any issue listed in the List of Matters Appropriate for the IG to the AIG. Ensure to report minor violations to your chain of command.

Can I remain anonymous or request confidentiality?
You may remain anonymous, but we will not be able to contact you for more information. You may request confidentiality, and the AIG will make every effort to prevent disclosure of your identity, but we cannot guarantee confidentiality. Providing your contact information will allow the AIG to contact you for follow-up questions on your concern. If insufficient information is provided and there is no contact information, then AIG may not be able to process the complaint.

STEP 2: (FAQS CONT.)

How do I submit a Hotline complaint?
We encourage you to submit your complaint in writing. Use the hotline complaint form, which can be found on the Carderock intranet site under "Employee Info", "FWA Complaint HOTLINE", or by typing in the URL below. Our experience has shown that utilizing this hotline form has aided the written complaints to be more organized, provide more details, and are less emotional. We encourage you to utilize this complaint form.

<https://cuthill.aw3s.navy.mil/intra/ig/>

How do I determine the status of your investigation or obtain a copy of the report?
Contact the AIG where you submitted your complaint. While the investigation is ongoing, we can only tell you whether the case is open. Once the investigation is closed, the AIG will send you a letter to inform you that your allegations were substantiated or unsubstantiated.

If you wish to obtain more information about the report, you may submit a Freedom of Information Act (FOIA) request to the command FOIA office.

This is a mockup.
Please download to view actual document.

STEP 3: PREPARE & SUBMIT YOUR HOTLINE COMPLAINT

If you have determined that you wish to submit a complaint, gather the information needed to submit your complaint.

An investigator will ask you to provide the 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 was violated

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

What have you done to try to resolve the issue?

What do you want the AIG to do?

Remember, the more detailed information you provide, the better we can assist you.

STEP 4: CONTACT YOUR COMMAND AIG

Report suspected fraud, waste, abuse, and mismanagement to:

NSWC Carderock Command Evaluation and Review Office (AIG)
Building 1, RM 228
Telephone: (301) 227-4228 or 287-4228
For more information, you can click on any FWA Banner on Carderock SharePoint or visit the following site:
<https://cuthill.aw3s.navy.mil/intra/ig/>

NAVSEA Inspector General
Toll Free Hotline: 1-800-356-8464
Email: usn.ncr.sea-00.mbx.navsea-ig-hotline@us.navy.mil

Naval Inspector General
Navy IG Toll Free: 1-800-522-3451
Email: NAVIGHotlines@navy.mil
Website: <http://www.secnnav.navy.mil/ig>

DoD Inspector General
DoD IG Toll Free: 1- 800-424-9098
Email: hotline@dodig.osd.mil
Website: <http://www.dodig.mil/hotline>

Report the following

- Suspected threats to Homeland Security
- Unauthorized disclosures (leaks) of classified information
- Fraud, waste & mismanagement
- Military whistleblower complaints

Assistant Inspector General (AIG)
Office (Code 00N)

4-Step Hotline Complaint Procedure

(301) 227-4228 or 287-4228
 <https://cuthill.aw3s.navy.mil/intra/ig/>
NSWCCDHotline@us.navy.mil

Assistant Inspector General (AIG)
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4-Step Hotline Complaint Procedure

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NAVSEA Inspector General

Toll Free Hotline: 1-800-356-8464

Email:

usn.ncr.sea-00.mbx.navsea-ig-hotline@us.navy.mil

Naval Inspector General

Navy IG Toll Free: 1-800-522-3451

Email: NAVIGHotlines@navy.mil

Website: <http://www.secnnav.navy.mil/ig>

DoD Inspector General

DoD IG Toll Free: 1- 800-424-9098

Email: hotline@dodig.osd.mil

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4-Step Hotline Complaint Procedure



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