

**STEP 3:** Contact your local IG for assistance or to file your complaint.

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

Your complaint should include 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 they 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 IG to do?**

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

**STEP 4:** Contact your local IG for assistance or to file your complaint.

**NAVFAC PACIFIC Command IG**

E-mail: [navfac\\_pac\\_ig\\_hotline@us.navy.mil](mailto:navfac_pac_ig_hotline@us.navy.mil)  
DID (Direct Inward Dialing): 1 (808) 606-0010

**NAVFAC HQ IG**

E-mail: [NAVFACHQIGHotline@us.navy.mil](mailto:NAVFACHQIGHotline@us.navy.mil)  
DID: 1 (771) 237-0010

**NAVAL IG**

Website: <https://www.secnav.navy.mil/ig>  
Toll Free: 1 (771) 237-0001

**REPORT THE FOLLOWING TO THE DOD IG:**

- Suspected threats to homeland security
- Unauthorized disclosures (leaks) of classified information
- Military whistleblower complaints

Toll Free: (800) 424-9098  
Comm: (703) 604-8799

**WEBSITE:**

[https://www.dodig.mil/Components/Administrative Investigations/DoD-Hotline/](https://www.dodig.mil/Components/Administrative%20Investigations/DoD-Hotline/)



**INSPECTOR GENERAL**

*4-Step Hotline Complaint Procedure*



The Hotline provides an opportunity to report significant cases of fraud, waste and mismanagement to improve the efficiency and effectiveness of NAVFAC.