

### **Step 1: Determine the Best Method to Address your Concerns.**

You should first attempt to resolve problems using the chain of command and other local avenues of assistance and resources.

Seek assistance from Legal staff, Human Resources personnel, Equal Employment Opportunity advisor, subject matter experts, your immediate supervisor, others in your chain-of-command, or the NRL OIG. We can offer confidential advice.

Review the following:

#### Matters Appropriate for the Inspector General:

- Abuse of Authority/Position
- Bribes/Kickbacks/Acceptance of Gratuities
- Conflicts of Interests
- Ethics Violations
- Fraud
- Gifts (Improper)
- Improper Referral for Mental Health Evaluation
- Mismanagement (Significant Cases)
- Misuse of Official Time, Government Property, Position or Public Office
- Political Activities
- Procurement Fraud and Defective Products
- Purchase Card/Travel Card Abuse
- Reprisal (Whistleblower Protection)
- Safety/Public Health (Substantial/Specific)
- Time and Attendance
- Travel Fraud (TDY and TAD)
- Waste (Gross)

### **Step 2: Review the Frequently Asked Questions (FAQs).**

#### **Who may use the Hotline?**

Anyone may contact the Hotline, via a phone call, letter, FAX, email, or personal visit to the OIG.

#### **Is there a time limit to report concerns?**

No. However, reports should be submitted within 90 days of discovering alleged wrongdoing. The more current the information, the more thoroughly OIG can investigate.

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#### **What issues should you report to the Hotline?**

You should report any issue listed in the list of [Matters Appropriate for the IG](#) to the NRL IG. Report minor issues to your chain of command.

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#### **Can I remain anonymous or request confidentiality?**

You may remain anonymous. However, no follow-up is possible for anonymous reports.

You may request confidentiality. While not guaranteed, OIG will make every effort to protect and prevent disclosure of your identity. Required disclosure is typically directed by a judge as part of a legal proceeding.

### **Step 2: Review the FAQs. (Continued)**

#### **How do you submit a hotline complaint?**

We encourage you to visit the OIG in person at the IG office, call the 24-hour hotline phone, or send your concerns in writing via e-mail, fax, or letter. It is important that you provide specific, detailed information (who, what, where, when, why, and how) as addressed in Step 3.

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#### **How do you determine the status of your report?**

Contact the IG office. You will be advised whether the review is ongoing or if it is closed.

Once the report is closed, the IG will notify you whether it warranted an investigation and if so, whether there are substantiated allegations.

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

**Step 3: Prepare your Concern**

If the issue is appropriate for the OIG, gather the information needed to submit your complaint.

**The IG 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. Include the regulation or law they violated, if you know it.

**Where...**Location where the wrongdoing occurred.

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

**How much...** Estimated dollar loss (if applicable).

**Why and how...**Describe why and how you believe the actions are wrong.

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

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

*The more information you provide the better we can assist you. We can discuss further in a confidential meeting.*

**Step 4: Contact the NRL Confidential Hotline directly via the options below. This is the most efficient way for NRL employees to seek IG assistance or report concerns. Complaints filed with DoDIG or NAVINSGEN are routinely referred back to the NRL IG office for information, review, and/or investigation. This may delay the process.**

**NRL Confidential Hotline**  
**Email: [IG@nrl.navy.mil](mailto:IG@nrl.navy.mil)**

**IG Websites:**

<https://www.nrl.navy.mil/About-Us/Inspector-General/>

<https://pipeline.nrl.navy.mil/ig/>

<https://www.secnav.navy.mil/ig>

<https://www.dodig.mil/Components/Administrative-Investigations/DoD-Hotline/>

**Tel: 202.767.6543**

**DSN: 297.6543**

**Fax: 202.404.7217**

(FAX last resort due to PII)

**Mailing Address:**

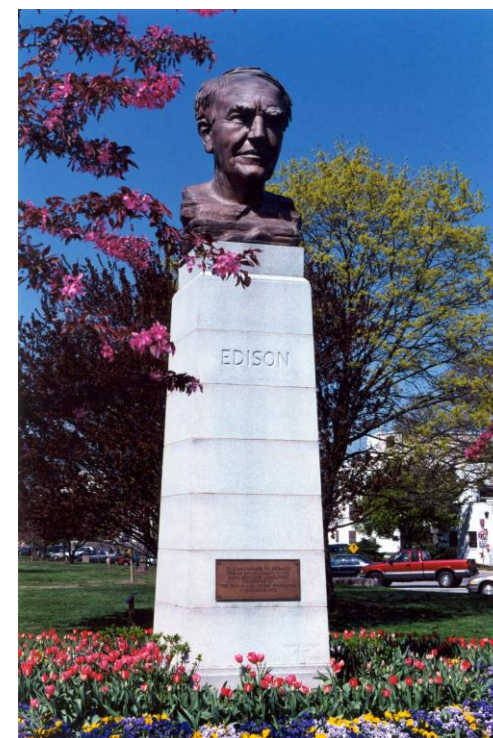
Naval Research Laboratory  
Attn: NRL IG, Code 1000.1  
Building 222, Room 254  
4555 Overlook Ave, SW  
Washington, DC 20375

**ONR IG (703) 696-4279**  
**[CNR.hotline@navy.mil](mailto:CNR.hotline@navy.mil)**



**NRL Office of Inspector General (OIG)**

*NRL Confidential Fraud Hotline*



The NRL Hotline provides a safe opportunity to report fraud, waste, abuse, mismanagement, and reprisal.