



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463  
Office of Inspector General

**Hotline Complaint Form**

1. Complainant:

Date:

Anonymous  
Government Employee

Confidential\*  
Private Citizen

2. Are you willing to be interviewed?

Yes

No

3. Contact Information:

- a. Name:
- b. Division:
- c. Phone Number:
- d. Email Address:
- e. Best Time of Day to Reach You:

4. Type of Complaint:

Theft  
Misuse of Resources  
Acquisition  
Employee Misconduct  
Mismanagement  
Retaliation

Time and Attendance  
Travel Fraud  
Ethical Violation  
Personnel Action (HR)  
Other

5. Who is the subject? Please provide full name (position title, grade, division). Employed by Agency?

6. What is your relationship with the subject(s)?

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

8. Was this issue previously reported?
  
9. When and where did it occur (Specific or approximate dates, times, and location).
  
10. Are there any witnesses? (Please provide name and contact information for witnesses.)
  
11. Have you addressed this issue with your supervisor and/or manager?
  
12. Who else have you spoken with regarding your allegation(s)?
  
13. Do you know of efforts made thus far to correct the problem and/or the current status of the problem?
  
14. Any additional information you would like to provide? In addition, please supply any supportive documentation in your possession for evidence.

## 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 FEC 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 you 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. Are you willing to be interviewed? Self-explanatory.
3. Contact Information. Self-explanatory.
4. Type of Complaint. Best categorize the issue of your complaint. If one cannot be determined, select the box that states "Other".
5. Who is the Subject(s)? Include the subject's full name, position title, grade, and division where the subject(s) works.
6. What is your relationship with the subject(s)? Provide how you know the subject(s); etc.  
  
supervisor, colleague, team member, etc.
7. 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 ethical violations performed by the FEC employee(s).
8. Was this previously reported? If not – why not? If yes, when and who did you speak with and what was the result.
9. When and where did it occur? Be as specific as possible; include dates, times, location. If exact dates or times are unknown, please approximate.
10. Are there any witnesses? Provide the names and contact information of any witnesses who may have seen or have first-hand knowledge of the allegation.

11. Have you addressed this issue with your Supervisor and/or Manager? If not – why not? If yes, when and who did you speak with and what was the result.
12. Who else have you spoken with regarding your allegation(s)? Have you spoken with anyone from Human Resources, Equal Employment Opportunity, or another IG organization regarding your complaint?
13. Do you know of efforts made thus far to correct the problem and/or the current status of the problem? List any knowledge of corrective actions along with the status.
14. Any additional information you would like to provide? Use this space to provide additional information.

Feel free to attach additional documentation as needed to address your complaint.

Note: Please visit the Federal Election Commission Office of Inspector General website, <https://www.fec.gov/office-inspector-general/>.

*\*The OIG will protect your confidentiality to the fullest extent practicable, by not disclosing your identity. In very rare circumstances, it may be necessary for the OIG to disclose the identity of its sources. For example, in a criminal investigation, the OIG may be required to reveal the identity of its source to the Assistant U.S. Attorney who is handling the case. If the OIG is required to reveal the identity of a source who was granted confidentiality, the source will be notified prior to disclosure and provided an explanation as to why his or her identity must be revealed. All sources who provide information to the OIG are protected from retaliation under federal law.*

The FEC OIG takes your complaint seriously and appreciates you bringing this matter to our attention. You may submit your complaint to: Office of Inspector General, 1050 First Street, NE, Suite 1010, Washington, DC 20463, or inter-office mail to the OIG in a confidential folder/envelope labeled: Office of Inspector General – Investigations.