**MARINE CORPS RECRUITING COMMAND**

**ASSISTANCE FORM**

 **PH# 703-784-9410 PH# 703-784-9411**

 **FX# 703-784-9041 EMAIL: G7@marines.usmc.mil**

You may print this form and fill in all of the requested information to send to the Command Inspector.

**1. Today’s Date:**

**2. Do you wish to remain Anonymous?** *If yes, do not identify yourself below.*

**3. If No, do you want Confidentiality?** *We will not release your name without your consent; however, this could impede the assistance process.*

**4. Are you willing to be interviewed?**

**5. Personal Information:**

**Name:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Country:**

**Home #:**

**Work #:**

**E-mail:**

 \*PRIVACY ACT STATEMENT (By authority of MCO P5720.60): PRINCIPAL PURPOSE – To obtain information in order for the Assistance and Investigation Section to fully inquire into the public’s request for assistance. ROUTINE USE – To have a dialogue with the public on all recruiting related requests or complaints.

**6. Who is Involved?** *Include everyone's first and last names, rank/pay grade, and duty station/place of employment. (Attach additional sheets if necessary)*

**6a. Subject(s):** Who performed the Wrongdoing? *List all persons involved.*

**6b. Witness(es):** Who are the witnesses? *List all persons involved.*

**7. What did the subject do or fail to do that was wrong?** *(Attach additional sheets if necessary)*

**8. When did the incident occur?** *(Provide dates and times or "Early 2002," etc)*

**9. Where did the incident take place?** *(What location, command, etc)*

**10. Why do you think the incident took place?**

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**11. Have you attempted to resolve the problem?**

**11a. If yes, who have you contacted/notified:** *(Please provide name/rank, phone number, and/or organization)*

**12. What is it you would like the Command Inspector to do?**

**13. Are there any police reports or court orders in regards to this situation?**

**14. Additional Information you wish to provide:**

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