

NOTE: Below is a template for your guidance when preparing a Complaint against a member of the Auxiliary pursuant to the provisions of Auxiliary Manual M16790.1G, Chapter 3, Sections F-J. This template is not intended to serve as the exclusive method of submitting a written Complaint but rather it is designed to assist you in the preparation of a written Complaint and as a check list of possible contents.

8ER MEMBER COMPLAINT

DATE: [insert date]
COMPLAINANT: [insert your name here and member number]
RESPONDENT: [insert name of Auxiliarist subject of complaint and member #]

TO: [insert the name of the FC, DCDR, DCAPT or COMO receiving your complaint, refer to AuxMan 1G or my outline on web page]

I, the undersigned Complaint, do hereby complain of the Respondent as follows:

1. The alleged Respondent has violated the following provisions of the Auxiliary Manual or other Manuals, Rules, Regulations, Directives of the United States Coast Guard and/or United States Coast Guard Auxiliary: [describe]

2. The alleged violation(s) occurred on the following date(s): [set forth the date or dates].

3. The alleged violation(s) occurred at the following place(s): [set forth the place or places of occurrence].

4. The following person(s) other than the alleged Respondent were present when the alleged violation(s) took place on the date(s) and place(s) set forth above: [provide name and if possible, address of individuals including the complainant, who witnessed or were involved with the incident].

5. The following is a statement of the facts, words communicated, acts, actions which constitute the alleged violation: [provide a detailed narrative of the circumstances and attach any documentation of whatever nature, photographs, sketches, and anything else that may be relevant].

6. The complainant requests that the following occur: [optional][state here, if desired, the relief sought as provided as set forth in the Auxiliary Manual. Please review my outline on the legal webpage for further information]

Complainant