

**INSPECTOR GENERAL
INDIVIDUAL CONSULTATION SHEET**

DATE	NAME	SSN	RATE/GRADE/RANK
COMMAND/MAILING ADDRESS		BILLET/POSITION	DUTY TELEPHONE
SUBJECT		HAVE YOU BROUGHT THIS TO THE ATTENTION OF YOUR COMMANDING OFFICER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		HAVE YOU FILED ANY FORM OF GRIEVANCE OR COMPLAINT? IF SO PLEASE SPECIFY. <input type="checkbox"/> YES <input type="checkbox"/> NO	
DISCUSSION (In your own words, provide a brief account of the issue you wish to discuss with the inspector general. Use continuation sheets if necessary.			
REQUESTED ACTION (if any)			
SIGNATURE			

PRIVACY ACT STATEMENT

This statement of your rights is provided in compliance with the provisions of the Privacy Act of 1974, 5 U.S.C. 552a, which requires that federal agencies must inform individuals who are requested to furnish personal information about themselves as to certain facts regarding why the personal information is gathered and what it is used for.

1. AUTHORITY. 44 U.S.C. 3101; 5 U.S.C. 301; 10 U.S.C. 5131-5132.

2. PRINCIPAL PURPOSE. The information which will be solicited is intended principally for the following purpose:

To afford personnel the opportunity to seek assistance, advice or information, or to present personal opinions or concepts which affect the individual or the Navy through a private consultation with the Inspector General.

3. ROUTINE USES. For use by an Inspector General during a command inspection to identify problems or complaints in an effort to resolve these problems or complaints.

4. MANDATORY/VOLUNTARY DISCLOSURE, CONSEQUENCES OF REFUSING TO DISCLOSE:

Disclosure by you of any of the personal information on the reverse side of this form is completely voluntary on your part. You cannot be required to provide any item of personal information you do not desire to. However, any issue you may raise on this form will be looked into and resolved based on all information which the Inspector General's staff is able to find. If you decide not to provide certain items of information on the reverse side, it may prevent the Inspector General's staff from locating all available information on your issue. This, in turn, may prevent the Inspector General from resolving this issue in your favor.

In the normal course of processing this form and the information you provide, it will be safeguarded. It will not be disclosed outside the Inspector General's staff, except that it may be necessary to disclose certain limited items of information in order to fully investigate and resolve the issue you raise. Every effort will be made to limit any necessary disclosures outside the Inspector General's staff.

If your command intends to use this CNET form and the information you provide on it for any purpose other than those indicated above, it will tell you this in the following space: