

**Sample Command In-Briefing**  
(Sample Handout for Commander, CO, XO, OINC, etc.)

**What to tell your officers/chiefs/supervisors, etc.:**

- Investigators from the COMNAVAIRSYSCOM Inspector General's office are here to investigate a hotline complaint.
- They anticipate they will be conducting interviews for about 3-4 days and will primarily limit their discussions to civilians. At this time, they do not anticipate questioning officers or enlisted personnel.
- We are not, and neither should you be, interested in determining or knowing the identity or motive of the complainant. As a reminder, complainants are protected from reprisal under 5 U.S.C. § 2302 (b8) and 10 U.S.C. § 1034, the civilian and military Whistleblower Protection Act.
- The investigators are here on behalf of the Commander. They understand this is an inopportune time for an investigation and that the process is intrusive and disruptive, but will complete the interviews as soon as possible.
- As in any IG investigation, they have access to all persons, files, records, notes, etc. They will arrange their own interviews. If you are contacted for an interview, please cooperate with the investigators and do not discuss information about your interview with others without their permission.
- Also, you should not infer anything if you are called for an interview. Numerous people will be interviewed to gather background information and they may or may not be questioned about the allegations in the complaint.