



Ombudsman d'Óglaigh na hÉireann  
6 Ardán Phort an Iarla  
Baile Átha Cliath 2  
Éire

Ombudsman for the Defence Forces  
6 Earlsfort Terrace  
Dublin 2  
Ireland

t: + 353 01 663 3222  
w: [www.odf.ie](http://www.odf.ie)  
e: [admin@odf.ie](mailto:admin@odf.ie)

## Ombudsman for the Defence Forces Complaint Form

If you have paper based supporting documentation for your complaint, such as letters or reports, we advise that you **print off the complaint form** and send it with the supporting documentation in one envelope to:

**Ombudsman for the Defence Forces, 6 Earlsfort Terrace, Dublin 2**

### Part 1: Requirements

Before you start take a minute to check that your complaint meets the following requirements:

**Requirement 1**

The action I wish to complain about occurred after 30 November 2005.

**Requirement 2**

The action occurred, or I became aware of it, within the last 12 months.

**Requirement 2**

The action does not relate to:

- Security or military operations
- Organisation, structure and deployment of the Defence Forces
- Terms and conditions of employment
- Administration of military prisons

**Requirement 4**

The action I wish to complain about has not been summarily dealt with according to **Section 179 of the Defence Act, 1954**.

**Requirement 5**

The action I wish to complain about constitutes an act of penalisation for my submission of a Protected Disclosure



Ombudsman d'Óglaigh na hÉireann  
6 Ardán Phort an Iarla  
Baile Átha Cliath 2  
Éire

Ombudsman for the Defence Forces  
6 Earlsfort Terrace  
Dublin 2  
Ireland

t: + 353 01 663 3222  
w: [www.odf.ie](http://www.odf.ie)  
e: [admin@odf.ie](mailto:admin@odf.ie)

## Part 1: Personal Details

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Service Number: \_\_\_\_\_

Unit: \_\_\_\_\_

Current Posting: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Enlistment in the Defence Forces: \_\_\_\_\_

If discharged, state date of discharge/retirement from the Defence Forces: \_\_\_\_\_

Date of promotion to current rank: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Please tick the boxes to show your preferred method(s) for us to contact you.

Letter

Email

Home phone

Work phone

Mobile Phone



Ombudsman d'Óglaigh na hÉireann  
6 Ardán Phort an Iarla  
Baile Átha Cliath 2  
Éire

Ombudsman for the Defence Forces  
6 Earlsfort Terrace  
Dublin 2  
Ireland

t: + 353 01 663 3222  
w: [www.odf.ie](http://www.odf.ie)  
e: [admin@odf.ie](mailto:admin@odf.ie)

## Part 2: Your Complaint

### The action you wish to complain about:

Please give full and clear details of the action you wish to complain about and your posting at the time of the action.

---

---

---

---

---

---

---

---

### The negative affect of this action:

Please give a short outline how this action has adversely affected you.

---

---

---

---

### The date (or approximate date) when the action took place:

Please give the date (or approximate date) when the action took place or when you became aware of it.

---



Ombudsman d'Óglaigh na hÉireann  
6 Ardán Phort an Iarla  
Baile Átha Cliath 2  
Éire

Ombudsman for the Defence Forces  
6 Earlsfort Terrace  
Dublin 2  
Ireland

t: + 353 01 663 3222  
w: [www.odf.ie](http://www.odf.ie)  
e: [admin@odf.ie](mailto:admin@odf.ie)

**Please provide details of the person or Office responsible for the action:**

If they are military personnel, please include their rank, Unit and email or phone contact details (if known)

---

---

---

Please identify both your Officer in Command (OC) and Commanding Officer (CO) at the time the action took place (with email or phone contact details if known).

---

---

If there are witnesses available, or others who might have information relevant to your complaint, please provide their names (with email or phone contact details – if known), their serial number and Unit

---

---

---

Please provide a brief account of why you believe their information might help the investigation of your complaint.

---

---

---



Ombudsman d'Óglaigh na hÉireann  
6 Ardán Phort an Iarla  
Baile Átha Cliath 2  
Éire

Ombudsman for the Defence Forces  
6 Earlsfort Terrace  
Dublin 2  
Ireland

t: + 353 01 663 3222  
w: [www.odf.ie](http://www.odf.ie)  
e: [admin@odf.ie](mailto:admin@odf.ie)

If you are a serving member of the Permanent Defence Force (PDF) or the Reserve Defence Force (RDF) please give the date when you made a complaint through the internal Military Redress of Wrongs procedure (RoW), if you have done so.

---

Please describe the outcome from that process and why you believe that this response is inadequate.

---

---

---

**Any other information:**

Use this section to give any other information that you think applies to your complaint.

---

---

---

Have you initiated proceedings (or lodged a claim or complaint) in the Civil Courts, the Ombudsman (Public Services), the Labour Court/WRC, or any other body, in relation to the action(s) complained of? If so, please provide full details:

---

---

---



Ombudsman d'Óglaigh na hÉireann  
6 Ardán Phort an Iarla  
Baile Átha Cliath 2  
Éire

Ombudsman for the Defence Forces  
6 Earlsfort Terrace  
Dublin 2  
Ireland

t: + 353 01 663 3222  
w: [www.odf.ie](http://www.odf.ie)  
e: [admin@odf.ie](mailto:admin@odf.ie)

Please give details of any supporting documentation you are including with this complaint.

---

---

---

By submitting this Complaint Form you are consenting to the matters you raise being made known to those involved

**Date:** \_\_\_\_\_

Please give the date when you completed this form.

**Signed:** \_\_\_\_\_

Please bear in mind that the details of your Complaint will have to be submitted to the Defence Forces as part of the Preliminary Examination and Investigation. If you are making a complaint against a named person then that person must be given a chance to respond.

If you have any questions, please contact:

Ombudsman for the Defence Forces  
6 Earlsfort Terrace, Dublin 2, Ireland  
T: +353 1 663 3222  
W: [www.odf.ie](http://www.odf.ie)



Ombudsman d'Óglaigh na hÉireann  
6 Ardán Phort an Iarla  
Baile Átha Cliath 2  
Éire

Ombudsman for the Defence Forces  
6 Earlsfort Terrace  
Dublin 2  
Ireland

t: + 353 01 663 3222  
w: [www.odf.ie](http://www.odf.ie)  
e: [admin@odf.ie](mailto:admin@odf.ie)

E: [admin@odf.ie](mailto:admin@odf.ie)