Ombudsman d'Óglaigh na hÉireann
5/6 Ardán Phort an Iarla
Baile Átha Cliath 2
Éire

Ombudsman for the Defence Forces
5/6 Earlsfort Terrace
Dublin 2
Ireland

t: + 353 01 663 3222
w: www.odf.ie
e: 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

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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

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Part 2: Your Complaint

(1) 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.

(2) 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.

(3) Please provide copies of all documentation relevant to this complaint. If relevant documentation is not in your possession or easily obtainable, provide sufficient details to enable the office of the ODF to seek copy elsewhere.

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(4) The negative affect of this action:

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

_____

_____

_____

_____

(5) Please provide details of the person(s) or Office(s) responsible for the action:

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

_____

_____

_____

(6) 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).

_____

_____

(7) 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

_____

_____

_____

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

_____

_____

_____

(9) 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.

_____

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

_____

_____

_____

(11) 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:

_____

_____

_____

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(12) Any other information:

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

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