



**DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
33 State House Station, Augusta, Maine 04333-0033**

**HOW TO FILE A PERSONNEL COMPLAINT**

If you wish to make a complaint about the actions of a Department of Defense, Veterans & Emergency Management employee or about any aspect of the operation of the Department, please come to the department headquarters at Camp Chamberlain or contact:

**Deputy Commissioner at (207) 430-5997**

Written complaints should be mailed to the Deputy Commissioner:

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DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Office of the Deputy Commissioner  
33 State House Station, Augusta, Maine 04333-0033**

The complaint should identify you and contain specific details about this complaint.

The receipt of your complaint will be formally acknowledged in writing.

Your complaint will then be investigated, and you may be contacted to provide additional information about your complaint.

If the investigation is going to exceed 30 days, you will be contacted in writing about the circumstances of the delay and when you may anticipate a final disposition.

When the investigation of your complaint has been completed, the Deputy Commissioner will review the findings and you will receive a written explanation of the final disposition of the matter, within the limits of confidentiality laws.

**POSTING**