

|  |  |  |
| --- | --- | --- |
| **CAC Tracking #:** YYYYMMDD-II-# | | |
| **Assigned** | DD MMM YYYY | Supervisor Initials |
| **Completed** | DD MMM YYYY | Supervisor Initials |
| **Reviewed** | DD MMM YYYY | Supervisor Initials |
| **Total Hours** | |  |

**Complaint Record**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Received by |  | Assigned to | | | |  | | | |
| Date Received |  | | Time Received | | | |  | | |
| Date of Occurrence |  | | | Time of Occurrence | | | |  | |
| Complainant Name |  | | | | Complaint Type | | | | Choose an item. |
| Complainant Address |  | | | | | | | | |
| Complainant Contact Info |  | | | | | | | | |

**Complaint (attach documents as needed):**

*Summary here*

**Findings / Action Taken / Comments (attach documents as needed):**

*Report here*