

# Instructions for Completing the DA Form 1559

**UNCLASSIFIED**

## INSPECTOR GENERAL ACTION REQUEST

For use of this form, see AR 20-1; the proponent agency is the Office of The Inspector General.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 10 U.S.C. 7013, Secretary of the Army; 10 U.S.C. 7020, Inspector General; Inspector General Act of 1978, Public Law 95-452, 92 Stat. 1101 (1978), as amended; DoDD 1030.1, Victim and Witness Assistance; AR 20-1, Inspector General Activities and Procedures.

**PRINCIPAL PURPOSE:** To secure information sufficient to inquire into the matters presented, to take action to correct deficiencies, and to respond to requesters.

**ROUTINE USES:** Information is used for official purposes within the Department of Defense; to answer complaints or respond to requests for assistance, advice, or information; by Members of Congress and other Government agencies when determined by the Inspector General to be in the best interest of the Army; and, in certain cases, in trials by court-martial and other military matters as authorized by the Uniform Code of Military Justice.

**DISCLOSURE:** Voluntary. However, failure to provide complete information may hinder proper identification of the requester, accomplishment of the requested action(s), and response to the requester.

**SORN:** A0020-1 SAIG, Inspector General Records (January 11, 2002, 67 FR 1447)

1. LAST, FIRST, MIDDLE INITIAL <div style="text-align: center; font-size: 24px; color: red;">A</div>	2. GRADE / RANK <div style="text-align: center; font-size: 24px; color: red;">B</div>	3. DOD ID <div style="text-align: center; font-size: 24px; color: red;">C</div>	4. COMPONENT / DUTY STATUS <div style="text-align: center; font-size: 24px; color: red;">D</div>
5. PREFERRED CONTACT TELEPHONE (Duty, home, and / or cell) <div style="text-align: center; font-size: 24px; color: red;">E</div>		6. E-MAIL ADDRESS(ES) <div style="text-align: center; font-size: 24px; color: red;">F</div>	
7. UNIT AND COMPLETE MILITARY ADDRESS (Point of Contact/Telephone if applicable) <div style="text-align: center; font-size: 24px; color: red;">G</div>		8. PREFERRED MAILING ADDRESS (if different from military address, including ZIP Code) <div style="text-align: center; font-size: 24px; color: red;">H</div>	
9. SPECIFIC ACTION REQUESTED (What do you want the IG to do for you?) <div style="text-align: center; font-size: 24px; color: red;">I</div>			
10. HAVE YOU CONTACTED YOUR CHAIN OF COMMAND OR ANY AGENCY CONCERNING THIS REQUEST? (Explain for both yes and no responses.) <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: center; font-size: 24px; color: red;">J</div>			
11. INFORMATION PERTAINING TO THIS REQUEST (Be specific and detailed. List any supporting documentation or enclosures if applicable.) <div style="text-align: center; font-size: 24px; color: red;">K</div>			
12. I do <input type="checkbox"/> I do not <input type="checkbox"/> consent to release my personal information outside of IG channels to the chain of command or other officials (but within DoD channels) in order to resolve the matters listed above. I understand that if I do not consent to the release of my personal information, my request for assistance may go unresolved. <div style="text-align: center; font-size: 24px; color: red;">L</div>			
13. I do <input type="checkbox"/> I do not <input type="checkbox"/> consent to release the supporting documents I provided to the IG (to exclude this DA Form) outside of IG channels to the chain of command or other officials (but within DoD channels) in order to resolve the matters listed above. I understand that if I do not consent to the release of my documents, my request for assistance may go unresolved. <div style="text-align: center; font-size: 24px; color: red;">M</div>			
This information is submitted for the basic purpose of requesting assistance, correcting injustices affecting the individual, or eliminating conditions considered detrimental to the efficiency or reputation of the Army. Those who knowingly and intentionally provide false statements on this form are subject to potential punitive and administrative action (UCMJ Art 107, 18 U.S.C 1001).			
14. SIGNATURE <div style="text-align: center; font-size: 24px; color: red;">N</div>	15. DATE (YYYYMMDD) <div style="text-align: center; font-size: 24px; color: red;">O</div>	16. IG / INTAKE REMARKS <div style="text-align: center; font-size: 24px; color: red;">P</div>	

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LAST, FIRST, MIDDLE INITIAL	GRADE / RANK	DOD ID	COMPONENT / DUTY STATUS				
11. INFORMATION PERTAINING TO THIS REQUEST <i>(Be specific and detailed. List any supporting documentation or enclosures if applicable.)</i>							
				INITIALS			
				DATE (YYYYMMDD)			
				Page 2 of 2			

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Each block of the form is marked with a letter. Follow these instructions for completing each block.

**Unclassified** – Use the pull down on this top box to change to **CUI** when filling in Block 3. DoD ID or other PII in Block 11.

**Block A** – Enter your name. (Unless you wish to remain anonymous) [NOTE: *Keep in mind that if you make an anonymous complaint you are limiting the actions of the IG and will not receive a final reply from the IG.*]

**Block B** – Enter your rank.

**Block C** – Enter your DOD ID. Be sure to read the Privacy Act information at the top of the form. (Unless you wish to remain anonymous.)

**Block D** – Enter your component / status, for instance Army/AD or Family Member/Spouse or DAC.

**Block E** – Enter the telephone number(s) that you would want the IG to use when contacting you. (Unless you wish to remain anonymous.)

**Block F** – Enter the email address you would want the IG to contact you, if needed.

**Block G** – Enter your company, battalion, brigade and complete military address. (Unless you wish to remain anonymous or are not military.)

**Block H** – Enter the mailing address where you would want the IG to send official letters.

**Block I** – Ask yourself, “What do I want the IG to do for me?” Write your answer in clear and concise language in this block. Remember, the IG cannot direct actions be taken; cannot force a commander to change policy or make a decision; or cannot look into issues with other forms of redress available, such as OERs, NCOERs, UCMJ actions, FLIPLs, enlisted reductions, Article 15 action or pending discharge actions.

**Block J** – Ensure to check either “Yes” or “No” if you have contacted your chain of command or another agency concerning your request. If “No”, explain why not. If “Yes”, include by name who you have contacted about the issue (1SG, Commander, chain of command, finance, etc.) and list the dates and results. Typically, your chain of command should first be given the opportunity to address any issues you may have. Additionally, other agencies such as ICE Comments; EO; SHARP; Trial Defense Services; etc., may be more appropriate to address some issues.

**Block K** – Gather your thoughts, notes, and supporting documents. Write all information that is relevant to your request in this block. Be specific and include as much detail as possible to include dates, names, and contact information. Block Q, the "Continuation" button at the bottom right will provide you up to 10 pages to explain your request.

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**Block L** – Ensure to check either “I do” or “I do not” consent to release my personal information and consent to release the supporting documents outside of IG channels.

**Block M** – Ensure to check either “I do” or “I do not” /consent to release of supporting documents I provided to the IG.

**Block N** - If possible, digitally sign or print and manually sign the form. (Unless you wish to remain anonymous.)

**Block O** – Enter the date you prepared and signed the form.

**Block P** – Do not fill out this block as it is only for IG use.

**Block Q** – If you need additional pages to detail your complaint, click this button for up to ten (10) continuation pages.

**Block R** – Initial this block in each continuation page.

**Block S** – Enter the date you prepared and initialed the form.

You have three options for getting the completed form and all supporting documents to the IG:

1. Deliver the packet to the 8<sup>th</sup> Army IG Office, Building 12400, 1<sup>st</sup> floor, Room G4-101, USAG-Humphreys. Be prepared to sit with an IG team member to discuss your request in detail.
2. Mail the packet to: Department of the Army, ATTN: 8A Inspector General Office, Unit 15236, APO AP 96271.
3. Email the packet to [usarmy.humphreys.8-army.mbx.ig-asst@army.mil](mailto:usarmy.humphreys.8-army.mbx.ig-asst@army.mil)

If you use mail or email, the IG who is assigned your case will normally contact you to verify that you are the person who submitted the request for IG assistance.

### What is IG Confidentiality?

People who ask the IG for help, make a complaint, provide evidence, assist an IG during an investigation or inspection, or otherwise interact with an IG often expect some degree of confidentiality. This expectation encompasses the IG’s safeguarding of their identity and the nature of the contact with the IG. It also includes protection from reprisal.

The IG has a duty to protect confidentiality to the maximum extent possible, especially when you specifically request it. While the need for confidentiality and the measures necessary to protect it will vary with the circumstances, the IG will always give confidentiality priority attention. However, it is important to remember that while safeguarding confidentiality is a priority with IGs, it cannot always be guaranteed. For more information on IG confidentiality, refer to AR 20-1 or call your local IG.