

Instructions for Completing the DA Form 1559

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

Block 1. – enter your name. (Unless you wish to remain anonymous.) [NOTE: *Keep in mind that if you make an anonymous complaint it will be impossible for the IG to provide you with any feedback when closing the case.*]

Block 2. – Enter your rank.

Block 3. – 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 4. – Enter your component / status, for instance Army/AD or Family Member/Spouse or DAC.

Block 5. – Enter the telephone number(s) that you would want the IG to use when contacting you. (Unless you wish to remain anonymous.)

Block 6. – Enter the email address you would want the IG to contact you, if needed.

Block 7. – Enter your unit and complete military address. (Unless you wish to remain anonymous.)

Block 8. – Enter the mailing address where you would want the IG to send official letters.

Block 9. –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 10. – Ensure to check either “Yes” or “No” if you have/ have not contacted your chain of command or another agency concerning your request. If “No”, explain why not. If “Yes”, include 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 11. – Gather your thoughts, notes and supporting documents and 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 12. – 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 13. – Ensure to check either “I do” or “I do not” /consent to release of supporting documents I provided to the IG.

Instructions for Completing the DA Form 1559

Block 14. – If possible, digitally sign or print and manually sign the form. (Unless you wish to remain anonymous.)

Block 15. – Enter the date you prepared and signed the form.

Block 16. – Do not fill out this block as it is only for IG use.

If you need additional pages to detail your complaint, click the continuation page button on the bottom right of the form for up to ten (10) continuation pages.

If you selected to use a continuation page, ensure you Initial and date each continuation page.

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

1. Deliver the packet to the ATEC IG Office, Building 6617, 1st floor, Room B127. Be prepared to sit with an IG team member to discuss your request in detail.
2. Email the packet to usarmy.apg.atec.list.atec-hq-ig@army.mil

If you use 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.