



Summary of DA Form 1559 Revision

- Updated to reflect the correct USC in the Privacy Act Statement.
- Added the CUI classification header / footer drop-down list option. The drop-down list is only at the top (header); whatever is selected as the header will auto-populate to the footer.
- Added numbers to each data field.
- Replaced "(Optional)" with "(es)" in Email Address data field.
- Added block requesting information on others contacted (Block 10).
- Added ghost lines (and adjusted verbiage) to Block 11: INFORMATION to assist with hand-written intakes.
- Adjusted second sentence in consent blocks to make verbiage clearer for complainants.
- Added the "IG / Intake Remarks" free-text box (Block 16). This box allows IGs to include relevant intake information, such as "Telephonic", "IG completed", "Intake by LTC M. White (IG)", "Completed by translator", etc.
- Added continuation page option (bottom right corner) with auto-formatted / populated and auto-numbered pages (up to 10 pages).
- Added feature to attach supporting documents directly to the form.

Interim Change to Part Two, Section 1-3-1, DA Form 1559

NOTE: This interim doctrinal change dated April 2021 is for IMMEDIATE IMPLEMENTATION by all Army IGs. TIGS has already incorporated these changes into the Basic Course's curriculum and will include this revised section in the next update to The Assistance and Investigations Guide. The page numbers have changed from the March 2020 version of the guide. The new DA Form 1559 is available on the Army Publishing Directorate's website.

Section 1-3-1

DA Form 1559

1. **Purpose:** This section discusses the use of the DA Form 1559, Inspector General Action Request.
2. **DA Form 1559:** Complete the DA Form 1559 in as much detail as possible when receiving a complaint or a request for information. Keep in mind that the purpose of the form is to capture pertinent contact information, the specific action requested, key information pertaining to the request, and the complainant's consent elections.

For walk-in cases, the IG should assist the complainant in completing a DA Form 1559. If the IG receives the complaint via telephone, the IG can use DA Form 1559 to explain the Privacy Act and consent elections to the complainant and then write the word telephonic in the IG / Intake Remarks section (Block 16). If the complaint arrives via e-mail, fax, or letter, the IG can attach as a cover sheet a DA Form 1559 to the source document and write in the "specific action requested" block the following phrase: See attached document. The IG will also write in the IG / Intake Remarks section the receipt method of the IGAR. If the complaint is anonymous, the IG will write the word anonymous in the IG / Intake Remarks section. This entry will help remind the IG not to attempt to identify the complainant.

If a previously obsolete edition of the DA Form 1559 is completed and presented to an IG, the IG may request that the complainant complete the most updated edition of the form. If an obsolete edition of the DA Form 1559 is submitted and / or the complainant does not submit a DA Form 1559, an IG must still take action on the complaint. An IG cannot require a DA Form 1559 in order to take action on a complaint. If the IG is the one who completes the DA Form 1559, the IG will annotate this fact in

Block 16 and leave the signature block blank. IG offices may use Block 16 to annotate the receipt method of an IGAR, such as email, fax, telephonic (completed by IG), mailed, in-person, etc. IG offices may also use Block 16 to annotate intake remarks that specify how the form was completed and presented to the IG office, such as the name of the intake IG, anonymous, completed by third party on behalf of the complainant, translated copy, files attached, etc.

During the initial complainant interview, the IG will obtain a good phone number to contact the complainant and ask the complainant exactly what it is that he or she wants the IG to do for him or her. The IG will advise the complainant of the Privacy Act Statement of 1974 on the DA Form 1559. The purpose of discussing the Privacy Act is to explain that the Inspector General has the authority to request personal information and that the release of that information, such as a home address and home telephone number, is voluntary. The complainant will check consent or non-consent to the release of personal information outside of IG channels in the appropriate block at the bottom of the DA Form 1559. The complainant will also check the consent or non-consent blocks regarding the release of documents he or she provided to the IG for release outside of IG channels; these blocks appear at the bottom of the DA Form 1559. The IG will also annotate these consent and non-consent elections in the IGARS database and case notes. The complainant's consent elections will dictate what personal information and supporting documentation, if any, is later provided to the local chain of command or other officials or agencies within DoD once the IG determines that the issue(s) or allegation(s) should be referred for resolution.

The IG will also review with the complainant the statement concerning presenting false information or allegations to an Inspector General at the bottom of the DA Form 1559. The complainant will then sign the form. If the IG fills out the DA Form 1559, the signature block will remain blank, and the IG will annotate "Completed by IG" (IG name is optional) in the IG / Intake Remarks section. Keep in mind that the completed DA Form 1559 becomes an IG record, so the IG must mark it properly in accordance with current DAIG guidance for marking controlled unclassified information (CUI). A completed DA Form 1559 will include the CUI classification marking at the top and bottom. However, the five-line CUI designator box is not required for the DA Form 1559. The IG may provide the complainant with a copy of the completed DA Form 1559, since the complainant was the one who provided the information. The IG will not include CUI markings on the copy of the completed DA Form 1559 provided to the complainant.

The DA Form 1559 allows for the attachment of files directly to the form. The complainant or the IG may utilize this feature. The attached files are limited to intake and supporting documentation provided by the complainant. IGs should annotate any attached files in the Information section (Block 11) or in the IG / Intake Remarks Section (Block 16) to ensure awareness that files are attached. If additional spaced is needed, the DA Form 1559 allows for up to 10 continuation pages. The continuation pages are pre-numbered in the bottom left corner and pre-formatted to replicate data inputted in Blocks 1 through 4. The complainant should initial each continuation page.

The IG will upload the DA Form 1559 in the IGARS database as the first document unless the DA Form 1559 includes an allegation against a senior official. The IG must be attentive during the acceptance of a DA Form 1559 to recognize any potential mention of senior-official allegations. The IG will not complete or upload any submitted DA Form 1559 or any documentation regarding a senior official into IGARS.

At the direction of the DAIG's Investigations Division (SAIG-IN), the IG will only open an Information IGAR. SAIG-IN will provide all guidance on how the IG will submit the Information IGAR and the use of any documentation for issues or allegations related to the original complaint (see Army Regulation 20-1, paragraph 7-1I, and Part One, Section 3-6, and Part Two, Section 2-4, of this guide).

This DA Form 1559 is available through the Army Publishing Directorate's website (<https://armypubs.army.mil/>).

A Blank DA Form 1559

CUI

Attach files to form

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	2. GRADE / RANK	3. DOD ID	4. COMPONENT / DUTY STATUS
5. PREFERRED CONTACT TELEPHONE (Duty, home, and / or cell)		6. E-MAIL ADDRESS(ES)	
7. UNIT AND COMPLETE MILITARY ADDRESS (Point of Contact/Telephone if applicable)		8. PREFERRED MAILING ADDRESS (if different from military address, including ZIP Code)	
9. SPECIFIC ACTION REQUESTED (What do you want the IG to do for you?)			
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			
11. INFORMATION PERTAINING TO THIS REQUEST (Be specific and detailed. List any supporting documentation or enclosures if applicable.)			
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
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.			
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.			
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	15. DATE (YYYYMMDD)	16. IG / INTAKE REMARKS	

What do you want the IG to do for you?

Consent blocks

IG (office) use only

DA FORM 1559, APR 2021
PREVIOUS EDITIONS ARE OBSOLETE.

CUI

Continuation Page

AFD AEM V1.00ES
Page 1 of 1

Up to 10 continuation pages

Section 1-3-2

Electronic Case Form

1. **Purpose:** This section discusses the Electronic Case Form.
2. **Electronic Case Form:** The Electronic Case Form exists only within the IGARS database and is for Inspector General use only. This form is simply a graphic, hard-copy representation of the data that an IG will enter into the IGARS database when opening and editing a case. IGs can keep copies of this blank form on hand in the event the IG has no computer, the computer fails, or access to the IGARS database is spotty. The IG may then capture the same information on the blank database form and then input that data later when the computer resumes operation or a computer becomes available. The IG must complete each field marked with an asterisk prior to closing the case. Unlike the DA Form 1559, the IG may not release a completed copy of this Electronic Case Form to the complainant as the form contains sensitive and confidential information.

Since the IGARS database is under continuous refinement, DAIG's Assistance Division will routinely update the database to include new fields for required information. Inspectors General should keep abreast of these changes by checking the current form available on the IGARS database at least monthly. A feature within the IGARS database in the Reports Menu allows IGs to click on a button, open a copy of the blank form in IGARS, and print it for hard-copy reproduction and use as necessary.

Acting IGs do not have access to the IGARS database to enter and track cases. This responsibility falls to the supervising IG's office. The acting IG can fill out this form to capture pertinent case data and then send it to the IG's office for entry into IGARS to complete the case record.

A Blank Electronic Case Form

Department of the Army

Inspector General Action Request System

Electronic Case Form

Case Number:		Close Date:		Open Date:	
Suspense Date:		External Suspense Date:			
Complaint Made To:				Receipt Mode:	
Case Status:				Non-IG Referral:	
Priority Flag:					

Initiator(s) Information

Name	Component	Gender	Grade	Race	Consent Personal	Consent Supporting

Complainant(s) Information

Name	Component	Gender	Grade	Race	Consent Personal	Consent Supporting

Case Label: _____

Notification Date: _____ **Home IG:** _____ **IG:** _____

Location: _____

Problem Area: _____

Subject Information

Name:				DODID Number:	
Component:				SSN:	
Race:				Grade:	
Organization:				Gender:	
Mobilization:		Email: _____		Consent:	

Function Information

Function:				
Stated Allegation:				
Discussion:				
Conclusion:				
Determination:	User Data:		TIM Category:	
Characterization:				

Other Issues or Allegations:

Function:				
Stated Allegation:				
Discussion:				
Conclusion:				
Determination:	User Data:		TIM Category:	
Characterization:				

Synopsis

Casenotes
