

Filing a Complaint

1. How do I request assistance?

Complete a DA Form 1559-R (Download pdf format from website) and mail or bring it to the IG Office. If you do not have access to this form, any legibly handwritten or typed letter is acceptable. Please include your complete mailing address and daytime telephone number so we may contact you for clarification. In addition, be sure to state the specific action you are requesting and include the following:

- a. The details as to what occurred to better inform us of what happened.
 - b. Who you have contacted to try and resolve the issue (example: name of person in chain of command, name of supervisor, etc.)
 - c. Copies of any documentation pertaining to the complaint.
-

2. Who can use the IG?

The Inspector General provides assistance on an area basis to soldiers, Department of the Army civilians, family members, retirees, and others who seek help with problems related to the U.S. Army.

3. Where should I go first if I am a soldier with a problem?

Before visiting the IG, soldiers should consider whether their concerns can be addressed more quickly and simply by referring them to the chain of command first. You do not have to present your concerns to your chain of command before visiting the IG. However, you must obtain permission to be absent from your duties if you wish to visit the IG during duty hours. You do not have to inform anyone of why you want to visit the IG.

4. Where should I go first if I am a Department of the Army civilian employee with a problem?

Before visiting the IG, DA civilian employees should consider whether their concerns can be addressed more quickly and simply by referring them to their immediate supervisor first, or by using one of the following procedures. Statutes, regulations, and collective bargaining agreements prescribe procedures for civilian employees to use in submitting complaints that pertain to certain civilian employment matters.

To obtain information about grievance and appeal rights and procedures, contact your local Civilian Personnel Officer for information on how to file grievances/appeals.

If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or disability, contact your local Equal Employment Opportunity Officer.

If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit or call your local IG.

5. If I do not want to file a complaint with the local IG, where else can I file a complaint?

If you believe your local IG's response to you is not fair, complete, or in accordance with law and regulation, or if you believe your interests may be jeopardized by visiting your local IG, you may call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (DoD).

DAIG: 1(800)-752-9747 or Commercial (703)695-1578 or DSN 225-1578
DOD IG: 1(800)-424-9098 or Commercial (703)693-5080 or DSN 223-5080

6. What if I'm reprimanded for reporting Whistleblower information?

In accordance with Title 10, United States Code, Section 1034 (10 USC 1034), the IG, DOD is required to investigate allegations of individuals taking (or threatening to take) unfavorable personnel actions or withholding (or threatening to withhold) favorable personnel actions as reprisal against a **member of the Army Forces** for communicating with a Member of Congress or a member of an audit, inspection, investigation, or law enforcement organization within the Department of Defense.

When a **soldier** alleges reprisal after having made a lawful communication with a Member of Congress or a member of an audit, inspection, investigation, or law enforcement organization

within the Department of Defense, and makes such complaint within 60 days of learning of the reprisal, military legislation applies. The military member has the option of submitting a complaint directly to the Department of Defense Inspector General or to the Department of the Army Inspector General. Both agencies will provide statutory protection under 10 USC 1034.

If the **soldier** does not desire protection under 10 USC 1034, then the local IG will resolve the case.

When a **Government civilian employee** presents to an IG an allegation of reprisal for whistleblowing to anyone, to include a Member of Congress, the Office of Special Counsel (OSC), or an IG, the IG will--

Inform the **appropriated fund civilian** employee of the right to present the reprisal allegation to the OSC.

Inform **nonappropriated fund employees** of their right to present the reprisal allegation to the Department of Defense Inspector General, in accordance with DOD Directive 1401.3.

Inform **contractor employees** that their right to complain about reprisal is governed by the provisions of 10 U.S.C. Section 2409a.