

Step 1...

Before you tell it to The Inspector General please take the following into consideration:

- **Be sure you have a problem, not just a peeve.**
- **Give your chain of command a chance to solve the problem.** *Many problems can be solved by addressing it to the Chain of Command for resolution.*
- **If IG assistance is needed, contact your local IG first.** *IGs at higher commands will normally refer the case to the local IG for action.* **2ID IG, 19ESC IG, USFK IG, 51st Fighter Wing IG, 8th Fighter Wing IG**
- **Keep in mind that IGs are not policy makers.** *If a policy is flawed, you can submit a proposed change on DA Form 2028.*
- **Keep in mind that IGs can only recommend, not order a resolution.** *Only Commanders can give an order. The role of the IG is to advise the Commander.*
- **Don't expect instant action on your request... Be patient.**
- **Be prepared to take "No" for the answer.** *In any case - "Yes" or "No" - the IG will explain why.*

Step 2...

You decide to go through with your request for assistance

24hr Assistance 755-2000 on post 05033 55 2000 off post: Leave a detailed message, state your full name, rank, unit, and good contact information for an IG to contact you.

Complete a **DA Form 1559** https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1004548
Click here for [Instructions for completing the DA Form 1559](#)

Ask yourself, "What do I want the IG to do for me?" 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 evaluations, UCMJ actions, FLIPLs, enlisted reductions, pending discharge.

Step 3...

Submitting your DA Form 1559 and all supporting documents

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

1. Email (preferred) the packet to usarmy.humphreys.8-army.list.igasst@mail.mil
 2. Deliver the packet to the 8th Army IG Office, Building 12400, 1st floor, Room G4-101, USAG-Humphreys. Be prepared to sit with an IG team member to discuss your request in detail.
 3. Mail the packet to: Department of the Army, ATTN: 8A Inspector General Office, Unit 15236, APO AP 96271.
- * If you use mail or email, the IG who is assigned your case will normally contact you to verify your request and acknowledge receipt of request.