



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY JAPAN AND 9TH THEATER SUPPORT COMMAND
UNIT 45005
APO AREA PACIFIC 96343-5005

REPLY TO
ATTENTION OF

APAJ-IG

30 March 2004

MEMORANDUM FOR All Civilian Employees in U.S. Army Japan (USARJ)

SUBJECT: Right of Civilian Employees to Present Complaints to, or Request Assistance from, the Inspector General (IG)

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the IG. These may include what the civilian employee reasonably believes to evidence fraud, waste, and abuse.
2. Before visiting the IG, you should consider whether your concerns might be addressed more quickly and simply by referring them to your immediate supervisor first, or by using one of the following procedures.
 - a. Civilian Personnel Regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reductions in force, removals, disciplinary measures, and similar actions. If you want to submit this kind of complaint, contact the Civilian Personnel Advisory Center (CPAC), Civilian Personnel Management Division, Deputy Chief of Staff, G-1, USARJ, at 263-3755. The CPAC personnel will provide you with information about the pertinent regulations, and explain to you the procedures to follow. However, if you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaints concerning employment matters by following that procedure.
 - b. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Employment Opportunity Office (EEO), USARJ at 263-7182. Employees working on Okinawa may call the EEO Office, 10th Area Support Group (ASG), at 644-4143.
 - c. You may report complaints about hazardous work conditions (unsafe or unhealthy) by contacting USARJ Safety Office at 263-4464, or following the procedures listed in Army Regulation (AR) 385-10, Army Safety Program, chapter 3, 29 February 2000.
3. If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel that your complaint has not been resolved satisfactorily by your supervisor, you may visit, call, or write to your local inspector general at--

APAJ-IG

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OFFICE HOURS: 0730-1700
ROOM/LOCATION: Room E-109, building 101
ADDRESS: Office of the Inspector General (APAJ-IG)
U.S. Army Japan
Unit 45005
APO Area Pacific 96343-5005
TELEPHONE: 263-3821/4901/8520
E-MAIL: USARJIG@zama.army.mil

4. If you believe that your local IG's response to you is not fair, complete, or in accordance with laws and regulations; or if you believe your interests may be jeopardized by contacting your local IG, you may write to the Office of the Inspector General (APIG), U.S. Army, Pacific, Fort Shafter, HI 96858-5100. You may also call the Department of the Army IG (DAIG) or the Department of Defense IG (DODIG) Hotline. Their telephone numbers are--

DAIG: (Commercial) (703) 601-1016 / (DSN) 329-1060 / (CONUS) (800)-752-9747
FAX: (Commercial) (703) 607-5956 / (DSN) 327-5956

DODIG: (Commercial) (703) 604-8569 / (DSN) 664-8543 / (CONUS) (800)-424-9098
FAX: (Commercial) (703) 604-8310 / (DSN) 664-8310
E-mail: hotline@dodig.osd.mil

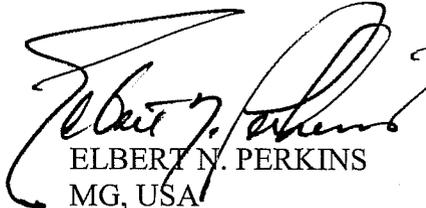
5. Department of the Army personnel are prohibited from taking any action that restricts you from seeking assistance from, or filing a complaint or cooperating with the IG, or with a member of Congress. They are also prohibited from taking any disciplinary or adverse action against you for seeking assistance from, or filing a complaint or cooperating with the IG, a member of Congress, or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the IG, you are subject to disciplinary action.

6. Per AR 20-1, Inspector General Activities and Procedures, paragraph 1-12, 29 March 2002, the IG has a duty to protect confidentiality to the greatest extent possible. This is true for all persons who request assistance from, make a complaint or give evidence to, or contact or aid an IG during an inspection or investigation, or otherwise interact with an IG.

APAJ-IG

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7. The point of contact for this action is MAJ Smith at 263-5019.



ELBERT N. PERKINS
MG, USA

Commanding