



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 MLC/MC/IHA Employees in U.S. Army Japan (USARJ)

SUBJECT: Right of Master Labor Contract (MLC)/Mariners Contract (MC)/Indirect Hire Agreement (IHA) Employees to Present Complaints to, or Request Assistance from, the Inspector General (IG)

1. All MLC/MC/IHA employees have the right to present complaints, grievances, or requests for assistance to the IG. These may include what the 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. The MLC/MC/IHA provisions prescribe procedures for employees to use in submitting complaints that pertain solely to employment matters. If you want to submit this kind of complaint, and have questions about the pertinent regulations and the procedures to follow, contact the Management Employee Relations (MER) Branch, Japanese Employee Service Office (JESO), Civilian Personnel Management Division, Deputy Chief of Staff, G-1, USARJ, at 263-4938/3574, or the JESO Branch at your installation.

b. If you want to submit a complaint about sexual harassment, you may contact either the Equal Employment Opportunity Office (EEO), USARJ, at 263-7182, or JESO at 263-4938/3574. Employees working on Okinawa may call the EEO Office, 10th Area Support Group (ASG), at 644-4143.

c. To report complaints about hazardous work conditions (unsafe or unhealthy), contact the USARJ Safety Office at 263-4464, or follow 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--

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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
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 that 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 (DSN)

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

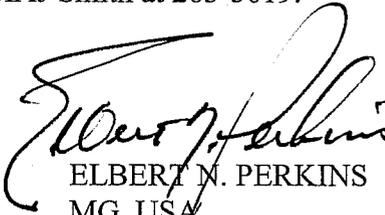
5. All MLC/MC/IHA Employees will be treated fairly in every respect. They will be unimpeded and free from restraint, interference, coercion, discrimination, or reprisal in addressing their concerns with the IG. Supervisors who engage in reprisal against their MLC/MC/IHA employees for submitting complaints to the IG may be subject to disciplinary action. 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.

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



ELBERT N. PERKINS
MG, USA
Commanding