



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 Soldiers in U.S. Army Japan (USARJ)

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

1. All soldiers have the right to present complaints, grievances, or requests for assistance to the IG. These may include what soldiers reasonably believe to evidence fraud, waste, and abuse.
2. Before visiting the IG, you should consider whether your concerns might be addressed more quickly by referring them to your chain of command. 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 your duty hours. You do not have to tell anyone the reason why you want to speak with an IG.
3. You may write, visit, or contact your local inspector general at--

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: 263-3821/3159/4901
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

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

DODIG: (Commercial) (703) 604-8569 / (DSN) 664-8543 / (CONUS) (800)-424-9098

FAX: (Commercial) (703) 604-8310 / (DSN) 664-8310

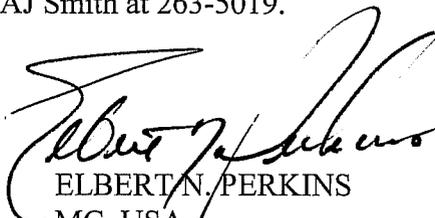
E-mail: hotline@dodig.osd.mil

5. Department of the Army personnel are prohibited from taking any action that restricts you from seeking assistance from, filing a complaint, 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, filing a complaint, 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 Army Regulation (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.

7. You may report complaints about hazardous work conditions (unsafe or unhealthy) by contacting the USARJ Safety Office at 263-4464, or following the procedures listed in AR 385-10, Army Safety Program, chapter 3, 29 February 2000.

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



ELBERT N. PERKINS
MG, USA
Commanding