



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN AND I CORPS (FORWARD)  
UNIT 45005  
APO AREA PACIFIC 96343-5005

APAJ-GA-CP

24 JUL 2015

COMMAND POLICY MEMORANDUM 15-14

FOR SEE DISTRIBUTION

SUBJECT: Whistleblower Policy and Protection for Local National (LN) Employees

1. This policy applies to United States Army Japan (USARJ) and I Corps (Forward), staff offices, subordinate commands, assigned, attached and other units and activities to include all Army activities operating within the USARJ area of responsibility and employing LN employees under the USARJ Executive Agent.
2. I expect leaders of all ranks, grades, and employment categories to observe high standards of conduct and personal ethics in the performance of their duties and responsibilities. This Command is committed to providing a work environment where everyone is treated fairly, with dignity and respect. All members of the Army across Japan must report suspected violations; they can report to any investigative arm (CID, EO, EEO, IG, JESO, PMO or USARJ G1) and that agency is responsible to handle the complaint or direct it to the appropriate arm.
3. A key function of leadership is to ensure that the entire command practices honesty and integrity in full compliance with all applicable laws, policy and regulations. LN employees who in good faith report violations or inappropriate activities will not be subject to harassment, retaliation or adverse personnel action. Anyone who retaliates against a LN employee who submitted a report in good faith is subject to disciplinary action, as authorized by applicable policies and regulations. In return, I expect that any LN employee submitting a report is acting in good faith and the information disclosed indicates an inappropriate act or violation of laws, regulations, or policy. Any report submitted which is knowingly false is not protected by "whistleblower" laws and protections, and they may be the basis for disciplinary action.
4. I encourage all LN employees to go through their chain of command and utilize their leader's open door policy to properly address concerns, complaints, and offer suggestions on how we may make USARJ a better place to live and serve. In most cases, an employee's supervisor is in the best position to address these areas of concern. LN employees not comfortable speaking with their supervisor can report concerns to the servicing Civilian Personnel Office (CPO), Japanese Employment Servicing Office (JESO) at 263-4938, Commercial 046-407-4938 or Kadena Civilian Personnel at 632-7909, Commercial 011-81-98-962-7909. They may also email a

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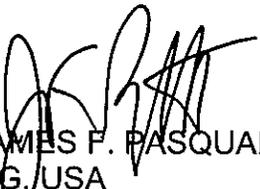
report to Whistleblower Box at [usarmy.zama.usarpac.mbx.usarj-g1-whistleblower@mail.mil](mailto:usarmy.zama.usarpac.mbx.usarj-g1-whistleblower@mail.mil).

5. The USARJ Foreign Labor Officer (FLO) will act on my behalf as the Compliance Officer (CO) for LN issues. The FLO is responsible for promptly appointing and ordering an investigation on reported allegations, directing corrective actions in response to reports by LNs, and redirecting any reports that do not fall under this policy. The responsible organization will review the investigation findings and recommend a corrective action through the Contracting Officer Representative (COR) to the CO. The COR will ensure that a consistent corrective action is taken for like offenses. The content of the report, result of investigation and corrective action taken will be reported to the Deputy Commander (DC), USARJ, who reserves the right to release results, while protecting individual privacy. The DC will likewise issue guidance to leaders of other offices, as necessary.

6. Reports will be kept confidential to the maximum extent possible, consistent with the requirement for a fair and proper investigation. Reports submitted anonymously will be reviewed to determine if they warrants an investigation. The whistleblower (if identified) will be notified of receipt of the report within five (5) calendar days of submission. At the end of the process, the whistleblower will be notified that a corrective action has been taken.

7. This memorandum supersedes Command Policy Memorandum 13-10, dated 19 July 2013.

8. The point of contact for this policy is the USARJ, DCS, G1, CPMD, at DSN 315-263-8144/5553/8717.

  
JAMES F. PASQUARETTE  
MG, USA  
Commanding

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