

<b>MLC/IHA REPORT OF ALLEGED OFFENSE</b> <i>(INSTRUCTIONS ON REVERSE SIDE)</i>		DATE
1. TO: CONTRACTING OFFICER'S REPRESENTATIVE (FOR MLC) OR USFJ PERSONNEL OFFICER (FOR IHA)		
2. EMPLOYEE'S NAME (LAST & FIRST)	3. JOB TITLE, BWT & GRADE	4.EMPLOYEE NO.
5. EMPLOYEE'S ORGANIZATIONAL UNIT		
6. OFFENSE ALLEGED (STATE EXACTLY WHAT, WHERE, WHEN AND HOW IT HAPPENED)		
<i>(IF MORE SPACE IS REQUIRED, USE SEPARATE SHEETS. MARK THOSE SHEETS AS : "BLOCK 6. OFFENSE ALLEGED")</i>		
7. NAMES OF PERSONS INVOLVED IN ALLEGED OFFENSE		
8. NAMES OF PERSONS HAVING KNOWLEDGE OF THE FACTS		
9. REMEDIAL ACTION RECOMMENDED (MAKING USE OF CHAPTER 8, MLC OR SUPPLEMENT #3, IHA)		
10. TYPED NAME & TITLE OF RESPONSIBLE OFFICIAL	11. SIGNATURE OF RESPONSIBLE OFFICIAL	

**INSTRUCTIONS FOR PREPARATION OF MLC/IHA  
REPORT OF ALLEGED OFFENSE**

1. Reference: MLC, Chapter 8, Conduct of Employees and IHA Supplement #3, Conduct of Employees.

2. MLC/IHA REPORT OF ALLEGED OFFENSE.

a. Where a responsible official believes that administrative remedial action is required and sufficient evidence exists to justify the initiation of such action, he/she will prepare the "MLC/IHA Report of Alleged Offense", in English or Japanese, and forward the report through channels to the Contracting Officer's Representative (COR) (for MLC) or the USFJ Personnel Officer (for IHA). The COR or USFJ Personnel Officer will forward a copy of the report to the Regional Defense Bureau (RDB)/Regional Defense Office (RDO). When the report is prepared in English, the copy to the LMO need not be translated into Japanese.

b. Entries in each numbered block are required: (Blocks not listed are self-explanatory).

(1) Block 3: Enter job title, BWT and grade.

(2) Block 5: Enter complete unit designation where employee is utilized.

(3) Block 11: Responsible official will sign all copies.