

MLC/IHA CHARGE OF OFFENSE		DATE 日付
MLC / IHA 違反行為嫌疑書		
1. TO: (EMPLOYEE'S NAME) 宛: (従業員の氏名)		2. JOB TITLE, BWT & GRADE 職種名、基本給表及び等級
3. EMPLOYEE'S ORGANIZATIONAL UNIT 従業員の所属部隊名		4. EMPLOYEE NO. 従業員番号
5. YOU ARE HEREBY CHARGED WITH THE FOLLOWING OFFENSE(S): あなたに次のような違反行為の嫌疑がかけられている		
6. POSSIBLE PENALTIES (IF CHARGES IN BLOCK 5 ARE PROVEN) 科せられ得る制裁 (第5欄の嫌疑が立証された場合)		
7. PREVIOUS OFFENSES AND PENALTIES IMPOSED DURING THE RECKONING PERIOD 算定期間中における違反行為及び科せられた制裁		
a. DATE OF OFFENSE 違反行為の行われた日	b. OFFENSE 違反行為	c. PENALTY 制裁
8. YOU MAY REPLY IN WRITING IN JAPANESE OR ENGLISH TO THE CHARGES HEREIN. ANY REPLY SHOULD BE SUBMITTED TO RDB/RDO WITHIN SEVEN (7) CALENDAR DAYS AFTER YOU RECEIVE THIS NOTICE. YOU MAY FURNISH WRITTEN EVIDENCE IN SUPPORT OF YOUR REPLY. YOU MAY ALSO COMMENT IN WRITING ON YOUR PREVIOUS OFFENSES LISTED IN BLOCK 7 ABOVE, WHICH MAY BE CONSIDERED IN DETERMINING THE PENALTY FOR THE CURRENT OFFENSE. CONSIDERATION WILL BE GIVEN TO YOUR REPLY AND ANY EVIDENCE RECEIVED. YOU WILL RECEIVE A DECISION IN WRITING. あなたはこの嫌疑書を受け取った後7暦日以内に日本語または英語の文書で地方防衛局/地方防衛事務所に対し、この嫌疑書に対して答弁することができる。あなたの答弁の裏付けとして証拠書類を提出することができる。上記第7欄の過去の違反行為についても文書で意見を述べることもできる。第7欄に記載の違反行為は、この違反行為に対する制裁の決定にあたって考慮される。あなたの答弁と証拠書類は決定にあたって考慮される。決定は文書をもってあなたに知らされる。		
9. ADDITIONAL REMARKS (INCLUDE SUMMARY OF REPORT OF ALLEGED OFFENSE AND SUMMARY OF EVIDENCE) 補足事項(違反行為報告書の概要及び証拠の概要を含む)		
10. TYPED NAME & GRADE OF COR (FOR MLC) OR USFJ PERSONNEL OFFICER (FOR IHA) 契約担当官代理者又は在日米軍人事係官の氏名及び階級		11. SIGNATURE OF COR (FOR MLC) OR USFJ PERSONNEL OFFICER (FOR IHA) 契約担当官代理者又は在日米軍人事係官の署名
1ST ENDORSEMENT (FOR APPROPRIATE RDB/RDO) 第一裏書 (当該地方防衛局/地方防衛事務所)		
12. TO: (EMPLOYEE'S NAME) (従業員の氏名)	13. FROM: (APPROPRIATE RDB/RDO) 発: (当該地方防衛局/地方防衛事務所)	14. DATE 日付
15. DATE OF RECEIPT BY EMPLOYEE 従業員が受領した日	16. SIGNATURE AND HAN OF EMPLOYEE 従業員の署名・捺印	

INSTRUCTIONS FOR PREPARATION OF MLC/IHA CHARGE OF OFFENSE

1. Reference: MLC, Chapter 8, Conduct of Employees and IHA Supplement #3, Conduct of Employees.
2. MLC/IHA Charge of Offense:
 - a. Whereupon review and evaluation of the complaint, the report of investigation, and the employee's past record, the Contracting Officer's Representative (COR) (for MLC) or the USFJ Personnel Officer (for IHA) determines to file charges against the employee, he/she will have the "Charge of Offense" prepared in English and Japanese. The original and a copy of the "Charge of Offense" will be forwarded to RDB/RDO. The original of the "Charge of Offense" will be served on the employee by RDB/RDO.
 - b. Entry in each numbered block is required: (Blocks not listed are self-explanatory.)
 - (1) Block 1: Enter full name of employees, showing family name first.
 - (2) Block 2: Enter job title, BWT and grade.
 - (3) Block 5: State specifically and in detail the offense(s) charged to enable the employee to join issue therewith.
 - (4) Block 6: Enter the possible penalties as set forth in Appendix X, Chapter 8, MLC, or the Table of Offenses and Penalties, Supplement #3, IHA, for the offense(s) listed in Block 5.
 - (5) Block 7: Enter separately by dates any previous offenses and penalties imposed during the reckoning period.
 - (6) Block 9: Enter summary of complaint and summary of evidence. If more space is required, use the separate sheets and mark those sheets as "Block 9, Additional Remarks." Each separate sheet will be signed by Contracting Officer's Representative (COR) (for MLC) or the USFJ Personnel Officer (for IHA).