

MLC REPORT OF ALLEGED OFFENSE <i>(INSTRUCTIONS ON REVERSE SIDE)</i>		DATE
1. TO: CONTRACTING OFFICER'S REPRESENTATIVE <i>(ADD ADDRESS)</i>		
2. EMPLOYEE'S NAME <i>(LAST & FIRST)</i>	3. JOB TITLE	4. PASS NO.
5. EMPLOYEE'S ORGANIZATIONAL UNIT		
6. OFFENSE ALLEGED <i>(STATE EXACTLY WHAT, WHERE, WHEN AND HOW IT HAPPENED)</i>		
<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 <i>(MAKING USE OF CHAPTER 8, MLC)</i>		
10. TYPED NAME & TITLE OF RESPONSIBLE OFFICIAL	11. SIGNATURE OF RESPONSIBLE OFFICIAL	

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

1. Reference: MLC, Chapter 8, Conduct of Employees.

2. MLC 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 Report of Alleged Offense", in English or Japanese, and forward the report through channels to the Contracting Officer's Representative (COR). The COR 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.