

MLC CHARGE OF OFFENSE
MLC 違反行為の嫌疑書

DATE 日付

1. TO: (Employee's Name) 宛: (従業員の氏名)

2. JOB TITLE & GRADE 職種及び等級

3. EMPLOYEE'S ORGANIZATIONAL UNIT 従業員の所属施設名

4. ID NO. 身分証明書番号

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
算定期間内である過去の違反行為と科せられた制裁

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 THE LABOR MANAGEMENT OFFICE 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労務管理機関に対し、この嫌疑に対して答えることができる。あなたは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欄の違反行為についても文書で意見をのべることができる。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判定にあたって考慮される。判定は文書をもってあなたに知らされる。

9. ADDITIONAL REMARKS (Include summary of complaint and summary of evidence) 補足記事 (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 契約担当者の氏名と階級

11. SIGNATURE OF COR 契約担当官代理者の署名

1ST ENDORSEMENT (For appropriate LMO)
第一裏書 (当該労管)

12. TO: (Employee's Name) (従業員の氏名)

13. FROM: (Appropriate LMO) 発: (当該労管)

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 従業員の署名と捺印

INSTRUCTIONS FOR PREPARATION

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

2. MLC 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 determines to file charges against the employee, he/she will have the "Charge of Offense" prepared in English and Japanese. The original and copy of the "charge" will be forwarded to the Labor Management Office (LMO). The original of the "Charge of Offense" will be served on the employee by the LMO.

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

(1) Block 1: Enter full name of employee, showing family name first.

(2) Block 2: Enter job title, BWT, grade, and steps.

(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 paragraph 3, Chapter 8, MLC 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 separate sheets and mark those sheets as "Block 9, Additional Remarks." Each separate sheet will be signed by the Contracting Officer's Representative.