AFZB-XX-XX 1 September 2020

MEMORANDUM FOR XXXXX, Deputy Commanding General (Support), 101st Airborne Division (Air Assault), XXXXXXX, Fort Campbell, KY 42223

# SUBJECT: Memorandum of Reprimand – Rank, First, Last Name

1. I request that my administrative reprimand be rescinded or in the alternative filled locally.

2. I wish to provide additional information regarding the circumstances surrounding my actions and the allegations made within the letter of reprimand as well as other related matters. I submit the following information to prove that my actions were not inappropriate and that the present GOMOR should not be filed in my OMPF. {add statement depending on circumstances of their rebuttal}

3. The letter of reprimand states { state here what the GOMOR is for. } As an Officer/NCO in the United States Army I understand it is my responsibility to set an example for my subordinates, I would like to explain my actions…Here you can discuss the investigation and what the investigation found this could take several paragraphs] {note: if SM is not trying to fight the GOMOR and is accepting it replace this para with..

I have served in the U.S. Army for X years as XXXX and understand my duties and responsibilities as a Soldier in the U.S. Army and as an officer/NCO. {Here SM can talk about his or her military career, any awards, recognitions, deployments, want to highlight any and all positive actions to show why this incident is uncharacteristic and a 1 time mistake.}

4. I have made some mistakes throughout my career and I accept full responsibility for my actions. However, this has not and will not stop me from improving myself and my fellow Soldiers. I have learned…. from this experience…and plan to change xyz moving forward. { Change depending on amount of responsibility they want to take}

4. I have a goal to [you’ve already discussed your military career, here is where you will talk about future aspirations. Any schools, jobs, or goals you hope to still achieve while in the military.

5. { If anyone writes you a memo of support you should pull positive quotes and put them here} I am thankful that my peers and chain of command are still supportive of me. 1SG FIRST NAME LAST NAME has provided me with a letter of support and states: “…SSG HANSMIRE WALKS ON WATER, LEAPS TALL BUILDINGS…”. (ENCLOSURE 1) In addition, SFC FIRST NAME LAST NAME says “…SSG HANSMIRE IS WONDERFUL, THE VERY BEST….”.(ENCLOSURE 2)

6. I am aware of proper conduct and correct standards for a member of the U.S. Army. I have proudly served in the U.S. Army for the past XX years. My commitment to the U.S. Army is solid. {Briefly summarize your Army career, ie number of deployments/what you have learned from this incident] I desire to continue my service and recognize the significance of a GOMOR and the effect it may have on my career. I ask to be afforded an opportunity to move forward with a record that is not blemished by a permanent GOMOR filing and ask that my reprimand be filed locally.

7. The point of contact for this memorandum is the undersigned at [email] or [phone].

# Encls Name

1. Memo of Support, CPT XXX Rank

2. Memo of Support, CPT XXXX Position

3. Memo of Support, CW3 XXXX