AEAF-SJA-TDS 04 April 2024

MEMORANDUM FOR Commander, Company, Battalion, Brigade, City/Installation State Zip Code

SUBJECT: Personal Statement for Consideration Regarding Recommended Administrative Separation – RANK First MI Last, DoD ID, Company, Battalion, Brigade, City/Installation State Zip Code

1. In response to the recommendation of administrative separation, I respectfully request consideration be given to my statement below and that I be found to have Not conducted misconduct, and that it does Not warrant separation, and that I be retained in the United States Army. In support of this assertion, I offer the following information.

2. Explain what happened. Do not admit guilt to anything as it MAY be used against you in a trial by court-martial or future adverse administrative actions and proceedings.

3. Explain anything that could justify your actions. (i.e. Going through a divorce, having family issues, just got big news…)

4. Provide all corrective actions taken (i.e. SUDCC, Alcoholics Anonymous, anger management classes, SHARP training, Behavioral Health, Chaplain…)

5. Explain your history; what you have done for the Army, what the Army has done for you/means to you, future Army goals.

6. Discuss what you have learned from this process and how you will help other Soldiers recognize situations like this one to better the formation.

7. State how the recommended separation and characterization would impact you. (i.e. Loss of Army resources and benefits, financial burdens of paying back any benefits used, future education/employment/generational impacts…)

8. For these reasons, I respectfully to be found to have Not conducted misconduct, and that it does Not warrant separation, and that I be retained in the United States Army.

9. Point of contact for this memorandum is the undersigned at +1 (xxx) xxx-xxxx or email at email.mil@army.mil.

FIRST MI LAST

RANK, USA

Respondent