AEAF-SJA-TDS 04 April 2024

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

SUBJECT: Matters in Extenuation, Mitigation, or Rebuttal of Potentially Adverse Information – RANK First MI Last, DoD ID, Company, Battalion, Brigade, City/Installation State Zip Code

1. I respectfully request to not be relieved for cause with no further action needed. 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 filing the potentially adverse information in the AAIP system will impact you and your family directly. (i.e. risk of further command action with the potential of career ending results, loss of Army resources due to potential separation, future education/employment/generational impacts…)

8. For these reasons, I respectfully request to be not be relieved from my position as Platoon Sergeant.

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