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 Article 15 – RANK First MI Last, DoD ID, Company, Battalion, Brigade, City/Installation State Zip Code

1. I should be found Not Guilty of All Specifications with regards to the Article 15 recommendations dated 02 April 2024. In that I, did Not, Include verbiage of specification in block 1 of Article 15 DA Form 2627. 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. State the impact the punishment outlined on the Article 15 punishment worksheet will have on you (i.e. reduction in rank impacts due to retention control point, forfeiture of pay due to financial obligations, correctional custody/extra duty/restriction due to family/school/personal obligations). If punishment is taken, I respectfully request (what punishment measures are least favorable or have the biggest impact) not be taken against me.

7. State how the finding of Guilty 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 that I be found Not Guilty of All Specifications.

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