

UNIT SYMBOL xx April 2023

MEMORANDUM FOR MG Jason E. Kelly, Commanding General, United States Army Training Center and Fort Jackson, ATTN: Staff Judge Advocate, Fort Jackson, South Carolina 29207

SUBJECT: Response to General Officer Memorandum of Reprimand, RANK First M. Last

1. In accordance with Army Regulation (AR) 600-37, I am responding to the General Officer Memorandum of Reprimand (GOMOR), dated [insert date].  I respectfully ask that the reprimand be filed locally rather than in my Army Military Human Resource Record.

2. [FACTS]

1. This section should be very clear. Briefly explain what happened. Write everything in the order in which it occurred.
2. *Ex:* *On 29 June 2022, I went to the gate 3 shoppette to buy a candy bar and a coke. I was not thinking about the coke at the time of checkout. When I got outside of the store, I was arrested for shoplifting because I did not pay for the coke.*
3. [MITIGATING FACTORS/APOLOGY]
   1. Include your argument as to why you should not receive punishment because of a special, unique circumstance that happened to you in this section (this does not apply to all situations). If it applies, you can discuss events going on in your personal life that made the situation worse or more difficult.
   2. *Ex:* *I go to the gate 3 shoppette every day to buy a candy bar. I have been doing this every day for 12 months. The only time I have ever bought a coke with my candy bar was on 29 June 2022. I simply did not realize that I had a coke in my hand. I did not intend on stealing.*

3. [WORK PERFORMANCE SINCE INCIDENT]

1. Write about how this incident has not affected your work performance. This is a great place to put any honors/awards and recognition you have received since the incident, if any.
2. Talk about your service, education, higlights of your military career, military awards, etc. Give specific examples, do not just restate your ERB.

4. [REHABILITATION]

1. Describe any steps you have taken to better yourself after this incident. For example, if you are enrolled in Mother’s Against Drunk Driving, SUDCC/ASAP, AA, or have made substantial efforts to prevent another event like this from occurring again, include it here. Talk about what you have done since the incident to improve yourself and what your goals are for the future.
2. *Ex:* *I have voluntarily enrolled myself in therapy and attend two session a week. I started coaching soccer at my children’s school on the weekends.*

5. For the reasons stated above, I respectfully request that this reprimand be filed locally, so I may continue serving. No matter the decision, I am grateful for the support of my professional counselors and my chain of command. Thank you very much for your time and consideration.

6. The point of contact for this memorandum is NAME at PHONE or by email at EMAIL.

# 4 Encls FIRST M. LAST

1. Character Statements RANK, USA

2. ERB & DA Photo Title (i.e. Drill Sergeant)   
3. NCOERs

4. Awards and Achievements

[GOMOR Rebuttal should not be longer than two pages. If you go onto the second page, make sure the header is correct. The POC information should be the last paragraph. – Delete these instructions]