



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
YOUR UNIT ADDRESS
FORT BENNING, GEORGIA 31905

OFFICE SYMBOL

Date

MEMORANDUM FOR Commander, Your Company, Division, Fort Benning, Georgia
31905

SUBJECT: Request for Redress Under Article 138, UCMJ (AR 27-10)

1. State the action(s) taken against you, such as you were flagged on such and such date and/or denied promotion without being counseled X amount of times. Then explain why this was wrong, such as "The flag was removed on _____." Further state why you were wronged, "I am eligible for promotion and feel I deserve it because..."

2. Explain how the actions taken against you violated one or more of the 4 items listed below. For example: "I believe I was improperly flagged in violation of regulation, and I believe your refusal to promote me is arbitrary and materially unfair. I consider this a wrong within the meaning of Article 138, UCMJ, and AR 27-10."

- (1) In violation of law or regulation;
- (2) Beyond the legitimate authority of that commanding officer;
- (3) Arbitrary, capricious, or an abuse of discretion; or
- (4) Materially unfair.

3. State the goal you are seeking; aka your redress. Example "As redress, I request that I be promoted to the rank of Specialist."

4. Thank you for your consideration of my response. The point of contact for this memorandum is PFC _____ and I can be reached at _____@us.army.mil.

FIRST LAST NAME
PFC, USA