**DEPARTMENT OF THE ARMY**

**UNIT**

**FORT BENNING GEORGIA 31905**

ATSH-\_\_\_\_\_ Date

MEMORANDUM FOR Commanding General \_\_\_\_\_\_\_\_\_,U.S. Army Maneuver Center of Excellence, ATTN: Criminal Law Division, Fort Benning, Georgia 31905

SUBJECT: Response to General Officer Memorandum of Reprimand for RANK FIRST NAME LAST NAME

1. I respectfully request consideration be given to my underlying statement and request that you file the General Officer Memorandum of Reprimand (GOMOR) locally and not in my Army Military Human Resource Record (AMHRR) in order to avoid serious negative consequences to my future career in the Army.

2. *(Explain the factual basis or circumstances that led to the reprimand)*

3.  *(Describe any mitigating circumstances that led to the reprimand, if appliable)*

4. *(Explain any corrective actions you have completed as a result of your actions. Explain any corrective actions you plan to take in the future. For example, if you attended SUDDC, driving class, or counseling)*

5. *(Explain why you should receive a local filing. You could discuss the following topics: military history (past deployments, awards, NCOER/OERs, participation in military schools, etc.), future military career (your potential as a soldier and future career goals), your family circumstances, etc.) (Example: “I am a Sergeant First Class in the United States Army, soon to be promoted to Master Sergeant. I’ve been in service for XX years. I’ve been mobilized three times and deployed to war once. In all of those years I have never had a misconduct incident, in or outside of the U.S. Army. I take great pride in my military achievements, and always sought to train, lead and care for my soldiers. I have a long list of Service and Achievement awards, outstanding evaluations, and letters of support in a separate binder to assist you with your decision on whether I can continue to add value as a Non Commissioned Officer. Withdrawal or local filing would demonstrate your belief that this was an isolated incident and not indicative of my overall character and potential.”)*

6. *(Consider an apology.) (Example: “I accept blame for my actions on 1 January 2021, and I regret that I got arrested. I am grateful and appreciate the support of my professional counselors and my chain of command, especially my Company Commander, Jim Johnson. I have learned a great deal from this entire process, and I*

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*hope I can help other Soldiers recognize stressful situations and that there is no weakness in seeking advice and help before you reach a crisis point.”).*

7. I fully accept responsibility and blame for my actions that resulted in this GOMOR. I will use this experience regardless of the outcome as a training tool to assist and prevent other Soldiers, especially those under my command, from making the same mistakes. I respectfully request that this administrative reprimand be filed at the local level and not in my AMHRR.

8. Thank you for your consideration of my response. The point of contact for this memorandum is RANK FIRST LAST NAME and I can be reached at (706)545-0000 or via email at \_\_\_\_\_\_.mil@army.mil.

4 Encls. FIRST LAST NAME (all caps) 1. Name of Encl. One RANK, USA

2. Name of Encl. Two Position (if applicable)

3. Name of Encl. Three

4. Name of Encl. Four