



## ADMINISTRATIVE LETTER OF REPRIMAND FACT SHEET



### **What is a letter of reprimand?**

An administrative letter of reprimand (LOR) or a General Officer Memorandum of Reprimand (GOMOR) is a written criticism given to a Soldier for failing to comply with established standards. A letter of reprimand (LOR) can be filed in either your Military Personnel Record Jacket (MPRJ) or your Official Military Personnel File (OMPF) according to AR 600-37 (Unfavorable Information), Chapter 3. The reprimand can be filed in a Soldier's MPRJ by an enlisted Soldier's commander, school commandant, any general officer or an officer exercising general court-martial jurisdiction over the Soldier. Letters filed in your MPRJ may remain for up to three years or until you are reassigned to a new general court-martial jurisdiction, whichever is sooner.

A reprimand filed in a Soldier's OMPF can only be filed upon the order of a general officer senior to the Soldier, or by direction of an officer having general court-martial jurisdiction over the Soldier. Letters filed in your OMPF are permanently placed in the performance fiche and may adversely affect your military career in the future.

### **What should a Soldier do if he or she receives a Letter of Reprimand?**

Because the letter of reprimand is "unfavorable information," you are entitled to reply to the allegations made against you before a decision is made to file the letter of reprimand. You can submit a written statement to deny, rebut, explain, or mitigate the basis of the reprimand. You have a reasonable amount of time, which is usually seven days, to prepare and submit your written statement. You may address the underlying facts of the reprimand and request the reprimand be withdrawn if the allegations are untrue or file the reprimand in your local MPRJ.

A legal assistance attorney can help you with your written statement. To help the legal assistance attorney understand what has occurred, write out a complete description of the events that form the basis reprimand. You may choose to explain the events and mitigating circumstances, admit to what you have done, ask for a second chance, or explain that you are not at fault. The statement should be written in memorandum format. Bring the draft statement and other pertinent documents when you see the legal assistance attorney.

Virtually anything may be attached as an enclosure to support your rebuttal. If you have witnesses to certain events, list their names and units as fully as possible and obtain separate written statements from them. Consider enclosing copies of favorable ratings, character letters of support, and awards received. A legal assistance attorney will assist you in editing and refining your statement. After the final statement is complete, turn it into the officer who initiated the reprimand or to the person you are

directed to in the reprimand acknowledgment. Make sure you keep a copy of your rebuttal and attached enclosures for you records. If you cannot finish your rebuttal by the designated date, then ask the legal assistance attorney to request an extension.

If you have any questions concerning administrative letters of reprimand, please call the Fort Benning Legal Assistance Office at 706-545-3281/3282.



Office of the Staff Judge Advocate  
Legal Assistance Office  
6450 Way Avenue  
Fort Benning, GA 31905  
706-545-3281/3282

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

SUBJECT: Rebuttal to Administrative Reprimand.

1. I respectfully request consideration be given to my underlying statement and request that you file the Administrative Reprimand in my Military Personnel Record Jacket and not in my Official Military Personnel File in order to avoid serious negative consequences to my future career in the Army.
2. Explain the factual basis or the circumstances that led to the reprimand. .
3. Describe mitigating circumstances to explain your actions.
4. Explain any corrective actions have you completed as a result of your actions. Explain any corrective actions you plan on taking in the future. For example, you went to a class for DUI or counseling.
5. Why would or should you receive a local filing? Describe your family circumstances, past military accomplishments (deployments) and what things can you still offer the military. "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 MPRJ filing would demonstrate your belief that this was an isolated incident and not indicative of my overall character and potential."
6. Consider making an apology. "I accept blame for my actions on the January 1, 2012, 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 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. In conclusion, I, SGT Joe Jones, respectfully request that the administrative reprimand be filed in my local file and not in my Official Military Personnel File.
8. Thank you for your consideration of my response. The point of contact for this memorandum is Sergeant Joe Jones and I can be reached at joe.jones@us.army.mil.

MARCH 2012