



**DEPARTMENT OF THE ARMY**

**UNIT**

**FORT MOORE, GEORGIA 31905**

ATSH-\_\_\_\_\_ 20 February 2023

MEMORANDUM FOR Commander, US Army Maneuver Center of Excellence, ATTN: Criminal Law Division, Fort Moore, Georgia 31905

SUBJECT: Rebuttal to Administrative Reprimand

Example paragraphs to address or discuss in your rebuttal

1. In accordance with Army Regulation 600-37, I respectfully request consideration be given to my statement below and that the Administrative Reprimand be filed at the local level and not in my Army Military Human Resource Record.

2. Explain what happened if you need too. Is it true?

3. Get letters of recommendation from your command or other people in your life.

4. Any mitigating circumstances to explain your actions. What explains your actions if any?

5. What if any corrective actions have you taken in response to this matter.

6. Why would or should you receive a local filing. What are family circumstances, past military accomplishments (deployments) and what things can you still offer the military.

(Explain your past history) I am a Soldier in the United States Army. 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. Withdrawal or MPRJ filing would demonstrate your belief that this was an isolated incident and not indicative of my overall character and potential.

7. Apology Example: (Apologize for actions) I accept blame for my actions on the \_\_\_\_\_\_\_\_, and I regret that I \_\_\_\_\_\_\_\_\_\_\_. I am grateful and appreciate the support of my professional counselors and my chain of command, especially my \_\_\_ Commander, \_\_\_\_\_\_\_\_. 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.

8. In conclusion, I respectfully request that the administrative reprimand be filed in my local file and not in my Army Military Human Resource Record.

9. The point of contact for this memorandum is RANK NAME and I can be reached at \_\_\_\_\_\_.mil@mail.mil.

Encls FIRST LAST NAME 1. SSG, USA

2. LTC, AR

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