**CONDUCT WAIVER CASE SUMMARY**

Rank Last, First MI.., Last 4 SSN, Current Unit

**Soldier Information:**

Rank Last, First MI., is applying for WO appointment in MOS XXXX (MOS Title) and requested a conduct waiver based on the incident (Name of Offense) occurred in (Date of Incident). Rank Last is a XX years-old (Gender) Soldier with an MOS XXX (MOS Title) and a GT score of XXX, and also completed (NCOES/DLC). Rank Last's civilian education level is an XXXX degree/Credit Hours.

**Misconduct Offense:**

Rank Last, First MI.'s offense (Name of Offense) is listed in Enclosure 4 (Serious/Major Misconducts) which requires a conduct waiver approval prior to applying for WO program IAW Army Directive 2020-09, paragraph 4.

AD 2020-09 (New Policy Regarding Waivers for Appointment and Enlistment Applicants), Paragraph 4.b: The waiver authority for any single offense identified in enclosure 4 is withheld to the DMPM. This includes a positive drug or alcohol test at the Military Entrance Processing Station (MEPS). Any other drug-related incident not involving a medical diagnosis will be treated as misconduct in accordance with this paragraph.

**Description of Incident**: Conduct Waiver application dated (date) and (Police agency) Criminal History Search dated (Date)

(Detailed description of incident)

**GO Recommendation**: APPROVAL/DISAPPROVAL dated (DATE)

BG Last Name, concurred/nonconcurred with the request for a waiver to the offense that occurred on (date).