



DEPARTMENT OF THE ARMY

Unit Name

Unit Address

City, State, ZIP Code

OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-MPO-D,
300 Army Pentagon, Washington DC 20310-0300

SUBJECT: Conduct Waiver Request for SSG Doe, John B., 123-45-1234

1. Nature of Offense: Name of the Offense / Charge

a. Date of Offense: DD MON YY

b. Place of Offense: City, State

c. Punishment Imposed: fine amount, forfeiture amount, extra duty, letter of reprimand etc.

2. Mitigating circumstance: A moral or conduct waiver is required when the final finding of a court or of another adjudicating authority is a conviction or other adverse adjudication such as, but not limited to, fines, imprisonment, placed on probation, paroled or pardoned, or have ever been ordered to deposit bail or collateral for a violation of any law, police regulation or ordinance, including traffic violations involving a fine or forfeiture of \$500 or more. This includes juvenile offenses, expunged dispositions, non-judicial punishments, and courts-martial proceedings. Serious misconduct and major misconduct offenses require general officer endorsement. If applicable, any/all offenses of this nature must be disclosed in the application.

3. Serious misconduct and major misconduct offenses require General Officer endorsement, Moral Case Summary, and submission no less than eight weeks prior to the desired board's deadline. See Army Directive 2018-12 for details.

Consider detailing the following elements:

a. Explanation of the incident (what, when, where, how, etc.)

b. Lessons learned

c. Contributions to unit, community and military service

4. For favorable consideration, include any and all supporting documents such as legible copies of court documents, police reports, article 15, or letter of reprimand. If unable to obtain supporting documents, submit affidavit detailing events, punishment, and unsuccessful attempts at obtaining required documentation.



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SPECIAL OPERATIONS RECRUITING BATTALION
BUILDING D-2612, ARDENNES STREET
FORT BRAGG, NORTH CAROLINA 28310

OFFICE SYMBOL
SUBJECT

5. Point of contact for this action is the undersigned at (123) 456 – 0987 or email john.b.doe.mil@mail.mil.

SAMPLE Encls:
Court Action
Police Report
Article 15
Letter of Reprimand
Affidavit
General Officer endorsement
Moral Case Summary

JOHN B. DOE
SSG, USA
Platoon Sergeant