



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

Your Unit Name
Your Unit Address

Your Unit Office Symbol

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SP, Fort Knox, KY 40121-2725

SUBJECT: Request for Moral Exception to Policy (ETP)

1. Nature of offense: Do not just list Article 92, Article 32, etc. Must request a moral ETP for any infractions listed on your enlistment contract.

a. Date of offense: (Month and year)

b. Place of offense: (City and State)

c. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)

2. Mitigating circumstances:

*You will use this moral ETP request if you responded YES to block#26 on DA Form 61.

If you responded NO, you do not need a moral ETP.

Moral ETP is not required for traffic fines of \$250 or less. Do NOT include court cost). Mitigating circumstances surrounding the charge: Four points to address:

- (1) Explain the incident (what, where, when, how, etc..)
- (2) Accepting responsibility for your actions
- (3) The lessons learned
- (4) How you now contribute to your unit, community and military service.

Notes:

- 1.) A separate moral ETP request must be submitted for each offense.
- 2.) Moral ETP request should give all the information possible related to the incident. Half answers and undisclosed information can cause a delay in processing. In some cases - the request will be returned to USAREC with a request for more information from applicant.
- 3.) This ETP request will not go before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may cause a returned request.
- 4.) Writing skills count. A properly written request may affect the approval of the request. Army G1 may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

Your signature block