



DEPARTMENT OF THE ARMY

UNIT NAME
UNIT ADDRESS
UNIT ADDRESS

OFFICE SYMBOL

DATE

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

SUBJECT: Moral Request Waiver for SSG Doe, John B., 1234, CURRENT UNIT

1. Nature of offense: NAME OFFENSE(S) and/or violence not considered covered by section 922 of Title 18, U.S.C. is listed in Enclosure 4 (Serious/Major Misconducts) which requires a moral waiver approval prior to applying for WO program IAW Army Directive 2018-12, paragraph 4.

a. Date of offense: DATE

b. Place of offense: ANYWHERE, USA

c. Punishment imposed: LIST PUNISHMENT(S)

2. Description of Incident: PROVIDE DETAILED DESCRIPTION OF EVENTS REQUIRING ENCLOSURE 4 MORAL WAIVER

3. PROVIDE RECOMMENDATION FOR WAIVER APPROVAL OR DISAPPROVAL AND ADDITIONAL SUPPORTING INFORMATION, TO INCLUDE BUT NOT LIMITED TO: PERFORMANCE SINCE INCIDENT OR JOINING THE MILITARY, ACCOLADES, MILITARY AND CIVILIAN EDUCATION, AND RECOGNITIONS.

4. Point of contact for this recommendation is SSG John B. Doe at DSN (312) 123-4567 or email at john.b.doe.mil@mail.mil.

JOSHUA A. CDR
BG, IN
Commanding