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: 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 (Major Misconducts) which requires a moral waiver approval prior to applying for WO program IAW Army Directive 2020-09, paragraph 5.

 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 CONDUCT 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 the undersigned at DSN (312) 123-4567 or email at joshua.a.cdr.mil@mail.mil.

 JOSHUA A. CDR

 BG, IN

 Commanding