



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, 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 effect the approval of the request. HRC may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

**\*\*\*\*Applicant will include A COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE (to include UCMJ actions). Requests for Moral ETP that do not include proper substantiating documentation of the outcome of each case will be returned without action. If supporting documetation is unavailable, applicant will indiacte all POC's contacted to aquire documents.**

Joe E. Sample  
SGT/E-5  
111-22-3333