

SAMPLE REBUTTAL FORMAT

DEPARTMENT OF THE ARMY

[add unit information]

[unit address]

APO AE 09114-8130

[add unit mail code]

DATE

MEMORANDUM FOR Commander, [Unit]

SUBJECT: Rebuttal Matters, FIRST MI. LAST, Administrative Reprimand dated (date of reprimand)

1. I read and understand the unfavorable information presented against me.
2. The Memorandum of Reprimand is based upon the allegation that I _____.

I respectfully deny the allegations and request the reprimand be destroyed because: *state your denial of reprimand*

- OR -

I respectfully request that you consider these rebuttal matters and that you file this memorandum of reprimand in my local file because: *state your reasons why*

- OR -

I deeply regret and apologize, and respectfully request that you exercise leniency because: *state your reasons for leniency*

3. If you decide to file the memorandum, I request you consider my performance over the entire time I served in your command, and it be filed in my local file. I consistently demonstrated the qualities of a good soldier and outstanding noncommissioned officer. This is evidenced by my receipt of superior NCOERs and the following awards: *list awards*. Furthermore, _____ (STATE SOME POSITIVE ACTION AND RESULTS WHICH OCCURRED WHILE YOU WERE WITH THE COMMAND AND HOW IT BENEFITED THE COMMAND). I do not deserve AMHRR filing of this Memorandum of Reprimand because _____.

4. POC is the undersigned at _____ .mil@mail.mil or DSN XXX-XXXX.

FIRST MI. LAST
RANK, U.S. Army

3 Encls:

1. NCOER, dated (enter date)
2. ARCOM, dated (enter date)
3. Letter of Support (1SG Jones)