

REQUEST FOR CIVIL CONVICTION / MORAL WAIVER

Checklist

- _____ Applicant's signed memorandum (statement of circumstances) for offense(s)
- _____ Official court documents w/ disposition – citing offense and judgments rendered for each offense
- _____ Recommendation from Unit Commander
- _____ Endorsement from Battalion Commander
- _____ Endorsement from Brigade Commander
- _____ Copy of NGB Form 62E DRAFT signed

Unit Commander's Letter of Recommendation

SAMPLE

Moral Waiver

UNIT HEADING

Unit Symbol

(DATE)

MEMORANDUM THRU (Appropriate Command Channels)

FOR Joint Force Headquarters-Delaware, ATTN: NGDE-AAG-AR, First Regiment Road,
Wilmington, DE 19808-2191

SUBJECT: Request for Moral Waiver – (Rank, Name)

1. Request a moral waiver be granted (Rank, Name, SSN), for the purpose of attending DEARNG Officer Candidate School (OCS) and commissioning thereafter. (Rank) (Name) received a (State each Offense) on (Date(s)). He/She pleaded guilty, (Sentence received) (*i.e.* “*served community service and paid restitution by fine*”). He/She has been interviewed and found to be rehabilitated.

2. (Use this paragraph for commander’s comment as it relates to applicant’s character, qualities and abilities that would warrant the granting of a waiver to the applicant).

3 Encls

(Signature of Commander)

1. Soldier’s Statement
2. Court Document
3. NGB Form 62

Applicant's Request for Moral Waiver

SAMPLE

UNIT HEADING

Unit Symbol

(DATE)

MEMORANDUM FOR (Unit Commander)

SUBJECT: Request a Moral Waiver – (Rank, Last Name, First Name MI)

1. For the purpose of attending the DEARNG Officer Candidate School (OCS) Program, request a moral waiver for the following offense: *(State specifically what you were charged with)*
2. Date of offense: *(Month and year)*
3. Place of offense: *(City and State)*
4. Punishment imposed: *(Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)*
5. Mitigating circumstances surrounding the charge: *(Three points to address: (1) Accepting responsibility for your actions, (2) The lessons learned, and (3) How you now contribute to your unit, community and military service.)*

2 Encls

(Signature of Applicant)

1. Court Document
2. NGB Form 62

Notes:

1. Moral waiver 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 for more information from applicant.
2. Request must be supported by NGB 62, official court documents citing the offense, court action, and judgment rendered.
3. Writing skills count. A properly written request may affect the approval of the request. Poor English, grammar and typographical errors may be interpreted as a lack of concern, sincerity or attention to detail from the applicant.

Waivers Required by NGR 600-100

Paragraph 2-8

Adjudged as a youthful offender

Misdemeanor Conviction of any type by military or civil court

Traffic violations involving a fine or forfeiture of over \$300

Conviction of a felony under local, federal, or military law

Conviction that resulted in sentence to confinement in prison, stockade, or detention area

Former conscientious objectors

Moral turpitude (including but not limited to...child abuse, incest, indecent exposure, embezzlement, check fraud)

Previously discharge for dependency or hardship

Previously separated from any component of the Army because of failure to complete any required military education or course within the time frame prescribed.

NOTE: Traffic Violations (speeding, expired plates, malfunctioning equipment, parking tickets) of \$299.00 or less, do not require conviction waivers.

DOCUMENTATION:

Supporting documentation must accompany the waiver request – each conviction requires separate court documents and separate statement of circumstances. One memorandum of recommendation/endorsement is acceptable, but the memorandum must address each conviction specifically.

Copies of final disposition offense must be obtained from the court house. Court documents need to include police reports when available. If the county court house where the incident occurred has no record of the conviction, complete a DD 369 (Police Records Check) for that county along with a document from that county indicating that they have no records of listed offenses. If documentation is not available (for substantial reasons only) soldier must so state in their moral waiver request that records not available.