

LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ARH, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231

SUBJECT: Request for Moral Waiver (Select the appropriate one)
Request for Civil Conviction

1. Request to waiver of the following offense: (State specifically what you were charged with. Do not just list Article 32, etc Must request a moral wavier for any infractions with. Do not just list Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract or for any Article 15s, to include summarized. Moral wavier is not required for traffic fines of \$300 or less. Do NOT include court cost.)

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 services.

(Signature)
(Full Name)
(Rank)
(SSN)

Note: Separate moral wavier request must be submitted for each offense.