



## **OFFICE OF THE JUDGE ADVOCATE GENERAL** **LEGAL ASSISTANCE POLICY DIVISION**



### **ADMINISTRATIVE LETTER OF REPRIMAND**

#### **What is a Letter of Reprimand?**

An administrative Letter of Reprimand (LOR) or a General Officer Memorandum of Reprimand (GOMOR) is a written criticism given to a Soldier for failing to comply with established standards. A LOR can be filed locally or filed in the performance portion of the Army Military Human Resource Record (AMHRR) according to [AR 600-37 \(Unfavorable Information\), Chapter 3](#).

**Local Filing:** A reprimand can be filed locally by a Soldier's commander, school commandant, any general officer, or an officer exercising general court-martial jurisdiction over the Soldier. LORs filed locally may remain for up to eighteen months or until you are reassigned to a new general court-martial jurisdiction, whichever is sooner.

**Permanent Filing:** A reprimand can only be filed in a Soldier's AMHRR upon the order of a general officer senior to the Soldier, or by direction of an officer having general court-martial jurisdiction over the soldier. Reprimands filed in your AMHRR are permanently placed in the performance fiche and may adversely affect your military career in the future.

#### **What should a Soldier do if they receive a Letter of Reprimand?**

A reprimand is considered "unfavorable information" against you; therefore, you are entitled to reply to the allegations made in your reprimand before a filing decision is made. You have a reasonable amount of time, usually seven days from the date you signed, to prepare and submit a written rebuttal.

Your written rebuttal should be in written memorandum format and comply with [AR 25-50, Preparing and Managing Correspondence, Chapter 2](#). In your rebuttal you can deny, rebut, explain, or mitigate the underlying conduct that led to the reprimand. Your rebuttal can address the underlying facts of the reprimand, offer matters of mitigation or consideration, ask for a second chance, and/or request to file the reprimand locally. If the allegations are untrue, you can request the reprimand be withdrawn.

You may attach enclosures to support your written rebuttal. If there are witnesses that can verify, support, or explain certain events, you may list their names and units as fully as possible and try to obtain separate written statements from them. You should consider enclosing copies of favorable ratings, academic evaluations, awards received, letters of support, and/or character letters. A Legal Assistance Attorney can help you with your written statement.

**I think I know what I want to say. Do I have to meet with a Legal Assistance Attorney, or can I write my own response?**

This is up to you. You can write your own response, meeting with a Legal Assistance Attorney is voluntary – but always a good idea! A Legal Assistance Attorney can help you with your written statement by offering counsel, editing, and refining your written statement. To prepare for your meeting and help the Legal Assistance Attorney understand what has occurred, you should write out a detailed description of the events that formed the basis for the reprimand. You should also bring a draft written rebuttal and all pertinent documents with you for your meeting. If you cannot finish your rebuttal by the designated date, then you should ask to meet with a Legal Assistance Attorney to discuss an extension.

**I finished my written rebuttal, now what should I do?**

After you have completely finished writing your written statement, you will turn it into the officer who initiated the reprimand or to the person you are directed to in the reprimand acknowledgement. Make sure to submit your written rebuttal and all enclosures in one pdf document. Don't forget to keep a copy of your rebuttal and attached enclosures for your records.

For more information on rebuttals, please contact your local legal assistance office to speak with an attorney.

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