



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY TRIAL DEFENSE SERVICE
FORT LEE FIELD OFFICE
3002 C AVENUE
FORT LEE, VA 23801



(Office Symbol)

(Date)

MEMORANDUM FOR (Separation Authority and Address)

SUBJECT: Rebuttal to Chapter ____, AR 35-200; (Rank, Name, and Unit)

1. The first paragraph is the introductory paragraph. In it, you should state that you are pending separation and give the reason for the proposed separation. You should tell the separation authority why you are writing this letter, i.e., either to ask for retention on active duty or to request that you be separated with a general or honorable discharge, if the separation authority finds that separation is required. (The separation authority can grant a request for retention on active duty by disapproving the recommendation for separation or by suspending execution of the separation.)
2. In the next paragraph, you should justify your request. Start by stating your MOS and job specialty. Tell the separation authority how long you have been on active duty and briefly highlight some of your achievements and awards, if applicable. Describe your goals and aspirations. Mention any awards, documentation and/or letters of support that you will attach to this letter as enclosures. (Letters of support from coworkers and supervisors are vital for any later attempt to upgrade a discharge as a civilian. Save your support letters.)
3. This next area is optional. It concerns the basis for your pending separation. Although you have the constitutional right not to discuss any offense for which you might face criminal charges, you may, after consultation with your attorney, find it helpful to apologize for any offense you may have committed and briefly highlight any factors that lessen the severity of the offense. If what you did that led to your being considered for separation was a one-time mistake, say that in this paragraph of your letter. You may want to state that the misconduct (or unsatisfactory performance) will not be repeated (or continued).
4. In the last paragraph, repeat your request for a second chance if you are seeking retention. If retention is not possible, ask for a general or honorable discharge, based on your whole record. Tell the separation authority that you do not want to have the stigma of a less than honorable discharge when seeking civilian employment.

(Your Signature Block)
(Rank), U.S. Army