



**XVIII Airborne Corps and Fort Bragg
Office of the Staff Judge Advocate
Legal Assistance Office**



INFORMATION PAPER – Letters of Reprimand (LOR) and General Officer Memorandums of Reprimand (GOMOR)

1. WHAT IS AN LOR?

A letter of reprimand (LOR) is an administrative censure or “chewing out” given to a soldier for failure to comply with established standards.

1. WHAT IS A GOMOR?

A General Officer Memorandum of Reprimand (GOMOR) is an LOR by a general officer, or officer with general courts-martial jurisdiction (GCMCA), concerning a soldier under his or her chain of command. At the general officer’s discretion, a GOMOR may be filed in the soldier’s Military Personnel Record Jacket (MPRJ, or “local file”) or in his/her Official Military Personnel File (OMPF).

2. WHEN CAN A LOR OR GOMOR BE GIVEN?

A LOR or GOMOR can be given to enlisted members by any of the following: any commander in his or her chain of command, school commandant, any general officer (including frocked), and/or GCMCA. A LOR can also be given to enlisted personnel by his or her immediate supervisor, but these may not be filed.

A LOR or GOMOR can be issued to a commissioned or warrant officer by any of the following: any commander in his or her chain of command, designated rating chain member, any general officer (including frocked), and/or GCMCA

A reprimand may also be issued as a punishment under Article 15, UCMJ.

3. WHAT ARE THE CONSEQUENCES OF RECEIVING A GOMOR/LOR?

Aside from the negative stigma associated with them, an LOR may be filed in a soldier’s MPRJ by the authorities listed above (other than a LOR issued to an enlisted by an immediate supervisor not serving in one of the other capacities listed). IAW AR 600-37 para. 3-4, they will be removed after three years or the recipient’s transfer to another general court martial jurisdiction. LORs in an MPRJ can be seen by the soldier’s chain of command, but not by a promotion board.

General officers senior to the soldier and officers exercising general court-martial jurisdiction have authority to file an LOR/GOMOR in a soldier’s OMPF—regardless of the issuing authority. If filed in the OMPF, it will be filed in the performance portion (P-fiche) and can be seen by HRC and promotion boards. It will stay there through the soldier’s career unless it is appealed for removal or transferred to the restricted portion of the OMPF (R-fiche). Information in the R-fiche is not generally viewable by promotion or selection boards. Exceptions are DA selection boards, if the board president makes a specific written request, and the CSM/SGM, SGM Academy, and CSM/SGM retention boards. Some government agencies may view R-fiche material by written request. For more information on who may view R-fiche material, see AR 600-8-104, para. 2-7.

Reprimands issued as punishment under an Article 15 proceeding will be filed with the Report of Proceedings.

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4. HOW DO I RESPOND TO A GOMOR /LOR?

Since the LOR is “unfavorable information,” IAW AR 600-37 you are entitled to reply to the allegations made against you before a decision is made to file the letter. You may make a written statement to deny, rebut, explain, or mitigate the LOR. You will have a reasonable time to prepare and submit your written statement (usually 7-10 days). Normally your statement should **address the underlying facts** (whether you choose to deny, explain mitigating circumstances, or admit your actions and ask for a second chance) of the LOR, and argue for a particular filing determination. If the letter is filed, your statement will be attached.

Your local Legal Assistance Attorney (LAA) can help you with your written statement. To help the LAA understand what has occurred, write out a complete description of the events surrounding the LOR. You should write the statement in memorandum format; this memo will be the foundation of your statement. Make sure you write legibly and bring the draft when you see the LAA.

Virtually anything may be attached to support your rebuttal. If you have witnesses to certain events, list their name and units as fully as possible when they are mentioned, and obtain separate written statements (preferably sworn statements) from them. Also consider enclosing copies of favorable ratings, letters attesting to your character, and awards received. The LAA will assist you in editing and refining your statement. After the final statement is complete, turn it into the officer who initiated the LOR in a sealed envelope or folder. Also make sure you keep a copy.

If you cannot make the suspense (7-10 days), you can request an extension from the issuing authority. A LAA can assist you in drafting an extension request.

5. A LETTER OF REPRIMAND HAS BEEN FILED IN MY MPRJ. CAN I APPEAL?

No formal process exists for removing an LOR from your MPRJ. However, at anytime you may request its removal by the commander who ordered the filing. Your appeal should be in memorandum format, and should include any supporting documentation.

6. A LETTER OF REPRIMAND HAS BEEN FILED IN MY OMPF. IS THERE ANYTHING I CAN DO TO GET IT REMOVED OR TRANSFERRED?

AR 600-37, chapter 7, outlines procedures for requesting the Department of the Army Suitability and Evaluation Board (DASEB) remove the LOR from your OMPF, or to transfer the LOR from the performance record to the restricted portion of the OMPF.

7. HOW DO I ASK FOR REMOVAL?

Once a GOMOR/LOR is filed in your OMPF, it is presumed to be administratively correct. Thereafter, the burden of proof rests with you to **provide evidence of a clear and convincing nature** that the allegations are untrue or unjust, in whole or in part, thereby warranting removal. Appeals that merely allege an injustice or error without supporting evidence are not acceptable and will not be considered.

Appeals are normally restricted to grades E6 and above, officers, and warrant officers. For soldiers in grades below E6, an appeal will only be considered as an exception to policy.

Appeals should be in military memorandum format and accompanied by relevant, substantive evidence. Appeals should be sent directly to the President, DA, Suitability Evaluation Board, HQDA (DAPE-MPC-E), 1901 South Bell Street, 2nd Floor, Arlington, VA 22202-4508

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8. HOW DO I ASK FOR A TRANSFER

Only LORs, admonition, or censure may be the subject of an appeal for a transfer to the restricted fiche. Such appeals may be made on the basis of proof that their intended purpose has been served and that their transfer would be in the best interest of the Army. As with removal, the burden of proof rests with the soldier.

Appeals are normally restricted to grades E6 and above, officers, and warrant officers.

Appeals for transfers may only be made if at least 1 year has elapsed since imposition of the letter and at least one evaluation report, other than academic, has been received in the meantime.

Appeals should be in military memorandum format and accompanied by relevant, substantive evidence. Appeals should be sent directly to the President, DA, Suitability Evaluation Board, HQDA (DAPE-MPC-E), 1901 South Bell Street, 2nd Floor, Arlington, VA 22202-4508

LORs, admonition, or censure received while enlisted will automatically transfer to the R-fiche if the soldier receives a commission as an officer.

9. WHERE CAN I GET MORE HELP?

If you receive a LOR, you should immediately contact your legal assistance office to see a LAA. You should obtain statements from witnesses, draft your response, and bring everything with you when you see the LAA.