\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Today’s Date

MEMORANDUM FOR 375 SFS/S5R (Reports & Analysis)

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title/Rank Full Name

SUBJECT: Traffic Citation Rebuttal

1. **VIOLATOR’S INFORMATION:**

1. Violator’s Title/Rank & Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Violator’s SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Violator’s Organization/Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Violator’s Contact Number: Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor’s Information (If Applicable):**

1. Title/Rank & Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. **CITATION INFORMATION:**

Citation Type (Circle One): DD FM 1408 (Armed Forces Traffic Ticket) or US District Court Violation Notice

Citation Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Citation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offense Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offense(s) Rebutting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. REBUTTAL ACKNOWLEDGEMENT:**

1. I have met the 5 duty days to request to rebut the citation. I have been informed of the rebuttal process and that I have 14 calendar days from the date of citation issuance to turn in my rebuttal statement/memorandum. I acknowledge 375 SFS/S5R does not provide templates for the requested rebuttal.
2. The rebuttal response is due to the 375 SFS/S5R, Reports and Analysis Section no later than close of business on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Date

1. I have been provided a rebuttal fact sheet.

Requester’s (Printed Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requester’s Signature/Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REBUTTAL FACT SHEET**

1. **Request Procedures.** You have met the 5 duty days requirement to notify the 375 SFS/S5R, Reports and Analysis Section of your intent to rebut your traffic citation. Depending upon the type of citation issued you were issued may result in different actions that you will need to take. Please see the below options.
2. US District Court Violation Notice

1. To dispute your ticket in federal court, you must appear at the time, date, and place shown on the front of your ticket. If **no date is shown**, you'll receive a "Notice to Appear" by mail approximately four weeks prior to the scheduled court date of when to appear. If you haven't received this notice within 60 days, call CVB at 1-800-827-2982.

2. If you appear before the court and plead guilty, or are convicted after trial, the court may impose any penalty the law authorizes, not limited to the amount due shown on the violation notice, and will add a special assessment of $5, $10, or $25 for each offense.

 b. DD FM 1408, Armed Forces Traffic Ticket

1. Requesters must deliver to the 375 SFS/S5R, Reports and Analysis Section, a written statement within 14 days from the date of the offense detailing the circumstances surrounding the issuance of the citation and why he/she believes the violation should be dismissed. The memorandum/statement is to be directed to commander, 375th Mission Support Group (375 MSG/CC).

**Note:** If the violator is base affiliated (military member, dependent, civilian employee, or contractor) their unit commander must endorse the statement and provide comments in support of the violator’s guilt or innocence. The commander must forward information to the Security Forces, Reports and Analysis Section (S5R). The purpose of endorsement is to ensure commander-level involvement.

1. **Rebuttal Package Process.** Once 375 SFS/S5R is provided your statement, they will compile it with any investigative evidence and documented facts. The rebuttal package will then be forwarded to the 375 SFS/CC for his/her annotation and recommendation. (**Note:** The 375 SFS/CC will only be determining if the traffic citation was issued in error. In the event the citation was found to be issued in error the process will end there and the citation will be voided.) If the citation is determined not to be in error, the rebuttal package will be forwarded to the rebuttal authority (375 MSG/CC) for final decision. Once the rebuttal authority has made a final decision, S5R will notify the violator of the outcome of his/her citation rebuttal in writing.

**Note:** If response is not received by the due date, 375 SFS/S5R will forward a Notice of Late Suspense memorandum to violator and applicable unit cc, which can be electronic, providing an additional 7-day suspense. If the additional suspense is not met, 375 SFS/S5R will send a Notice of Second Late Suspense memorandum to the violator and unit commander, with a courtesy copy to the group commander. Suspense extensions can be granted by 375 SFS/CC on a case-by-case basis.

3. If you have any question, please contact the 375th Security Forces Squadron, Reports and Analysis Section at (618) 256-6126/5404.