

**Milper Message Number
15-394**

**Proponent
AHRC-EPF-M**

**Title
PROCEDURES FOR THE FY16 QUALITATIVE MANAGEMENT PROGRAM (QMP)**

...Issued: [07 Dec 15]...

- A. ARMY DIRECTIVE 2014-06, 10 APR 14, SUBJECT: QUALITATIVE MANAGEMENT PROGRAM.
 - B. TITLE 10 U.S. CODE 1142, PRESEPARATION COUNSELING.
 - C. TITLE 10 U.S. CODE 1176, ENLISTED MEMBERS: RETENTION AFTER COMPLETION OF 18 OR MORE, BUT LESS THAN 20, YEARS OF SERVICE.
 - D. TITLE 10 U.S. CODE 1552, CORRECTION OF MILITARY RECORDS.
 - E. TITLE 10 U.S. CODE 12732, ENTITLEMENT TO RETIRED PAY: COMPUTATION OF SERVICE.
 - F. AR 15-185 (ARMY BOARD FOR CORRECTION OF MILITARY RECORDS), 31 MAR 06.
 - G. AR 40-400 (PATIENT ADMINISTRATION), 8 JUL 14.
 - H. AR 40-501 (STANDARDS OF MEDICAL FITNESS), 14 DEC 07 (RAR 003, 4 AUG 11).
 - I. AR 600-8-19 (ENLISTED PROMOTIONS AND REDUCTIONS), 2 FEB 15.
 - J. AR 600-8-104 (ARMY MILITARY HUMAN RESOURCE RECORDS MANAGEMENT), 7 APR 14.
 - K. AR 600-37 (UNFAVORABLE INFORMATION), 19 DEC 86.
 - L. AR 635-40 (PHYSICAL EVALUATION FOR RETENTION, RETIREMENT, OR SEPARATION), 8 FEB 06 (RAR 001, 20 MAR 12).
 - M. AR 635-200 (ACTIVE DUTY ENLISTED ADMINISTRATIVE SEPARATIONS), 6 JUN 05 (RAR 003, 6 SEP 11).
 - N. AR 640-30 (PHOTOGRAPHS FOR MILITARY HUMAN RESOURCES RECORDS), 18 SEP 08.
1. THIS MILPER MESSAGE WILL EXPIRE NLT ONE YEAR FROM DATE OF ISSUE.
2. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE GUIDANCE AND PROCEDURES IN SUPPORT OF THE QMP. THE SENIOR NCO SELECTION BOARDS AND QMP BOARDS, CURRENTLY SCHEDULED FOR THE 2D, 3RD, AND 4TH QUARTERS OF FISCAL YEAR (FY)16, WILL CONSIDER REGULAR ARMY (RA) AND UNITED STATES ARMY RESERVE ACTIVE GUARD RESERVE (USAR AGR) SOLDIERS IN THE RANK OF SSG THRU CSM FOR POSSIBLE INVOLUNTARY SEPARATION. THESE NCOS WILL BE CONSIDERED FOR DENIAL OF CONTINUED SERVICE WHEN:
- A. U.S. ARMY HUMAN RESOURCES COMMAND (HRC) RECEIVES MATERIAL FROM ONE OF THE FOLLOWING CATEGORIES FOR PERMANENT FILING IN THE PERFORMANCE OR RESTRICTED FOLDER OF THE NCO'S ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR) (THIS MATERIAL MUST BE BASED ON PERFORMANCE OR CONDUCT IN THE SOLDIER'S CURRENT GRADE):

(1) GENERAL OFFICER MEMORANDUM OF REPRIMAND (GOMOR).

(2) CONVICTION BY COURT-MARTIAL OR PUNISHMENT UNDER ARTICLE 15, UCMJ.

(3) DA FORM 2166-8, NONCOMMISSIONED OFFICER EVALUATION REPORT (NCOER), WITH ANY OF THE FOLLOWING:

(A) RELIEF FOR CAUSE NCOER;

(B) ANNOTATION OF "NO" IN PART IV, BLOCK A (ARMY VALUES) ON AN NCOER;

(C) SENIOR RATER RATING OF 4 (FAIR) OR 5 (POOR) IN THE OVERALL PERFORMANCE OR POTENTIAL BLOCKS OF AN NCOER;

(4) DA FORM 2166-9-2, NONCOMMISSIONED OFFICER EVALUATION REPORT (SSG-1SG/MSG), WITH ANY OF THE FOLLOWING:

(A) RELIEF FOR CAUSE NCOER;

(B) ANNOTATION OF "DID NOT MEET STANDARDS" IN PART IV, BLOCKS C, D, E, F, G, H OR I;

(C) ANNOTATION OF "NOT QUALIFIED" IN PART V, BLOCK A;

(5) DA FORM 2166-9-3, NONCOMMISSIONED OFFICER EVALUATION REPORT (CSM/SGM), WITH ANY OF THE FOLLOWING:

(A) RELIEF FOR CAUSE NCOER;

(B) ANNOTATION OF "DID NOT MEET STANDARDS" IN PART IV, BLOCK A OR E;

(C) ANNOTATION OF "NOT QUALIFIED" IN PART V, BLOCK A:

(6) ACADEMIC EVALUATION REPORT (DA FORM 1059) INDICATING NONCOMMISSIONED OFFICER EDUCATION SYSTEM (NCOES) COURSE FAILURE.

B. THE DEPUTY CHIEF OF STAFF, G-1, OR DESIGNEE, APPROVES A REQUEST FROM COMMANDERS WITH GENERAL COURT-MARTIAL CONVENING AUTHORITY, OR THEIR DESIGNEES, OR THE COMMANDER, HRC, OR DESIGNEE, FOR REFERRAL OF AN NCO TO A QMP SCREENING BOARD.

C. NCOS WHO FAIL TO QUALIFY THEMSELVES FOR PROMOTION CONSIDERATION TO THE NEXT GRADE BECAUSE THEY HAVE NOT COMPLETED THE APPROPRIATE LEVEL OF NCOES TRAINING AS FOLLOWS:

(1) SSG WHO, UPON ATTAINMENT OF 48 MONTHS TIME IN GRADE, HAS NOT GRADUATED FROM THE ADVANCED LEADERS COURSE.

(2) SFC WHO, UPON ATTAINMENT OF 48 MONTHS TIME IN GRADE, HAS NOT GRADUATED FROM THE SENIOR LEADERS COURSE.

3. THE QMP DOES NOT APPLY TO SOLDIERS WHO:

A. HAVE AN APPROVED RETIREMENT.

B. WERE PREVIOUSLY RETAINED ON ACTIVE DUTY BY A QMP BOARD (PROVIDED NO NEW BASIS FOR QMP CONSIDERATION IS DOCUMENTED SINCE THE EARLIER RETENTION DETERMINATION).

C. HOLD THE RANK OF CSM/SGM AND ARE WITHIN TWO YEARS OF THE RETENTION CONTROL POINT FOR THEIR RANK.

D. ARE PROMOTABLE TO THE NEXT HIGHER GRADE, OR HAVE BEEN SELECTED TO ATTEND THE SERGEANTS MAJOR COURSE FOR THE PURPOSE OF PROMOTION TO SGM. THIS IS ONLY APPLICABLE WHEN THE BASIS FOR QMP

CONSIDERATION WAS FILED IN THE SOLDIER'S AMHRR AND WAS INCLUDED IN THE OFFICIAL FILE SEEN BY THE PROMOTION/TRAINING SELECTION BOARD.

4. IN SUPPORT OF THE QMP, HRC WILL IDENTIFY RA AND USAR AGR SOLDIERS MEETING THE CRITERIA IN PARAGRAPH 2 ABOVE FOR QMP CONSIDERATION. A REVIEW OF THE PERFORMANCE AND RESTRICTED FOLDERS OF THE AMHRR WILL BE CONDUCTED FOR ALL SOLDIERS WHO MEET THE ELIGIBILITY CRITERIA. THE QMP PROCESS STEMS FROM A PRESUMPTION OF ADMINISTRATIVE FINALITY IN THAT ADVERSE DOCUMENTS (UNFAVORABLE INFORMATION) FILED WITHIN A SOLDIER'S AMHRR ARE PROPERLY FILED, ADMINISTRATIVELY CORRECT, AND FILED PURSUANT TO AN OBJECTIVE DECISION BY COMPETENT AUTHORITY. BECAUSE OF THIS UNDERLYING PREMISE, SOLDIERS ARE REMINDED ABOUT EXISTING ARMY POLICIES/PROGRAMS THAT PROVIDE AVENUES TO ADDRESS THE CONTENT OF THEIR INDIVIDUAL RECORDS AS FOLLOWS:

A. ARMY REGULATION 600-37 (REF K) SETS FORTH POLICIES AND PROCEDURES TO AUTHORIZE PLACEMENT OF UNFAVORABLE INFORMATION ABOUT SOLDIERS WITHIN INDIVIDUAL OFFICIAL PERSONNEL RECORDS.

(1) THE INTENT OF AR 600-37 IS TO ENSURE THAT ONLY INFORMATION THAT IS SUBSTANTIATED, RELEVANT, TIMELY, AND COMPLETE IS FILED IN A SOLDIER'S RECORD AND TO ENSURE THAT THE BEST INTERESTS OF BOTH THE ARMY AND THE SOLDIER ARE SERVED BY AUTHORIZING UNFAVORABLE INFORMATION TO BE PLACED IN AND, WHEN APPROPRIATE, REMOVED FROM OFFICIAL PERSONNEL RECORDS.

(2) THE OBJECTIVES OF AR 600-37 ARE TO APPLY FAIR AND JUST STANDARDS TO ALL SOLDIERS; PROTECT THE RIGHTS OF INDIVIDUAL SOLDIERS AND, AT THE SAME TIME, PERMIT THE ARMY TO CONSIDER ALL AVAILABLE RELEVANT INFORMATION WHEN CHOOSING SOLDIERS FOR POSITIONS OF LEADERSHIP, TRUST, AND RESPONSIBILITY; PREVENT ADVERSE PERSONNEL ACTION BASED ON UNSUBSTANTIATED DEROGATORY INFORMATION OR MISTAKEN IDENTITY; PROVIDE A MEANS OF CORRECTING INJUSTICES IF THEY OCCUR; AND ENSURE THAT SOLDIERS OF POOR MORAL CHARACTER ARE NOT CONTINUED IN SERVICE OR ADVANCED TO POSITIONS OF LEADERSHIP, TRUST, AND RESPONSIBILITY.

(3) SOLDIERS SEEKING REMOVAL OF UNFAVORABLE INFORMATION FROM THEIR RECORD MAY PETITION TO DO SO BY APPLYING TO THE DEPARTMENT OF THE ARMY SUITABILITY EVALUATION BOARD (DASEB) IAW EXISTING PROCEDURES OUTLINED IN AR 600-37, CHAPTER 7.

B. ARMY REGULATION 15-185 (REF F) ESTABLISHES THE ARMY BOARD FOR CORRECTION OF MILITARY RECORDS (ABCMR), THE HIGHEST LEVEL OF ADMINISTRATIVE REVIEW WITHIN THE DEPARTMENT OF THE ARMY TO CORRECT ERRORS IN OR REMOVE INJUSTICES FROM ARMY MILITARY RECORDS. ALL SOLDIERS HAVE THE RIGHT (10 U.S.C. § 1552 (REF D)) TO APPLY FOR A CORRECTION OF ERROR OR INJUSTICE IN THEIR AMHRR. SOLDIERS MAY APPLY TO THE ABCMR BY SUBMITTING A DD FORM 149, APPLICATION FOR CORRECTION OF MILITARY RECORDS. APPLICATIONS ARE AVAILABLE ONLINE ON THE ARMY REVIEW BOARD AGENCY'S WEBSITE AT [HTTP://ARBA.ARMY.PENTAGON.MIL/](http://ARBA.ARMY.PENTAGON.MIL/).

5. ONCE IDENTIFIED BY HRC AS SUBJECT TO POTENTIAL DENIAL OF CONTINUED SERVICE BY THE QMP, AN IMMEDIATE REENLISTMENT PROHIBITION CODE OF 13, IDENTIFYING SOLDIERS UNDER CONSIDERATION BY THE QMP, WILL BE TOP LOADED BY HRC. ELIGIBLE SOLDIERS WILL BE INFORMED THROUGH THEIR CHAINS OF COMMAND, BY SEPARATE MEMORANDUM, THAT THEY ARE SUBJECT TO CONSIDERATION OF DENIAL OF CONTINUED SERVICE BY ONE OF THE UPCOMING RA/USAR AGR FY16 SENIOR NCO PROMOTION SELECTION AND QMP BOARDS. HRC WILL ELECTRONICALLY SEND A NOTIFICATION MEMORANDUM THAT WILL IDENTIFY THE SPECIFIC BOARD AND ALLOW SUFFICIENT TIME TO AFFORD THE AFFECTED SOLDIERS A REASONABLE OPPORTUNITY TO SUBMIT MITIGATING MATTERS TO THE PRESIDENT OF THE BOARD. SUSPENSE DATES WILL BE ANNOUNCED IN THE NOTIFICATION MEMORANDUM. UPON RECEIPT, COMMANDERS (LTC LEVEL OR HIGHER) WILL:

A. ACKNOWLEDGE AND CONFIRM NOTIFICATION OF THE AFFECTED RA OR USAR AGR SOLDIER NO LATER THAN THE IDENTIFIED SUSPENSE DATE. THE ACKNOWLEDGEMENT MEMORANDUM WILL BE SCANNED AND FORWARDED VIA EMAIL TO THE FOLLOWING E-MAIL ACCOUNT: USARMY.KNOX.HRC.MBX.EPMD-TRANSITION-BRANCH@MAIL.MIL.

B. COUNSEL THE SOLDIER, IN WRITING, THAT THE SOLDIER IS STABILIZED IN THE CURRENT ASSIGNMENT, AND ENSURE THAT THE SOLDIER UNDERSTANDS THE OPTIONS AVAILABLE AS OUTLINED IN REFERENCE A. SOLDIERS ON ASSIGNMENT INSTRUCTIONS (AI) WILL BE DEFERRED OR DELETED AND STABILIZED PENDING BOARD RESULTS. SOLDIERS STATIONED OCONUS AND ON AI SHOULD CONTACT THEIR HRC ENLISTED CAREER BRANCH TO DISCUSS

THEIR ASSIGNMENT OPTIONS. SOLDIERS SCHEDULED IN THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS) FOR TRAINING WHO ARE SLATED TO GRADUATE PRIOR TO THE OPENING OF THE BOARD WILL REMAIN IN THE COURSE. SOLDIERS SCHEDULED IN ATRRS FOR TRAINING AND NOT SLATED TO GRADUATE PRIOR TO THE OPENING OF THE BOARD WILL HAVE THEIR CLASS RESERVATION CANCELED.

C. WHEN THE SOLDIER REQUIRES REFERRAL TO THE DISABILITY EVALUATION SYSTEM (DES) (SEE PARA D, BELOW), ENSURE THAT THE UNIT COMMANDER DOCUMENTS ON THE COMMANDER'S STATEMENT THAT THE SOLDIER HAS BEEN IDENTIFIED FOR QMP EVALUATION AND WHETHER A RECOMMENDATION FOR QMP SEPARATION HAS BEEN APPROVED. IF THE COMMANDER'S STATEMENT WAS COMPLETED BEFORE THE SOLDIER WAS IDENTIFIED FOR QMP REFERRAL, ENSURE THE UNIT COMMANDER SUBMITS A MEMORANDUM FOR RECORD OF THE INFORMATION TO THE MEDICAL TREATMENT FACILITY (MTF).

D. WHEN THE MTF COMMANDER OR ATTENDING MEDICAL OFFICER DETERMINES THAT A SOLDIER BEING PROCESSED FOR POTENTIAL DENIAL OF CONTINUED SERVICE UNDER THE QMP DOES NOT MEET THE MEDICAL FITNESS STANDARDS FOR RETENTION (SEE AR 40-501, CHAP 3 (REF H)), THE MEDICAL OFFICER WILL REFER THE SOLDIER TO A MEDICAL EVALUATION BOARD (MEB) IN ACCORDANCE WITH AR 40-400 (REF G). THE QMP PROCEEDINGS WILL CONTINUE PENDING THE RESULTS OF THE MEB. IF THE MEB FINDINGS INDICATE THAT REFERRAL OF THE CASE TO A PHYSICAL EVALUATION BOARD (PEB) IS WARRANTED FOR DISABILITY PROCESSING UNDER THE PROVISIONS OF AR 635-40, THE MTF COMMANDER WILL FURNISH COPIES OF THE APPROVED MEB PROCEEDINGS TO THE SOLDIER'S GENERAL COURT-MARTIAL CONVENING AUTHORITY (GCMCA) AND UNIT COMMANDER. THE MEB PACKET FORWARDED TO THE PEB WILL DOCUMENT THE STAGE OF QMP EVALUATION THE SOLDIER WAS AT WHEN THE SOLDIER WAS REFERRED TO THE DES (SEE PARAGRAPH C ABOVE). THE GCMCA WILL NOTIFY HRC, IN WRITING, THAT THE SOLDIER WILL BE PROCESSED THROUGH THE DES. HRC WILL SUSPEND PROCESSING OF THE QMP ACTION PENDING THE PEB DECISION. IF THE SOLDIER IS FOUND PHYSICALLY FIT, THE QMP ACTION WILL BE RESUMED. IF THE SOLDIER IS FOUND PHYSICALLY UNFIT, THE QMP ACTION WILL BE ABATED. SOLDIERS FOUND UNFIT AND SELECTED FOR QMP ARE NOT ELIGIBLE TO APPLY FOR CONTINUATION ON ACTIVE DUTY (COAD) OR CONTINUATION ON ACTIVE RESERVE (COAR). THE PROVISIONS OF THIS PARAGRAPH ALSO APPLY WHEN THE SOLDIER IS REFERRED TO THE IDES AFTER THE QMP BOARD FINDINGS ARE APPROVED.

E. COMMANDERS WITH GENERAL COURT-MARTIAL CONVENING AUTHORITY MAY REQUEST INITIATION OF A QMP FOR ANY SSG THRU CSM ASSIGNED TO THEIR COMMAND. REQUESTS FOR QMP INITIATED BY COMMANDERS FOR RA OR USAR AGR SOLDIERS SHOULD BE SENT TO COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-EPF-M, 1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 364, FORT KNOX, KY 40122-5306 FOR CONSIDERATION BASED ON FACTS AS THEY ARE PRESENTED. COMMANDERS MAY SCAN AND SUBMIT THESE REQUESTS VIA EMAIL TO USARMY.KNOX.HRC.MBX.EPMD-TRANSITION-BRANCH@MAIL.MIL. THE SPECIFIC BOARD TO WHICH A SOLDIER MAY BE REFERRED IS DEPENDENT ON THE DATE THE REQUEST IS RECEIVED AT HRC. ALL SOLDIERS WILL BE AFFORDED A MINIMUM PROCESSING TIME TO RESPOND TO THE NOTIFICATION.

6. PRE-QMP BOARD OPTIONS: SOLDIERS NOTIFIED OF POTENTIAL DENIAL OF CONTINUED SERVICE MAY SUBMIT A REQUEST FOR VOLUNTARY RETIREMENT UNDER ANY PROVISION OF LAW FOR WHICH THE SOLDIER IS OTHERWISE ELIGIBLE IN LIEU OF QMP CONSIDERATION, OR SUBMIT MITIGATING MATTERS TO THE BOARD PRESIDENT FOR CONSIDERATION.

A. TO PRECLUDE POTENTIAL DENIAL OF CONTINUED SERVICE, RETIREMENT ELIGIBLE SOLDIERS WHO WILL HAVE 19 YEARS ACTIVE FEDERAL SERVICE ON THE BOARD CONVENE DATE MAY SUBMIT A REQUEST FOR VOLUNTARY RETIREMENT THROUGH THE INSTALLATION RETIREMENT SERVICES OFFICE (RSO) (OR REGIONAL SUPPORT COMMAND FOR USAR AGR) TO BE RECEIVED BY COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-EPF-M, 1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 364, FORT KNOX, KY 40122-5306, NLT THE ESTABLISHED SUSPENSE DATE IN THE NOTIFICATION MEMORANDUM. SOLDIERS WITH SERVICE OBLIGATIONS STEMMING FROM TRANSFERABILITY OF EDUCATION BENEFITS (TEB) UNDER THE POST 911 G.I. BILL MAY APPLY FOR VOLUNTARY RETIREMENT, BUT WILL BE SUBJECT TO RECOUPMENT OF THE USED PORTION OF THEIR TRANSFERRED BENEFIT BY THE DEPARTMENT OF VETERANS AFFAIRS. REQUESTS FOR VOLUNTARY RETIREMENT MUST BE APPROVED PRIOR TO THE DATE THE DIRECTOR OF MILITARY PERSONNEL MANAGEMENT (DMPM) APPROVES THE SELECTION BOARD RESULTS AND MUST NOT BE FOR A DATE LATER THAN THE EFFECTIVE DATE ESTABLISHED BY THE NOTIFICATION MEMORANDUM. SOLDIERS WITH APPROVED VOLUNTARY RETIREMENTS WILL NOT BE IDENTIFIED ON A SELECTION LIST FOR DENIAL OF CONTINUED SERVICE. SOLDIERS SERVING OCONUS MAY SUBMIT REQUESTS FOR VOLUNTARY RETIREMENT WITHOUT REGARD TO TOUR COMPLETION OR DATE ELIGIBLE TO RETURN FROM OVERSEAS (DEROS). SOLDIERS BEING CONSIDERED UNDER THE QMP ARE NOT ELIGIBLE FOR RETIREMENT UNDER

THE TEMPORARY EARLY RETIREMENT AUTHORITY (TERA).

B. TO ENSURE DUE PROCESS, SOLDIERS MAY ELECT TO SUBMIT MATTERS OF MITIGATION OR EXTENUATION TO THE PRESIDENT OF THE BOARD. THE NOTIFICATION MEMORANDUM WILL IDENTIFY A SUSPENSE DATE FOR RA AND USAR AGR SOLDIERS FOR SUBMISSION OF MATTERS TO THE BOARD PRESIDENT. MATTERS OF MITIGATION OR EXTENUATION MUST BE SUBMITTED AS ONE DOCUMENT (TO INCLUDE ENCLOSURES) AND ORGANIZED IN THE MANNER TO BE PRESENTED TO THE BOARD. SINCE THE BOARD WILL BE PROVIDED WITH THE SOLDIER'S AMHRR PERFORMANCE FOLDER AND ANY DOCUMENTS IN THE RESTRICTED FOLDER WHICH FORMED THE BASIS FOR REFERRAL TO THE QMP SELECTION BOARD, DOCUMENTS ALREADY FILED IN THE AMHRR SHOULD NOT BE INCLUDED. MAILING ADDRESS FOR RA AND AGR SOLDIERS IS COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-PDV-S, 1600 SPEARHEAD DIVISION AVENUE DEPARTMENT 471, FORT KNOX, KY 40122-5407. CORRESPONDENCE MAY BE SCANNED IN PDF AND SENT VIA EMAIL TO USARMY.KNOX.HRC.MBX.TAGD-BOARD-QMP@MAIL.MIL.

C. UPDATING THE AMHRR.

(1) NONCOMMISSIONED OFFICERS ELIGIBLE FOR CONSIDERATION BY A QMP BOARD MUST MAKE EVERY EFFORT TO ENSURE THEIR RECORDS ARE UPDATED AND NOT MISSING INFORMATION THAT MAY BE LOOKED AT UNFAVORABLY BY THE BOARD. THEREFORE, ALL NCOS ELIGIBLE FOR QMP CONSIDERATION ARE DIRECTED TO REVIEW THEIR PERSONNEL RECORDS ONLINE AT [HTTPS://IPERMS.HRC.ARMY.MIL](https://IPERMS.HRC.ARMY.MIL) TO VERIFY COMPLETENESS AND ACCURACY. FAILURE TO DO THIS MAY NOT BE USED AS A BASIS FOR RECONSIDERATION AT A LATER DATE.

(2) NONCOMMISSIONED OFFICERS ARE REMINDED THAT THEIR SERVICING S1/DIRECTORATE OF HUMAN RESOURCES (DHR)/MILITARY PERSONNEL DIVISION (MPD)/UNIT ADMINISTRATOR (UA)/MILITARY HUMAN RESOURCES (MHR) OFFICE WILL ASSIST THEM BY UPDATING THEIR ENLISTED RECORD BRIEF (ERB) AND SUBMITTING AUTHORIZED AMHRR DOCUMENTS, IAW AR 600-8-104

TO [HTTPS://WWW.HRC.ARMY.MIL/SITE/ASSETS/DIRECTORATE/TAGD/IPERMS_REQUIRED_DOCUMENTS.PDF](https://www.hrc.army.mil/site/assets/directorate/tagd/iperms_required_documents.pdf). ALL DOCUMENTS MUST INCLUDE THE NCO'S FULL NAME AND COMPLETE NINE DIGIT SOCIAL SECURITY NUMBER (SSN). S1/DHR/MPD/UA/MHR OFFICES MUST ENSURE THEY TYPE THE WORD "BOARD" IN THE CONTAINER FIELD OF BATCH FOR PRIORITY PROCESSING AND WRITE DOWN THE BATCH NUMBER FOR FUTURE REFERENCE. ENSURE DOCUMENTS ARE SUBMITTED TO IPERMS 10 DAYS PRIOR TO THE BOARD CONVENE DATE.

(3) FOR ADDITIONAL INFORMATION ON UPDATING BOARD DOCUMENTS IN IPERMS, REFER TO THE FOLLOWING LINK: [HTTPS://WWW.HRC.ARMY.MIL/TAGD/UPDATING%20BOARD%20DOCUMENTS](https://www.hrc.army.mil/tagd/updating%20board%20documents).

(4) FOR RESOLUTION OF DUPLICATE, INVERTED, MISFILED, OR MASKED DOCUMENTS, SOLDIERS SHOULD HAVE THEIR S1/DHR/MPD/UA/MHR OFFICE SUBMIT THEIR REQUEST TO USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL.

(5) FOR RESOLUTION OF DUPLICATE, INVERTED, OR MISFILED EVALUATION REPORTS OR DA FORM 1059 SUBMIT EMAIL REQUEST TO USARMY.KNOX.HRC.MBX.TAGD-EVAL-APPEALS@MAIL.MIL.

E. THE BOARDS WILL REVIEW THE OFFICIAL PHOTOGRAPH IN DIGITAL FORMAT STORED IN DEPARTMENT OF THE ARMY PHOTOGRAPH MANAGEMENT INFORMATION SYSTEM (DAPMIS). GO TO [HTTP://WWW.VIOS.ARMY.MIL](http://www.vios.army.mil) TO FIND THE NEAREST DAPMIS PHOTOGRAPHIC FACILITY LOCATION. SOLDIERS WHO ARE UNABLE TO SEE THEIR PHOTO IN DAPMIS WITHIN THREE DUTY DAYS AFTER THE PHOTO WAS TAKEN, SHOULD CONTACT THE INSTALLATION PHOTOGRAPHIC FACILITY FOR ASSISTANCE. PHOTOGRAPHS MUST BE ACCEPTED IN DAPMIS NLT FIVE DAYS PRIOR TO THE BOARD CONVENE DATE TO ALLOW FOR REQUIRED PROCESSING TIME. THE ARMY SERVICE UNIFORM (ASU) IS THE ONLY AUTHORIZED UNIFORM TO WEAR IAW AR 640-30. HARDCOPY PHOTOGRAPHS ARE NO LONGER ACCEPTED.

7. POST QMP BOARD ACTIONS. SOLDIERS WILL BE INFORMED OF BOARD RESULTS BY INDIVIDUALLY ADDRESSED MEMORANDUMS ROUTED THROUGH THEIR CHAINS OF COMMAND TO THE FIRST LTC OR HIGHER COMMANDER IN THE CHAIN OF COMMAND FOR FURTHER ACTION.

A. THE RESULTS OF THE BOARD ARE PRESUMED FINAL. HOWEVER, SOLDIERS MAY ELECT TO APPEAL A DECISION TO DENY THEIR CONTINUED SERVICE (REFER TO PARAGRAPH 8).

B. UPON RECEIPT OF THE BOARD RESULTS, THE FIRST LTC IN THE CHAIN OF COMMAND OR HIGHER COMMANDER SHALL EXPEDITIOUSLY PRESENT THE NOTIFICATION TO THE SOLDIER AND COUNSEL HIM/HER OF THE BOARD'S

DECISION. IF THE DETERMINATION IS MADE THAT THE SOLDIER IS DENIED CONTINUED SERVICE, COUNSELING MUST BE ACCOMPLISHED, IN WRITING, AND STIPULATE THAT THE SOLDIER HAS BEEN INFORMED THAT THE SOLDIER IS IN A NON-PROMOTABLE STATUS, IS STABILIZED IN CURRENT ASSIGNMENT, AND UNDERSTANDS THE OPTIONS AVAILABLE PER PARAGRAPH 8 BELOW.

C. ALL SEPARATING AND RETIRING NCOS ARE REQUIRED TO CONTACT THEIR SUPPORTING SOLDIER-FOR-LIFE-TRANSITION ASSISTANCE PROGRAM (SFL-TAP) TO REGISTER AND RECEIVE THE CONGRESSIONALLY MANDATED PRE-SEPARATION BRIEFING AND COMPLETE ALL REQUIRED CAREER READINESS STANDARDS. THIS COUNSELING IS RECORDED ON A DD FORM 2648 (PRESEPARATION COUNSELING CHECKLIST FOR ACTIVE COMPONENT (AC), ACTIVE GUARD RESERVE (AGR), ACTIVE RESERVE, FULL TIME SUPPORT, AND RESERVE PROGRAM ADMINISTRATOR (SERVICE MEMBERS) OR DD FORM 2648-1 (TRANSITION ASSISTANCE PROGRAM (TAP) CHECKLIST FOR DEACTIVATING/DEMOBILIZING NATIONAL GUARD AND RESERVE SERVICE MEMBERS) AS APPROPRIATE. COMPLETION OF CAREER READINESS STANDARDS WILL BE RECORDED ON DD FORM 2958 (SERVICE MEMBER'S INDIVIDUAL TRANSITION PLAN CHECKLIST). THESE FORMS MUST BE COMPLETED A MINIMUM OF 90 DAYS PRIOR TO THE SEPARATION OR RETIREMENT DATE. NCOS AND THEIR FAMILY MEMBERS ARE ELIGIBLE AND ENCOURAGED TO PARTICIPATE IN ALL AVAILABLE SFL-TAP SERVICES. FOR MORE INFORMATION ABOUT THE LOCATION OF SFL-TAP CENTERS AND AVAILABLE SERVICES, LOG-ON TO THE SFL-TAP WEB SITE AT [HTTPS://WWW.ACAP.ARMY.MIL](https://www.acap.army.mil).

8. POST QMP BOARD DECISION AND SOLDIER OPTIONS. SOLDIERS SELECTED FOR DENIAL OF CONTINUED SERVICE WILL BE DISCHARGED WITHOUT ENTITLEMENT TO A LOCAL SEPARATION BOARD, FOR THE CONVENIENCE OF THE GOVERNMENT, EFFECTIVE THE FIRST DAY OF THE SEVENTH CALENDAR MONTH FOLLOWING THE DATE THE BOARD RESULTS ARE APPROVED. IN LIEU OF INVOLUNTARY DISCHARGE, SOLDIERS MAY, WITHIN SEVEN DAYS OF RECEIPT OF THE QMP NOTIFICATION MEMORANDUM, AND IN ACCORDANCE WITH ADMINISTRATIVE INSTRUCTIONS FURNISHED BY COMMANDER, HRC, ELECT TO:

A. REQUEST VOLUNTARY RETIREMENT UNDER ANY PROVISION OF LAW FOR WHICH THE SOLDIER IS OTHERWISE ELIGIBLE IN LIEU OF INVOLUNTARY SEPARATION AS A RESULT OF QMP. VOLUNTARY RETIREMENT WILL BE APPROVED FOR THE DATE REQUESTED BY THE SOLDIER, BUT WILL NOT BE LATER THAN THE FIRST DAY OF THE SEVENTH CALENDAR MONTH FOLLOWING THE DATE THE BOARD RESULTS ARE APPROVED. SOLDIERS WHO ARE SELECTED FOR DENIAL OF CONTINUED SERVICE AND WHO, ON THE DATE ON WHICH THE SOLDIER IS TO BE DISCHARGED, IS WITHIN TWO YEARS OF QUALIFYING FOR RETIREMENT SHALL BE RETAINED ON ACTIVE DUTY UNTIL THE SOLDIER IS QUALIFIED FOR RETIREMENT UNLESS THE SOLDIER IS SOONER RETIRED OR DISCHARGED UNDER ANY OTHER PROVISION OF LAW (10 U.S.C. 1176). IN ALL CASES, VOLUNTARY RETIREMENT MUST OCCUR NO EARLIER THAN 90 DAYS FROM THE DATE THE SOLDIER ELECTS THIS OPTION.

B. APPEAL AND REQUEST RETENTION ON ACTIVE DUTY ON THE BASIS OF NEWLY DISCOVERED EVIDENCE, THE SUBSEQUENT REMOVAL OF DOCUMENTS FROM THE SOLDIER'S AMHRR, OR MATERIAL ERROR IN THE SOLDIER'S RECORD THAT WAS REVIEWED BY THE QMP SCREENING BOARD.

(1) MATERIAL ERRORS ARE ESTABLISHED BY THE RULES OUTLINED WITHIN AR 600-8-19.

(2) SOLDIERS MEETING THE ABOVE APPEAL CRITERIA MUST SUBMIT NOTICE OF THEIR INTENT TO APPEAL TO AHRC-EPF WITHIN SEVEN DAYS OF THEIR RECEIPT OF THE NOTIFICATION MEMORANDUM AND THEY MUST SUBMIT THE ACTUAL APPEAL TO AHRC-EPF-M WITHIN 30 DAYS OF RECEIPT OF THE NOTIFICATION MEMORANDUM. SOLDIERS HAVE THE RESPONSIBILITY TO ENSURE THEIR REQUESTS ARE RECEIVED TIMELY. IF AN APPEAL OF UNFAVORABLE INFORMATION IN THE AMHRR HAS BEEN SUBMITTED TO ARBA, THE CASE NUMBER, DATE SUBMITTED AND ANTICIPATED COMPLETION DATE SHOULD BE PROVIDED WHEN SUBMITTING THE QMP APPEAL TO HRC.

(3) MAILING ADDRESS FOR RA AND USAR AGR SOLDIERS IS COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-EPF-M, 1600 SPEARHEAD DIVISION AVENUE DEPARTMENT 364, FORT KNOX, KY 40122-5306. SOLDIERS MAY SCAN AND FORWARD APPEALS VIA EMAIL TO USARMY.KNOX.HRC.MBX.EPMD-TRANSITION-BRANCH@MAIL.MIL.

(4) SOLDIERS WHO ELECT TO APPEAL MUST CONTINUE PROCESSING FOR SEPARATION/DISCHARGE. APPEALS THAT ARE NOT SUBMITTED WITHIN THE TIME PRESCRIBED ABOVE, WITHOUT COMPELLING JUSTIFICATION, WILL NOT BE ACCEPTED.

(5) HRC WILL RETURN WITHOUT ACTION REQUESTS FOR APPEAL THAT DO NOT MEET THE ABOVE APPEAL CRITERIA. APPEALS THAT DO NOT MEET THE CRITERIA WILL NOT BE USED AS A REASON TO DELAY SEPARATION UNDER THE

QMP. IN THOSE INSTANCES WHERE HRC DETERMINES AN APPEAL MEETS THE CRITERIA FOR RECONSIDERATION, THE SOLDIER'S SEPARATION DATE WILL BE DEFERRED PENDING A DECISION REGARDING THE APPEAL. THE DIRECTOR OF MILITARY PERSONNEL MANAGEMENT, ARMY G-1, IS THE FINAL AUTHORITY FOR DISPOSITION OF BOARDED QMP APPEALS.

C. SOLDIERS MAY REQUEST EARLY DISCHARGE. SUCH DISCHARGE WILL OCCUR NO EARLIER THAN 90 DAYS AFTER THE SOLDIER RECEIVES NOTIFICATION FROM HRC THAT THE SOLDIER WAS IDENTIFIED FOR SEPARATION UNDER THE QMP PROCESS. PRE-SEPARATION COUNSELING MUST BE SCHEDULED AS SOON AS THE SOLDIER IS NOTIFIED OF THE INVOLUNTARY SEPARATION AND COUNSELING SHOULD BE COMPLETED WITHIN THE REMAINING PERIOD OF SERVICE AS REQUIRED BY LAW (10 USC 1142 (REF B)). REQUESTS FOR DISCHARGE, ONCE SUBMITTED, MAY NOT BE WITHDRAWN.

D. AGR SOLDIERS WITH AT LEAST 18 YEARS, BUT LESS THAN 20 YEARS, OF QUALIFYING SERVICE FOR NONREGULAR RETIRED PAY (10 USC 12732 (REF E)) AT THE ESTABLISHED SEPARATION DATE, WHO CHOOSE NOT TO APPEAL OR WHOSE APPEAL IS DENIED, AND WHOSE ETS OCCURS PRIOR TO THE 20-YEAR POINT, MAY EXTEND THEIR ENLISTMENTS FOR THE MINIMUM PERIOD REQUIRED TO QUALIFY FOR NONREGULAR RETIREMENT AS PRESCRIBED BY 10 USC 1176(B) (REF C). AGR SOLDIERS WITH 20 YEARS OR MORE OF QUALIFYING SERVICE FOR NON-REGULAR RETIRED PAY MAY ELECT VOLUNTARY REFRAID WITH CONCURRENT TRANSFER TO THE RETIRED RESERVE. SUCH REFRAID WILL OCCUR 90 DAYS AFTER NOTIFICATION.

E. APPROPRIATE ENTRIES FOR DD 214:

(1) VOLUNTARY RETIREMENTS: SOLDIERS WHO ELECT VOLUNTARY RETIREMENT, REGARDLESS OF WHETHER IT IN LIEU OF QMP CONSIDERATION OR IN LIEU OF INVOLUNTARY SEPARATION AS A RESULT OF QMP, WILL HAVE THEIR DD 214 CODED WITH SEPARATION PROGRAM DESIGNATOR (SPD) CODE "RBD" AND REENLISTMENT ELIGIBILITY CODE OF "RE-4R".

(2) VOLUNTARY DISCHARGE: SOLDIERS WHO ELECT VOLUNTARY DISCHARGE RATHER THAN RETIREMENT WILL HAVE THEIR DD 214 CODED WITH SPD CODE "KGH" AND REENLISTMENT ELIGIBILITY CODE "RE-4".

(3) INVOLUNTARY DISCHARGE: SOLDIERS WHO DO NOTHING AND ARE INVOLUNTARILY DISCHARGED WILL HAVE THEIR DD 214 CODED WITH SPD CODE "JGH" AND REENLISTMENT ELIGIBILITY CODE "RE-4". THESE SOLDIERS MAY BE ELIGIBLE FOR SEPARATION PAY AND SHOULD CONTACT THEIR IN-SERVICE RECRUITER TO DETERMINE ELIGIBILITY.

(4) VOLUNTARY REFRAID: AGR SOLDIERS WITH 20 YEARS OR MORE OF QUALIFYING SERVICE FOR NON-REGULAR RETIRED PAY WHO ELECT VOLUNTARY REFRAID WILL HAVE THEIR DD 214 CODED WITH SPD CODE "MGH" AND REENLISTMENT ELIGIBILITY CODE "RE-4".

(5) CHARACTER OF SERVICE WILL BE HONORABLE, WHETHER THE SOLDIER CHOOSES TO RETIRE OR VOLUNTARILY OR INVOLUNTARILY SEPARATE FROM THE ARMY.

9. REQUESTS FOR EXCEPTION TO POLICY MUST BE PROCESSED THROUGH THE SPCMCA OR FIRST COLONEL/O6 COMMANDER AND SUBMITTED TO COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-EPF-M, 1600 SPEARHEAD DIVISION AVENUE DEPARTMENT 364, FORT KNOX, KY 40122-5306, FOR PROCESSING. COMMANDERS MAY SCAN AND SUBMIT REQUESTS FOR EXCEPTION TO POLICY VIA EMAIL TO USARMY.KNOX.HRC.MBX.EPMD-TRANSITION-BRANCH@MAIL.MIL. THE APPROVAL AUTHORITY FOR ALL APPEALS IS THE DCS, G-1 DMPM.

10. POINTS OF CONTACT:

A. FOR QMP: MR. RON SIMONS, ENLISTED RETIREMENTS AND SEPARATIONS, (502) 613-5454, DSN 983, EMAIL: RONALD.A.SIMONS.CIV@MAIL.MIL.

B. FOR DES: MS. FRANCES DENNIS, FUNCTIONAL PROPONENT FOR AR 635-40, (703) 325-2658, EMAIL: FRANCES.A.DENNIS.CIV@MAIL.MIL.

C. DA SECRETARIAT, (MEMOS TO THE BOARD) AT EMAIL: USARMY.KNOX.HRC.MBX.TAGD-BOARD-QMP@MAIL.MIL.

D. AMHRR-IPERMS INQUIRIES: USARMY.KNOX.HRC.MBX.IPERMS-BOARD-SUPPORT@MAIL.MIL, (502) 613-8995. DO NOT SEND AMHRR UPDATE DOCUMENTS TO THIS EMAIL ADDRESS, SEE PARAGRAPH 5C ABOVE.