

OFFICE OF THE STAFF JUDGE ADVOCATE 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL CLIENT SERVICES (270) 798-0918



QUALITATIVE MANAGEMENT PROGRAM (QMP)

INITIAL NOTIFICATION. After receipt of a notification that a board will review your record pursuant to the QMP, select the best option for you on the last page of the notification. Then scan and email the notification to: usarmy.knox.hrc.mbx.epmd-transition-branch@mail.mil.

SUBMITTING MATTERS. If you elect to submit matters, you may use a template that can be provided by a Client Services paralegal. Remember that memorandum formats are regulated by AR 25-50. The current preferred font is Arial (size 12). Your matters to the QMP board should not include any documents that can be found in your AMHRR. Upon completion, please return to Client Services if you would like an attorney to review your matters. The matters are to be scanned and emailed to the email address provided above.

Ensure that your DA Photo, ERB, and all other documents and information in iPerms are up-to-date. The board will have access to the referenced documents and could factor outdated/inaccurate information in their decision making process.

SECOND NOTIFICATION. Once you have submitted matters for the board's review, you will receive a second notification from the board through your chain of command. You should receive the second notification approximately six (6) months after you received the first notification. The purpose of the second notification is to notify you of the board's decision concerning your separation.

APPEAL. If, upon receiving the second notification, you decide to appeal the Board's decision, you may do so <u>only if</u> you, (1) have newly discovered evidence, (2) there are subsequently removed documents from your AMHRR, or (3) there was a material error in your record. Your intent to appeal is due **7 days** after your received notification of the board's decision. A Client Services attorney can also assist you with these matters.

QUESTIONS ABOUT RETIREMENT OR BENEFITS. If you have questions concerning your benefits upon separation or retirement, please contact, Retirement Services at (270) 798-5280/3310, or visit their office at 2577A Screaming Eagle Blvd.

QUESTIONS ABOUT SUBMITTING MATTERS OR APPEALING AND QMP. Contact Client Services at (270) 798-0918, or visit the office at 2765 Kentucky Avenue to schedule an appointment with an attorney.

DEPARTMENT OF THE ARMY



(YOUR UNIT ADDRESS)
FORT CAMPBELL, KENTUCKY 42223

(YOUR OFFICE SYMBOL)

Date

MEMORANDUM THRU Commander, United States Army Human Resources Command (AHRC-PDV-S), 1600 Spearhead Division Avenue, Department 471, Fort Knox, KY 40122-5407

FOR THE PRESIDENT OF THE BOARD

SUBJECT: Request to Continue Active Duty Service under the Qualitative Management Program (QMP) - SSG (First Name) (Middle Initial) (Last Name), XXX-XX-(Last 4).

- 1. [Basis of Appeal] Under the provisions of the Qualitative Management Program (QMP), I respectfully request approval of my desire for continued active duty service. The basis of this appeal is improved performance [Improved performance is the more common ground on which to appeal. Improved performance simply means the Soldier has overcome the weakness cited by the selection board, and that separation is not in the best interests of the Army. An example may be a Staff Sergeant who received an Article 15 ten years earlier as a Private. The Staff Sergeant has been promoted several times since, has received several awards, and has received a number of excellent evaluations. Improved performance exists in the form of the motivation, hard work, and commitment to excellence which prompted the promotions, awards, and excellent NCOERs. Favorable chain of command endorsements are crucial for a successful QMP appeal. If the battalion-level commander, brigade-level commander, and a General Officer provide favorable recommendations, the appeal is more likely to be successful and result in the appeal board removing the denial of continued service.] I have enclosed supporting documents at Enclosures 1-10 [reference supporting documents].
- 2. [Introduction] Introduce yourself and provide background (why you joined the Army, when, your family, what you have enjoyed about serving, etc.) here. Try to humanize yourself. Include information about your potential to advance and how your performance/conduct meets the standards expected of Senior NCOs in the Army.
- 3. [Summary of Case] The [GOMOR/NCOER/15-6] that led to this Board is for the period of [June 199X through March 199X]. This [bad paper] is found in Enclosure 1. I believe that the negative comments in this [bad paper] resulted from an Equal Opportunity Sexual Harassment Complaint I filed against my senior rater.
- 4. [Facts] Account of what happened.

(YOUR OFFICE SYMBOL)

SUBJECT: Request to Continue Active Duty Service under the Qualitative Management Program (QMP) - SSG (First Name) (Middle Initial) (Last Name), XXX-XX-(Last 4).

- 5. [Analysis] When I first saw this NCOER on May 199X, the signature of my rater had already been signed on it. Although she signed the document, there was no date beside her signature (please see the original copy of the NCOER at TAB C). In fact, she left for First Sergeant School in April 199X, and did not return until May 199X. The fact that she signed the NCOER before leaving for school constitutes a clear violation of paragraph 2-8 of AR 623-205, which states that a "change of rater report may not be signed before the date the change occurs." It also suggests that Parts III and IV of the NCOER were actually completed by my senior rater, against whom I had filed the equal opportunity complaint, rather than by my rater. This act violates paragraphs 6-11a.
- 6. [Argument] Address what about you makes you worth retaining. Address how the misconduct or adverse information in your record has developed you as a Soldier and a person. Include your unique skill sets, training, leadership positions, etc.
- 7. [Conclusion] [Finish your memorandum with a short synopsis]. I have worked very hard for the Army; my awards and skills reflect the time and dedication I have given to the Army for the past 18 years. My performance This paragraph should sum up your career, experience, and how important it is for you to be retained. The amount of enclosures, paragraphs and subparagraphs are completely up to you as the Soldier submitting matters, however, be sure to follow AR 25-50 as close as possible. A legal assistance attorney at Client Services would be happy to assist you with reviewing your matters and preparing them for submission. Please return to Client Services with your matters to have them reviewed by the next available attorney.

10.	Point of contact for this memorandum is undersigned at	or
	mil@mail.mil.	

6 Encls

(FIRST NAME) (LAST NAME) SSG, USA

- 1. XXX Memo, 27 Jan 15
- 2. Two NCOERs, 2010 2011
- 3. Character Reference Letter, LTC X, 14 Jan 15
- 4. Character Reference Letter, MAJ Z, 18 Dec 14
- 5. Character Reference Letter, MAJ 4, 5 Jan 15
- 6. Character Reference Letter, MAJ J. 15 Jan 15