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**MILPER Message Number  
21-411**

**Proponent  
AHRC-EPF-M**

**Title  
Procedures for the Fiscal Year 2022 (FY22) Qualitative Management Program  
(QMP)**

**...Issued: [25-Oct-2021]...**

<https://www.hrc.army.mil/Milper/21-411>

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- A. Army Directive 2019-15 (Enlisted Centralized Selection Boards), 4 Apr 19.
  - B. Army Directive 2021-05 (Integrated Disability Evaluation System) 16 Mar 21.
  - C. Title 10 U.S. Code 1142, Preparation Counseling; Transmittal of Certain Records to Department of Veterans Affairs.
  - D. Title 10 U.S. Code 1145, Health Benefits.
  - E. Title 10 U.S. Code 1174, Separation Pay Upon Involuntary Discharge or Release from Active Duty.
  - F. Title 10 U.S. Code 1176, Enlisted Members: Rules for Retention on Active Duty of Soldiers with 18 or more years of Service and Qualifying Years of Service.
  - G. Title 10 U.S. Code 1552, Correction of Military Records.
  - H. Title 10 U.S. Code 12732, Entitlement to Retired Pay: Computation of Service.
  - I. AR 15-185 (Army Board for Correction of Military Records), 31 Mar 06.
  - J. AR 27-10 (Military Justice), 20 Nov 20.
  - K. AR 40-400 (Patient Administration), 8 Jul 14.
  - L. AR 40-501 (Standards of Medical Fitness), 27 Jun 19.
  - M. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flag)), 05 Apr 21.
  - N. AR 600-8-19 (Enlisted Promotions and Reductions), 16 May 19.
  - O. AR 600-8-104 (Army Military Human Resource Records Management), 7 Apr 14.
  - P. AR 600-37 (Unfavorable Information), 02 Oct 20.
  - Q. AR 600-81 (Soldier for Life - Transition Assistance Program), 17 May 16.
  - R. AR 601-280 (Army Retention Program), 16 Jun 21.
  - S. AR 614-200 (Enlisted Assignments and Utilization Management), 25 Jan 19.
  - T. AR 623-3 (Evaluation Reporting System), 14 Jun 19.
  - U. AR 635-5-1 (Separation Program Designator Codes), 13 Feb 19.
  - V. AR 635-40 (Disability Evaluation for Retention, Retirement, or Separation), 19 Jan 17.
  - W. AR 635-200 (Active Duty Enlisted Administrative Separations), 28 Jun 21.
  - X. MILPER Message 21-213, 15 Jun 21, subject: Elimination of Department of Army (DA) Photos, and Race, Ethnicity and Gender Identification Data for Officer, Warrant Officer, and Enlisted Department of the Army Centralized Selection Boards.

1. This message will expire no later than (NLT) one year from date of issue.

2. The purpose of this message is to provide guidance and procedures in support of the QMP. QMP boards will be held in conjunction with the FY22 Headquarters Department of the Army (HQDA) noncommissioned officer (NCO) evaluation boards and consider Regular Army (RA) and U.S. Army Reserve Active Guard Reserve (USAR AGR) Soldiers in the rank of Staff Sergeant (SSG) thru Command Sergeant Major (CSM) for possible involuntary separation. As a matter of equity, NCOs who have been subsequently reduced below SSG remain eligible when the basis for referral occurred as a SSG or higher rank. The QMP board process starts upon the permanent filing of material in the performance or restricted folder of an NCO's Army Military Human Resource Record (AMHRR). 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:

(1) General Officer Memorandum of Reprimand (GOMOR). This includes memorandums of reprimand issued by a general officer and those directed for filing in the AMHRR by a general officer.

(2) Conviction by court-martial or punishment under Article 15, Uniform Code of Military Justice (UCMJ).

(3) Relief for Cause noncommissioned officer evaluation report (NCOER).

(4) Academic Evaluation Report (DA Form 1059) indicating Noncommissioned Officer Professional Development System (NCOPDS) course failure a second time.

b. The Deputy Chief of Staff (DCS), 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 a NCO to a QMP board.

3. The QMP does not apply to Soldiers who:

a. Have an approved retirement (unless it is withdrawn).

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).

4. 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 a 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. A pending appeal to the Department of the Army Suitability Evaluation Board (DASEB), or any Army Review Board, will not stop or delay QMP consideration, selection, or processing for denial of continued service, to include separation if otherwise denied continued service. Soldiers are advised to take action to correct any problems with their record immediately upon discovery and not wait until their record is being reviewed by the QMP board.

a. Army Regulations 27-10 (Ref J) and 600-37 (Ref P) set forth policies and procedures to authorize placement of unfavorable information about Soldiers within the AMHRR.

(1) The intent of AR 600-37 is to ensure 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) Soldiers seeking removal of unfavorable information from their record, or the transfer of unfavorable information from the Performance folder to the Restricted folder of their AMHRR, may petition to do so by applying to the DASEB in accordance with existing procedures outlined in AR 600-37, chapter 7. If the unfavorable information is moved from the Performance folder to the Restricted folder, Soldiers remain subject to QMP consideration.

b. Army Regulation 15-185 (Ref I) 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) 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 Record. Applications are available online on the Army Review Board Agency's website at <http://arba.army.pentagon.mil/>.

5. In support of the QMP, HRC conducts a monthly review of the Performance and Restricted folders of RA and USAR AGR Soldiers. Soldiers who receive a QMP qualifying document outlined in paragraph 2a above will be identified and referred to a HQDA evaluation board for QMP consideration. Once identified by HRC as subject to potential denial of continued service by the QMP, an immediate reenlistment prohibition (IMREPR) code 13, identifying Soldiers under consideration by the QMP, are top loaded by HRC. IMREPR code 13 prohibits reenlistment, places a Soldier in a non-promotable status, and stabilizes them in their current unit of assignment until a final decision is made.

a. In addition to the HRC monthly review, a RA Soldier's performance folder is reviewed during retention processing. In accordance with AR 601-280 (Ref R), RA Soldiers who receive a QMP qualifying document outlined in paragraph 2a above are ineligible for reenlistment. Unit Career Counselors who identify a QMP qualifying document during retention processing on a Soldier who has not been identified with an IMREPR 13 are required to notify HRC.

b. Career Counselors must scan and forward the qualifying document(s) via email to [usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil). HRC will verify that the document meets QMP eligibility, has not been previously reviewed by a QMP board, and is on the Soldier's AMHRR. When appropriate, HRC Retirement and Separations Branch will issue a notification memorandum for presentation by the Soldier's O5 commander.

c. Commanders with General Court-Martial Convening Authority (GCMCA) may request initiation of a QMP for any SSG thru CSM assigned to their command. Requests for QMP consideration initiated by commanders 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. Commanders may scan and submit these requests via email to [usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil). HRC will coordinate with Army G1 to determine whether the case has merit and whether the Soldier will be considered for QMP. If approved, HRC will send the Soldier a QMP notification memorandum as outlined above.

6. Identified Soldiers will be informed through their chain of command, by separate memorandum, that they are subject to consideration of denial of continued service by one of the upcoming HQDA NCO evaluation boards. HRC will electronically send a notification memorandum that identifies the FY22 board schedule and informs Soldiers of the opportunity to submit mitigating matters to the president of the board. Upon receipt, commanders (lieutenant colonel (LTC) level or higher)) must:

a. Acknowledge and confirm notification of the affected RA or USAR AGR Soldier NLT the identified suspense date. Once complete, the QMP notification memorandum must be scanned and forwarded via email to [usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil).

b. Counsel the Soldier, in writing, that they are in a non-promotable status, prohibited from reenlisting, and stabilized in their current assignment. They may request to extend if necessary to await the board outcome under AR 601-280, Army Retention Program (Ref R). Soldiers on assignment instructions (AI) will be deferred or deleted and stabilized pending board results. Soldiers stationed outside the continental United States (OCONUS) and on AI should contact their HRC enlisted career branch to discuss their assignment options if close to their date eligible to return from overseas (DEROS) or when compassionate situations warrant a request for exception.

7. A Soldier under QMP consideration or approved for denial of continued active service by the QMP process remains eligible for referral to the Disability Evaluation System (DES).

a. The DES consists of a Medical Evaluation Board (MEB); Physical Evaluation Board (PEB) (when the MEB does not return the Soldier to duty); any required final disposition review by Headquarters (HQ), U.S. Army Physical Disability Agency (USAPDA) or higher; and approval of findings by or for the Secretary of the Army (SA) followed by Soldier transition to disability retirement or separation, as applicable.

b. In accordance with AR 635-40 (Ref V), paragraph 2-4d(5) and 4-1e, a Soldier is in the DES as of the approval authority signature date on the DA Form 3349 (Physical Profile) referring the Soldier to the MEB. The revised DA Form 3349 has an approval date for each referred condition. In this situation the first (earliest) approval date is the date the Soldier entered the DES. For cases referred to the Integrated DES process (IDES), the date of referral is tracked in the Veterans Tracking Application.

c. Profiles referring USAR AGR Soldiers to the DES are issued by the applicable Medical Treatment Facility (MTF).

d. In accordance with AR 635-40, paragraph 4-1f, the DES concludes as of:

e. The date the MEB approval authority signs the DA Form 3947, Medical Evaluation Board Proceedings, returning the Soldier to duty.

f. The date HQUSAPDA approves the applicable DA Form 199 (Informal Physical Evaluation Board Proceedings) on behalf of the SA approving a finding of unfit.

g. The date of HQUSAPDA's memorandum approving a finding of fit.

h. In accordance with AR 635-200 (Ref S), paragraph 1-34, approval of retention past the current or QMP-imposed expiration term of service (ETS) date by the Soldier's GCMCA for the purpose of DES processing is not required for Soldiers approved for denial of continued active service by the QMP process. The commander (LTC level or higher) must inform HRC that the Soldier is in the DES and consents to retention to complete DES processing.

i. The procedures below apply:

(1) When the MTF notifies the commander of a Soldier's referral to the MEB, the unit commander is required to complete DA Form 7652, Disability Evaluation System (DES) Commanders Performance and Functional Statement. The commander should ensure that block 2 of Section II is checked and explained in the remarks section and/or clarified in Section III. Specifically, the commander must state whether a recommendation for QMP separation has been approved.

(2) If the Soldier is identified for QMP referral after the commander's performance statement was submitted to the MTF, the commander must submit a memorandum of record (MFR) of this information to the MTF. The MTF must forward the MFR to the PEB.

(3) When the Soldier has been approved for QMP separation either before, concurrent with, or after referral to the MEB, the Soldier's unit commander must immediately notify the MTF commander. The MTF commander must provide a statement to the Soldier's commander (LTC level or higher) identifying the date the Soldier was referred to the MEB and the current stage of DES evaluation the Soldier is in. The Soldier's commander (LTC level or higher) must inform HRC via e-mail to [usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil) of this information and attach a DA Form 4187, Personnel Action, documenting the Soldier's consent to be retained in order to complete the DES evaluation. Upon receiving this information, HRC will defer the Soldiers QMP separation date.

j. The DES outcomes and subsequent QMP actions are provided below:

(1) The MEB returns the Soldier to duty. The MTF DES Chief must immediately notify the Soldier's commander. The commander will notify HRC, and the QMP action will resume.

(2) The HQUSAPDA approves for the Secretary of the Army (SA) a PEB determination that the Soldier is fit. The Operations Division of HQUSAPDA will forward immediately to HRC, the Soldier's command, and the Physical Evaluation Board Liaison Officer (PEBLO) a copy of the approval memorandum. The QMP action will resume.

(3) The HQUSAPDA approves for the SA a PEB determination that the Soldier is unfit. The Operations Division of HQUSAPDA will notify immediately HRC, the Soldier's command, and the PEBLO via e-mail or other virtual means, such as the Electronic Disability Evaluation System (eDES), when the Soldier has been entered into the Transition Processing (TRANSPROC) system. The QMP action will be abated and the Soldier will be retired or separated for disability, as applicable.

(4) Soldiers found unfit and selected for QMP remain eligible to request continuation on active duty (COAD) or active reserve (COAR) status, as applicable, when they meet the eligibility criteria listed in paragraph 6-3 of AR 635-40. Such COAD/COAR requests will be adjudicated according to the decision criteria in paragraph 6-5 of AR 635-40.



8. Prior to the QMP board convening:

a. 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. All Soldiers who meet retirement eligibility and desire retirement must submit a separate retirement application to initiate the process under the provisions of AR 635-200, chapter 12 (Ref W). The option for Soldiers eligible to retire on the IMREPR 13 transaction memorandum is not an application for retirement.

b. To ensure due process, Soldiers may elect to submit matters of mitigation or extenuation to the president of the board. These matters must be submitted as a single document and organized in the manner to be presented to the board. Documents already filed on the AMHRR should not be included as the board will already have access to them. This correspondence will be addressed to: President, FY22 RA/USAR(AGR) SFC QMP Board, (AHRC-PDV-S), 1600 Spearhead Division Avenue Dept 471, Fort Knox, KY 40122-5407. Memorandums may be scanned and sent via email to [usarmy.knox.hrc.mbx.tagd-board-qmp@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-board-qmp@army.mil). The NCO Evaluation Board announcement MILPER will contain specified instructions, to include established suspense dates for submitting matters of mitigation/extenuation (normally established as ten days prior to the convene date of each QMP board).

c. To preclude potential consideration for denial of continued service by the QMP process, retirement eligible Soldiers who are within 2 years of qualifying for an active federal service (AFS) retirement on the date on which the Soldier is to be discharged, will 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 (see 10 USC 1176). In all cases, voluntary retirement must occur no earlier than 90 days from the date the Soldier elects this option. Soldiers who elect voluntary retirement in lieu of involuntary separation will have their DD Form 214 coded with SPD code "RBD" and reenlistment eligibility code "RE - 4R". Request for voluntary retirement will be processed under the provisions of chapter 12 of AR 635-200. Voluntary retirements must be approved effective no later than the date the DCS, G - 1, or designee, approves the results of the NCO evaluation board. Their request must be received and approved by Commander, U.S. Army Human Resources Command, ATTN: AHRC-EPF-M, 1600 Spearhead Division Avenue, Department 364, Fort Knox, KY 40122-5306. Retirements will not be approved for a date beyond the first day of the month that their QMP board is scheduled to convene, but no earlier than 90 days from the date they were notified of their QMP eligibility. Requests must also be within 12 months from the date of their QMP notification. Soldiers have 30 days from their notification of QMP eligibility to submit a retirement request to avoid QMP board review. Promotion service obligations, if any, are waived. Requests for retirement, once submitted, may not be withdrawn.

(1) Soldiers with service obligations stemming from Transferability of Education Benefits (TEB) under the Post 9/11 G.I. Bill as of the requested retirement date, may apply for voluntary retirement only after selection for separation by the QMP board. Soldiers who are denied service will be subject to recoupment of the used portion of their transferred benefit by the Department of Veterans Affairs.

(2) If a Soldier is unsure whether the retirement request will be approved prior to approval of the board results, matters of mitigation or extenuation may also be submitted, see paragraph 8b above.

(3) Soldiers with approved voluntary retirements will not be identified on a selection list for denial of continued service.

(4) Soldiers serving OCONUS may submit requests for voluntary retirement without regard to tour completion or Date Eligible to Return from Overseas (DEROS).

d. 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 favorably by the board. Therefore, all NCOs eligible for QMP consideration are directed to review their personnel records online at <https://iperms.hrc.army.mil> to verify completeness and accuracy. Failure to do so may not be used as a basis for reconsideration at a later date.

(2) Documents sent to the Interactive Personnel Electronic Records Management System (iPERMS) board support e-mail address (paragraph 10d) for filing into iPERMS will not be accepted; contact your HR professional. The S-1/Unit Administrator (UA) or other unit or installation human resources office are authorized to submit required AMHRR documents into iPERMS using the web upload feature. Ensure S1/UA type the word "board" in the comment field of the batch for priority processing. Write down the batch number for future reference. To identify what documents are authorized in your AMHRR, go to <https://www.hrc.army.mil/asset/14900>. All documents must include your full name and complete 10 digit Department of Defense Identification number (DODID). If the DODID is not available, documents must include complete 9-digit Social Security Number. Ensure documents are submitted to iPERMS NLT ten days prior to the board convene date.

(3) For additional information on updating board documents in iPERMS refer to <https://www.hrc.army.mil/content/10927> or on Facebook at <https://www.facebook.com/iPERMS>.

(4) For resolution of duplicate, inverted, misfiled, masking documents, or request for corrections, submit [Board Correction Form](#) to [usarmy.knox.hrc.mbx.iperms-board-support@army.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@army.mil). Correctly filed and authorized documents will not be removed.

(5) Transcripts submitted to iPERMS must be in compliance with AR 600-8-104 (Ref O), Required Document List.

(6) For resolution of duplicate, inverted, or misfiled evaluation reports, submit request to: [usarmy.knox.hrc.mbx.iperms-board-support@army.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@army.mil)

9. Post-QMP board actions. Soldiers will be informed of board results by individually addressed memorandums routed through the first LTC or higher commander in their chain of command.

a. The board results are final. However, Soldiers may request reconsideration under limited circumstances (refer to paragraph 9).

b. Upon receipt of the board results, the first commander (LTC level or higher) in their chain of command 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, stipulating that the Soldier is flagged under the provisions of AR 600-8-2 (Ref M), paragraph 2-2d and informed that he/she remains in a non-promotable status, is prohibited from reenlisting, is stabilized in their current assignment, and understands the options available per paragraph 9 below. Soldiers denied continued service who are assigned to a deployed unit will be returned to home station within 30 days of notification for the purpose of transition planning and preparation for involuntary separation or retirement actions.

c. All separating and retiring NCOs are required to contact their supporting Transition Assistance Program (TAP) office to register and receive the congressionally mandated pre-separation briefing and complete all required career readiness standards in accordance with AR 600-81 (Ref Q). Completion of career readiness standards must be recorded on DD Form 2648 (Pre-separation Counseling Checklist) and 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 TAP services. For more information about the location of TAP centers and available services, log-on to the TAP website at <https://www.sfl-tap.army.mil>.

10. Soldier Options Post-QMP board decision. A determination of denial of continued active service stemming from the QMP process is final. There are no appeal provisions because every NCO will be afforded complete due-process prior to the NCO evaluation board convene date and consideration for continued active service. Requests appealing the QMP outcome to deny service will be returned by HRC without action.

a. Soldiers selected for denial of continued service will be honorably discharged without entitlement to a local separation board 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:

(1) Request reconsideration of the board results if it is discovered that there was a material error or if the document that triggered the QMP process has been officially modified, changed, or removed from the AMHRR (but was reviewed by the board). If the request is based under either of these two conditions, the Soldier may be granted reconsideration and their record will be reviewed by the next HQDA evaluation board scheduled for their rank or by the next U.S. Army Senior Enlisted Review Board (USASERB) (which ever board occurs first).

(a) AR 635-200, chapter 16 (Ref W), identifies that a material error is the omission, change, or improper filing of information in the NCO's AMHRR.

(b) Soldiers meeting the above reconsideration criteria must submit notice of their intent to request reconsideration to AHRC-EPF-M within seven days of their receipt of the notification memorandum and submit the request to HRC (AHRC-EPF-M) within 30 days of receipt of the QMP selection notification memorandum (or within 30 days of being informed the document has been modified or removed from his or her reconsideration). Soldiers have the responsibility to ensure their requests are received in a timely manner.

(c) Unless ineligible to extend for a reason other than QMP selection (for example local bar to reenlistment or approved separation under another chapter in AR 635-200), NCOs with less than 120 days to their expiration of term of service (ETS) at the time of notification of QMP selection may have their enlistments extended a sufficient amount of time to permit processing of their request for reconsideration.

(d) Mailing address for submitting requests for reconsideration 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 reconsideration requests via email to [usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil).

(e) Soldiers who elect reconsideration must continue processing for separation/ discharge. Reconsideration requests that are submitted outside the time prescribed above, without compelling justification, will not be accepted.

(f) HRC will return without action requests that do not meet reconsideration eligibility. Requests that do not meet the criteria will not be used as a reason to delay separation under the QMP. In those instances where



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HRC determines reconsideration is required, the Soldier's separation date will be deferred pending a decision regarding the second board review (either HQDA Evaluation Board or USASERB). The Director of Military Personnel Management, Army G-1, is the final authority for disposition of all QMP boards.

(g) Requests meeting reconsideration criteria may be referred to the USASERB, conducted at HQDA, for final determination. The USASERB is convened under the provisions of AR 600-8-19 (previously known as the Standby Advisory Board) and operates under a separate Memorandum of Instructions.

(2) Request an extension of their established separation date if a request of removal of the unfavorable QMP triggering document has been submitted to the Army Review Boards Agency (ARBA). These requests must include the ARBA case number, date submitted, and the anticipated completion date when submitting the extension request to HRC.

(3) USAR AGR Soldiers who are denied continue Active Duty Service and coded (9L) will receive a format 500 order from Retirement and Separations Branch. USAR AGR Soldiers that qualify for a REFRAD to USAR (TPU), Non-Regular Retirement or Regular Retirement must submit the appropriate application or they will be subsequently discharged without the proper benefits on their administratively adjusted ETS date.

(4) 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 must not be later than the first day of the seventh calendar month following the date the board results are approved and no earlier than 90 days from the date the Soldier was notified of denial of continued service. 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 an active federal service 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. Non-regular retirement:

(1) RA and USAR AGR Soldiers with 20 or more years of qualifying service for a non-regular retirement as of the established discharge date may submit a request for discharge (RA) or a request for release from active duty (REFRAD) (USAR AGR) with concurrent transfer to the Retired Reserve.

(2) RA and USAR AGR Soldiers with 18 or more, but less than 20 years of qualifying service for a non-regular retirement as of the established discharge date, will be allowed to contract with the Reserve Components (RC) for a period of up to three years in order to become eligible for retired pay under 10 USC section 1223. RA Soldiers will be eligible to request a discharge and USAR AGR Soldiers request a REFRAD with concurrent transfer to the Army Reserve, Troop Program Unit (TPU), to qualify for a non-regular retirement as prescribed by 10 USC 1176(b). RA and USAR AGR Soldiers will subsequently request release from the Army Reserve with concurrent transfer to the Retired Reserve no later than 90 days prior to attaining 20 years of qualifying service for a non-regular retirement.

c. Regardless of election, 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 U.S.C 1142). Requests for discharge, once submitted, may not be withdrawn.

d. A HQDA initiated flag will be top loaded for each Soldier denied continued service. Soldiers will also receive DA Form 268 (Report to Suspend Favorable Personnel Action (FLAG)), from HRC's Retirements and Separations Branch (EPF-M) notifying them of the flag. The HQDA initiated flag (flag code "W"), ceases all

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favorable actions. The flag will remain on their file unless removed by higher headquarters. It will be removed when a RA Soldier is reassigned to a transition point and when USAR AGR Soldiers are issued discharge orders.

e. Appropriate entries for DD Form 214:

- (1) Voluntary discharge: RA and USAR AGR Soldiers may request early discharge. Such discharge is considered involuntary and 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. Soldiers who elect voluntary discharge rather than retirement will have their DD Form 214 coded with SPD code "KGH" and reenlistment eligibility code "RE-3".
  - (2) Involuntary discharge: RA and USAR AGR Soldiers who are not eligible for retirement and are involuntarily discharged will have their DD Form 214 coded with SPD code "JGH" and reenlistment eligibility code "RE-3". These Soldiers may be eligible for separation pay and should contact their Reserve Component Career Counselor (in-service recruiter) to determine eligibility.
  - (3) AFS retirement: RA and USAR AGR Soldiers who elect a voluntary AFS retirement, regardless of whether it is in lieu of QMP consideration or in lieu of involuntary separation as a result of QMP, will have their DD Form 214 coded with separation program designator (SPD) code "RBD" and reenlistment eligibility code of "RE-4R".
  - (4) Non-regular retirement: Soldiers who are eligible for a non-regular retirement may:
    - (a) Voluntarily REFRAD: RA and USAR AGR Soldiers with 20 years or more of qualifying service for non-regular retired pay who elect voluntary REFRAD with concurrent transfer to the Retired Reserve. RA Soldiers who elect discharge will receive SPD Code "JGH". USAR AGR Soldiers who elect a voluntary REFRAD with concurrent transfer to the Retired Reserve will receive SPD Code "MGH". Both will receive reenlistment eligibility code "RE-3".
    - (b) Involuntary REFRAD: RA and USAR AGR Soldiers who have 18 years of qualifying service are eligible for protection under 10 USC section 1176 and will be allowed to contract with the Reserve Component for a period of up to three years in order to become eligible for retired pay. These Soldiers will be involuntarily REFRAD and receive SPD code "LGH" and reenlistment eligibility code "RE-3".
  - (5) Selected Soldiers will receive a characterization of service of honorable whether the Soldier chooses to retire or is involuntarily separated under QMP.
11. Requests for exception to policy of separation date must be processed through the Special Court-Martial Convening Authority (SPCMCA) or first Colonel/O6 commander in the chain of command 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@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil). The approval authority for all exceptions to policy is the Deputy Chief of Staff, G-1 Directory, Military Personnel Management (DMPM).

12. Points of contact:

a. For QMP: Enlisted Retirements and Separations (AHRC-EPF-M), (502) 613-5048, DSN: 983-5048, email [usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-transition-branch@army.mil).

b. For DES: Ms. Frances Dennis (USAPDA), functional proponent for AR 635-40, email: [frances.a.dennis.civ@mail.mil](mailto:frances.a.dennis.civ@mail.mil) and DES case status requests: USAPDA Retirements and Separations Branch group mailbox at: [usarmy.pentagon.hrc.mbx.usapda-hq-ret-sep@army.mil](mailto:usarmy.pentagon.hrc.mbx.usapda-hq-ret-sep@army.mil).

c. DA Secretariat (AHRC-PDV-S), (memos to the QMP board) at email: [usarmy.knox.mbx.tagd-board-qmp@army.mil](mailto:usarmy.knox.mbx.tagd-board-qmp@army.mil).

d. For correction(s) to existing documents filled into your AMHRR/iPERMS record, contact the Army Soldier Records Branch, Board Support Team. Please email request to [usarmy.knox.hrc.mbx.iperms-board-support@army.mil](mailto:usarmy.knox.hrc.mbx.iperms-board-support@army.mil). The Board Support Team line is, commercial (502) 613-9990, press 2 or DSN 983-9990, press 2. Do not send AMHRR documents to this email address; follow procedures in paragraph 4b. Documents emailed for filing into iPERMS will not be accepted; contact your HR professional.