

Army Regulation 135–205

Army National Guard and Army Reserve

Enlisted Personnel Management

**Headquarters
Department of the Army
Washington, DC
11 March 2008**

UNCLASSIFIED

SUMMARY of CHANGE

AR 135-205

Enlisted Personnel Management

This rapid action revision, dated 11 March 2008--

- o Changes the purpose paragraph (para 1-1).
- o Redefines responsibilities (para 1-4).
- o Deletes chapters 2,3, and 5.
- o Renumbers chapter 4 to chapter 2.
- o Redefines the applicability for the Qualitative Retention Program (para 2-1).
- o Adds category of Soldiers not to be considered by the Qualitative Retention Program (para 2-4).
- o Makes administrative changes throughout.

Effective 11 April 2008

Army National Guard and Army Reserve

Enlisted Personnel Management

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This regulation prescribes policies and responsibilities for the Qualitative Retention Program.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless

otherwise stated. During mobility the proponent may modify chapters and policy contained in this regulation.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process.

This regulation does not contain management control provisions.

Supplementation. Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1, ATTN: DAPE–MPE, 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–1, ATTN: DAPE–MPE, 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. Distribution of this publication is intended for command levels B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

General Information, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Personnel • 1–5, page 1

Employment and volunteer work of spouses of military personnel • 1–6, page 1

Chapter 2

Qualitative Retention Program, page 1

Section 1

Introduction, page 1

*This publication supersedes AR 135–205, dated 14 September 2005.

Contents—Continued

Applicability • 2-1, *page 1*

Objectives • 2-2, *page 2*

Section II

Policy, page 2

Zones of consideration for qualitative retention • 2-3, *page 2*

Soldiers not to be considered • 2-4, *page 2*

Scheduling of the Qualitative Retention Board • 2-5, *page 2*

Section III

Composition and Conduct of the Qualitative Retention Board, page 3

Support required • 2-6, *page 3*

Appointing authority • 2-7, *page 8*

Board composition • 2-8, *page 8*

Instructions to board members • 2-9, *page 8*

The board oath • 2-10, *page 10*

Conduct of the board • 2-11, *page 10*

Board recommendations for retention • 2-12, *page 10*

Board reports • 2-13, *page 10*

Protective markings • 2-14, *page 12*

Section IV

Approval, Disapproval, and Disposition, page 12

Approval or disapproval of board recommendations • 2-15, *page 12*

Safeguard against premature separation from unit membership • 2-16, *page 12*

Disposition of Soldiers not selected for retention • 2-17, *page 13*

Unit reaffiliation policy • 2-18, *page 13*

Appendix A. References, *page 16*

Table List

Table 2-1: Sample format for the statistical report of qualitative retention board deliberations to be filed as an enclosure to the board report, *page 14*

Figure List

Figure 2-1: Sample memorandum of notification, *page 4*

Figure 2-2: Sample response to memorandum of notification, *page 5*

Figure 2-3: Report of Qualitative Retention Board, *page 6*

Figure 2-4: Sample selection for retention memorandum, *page 7*

Figure 2-5: Sample nonselection for retention memorandum, *page 9*

Figure 2-6: Sample memorandum of instruction for the Qualitative Retention Board, *page 11*

Figure 2-6: Sample memorandum of instruction for the Qualitative Retention Board—Continued, *page 12*

Glossary

Chapter 1 General Information

1-1. Purpose

This regulation prescribes policies and responsibilities for the Qualitative Retention Program (QRP). The separation programs, policies, and procedures in this regulation are conducted without regard to race, religion, gender, or national origin.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Deputy Chief of Staff, G-1 (DCS, G-1), Headquarters, Department of the Army (HQDA), has general staff responsibility for the formulation, management, and evaluation of manpower and personnel policies, plans, and programs for all components of the Army.

b. The Commander, U.S. Army Human Resources Command (AHRC) is responsible for ensuring that transition noncommissioned officers (NCOs) who, as part of the transition life-cycle function, counsel, inform and initially assign those Soldiers with a military service obligation (MSO) who are being released from active duty into Army National Guard of the United States (ARNGUS) units, U.S. Army Reserve (USAR) Troop Program Units (TPUs) or the Individual Ready Reserve (IRR).

c. The Chief, National Guard Bureau (CNGB) will set policy, monitor, review and support the QRP for the ARNGUS consistent with this regulation and applicable Army policy.

d. The Chief, Army Reserve (CAR) will set policy, monitor, review, and support the QRP for the USAR consistent with this regulation and applicable Army policy.

e. Within their areas of jurisdiction, State Adjutants General (AGs) and area commanders are responsible for the personnel management programs outlined in this regulation. They will implement and administer the QRP. QRP responsibility for ARNGUS Soldiers will not be delegated below State AGs. Area commanders for USAR TPU Soldiers may delegate QRP responsibility no lower than the first USAR general officer commander subordinate to the area commander. This authority may not be further delegated. (The terms “area commands” and “area commander” as used throughout this regulation are defined in the glossary.)

1-5. Personnel

Effective management and evaluation of ARNGUS and USAR enlisted personnel resources are necessary for successful mission accomplishment. It is HQDA policy to—

a. Utilize Soldiers in positions equal to their military qualifications and personal attributes.

b. Promote an atmosphere that will motivate each Soldier to attain his or her full potential as a Soldier.

1-6. Employment and volunteer work of spouses of military personnel

Neither a Soldier’s marital status nor the employment, educational pursuits, or the volunteer service activities of a Soldier’s spouse may be considered in the qualitative retention process. Information in personnel files regarding such factors will not be considered by commanders, board members, or others involved in the retention process.

Chapter 2 Qualitative Retention Program

Section I Introduction

2-1. Applicability

a. This chapter provides policy governing the selective retention of Soldiers in ARNGUS units and Army Reserve TPUs. It also prescribes the composition and function of the Qualitative Retention Board.

b. The purpose of the QRP is to determine retention potential and acceptability for reenlistment or extension of enlistment. In general, the QRP provides for a review every two years of Reserve Component Soldiers serving in ARNGUS units and Army Reserve TPUs who have 20 or more years of qualifying Service for non-regular retired pay and who are within the zones of consideration prescribed by paragraph 2-3, and are not excluded from consideration by paragraph 2-4.

c. USAR Soldiers assigned to TPUs. The QRP provides for a review of a Soldier's military personnel records to determine retention potential. This review is required every 2 years for all Soldiers who have 20 or more years of qualifying service for nonregular retired pay and who are within the zones of consideration prescribed by paragraph 2-3.

2-2. Objectives

A continuing program of qualitative retention is essential to provide for career progression of qualified enlisted personnel at proper intervals in their careers. The QRP will—

a. Ensure only the best qualified Soldiers are retained beyond 20 years of qualifying service for non-regular retired pay. These soldiers will be retained for continuing assignment to the comparatively few senior noncommissioned officer (NCO) positions.

b. Provide career incentives.

c. Ensure an opportunity for advancement to the higher grades during the peak years of a Soldier's effectiveness.

d. Satisfy the continuing requirement for senior NCOs by the appropriate commands.

e. Provide the command with a tool to control enlisted personnel inventory and manage career progression. The QRP is not to be used in lieu of separation or removal procedures authorized by other regulations, for reasons such as unsatisfactory performance, unsatisfactory participation, failure to meet body fat standards, and so on.

Section II Policy

2-3. Zones of consideration for qualitative retention

a. The Qualitative Retention Board will consider all unit Soldiers who are within the following zones by the day before the board convene date (with the exception of those listed in paragraph 2-4):

(1) At least 20 years of qualifying service for nonregular retired pay as determined under provisions of AR 135-180, or

(2) Previously selected for retention but whose commander has referred them to the board for revalidation of their retained status.

(3) Previously selected for retention but the board recommended that the Soldier's file be reviewed the following year.

b. The Qualitative Retention Board will examine records of Soldiers in the zone of consideration no more than once every 2 years after they qualify for nonregular retired pay under provisions of AR 135-180, unless the convening authority directs that a Soldier's record be reviewed the following year.

c. Soldiers who should have been reviewed by a board but were not for any reason, other than those listed in para 2-4, will be reviewed by the next scheduled board.

2-4. Soldiers not to be considered

The Qualitative Retention Board will not consider a Soldier who any of the following conditions:

a. Has not completed 20 qualifying years of service for nonregular retired pay by the day before the date the board convenes.

b. Is within 9 months of reaching age 60 on the date the board convenes; or

c. Is not duty military occupational specialty qualified for his/her respective grade, duty position, and MOS (not applicable to the ARNGUS).

d. Has a bar to reenlistment or extension in effect (not applicable to the ARNGUS).

e. Is under suspension of favorable personnel actions (AR 600-8-2), unless the suspension action was initiated for failure to meet the body fat standards UP AR 600-9, or for failure to pass the Army Physical Fitness Test (APFT) UP AR 350-1.

f. Was promoted to his/her current grade less than 1 year prior to the convening date of the board.

g. Is a CSM serving in the position of State Command Sergeant Major or Senior Enlisted Advisor in the ARNGUS or serving as a CSM in a two-star command or higher in the USAR.

h. Is a USAR or ARNGUS military technician previously not selected by a QRP board but who was retained to serve in the current military technician assignment.

i. Is eligible for sanctuary UP 10 USC 12686 by virtue of being on active duty (other than for training) and having more than 18, but less than 20, years of active Federal Service.

j. Is subject to screening under the Qualitative Management Program prescribed by AR 635-200 (that is, Army Reserve Soldiers serving in the Active Guard Reserve (AGR) program).

2-5. Scheduling of the Qualitative Retention Board

State Adjutants General (ARNGUS) and area commanders (USAR) may convene the Qualitative Retention Board

consistent with the guidance promulgated by CNGB and CAR in accordance with paragraph 1–4 during January, February, or March of any given year when the numbers and grades of enlisted Soldiers within the state or territory (ARNGUS), area command or specific general officer commands subordinate to the area command (USAR), inhibit or deter the objectives of the QRP outlined in paragraph 2–1.

Section III

Composition and Conduct of the Qualitative Retention Board

2–6. Support required

a. The board will examine the record of each Soldier within the zone of consideration (para 2–3). The board will provide a report of personnel recommended and a report of personnel not recommended for continued unit service (para 2–13).

b. Commanders specified in paragraph 2–5, above, will—

- (1) Ensure that Soldiers' records are maintained for accurate and equitable board appraisal.
- (2) Announce the time and location of the annual qualitative retention board to all subordinate commands.
- (3) Select and appoint board members and publish orders.
- (4) Issue instructions to subordinate units for submitting required records and information.
- (5) Refer personnel records to the board.
- (6) Provide required administrative support.
- (7) Approve or disapprove the board report.
- (8) Issue selection or nonselection memorandums within 30 days following approval of the board report. These memorandums will be issued over the convening authority's signature (figs 2–1 and 2–2).

MEMORANDUM FOR *(Soldier scheduled for retention consideration)*

SUBJECT: Notification of Qualitative Retention Board Review

1. This memorandum is notification that your military records are scheduled for review by a Qualitative Retention Board. The board will be convened on *(convening date of the board)* according to AR 135-205, chapter 4. Only soldiers who have at least 20 years of qualifying service for retired pay at age 60 and have been issued a notification of eligibility for retired pay will be considered by this board. Records indicate that you are eligible for such retired pay. By reviewing records, this board will select the *best qualified* personnel for continued unit membership. As a *fully qualified* unit soldier you will be considered for retention. Personal appearance before the board is not authorized.
2. Your Military Personnel File (MPF) has been prepared for submission to the board. You are encouraged to review your MPF and the attached comments *(if any)*. To review your records, complete the attached endorsement and bring this memorandum with you to the unit within 10 days.
3. If you do not wish to review your records, complete the enclosed endorsement. Mail the endorsement to this unit within 10 days in the envelope provided.
4. Failure to reply by endorsement within 10 days after receipt will be reported to the unit commander and will not cause any delay in the board review of your records. The board will be informed that your reply by endorsement was not received and, if not selected for retention, you will be reassigned or transferred to the Control Group (Reinforcement) in the Individual Ready Reserve of the U.S. Army Reserve or, if eligible, to the Retired Reserve.
5. You will be notified in writing of your selection or nonselection for retention after adjournment of the board.

(Signature block of unit commander)

Figure 2-1. Sample memorandum of notification

SUBJECT: Notification of Qualitative Retention Board Review

FOR *(appropriate unit commander)*

1. I have *(reviewed) (declined to review)* my Military Personnel File.
2. If I am not selected for retention, I choose the following option:
(Soldier will circle and initial the chosen option)
 - a. Transfer/reassignment to Control Group (Reinforcement) of the Individual Ready Reserve.
 - b. Transfer/reassignment to the Retired Reserve, if qualified.
3. I have reviewed my unit commander's comments. I have the following comments to make:
(Soldier will enter the word NONE or enter the appropriate comments.)

(Signature block of enlisted soldier and date)

Figure 2-2. Sample response to memorandum of notification

(9) Ensure that Soldiers not recommended for retention are transferred (ARNGUS), or reassigned (USAR), as appropriate (para 2-18).

(a) ARNGUS Soldiers are discharged from the Army National Guard of the State and transferred as Reserve of the Army to the Control Group (Reinforcement) in the IRR, or to the Retired Reserve of the USAR, as appropriate.

(b) USAR Soldiers are released from a current TPU assignment and reassigned to the Control Group (Reinforcement) in the IRR, or to the Retired Reserve, as appropriate.

c. Unit commanders will—

(1) Identify unit Soldiers in the zone of consideration for qualitative retention (para 2-3).

(2) Ensure all Soldiers in the zone of consideration (para 2-3) are notified (the sample memorandum at fig 2-3 is a guide).

(Letterhead)

(Office Symbol)

MEMORANDUM FOR *(Convening Authority)*

SUBJECT: Report of Qualitative Retention Board

1. References.

- a. Paragraph *(number)* Orders Number *(number)* HQ *(name)* Dated *(date)* (encl 1).
- b. Memorandum of Instructions to Qualitative Retention Board (encl 2).

2. To comply with instructions contained in the above references, the Qualitative Retention Board convened at *(hours)* *(date)* at *(place)*.

3. The following board members* were present:

(Grade, Name) President.

(Grade, Name) Member.

(Grade, Name) Member.

(Grade, Name) Member.

(Grade, Name) Member.

(Grade, Name) Recorder (w/o vote).

*Indicates which member was female and which member was minority.

4. The board has carefully reviewed the records of those soldiers in the zone of consideration for qualitative retention in units of the *(Army National Guard of the United States)* *(U.S. Army Reserve)*.

5. The names of those soldiers recommended as best qualified for continued retention are at the following enclosures:

- a. Command sergeants major and sergeants major—enclosure 3.
- b. First sergeants and master sergeants—enclosure 4.
- c. Sergeants first class—enclosure 5.
- d. Staff sergeants and below—enclosure 6.

6. The names of those soldiers not recommended as best qualified for continued retention are listed by grade at enclosure 7.

7. A statistical report of the number of soldiers considered and retained by race and gender by grade is at enclosure 8.

8. The board adjourned at *(hours)* on *(date)*.

9. Recommend the soldiers listed on enclosures 3 through 6 be retained in units of the *(Army National Guard of the United States)* *(U.S. Army Reserve)*.

AUTHORITY LINE:

8 Encl *(Signature block, board president)*

Figure 2–3. Report of Qualitative Retention Board

- (3) Ensure personnel records are current, correct, and audited by the Soldier.
 - (4) Include with the records any comments or recommendations deemed pertinent to retention consideration.
 - (5) Include a statement either justifying the retention or non-retention of a SGT or below (ARNGUS only).
 - (6) Send the required information and personnel records to the convening authority (para 2–5).
- d. The Soldier, when notified of pending board consideration, will—
- (1) Indicate by endorsement to response memorandum (fig 2–4) the option preferred, if not selected for retention. These options are as follows:
 - (a) Reassignment (USAR), or transfer (ARNGUS), to the Retired Reserve, if otherwise qualified.
 - (b) Reassignment (USAR), or transfer (ARNGUS), to the Control Group (Reinforcement) of the IRR.

(Letterhead)

(Office symbol)

MEMORANDUM THRU *(command channels)*

FOR *(soldier concerned)*

SUBJECT: Selection for Retention under AR 135-205

1. I am pleased to inform you that the Qualitative Retention Board has recommended you as among the best qualified for continued retention in a unit of the (Army National Guard of the United States) (Army Reserve). I have approved the recommendations of the board.
2. You should take particular pride in the confidence that has been evidenced by your selection. I urge you to continue performing your assigned duties to the best of your ability at all times and to take every opportunity to enhance your military education, skills, knowledge, and abilities.
3. The ((State) Army National Guard) (United States Army Reserve) will continue to rely on you in meeting its objectives.

(Signature block of convening authority)

Figure 2–4. Sample selection for retention memorandum

- (2) Complete the endorsement on to response to notification memorandum (fig 2–4). Return the memorandum to the unit commander within 10 days after receipt. (Soldiers who refuse to complete the endorsement or fail to respond within 10 days will be reported to the unit commander.)
- (3) Audit the Soldier’s military personnel records to ensure they are current, complete and correct.
- (4) If desired, include with the records any comments regarding the pending board consideration. Such comments may include, but are not limited to, the unit commander’s comments or recommendations.

2-7. Appointing authority

Authority to appoint and convene the Qualitative Retention Board rests with the authorities specified in paragraph 2-5.

2-8. Board composition

a. The board will be composed of three CSMs and two field grade officers as voting members. One officer, in the grade of colonel (or lieutenant colonel if a colonel is not available), will serve as president of the board.

b. A commissioned officer, warrant officer, or NCO will be appointed as recorder without vote.

c. One of the board's voting members must be female if females are considered. One member must be a minority, if reasonably available, if minorities are considered. Orders appointing the board will identify female and/or minority members.

d. A person being considered by the board will not serve as a member of the board or as a recorder.

e. Board members do not have to be from the command that convenes the board.

2-9. Instructions to board members

a. A memorandum of instructions (MOI) will be issued to each board member by the convening authority following the sample in figure 2-5.

b. The board will be briefed by a designated representative of the convening authority. This briefing will cover the entire MOI and direct board members to read and become familiar with this chapter before beginning their record vote. It will also give board members an opportunity to ask questions.

(Office symbol)

MEMORANDUM THRU *(command channels)*

FOR *(soldier concerned)*

SUBJECT: Nonselection for Continued Unit Participation

1. While you are a fully qualified soldier of the ((Army National Guard of the United States) (U.S. Army Reserve), AR 135-205 provides that only the best qualified be retained in units. The best qualified soldiers are selected by a qualitative retention board. The regulation further provides that a soldier who is not selected for retention will be removed from unit participation. You were considered for qualitative retention and were not selected. Accordingly, not later than *(date)* you will be **(Enter one of the following as appropriate)**

(discharged from the (State) Army National Guard and transferred as a Reserve of the Army to Control Group (Reinforcement) in the Individual Ready Reserve, or transferred to the Retired Reserve, of the U.S. Army Reserve, according to the option you selected by endorsement.)

(released from your current Army Reserve troop program unit assignment and reassigned to Control Group (Reinforcement), or transferred to the Retired Reserve, according to the option you selected by endorsement.)

2. In determining the best qualified personnel for continued unit participation, I can assure you that the board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable and this is reflected in your records.

3. Since you are not being separated as a result of your nonselection, there is no appeal process.

4. Your many personal sacrifices to the ((State) Army National Guard) (U.S. Army Reserve) are sincerely appreciated. You may take just pride in having contributed to the success of the Reserve Components as a viable force capable of meeting today's challenges.

(Signature block of convening authority)

Figure 2-5. Sample nonselection for retention memorandum

2-10. The board oath

a. The following oath will be administered by the recorder to the members of the board: "Do you (identify each member by grade and name) solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of individual Soldiers and the efficiency of the (Army National Guard of the United States) (Army Reserve), perform the duties imposed on you, and further, that you will not divulge the proceedings or results of this board except to proper authority." Each member will respond, "I do."

b. The president of the board will administer the following oath to the recorder: "Do you (identify by grade and name), as a recorder of this board, solemnly swear (or affirm) that you will perform duties imposed on you by the president of the board, and further, that you will not divulge the proceedings or results of this board except to proper authority." The recorder of the board will respond, "I do."

2-11. Conduct of the board

a. The board will evaluate the future benefits that can be expected to accrue to the ARNGUS or USAR (as appropriate) from the continued service of each person. The board should consider the following factors:

(1) Performance as demonstrated by evaluation reports, review of the Soldier's military personnel file, and other evidence contained in the official record presented to the board.

(2) Medical condition and physical fitness are such that there are no significant assignment limitations.

(3) Any other factor having a bearing on a Soldier's future performance and contribution to a unit.

b. If the board vote is not unanimous, the dissenting member(s) may prepare a minority report to support the dissenting position. A copy of this report will be attached to each copy of the board report.

2-12. Board recommendations for retention

a. ARNGUS and USAR Qualitative Retention Boards may recommend Soldiers in the zone of consideration (para 2-3) for unit retention.

b. ARNGUS and USAR Soldiers, if retained, will not again be considered for retention unless—

(1) At least 2 years have passed since their last board consideration at the same grade; or

(2) The board recommends that their file be reviewed the following year; or

(3) They have been promoted since their last review and have at least 2 years time in grade by the day before the date the board convenes.

2-13. Board reports

a. Before adjournment, the board will complete a report of the board proceedings in the format shown in figure 2-6.

b. The recorder will complete a statistical report of the board deliberations indicating the number of Soldiers considered by race and gender by grade and the number of Soldiers retained by race and gender by grade. The statistical report will be in the format shown at table 2-1.

c. A copy of the board report with all enclosures will be routed through the agencies shown below to arrive at HQDA, DCS, G-1, ATTN: DAPE-MPE, 300 Army Pentagon, Washington, DC 20310-0300, by 15 June of each year.

(1) For ARNGUS reports, send through Chief, National Guard Bureau, ATTN: NGB-ARZ-HRP-E, 1411 Jefferson Davis Highway, Suite 3100, Arlington, VA 22202-3231.

(2) For USAR reports, send through the area commander to HQDA, DCS, G-1, ATTN: DAPE-MPE, 300 Army Pentagon, Washington, DC 20310-0300.

(Letterhead)

SUBJECT: Memorandum of Instruction for the Qualitative Retention Board

President and Members

Qualitative Retention Board

1. The qualitative retention program is designed to—
 - a. Provide maximum career progression and incentive.
 - b. Provide recognition for sustained excellent performance.
 - c. Provide highly motivated enlisted Soldiers the opportunity for retention in a troop program unit based on quality performance.
 - d. Ensure that only the best qualified enlisted Soldiers are retained in units of the ARNGUS and troop program units of the U.S. Army Reserve.
2. This qualitative retention board is convened under AR 135-205. The board will recommend the best qualified Soldiers in the following zones of consideration for continued troop program unit participation:
 - a. Soldier has at least 20 years of qualifying service for retired pay at age 60 and been issued a notification of eligibility for retired pay.
 - b. Soldier has not been reviewed by a board in 2 or more years.
 - c. Soldier was previously selected for retention and the commander has referred the records to this board for revalidation of retention status. The unit commander has determined that the manner of performance has deteriorated to such an extent as to cause a recommendation for termination of retention status.
3. All Soldiers who will be considered by this board are fully qualified for continued participation with a troop program unit.
4. Headquarters, Department of the Army, requires that only the best qualified Soldiers be retained. It does not prescribe specific qualifications necessary for best qualified status and selective retention. However, general guidance on the factors to be considered in determining best qualified status and retention potential is outlined below.
 - a. Best qualified status is based on demonstrated performance and future potential. Evaluation of demonstrated performance or potential for future service cannot be complete or objective without a review of the entire record. The “total person” concept should govern. An isolated example of excellence or mediocrity should not be used as a basis for selection or nonselection. The analysis of individual records should include a careful review of-
 - (1) The degree of efficiency demonstrated in the assignments held; the degree of responsibility and the magnitude of the functions involved; and the leadership and managerial ability required.

Figure 2–6. Sample memorandum of instruction for the Qualitative Retention Board

(2) General physical condition and fitness standards for retention as prescribed in AR 40-501, chapter 3, and AR 600-9. The Soldier should be able to perform without significant limitation in the event of mobilization.

(3) Demonstrated performance as attested by evaluation reports, letters of commendation, and other evaluations, which cite the Soldier's manner of performance.

b. The weight to be given derogatory information is a matter for the collective judgment of the board. The board should give the greatest weight to the most recent years of service and the significance of that information. Undue weight should not be given to unfavorable comments of a derogatory nature that are followed by a continuous outstanding performance of duty. Incidents of a disciplinary nature should be weighed against the Soldier's overall manner of performance. Bear in mind that it is not the function of the board to punish the Soldier by withholding selection.

5. Recommendations of the board will be marked FOR OFFICIAL USE ONLY and will be considered until approved by the convening authority. Details of the board proceedings, whether recorded or not, will not be disclosed except as authorized by proper authority.

(Signature block of convening authority)

Figure 2-6. Sample memorandum of instruction for the Qualitative Retention Board—Continued

2-14. Protective markings

All copies of board reports will be marked FOR OFFICIAL USE ONLY to prevent premature disclosure of board recommendations. These markings will be removed on approval of the board's report by the convening authority.

Section IV

Approval, Disapproval, and Disposition

2-15. Approval or disapproval of board recommendations

a. The convening authority will review the qualitative retention board recommendations. Within 30 days following adjournment of the board, the convening authority will—

- (1) Approve the report as submitted.
- (2) Disapprove a part of or the whole report and require the board to reconsider some or all cases. This will occur if the board report contains substantial administrative errors or procedural deficiencies that adversely affect those considered. The convening authority will give supplemental guidance to the board to correct the deficiencies, or may appoint a new board, if necessary.
- (3) Modify the board report to move a Soldier's name from the not recommended list to the recommended list. Justification for any such modification must be attached and made a part of the board report. The convening authority is prohibited from moving a Soldier from the recommended list to the not recommended list.
- (4) Require board reconsideration of any individual case in which material error in the record as reviewed by the board is established. The convening authority may do this at any time during 60 days after the board adjourns.
- (5) Administratively delete from the recommended list or the not recommended list the name of any Soldier erroneously considered by the board. A Soldier will be determined to be erroneously considered if the soldier had not completed 20 qualifying years of service for non-regular retired pay on the day before the date the board convened (para 2-4), was not within the zone of consideration (para 2-3), or was not to be considered by the board (para 2-4).

b. Reasons for disapproving the results of a board include, but are not limited to, the following:

- (1) The board membership did not comply with para 2-8, above.
- (2) The MOI to the board was different from the prescribed content and format in figure 2-5.
- (3) The board oath was not properly administered.
- (4) The board failed to comply with the MOI.

2-16. Safeguard against premature separation from unit membership

No Soldier will be considered by a qualitative retention board or separated from unit membership under this chapter

unless the Soldier has completed 20 qualifying years of Service for non-regular retired pay no later than the day before the date the board convened. Units shall maintain a written record of each Soldier's acknowledgement of consideration as prescribed in paragraph 2-6, above.

2-17. Disposition of Soldiers not selected for retention

a. Soldiers who were not selected for retention in ARNGUS units or USAR TPUs are considered *fully qualified* for continued participation in the USAR as assigned IRR Soldiers if they have not reached 60 years of age.

b. Soldiers not selected for retention will be processed for transfer (ARNGUS), or reassignment (USAR), according to the option selected under paragraph 2-6d(1) and indicated by endorsement to response memorandum (fig 2-4). However, a USAR military technician (dual status) or an ARNGUS military technician (dual status) may request continued retention in his or her current assignment per paragraph 2-17 d or e.

c. The convening authority in paragraph 2-5, will issue selection or nonselection letters within 30 days after approval of the board report. Transfer or reassignment must be completed within 90 days of the date of the nonselection letter for both ARNGUS and USAR Soldiers. The convening authority may adjust the removal date up to a maximum of 180 days when removal—

- (1) Will have an adverse effect on mission accomplishment.
- (2) Is not in the best interest of the Service.

d. A USAR military technician (dual status) not selected for retention may submit a request for retention in a current assignment provided the military technician (dual status) is not eligible for an immediate unreduced retirement annuity, will have at least 15 years creditable toward such an annuity on the date the military technician (dual status) would otherwise be removed from the unit, and will become eligible for such immediate unreduced retirement annuity on or before the last day of the month in which the military technician (dual status) becomes 60 years of age. Submit requests to DCS, G-1, ATTN: DAPE-MPE, 300 Army Pentagon, Washington, DC 20310-0300 within 15 days after announcement of the board results. The military status or assignment of a USAR military technician (dual status) will not be changed while the request is pending final determination by the CAR.

(1) If the CAR does not approve the request, the Soldier will be processed for reassignment according to the option selected under paragraph 2-6d(1) and indicated by endorsement (fig 2-3) to response memorandum (fig 2-4).

(2) If the CAR approves the request, the Soldier will be retained in his or her current assignment, unless sooner removed for cause, until the earlier of attaining eligibility for an immediate unreduced annuity or age 60. Two consecutive Army Physical Fitness Test failures or failure to meet Army body fat standards are considered cause for removal. These, as well as other for cause removals or medical unfitness, require separation action under AR 135-178. A later Qualitative Retention Board will not again consider the Soldier. However, since the Soldier was not found best qualified for military retention by a board, but retention was approved to provide for an immediate unreduced civil service annuity eligibility, the Soldier will not be eligible for later promotion consideration (AR 600-8-19, para 1-10).

e. An ARNGUS military technician (dual status) not selected for retention may submit a request for retention in a current assignment provided the military technician (dual status) is not eligible for an immediate unreduced retirement annuity, will have at least 15 years of service creditable toward such an annuity on the date the military technician (dual status) would otherwise be removed from the unit, and will become eligible for such unreduced annuity on or before the last day of the month in which the military technician's (dual status) becomes 64 years of age. Submit requests through the chain of command to the State AG within 15 days of announcement of the board results. The military status or assignment of an ARNGUS military technician (dual status) will not be changed while the request is pending final determination by the TAG.

(1) If the State AG does not approve the request, process the Soldier for transfer according to the option selected under paragraph 2-6d(1) and indicated by endorsement (fig 2-3) to response memorandum (fig 2-4).

(2) If the State AG approves the request, the Soldier will be retained in his or her current assignment only until attaining eligibility for an unreduced civil service annuity, unless removed for cause, and in no event past age 64. Two consecutive Army Physical Fitness Test failures or failure to meet Army body fat standards are considered cause for removal. These, as well as other for cause removals or medical unfitness, require separation action under AR 135-178. A later Qualitative Retention Board will not again consider the Soldier. However, since the Soldier was not found best qualified for military service retention by the board, but retention was approved to provide for an immediate unreduced civil service annuity eligibility, the Soldier will be non-promotable (see AR 600-8-19, para 7-4j).

f. A Soldier may not appeal nonselection for retention by a QRB other than for reason of ineligibility for consideration.

2-18. Unit reaffiliation policy

A Soldier who has not been selected for retention by a qualitative retention board will be transferred (ARNGUS), or reassigned (USAR), to the Retired Reserve or to the IRR depending on the Soldier's option (para 2-6d). A subsequent reaffiliation with, or reassignment to, a unit is prohibited. (See AR 140-10, table 4-1, rule 8.)

Table 2-1

Sample format for the statistical report of qualitative retention board deliberations to be filed as an enclosure to the board report

Grade	Considered	Selected for retention	Percent selected
All ranks			
Sergeant major (SGM)	4	2	50.0
Master sergeant (MSG)	6	4	66.6
Sergeant first class (SFC)	10	5	50.0
Staff sergeant (SSG)	13	6	46.1
Sergeant (SGT)	2	2	100.0
Total	35	19	54.2
Male	23	12	52.1
Female	12	7	58.3
Total	35	19	54.2
White	16	8	50.0
Black	12	7	58.3
Hispanic	2	1	50.0
Asian/Pacific Islander	4	2	50.0
Native American	1	1	100.0
Other/unknown	0	0	0.0
Invalid	0	0	0.0
Total	35	19	54.2
SGM			
SGM total	4	2	50.0
Male	2	1	50.0
Female	2	1	50.0
Total	4	2	50.0
White	2	1	50.0
Black	2	1	50.0
Hispanic	0	0	0.0
Asian/Pacific Islander	0	0	0.0
Native American	0	0	0.0
Other/unknown	0	0	0.0
Invalid	0	0	0.0
Total	4	2	50.0
MSG			
MSG total	6	4	66.6
Male	4	2	50.0
Female	2	2	100.0
Total	6	4	66.6
White	3	2	66.6
Black	2	1	50.0
Hispanic	0	0	0.0
Asian/Pacific Islander	1	1	100.0
Native American	0	0	0.0
Other/unknown	0	0	0.0

Table 2-1
Sample format for the statistical report of qualitative retention board deliberations to be filed as an enclosure to the board report—Continued

Grade	Considered	Selected for retention	Percent selected
Invalid	0	0	0.0
Total	6	4	66.6
SFC			
SFC total	10	5	50.0
Male	7	4	57.1
Female	3	1	33.3
Total	10	5	50.0
White	3	1	33.3
Black	4	2	50.0
Hispanic	0	0	0.0
Asian/Pacific Islander	2	1	50.0
Native American	1	1	100.0
Other/unknown	0	0	0.0
Invalid	0	0	0.0
Total	10	5	50.0
SSG			
SSG and below total	15	8	53.3
Male	10	5	50.0
Female	5	3	60.0
Total	15	8	53.3
White	8	4	50.0
Black	4	3	75.0
Hispanic	2	1	50.0
Asian/Pacific Islander	1	0	0.0
Native American	0	0	0.0
Other/unknown	0	0	0.0
Invalid	0	0	0.0
Total	15	8	53.3

Appendix A References

Section I Required Publications

AR 135–178

Enlisted Administrative Separations. (Cited in para 2–17.)

AR 140–10

Assignments, Attachments, Details, and Transfers. (Cited in para 2–18.)

AR 600–8–2

Suspension of Favorable Personnel Actions (Flags). (Cited in para 2–4.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation.

AR 15–6

Procedures for Investigating Officers and Boards of Officers

AR 135–18

The Active Guard Reserve (AGR) Program

AR 135–180

Qualifying Service for Retired Pay Nonregular Service

AR 135–210

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

AR 135–382

Reserve Component Military Intelligence Units and Personnel

AR 335–15

Management Information Control System

AR 350–1

Army Training and Leader Development

AR 600–8–19

Enlisted Promotions and Reductions

AR 600–20

Army Command Policy

DA Pam 611–21

Military Occupational Classification and Structure

NGR 600–200

Enlisted Personnel/Management. (Available at ngbpd.c.ngb.army.mil.)

DOD Financial Management Regulation 7000.14–R

Vol. 7A, chapter 8. (Available at www.dod.mil/comptroller/fmr.)

10 USC

Armed Forces and Appendix. (Available at www.gpoaccess.gov/uscode.)

32 USC

National Guard. (Available at www.gpoaccess.gov/uscode.)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

The following forms are available on the APD Web site (<http://www.apd.army.mil>) unless otherwise stated. DD forms are available from the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

DA Form 2

Personnel Qualification Record—Part I

DA Form 2-1

Personnel Qualification Record—Part II

DA Form 11-2

Management Control Evaluation Certification Statement

DA Form 1059

Service School Academic Evaluation Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2446

Request for Orders. (Available through normal publishing channels.)

DA Form 4187

Request for Personnel Action

DA Form 4856

Developmental Counseling Form

DA Form 4873

Certificate of Appointment. (Available through normal publishing channels.)

DA Form 5500-R

Body Fat Content Worksheet (Male)

DA Form 5501-R

Body Fat Content Worksheet (Female)

DD Form 2808

Report of Medical Examination

Glossary

Section I Abbreviations

ADSW

active duty for special work

ADT

active duty for training

AG

Adjutant General

AGR

Active Guard and Reserve

ARCOM

Army Reserve Command

ARNGUS

Army National Guard of the United States

ASA(M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

AT

annual training

ATC

air traffic controllers

CAR

Chief, Army Reserve

CMF

career management field

CMNCO

career management noncommissioned officer

CSM

command sergeant major

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DOR

date of rank

EPMS

Enlisted Personnel Management System

FORSCOM

United States Army Forces Command

FTNGD

Full-Time National Guard Duty

GOCOM

general officer command

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resource Command

IDT

inactive duty training

IMA

Individual Mobilization augmentee/augmentation

IRR

Individual Ready Reserve

MOI

memorandum of instruction

MOS

military occupational specialty

MSO

military service obligation

MSG

master sergeant

NCO

noncommissioned officer

NCOER

Noncommissioned Officer Evaluation Report

NGB

National Guard Bureau

OCAR

Office of the Chief, Army Reserve

pam

pamphlet

PEBD

pay entry basic date

PMOS

primary military occupational specialty

QRP

Qualitative Retention Program

RRC

Regional Readiness Command

SD

special duty

SDAP

special duty assignment pay

SFC

sergeant first class

SGM

sergeant major

SGT

sergeant

SMC

Sergeants Major Course

SQI

special qualifications identifier

SSG

staff sergeant

TDA

tables of distribution and allowances

TOE

table of organization and equipment

TPU

troop program unit

TTAD

temporary tour of active duty

USAATCA

U.S. Army Air Traffic Control Activity

USACAPOC

United States Army Civil Affairs and Psychological Operations Command

USAR

United States Army Reserve

USARC

United States Army Reserve Command

USARF

U.S. Army Reserve Forces

USASMA

U.S. Army Sergeants Major Academy

Section II**Terms****Area command**

The following are defined as area commands; U.S. Army Europe (USAREUR), U.S. Army Pacific Command

(USARPAC), U.S. Army Special Operations Command (USASOC), U.S. Army Reserve Command (USARC), Eighth U.S. Army

Area commander

Commander of area command

Section III

Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 002146-000