



NATIONAL GUARD BUREAU

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ARLINGTON VA 22204-1373

ARNG-HRH

8 Oct 2013

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES,
PUERTO RICO, GUAM, THE VIRGIN ISLANDS, AND THE COMMANDING
GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: Enlisted Qualitative Retention Board (QRB) Implementation
Guidance for Fiscal Years 2014-2015 (PPOM # 13-034)

1. References:

a. AR 135-205, Enlisted Personnel Management, 11 Mar 08.

b. PPOM 10-037, Policy for Title 10 Active Guard Reserve (AGR) Soldiers
Returning to the Program After Completing an External Assignment, 8 Nov 10.

2. Purpose: Provide guidance on the execution of the QRB. The QRB is
designed to review and select the best qualified enlisted personnel for retention
beyond 20 years of service. Reference 1(a), prescribes policy and
responsibilities for the conduct of the QRB.

3. Applicability: All Soldiers with 20 or more years of qualifying service for non-
regular retired pay are required to be considered by the QRB, except as noted
below. All data elements should be given a very thorough and careful review to
ensure that Soldiers are within the zones of consideration by the day the board
convenes.

a. All Soldiers serving in an AGR status (Title 32 USC) who have achieved 20
or more years of qualifying service for non-regular retirement with less than 18
years active service as calculated from their Basic Active Service Date (BASD)
as of the convening date of the board are required to be considered by the QRB,
unless otherwise specified below.

b. The QRB will not consider enlisted Soldiers serving in an AGR status who
have achieved 18 years of active service as defined by their BASD. These
Soldiers will be managed by the Active Service Management Board (ASMB).

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c. All Soldiers who are pending medical retention determination through the Disability Evaluation System (DES) or awaiting entry into DES are not exempt from QRB consideration. However, if selected by the QRB for non-retention, a Soldier must be retirement eligible before QRB results can be implemented. Soldiers in the DES or awaiting entry into DES are not retirement-eligible until an appropriate determination is made by medical authorities. They must either be found fit for retention, at which time they'll be subject to separation under QRB, or they will be found un-fit for retention, at which time they will be medically retired.

d. Title 32 AGR and Traditional Soldiers serving on Active Duty for Operational Support Reserve Component (ADOS-RC) under 10 USC 12301(d) shall be considered by their respective State QRB if they fall into the zone of consideration. However, if selected for non-retention, the Soldier will be given the opportunity to request transfer to the Individual Ready Reserve or USAR to complete the Active Duty tour; or, with the consent of the State Adjutant General, the Soldier may request an exception to policy to delay separation from the ARNG for a period sufficient to allow the Soldier to complete the Active Duty tour. Such request will be submitted through ARNG-HRH to U.S. Army Human Resources Command (for transfers to the IRR), or HQDA G1 (for extensions in the ARNG to complete the Active Duty tour). In the event the requested transfer or exception to policy is not approved, the Soldier will be separated from the ARNG in accordance with paragraph 2-17 of reference 1a. The provision of this subparagraph does not apply to Soldiers selected for release who are serving on ADOS-RC tours funded by the ARNG; these Soldiers will be transferred to the IRR in accordance with the provisions of reference 1a.

e. The Adjutant General may, at his or her discretion, exempt from QRB consideration any Soldiers who are on Active Duty pursuant to mobilization orders and are in receipt of their individual mobilization orders pending mobilization on the date the QRB convenes. For purposes of this subparagraph, a mobilization is a tour of Active Duty under 10 USC 12302, 10 USC 12304, or Contingency Active Duty for Operational Support (COADOS) orders pursuant to 10 USC 12301(d) (other forms of duty under 10 USC 12301(d) including ADOS-RC, or other duties that are not mobilizations for purposes of this memorandum). This authority is discretionary; however, if an Adjutant General chooses to exercise it, he or she must exercise it on behalf of all Soldiers meeting the criteria. Soldiers withheld from consideration will be considered by the next QRB for which they are eligible after completion of their mobilization.

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f. Adjutant Generals may, at their discretion, modify a board report per paragraph 2-15(3) of reference 1a, to retain Soldiers who are graduates of the United States Army Sergeant Major Course and serving a remaining service obligation.

g. Title 10 AGR Soldiers will not be considered by the QRB. This includes T10 AGR Soldiers serving on Active Duty or Full-Time National Guard Duty of any kind outside the T10 AGR program, but who have been guaranteed reentry onto the T10 AGR program pursuant to reference 1b or any successor policy or regulation. These Soldiers are managed by the T10 AGR ASMB process.

4. Guidance:

a. All requests for exemption from conducting the QRB must contain sufficient justification, signed by the Adjutant General and submitted to ARNG-HRH no later than the last day of the 1st qtr (31 December) prior to the QRB being conducted during the 2nd qtr (January-March) of the current fiscal year.

b. Exemption request will not be considered for Soldiers who were retained for a one-year period from the previous year's QRB. A separate QRB must be convened and those records reviewed.

c. All States and Territories must submit their convening dates for the QRB along with the name of the primary point of contact to include telephone number and email address to ARNG-HRH no later than the last day of the 1st qtr (31 December) prior to the QRB being conducted during the 2nd qtr (January-March) of the current fiscal year.

5. All requests for exception to policy and procedures outside of the established guidelines contained in Chapter 2 of the reference 1a must be submitted through ARNG-HRH to HQDA, DCS, G-1, 30 days prior to the convening date of the QRB. Note: Prior to submitting any exceptions requests concerning board member composition, every effort must be made to obtain members composition as required in paragraph 2-8 of reference 1a. Board membership can consist of Soldiers from other states, the Regular Army or the Army Reserve. All requests for exception must contain sufficient justification and be signed by the Adjutant General.

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6. All HQDA responses pertaining to exception to policy must be received by the state or territory prior to the convening date of the QRB. Failure to request an exception to policy will render the QRB results invalid or require a new QRB to be convened.

7. Final QRB results with all enclosures to include approved exceptions, must be submitted through ARNG-HRH to HQDA, DCS, G-1 and must arrive no later than the last day of the month in which the QRB results were approved. All final QRB results must be received in the format contained in the attached enclosures. Any deviation from the enclosed format will be returned for corrections.

8. This guidance will remain in effect until superseded. ARNG-HRH will review, update, and publish updated or supplemental guidance as required.

9. The point of contact is Mr. Shawn Thompkins, DSN 327-3402 or 703-607-3402, or shawn.a.thompkins.civ@mail.mil.

Encl(s)


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