



DEPARTMENT OF THE ARMY
NATIONAL GUARD OF KANSAS
LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS
2722 SW TOPEKA BOULEVARD
TOPEKA, KS 66611

JFHQ-LC-G-1-E Circular No. 135-178-19-1

13 September 2018

Expires 31 December 2019

ENLISTED QUALITATIVE RETENTION BOARD

1. **PURPOSE:** This circular announces the 2019 Enlisted Qualitative Retention Board (QRB) and provides guidance pertaining to the Qualitative Retention Program established by AR 135-178.

2. **PROCEDURES:** Qualitative Retention Board.

a. The 2019 QRB will convene at JFHQ on 07-11 January 2019.

b. Zone of Consideration: All M-Day enlisted personnel who have at least 20 years of qualifying service for retired pay at age 60.

c. Soldiers not to be considered. The QRB will not consider a Soldier who meets any of the following conditions:

(1) Has not completed 20 qualifying years of service for non-regular retired pay by the day before the date the board convenes.

(2) Is within 12 months of reaching age 60 on the date the board convenes.

(3) Was promoted to his or her current grade less than 2 years prior to the convening date of the board or is enrolled and making satisfactory progress in the United States Army Sergeants Major Course.

(4) Is a command sergeant major (CSM) serving in the position of State CSM or senior enlisted advisor in the ARNGUS.

(5) Is an ARNGUS military technician previously not selected by a QRP board but who was retained to serve in the current military technician assignment.

(6) Is on active duty (other than for training) and has more than 18, but less than 20 years of active Federal Service and is eligible for sanctuary (10 USC 12686).

(7) Is serving on active duty within the AGR program (10 USC or 32 USC).

(8) Soldiers pending discharge. Pending discharge is defined as a Soldier who has an approved discharge packet at the JFHQ-LC-G1-E section and given the "B9" Assignment Consideration Code. Personnel Action Request (PAR) format 500/510

and supporting documents for Soldiers requesting discharge or retirement will be forwarded to G-1-E NLT 10 December 2018.

(9) Soldiers who are mobilized or in possession of an individual mobilization order.

d. Attached is a roster showing each Soldier by command who is scheduled for consideration by the 2019 QRB. Annotations will be made on the roster identifying any Soldiers who fall in any of the non-considered categories. The annotated roster and all Qualitative Retention Files (QRF) will be scanned and emailed to this headquarters at ng.ks.ksarng.mbx.enlisted-ersonnel@mail.mil NLT 10 December 2018. The MSC level PSNCO will review each QRF with a G-1-E Personnel NCO to ensure proper transmission and accuracy. The unit where the Soldier is currently attending his/her IDT will initiate the QRF. In addition, the parent unit of attached Soldiers must ensure that unit of attachment forwards the QRF through the chain of command to this headquarters.

e. Unit Commander Responsibilities:

(1) Identify Soldiers who fall in the zone of consideration for qualitative retention. Ensure all Soldiers in the zone of consideration are notified using the format in Appendix D. Ensure all QRFs are current, audited and signed by the Soldier. Ensure all documents in the Soldier's iPERMS record are current.

(2) All commanders will include with the QRF any comments or recommendations deemed pertinent to retention consideration.

(3) Recommendations for retention or non-retention will be prepared in the format outlined in Appendix C. Commanders must ensure that each recommendation is factually based and will assist the board in deciding the retention of each Soldier being considered. Although only one memorandum per Soldier is required, commanders at all levels are encouraged to provide information to the commander responsible for completing the memorandum as stated below.

(a) Battalion commanders will provide a letter for company/battery level NCOs and battalion NCOs that are not senior rated at the brigade level or higher levels.

(b) Brigade commanders will provide a letter for NCOs that are rated and senior rated at the brigade level or are senior rated by the Deputy Commander or Commander, KSARNG levels.

(c) The 35th ID Chief of Staff will provide a letter for division NCOs.

f. Soldier Responsibilities, once notified of pending board consideration:

(1) Review their Army Military Human Resource Record (AMHRR) located on iPERMS to ensure they are current, complete and accurate. Ensure all documents listed in Appendix A are included in their QRF for the board to review.

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(2) Complete their certificate, Appendix B, selecting a preferred option if they are not selected for retention and return it to the unit commander.

(3) If desired, include with their QRF any comments regarding the pending board consideration.

3. **PROPONENT:** The proponent agency of this circular is the JFHQ-LC-G-1-E. Users are invited to send comments and suggested improvements to the Joint Force Headquarters, Kansas – Land Component, ATTN: G-1-E, 2800 Topeka Blvd, Topeka, Kansas 66611-1287.

FOR THE ADJUTANT GENERAL:



PAUL W. SCHNEIDER
COL, FA, USA
Director of Personnel

APPENDIXES:

- A – Qualitative Retention File (QRF) Checklist
- B – Certificate
- C – Recommendation Format
- D – Notification of QRB
- E – Board Criteria

DISTRIBUTION:

A

QUALITATIVE RETENTION FILE (QRF)

Documents listed below will be scanned and emailed together for submission. One scanned PDF per Soldier. Documents will be filed in the order listed below with the certificate Appendix B as the uppermost document. The Soldier's last name, first name, middle initial, last four of SSN and unit will be printed or typed on Appendix B.

Certificate (Appendix B):	Soldier will complete, sign and date. See 2. f. (2).
Commanders Recommendation (Appendix C):	Commander will complete a memo. See 2. e. (3).
DA Form 705: (if not in iPERMS)	Soldier will certify that the last three years are in iPERMS.
Height/Weight Forms: (if not in iPERMS)	Soldier will certify that the last three years are in iPERMS. (along with DA Form 5500/5501 if required).
Medical Profile (if applicable):	Soldier and Commander will ensure the most recent medical profile is contained in this packet.
Individual Weapons Qualification:	Soldier and Commander will ensure the most recent qualification is contained in this packet.
Soldier Record Brief:	Soldier and Commander will ensure the most current, validated Record Brief is contained in this packet.
Civilian Education: (if not in iPERMS)	Soldier and Commander will ensure civilian education documents are contained in this packet.
OPTIONAL:	Correspondence from Soldier to the board; letters of commendation; civilian accomplishments.

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Name (Last, First, MI)

Last 4 SSN

Unit

CERTIFICATE

I have reviewed my iPERMS record and ERB on this date and have determined all information which I desire to be considered by the Qualitative Retention Board is included therein.

If I am not selected for retention, I choose the following option:

_____ Honorable discharge and transferred to the USAR Control Group (Retired Reserve). I understand I cannot be involuntarily mobilized but may volunteer to mobilize through the Human Resources Command – Fort Knox.

_____ Honorable discharge and transferred to the USAR Control Group (IRR) Individual Ready Reserve. I understand that by selecting the Inactive Ready Reserve I can be involuntarily mobilized to fill shortages in deploying units or to backfill a deployed Soldier of the active component of the Army. I also understand to stay a member in good standing in the IRR, I must earn 50 points for each retirement year.

_____ Honorable Discharge from the Kansas ARNG and Reserve of the Army. I understand my responsibility to request, in writing, applications for activation of my Retired Pay Account between the age of 59 and 60. I understand that I am not eligible for any “gray area” retiree benefits until I turn age 60, to include to a retiree ID card or access to the AAFES system.

(Signature)

(Date)

THIS CERTIFICATE WILL BE THE UPPERMOST DOCUMENT ON THE QRF WHEN
FORWARDED TO THE QUALITATIVE RETENTION BOARD

3 Retirement Options

HONORABLE DISCHARGE AND TRANSFER TO THE USAR CONTROL GROUP (RETIRED RESERVE): Soldiers will be considered a Gray Area Retiree and be eligible for limited benefits until age 60. Time spent in the Retired Reserve counts for longevity. Example: If Soldier had a 20 Year Letter at time of transfer, time spent in the Retired Reserves will count toward years of service for pay. Most Soldiers in this category could obtain 25 or more years of service. Soldiers will be eligible for all Cost of Living raises (COLA's) that have occurred while Soldier is in the Retired Reserves.

HONORABLE DISCHARGE AND TRANSFER TO THE USAR CONTROL GROUP (REINFORCEMENT/IRR): Soldiers who has received a 20 Year Letter will be able to earn more retirement points (i.e. correspondence course, annual training). If the Soldier does not earn the minimum of 50 points per retirement year, HRC-Fort Knox will notify the Soldier with a non-participant letter which will give the Soldier a choice of discharge or transfer to the Retired Reserves. There is a one-time waiver to stay in the IRR, but if the Soldier fails to earn the minimum points again, the Soldier will have to make a choice and to be discharged or transferred. It is important that the Soldier keeps Fort Knox informed of any address changes as Fort Knox will send notification to last known address on file. If the Soldier fails to return the non-participant letter by the suspense date the Soldier will be discharged, which could affect their retired pay. Time spent in the IRR will count toward years of service for pay.

HONORABLE DISCHARGE FROM THE KANSAS ARNG AND RESERVE OF THE ARMY: Soldiers will be discharged from the Kansas ARNG and not transferred to any component. Soldiers will have no military status, hence, no benefits. Soldiers will not accumulate years of service for longevity which could affect the Soldier's retired pay.

Appendix C – Recommendation Format

UNIT HEADING

DATE

MEMORANDUM FOR Joint Force Headquarters Land Component - Kansas, ATTN: G-1-E,
2800 SW Topeka Blvd, Topeka, KS 66611-1287

SUBJECT: Qualitative Retention for (_____ SOLDIER'S NAME _____)

1. (_____ SOLDIER'S NAME _____) (IS) (IS NOT) recommended for retention in the
Kansas Army National Guard for the following reasons:

- a. (Specific Comments).
- b. (Specific Comments).
- c. (Specific Comments).

2. POC is the undersigned at _____.

UNIT COMMANDER
Signature Block

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UNIT HEADING

DATE

MEMORANDUM FOR (Soldier)

SUBJECT: Notification of Qualitative Retention Board Review

1. This letter is notification that your military records are scheduled for review by the 2019 Qualitative Retention Board. The board will convene from 07-11 January 2019, according to AR 135-178, Chapter 16. By reviewing records, this board will select the best-qualified personnel for continued membership. As a fully qualified unit member, you will be considered for retention. Personal appearance before the board is not authorized.
2. Your Qualitative Retention File needs to be prepared for submission to the board. You are strongly encouraged to review the documents listed in Appendix A of the 2019 QRB Circular and your iPERMS record. To review your iPERMS records, go to the iPERMS link off of the front page of AKO. Complete the attached endorsement and return to your unit headquarters NLT 10 days from notification.
3. Failure to reply by endorsement by 10 days from notification will not cause delay in the board review of your records. The board will be informed that your reply by endorsement was not received. If not selected for retention, you will be discharged from the Kansas Army National Guard and transferred to the USAR Control Group (Retired Reserve).
4. You will be notified of your selection or non-selection for retention after adjournment of the board. Per AR 135-178, there is no appeal process for Soldiers not selected for retention.

UNIT COMMANDER
Signature Block

Appendix E – Board Criteria

2019 QRB E4-E7

RATING	LINE	VERBIAGE
1 (Do not Retain)	1	Valid non-retain CMD Letter
	2	PME Failure - non hardship
	3	Rank Specific Serious Discp Action
	4	Consistant 4 block/Not Qualifed on NCOER
	5	Relief for cause NCOER
	6	Trend of APFT and/or HT/WT failures
2 (1 year)	1	Does not have NCOPDS for current grade
	2	Failing APFT and/or HT/WT not trend
	3	NON-MOSQ thru fault of Soldier
	4	MRC 4 over 6 months
	5	IWQ over 18 months old
	6	E6 and above - Invalid DA Photo
3 (2 Year)	1	Fully qualified

2019 QRB E8-E9

RATING	LINE	VERBIAGE
1 (Do not Retain)	1	Valid non-retain CMD Letter
	2	PME Failure - non hardship
	3	Rank Specific Serious Discp Action
	4	Consistant 4 block/Not Qualifed on NCOER
	5	SR Rater comments state limited potential
	6	Relief for cause NCOER
	7	Over 7 years in same position
	8	GED only, no HS diploma, no college
	9	Trend of APFT and/or HT/WT failures
2 (1 Year)	1	Does not have NCOPDS for current grade
	2	Failing APFT and/or HT/WT not trend
	3	NON-MOSQ thru fault of Soldier
	4	MRC 4 over 6 months
	5	Over 5 years in same position
	6	IWQ over 18 months old
	7	Some college credit
	8	Invalid DA Photo
3 (2 year)	1	Fully qualified
	2	Associates degree or Equivalent