

# ENCLOSURE A31



**DEPARTMENT OF THE ARMY  
U.S. ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 364  
FORT KNOX, KY 40122-5306**

**S: 23 November 2023**

**AHRC-FSF-ES (RN 635-200b)**

**23 October 2023**

**MEMORANDUM THRU Commander, US Army Special Operations Command, 2929  
Desert Storm Drive, Fort Bragg, NC 28310-5200**

**FOR SFC FORBES, MICHAEL J, 1295918507**

**SUBJECT: Notification of Immediate Reenlistment Prohibition Restriction Code RET13  
Transaction**

- 1. HQDA, G1's Director of Military Personnel Management requires that Soldiers are notified when a document officially filed onto their Army Military Human Resource Record (AMHRR) makes them eligible for Qualitative Management Program (QMP) board consideration.**
- 2. During our monthly screening procedures, the following document(s) lead to the initiation of this process and may be viewed at <https://iperms.hrc.army.mil/rms/login>:  
DA 2166-9-2-R 2023-07-12.**
- 3. Beginning in Fiscal Year 2022 (FY22), QMP boards will be held in conjunction with the Headquarters Department of the Army (HQDA) noncommissioned officer (NCO) evaluation. Soldiers in the rank of Staff Sergeant (SSG) thru Command Sergeant Major (CSM) will be screened for possible involuntary separation. 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). To improve coordination efforts, this office has placed a Restriction code of RET13 indicating your AMHRR meets QMP board consideration. This administrative coding tool is also being used to notify and assist Human Resources and Retention Specialists in management decisions for the populations that they serve. This code places you in a non-promotable status and prevents you from a permanent change of station move unless approved by the Human Resources Command. The next scheduled board date will tentatively convene on 15 April 2024 during the FY23 Evaluation Board.**
- 4. If you seek removal of an unfavorable document from your record, you may petition to do so by applying to the Department of the Army Suitability Evaluation Board (DASEB) IAW existing procedures outlined in AR 600-37, Unfavorable Information, Chapter 7, Appeals. The intent of AR 600-37, is to ensure that only information that is substantiated, relevant, timely, and complete is filed in your record and to ensure that the best interests of both the Army and the individual Soldier are served by authorizing unfavorable information to be placed in, and when appropriate, removed from official personnel records.**

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5. AR 15-185, Army Board for Correction of Military Records, establishes the Army Board for Correction of Military Records (ABCMR) as 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 official Army military record. Soldiers may apply to the ABCMR by submitting a DD Form 149, Application for Correction of Military Records. Applications are available online on the Army Review Board Agency's website at <https://arba.army.pentagon.mil>.

6. You may submit matters of mitigation or extenuation for consideration to the President of the QMP Board. These matters must be submitted as one document and organized in the manner to be presented to the board. Since the board will be provided with your AMHRR performance folder, any documents in the restricted folder which formed the basis for referral to the QMP selection board should not be included. Your correspondence must be submitted no later than 5 April 2024, (ten days prior to the board convene date) in which your file will be reviewed.

7. Your Matters of Mitigation can 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). You may also send your matters of mitigation by a postal service of your choice to: Commander, U.S. Army Human Resources Command (AHRC-PDV-S), 1600 Spearhead Division Avenue Department 471, Fort Knox, KY 40122-5407.

8. Soldiers who are fully eligible to submit for retirement (those that have accrued 18 years Active Federal Service (AFS) and have no Service Remaining Requirements, for example Transfer of Education Benefits (TEB) or Critical Skills Retention Bonus (CSRB) as of the requested retirement date, can elect to voluntarily retire in lieu of (ILO) QMP board consideration. If eligible (must have 20 or more years AFS on the retirement date), you may submit a request for voluntary retirement upon receipt of this notification. The requested date cannot be any earlier than 90 days from the date of their notification of the RET13 action to ensure Soldiers are afforded the opportunity to complete Soldier for Life and Transition Assistance Program services. You may choose a later date than 90 days, but it cannot be any later than the first day of the 12th month from the date this memorandum was issued. **Soldiers electing to retire ILO a QMP board, must include a signed copy of this memorandum as part of their retirement packet when forwarding to their servicing Retirement Services Office to expedite processing.**

9. Soldiers who do not fulfill the service conditions specified in the written agreement for a bonus, special pay, educational benefits, or stipend for which paid, are subject

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to repayment of the unearned portion under sections 303a(e) and 373 of title 37, United States Code.

10. Please sign and date below on the space provided. The notifying official (first Commanding officer in the rank of LTC or higher in your chain of command) is responsible for returning this completed document via email to: usarmy.knox.hrc.mbx.fadd-enlisted-transition-branch@army.mil by the suspense date.

11. For additional information regarding QMP, please refer to AR 635-200 and FY23 QMP MILPER message which is posted to the HRC MILPER message website.

12. Questions relating to QMP should be directed to Mr Anthony Lopez, Enlisted Retirements and Separations, at (502) 613-5465, DSN 983-5645 or email: manuel.a.lopez46.civ@army.mil or Ms. Louise Allmon, (502) 613-5453, DSN 983-, or email: louise.allmon.civ@army.mil

13. Questions concerning assignment, retention or promotion related issues need to be addressed by your unit human resource specialist, retention career counselor or your career branch manager.

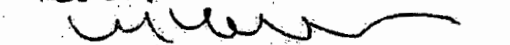
14. Your signature on this notification is acknowledgement of the reason(s) for being considered by the QMP board and procedures for submitting matters of mitigation. It constitutes the required written counseling as outlined in AR 635-200.

FOR THE COMMANDER:



MICHAEL R. MCSWEENEY  
Chief, Retirements and Separations Branch

ACKNOWLEDGEMENT OF  
RECEIPT ONLY.



Soldier's Signature and Date  
FORBES, MICHAEL J  
SFC, 1295918507



Notifying Official's Signature and Date