



OFFICE OF THE STAFF JUDGE ADVOCATE
101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL
CLIENT SERVICES
(270) 798-0910/0918

QUALITATIVE MANAGEMENT PROGRAM (QMP)

INITIAL NOTIFICATION. After receipt of a notification that a board will review your record pursuant to the QMP, select the best option for you on the last page of the notification. Then scan and email the notification to: usarmy.knox.hrc.mbx.epmd-transition-branch@mail.mil.

SUBMITTING MATTERS. If you elect to submit matters, you may use a template that can be provided by a Client Services paralegal. Remember that memorandum formats are regulated by AR 25-50. The current preferred font is Arial (size 12). Your matters to the QMP board should not include any documents that can be found in your AMHRR. Upon completion, please return to Client Services if you would like an attorney to review your matters. The matters are to be scanned and emailed to the email address provided above.

Ensure that your DA Photo, ERB, and all other documents and information in iPerms are up-to-date. The board will have access to the referenced documents and could factor outdated/inaccurate information in their decision making process.

SECOND NOTIFICATION. Once you have submitted matters for the board's review, you will receive a second notification from the board through your chain of command. You should receive the second notification approximately six (6) months after you received the first notification. The purpose of the second notification is to notify you of the board's decision concerning your separation.

APPEAL. If, upon receiving the second notification, you decide to appeal the Board's decision, you may do so only if you, (1) have newly discovered evidence, (2) there are subsequently removed documents from your AMHRR, or (3) there was a material error in your record. Your intent to appeal is due **7 days** after your received notification of the board's decision. A Client Services attorney can also assist you with these matters.

QUESTIONS ABOUT RETIREMENT OR BENEFITS. If you have questions concerning your benefits upon separation or retirement, please contact, Retirement Services at (270) 798-5280/3310, or visit their office at 2577A Screaming Eagle Blvd.

QUESTIONS ABOUT SUBMITTING MATTERS OR APPEALING AND QMP. Contact the Fort Campbell Client Services Office, Building 2765 Tennessee Ave, at 29th Street, (270) 798-0910/0918, or book an appointment with an attorney at www.sjaclientservices0366.setmore.com.