



**OFFICE OF THE STAFF JUDGE ADVOCATE  
101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL  
CLIENT SERVICES OFFICE  
2765 TENNESSEE AVENUE  
FORT CAMPBELL, KENTUCKY**

## **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](mailto:usarmy.knox.hrc.mbx.epmd-transition-branch@mail.mil).

**Submitting Matters.** If you elect to submit matters, 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 to make an appointment, 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 The board will have access to the referenced documents and could factor outdated or inaccurate information in their decision making process.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 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.

### **More Information.**

If you have any questions concerning these matters, please come to the Client Services Office (Building 2765) 2765 Tennessee Avenue, Fort Campbell, KY 42223. Office hours are Monday, Tuesday, Wednesday from 0900 to 1600 hours, on Thursday from 1300-1600, or on Friday 0900 to 1500 (we close for lunch every day from 1145-1300).