

UNIT/ OFFICE SYMBOL Date

MEMORANDUM FOR Commander, U.S. Army Human Resources Command (AHRC-PDV-S), 1600 Spearhead Division Avenue Dept. 471, Fort Knox, Kentucky 40122-5407

SUBJECT: Response to Potential Denial of Continued Active Duty Service under the Qualitative Management Program, SSG SOLDIER

1. IAW AR 635-200 I am submitting matters of mitigation and reconsideration for the possible denial of continued active duty service under the Qualitative Management Program (QMP). I respectfully request the Department of the Army (DA) Qualitative Management Program Board to not separate me from the Army.

2. The basis for the QMP Board reviewing my potential for continued service is \_\_\_\_. Explain your side of story.

3. I have attached enclosures, along with letters of recommendation from my leadership and other documentation detailing my character and the person that I am. Highlight strengths in character.

4. Experience in Army/ Highlights of Career.

5. Steps taken to improve. Improvements since incident.

6. What the Army means to you/ why you want to be retained.

7. The point of contact for this memorandum is the undersigned at Phone Number or by email at Email.

# 3 Encls SOLDIER

1. NCOERs SSG, USA

2. Enlisted Record Brief Title  
3. Support Letters