**What to Include in Your Final QMP Rebuttal Packet**

In ONE PDF, your rebuttal matters should include the QMP documentation, a written statement by you establishing reasons why you should be retained in the Army, and any enclosures. Enclosures to your rebuttal statement should include: letters of support from supervisors, evidence of awards, positive NCOERs, etc. The message should convey that you meet the Army's standards for NCOs and that you should be retained despite the derogatory information.

**What Do I Write in my Rebuttal Statement?**

\* Your statement should be thorough and emphasize your military/civilian education, leadershipor critical positions held, your job positions held, how you contributed to the success of your subordinates, military awards or medals, desire to serve, honorable service that outweighs deficiencies, and any other actions that merit retention. You should also establish how you possess the traits desirable of an NCO in today's Army. The traits are personal values, competence, physical fitness/military bearing, leadership, training, and responsibility and accountability.

You must show why you are an asset and what your future potential service will be to the Army. Your letters of support should be from your current and prior supervisors detailing your accomplishments, duty titles, impact on the unit, their opinion of your future potential, and whether they would serve with you again.

If appropriate, you must include evidence of improvement since the incident giving rise to the review. This can include upward trend on NCOERs, recent awards, completion of service schools, recent volunteer work, or significant leadership achievements.

**Submission**

Submit your final packet (ONE PDF) via email to usarmy.knox.hrc.mbx.tagd-board-qmp@mail.mil, or via mail to Commander, U.S. Army Human Resources Command (AHRC-PDV-S), 1600 Spearhead Division Avenue Dept. 471, Fort Knox, Kentucky 40122-5407.

**What Happens After I Submit my QMP Rebuttal?**

The QMP board will then consider the Soldier's overall AMHRR and any matters of mitigation submitted to the board and render a decision.

If a board decides the Soldier will be denied continued service, the Soldier can appeal. However, appeal matters are limited to newly discovered evidence, the subsequent removal of documents from the Soldier's AMHRR, or material errors in the Soldier's record that were reviewed by the QMP screening board.

The Soldier must then send a notice of intent to appeal to HRC within seven days of receipt of the QMP board results, and must submit the appeal itself to his or her immediate commander within 30 days of receipt of the notification memorandum.