



NATIONAL GUARD BUREAU

1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

NGB-ARH

21 SEP 2009

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, GUAM, THE VIRGIN ISLANDS, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: Fiscal Year 2010 (FY10) Enlisted Qualitative Retention Board (QRB) Implementation Guidance

1. Reference: AR 135-205, Enlisted Personnel Management, 11 Mar 08.
2. Purpose: Provide guidance on the execution of the FY10 QRB. The QRB is designed to review and select the best qualified enlisted personnel for retention beyond 20 years of service. Chapter 2 of the above regulation prescribes policy and responsibilities for the conduct of the QRB.
3. Applicability:
 - a. All Soldiers with 20 or more years of qualifying service for non-regular retired pay are required to be considered by the QRB.
 - b. All Soldiers serving in an AGR status (Title 32 USC) who have achieved 20 or more years of qualifying service for non-regular retirement with less than 18 years active service (AS) as calculated from their Basic Active Service Date (BASD) as of the convening date of the board are required to be considered by the QRB.
 - c. This guidance does not apply to enlisted Soldiers serving in an AGR status who have achieved 18 years active service (AS) as defined by their BASD. These Soldiers will be managed by the Active Service Management Board (ASMB).
4. Guidance:
 - a. Based on the personnel tempo associated with current and projected operations, it is the intent of the Director, ARNG to allow each State and Territory the flexibility to convene a QRB as they deem appropriate. All requests for exemption from conducting the FY10 QRB must contain sufficient justification, signed by the Adjutant General and submitted to NGB-ARH not later than 31 October 2009.

NGB-ARH

**SUBJECT: Fiscal Year 2010 (FY10) Enlisted Qualitative Retention Board (QRB)
Implementation Guidance**

b. The Adjutants General may authorize the retention of Soldiers currently mobilized and those pending mobilization under Title 10 USC and have their records reviewed by the next FY QRB after demobilization.

c. All Soldiers who were retained for a one year period from the previous FY09 QRB must have their records reviewed during FY10. A supplemental QRB must be convened to ensure that the one year requirement has been met. No exemption or exception to policy will be considered.

d. All requests for exception to policy and procedures as outlined in Chapter 2 of the reference must be submitted to HQDA, DCS, G-1, ATTN: DAPE-MPE, 300 Army Pentagon, Washington, DC 20310-0300, through NGB-ARH. All requests must be received by NGB-ARH no later than 15 December 2009. Responses from HQDA must be obtained before the convening date of the QRB. Failure to request an exception to policy prior to the convening date will render the QRB results invalid or require the convening of a new QRB.

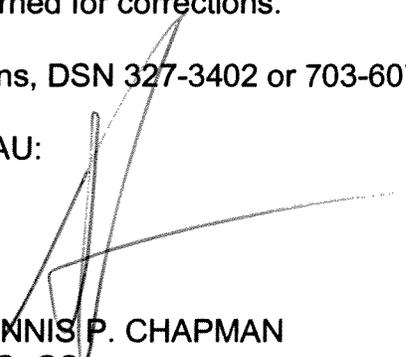
5. States and Territories will submit their convening dates for the QRB no later than 31 October 2009 to NGB-ARH. Final QRB results with all enclosures must be submitted to HQDA through NGB-ARH to arrive no later than last day of the month following the month in which the QRB was conducted.

6. QRB results must be in the format contained in the attached enclosures. Any deviation from the enclosed format will be returned for corrections.

7. The point of contact is Mr. Shawn Thompkins, DSN 327-3402 or 703-607-3402.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl



DENNIS P. CHAPMAN
LTC, GS
Chief, Personnel Policy
and Readiness Division

LETTERHEAD

OFFICE SYMBOL

MEMORANDUM THRU Chief, Army National Guard Bureau, ATTN: NGB-ARH, 1411
Jefferson Davis Highway, Arlington, VA 22202-3231

FOR HQDA, DCS, G-1, ATTN: DAPE-MPE, 300 Army Pentagon, Washington, DC
20310-0300

SUBJECT: Fiscal Year 2009 (FY09) Enlisted Qualitative Retention Board (QRB)
Results

1. Reference AR 135-205, Enlisted Personnel Management, 11 Mar 08.
2. The enclosed QRB report for the (State) Army National Guard has been reviewed and is approved.
3. The point of contact concerning this matter is

Convening Authority Signature

LETTERHEAD

Office Symbol

MEMORANDUM FOR The Adjutant General

SUBJECT: Report of Qualitative Retention Board

1. References.
 - a. Appointment of Board Members (enclosure 1).
 - b. Memorandum of Instruction to Qualitative Retention Board (enclosure 2).
2. To comply with instructions contained in the above references, the Qualitative Retention Board convened at (hours) (date) at (place).
3. The following board members* were present:
(Grade, Name) President.
(Grade, Name) Member.
(Grade, Name) Member.
(Grade, Name) Member.
(Grade, Name) Member.
- *Indicates which member was female and which member was minority.
4. The board has carefully reviewed the records of those Soldiers on the zone of consideration for qualitative retention in units of the Army National Guard.

SUBJECT: Report of Qualitative Retention Board

5. The names of those Soldiers recommended as best qualified for continued retention are listed by grade, name and duty status at the following separate enclosures:
 - a. Command Sergeants Major and Sergeant Major (enclosure 3).
 - b. First Sergeants and Master Sergeants (enclosure 4).
 - c. Sergeant First Class (enclosure 5).
 - d. Staff Sergeant and below (enclosure 6).
6. The names of those Soldiers not recommend as best qualified for continued retention are listed by grade, name and duty status (enclosure 7).
7. A statistical report of the number of Soldiers considered and retained by race, gender and percentage is provided (enclosure 8).
8. The board adjourned at (hour) on (date).
9. Recommend the Soldiers listed on enclosures 3 through 6 be retained in units of the Army National Guard of the United States.

AUTHORITY LINE:

8 Encl

(Signature block, board President)

LETTERHEAD

Office Symbol

MEMORANDUM FOR

SUBJECT: Appointment of FY10 Enlisted Qualitative Retention Board Members

Enclosure 1

LETTERHEAD

Office Symbol

MEMORANDUM FOR

SUBJECT: Memorandum of Instruction for the FY10 Enlisted Qualitative Retention Board (EQRB)

Command Sergeants Majors and Sergeant Majors

Recommended for Retention

Grade	Full name	Duty Status*
CSM	I. M. Soldier	AGR
CSM	Joe Sample	M-Day
SGM	Amy Greene	Mil Tech

*Indicate Duty States as Mil Tech, AGR or M-May

First Sergeants and Master Sergeants

Recommended for Retention

Grade	Full name	Duty Status*
1SG	I. M. Soldier	AGR
MSG	Joe Sample	M-Day
MSG	Amy Greene	Mil Tech

Indicate Duty States as Mil Tech, AGR or M-Day

Enclosure 4

Sergeant First Class
Recommended for Retention

Grade	Full name	Duty Status*
SFC	Amy Greene	Mil Tech
SFC	Joe Sample	M-Day
SFC	I. M. Soldier	AGR

*Indicate Duty States as Mil Tech, AGR or M-Day

**Staff Sergeants and Below
Recommended for Retention**

Grade	Full name	Duty Status*
SSG	Amy Greene	Mil Tech
SSG	Joe Sample	M-Day
SSG	I. M. Soldier	AGR
SGT	Ralph Infantry	AGR
SPC	Ray Tanker	M-Day

*Indicate Duty Status as Mil Tech, AGR or M-Day

Soldiers not considered for Continued Retention

Grade	Full name	Duty Status*
CSM	I. M. Soldier	AGR
CSM	Joe Sample	M-Day
SGM	Amy Greene	Mil Tech
1SG	I. M. Soldier	AGR
MSG	Joe Sample	M-Day
MSG	Amy Greene	Mil Tech
SFC	Amy Greene	Mil Tech
SFC	Joe Sample	M-Day
SFC	I. M. Soldier	AGR
SSG	Amy Greene	Mil Tech
SSG	Joe Sample	M-Day
SSG	I. M. Soldier	AGR
SGT	Ralph Infantry	AGR
SPC	Ray Tanker	M-Day

* Indicated Duty Status as Mil Tech, AGR or M-Day

FY10 QRB Statistical Report

All Ranks			
Grade	Considered	Selected for retention	Percent Selected
CSM/SGM			
1SG/MSG			
SFC			
SSG			
SGT and Below			
Total			
Male			
Female			
Total			
White			
Black			
Hispanic			
Asian/Pacific Islander			
Native American			
Other/Unknown			
Invalid			
Total			
CSM/SGM			
Grade	Considered	Selected for retention	Percent Selected
CSM/SGM total			
Male			
Female			
Total			
White			
Black			
Hispanic			
Asian/Pacific Islander			
Native American			
Other/Unknown			
Invalid			
Total			
1SG/MSG			
Grade	Considered	Selected for retention	Percent Selected
1SG/MSG total			
Male			
Female			
Total			
White			
Black			
Hispanic			
Asian/Pacific Islander			
Native American			
Other/Unknown			
Invalid			
Total			

FY10 QRB Statistical Report

SFC			
Grade	Considered	Selected for retention	Percent Selected
SFC total			
Male			
Female			
Total			
White			
Black			
Hispanic			
Asian/Pacific Islander			
Native American			
Other/Unknown			
Invalid			
Total			
SSG			
Grade	Considered	Selected for retention	Percent Selected
SSG total			
Male			
Female			
Total			
White			
Black			
Hispanic			
Asian/Pacific Islander			
Native American			
Other/Unknown			
Invalid			
Total			
SGT/Below			
Grade	Considered	Selected for retention	Percent Selected
SGT/Below total			
Male			
Female			
Total			
White			
Black			
Hispanic			
Asian/Pacific Islander			
Native American			
Other/Unknown			
Invalid			
Total			

EQRB CHECKLIST

- _____ Conducted in January, February or March (AR 135-205, para. 2-5)**
- _____ Board Report (para. 2-13, figure 2-3 and table 2-1) with enclosures**
 - _____ Enclosure 1: (Appointment Orders signed by Convening Authority (fig 2-3))**
 - _____ Board Composition (para. 2-8)**
 - _____ 3 CSMs**
 - _____ 2 Commissioned Officers**
 - _____ 1 President (COL/LTC)**
 - _____ 1 Recorder (WO/NCO) (Non Voting Member)**
 - _____ 1 Female board member (identified on appointment orders)**
 - _____ 1 Minority board member (identified on appointment orders)**
 - _____ Enclosure 2: Memorandum of Instruction (para 2-9. fig. 2-6)**
 - _____ Enclosure 3: CSM/SGM recommended list (fig. 2-3)**
 - _____ Enclosure 4: 1SG/MSG recommended list (fig. 2-3)**
 - _____ Enclosure 5: SFC recommended list (fig. 2-3)**
 - _____ Enclosure 6: SSG and below recommended list (fig. 2-3)**
 - _____ Enclosure 7: List of personnel not recommended (fig. 2-3)**
 - _____ Enclosure 8: Statistical data (table 2-1) (Indicates # of Soldiers considered and not retained by grade and race category).**
- _____ Convening Authority's approval/disapproval of Board Report (para. 2-15)**