



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
JOINT BASE MCGUIRE-DIX-LAKEHURST
NEW JERSEY 08640-5606

ARMY BULLETIN NO. 16-3

20 October 2016

**FISCAL YEAR 2017 ENLISTED QUALITATIVE RETENTION BOARD
MEMORANDUM OF INSTRUCTION (MOI)**

1. References:

- a. Army Regulation 135-205, Enlisted Personnel Management, dated 11 March 2008.
- b. Army Regulation 640-30, Photographs for Military Human Resources Records Policy, dated 18 September 2008.

2. The New Jersey Army National Guard is required by higher command to provide guidance on the execution of the TY17 QRB. The QRB is designed to review and select the best qualified enlisted personnel for retention beyond 20 years of service. AR 135-205 prescribes policy and responsibilities for the conduct of the QRB.

3. The NJARNG will conduct a QRB from 13 February thru 17 February 2017, at 177th Fighter Wing, to consider all Enlisted Soldiers with 20 or more years of qualifying service for non-regular (TDG) retirement.

4. Execution:

a. Scheme of Support. Soldiers with 20 years of qualifying service in the military will be afforded the opportunity to assemble a QRB packet for consideration by the QRB (See Enclosure 3, QRB Checklist). Once the QRB packet is completed by the commander and reviewed and signed by the Soldier the packet will be submitted through appropriate channels to the state G1. Soldiers retained by the 2017 board will not be considered again until 2019. Soldiers given a Conditional (1 year retention) will be boarded in 2018.

b. Tasks to JFHQ Staff.

(1) G1.

- (a) Identify eligible Soldiers and notify MSCs.
- (b) Prepare and distribute the QRB Letter of Notification (Enclosure 1) for each Soldier.
- (c) Identify board members
- (d) Receive and review all QRB packets

- (e) Coordinate Electronic Board and files
- (f) Provide a board recorder
- (g) Conduct board
- (h) Consolidate board recommendations for TAG review
- (i) Notify Soldiers and MSCs of TAG decision
- (j) Submit QRB Reports to NGB

c. Tasks to Subordinate Units.

(1) Prepare QRB file for each Soldier (PDF format), Documents must be in the order listed on checklist (Enclosure 3):

(a) QRB Checklist (Enclosure 3)

(b) Commander's Recommendation with Memorandum (Enclosure 2): This document is one of the primary considerations for the QRB. Commanders must attach a memorandum addressed to the President of the Board due to insufficient space on the form. The board will carefully review the commander's evaluation and any rebuttal provided by the Soldier. Commanders must fully substantiate recommendations for non-retention. Supporting documentation may include the Soldier's Non-Commissioned Officer Evaluation Report (NCOER), counseling statements or letters of reprimand. A recommendation for non-retention requires a memorandum of concurrence/non-concurrence by the Battalion Commander. (See Enclosure 2, Commander's Recommendation Worksheet).

(c) Soldier's personal letter addressed to President of the board, this memo is optional to clarify or explain any discrepancy in their record.

(2) Ensure each Soldier reviews his/her Interactive Personnel Electronic Records System (IPERMS) online at Army Knowledge Online (AKO) **NLT 12 January 2017**. Submit missing documents to JFHQ-NJ, G1 (ATTN: QRB) NLT 12 January 2017.

(3) Submit the QRB file with all documents, save file as Rank, Last Name, First Name, MSC to the JFHQ-NJ, G1, **by 12 January 2017** thru **GEARS**.
<https://army.deps.mil/netcom/sites/GEARS/Live>

d. Coordinating Instructions.

(1) The following Soldiers are exempt from the TY17 Enlisted QRB:

(a) Title 10 AGR and Title 32 AGR Soldiers will not be considered by the QRB. These Soldiers will be managed by the Active Service Management Board (ASMB).

(b) Soldiers within nine (9) months of reaching age 60 on the date the board convenes.

(c) Soldiers under suspension of favorable personnel actions IAW AR 600-8-2 Suspension of Favorable Personnel Action. EXCEPTION: Soldiers flagged for height and weight or APFT failures will be considered by the Enlisted QRB.

(d) Soldiers with a date of rank (DOR) after **12 February 2016**.

(2) TAG will announce the **QRB results around 10 March 2017**. Soldiers not selected for retention will be discharged on 31 December 2017.

5. Command and Signal:

a. Command. LTC Timothy A. Coakley, G1 at commercial (609) 562-0651 or via email at timothy.a.coakley2.mil@mail.mil.

b. Control. CSM Sean M. Chapman, Senior Personnel Operations Sergeant Major at commercial (609) 562-0629 or via email at sean.m.chapman3.mil@mail.mil.

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