

**ENLISTED QUALITATIVE RETENTION BOARD
UNIT COMMANDER'S CHECKLIST**

THE FOLLOWING ACTIONS ARE TO BE TAKEN PRIOR TO FORWARDING DA FORM 201 (MILITARY PERSONNEL RECORDS JACKET) TO THE ENLISTED QUALITATIVE RETENTION BOARD.

Name: _____					
Last	First	MI	SSAN	Unit	
				COMPLETED	
ACTION				INITIALS	DATE
1.	Prepare Memo, Subject, Notification of Qualitative Retention Board. Review with 1st Endorsement (Ref: AR 135-205 para 4-7-c (2))				
2.	Complete Commanders Recommendation/Evaluation. (NJDMAVA Form 88-2]				
3.	Prepare special NCOER, when applicable. IAW DA PAM 623-205. a. NCOER completed by proper Rater, Senior Rater, Reviewer. b. Rated individual signed NCOER				
4.	Prepared statement for individual in grade E5 or below IAW AR 135-205.				
5.	Counseling statements completed for prior conditional retention.				
6.	Has soldier audited his Military Personnel Record to ensure it is current and correct. Ref AR 135-205 para 4-7d(4).				

PREPARED:

REVIEWED:

Signature-Unit Commander

Date

Signature - Battalion CSM

Date

APPROVED:

Signature-Battalion Commander

Date