



**DEPARTMENT OF THE ARMY**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, GEORGIA zip code**

OFFICE SYMBOL 19 September 2025

MEMORANDUM FOR Commander, U.S. Army Human Resources Command, ATTN: AHRC-EPF-M, 1600 Spearhead Division Avenue, Dept. #471, Fort Knox, Kentucky 40122-5407

SUBJECT: Rebuttal by SSG \_\_\_\_\_\_\_\_\_\_\_\_\_, Department of the Army Notification for Potential Denial of Continued Active Duty Service under the Qualitative Management Program (QMP)

1. I submitting mitigating matters concerning the QMP selection. In the memorandum dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the following documents are filed which result in the denial of continued service. The documents are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. The notification for potential denial of continued active duty service results from . . .

You must write a short synopsis of each document listed as a basis for QMP. For instance, if an Article 15 is listed as a basis, write down the facts and circumstances surrounding the Article 15 and what you have done to improve yourself and your behavior since imposition of the Article 15. You must do this for each listed basis for QMP.

Rebuttals must argue material error or improved performance in paragraphs 3 and 4 below.

3. Material error usually exists where something has been misfiled in a soldier's amhrr. For example, an Article 15 belonging to John Smith is mistakenly filed in James Smith's file. The appeal simply points out the material error, and asks that the mistake be corrected.

4. I believe I have served and can continue to serve in positions of authority in the U.S. Army. I understand what I did wrong and thought about what happened in 2019. Below I outline the various positions I have had since this incident and what I believe shows that I can still serve as a senior noncommissioned officer. Evidence of improvement since the incident and potential for continued service (value to the Army).

a. Describe your service. Explain your past service before and after the incident. Improved performance simply means the soldier has overcome the weakness cited by the selection board, and that separation is not in the best interests of the Army. The Staff Sergeant has received several awards, and has received a number of excellent evaluations. Improved performance exists in the form of the motivation, hard work, and commitment to excellence which prompted those promotions, the awards, and the excellent NCOERs.

1.

2.

3.

b. Describe your potential (Explain why you could serve and have served in positions of authority in an exemplary manner.)

1.

2.

3.

5. I request that I be retained on active duty and not separated from active duty under the Qualitative Management Program.

6. The point of contact for this request is Staff Sergeant\_\_\_\_\_\_\_\_\_\_\_\_ and I can be contacted by email or by mail at .

Encls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. SSG, USA

2.

**Things to include in your rebuttal**

**Look for Evidence Mitigating the Triggering Document**

1. Subsequent NCOERs positively evaluating the deficient characteristic
2. Evidence of voluntary training to improve on deficient characteristic (e.g. voluntary enrollment in AA or ASAP)
3. Letters of support evidencing improvement in deficient characteristic
4. Letters of support affirming that the incident leading to the triggering document was out of the Soldier’s character (along with a good explanation as why the Soldier messed up)

**Perform review of AMHRR for Evidence of Future Potential**

1. Upward trend in NCOERs
2. Recent performance based awards for service in a leadership position
3. Recent completion of service schools
4. Recent volunteer or charity work
5. Recent significant leadership achievements evidenced by NCOER bullet
6. If Soldier is subject to review for not attending grade qualifying school soon enough, evidence of a good reason for not attending the school in a timely manner

**Personal Rebuttal Memo**

1. Does the Soldier explain the significance of the other evidence in the packet?
2. Does the Soldier emphasize his value to the Army?

* special skills
* education
* physical ability
* leadership experience
* special certification or training
* honorable service that outweighs deficiencies
* desire to serve
* desire to lead Soldiers

1. Does the Soldier take personal responsibility and accountability for his mistakes in the past?
2. Does the Soldier sound professional?