



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
2405 GUN SHED ROAD  
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TEXAS 78234-1223

IMHR-M

MAR 13 2015

**MEMORANDUM FOR ALL U.S. ARMY INSTALLATION MANAGEMENT COMMAND (IMCOM) PERSONNEL**

**SUBJECT: IMCOM Policy Memorandum 600-8-24-2 Separation Board Eligibility Consideration and Results Process**

**1. REFERENCES.**

a. AR 600-8-24, Officer Transfer and Discharges, 12 April 2006, Rapid Revision Issue, 13 September 2011.

b. AR 635-200, Active Duty Enlisted Administrative Separations, 6 June 2005, Rapid Revision Issue, 6 September 2011.

**2. PURPOSE.** To provide guidance to all IMCOM personnel on the procedures to process military personnel separation boards eligibility notification and results.

**3. APPLICABILITY.** This policy applies to all Soldiers assigned to IMCOM who are considered by a Department of the Army separation board.

**4. POLICY.**

a. This policy memorandum provides guidance on the notification procedures for Soldiers eligible for consideration by a separation board (i.e., Qualitative Service Program, Qualitative Management Program, Officer Separation Board and Enhanced Selective Early Retirement Board) and notification of board results.

b. Human Resources Command (HRC) posts the list of Soldiers eligible for consideration by a separation board and the subsequent results to a separate secure portal.

c. Personnel in receipt of separation board actions and separation board results will maintain security over all lists. Separation board results are close hold until receipt of the official release date.

d. The IMCOM deputy commanding generals and garrison commanders, as specified under the enclosure, will notify Soldiers of their eligibility for consideration for separation boards and of their selection for separation.

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5. PROCEDURES. The notification procedures of this policy will be implemented as specified in the Separation Board Eligibility Consideration and Results Process enclosure.

6. PROPONENT. IMCOM G-1, Military Personnel Division is the proponent for this policy. The point of contact is Chief, Military Personnel Manning Branch at commercial (210) 466-0343.



DAVID D. HALVERSON  
Lieutenant General, USA  
Commanding

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## Separation Board Eligibility Consideration and Results Process

### 1. Processing Separation Boards Eligibility Notification:

a. Upon posting of the command's list of eligible Soldiers for consideration by separation boards, IMCOM G-1 will download the list and other pertinent documents and prepare packages containing all required documents needed for notification. IMCOM G-1 will forward individual packets to the appropriate leadership level listed below for notification and proper counseling. A copy will also be forwarded to the pertinent Region Director (RD) / Command Sergeant Major (CSM) / Director of Human Resources (DHR) and IMCOM CSM for enlisted Soldiers:

(1) QSP / QMP: GC / CSM

(2) OSB / ESERB: IMCOM DCG-CofS / DCG-S

b. The Garrison Commander (GC) will present the notification packet to the Soldier and get his/her written acknowledgement. Selected Soldiers will e-mail the completed acknowledgement to the HRC email address listed in their notification memorandum. GC or designated representative will notify Region DHR and HQ IMCOM G-1 when action is completed.

### 2. Processing of Separation Board Results:

a. Upon posting of the command's list of Soldiers selected for separation, IMCOM G-1 will download the list and other pertinent documents and prepare packages containing all required documents needed for notification. IMCOM G-1 will forward individual packets to the IMCOM DCG/CofS and/or IMCOM DCG-S for notification and proper counseling. A copy will also be forwarded to the pertinent IMCOM RD/CSM/DHR and IMCOM CSM for enlisted Soldiers.

b. The IMCOM DCG/CofS and/or IMCOM DCG-S' office will coordinate notification to selected Soldiers with respective GC/CSM. When notification is done telephonically, a senior officer in the Soldier's chain of command will be physically present during notification. The GC will present the notification packet to the Soldier and get his/her written acknowledgement. Selected Soldiers will e-mail the completed acknowledgement to the HRC email address listed in their notification memorandum. GC or designated representative will notify Region DHR and HQ IMCOM G-1 when action is completed.

c. GCs/CSMs will conduct follow-on sessions with selected Soldiers to address any questions or concerns and to reinforce the importance of taking advantage of the Soldier For Life-Transition Assistance Program (SFL-TAP) available.

d. IMCOM G-1 will track completed acknowledgment and submission to HRC.

Enclosure