



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRP

20 December 2010

MEMORANDUM FOR MILPO/G1 and HSS for the 54 States and Territories

SUBJECT: Army National Guard (ARNG) Military Occupational Specialty (MOS) Administrative Retention Review (MAR2) Extended Pilot Program Implementation Guidance

1. References:

- a. AR 600-60, Physical Performance Evaluation System, 28 February 2008.
- b. AR 40-501, Standards of Medical Fitness, 10 September 2008 (RAR).
- c. AR 600-8-24, Officer Transfers and Discharges, 27 April 2010 (RAR).
- d. AR 600-8-19, Enlisted Promotions and Reductions, 30 April 2010.
- e. DA PAM 611-21, Military Occupational Classification and Structure (MOS Smartbook), 22 January 2007.
- f. NGR 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions, 15 April 1994.
- g. NGR 600-101, Warrant Officer Federal Recognition and Related Personnel Actions, 1 October 1996.
- h. NGR 600-200, Enlisted Personnel Management, 31 July 2009.
- i. Memorandum, NGB-ARH, AUG 13, 2009, subject: Interim Policy Governing Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension (NGB-ARH Policy Memorandum #09-026).
- j. Memorandum, NGB-ARH, 12 May 2010, subject: Operationalizing the RC Personnel Policy Initiative #1: Clarification of Enlisted Promotion System (EPS) Procedures for Units in Receipt of Official Notification of Sourcing for a Federal Mission (NGB-ARH Policy Memo #10-029).
- k. Memorandum, NGB-HRZ-A, JUL 27, 2010, subject: Army National Guard MOS Administrative Retention Review (MAR2) Pilot Program Implementation Guidance.

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1. Memorandum, DAPE-MPE-MP, NOV 10 2010, subject: Military Occupational Specialty (MOS) Administrative Retention Review (MAR2) Pilot Continuation Guidance.

2. Purpose. The purpose of this memorandum is to provide a comprehensive reference and procedural guidance for the implementation of the Army's MAR2 Pilot Program. The MAR2 Pilot will be extended and tested by the 54 States and Territories until 31 March 2011 and will replace the MOS Medical Retention Board (MMRB) effective 1 April 2011. The MAR2 will change the previously named MMRB into a more streamlined administrative process that will reduce funding requirements and allow greater flexibility for the processing of identified Soldiers.

3. Background. On 14 June 2010, the NGB G1 approved the MAR2 Pilot Program for implementation in Maryland, Michigan, New York, and Pennsylvania. The MAR2 pilot commenced on 1 August 2010 for a period of 120 days. During this timeframe the MAR2 Pilot Program replaced the MMRB in the designated States. The MAR2 is designed as a Commander's tool to identify Soldiers in their unit who have permanent medical limitations (P3/P4 profile) and to request an administrative review to determine if the Soldier meets his/her Area of Concentration or Primary Military Occupational Specialty (PMOS) standards. The MAR2 will enhance readiness by providing the ARNG the ability to maintain a quality force ensuring Soldiers are physically qualified to perform their AOC/PMOS in a worldwide deployed environment or field conditions. On 10 November 2010, the HQDA, G1 approved the extension of the pilot program until 31 March 2011. The ARNG Chief, Personnel Division, has extended the pilot program to all 54 States and Territories in preparation for the approved 1 April 2011 Army wide implementation change by HQDA.

4. Policy.

a. Soldiers issued a permanent profile (DA Form 3349) with a numerical designator of 3 or 4 that meet current AR 40-501, Chapter 3, retention standards are required to be referred to the MAR2.

b. Soldiers will not be referred to the MAR2 when the underlying medical condition does not meet the medical retention standards of AR 40-501. In accordance with AR 40-501, chapter 3, these Soldiers require direct referral into the Physical Disability Evaluation System (PDES).

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c. Soldiers retained by the MAR2 or found fit-by the PDES; will subsequently receive an additional permanent 3 or 4 profile in another profile factor. Additionally, a condition for which the Soldier was previously retained deteriorates, or the profile is reevaluated and additional limitation(s) is (are) added will subsequently receive an additional permanent 3 or 4 profile in another profile factor

d. The MAR2 standards are designed to provide the command with Soldiers who are fully capable of performing in their respective AOC/PMOS in a worldwide environment. This is accomplished through an administrative review of the Soldier's permanent profile (DA Form 3349) in conjunction with the AOC/PMOS standards outlined in DA PAM 611-21. A recommendation from Commander and a letter of intent from the Soldier will be heavily weighted in the adjudication process. The Soldier's packet will represent the Soldier. Under no circumstances will a Soldier be maintained in an AOC/MOS for which they are not medically qualified. The MAR2 will review supporting documents submitted (see paragraph 5b) and administratively adjudicate placing the Soldier into one of the following categories:

(1) Retain in PMOS/AOC: Soldier meets AOC/PMOS standards set forth by the MOS proponent IAW with DA PAM 611-21, at <https://smartbook.armyg1.pentagon.mil/>, or by the AOC proponent as applicable or the MOS proponent has provided a proponent waiver for these standards.

(2) Reclassification: Soldier does not meet AOC/PMOS standards set forth by the MOS proponent in DA PAM 611-21 or by the AOC proponent, as applicable and a waiver of these standards was not favorably considered by the proponent. Soldier must also be able to perform common Soldier tasks identified on, but not limited to, block 5 of DA Form 3349, to remain eligible for reclassification. Consideration of Soldier's request for reclassification for a specific AOC/MOS is weighed; however reclassification is IAW the needs of the Army. Reclassification for the sole purpose of providing Soldiers with continued military service without regard to Army needs is not a consideration by the administrative review. Assignment and utilization policy guidance outlined in reference 1i will be considered.

(3) Referral to the PDES which includes a Medical Evaluation Board/Physical Evaluation Board (MEB/PEB): If a Soldier does not meet AOC/PMOS standards set forth IAW with DA PAM 611-2, at <https://smartbook.armyg1.pentagon.mil/> or by the AOC/MOS proponent and the Soldier does not qualify for a new AOC/BR/PMOS.

d. A delay of the MAR2 will occur when the Soldier's Chain of Command deems that the packet is not ready for a MAR2 level review. This delay is not to exceed 45

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days before resubmission of the MAR2 packet from the original 45 days suspense (90 days). Battalion Commanders may request an exception to policy to the required suspense for action on a case by case basis due to progress in the Soldier's medical rehabilitation.

d. Assignment Status.

(1) Soldiers who receive a permanent 3 or 4 physical profile after receiving assignment orders must process through the MAR2 before proceeding on reassignment (Inter-state Transfers, Intra-state Transfers, transfer requests between components). Soldiers retained in AOC/PMOS by the MAR2 process will then be cleared for transfer. Those identified for reclassification will be held from completing the transfer process unless the new position is in compliance with their reclassification AOC/MOS determined by the MAR2 findings. Soldiers who are referred to the PDES (MEB/PEB) are ineligible for transfer until the completion of that process.

(2) Soldiers who receive a permanent 3 or 4 physical profile are ineligible for assignment orders until they process through the MAR2. Soldiers pending MAR2 adjudication will be coded as 999B in SIDPERS. Soldiers identified by the MAR2 to remain in current AOC/PMOS or reclassification will have this code removed to allow for future assignment orders. Soldiers identified for MEB/PEB will maintain the code until final decision of the MEB/PEB is received from the Physical Disability Evaluation Board.

(3) Soldiers pending MAR2 decision are in a non-deployable status until a decision is rendered. Soldiers retained in AOC/PMOS or reclassified are fully deployable within the limitations of their profile. Soldiers referred to the PDES remain in a non-deployable status until the MEB/PEB process is completed.

(4) Enlisted Soldiers pending MAR2 decision will have a 999B code and are not eligible to reenlist until a decision is rendered. Soldiers retained in their PMOS or reclassified will have the 999B code removed and are eligible to reenlist provided they are otherwise qualified for retention. Soldiers referred to the MEB/PEB will maintain the 999B code and are ineligible to reenlist until the MEB/PEB process is complete. The Adjutant General may authorize an extension waiver IAW reference 1i., paragraph 7a (7) for the minimum time required to complete the MAR2 or MEB/PEB action.

(5) Soldiers who require MAR2 processing are ineligible to attend training for which the U.S. Army Training and Doctrine Command (TRADOC) is the proponent until MAR2 processing is completed. Soldiers retained in their AOC/PMOS or reclassified by

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MAR2 may still be denied attendance or graduation from training under the education system if medical profile limitations preclude the Soldier from completing course requirements. Requests for exception to policy must be submitted to the applicable TRADOC proponent for that AOC/MOS for waiver.

(6) Enlisted Soldiers who are pending referral to MAR2 or referral to a MEB will not be denied promotion (if already promotable) on the basis of medical disqualification if they are otherwise qualified for promotion. Exception is those medically nondeployable Soldiers will not be selected for a vacancy against a unit notified of sourcing IAW reference 1j.

e. ARNG Soldiers who are on active duty orders for greater than 30 days are entitled to MAR2 adjudication before Release From Active Duty (REFRAD). The Soldier will complete the packet requirements with the assistance of the Installation Retention Office and the Component Installation Liaison. The packet will be sent to the Soldier's ARNG G1 in lieu of Human Resource Command for adjudication. Upon receiving the ARNG decision, the Installation Retention Office will forward the results to the Soldier's active duty chain of command who will inform the Soldier. If the adjudication is PDES, the Soldier will make an election to remain on active duty to complete the MEB/PEB. If the Soldier volunteers to remain on active duty to complete PDES, he/she will be attached to the closest WTU to the Soldier's home of record until MEB/PEB is complete. All system updates for ARNG Soldiers is the responsibility of the ARNG.

f. Soldiers assigned/attached to a Warrior Transition Unit (WTU) who fit the criteria for MAR2 adjudication will follow the procedures of the MAR2 process utilizing the WTU Career Counselor for HRC adjudication. When recommendation for adjudication is reclassification, HRC will forward the recommendation to ARNG-HRP for coordination with the Soldier's State/Territory for final adjudication.

#### 5. The MAR2 procedures.

a. The Health Services Section (HSS) or Medical Board processing section surveys e-Profile quarterly for P3/P4 profiles.

b. The HSS or Medical Board processing section will notify the appropriate chain of command that the Soldier needs an administrative review to determine if he/she meets their AOC/PMOS standards and provide a recommendation based on their review. (see format/verbiage outlined in enclosure 1). The unit/Soldier will have 45 days suspense to

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complete a MAR2 packet to submit to the HSS. (see MAR 2 checklist in enclosure 2). Battalion Commanders may request an exception to policy to the required suspense date on a case by case basis due to progress in the Soldiers medical rehabilitation which could impact the adjudication. This new suspense will not exceed 90 days. During the pilot program, these cases will be tracked utilizing the probation option in the MMRB Tab of e-Profile. The MAR2 packet will consist of the following documents:

- (1) Soldier's DA Form 3349 created in e-Profile.
- (2) Soldier's Statement (must use format/verbiage outlined in enclosure 3).
- (3) Company/Battery/Detachment Commander Recommendation (must use format/verbiage outlined in enclosure 4).
- (4) Battalion Commander Recommendation (memorandum format) separate memorandum required only if Battalion Commander non-concurs with company level Commander's recommendation or an exception to policy for additional suspense of action is requested. Units who do not have a Battalion Commander within their unit hierarchy will use the first 05 or higher within their chain of command.
- (5) If medical documentation is submitted, the HSS will coordinate with the profiling medical office for a review to determine if a profile change is required.
- (6) The Soldier or unit representation will not be present for the MAR2 process. It is critical that memorandums submitted in the MAR2 packet are completed in a timely and accurate fashion and represent the Soldier. At a minimum the Commander's recommendation should address the ability of the Soldier to perform to standard in all Soldier skills and skills particular to an AOC or MOS. The recommendation should be derived from personal experience and/or observation.

c. Battalion Commanders are responsible to ensure Enlisted Soldiers receive counseling on the MAR2 program from their 1SG (or the noncommissioned officer in charge) and a completed packet, to include his/her recommendation is submitted to the HSS within the 45 days suspense. The S1 and Medical Readiness NCO will serve as the Commander's subject matter expert (SME) for the MAR2 program. Commanders who feel the Soldier's profile does not accurately reflect the Soldier's medical limitations to perform his/her MOS may request an extension of the 45 day suspense, not to exceed 45 days, for additional consultation with the health care provider. Battalion Commanders may request an exception to policy to the required suspense for action on a case by case basis due to progress in the Soldiers medical rehabilitation.

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d. Company/Battery/Detachment Commanders are responsible for obtaining the Soldier's statement and providing a recommendation of their own. Commanders must recommend one of the three recommendations' outlined in paragraph 4b (1) thru 4b (3) above. Commanders are encouraged to work with their S1/Medical Readiness NCO when determining recommendation.

e. The HSS will conduct a review of each packet received for completeness. The MMRB Tab within e-Profile will be used to track all packets during the pilot program to include any exception to policy request. It is at the discretion of the State for the purposes of this pilot whether documents will be scanned into the MMRB Tab of e-Profile at the unit or State level. The HSS will review the MAR2 packet and forward to the State G1 for approval/adjudication within 14 days. (see enclosure 5). The State G1 is the final approving/adjudication authority for MAR2 action. While there is no convening board requirement, the G1 may use subject matter advisors as needed. Upon receiving the G1 adjudication, the HSS will forward the results to the Battalion Commander who will inform the Soldier's Commander and ensure compliance with the final decision.

f. The MAR2 packet will not be delayed due to a unit Commander(s) or the Soldier failing to submit their recommendation(s) or statement. Every effort will be made to obtain this documentation; however, the HSS has the authority to submit a MAR2 packet consisting of the Soldier's profile and a memorandum from the G1 Sergeant Major to the Battalion leadership stating the unit Commander and Soldier failed to submit their documents by the prescribed suspense date. The Battalion Commander will submit his/her recommendation along with the Soldier's profile to the HSS.

6. Appeal process. The Soldier has 30 days from receipt of the G1 adjudication to appeal the results. He/she must submit a memorandum of appeal in writing through his/her chain of command to the State G1. The HSS will provide the Soldier's appeal memorandum and G1 adjudication memorandum to the State Adjutant General which is the General Court Martial Convening Authority for appeal adjudication. This responsibility may be delegated to the Assistant Adjutant General.

7. Reporting requirements. ARNG-HRP-P is responsible for data collection during the MAR2 extended pilot program. The HSS will submit the first monthly MAR2 report, (see enclosure 6) NLT 10 February 2011, with data collected during 1-31 January 2011.

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Follow on monthly reports are due NLT 10 March 2011 for February 2011 data and  
11 April 2011 for March 2011 data. Monthly MAR2 reports will be emailed to CW3  
Bonny Bell at [bonny.bell@us.army.mil](mailto:bonny.bell@us.army.mil).

8. The point of contact for this memorandum is Mr. Eric Scott, Personnel Actions  
Branch Chief, at DSN 327-9108, 703-607-9108, or [eric.scott1@us.army.mil](mailto:eric.scott1@us.army.mil).

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7. MAR2 Briefing Slides

  
DANIEL A. KENKEL  
COL, IN  
Chief, Personnel Division