

ARNG G1 Personnel Gateway – Process Package

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ADME/MRP2 Process: Preparing and submitting an Active Duty Medical Extension (ADME) or Medical Retention Processing (MRP2) packet

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Description

Active Duty Medical Extension (ADME) and Medical Retention Processing (MRP2) are programs Reserve Component Soldiers can volunteer for to be placed on temporary active duty for medical evaluation or medical treatment.

ADME applies to RC Soldiers while they are in an inactive duty for training (IDT) or non mobilized active duty status such as annual training (AT) etc. These Soldiers who incur or aggravate a service connected injury, illness, or disease may volunteer to be placed in this status.

MRP2 applies to RC Soldiers with unresolved mobilization connected medical condition(s) that either was not identified or did not reach optimal medical benefit prior to their Return From Active Duty (REFRAD). Medical condition(s) must have occurred while mobilized under 10 USC 12301 (d) and 12302 partial mobilization orders for operations in support of Overseas Contingency Operation (OCO).

Regulations and Supporting Resources

[AR 600-8-4, Line of Duty Policy, Procedures, and Investigations](#)

ASA (M&RA) Memorandum, Reserve Component Medical Care and Processing

[DODI 1241.2, Reserve Component Incapacitation System Management](#)

FRAGO 4

[Warrior Transition Unit Consolidated Guidance \(Administrative\)](#)

Documents and Forms

[DA Form 2173, Statement of Medical Examination and Duty Status](#)

[DA Form 3349, Physical Profile](#)

[DA Form 4187, Personnel Action](#)

DD Form 214, Certification of Release or Discharge From Active Duty

[DD Form 261, Report of Investigation Line of Duty and Misconduct Status](#)

[DD Form 2795, Pre-Deployment Health Assessment](#)

[DD Form 2796, Post Deployment Health Assessment \(PDHA\)](#)

[DD Form 2900, Post-Deployment Health Re-Assessment \(PDHRA\)](#)

Initial Orders

Medical Documentation

Physician's Statement (Treatment Plan)

[WT-\(RC\)-Form 2, Unit Cover Letter \(within WTU Consolidated Guidance-Appendix B\)](#)

[WT-\(RC\)-Form 4, MRP2/ADME Application Checklist \(within WTU Consolidated Guidance-Appendix B\)](#)

[WT-\(RC\)-Form 8, Appeal or Resubmission Request \(within WTU Consolidated Guidance-Appendix B\)](#)

Related Processes

Incapacitation Pay Process

Line of Duty (LOD) Process

Systems

Automated Orders Resources System (AORS) – Login

[Line of Duty \(LOD\) Module Website – Login](#)

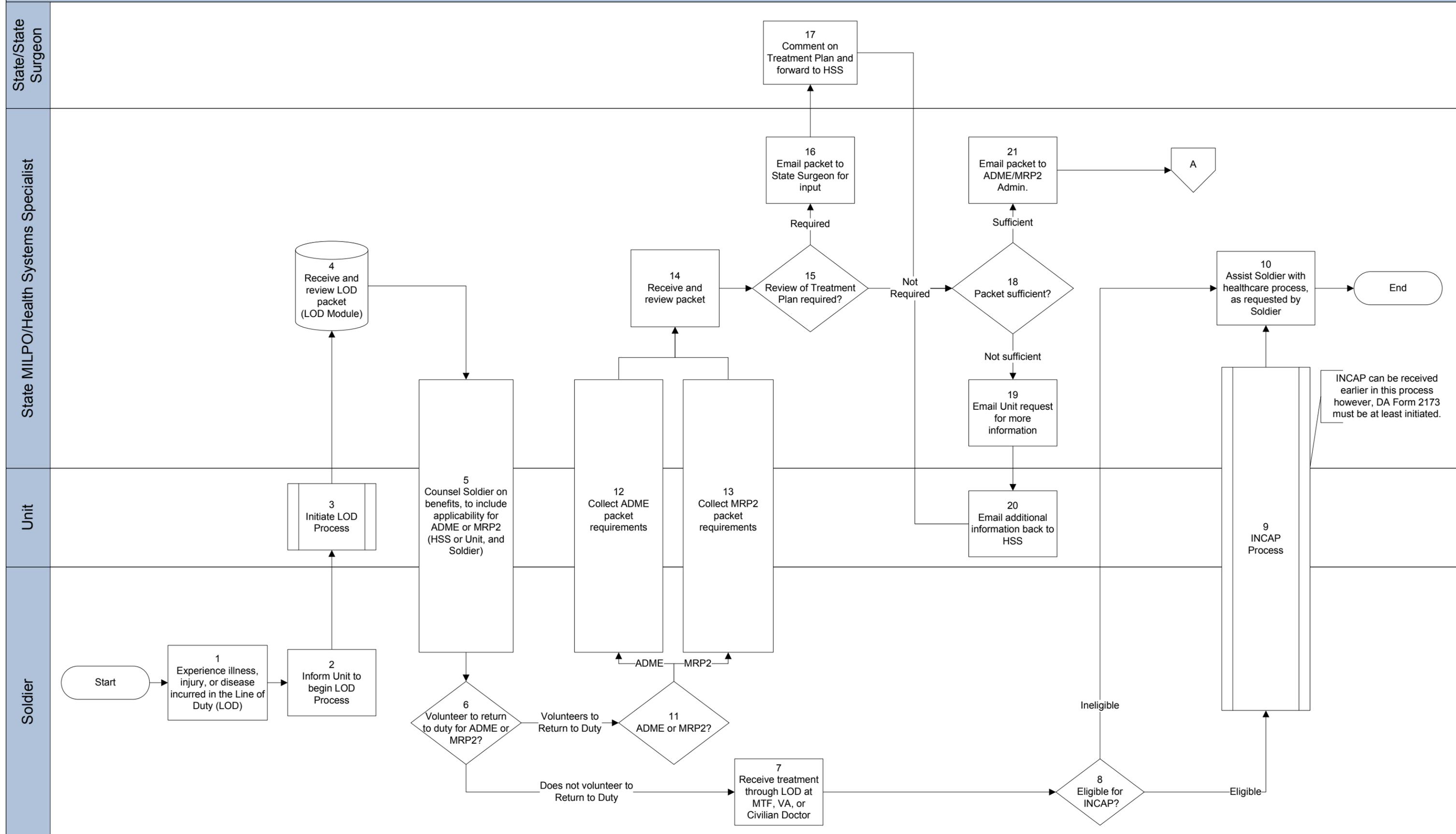
[Medical Operational Data System \(MODS\) Website – Login](#)

Points of Contact

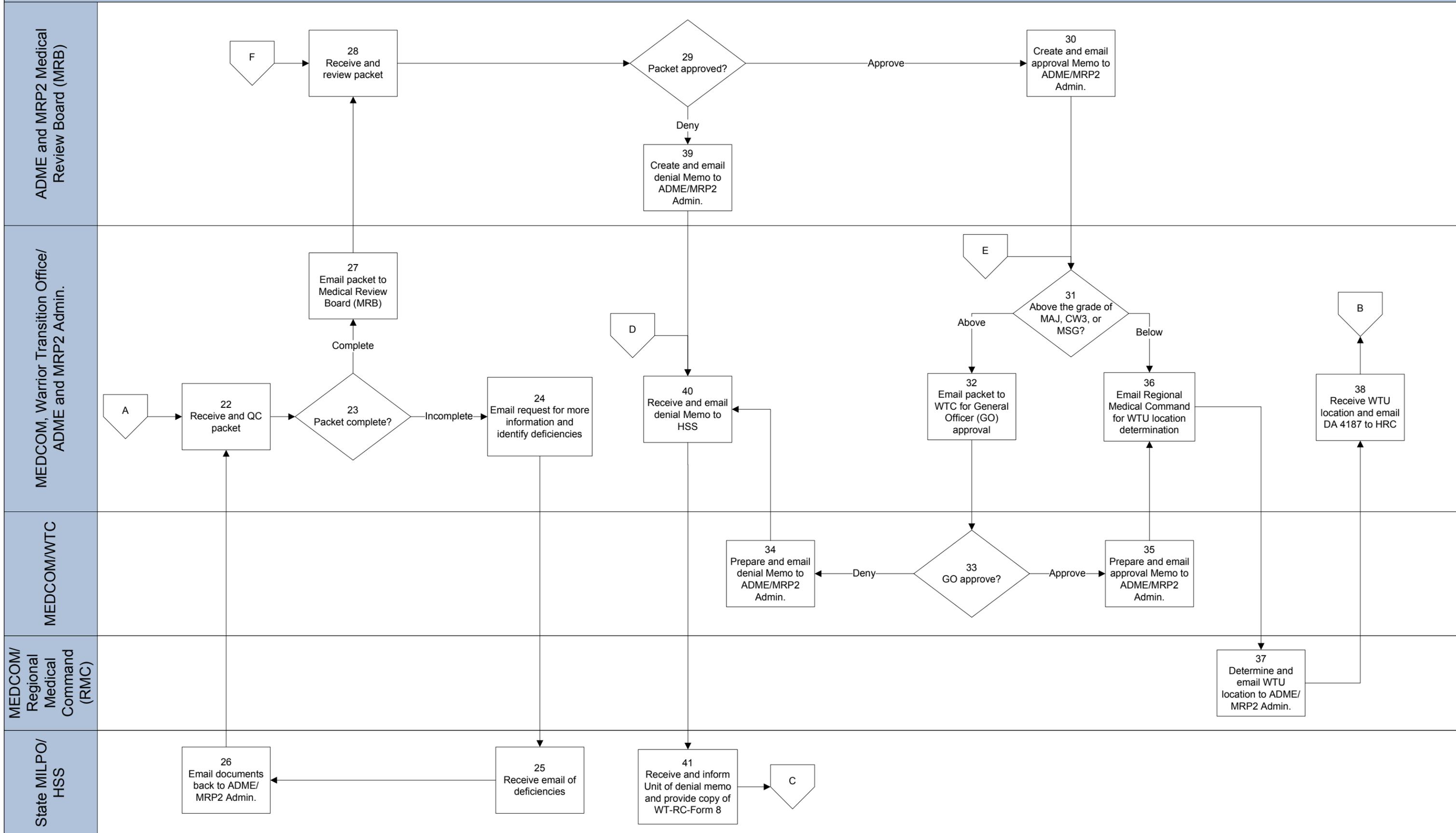
Division: Personnel Division (ARNG-HRP)

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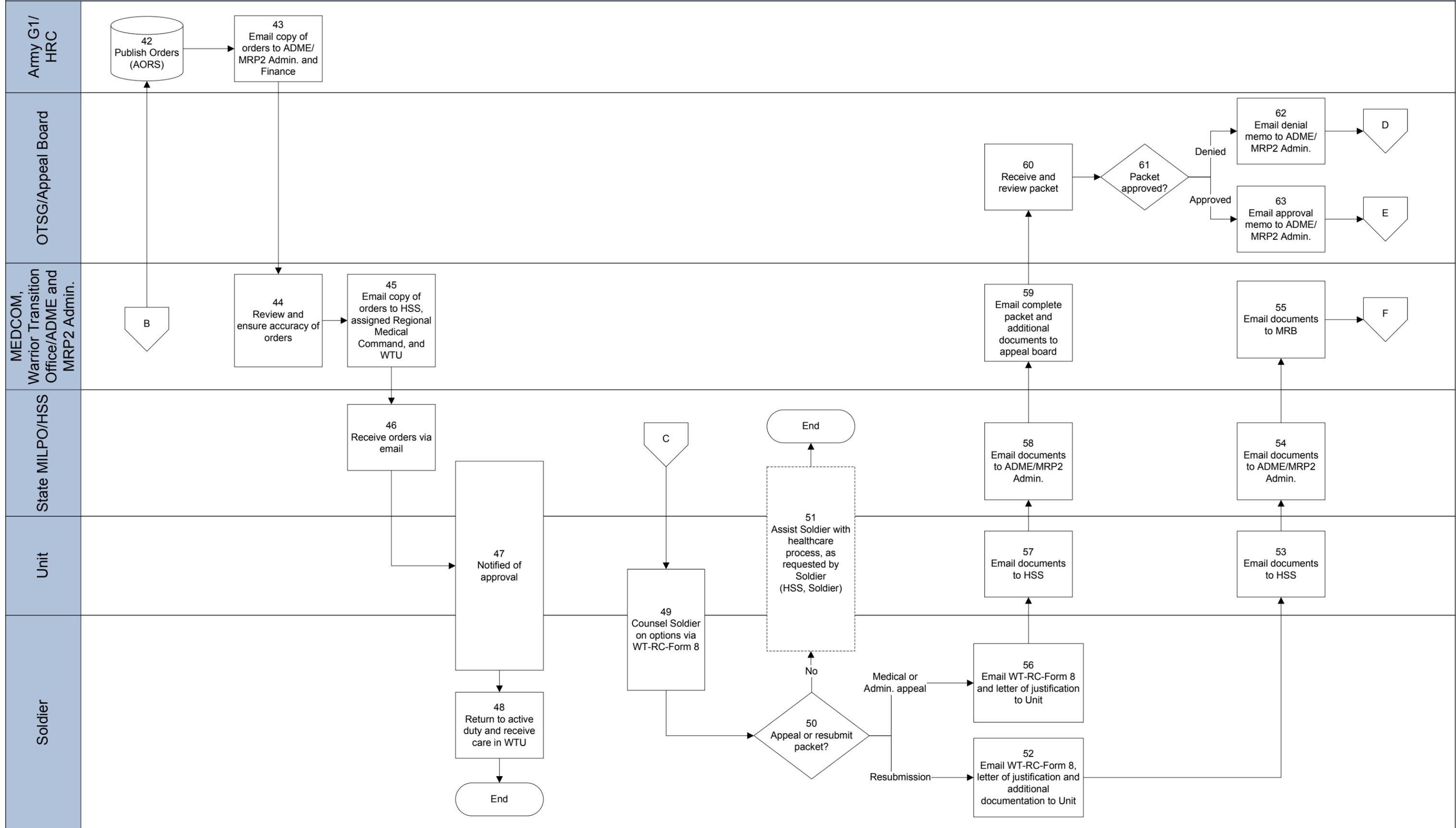
Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



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ADME/MRP2 Process: Preparing and submitting an Active Duty Medical Extension (ADME) or Medical Retention Processing (MRP2) packet

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Experience illness, injury, or disease incurred in the Line of Duty (LOD)	The process begins when a Soldier (either T32 or T10) has experienced an illness, injury, or disease in the line of duty.				
2	Inform Unit to begin LOD Process	Soldier must contact Unit Chain of Command to inform of illness, injury, or disease. Unit Chain of Command informs Health Systems Specialist (HSS).				
3	Initiate LOD Process	Unit initiates LOD IAW AR 600-8-4 (Line of Duty Policies, Procedures, and Investigations).	AR 600-8-4	Please see the Line of Duty (LOD) Process for more details.	Please see the Line of Duty (LOD) Process for more details.	<p>WTU guidance requires an approved LOD for submission of ADME or MRP2 packet.</p> <p>If medical documentation has not been obtained for LOD-related injury, the Unit or the HSS coordinates an appointment (VA, State Medical Command, MTF, Civilian doctor) for the Soldier.</p>
4	Receive and review LOD packet (LOD Module)	HSS reviews LOD packet through LOD Module.			LOD Module	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
5	Counsel Soldier on benefits, to include applicability for ADME or MRP2 (HSS or Unit, and Soldier)	<p>The HSS or Unit counsels Soldier on appropriate benefits (to include INCAP) and informs Soldier if eligible for ADME or MRP2 based on the eligibility requirements set by the Warrior Transition Unit (WTU) Consolidated Guidance.</p> <p>If illness, injury or disease occurred under T32, Soldier could be eligible for Active Duty Medical Extension (ADME). If it occurred on T10 in support of Overseas Contingency Operation (OCO), Soldier could be eligible for Medical Retention Processing 2 (MRP2).</p>	WTU Consolidated Guidance			
6	Volunteer to return to duty for ADME or MRP2?	<p>ADME and MRP2 are programs that require Soldiers to volunteer to be placed on Active Duty for medical assessment/treatment.</p> <p>If Soldier does not volunteer to return to duty, go to step 7.</p> <p>If Soldier volunteers to return to duty, go to step 11.</p>	WTU Consolidated Guidance			
7	Receive treatment through LOD at MTF, VA, or Civilian Doctor	<p>If the Soldier does not volunteer to be placed on active duty, Soldier can receive access to care at any of the following with the approved LOD:</p> <ol style="list-style-type: none"> 1. Medical Treatment Facility (MTF) 2. Veterans Administration (VA) 3. Civilian Doctor 				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
8	Eligible for INCAP?	<p>Soldier can apply for INCAP if eligible IAW AR 135-381 (Incapacitation of Reserve Component Soldiers) and DA PAM 135-381 (Incapacitation of Reserve Component Soldiers Processing Procedures).</p> <p>If Soldier is eligible for INCAP, go to step 9.</p> <p>If Soldier is ineligible, go to step 10.</p>				<p>If Soldier is on INCAP, he/she is still eligible to apply for ADME or MRP2. Soldier continues to receive INCAP until report date on ADME/MRP2 orders. Additionally, if Soldier elects and is eligible for INCAP, he/she must be counseled on negative impacts (such as benefits, retirement points, etc) they may miss the opportunities for should they elect ADME or MRP2.</p>
9	INCAP Process	<p>If eligible for INCAP, Soldier and HSS begin the INCAP Process IAW AR 135-381 (Incapacitation of Reserve Component Soldiers) and DA PAM 135-381 (Incapacitation of Reserve Component Soldiers Processing Procedures).</p>	<p>Please see the Incapacitation Pay Process for more details.</p>	<p>Please see the Incapacitation Pay Process for more details.</p>	<p>Please see the Incapacitation Pay Process for more details.</p>	
10	Assist Soldier with healthcare process, as requested by Soldier	<p>If Soldier does not volunteer for ADME or MRP2, and is ineligible for INCAP, HSS assists Soldier with health care process as requested by Soldier until injury, illness, or disease is resolved.</p>				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
11	ADME or MRP2?	<p>If Soldier is eligible for ADME or MRP2, the HSS and Soldier work together to collect the appropriate documents. While many of the document requirements are similar between the two programs, MRP2 requires more than ADME.</p> <p>If Soldier is eligible for ADME, go to step 12.</p> <p>If Soldier is eligible for MRP2, go to step 13.</p>				
12	Collect ADME packet requirements	<p>Soldier and HSS build the ADME packet IAW WTU Consolidated Guidance and documents listed on WT-(RC)-Form 4.</p> <p>ADME Packet requirements on WT-(RC)-Form 4 (MRP2/ADME Application Checklist) include:</p> <ul style="list-style-type: none"> -WT-(RC)-Form 2 (Unit Cover Letter) -DA Form 4187 (Personnel Action) -Initial Orders or DA Form 1379 -DA Form 3349, Physical Profile -DA Form 2173 and Approval Memo (if available) -If Formal Investigation conducted, DD Form 261 (Report of Investigation Line of Duty and Misconduct Status) -Physician's Statement (Treatment Plan) -Medical Documentation 	WTU Consolidated Guidance	All appropriate documents listed on WT-(RC)-Form 4 (Reference Appendix B)		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
13	Collect MRP2 packet requirements	<p>Soldier and HSS build the MRP2 packet IAW WTU Consolidated Guidance and documents listed on WT-(RC)-Form 4.</p> <p>MRP2 packet requirements on WT-(RC)-Form 4 (MRP2/ADME Application Checklist) include:</p> <ul style="list-style-type: none"> -WT-(RC)-Form 2 (Unit Cover Letter) -DA Form 4187 (Personnel Action) -DA Form 3349, Physical Profile -DA Form 2173 (Statement of Medical Examination and Duty Status) and Approval Memo (if available) -If Formal Investigation conducted, DD Form 261 (Report of Investigation Line of Duty and Misconduct Status) -Physician's Statement (Treatment Plan) -Medical Documentation -DD Form 214, along with initial orders or DA Form 1379 -DD Form 2795 (If available) -DD Form 2796 (If available) -DD Form 2900 (If available) 	WTU Consolidated Guidance	All appropriate documents listed on WT-(RC)-Form 4 (Reference Appendix B)		If Soldier is submitting an MRP2 packet 6 months after he or she was Released From Active Duty (REFRAD), this requires an Administrative Exception to Policy. This entails adding additional documents in the packet (WT-(RC)-Form 8 and a letter of justification written by the Soldier) and approval by Army G1 (Medical Policy Section).
14	Receive and review packet	HSS QCs packet and ensures all documents were accurately completed.				
15	Review of Treatment Plan required?	<p>HSS determines whether or not to send treatment plan to State Surgeon for review.</p> <p>If review of treatment plan is necessary, go to step 16.</p> <p>If review of treatment plan is not necessary, go to step 18.</p>				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
16	Email packet to State Surgeon for input	If HSS requires State Surgeon to review Treatment plan, packet is emailed to State Surgeon.				
17	Comment on Treatment Plan and forward to HSS	State Surgeon reviews packet and provides comments on Treatment Plan.				
18	Packet sufficient?	<p>If State Surgeon is not required to review treatment plan, HSS ensures packet is sufficient to move forward to ADME/MRP2 Admin.</p> <p>If packet is not sufficient, go to step 19.</p> <p>If packet is sufficient, go to step 21.</p>				
19	Email Unit request for more information	If packet is incomplete, HSS emails Unit requesting additional information.				
20	Email additional information back to HSS	<p>Unit emails additional information to HSS.</p> <p>Go to step 18 for HSS to determine if packet is sufficient.</p>				
21	Email packet to ADME/MRP2 Admin.	If packet is sufficient, HSS emails complete packet to ADME/MRP2 Admin.				
22	Receive and QC packet	ADME/MRP2 Admin. reviews packet to ensure administrative requirements are met.				
23	Packet complete?	<p>ADME/MRP2 Admin. determines if packet is complete.</p> <p>If packet is incomplete, go to step 24.</p> <p>If packet is complete, go to step 27.</p>				
24	Email request for more information and identify deficiencies	If packet is denied (from step 23), ADME/MRP2 Admin. emails HSS identifying administrative corrections that need to be made.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
25	Receive email of deficiencies	HSS receives notification of deficiencies.				
26	Email documents back to ADME/MRP2 Admin.	<p>HSS corrects deficiencies identified and emails documents back to ADME/MRP2. Admin.</p> <p>Go to step 22 for HSS to receive and QC packet.</p>				
27	Email packet to Medical Review Board (MRB)	If packet meets administrative requirements (from step 23), ADME/MRP2 Admin. emails packet to members of the Medical Review Board (MRB).	WTU Consolidated Guidance			<p>ADME/MRP2 Admin. will submit packets to Army G1 (Medical Policy Section) for an Administrative Exception to Policy for packets dated greater than 6 months from Released From Active Duty (REFRAD) Date.</p> <p>If the packet is approved by Army G1, the packet moves forward to the Medical Review Board (MRB). If the packet is not approved, the process ends and Soldier is counseled accordingly.</p>
28	Receive and review packet	MRB members review the packet to determine medical eligibility.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
29	Packet approved?	<p>MRB determines if Soldier is eligible for ADME or MRP2 program.</p> <p>If packet is approved, go to step 30.</p> <p>If packet is not approved, go to step 39.</p>				
30	Create and email approval Memo to ADME/MRP2 Admin.	If ADME or MRP2 packet is approved (from step 29), MRB emails a approval Memo to the ADME/MRP2 Admin.				
31	Above the grade of MAJ, CW3, or MSG?	<p>If the packet was approved, Soldiers above the grades of MAJ, CW3, or MSG, require approval from the WTC.</p> <p>If Soldier is above the grades, go to step 32.</p> <p>If Soldier is below the grades, go to step 35.</p>	<p>FRAGO 4</p> <p>WTU Consolidated Guidance</p>			
32	Email packet to WTC for General Officer (GO) approval	If Soldier is above the grades of MAJ, CW3, or MSG (from step 31), MRB emails WTC for General Officer (GO) approval.				
33	GO approve?	<p>WTC determines if Soldier is eligible for ADME or MRP2 Program.</p> <p>If GO disapproved, go to step 34.</p> <p>If GO approved, go to step 35.</p>	<p>FRAGO 4</p> <p>WTU Consolidated Guidance</p>			
34	Prepare and email denial Memo to ADME/MRP2 Admin.	<p>If WTC disapproves (from step 33), a denial memo is prepared and emailed to the ADME/MRP2 Admin.</p> <p>Go to Step 40 for ADME/MRP2 admin to email denial memo to HSS.</p>				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
35	Prepare and email approval Memo to ADME/MRP2 Admin.	If WTC approves (from step 33), an approval memo is prepared and emailed to the ADME/MRP2 Admin.				
36	Email Regional Medical Command for WTU location determination	If the applicant is not a MAJ, CW3, MSG or above (from step 31), the ADME/MRP2 Admin. sends the packet to the Sr. Case Management Team at the appropriate Regional Medical Command to determine a WTU location for the Soldier.				
37	Determine and email WTU location to ADME/MRP2 Admin.	RMC determines WTU location and informs ADME/MRP2 Admin. of location via email.				
38	Receive WTU location and email DA 4187 to HRC	ADME/MRP2 waits until WTU location is determined before emailing DA Form 4187 (Personnel Action Form) to HRC to begin orders process. Go to step 42 for HRC to publish orders.		DA Form 4187		
39	Create and email denial memo to ADME/MRP2 admin	If ADME or MRP2 packet is disapproved (from step 29), MRB emails a denial Memo to the ADME/MRP2 Admin. In the Memo, Soldier is advised to contact MMSO for care, however, Soldier must go through the HSS.				
40	Receive and email denial memo to HSS	ADME/MRP2 Admin. receives (from steps 34 or 39) and emails denial Memo to inform HSS.				
41	Receive and inform Unit of denial memo and provide copy of WT-RC-Form 8	HSS receives denial memo and informs the unit. HSS provides a copy of WT-RC-Form 8 to counsel Soldier. Go to step 49 for Unit to Counsel Soldier.		WT-RC-Form 8 (Reference Appendix B)		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
42	Publish Orders (AORS)	From step 38, HRC receives DA 4187 from ADME/MRP2 Admin and creates orders within the Automated Orders Resources System (AORS).			AORS	
43	Email copy of orders to ADME/MRP2 Admin. and Finance	HRC distributes copies of orders to ADME/MRP2 Admin. and Finance.				
44	Review and ensure accuracy of orders	ADME/MRP2 Admin. reviews orders and ensures accuracy.				Accurate orders include correct effective date of orders, location, Soldier's information, pay codes, and the reporting date to the WTU.
45	Email copy of orders to HSS, assigned Regional Medical Command, and WTU	ADME/MRP2 Admin. distributes copies of orders to HSS, assigned Regional Medical Command, and identified WTU location.				
46	Receive orders via email	HSS receives copy of orders via email.				
47	Notified of Approval	HSS informs Unit of approval and report date via phone call or email. Unit informs Soldier of approval and report date via phone call or email.				
48	Return to active duty and receive care in WTU	Soldier returns to Active Duty and receives care in a Warrior Transition Unit. HSS utilizes WTU Patient Tracker through the Medical Operational Data System (MODS) to track the Soldier.	FRAGO 4		MODS	
49	Counsel Soldier on Options via WT-RC-Form 8	If Soldier was disapproved for ADME or MRP2 (from step 41), the Unit will counsel the Soldier on potential options utilizing WT-RC-Form 8. Options include: Resubmission of packet and providing new documentation, administrative appeal, and a Medical Appeal. Soldier is required to sign WT-RC-Form 8.		WT-RC-Form 8 (Reference Appendix B)		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
50	Appeal or resubmit packet?	<p>Soldier has the option to appeal or resubmit the disapproval decision.</p> <p>If Soldier does not appeal or resubmit packet, go to step 51.</p> <p>If Soldier resubmits, go to step 52.</p> <p>If Soldier appeals, go to step 56.</p>				