

**Amendment of Denied Physical at Military Entrance Processing Station (MEPS) Process: The process for amending the Chief Medical Officer (CMO) recommendation to decline a physical exam**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	CMO reviews Medical History Report	The Chief Medical Officer (CMO), after reviewing the DD Form 2807-2, Medical prescreen OF Medical History Report, either approves the applicant's request for a physical or denies it (based upon the information provided on the DD Form 2807-2). The override process begins should the CMO deny the request for physical.	AR 40-501, Chapter 2	DD Form 2807-2		
2	CMO signs memo	The CMO will sign a memo stating denial of physical exam. This could also be in the form of an annotation directly on the DD 2807-2. This information is sent back to the ARNG Guidance Counselor (GC) by email, fax or hand carried.		DD Form 2807-2		
3	Gather required documents and upload (NG-MATS)	The GC receives the CMO's decision regarding the request for physical. The GC gathers DD Form 2807-2, the CMO Memo, and any additional supporting documentation that will help ARNG-CSG CLINOPS evaluate the applicant. The GC then uploads the documents in National Guard Medical Action Tracking System (NG-MATS) to submit the packet for review by ARNG-CSG Clinical Operations (CLINOPS).		DD Form 2807-2	NG-MATS	
4	NG-MATS populates queue with pending recommendation review	NG-MATS populates the ARNG-CSG CLINOPS queue with the packet documents to be reviewed.			NG-MATS	

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5	Receive and review recommendation packet (NG-MATS)	ARNG-CSG CLINOPS receives the DD Form 2807-2, CMO Memo, and any additional supporting medical documentation and reviews to determine if the decision to decline the request for physical is appropriate given the submitted medical history information.		DD Form 2807-2	NG-MATS	
6	Concur with CMO recommendation?	ARNG-CSG CLINOPS determines the final recommendation for the applicant's request for physical. ARNG-CSG CLINOPS may either (1) concur with the recommendation to decline the physical, or (2) reject the CMO's recommendation and determine that the CMO must complete a physical for the applicant.	AR 40-501, Chapter 2			
7	Sign results memo (NG-MATS)	After a decision has been made, ARNG-CSG CLINOPS signs a memo containing the final decision within the NG-MATS system. ARNG-CSG CLINOPS agrees with the CMO recommendation to decline a physical exam.			NG-MATS	
8	NG-MATS sends notification of decision	NG-MATS sends a notification to the GC that a decision has been made.			NG-MATS	
9	Receive results (NG-MATS)	The GC logs in to NG-MATS to view the memo containing the decision rendered. The GC then contacts the recruiter by phone or in person to inform the recruiter that results have been received.			NG-MATS	
10	Review results (Guidance Counselor, Recruiter, Applicant)	Together, the GC, Recruiter and Applicant discuss the ARNG-CSG CLINOPS and CMO decision not to proceed with a physical.				

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11	Concur with ARNG-CSG CLINOPS decision?	The applicant can choose to concur with the ARNG-CSG CLINOPS and CMO decision not to proceed with a physical exam or can choose to disagree.				
12	Provide additional data for further review	If the applicant does not agree with the ARNG-CSG CLINOPS and CMO recommendation, the applicant and recruiter can provide additional medical documentation for GC to submit for an additional review. The applicant should only pursue submitting additional documentation if he or she believes the additional documentation materially changes the information that was previously submitted for review.				
13	Sign results memo (NG-MATS)	After a decision has been made, ARNG-CSG CLINOPS sign a memo containing the final decision within the NG-MATS system. ARNG-CSG CLINOPS disagrees with the CMO recommendation, and the CMO is required to perform a physical exam.			NG-MATS	
14	NG-MATS sends notification of decision	NG-MATS sends a notification to the GC that a decision has been made.			NG-MATS	
15	Receive results (NG-MATS)	The GC logs in to NG-MATS to view the memo containing the decision rendered.			NG-MATS	
16	Inform recruiter and CMO, physical is authorized by ARNG-CSG CLINOPS	The GC prints and hands the results of the memo to the CMO to inform them that the physical exam needs to be completed on the applicant as authorized by ARNG-CSG CLINOPS.				

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17	Complete Physical	If the State offers Hometown Inspect, the Soldier has the opportunity to do this, if desired. If Hometown Inspect is not within the State, the Soldiers only option is to attend a physical at MEPS.				