

Department of Defense Medical Examination Review Board (DoDMERB) Accessions Process: Use of DoDMERB Physicals for Special Branch and ROTC Accessions into the ARNG

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Collect required documents	The Recruiter obtains the appropriate forms.	AR 40-501, Chapter 2	DD Form 2351 DD Form 2492		
2	Upload commissioning packet as DoDMERB request (NG-MATS)	The Recruiter gathers and loads the documentation from the evaluation into National Guard-Medical Action Tracking System (NG-MATS).	AR 40-501, Chapter 2	DD Form 2351 DD Form 2492	NG-MATS	SMP Applicants that accessed into ROTC within 24 months of their MEPS enlistment physical, they will have a 2807, 2808 with DoDMERB stamp
3	Populate queue with pending DoDMERB request (NG-MATS)	NG-MATS populates the ARNG-CSG Clinical Operations (CLINOPS) queue with the packet documents to be reviewed.	AR 40-501, Chapter 2		NG-MATS	
4	Receive and review DoDMERB request (NG-MATS)	ARNG-CSG Clinical Operations reviews the DoDMERB request to determine the appropriate course of action.	AR 40-501, Chapter 2	DD Form 2351 DD Form 2492	NG-MATS	
5	Issue 1 of 3 decisions	ARNG-CSG CLINOPS renders 1 of the 3 decisions for the applicant based on the information submitted.	AR 40-501, Chapter 2	DD Form 2351 DD Form 2492 LDAC Physical Form		For Soldiers with prior military service, ARNG-CSG CLINOPS will not evaluate applicants for a MOS that is not in line with their previous service.
6	Assign PULHES IAW AR 40-501	The DoDMERB has been reviewed and the applicant is medically qualified and the Military Physical Profile Serial System (PULHES) is assigned IAW AR 40-501.	AR 40-501, Chapter 2			

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7	Complete SF 507 and Results Memo (NG-MATS)	ARNG-CSG CLINOPS uploads the SF 507 into NG-MATS and drafts a Results Memo documenting the additional information and evaluations that are required in order for a final decision to be made.		Results Memo SF 507	NG-MATS	
8	Receive notification of response (NG-MATS)	NG-MATS sends an electronic notification to the Recruiter informing the Recruiter that a response for eligibility is required.			NG-MATS	
9	Login to view response (NG-MATS)	The Recruiter logs in to NG-MATS to view the response and determine if the SF 507 and DoDMERB Physical shows proof of ARNG Commissions eligibility approval.	AR 600-9	DoDMERB Physical SF 507	NG-MATS	
10	Complete disqualifying SF 507 and Results Memo (NG-MATS)	If the applicant is not medically qualified, ARNG-CSG CLINOPS uploads the SF 507 into NG-MATS and drafts a Results Memo documenting the additional information and evaluations that are required in order for a final decision to be made.		Previously Administered Waiver (ROTC) Results Memo SF 507	NG-MATS	
11	Receive notification of response (NG-MATS)	NG-MATS sends an electronic notification to the Recruiter informing the Recruiter that a response for eligibility is required.			NG-MATS	
12	Login to view response (NG-MATS)	The Recruiter logs into NG-MATS to view the response and determine if the SF 507 and DoDMERB Physical shows proof of ARNG Commissions eligibility conditional approval.	AR 600-9	DoDMERB Physical SF 507	NG-MATS	
13	Notify candidate of disapproved waiver	The Recruiter notifies the candidate that their waiver has been denied and notifies direct commission of denied waiver or ROTC Soldier of assigned 3 or 4 PULHES.				
14	Request additional medical documentation	ARNG-CSG CLINOPS requests additional information from the Recruiter.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
15	Complete Request Memo (NG-MATS)	ARNG-CSG CLINOPS drafts a Request Memo documenting the additional information and evaluations that are required in order for a final decision to be made.		Request Memo	NG-MATS	
16	Receive request for additional information (NG-MATS)	Recruiter receives the request for additional information via NG-MATS.			NG-MATS	
17	Complete additional evaluations with Soldier	The Recruiter meets with the Soldier to ensure that additional evaluations are completed.			NG-MATS	
18	Gather and upload requested documents (NG-MATS)	The Recruiter gathers any additional required documentation and uploads in NG-MATS.		NGB Form 22-3 Request Memo	NG-MATS	
19	Populate queue with requested documentation (NG-MATS)	NG-MATS populates the ARNG-CSG CLINOPS queue with the packet documents to be reviewed.			NG-MATS	
20	Receive and review requested documentation (NG-MATS)	ARNG-CSG CLINOPS receives the waiver packet and reviews the documents to determine the appropriate course of action.			NG-MATS	
21	Approve waiver?	ARNG-CSG CLINOPS approves or disapproves applicant based on the information submitted.	AR 40-501, Chapter 2			
22	Adjust PULHES appropriately	If the waiver request is approved, ARNG-CSG CLINOPS adjusts the PULHES to reflect the appropriate rating. The changes reflected on the Results Memo become part of the applicant's permanent file.		DD Form 2808 Results Memo		The Results Memo with the adjusted PULHES ratings must be maintained with the DD Form 2808 to ensure the adjusted PULHES is not overlooked.
23	Complete Results Memo (NG-MATS)	ARNG-CSG CLINOPS completes a Results Memo documenting the approved waiver and the adjusted PULHES.		Results Memo	NG-MATS	
24	Send Results Memo (NG-MATS)	NG-MATS sends the Results Memo to the Recruiter.		Results Memo	NG-MATS	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
25	Receive and inform applicant of approved waiver	Recruiter informs the applicant of the approved medical waiver.				
26	Continue Accession Process	Recruiter continues the Accession Process.				
27	Complete Results Memo (NG-MATS)	ARNG-CSG CLINOPS completes a Results Memo documenting the disapproved waiver.		Results Memo	NG-MATS	
28	Send Results Memo (NG-MATS)	NG-MATS sends the Results Memo to the Recruiter.		Results Memo	NG-MATS	
29	Receive and inform applicant of disapproved waiver	Recruiter informs the applicant of the disapproved medical waiver.				