

Military Occupational Specialty (MOS) Administrative Retention Review (MAR2) Process: The process for requesting an administrative review for Soldiers issued a Permanent 3 or 4 Profile to determine ability to physically perform in their Primary MOS

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Query eProfile to identify Soldier with P3 or P4 profile (eProfile) quarterly or more frequently as needed	Health Systems Specialist (HSS) queries eProfile to identify Soldiers issued a Permanent 3 or 4 Profile and recommended for a Military Occupational Specialty (MOS) Administrative Retention Review (MAR2).	AR 600-60	DA Form 3349	e-Profile	<p>Required referral to MAR2:</p> <p>1) Soldiers with a P3/P4 Physical profile that meet retention standards IAW AR 40-501, Chapter 3.</p> <p>2) Soldiers retained by MAR2 or found fit by the PDES and subsequently receive an additional P3/P4 profile in another factor.</p>
2	Informed of initiation of MAR2	HSS notifies BN Medical Readiness NCO (BN MRNCO) and BN Commander of initiation of MAR2. BN MRNCO informs Company Commander and Company Readiness NCO of initiation of MAR2.				Process should be completed within 45 days. Starting when the HSS informs the BN MRNCO and ending when the G1 adjudicates the case.
3	Formally counsel Soldier on MAR2 Process (Company Commander or 1SG and Soldier)	Company Commander (for Officers) or 1SG (for Enlisted) counsels Soldier on MAR2 process.		<p>DA Form 4856</p> <p>DA Form 4856 (Standardized)</p>		Use DA Form 4856 (Standardized) as a template and include Soldier Statement Memorandum – Template.

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4	Collect Soldier Statement, Counseling Statement, Company Commander Recommendation, and supporting documentation for MAR2 Packet	<p>The Full Time Company Readiness NCO collects the Soldier Statement Memorandum, Counseling Statement (DA Form 4856), Company Commander Recommendation Memorandum, and supporting documentation. The supporting documentation must be related to the specific medical condition on DA Form 3349 (Physical Profile).</p> <p>Company commander recommends 1 of 3 determinations for Soldier: Retain, reclassify, or referral to Physical Disability Evaluation System (PDES).</p>		<p>Company Commander Recommendation Memorandum - Template</p> <p>DA Form 3349</p> <p>DA Form 4856</p> <p>DA Form 7652</p> <p>Soldier Statement Memorandum</p> <p>Supporting Documentation</p>		
5	Forward collected documents to BN Medical Readiness NCO	Readiness NCO forwards packet to the BN MRNCO for review.				Units who do not have a BN Commander within their unit hierarchy will use the first O-5 or higher within their Chain of Command.
6	Conduct QA and forward documents to BN Commander for review	BN MRNCO reviews packet for completeness and forwards to BN Commander for review.				

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7	Review packet	BN Commander reviews packet and determines if he/she agrees with the Company Commander's recommendation to retain, reclassify, or refer Soldier to PDES.				BN Commander can consult with BN S1 and BN Medical Readiness NCO as they serve as the Subject Matter Experts (SMEs) for the MAR2 program.
8	Concur with Company Commander's Recommendation?	If BN Commander does not concur with the Company Commander's recommendation, go to step 10. If BN Commander concurs with the Company Commander's recommendation, go to step 9.				
9	Initial for approval on Commander's Recommendation Memorandum	If the BN Commander concurs with the Company Commander's recommendation, BN Commander lines through and initials Commander's Recommendation Memorandum to indicate agreement and forwards to BN MRNCO.		Company Commander Recommendation Memorandum - Template		
10	Prepare Memorandum indicating disagreement of recommendation	If the BN Commander does not concur with the Company Commander's Recommendation, the BN Commander must prepare a Memorandum and forward to the BN MRNCO.		BN Commander Recommendation - Template		
11	Submit packet to HSS	BN MRNCO receives and submits packet to HSS.		MAR2 Packet		
12	Prepare Recommendation and collect Medical Officer's Statement (if necessary)	HSS prepares his/her own recommendation for the Soldier and collects the Medical Officer's Statement (SF 600 (Chronological Record of Medical Care) would suffice).		HSS Recommendation Memorandum SF 600 (Standardized)		Use SF 600 Standardized or Medical Officer's statement outlining the options if necessary.

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13	Submit packet to State G1 for final adjudication	HSS reviews packet and ensures packet meets all requirements indicated on the MAR2 Checklist (with the exception of the MILPO Determination) before submission to the State G1.		MAR2 Packet		
14	Review packet	G1 reviews packet and consults with State Surgeon, HSS, Unit/BN Commanders and Career Counselor (as necessary) to make appropriate determination.				
15	Issue 1 of 3 final adjudications	<p>State G1 issues 1 of 3 determinations on the G1 Determination Memorandum</p> <p>Option #1: Go to step 16, Retain Soldier in PMOS/AOC</p> <p>Option #2: Go to step 17, Reclassify Soldier</p> <p>Option #3: Go to step 18, Refer Soldier to the Physical Disability Evaluation System (PDES).</p>	AR 635-40	MILPO G1 Determination Memorandum - Template		If option 3 is elected process Soldier per AR 635-40 for Medical Evaluation Board (MEB) and non-duty Physical Evaluation Board (PEB).
16	Retain Soldier in current MOS	Option 1-Retain Soldier in current PMOS/AOC: Soldier could be retained in his/her current MOS if determined that he/she meets standards set forth by the MOS proponent in DA PAM 611-21 or Soldier has been provided a waiver for these standards.	DA PAM 611-21			

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17	Reclassify Soldier	Option 2-Reclassify Soldier: Soldier could be reclassified to another MOS if he/she does not meet standards set forth by the MOS proponent in DA PAM 611-21 and a waiver of these standards was not favorably considered.	DA PAM 611-21	DA Form 4856		2 years to obtain new AOC/MOS (Unit's responsibility) - see counseling form.
18	Refer Soldier to Physical Disability Evaluation System (PDES)	Option 3-Refer to PDES: Soldier could be referred to PDES if he/she does not meet PMOS standards set forth by the MOS proponent in DA PAM 611-21 and does not qualify for a new MOS.	AR 635-40 DA PAM 611-21			
19	Prepare Memorandum and forward to HSS	Regardless of the adjudication issued, the G1 completes the G1 Determination Memorandum and forwards to HSS.		MILPO G1 Determination Memorandum - Template		
20	Forward Memorandum	HSS forwards G1's Memorandum to BN MRNCO and BN Commander.				
21	Informed of G1's adjudication	BN MRNCO and BN Commander are informed of G1's adjudication by HSS. BN MRNCO informs Company Commander of adjudication.				
22	Counsel Soldier	Company Commander (for Officers) or 1SG (for Enlisted) counsels Soldier on final adjudication.				Unit will counsel Soldier on final adjudication.
23	Appeal G1's adjudication?	Soldier has the right to appeal G1's adjudication. If Soldier appeals, go to step 24. If Soldier does not appeal, go to step 34.				
24	Prepare memorandum and submit to Chain of Command	If Soldier wishes to appeal, he/she has 30 days to submit a memorandum to his Chain of Command.				

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25	Inform of appeal	Soldier's Chain of Command (Company Commander and BN Commander) and BN MRNCO are informed of request to appeal G1's adjudication via Soldier memorandum.		Soldier Statement Memorandum – Template		
26	Forward Memorandum to HSS	BN MRNCO forwards Memorandum to HSS.		Soldier Statement Memorandum – Template		
27	Forward packet and Soldier's Memorandum to State TAG	HSS forwards MAR2 packet and Soldier's Memorandum to State TAG				
28	Review packet	State TAG reviews documents.				
29	Concur or non-concur with G1 adjudication?	TAG determines to approve or disapprove Soldier's appeal				
30	TAG Office prepare and send Memorandum	Whether State TAG approves or disapproves the appeal, a Memorandum is prepared by the TAG Office and submitted to the HSS.				
31	Inform Soldier's Chain of Command of approval or disapproval	HSS informs Soldier's Chain of Command of TAG's approval or disapproval of appeal.				
32	Informed of approval or disapproval	Chain of Command receives notification of State TAG's decision.				
33	Review TAG's adjudication and counsel Soldier	Company Commander (for Officers) or 1SG (for Enlisted) reviews TAG's adjudication and counsels Soldier.				
34	Move forward to appropriate next step for issued adjudication	Soldier moves forward to appropriate next step based on adjudication issued.				
35	Retain in current MOS	If final adjudication is for Soldier to be retained, Soldier maintains in current MOS and MAR2 process ends.				

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36	Reclassify to different MOS	If final adjudication is for Soldier to be reclassified, Soldier works with BN Training Readiness NCO to coordinate school dates and MAR2 process ends.				
37	Begin PDES process	If final adjudication is for Soldier to be referred to Physical Disability Evaluation System, HSS initiates PDES process and the MAR2 process ends.	ARNG-HRP-S Memorandum, Standard Installation and Division Personnel Reporting System (SIDPERS) Local Data Personnel Army (LDPA) Field			HSS changes the 'W' in the profile if Soldier is retained or reclassified, inserts the appropriate 999 code when transfer Personnel Action Request (PAR) is published. If referred to PDES, HSS will initiate memorandum notifying Soldier of PDES process.