NATIONAL GUARD BUREAU
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ARNG-HRP

1 6 SEP 2011

MEMORANDUM FOR All MILPO/G1 and Health Systems Specialist (HSS)

SUBJECT: Army National Guard (ARNG) Military Occupational Specialty (MOS) Administrative Retention Review (MAR2) Implementation Guidance (ARNG-HRP Policy Memorandum #PSOM 11-002)

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.

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

m. Memorandum, NGB-HRP, 20 DEC 2010, subject: Army National Guard MOS Administrative Retention Review (MAR2) Extended Pilot Program Implementation Guidance.

2. Purpose: To provide a comprehensive reference and procedural guidance for the implementation of the Army's MAR2 Program. Effective 1 October 2011, all States and Territories will use Medical Operational Data System (MODS), e-Profile to initiate and track all MAR2 packets. The website for MODS is http://www.mods.army.mil. Enclosed is an e-Profile user's guide to follow in orders to create MAR2 packets. The MAR2 has changed the previously named MOS Medical Retention Board (MMRB) into a more streamlined administrative process that will reduce funding requirements and allow greater flexibility for the processing of identified Soldiers with a numerical designator of 3 or 4.

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. On 10 November 2010, the HQDA, G1 approved the extension of the pilot program until 31 August 2011. Effective 1 January 2011, the ARNG, G-1 extended the pilot program to all 54 States, Territories and the District of Columbia until 31 August 2011. 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 (AOC/PMOS) standards. 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.

4. Policy:

a. Soldiers required referral to the MAR2.

(1) 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.

(2) Soldiers retained by the MAR2 or found fit by the PDES, who 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 re-evaluated and additional limitation(s) is (are) added.

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 (IAW) AR 40–501, chapter 3, these Soldiers require direct referral into the Physical Disability Evaluation System (PDES).

c. 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 heavely weight in the adjudication process. The Soldier's packet will represent the Soldier. Under no circumstances will a Soldier be maintained in an AOC/PMOS 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 AOC/PMOS: Soldier meets AOC/PMOS standards set forth by the MOS proponent IAW with DA PAM 611-2, 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 Medial 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. 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 days before resubmission of the MAR2 packet from the original 45 days suspense (90 days total).

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.

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 orders (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 Soldiers 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 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) The following two tracking solutions are provided for the purpose of MAR2 SIDPERS:

(a) INTERIM SOLUTION: Currently SIDPERS does not have POSN_NBR_EXCESS _IND Codes 997A-E and 997X in the system, States are directed to track MAR2 personnel by way of the Local Data Personnel Army (LDPA) postion 5, previously identified as NGB use, with the following values.

CONDITION	LDPA POSIT	CODE VALU	DESCRIPTION
MOS Administrative Retention Review (MAR2)			
MAR2 with P3/P4 profile and meets AR 40-501, CHPT 3 Standard	5	A	Interim codes until POSN_NBR_Excess Code of 997A is added to SIDPERS
MAR2 retained by MAR2/PDES and receives additional P3/P4	5	B	Interim codes until POSN_NBR_Excess Code of 997B is added to SIDPERS
MAR2 Retain and meets standards for PMOS/AOC OR has waiver	5	C	Interim codes until POSN_NBR_Excess Code of 997C is added to SIDPERS
MAR2 Reclass: does not meet PMOS/AOC standards; no waiver	5	D	Interim codes until POSN_NBR_Excess Code of 997D is added to SIDPERS
MAR2 Referral: PDES (MEB/PEB); not qual PMOS/AOC or new MOS/AOC	5	E	Interim codes until POSN_NBR_Excess Code of 997E is added to SIDPERS
Solider not medically qualified. See MEDPROS site for details	5	X	Interim codes until POSN_NBR_Excess Code of 997X is added to SIDPERS

(b) SOLUTION: Upon ALL States notification of SIDPERS update, States will be directed to discontinue the use of the Interim LDPA codes. SIDPERS update will include scripts to transfer the LDPA data to the appropriate Position Number Excess Code.

997A: MAR2 with P3/P4 profile and meets AR 40-501, Chapter 3 Standard (Actual Definition: MAR2 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)

997B: MAR2 retained by MAR2/PDES and receives additional P3/P4 (Actual Definition: MAR2 Soldiers retained by the MAR2 or found fit by the Physical Disability Evaluation System (PDES), and subsequently receive an additional permanent 3 or 4 profile in another profile factor.)

997C: MAR2 Retain and meets standards for PMOS/AOC or has waiver (Actual Definition: MAR2 Retain in PMOS/AOC: Retain in PMOS/AOC: Soldier meets PMOS/AOC standards set forth by the MOS proponent in DA PAM 611-21 or by the AOC proponent, as applicable OR has been provided a proponent waiver for these standards.)

997D: MAR2 Reclassified: does not meet PMOS/AOC standards; no WVR (Actual Definition: MAR2 Reclassification: Reclassification: Soldier does not meet PMOS/AOC 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.)

997E: MAR2 Referral: PDES (MEB/PEB); does not meet AOC/PMOS; not qualified (Actual Definition: MAR2 Referral to the PDES: Which includes Medical Evaluation Board/Physical Evaluation Board (MEB/PEB): Soldier does not meet PMOS/AOC standards set forth by the MOS proponent (reference DA PAM 611-21) and does not qualify for a new MOS/AOC.)

997X: Soldier NOT Medically Qualified. See MEDPROS for details

(5) The Adjutants 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.

(6) 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 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.

(7) 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 receiving a notification of sourcing unit alert order, unit mobilization IAW reference 1j.

(8) ARNG Soldiers who are on active duty orders for greater than 30 days are entitled to MAR2 adjudication before Release From Active Duty (REFRAD). Soldiers will complete the packet requirements with the assistance of the InstallationRetention 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, they are attached to the closest WTU to the Soldier's home of record until the MEB/PEB is complete. All system updates for ARNG Soldiers is the responsibility of the ARNG.

(9) Soldiers 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 System Specialist (HSS) or Medical Board processing section surveys e-Profile monthly for P3/P4 profiles and initiate MAR2 packet in e-Profile.

b. The HSS or Medical Board processing section will notify the appropriate chain of command the Soldier needs an administrative review to determine if they meet 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 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. These cases will be tracked utilizing the MAR2 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, Company Commander not submit a 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 Company Commander or 1SG (or the noncommissioned officer in charge) and a completed packet, to include his/her recommendations 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.

d. Company/Battery/Detachment Commanders are responsible for obtaining the Soldier's statement and providing a recommendation of their own. Commanders must utilize 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 a recommedation.

e. The Medical Readiness NCO (MRNCO) will scan all memorandums, counselings, and statements into the MAR2 Tab of e-Profile. The HSS will conduct a review of each packet received for completeness and forward to the State G1 for approval/adjudication within 5 days (see enclosure 5). The MAR2 Tab within e-Profile will be used to track all packets to include any exception to policy request.

f. 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.

g. The MAR2 packets will not be delayed due to a unit Commander or the Soldier failing to submit their recommendation(s) or statement(s). 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: If the Soldier appeals the G1 adjudication, they must submit a memorandum of appeal no later than 30 days from receipt of results in writing through the chain of command to the State G1. The HSS will provide the appeal memorandum G1 adjudication to the State Adjutant General which is the General Court Martial Convening Authority for appeal adjudication, but the responsibility may be delegated to the Assistant Adjutant General.

7. Reporting requirements: ARNG-HRP-P is responsible for data collection from all States and Territories.

8. The point of contact for this memorandum is Mr. Eric Scott, DA Special Action Branch Chief, at DSN 327-9108, 703-607-9108, or eric.scott1@us.army.mil.

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