**Prior and Non-Prior Medical Waivers Process:** Obtaining a medical waiver regardless of prior service

**Prior and Non-Prior Medical Waivers Process: Obtaining a medical waiver regardless of prior service**

**Description**

The medical waivers process is applicable to both prior and non-prior service Applicants who are joining the ARNG. As the Applicant progresses through the accession process, they will be subject to a complete medical physical exam at the Medical Detachment Facility or at the Military Entrance Processing Station (MEPS) depending on State procedures. Should an Applicant fail to meet medical accession standards in accordance with AR 40-501, Chapter 2, Standards of Medical Fitness, the ARNG-CSG holds ultimate authority for approving the request for a waiver and allowing the Applicant to become a member of the ARNG.

**Regulations and Supporting Resources**

AR 40-501, Standards of Medical Fitness

**Documents and Forms**

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

DD Form 2351, DoD Medical Examination Review Board (DoDMERB) Report of Medical Examination

DD Form 2492, DoD Medical Examination Review Board (DoDMERB) Report of Medical History

DD Form 2807-1, Report of Medical History

DD Form 2807-2, Medical Prescreen of Medical History Report

DD Form 2808, Report of Medical Examination

NGB Form 22-3, Request for Waiver

**Systems**
National Guard Medical Action Tracking System (NG-MATS) Website – Login

**Points of Contact**
**Division:** Office of the Chief Surgeon (ARNG-CSG)

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Prior and Non-Prior Medical Waivers Process: obtaining a medical waiver regardless of prior service
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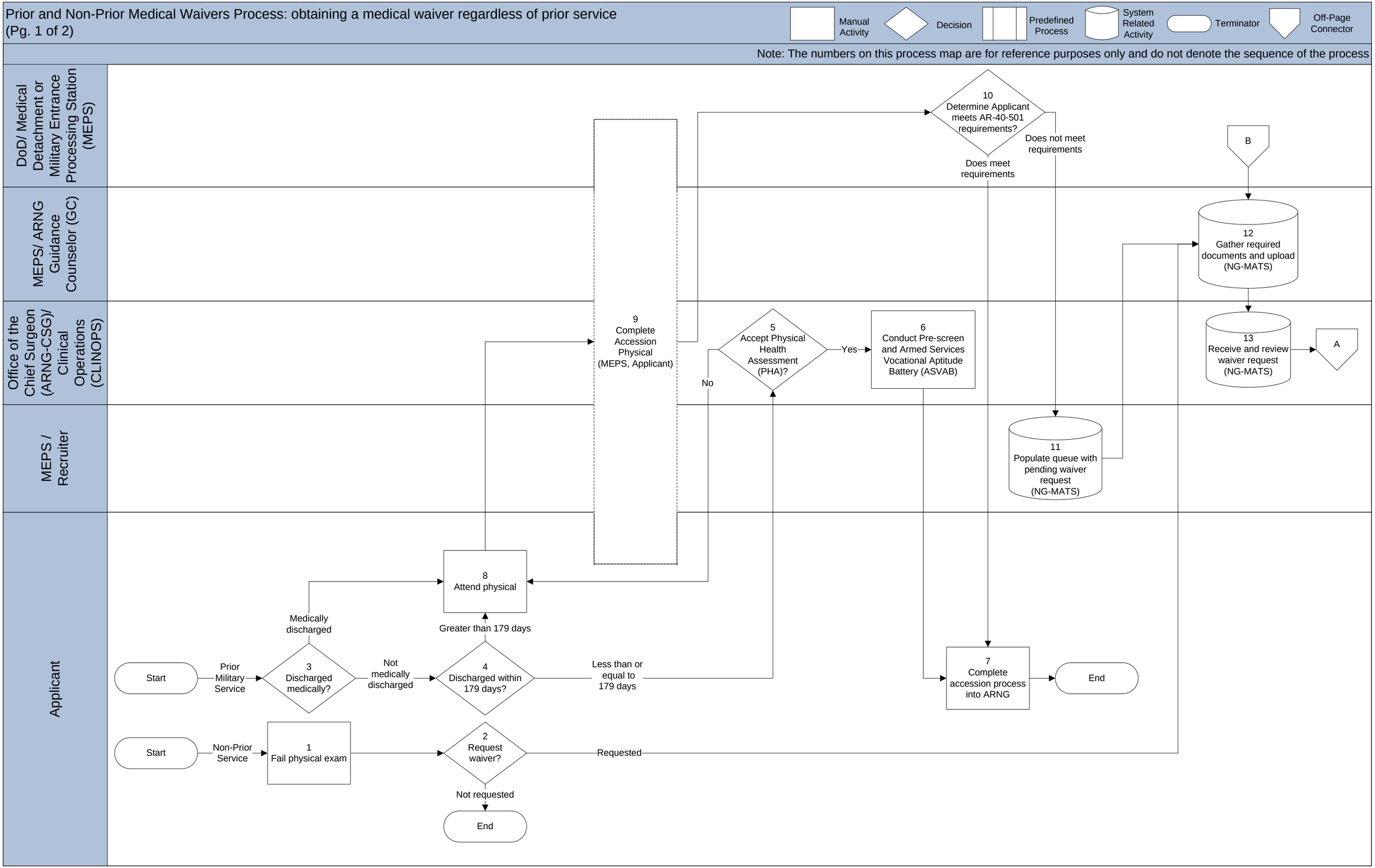


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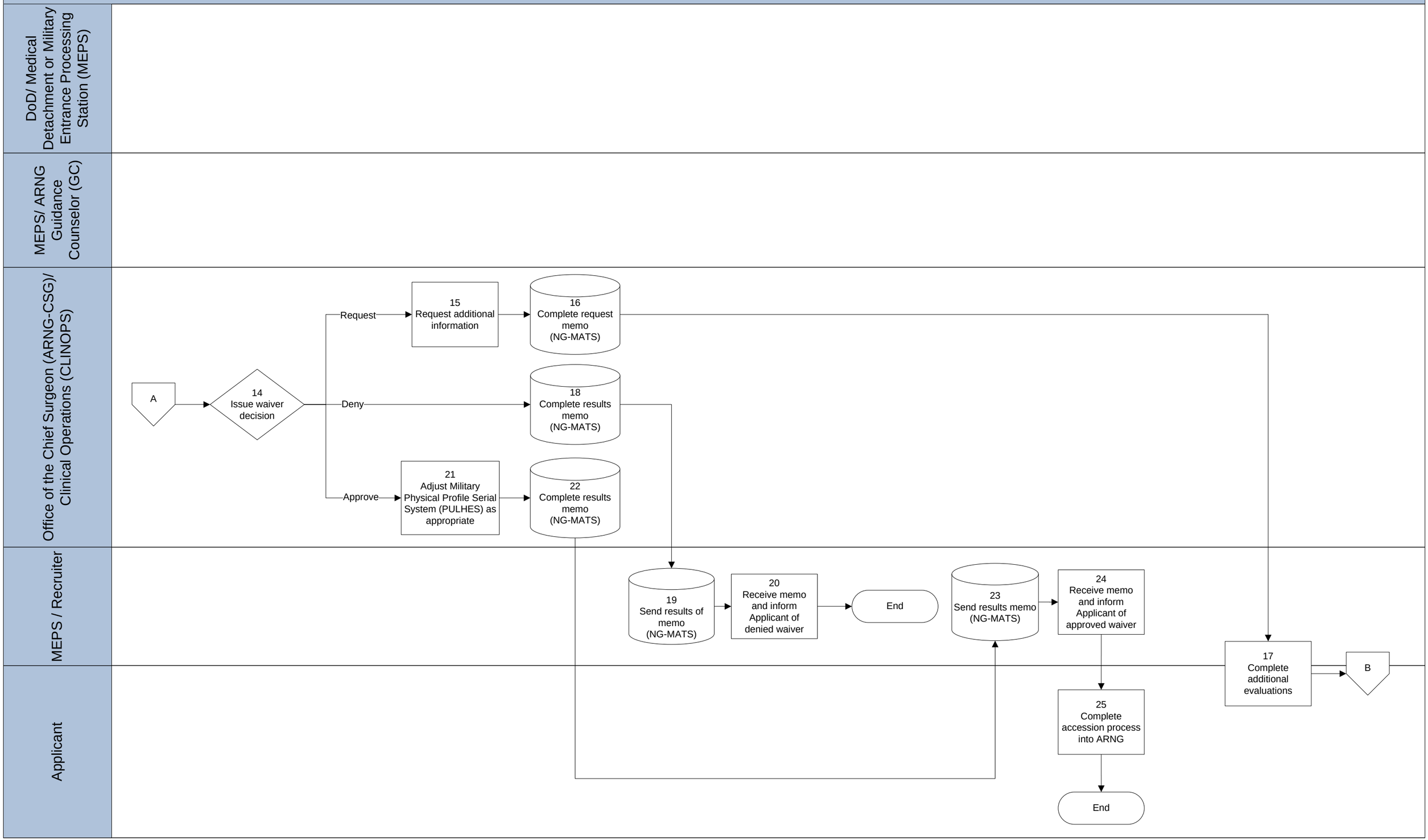
Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process

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**Prior and Non-Prior Medical Waivers Process: obtaining a medical waiver regardless of prior service**

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|---|---|---|---|---|---|---|
| 1 | Fail physical exam | The waiver process begins after the Applicant has undergone a physical exam and has failed to meet AR 40-501, Chapter 2, standards. | AR 40-501, Chapter 2 | DD Form 2808 | | |
| 2 | Request waiver? | The Applicant and Recruiter discusses the options for continuing the application. The Applicant can either agree to continue the enlistment process with a waiver request or to end it. | | | | |
| 3 | Discharged medically? | The Applicant with prior service and Recruiter work to obtain DD Form 214 and review the narrative portion to determine whether the Applicant was medically discharged. | | DD Form 214 | | |
| 4 | Discharged within 179 days? | Review the DD Form 214 to determine whether the Applicant is within 179 days of the discharge date to identify if a physical is required. | | DD Form 214 | | |
| 5 | Accept Physical Health Assessment (PHA)? | If the Applicant is within 179 days since being discharged from prior service, then no physical exam is required. The results of the Applicant's last Periodic Health Assessment (PHA) are used in place of a physical exam. The PHA is reviewed for acceptance by the recruiter. | | DD Form 214 | | |

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|---|---|---|---|---|---|---|
| 6 | Conduct Pre-screen and Armed Services Vocational Aptitude Battery (ASVAB) | The recruiter initiates contact with the Applicant. The initial conversation covers Age, Physical Condition, Prior Service, Law Violations, Education, and Marital Status, Dependents (APPLE-MD). The Recruiter conducts the interview through a series of eligibility questions in accordance with regulation, including conducting the ASVAB. | | | | |
| 7 | Complete accession process into ARNG | Applicant completes the accession process to enter the ARNG. | | | | |
| 8 | Attend physical | If the Applicant is outside of the 179 day window since being discharged, a new physical is required. | | DD Form 214 | | |
| 9 | Complete Accession Physical (MEPS, Applicant) | The Applicant and Recruiter work to schedule and obtain a physical exam at either the Medical Detachment Facility or the MEPS depending on state procedures. | AR 40-501, Chapter 2 | | | |
| 10 | Determine Applicant meets AR 40-501 requirements? | Medical Detachment or MEPS personnel reviews applicant information and determines whether the applicant meets requirements IAW AR 40-501, Chapter 2. | AR 40-501, Chapter 2 | | | |
| 11 | Populate queue with pending waiver request (NG-MATS) | The National Guard Medical Action Tracking System populates the ARNG-CSG Clinical Operations (CLINOPS) queue with the packet documents to be reviewed. | | | NG-MATS | |

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|---|---|---|---|---|---|---|
| 12 | Gather required documents and upload<br>(NG-MATS) | If the Applicant fails to meet the standards of AR 40-501, Chapter 2, the ARNG GC begins the waiver process by gathering the required documentation and uploading the documents into NG-MATS.<br><br>Should the Applicant agree to continue with a waiver request, the ARNG Guidance Counselor (GC) gathers the medical documentation required to submit a complete packet and upload it into the National Guard Medical Action Tracking System (NG-MATS). | AR 40-501, Chapter 2 | DD Form 2807-1<br><br>DD Form 2807-2<br><br>DD Form 2808<br><br>Drug Alcohol Testing<br><br>NGB Form 22-3<br><br>Physical | NG-MATS | |
| 13 | Receive and review waiver request<br>(NG-MATS) | ARNG-CSG CLINOPS receives the waiver packet and reviews the documents to determine the appropriate course of action. | | | NG-MATS | |
| 14 | Issue waiver decision | ARNG-CSG CLINOPS renders 1 of the 3 decisions for the Applicant based on the information submitted. | AR 40-501, Chapter 2 | | | |
| 15 | Request additional information | ARNG-CSG CLINOPS determines that a final decision cannot be made without additional information. | | | | |
| 16 | Complete request memo<br>(NG-MATS) | ARNG-CSG CLINOPS completes a results memo documenting the additional information and evaluations that are required in order for a final decision to be made. | | Request Memo | NG-MATS | |
| 17 | Complete additional evaluations | Recruiter works with Applicant to schedule and complete the required evaluations. Recruiter forwards the appropriate documents to the GC. | | | | |
| 18 | Complete results memo<br>(NG-MATS) | ARNG-CSG CLINOPS completes a results memo documenting  the denied waiver. | | Results Memo | NG-MATS | |

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|---|---|---|---|---|---|---|
| 19 | Send results memo (NG-MATS) | NG-MATS sends the results of the memo to the GC who informs the Recruiter. | | Results Memo | NG-MATS | |
| 20 | Receive memo and inform Applicant of denied waiver | Recruiter informs the Applicant of the denied medical waiver. | | | | |
| 21 | Adjust Military Physical Profile Serial System (PULHES) as appropriate | If the waiver request is approved, ARNG-CSG CLINOPS adjusts the PULHES to reflect the appropriate rating. The changes reflected on the results memo, which becomes part of the Applicant's permanent file. | | DD Form 2808<br><br>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. |
| 22 | Complete results memo (NG-MATS) | ARNG-CSG CLINOPS completes a results memo documenting the approved waiver and the adjusted PULHES. | | Results Memo | NG-MATS | |
| 23 | Send results of memo (NG-MATS) | NG-MATS sends the results of the memo to the GC who informs the Recruiter. | | Results Memo | NG-MATS | |
| 24 | Receive memo and inform Applicant of approved waiver | Recruiter informs the Applicant of the approved medical waiver and provides further direction to the Applicant about the accession process. | | | | |
| 25 | Complete accession process into ARNG | Applicant completes the accession process to enter the ARNG. | | | | |