

Medical Actions (NGGA-PEM)

**MOS
Administrative
Retention
Review (MAR2)**

Joint Force Headquarters
Georgia Army National
Guard Marietta, GA
1 October 2024

SUMMARY of CHANGE

SOP

MOS Administrative Retention Review (MAR2)

This major revision, dated 1 October 2024 –

- o. Adds Smart book hyperlink (para 1-1)**
- o. Revises Battalion Commander's responsibility (para 2-1, c)**
- o. Adds annual review (para 3-1, a, b)**
- o. Adds appeals process (Chapter 4)**

Proposed changes, modifications, and/or deletions should be made known GAARNG G-1, HR Plans using GA Form 2028. Your feedback to provide a quality product is always welcome.

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Chapter 1

Overview

1-1 Purpose.

MOS Administrative Retention Review (MAR2) is a Commander's tool to identify Soldiers in their unit who have permanent medical limitations (P3/P4 profiles) and request an administrative review to determine if the Soldier meets the standards of his/her Area of Concentration (AOC) or Primary Military Occupational Specialty (PMOS). This is accomplished by an administrative review of the Soldier's Physical Profile Record (DA Form 3349) against the AOC/PMOS standards outlined in Smartbook, DA PAM 611-21

<https://www.milsuite.mil/book/groups/smartbookdapam611-21> and recommendations from the Soldier and his/her chain of command on the Soldier's ability to perform in their AOC/PMOS in a deployed/field environment. MAR2 will enhance readiness by providing a process to monitor and maintain a quality force. This process will help to ensure that Soldiers are physically qualified.

1-2 Applicability.

The MAR2 process ensures Soldiers are referred to the appropriate administrative or medical board. Soldiers who receive a disqualifying condition that can result in possible reclassification, will be referred to the Military Occupational Specialty (MOS) Administration Retention Review (MAR2). It is simply an administrative review based on the facts as stated on the documents contained in the MAR2 packet. This process is applicable to all ARNG Title-32 and M-Day Soldiers with an injury, illness, or disease whether incurred in the line of duty or not.

1-3 Approving Authority.

The State G1 (or designee) is the final approving authority for MAR2 and will determine one of three outcomes for the Soldier:

- a. Retain in PMOS/AOC: Soldier meets PMOS/AOC standards.
- b. Reclassify: Soldier does not meet PMOS/AOC standards.
 1. Soldiers are ineligible for assignment.
 2. Are non-deployable until they complete the reclassification process.
 3. May not attend Army schools, except for reclass.
- c. Referral to the Disability Evaluation Board (DES)/Physical Evaluation Board (PEB)/Medical Retention Determination Point (MRDP): The Soldier does not meet PMOS/AOC standards and does not meet standards for reclassification. The appropriate program is determined by the Deputy State Surgeon-Clinical (DSS-C).
 1. Soldiers are ineligible for assignment.
 2. Are non-deployable.
 3. May not attend Army schools.

Chapter 2

Process Steps.

2-1 Process Steps.

- a. The Program Manager (PM) will notify the Major Subordinate Command (MSC) Medical Readiness Non-Commissioned Officer (MRNCO) of Soldiers with P3/P4 profiles needing a MAR2 packet completed and will initiate an eCase to the condition.
- b. Unit personnel will review the possible outcomes of the MAR2 and ensure the Soldier understands the process. They are responsible for assisting the Soldier with the completion of the MAR2 packet within 45 days after receiving a profile, using the MAR2 checklist. If a Soldier is in the Soldier Recovery Unit (SRU), the SRU staff and parent unit will collectively assist the Soldier with assembling all required documentation.
- c. The Company Commander will review the Soldier's medical documentation and current duty description/duties. The Commander will complete a memorandum of recommendation that addresses the Soldier's current duties, the current level of exposure to elements that may be detrimental to the Soldier's condition, and any possible long-term effects on the Soldier's condition by remaining in his/her current MOS/AOC. The Company Commander will select, as indicated in the memorandum, the assignment of the Soldier.
- d. The Battalion Commander will review the Company Commander's letter of recommendation. A separate memorandum is required only if the Battalion Commander non-concurs with the Company Commander's recommendation, the Company Commander does not submit a recommendation or an Exception to Policy (ETP) for additional suspense of action is requested. Units that do not have a Battalion Commander, will use the first O5 or higher in the chain of command. The Battalion Commander is responsible for ensuring the MAR2 packet is submitted within 45 days. Battalion Commanders who feel the Soldier's profile does not accurately reflect the Soldier's medical limitations to perform their MOS may request an extension not to exceed 45 days, for additional consultation with the health care provider.
- e. The MSC MRNCO must submit the completed MAR2 packet via email to MAB within 45 days of notification. If the MAR2 packet is not received by the suspense date, MAB will request a review of the Soldier's profile from the Deputy State Surgeon-Clinical (DSS-C), based on medical and MOS/AOC information without input from the Soldier or command. This could result in the removal of any waiver code on the DA Form 3349 for this condition.
- f. The PM will review all documentation before submission to the approval authority for determination. Packets with missing or incorrect documentation will be returned to the MSC MRNCO for correction. The PM prepares recommendation memorandums and submits the packet to the DSS-C for review.
- g. The PM will prepare a determination memo and submit the packet to the approval authority.
- h. The approval authority will determine if the Soldier is retained in the current MOS/Branch classification or non-retained. The PM will notify the Battalion Commander of the findings. If continued service or reclassification is approved, the PM will request from the DSS-C that the Soldier's DA Form 3349 be updated with a waiver code.
- i. If the Soldier does not meet PMOS/AOC standards and a waiver of those standards was not favorably considered, the Soldier must reclassify to another MOS/AOC for continued service. A Soldier may request reclassification to a specific PMOS/AOC. However, reclassification is at the needs of the Georgia Army National Guard (GAARNG). Reclassification for the sole purpose of providing Soldiers with continued military service without regards to GAARNG needs is not a consideration by the board. Soldiers unable to attend a MOS/branch school for reclass will be referred to the G-1 Human Resources Branch for review.
- j. MAR2 packets will not be delayed due to a unit Commander or Soldier failing to submit their recommendations or statements. Every effort will be made to obtain this documentation however, the MAB has the authority to submit a MAR2 packet consisting of the Soldier's profile, a memorandum from the G1 Sergeant Major, and Battalion Commander's recommendation stating the unit Commander and Soldier failed to submit their documents by the suspense date.

2-2 Process Steps Simplified.

STEP 1: The Soldier receives a permanent profile (DA Form 3349) with a 3 or 4 listed in any of the PULHES. (The PULHES codes can be found in section 2 of the DA Form 3349.)

STEP 2: The MRNCO/unit personnel assist the Soldier in completing the MAR2 packet using the MAR2 checklist. All Soldiers will receive a counseling statement outlining the details of the MAR2 program.

STEP 3: Once the packet is complete, the MRNCO will forward the packet to MAB for review. Packets will be sent digitally (encrypted) for expediency.

STEP 4: The PM performs an administrative review of the packet based on the Military Operational Hearing Test (MOHT) results, the Soldier's and Commander's statements, and the Battalion's Commander's statement (if applicable.)

STEP 5: The DSS-C will complete an administrative review of the MAR2 packet and return it to the PM.

STEP 6: PM then submits the packet to the approving authority for final determination. Findings will determine if the Soldier will be:

- a. Retained in current PMOS/AOC.
- b. Reclassified to another MOS/Branch (The Soldiers unit will schedule training and assignment for individuals being re-classed).
- c. Referred to the DES/PEB/MRDP.

STEP 7: Approving Authority returns the packet with final determination to the PM. The PM submits the packet to DSS-C, who will update the waiver code on the Soldier's permanent profile (DA Form 3349).

2-3 Required Documents

- a. Completed checklist.
- b. Current DD Form 2216 Audiogram (within 12 months).
- c. Current MOHT.
- d. Physical Profile DA Form 3349, with Permanent H3 condition.
- e. Soldier's MOS Description from DA PAM 611-21.
- f. Retirement Points Accounting Management (RPAM) NGB Form 23B.
- g. DA Form 4856, Developmental Counseling.
- h. Soldier's Memorandum for Record.
- i. Company Commander's Letter of Recommendation.
- j. Battalion Commander's (or designee) Letter of Recommendation. **(If required)**

NOTE: Any packet missing the required documents will not be accepted.

Chapter 3
Annual Review

3-1 Annual Review

- a. All Soldiers identified as a H3 and have been retained in their current MOS will be placed in the MAR2 program. As part of this program, MAB retains the original MAR2 packet and receives an annual updated audiogram and MOHT for review to determine if there has been a significant change. If no significant change in the Soldier's hearing, a 1-year extension is given.
- b. If a significant change is determined, the waiver code on the DA Form 3349, physical profile will be withdrawn and a new MAR2 packet must be submitted to MAB for consideration.

Chapter 4

Appeal Process

If a Soldier appeals the State G1 adjudication, they must submit a memorandum of appeal no later than 30 days from receipt of results, through the chain of command to MAB. MAB will provide the appeal memorandum and G1's adjudication to The Adjutant General (TAG), who is the appellate authority for G1 adjudication decisions. The appellate responsibility may be delegated to the Assistant Adjutant General (ATAG). The Soldier may also appeal the TAG's decision through the Army Board for Correction of Military Records (ABCMR). The appeal to ABCMR shall not halt the process to reclassify or refer a Soldier to the DES/PEB/MRDP.

Appendix A
References

AR 40-501

Standards of Medical Fitness, dated 27 June 2019

AR 40-502

Medical Readiness, dated 27 June 2019

AR 635-40

Disability Evaluation for Retention, Retirement, or Separation, dated 19 January 2017

AR 600-8-24

Officer Transfers and Discharges dated 8 February 2020

AR 600-8-19

Enlisted Promotions and Reductions, dated 21 June 2024

DA PAM 611-21

Military Occupational Classification and Structure, dated 20 December 2022

DA PAM 40-501

Army Hearing Program, dated 8 January 2015

NGR 600-100

Commissioned Officers-Federal Recognition and Related Personnel Action, dated 06 July 2020

NGR 600-101

Warrant Officer Federal Recognition and Related Personnel Actions, dated 18 September 2018

PPOM 15-025

Army National Guard (ARNG) Military Occupational Specialty (MOS) Administrative Review (MAR2) Permanent Implementation Policy

Appendix C

Glossary

AOC

Area of Concentration

DSS-C

Deputy State Surgeon - Clinical

DES

Disability Evaluation System

GAARNG

Georgia Army National Guard

MAB

Medical Actions Branch

MAR2

MOS Administrative Review

MOHT

Military Operational Hearing Test

MOS

Military Occupational Specialty

MRDP

Medical Retention Determination Point

MRNCO

Medical Readiness Non-Commissioned Officer

MSC

Major Subordinate Command

PEB

Physical Evaluation Board

PHA

Periodic Health Assessment

PM

Program Manager

PMOS

Primary Military Occupational Specialty

RPAM

Retirement Points Accounting Management

SRU

Soldier Recovery Unit

TAG

The Adjutant General