

Medical Actions (NGGA-PEM)

**Medical  
Retention  
Determination  
Point  
(MRDP)**

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

# ***SUMMARY of CHANGE***

**SOP**  
**Medical Retention Determination Point (MRDP)**

**This major revision, dated 1 October 2024 -**

**o. Updates Army National Guard and Reserve Enlisted Administrative Separations, dated 21 June 2024**

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.

## **Contents**

### **Chapter 1 Overview**

- 1-1 Purpose
- 1-2 Applicability
- 1-3 Appointment Scheduling

### **Chapter 2 Process Steps**

- 2-1 Process Steps

### **Appendix A**

References

### **Appendix B**

Figures List (Not Used)

### **Appendix C**

Glossary

## **Chapter 1 Overview**

### **1-1. Purpose.**

The Medical Retention Determination Point (MRDP) program is designed to process Soldiers who have reached their clinical MRDP for discharge or have been temporarily profiled for more than 365 days, meeting administrative MRDP in accordance with AR 40-501, para 3-1. For Soldiers referred for MRDP, the disqualifying medical condition is not service connected (does not have an approved line of duty (LOD) determination or does not qualify for an Integrated Disability Evaluation System Referral Memorandum (IDRM).

### **1-2. Applicability.**

Soldiers that have been identified by the Deputy State Surgeon-Clinical (DSS-C) as having a non-duty related injury, illness or disease that does not meet retention standards are required to be processed for medical disqualification in accordance with AR 635-40, unless a Non-Duty Related Physical Evaluation Board (NDR-PEB) is requested.

### **1-3. Appointment Scheduling**

During the Chapter 3 Retention Evaluation process, Soldiers who do not meet medical retention standards by reason of a non-duty related injury, illness, or disease will be referred by the DSS-C to the Program Manager (PM) for counseling.

- a. The PM will coordinate with Major Subordinate Command Medical Readiness Non-Commissioned Officer (MSC MRNCO), Case Manager (CM) and Soldier to schedule an appointment. Once the appointment has been scheduled, the PM will send an Outlook Calendar Invite to the Soldier requesting acceptance of the invite. The Human Resource Office (HRO) will also be notified for federal technicians.
- b. In cases where the PM is unable to reach the Soldier for scheduling, the PM will notify the unit and send a certified notification to the Soldier's home of record advising that they have been referred to MRDP. The notification will include requirements to schedule an appointment and suspense date. If suspense date is not met, a Non-Compliance Memorandum and a copy of all communications will be forwarded to the Incapacitation Review Board (IRB) for separation approval.

## Chapter 2 Process Steps

### 2-1 Process Steps.

a. The PM will counsel the Soldier on the MRDP process. During the counseling the Soldier will be provided Notification of Disqualification Memorandum, Notification of Intent Memorandum, Developmental Counseling Form (DA Form 4856), Physical Profile Record (DA Form 3349), and their Retirement Points Accounting Management (RPAM) statement.

1. The Notification of Disqualification Memorandum lists the condition(s) for which the Soldier does not meet retention standards and lists elections available in relation to retention or discharge options.

2. The Notification of Intent Memorandum is used to elect one of the following options:

- (i) Medical discharge if a Soldier has less than 15 years of creditable service for retirement.
- (ii) Medical retirement if a Soldier has 15 years or more, but less than 20 years of creditable service for retirement.
- (iii) Retirement if a Soldier has 20 years or more creditable service for retirement.
- (iv) NDR-PEB at the request of the Soldier to determine fitness for continued military service.

3. The DA Form 4856 is used to counsel Soldiers on their rights and responsibilities and highly encourages the Soldier to seek legal assistance from Judge Advocate General (JAG) and/or Office of Soldier Counsel (OSC).

4. The RPAM Statement will be verified for accuracy.

b. The Soldier is required to provide the unit with a copy of the signed MRDP counseling packet. The PM will notify MSC MRNCO and CM by email of the Soldier's election.

c. All Soldiers will have a 60-day suspense from the date of the MRDP counseling to make an election on the notification of intent memorandum, if needed. All LOD investigations must be initiated prior to Chapter 3 appointment. The 60-day suspense is not for Soldiers to request a LOD. All MRDP documents must be completed and emailed to the MRDP PM @ [ng.ga.gaarmg.list.ngga-mrdp@army.mil](mailto:ng.ga.gaarmg.list.ngga-mrdp@army.mil) by the suspense date. Soldiers electing discharge must elect a date no later than the 60-day suspense.

1. When a Soldier chooses the 60 days to make an election, the PM will follow up with the Soldier within 30 days to check the status of his/her decision and log communication in Electronic Case Management (eCase).

2. If needed, Soldier or MRNCO can request a one-time 30-day extension from the PM.

d. During the monthly Incapacitation Pay Review Board (IRB), each MRDP packet will be reviewed and signed by the President of the board and MSC representative. If no board is scheduled, each MRDP packet is emailed to the respective MSC representative, the President of the board, and JAG, for review and signature.

NOTE: All MRDP packets are reviewed by JAG before submission to the IRB.

e. After the IRB, each MRDP packet will be uploaded into HRR by the PM. The PM will forward the packets to G-1/Retirements for discharge orders. Per the Georgia Army National Guard (GAARNG) Commanding General's (CG) guidance, all Soldiers who are medically discharged will receive an award or the unit will submit a memorandum detailing why an award was not recommended.

f. If MRDP documents are not received by the suspense date, the MRDP packet will be presented at the IRB to be considered for separation based upon the qualifying years of service on the RPAM statement. The PM will notify the unit and send a Non-Compliance Memorandum to the Soldier's home of record advising the Soldier of their medical discharge or medical retirement date.

**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**

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

**DA PAM 635-40**

Procedures for Disability Evaluation for Retention, Retirement, or Separation, dated 12 January 2017

**AR 135-178**

Army National Guard and Reserve Enlisted Administrative Separations, dated 21 June 2024

**AR 135-175**

Army National Guard and Reserve Separation of Officers, dated 30 March 2020

**DoDI 1332.18**

Disability Evaluation System (DES), dated 24 February 2023

**Appendix C**  
**Glossary**

**CM**  
Case Manager

**DSS-C**  
Deputy State Surgeon-Clinical

**eCase**  
Electronic Case Management

**HRO**  
Human Resource Office

**HRR**  
Health Readiness Record

**IDRM**  
Integrated Disability Referral Memorandum

**IRB**  
Incapacitation Review Board

**JAG**  
Judge Advocate General

**LOD**  
Line of Duty

**MRPD**  
Medical Retention Determination Point

**MRNCO**  
Medical Readiness Non-Commissioned Officer

**MSC**  
Major Subordinate Command

**NDR-PEB**  
Non-Duty Related Physical Evaluation Board

**OSC**  
Office of Soldier Counsel

**PM**  
Medical Program Manager

**RPAM**  
Retirement Point Accounting Management

**SOP**  
Standard Operating Procedures