

Medical Actions (NGGA-PEM)

**MOS
Administrative
Retention
Review (MAR2)**

Joint Force Headquarters
Georgia Army National
Guard Marietta, GA
15 October 2025

SUMMARY of CHANGE

SOP

MOS Administrative Retention Review (MAR2)

This major revision, dated 15 October 2025 –

- o. Adds Ineligible Actions while pending MAR2 (para 1-4)**
- o. Changes step 3 to 8, 4 to 9, 5 to 10, 6 to 11 (para 2.2)**
- o. Adds steps 3, 4, 5, 6, 7 (para 2-2)**
- o. Adds required documents (para 2-3)**

Proposed changes, modifications, and/or deletions should be made known GAARNG G-1, HR Plans using DA Form 2028. Your feedback on providing 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, AR-40-501, Chapter 3) 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, 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). This process is applicable to all ARNG, Title-32, M-Day Soldiers with an injury, illness or disease whether incurred in the line of duty or not.

1-3 Approving Authority.

Approving Authority: The Adjutant General (TAG) or designee is the final approving authority for MAR2 and will determine one of three outcomes for the Soldier:

- a. Retain in PMOS/AOC; the Soldier meets PMOS or AOC medical requirement (DA PAM 611-21)
- b. Reclassify/ branch transfer; the Soldier does not meet PMOS or AOC medical requirement (DA PAM 611-21)
- c. Physical Evaluation Board (PEB) the Soldier does not meet retain or reclassification in PMOS or AOC

1-4 Ineligible Actions while pending MAR2.

- a. Reassignment orders (inter-state Transfer and Conditional Release between components)
- b. Assignment Orders
- c. Reenlistment, PCS and Transfer within a Component
- d. Army Training Schools Attendance
- e. Non-Deployable Status

Chapter 2

Process Steps.

2-1 Process Steps.

- a. The Program Manager (PM) will notify the Major Subordinate Command (MSC) Medical Readiness NCO (MRNCO) of Soldiers with P3/P4 profiles needing a complete MAR2 packet. Unit personnel are responsible for assisting the Soldier in 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.
- b. Unit personnel will review with the Soldier, the possible outcomes of the MAR2 and ensure the Soldier understands the process. The Company Commander will review the Soldier's medical documentation, current duty description/duties, and Personnel Qualification Record (PQR). The Commander will complete a memorandum of recommendation. The Commander's memorandum must address 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/Branch. The Commander will select as indicated on the memorandum for assignment of the Soldier.
- c. The Battalion Commander will review the Company Commander's letter of recommendation and MAR2 packet. The Battalion Commander will also complete an additional memorandum if they have a different recommendation than the company Commander's recommendation. Both memorandums will be submitted with the MAR2 packet through S-1 channels to the MSC MRNCO. The MSC MRNCO will assist the unit in initiating an eCase using <https://medchart.cloud.mil/MEDCHARTWeb/Default.aspx> in relation to this condition prior to submission of the MAR2 to the G-1/Medical Actions.
- d. The Soldier's MAR2 packet must be submitted to G-1/Medical Actions by the MSC MRNCO within 45 days of notification that a packet is required. If the MAR2 packet is not received within the suspense date, G-1/Medical Actions will request a review of the Soldier's profile from the Deputy State Surgeon-Clinical (DSS-C), based upon medical and MOS/Branch information without input from the Soldier or command. This could result in the removal of any wavier code on DA Form 3349 for this condition.
- e. The PM will review all documentation prior to 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 medical provider recommendation memorandums and submits the packet to the DSS-C for review.
- f. The PM will prepare a determination memo and submit the packet to the approval authority, President of the Incapacitation Board. During the monthly Incapacitation Review Board (IRB), MAR2 packets are reviewed by the DSS-C and the approving authority.
- g. The approval authority will determine if the Soldier is retained in current MOS/Branch classification or non-retained. The PM will notify the MRNCO and the Soldier of the determination. 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 wavier code.
- h. 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.
 1. The Soldier will be referred to the unit career counselor. The unit will have 30 days to assign the Soldier to a new duty position, and the Soldier will have 6 months from the determination date to schedule a reclassification course. If the Soldier does not schedule a reclassification course within 6 months, the Soldier will be referred to the Disability Evaluation System (DES).
 2. If the Soldier does not meet PMOS/AOC standards and does not qualify for a new PMOS/AOC they will be referred to the Disability Evaluation System (DES).

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 assist in the Soldier in completing the MAR2 packet using the MAR2 checklist. The suspense for packet submission is 45 duty days from notification.

STEP 3: The Unit Commander (CDR) or First Sergeant (1SG) counsels the Soldier and provides Soldier recommendation. Enlisted Soldiers will receive a counseling statement outlining the details of the MAR2 program whereas Officers will not.

STEP 4: The CDR forwards the MAR2 packet to the Battalion (BN) CDR for review. Units that do not have a BN CDR will use the first o5 or higher in the chain of command.

STEP 5: The BN CDR will either concur or non-concur with the CDR. The BN CDR only needs to provide a memo if they non-concur with the unit CDR.

STEP 6: The BN CDR ensures the Soldier has been counseled by the unit CDR or 1SG.

STEP 7: The BN CDR forwards the MAR2 packet to the MRNCO.

STEP 8: Once the packet is complete, the MRNCO will forward the packet to MA for review. Packets will be sent digitally (encrypted) for expediency.

STEP 9: The MAR2 PM performs an administrative review of the packet based on the limitations of the profile as stated by the provider, the Soldier's statement, the Commander's statement and the battalion's Commander's statement. The MAR2 is simply an administrative review based on the facts stated on the documents contained in the MAR2 packet.

STEP 10: The DSS-C will review the MAR2 packet and make an admin review and will return the packet to the MAR2 program manager.

STEP 11: MAR2 PM then submits the packet to the Approving Authority for final determination. These facts will determine if the Soldier will be:

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

STEP 12: Once the decision is made, the Approving Authority returns the packet to the program manager. The PM submits the packet to DSS-C, who will update all the personnel codes on the Soldier's permanent profile (DA Form 3349).

2-3 Required Documents

- a. The completed checklist
- b. Current DD Form 2216 Audiogram (within 12 months).
- c. Current Military Operational Hearing Test (MOHT) results, within 12 months).
- 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 (**OPTIONAL**).

- i. Company Commander's Letter of Recommendation.
- j. Battalion Commander's (or designee) Letter of Recommendation.

NOTE: Any packet missing the Required Documents will not be accepted.

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 12 April 2006 Rapid Action Revision, dated 13 September 2011

AR 600-8-19

Enlisted Promotions and Reductions, dated 16 May 2019

DA PAM 611-21

Military Occupational Classification and Structure, dated 19 July 2018

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 12-071

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

MOS Administrative Retention Review (MAR2) Checklist, October 2025

MAR2 Commander's Memo, October 2025

MAR2 Soldier's Memo, October 2025

Appendix C

Glossary

AD

Active Duty

ADOP

Active Duty Orders Process

ADSW

Active-Duty Special Work

AOC

Area of Concentration

AT

Annual Training

DSS-C

Deputy State Surgeon - Clinical

HRR

Health Readiness Record

HSS

Health Services Section

IADT

Initial Active Duty

IDES

Individual Disability Evaluation System

IDT

Inactive Duty for Training

IET

Initial Entry Training

LOD

Line of Duty

MAR2

MOS Administrative Review

MRNCO

Medical Readiness NCO

PHA

Periodic Health Assessment

PM

Program Manager

PMOS

Primary Military Occupational Specialty

RC

Reserve Component

Appendix C
Glossary

RC-ADOS

Reserve Component Active Duty for Operational Support

RCMC M/T

Reserve Component Managed Care Mobilization/Training

RCMC PM

Reserve Component Managed Care Program Manager

SRP

Soldier Readiness Process

SRU

Soldier Recovery Unit

TAG

The Adjutant General