

Medical Actions (NGGA-PEM)

**Medical
Retention
Determination
Point
(MRDP)**

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

SUMMARY of CHANGE

SOP

Medical Retention Determination Point (MRDP)

This major revision, dated 1 October 2025 -

- o. Adds “or individual board members” (para 1-3, b.)**
- o. Adds “Early” (para 2-1, a., 2., (ii).)**
- o. Adds “email or” (para 2-1, f.)**
- o. Updates Enlisted Administrative Separations, dated 6 June 2025 (Appendix A, References)**
- o. Updates Separation of Officers, dated 29 May 2025 (Appendix A, References)**

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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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 because 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 the 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) or individual board members 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) Early 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.gaarnng.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 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 email or 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

Enlisted Administrative Separations, dated 6 June 2025

AR 135-175

Separation of Officers, dated 29 May 2025

DoDI 1332.18

Disability Evaluation System (DES), dated 24 February 2023

DA Form 4856

Developmental Counseling Form, dated MAR 2023

Notification of Intent for Medical Retention Determination Point, OCT 2025

Notification of Medical Disqualification, OCT 2025

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