



SECRETARY OF THE ARMY  
WASHINGTON

23 AUG 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2012-18 (Military Occupational Specialty Administrative Retention Review (MAR2))

1. References:

- a. Army Regulation (AR) 40-501 (Standards of Medical Fitness), Rapid Action Revision Issue Date 4 Aug 11.
- b. AR 600-60 (Physical Performance Evaluation System), 28 Feb 08.
- c. Department of the Army Pamphlet 611-21 (Military Occupational Classification and Structure), 22 Jan 07.

2. Soldiers must be of sufficient medical fitness to satisfactorily perform their primary military occupational specialty or functional area (hereafter collectively referred to as "PMOS"), as well as those functional activities all Soldiers must perform regardless of PMOS.

3. AR 600-60 provides for a military occupational specialty (MOS)/Medical Retention Board process to determine a Soldier's ability to perform the duties required of his/her PMOS in a worldwide field or austere environment. This directive rescinds AR 600-60 and replaces it with a streamlined review process for MOS administrative retention, known as MAR2.

- a. MAR2 is an administrative process for Soldiers who meet medical retention standards, but who nonetheless may not be able to satisfactorily perform the duties their PMOS requires. The MAR2 process will be used to determine whether a Soldier will be retained in his/her PMOS or reclassified into another PMOS. Soldiers who do not meet PMOS standards and who do not qualify for reclassification will be referred to the disability evaluation system (DES).

- b. MAR2 is not for Soldiers who do not appear to meet the medical retention standards of reference 1a; those Soldiers must be referred to the DES. Soldiers who are unable to perform the functional activities required of every Soldier listed in block 5 of Department of the Army (DA) Form 3349 (Physical Profile), including living in an austere environment without worsening the medical condition, must be referred to the DES.

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4. Subject to the exceptions in paragraph 5, a referral for MAR2 is required in the following circumstances:

a. the Soldier has a permanent numerical designator of 3 or 4 ("P3" or "P4") on the DA Form 3349 (Physical Profile) and is not otherwise referred to the DES; or

b. the Soldier has been retained after going through an MOS/Medical Retention Board, MAR2 or DES process and either:

(1) receives a permanent P3 or P4 profile for a physical profile serial system factor other than the factor that generated the referral to the MOS/Medical Retention Board, MAR2 or DES process; or

(2) additional functional limitations are added to the P3 or P4 profile that generated the referral to the MOS/Medical Retention Board, MAR2 or DES process.

5. The following Soldiers will not be referred for MAR2 processing:

a. Soldiers within 90 days of separation, including medical separation;

b. Soldiers with an approved retirement, including medical retirement;

c. Soldiers who are not qualified in a primary area of concentration or functional area;

d. Soldiers who failed to complete initial active duty training or Basic Officer Leaders Course;

e. Soldiers pending administrative separation pursuant to AR 600-8-24 (Officer Transfers and Discharges), AR 635-200 (Active Duty Enlisted Administrative Separations), AR 135-178 (Army National Guard and Army Reserve Enlisted Administrative Separations) or AR 135-175 (Army National Guard and Army Reserve Separation of Officers); and

f. Soldiers assigned to a Warrior Transition Unit or Community Based Warrior Transition Unit who have not received a return to duty memorandum.

6. The following procedures will be used in administering the MAR2 process for Active Army Soldiers:

a. Initiation of MAR2 Process. Each week installation career counselors will obtain the P3 or P4 profile for Soldiers who appear to meet medical retention standards from

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the military treatment facility's patient administration division and send each profile to the first commander in the grade of lieutenant colonel or higher in the Soldier's chain of command.

b. Soldier Counseling. The commander will ensure that the Soldier is counseled about the MAR2 process and that a DA Form 4856 (Developmental Counseling Form) is completed. The Soldier will be informed about the MAR2 process, including the Soldier's ability to provide input to the process by submitting a statement; the Soldier's ability to appeal a MAR2 decision; and the effect or lack thereof of the MAR2 process on the Soldier's ability to receive assignment orders, reenlist, be promoted or attend training. A template for completing DA Form 4856 is at enclosure 1.

c. Assembly of the MAR2 Packet. The commander will ensure that the MAR2 packet is prepared and forwarded to the installation career counselor within 10 business days of receipt of the Soldier's P3 or P4 profile. The commander may extend this time by 14 business days to consult further with the profiling medical officer. The commander will notify the installation career counselor if the time is extended. The MAR2 packet will contain the:

(1) Soldier's DA Form 3349. Profiles based on hearing must include a copy of the SPRINT (Speech Recognition in Noise Test).

(2) Soldier's statement. The Soldier's statement contains the Soldier's input into whether the Soldier should be retained in his/her PMOS, reclassified into a different PMOS or referred to the DES. The Soldier may seek legal assistance in completing the statement. A Soldier is not required to provide a statement. The commander will ensure that the Soldier's decision about whether to submit a statement is annotated on the DA Form 4856. A sample Soldier's statement is at enclosure 2.

(3) Commander's statement. The commander must provide a recommendation regarding whether the Soldier should be retained in his/her PMOS, reclassified into a different PMOS or referred into the DES. A sample commander's statement is at enclosure 3.

(4) Completed DA Form 4856.

d. Submission of MAR2 Packet. The commander will forward the completed MAR2 packet to the installation career counselor for electronic submission to U.S. Army Human Resources Command (AHRC), Retention and Reclassification Branch (RRB) using the MAR2 module in eProfile.

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e. Decision on MAR2 Packet. Within 14 business days after receipt of a Soldier's completed MAR2 packet, AHRC RRB will review the packet and render a decision. The AHRC RRB will consider the entire MAR2 packet in rendering its decision, including Soldier preferences, but will make the decision that best meets the Army's needs for a fit fighting force. A sample decision memorandum is at enclosure 4.

(1) Before issuing a decision, AHRC RRB may request a waiver of PMOS standards on behalf of the Soldier from the PMOS proponent through the Soldier's respective career branch within AHRC.

(2) AHRC RRB will issue one of these decisions:

(a) retain the Soldier in his/her PMOS: the Soldier either meets PMOS standards or has been provided a waiver of PMOS standards by the Soldier's PMOS career branch within AHRC;

(b) reclassification: the Soldier meets standards for a different PMOS and will be reclassified into that PMOS; or

(c) referral to the DES: the Soldier does not meet PMOS standards and does not qualify for reclassification into a different PMOS based on the Soldier's physical profile or because manpower requirements do not support reclassification.

f. Decision Returned to Command. The AHRC RRB decision will be returned to the Soldier's commander through the installation career counselor responsible for the Soldier's installation of assignment. The commander will notify the Soldier of the AHRC RRB decision within 2 business days of receipt. A sample acknowledgment of this notification is at enclosure 4.

g. Appeals. If the Soldier agrees with the AHRC RRB decision or elects not to appeal, the AHRC RRB decision will become final on the date of agreement or election. A Soldier who disagrees with the MAR2 decision may appeal.

(1) The Soldier will submit his/her appeal in writing to the commander within 10 business days after receiving notice from his/her commander of the AHRC RRB decision. The Soldier must state the reason(s) for his/her appeal and may submit any other materials in support of the appeal. The Soldier may request an additional 10 business days from his/her commander to prepare the appeal. The commander will notify AHRC RRB if the Soldier elects to appeal and if the time is extended.

(2) The commander will transmit the Soldier's appeal through the chain of command to the appellate authority for a final decision. AHRC's Director of Enlisted

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Personnel Management Directorate is the appellate authority for enlisted appeals, and AHRC's Director of Officer Personnel Management Directorate is the appellate authority for officer appeals. A commander may make a recommendation on an appeal but a recommendation is not required. The commander will forward a complete copy of the MAR2 packet, including the AHRC RRB decision, to the appellate authority when transmitting the appeal.

(3) The appellate authority will issue a written decision on the Soldier's appeal, which is final on the date of issuance.

(4) AHRC will transmit the written decision to the commander, who will notify the Soldier.

7. These procedures are modified as follows to administer the MAR2 process for Army National Guard Soldiers:

a. The G-1 of the State (or the District of Columbia, the Commonwealth of Puerto Rico, and the Territories of Guam and the Virgin Islands, as appropriate) (hereafter collectively the "State G-1") will perform the functions assigned to the installation career counselor in paragraph 6.

b. Commanders will make sure the MAR2 packet is prepared and submitted to the State G-1 within 45 business days of receipt of the Soldier's P3 or P4 profile. The commander may extend this time by 45 business days if he/she needs to consult further with the profiling medical officer. The commander will notify the State G-1 if the time is extended.

c. The State G-1—not AHRC RRB—will review the complete MAR2 packet, make a decision on the packet and return that decision to the commander within 14 business days. Before issuing a decision, the State G-1 may request a waiver of PMOS standards on behalf of the Soldier from the career branch of the PMOS.

d. Commanders will notify the Soldier of the State G-1's decision within 30 business days of receipt of the decision.

e. The appellate authority for Army National Guard appeals is the State Adjutant General (or the Adjutant General of the Commonwealth of Puerto Rico, the Adjutant General of the Territories of Guam or the Virgin Islands, or the Commanding General of the District of Columbia National Guard) (hereafter collectively the "State Adjutant General"). Soldiers will submit their appeals through their commander to the State Adjutant General within 30 business days after notification of the MAR2 decision.

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8. These procedures are modified as follows to administer the MAR2 process for U.S. Army Reserve Troop Program Unit Soldiers:

a. The Regional Support Command (RSC), G-1 will perform the functions assigned to the installation career counselor in paragraph 6.

b. Commanders will ensure that the MAR2 packet is prepared and submitted to the RSC, G-1 within 45 business days of receipt of the Soldier's P3 or P4 profile. The commander may extend this time by 45 business days if he/she needs to consult further with the profiling medical officer. The commander will notify the RSC, G-1 if the time is extended.

c. The RSC, G-1—not AHRC RRB—will review the complete MAR2 packet, make a decision on the packet and return that decision to the commander within 14 business days. Before issuing a decision, the RSC, G-1 may request a waiver of PMOS standards on behalf of the Soldier from the career branch of the PMOS.

d. Commanders will notify the Soldier of the RSC, G-1's decision within 30 business days of receipt of the decision.

e. The appellate authority for U.S. Army Reserve appeals is the U.S. Army Reserve Command, G-1. Soldiers will submit their appeals through their commander to the Reserve Command, G-1 within 30 business days after notification of the MAR2 decision.

9. These procedures are modified as follows to administer the MAR2 process for Active Guard/Reserve, Individual Ready Reserve, and Drilling Individual Mobilization Augmentee Soldiers:

a. The AHRC Surgeon's Office will perform the functions assigned to the installation career counselor in paragraph 6.

b. Commanders will ensure that the MAR2 packet is prepared and submitted to the AHRC Surgeon's Office, within 45 business days of receipt of the Soldier's P3 or P4 profile. The commander may extend this time by 45 business days if he/she needs to consult further with the profiling medical officer. The commander will notify the Surgeon's Office if the time is extended.

c. The AHRC Surgeon's Office, personnel section—not AHRC RRB—will review the complete MAR2 packet, make a decision on the packet and return that decision to the commander within 14 business days. Before issuing a decision, the Surgeon's Office

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may request a waiver of PMOS standards on behalf of the Soldier from the Soldier's respective career branch within AHRC.

d. Commanders will notify the Soldier of the AHRC Surgeon's Office's decision within 30 business days of receipt of the decision.

e. The appellate authority for Active Guard/Reserve, Individual Ready Reserve and Drilling Individual Mobilization Augmentee appeals is the AHRC Deputy Chief of Staff. Soldiers will submit their appeals through their commander to the AHRC, Deputy Chief of Staff within 30 business days after notification of the MAR2 decision.

10. From the time a Soldier receives a permanent P3 or P4 profile until the time the MAR2 process is completed (including a decision on any appeal), the Soldier:

a. performs duties within the limitations of his/her profile;

b. is eligible for awards and for promotion consideration, promotion selection and promotion;

c. is temporarily in a non-deployable status, but the commander may permit his/her deployment after consulting with a medical officer;

d. may be subject to disciplinary action;

e. is ineligible for assignment instructions or orders. If the Soldier received assignment orders before initiation of the MAR2 process (issuance of a P3 or P4 profile without referral to the DES), the MAR2 process must be completed and a final decision rendered before the Soldier proceeds on assignment; and

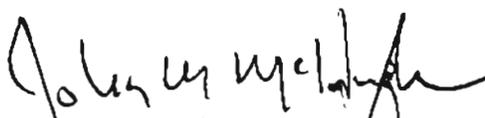
f. is ineligible for reenlistment, permanent change of station, transfer within a component or transfer between components, and ineligible to be scheduled for or to attend training for which U.S. Army Training and Doctrine Command is the proponent.

11. This directive is effective immediately. Its provisions apply to the Active Army, the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve.

12. The Deputy Chief of Staff, G-1 is the proponent for this policy and will incorporate the provisions of this directive into AR 635-40 (Physical Evaluation for Retention, Retirement, or Separation) as soon as practicable. The Deputy Chief of Staff, G-1 has the authority to approve exceptions or waivers to this directive that are consistent with controlling law and regulations.

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13. This directive is rescinded upon publication of the applicable Army regulations.



John M. McHugh

Encls

DISTRIBUTION:

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Commander

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- Director, Army National Guard
- Commander, U.S. Army Human Resources Command

**DEVELOPMENTAL COUNSELING FORM**

For use of this form, see FM 8-22; the proponent agency is TRADOC.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army  
**PRINCIPAL PURPOSE:** To assist leaders in conducting and recording counseling data pertaining to subordinates  
**ROUTINE USES:** The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system  
**DISCLOSURE:** Disclosure is voluntary.

**PART I - ADMINISTRATIVE DATA**

Name (Last, First, MI)	Doc, John A.	Rank/Grade	SGT/E5	Date of Counseling	1 Jan 2013
Organization	Company Z, Battalion X	Name and Title of Counselor	CPT Mary Smith		

**PART II - BACKGROUND INFORMATION**

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

The purpose of this command counseling is to inform you of your referral to the Military Occupational Specialty Administrative Retention Review (MAR2) Process.

**PART III - SUMMARY OF COUNSELING**

Complete this section during or immediately subsequent to counseling.

**Key Points of Discussion:**

1. I received a copy of my permanent profile on 31 Dec 2012.
2. I understand that my referral into the MAR2 process will result in one of the following decisions:
  - a. I will be retained in my current Military Occupational Specialty.
  - b. I will be reclassified to another Military Occupational Specialty.
  - c. I will be referred to the disability evaluation system.
3. I understand I may, but am not required to, provide a statement on my behalf regarding my preference for retention in my current MOS, reclassification into a different MOS, or referral into the disability evaluation system. I may provide reason(s) for my preference and may provide other information relevant to the decision. I understand that my input will be considered, but that the decision will be made that best meets the needs of the Army for a fit fighting force.
4. I understand there is an appeal process for the MAR2 decision. I understand that I have 10 business days after I receive the MAR2 decision from my Commander to submit an appeal in writing to my Commander. I must provide the reason(s) for my appeal and may submit any other materials in support of my appeal.
5. I have been informed about the impact of the MAR2 process on my ability to receive assignment orders, reenlist, be promoted, and attend training.

**OTHER INSTRUCTIONS**

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

**Plan of Action** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).  
Soldier's option to provide a statement on his/her behalf.

Soldier must initial one response:

I will provide a statement on my behalf regarding my preference for retention in my current MOS, reclassification into a different MOS, or referral into the disability evaluation system. JAD \_\_\_\_\_ (SM initial)

I will not provide a statement on my behalf regarding my preference for retention in my current MOS, reclassification into a different MOS, or referral into the disability evaluation system. \_\_\_\_\_ (SM initial)

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled:  I agree  disagree with the information above.  
Individual counseled remarks \_\_\_\_\_

Signature of Individual Counseled: DIGITAL SIGNATURE 12345678 Date: 1 Jan 2013

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action.)

If the Soldier provides a statement, the Commander will forward it with the MAR2 packet to the decision authority.

Signature of Counselor: DIGITAL SIGNATURE 12345678 Date: 1 Jan 2013

**PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

**Not applicable:** Soldier will be advised of the MAR2 decision by the Commander or his/her designee.

Counselor: N/A Individual Counseled: N/A Date of Assessment: N/A

**Note:** Both the counselor and the individual counseled should retain a record of the counseling.



**DEPARTMENT OF THE ARMY**

ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE AND ZIP + 4 CODE

OFFICE SYMBOL

Date

MEMORANDUM FOR

SUBJECT: Military Occupational Specialty Administrative Retention Review (MAR2)  
Statement for RANK, Soldier's Name

1. Because I have a designator of 3 or 4 as a permanent profile in the physical profile serial system factor(s) of (identify which factor(s)), I have been referred to the MAR2 process. The MAR2 process is used to determine whether I am satisfactorily able to perform the duties associated with my primary military occupational specialty (PMOS) of (insert MOS title).

2. The MAR2 process has three possible outcomes: retention in my PMOS, reclassification into a different PMOS, or referral into the disability evaluation system for separation or retirement based on disability.

3. While I understand that the needs of the Army must come first, my preference is:

Identify selection and, if reclassification is selected, include up to three choices of MOS.  
*Example: I would like to be reclassified into a different PMOS. If I am reclassified, I would be interested in the following PMOS(s): 13F (Fire Support Specialist), 74D (Chemical Operations Specialist), or 13B (Cannon Crewmember).*

4. State the reason(s) for this preference and any other information you would like to provide.

SOLDIER'S  
SIGNATURE BLOCK



**DEPARTMENT OF THE ARMY**

ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE AND ZIP + 4 CODE

OFFICE SYMBOL

Date

MEMORANDUM THRU

MEMORANDUM FOR

SUBJECT: Commander's MAR2 Recommendation for (Insert Rank, Soldier's Name)

1. This Soldier's primary military occupational specialty (PMOS) is (insert MOS title).
2. I received his/her permanent profile dated XX Month 20XX. I have reviewed this profile and believe it to be an accurate representation of the Soldier's limitations.
3. The MAR2 process has three possible outcomes: retention in the Soldier's PMOS, reclassification into a different PMOS, or referral to the disability evaluation system for consideration for separation or retirement based on disability.
4. I recommend (insert selection).
5. The reason(s) for this recommendation is/are (insert remarks).

AUTHORITY LINE:

COMMANDER'S  
SIGNATURE BLOCK



**DEPARTMENT OF THE ARMY**

ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE AND ZIP + 4 CODE

OFFICE SYMBOL

Date

MEMORANDUM FOR (Insert Rank, Soldier's Name)

SUBJECT: MAR2 Decision for (Insert Rank, Soldier's Name)

1. U.S. Army Human Resource Command's Retention and Reclassification Branch (AHRC RRB) has thoroughly reviewed your permanent profile and other pertinent records, including all matters submitted with the MAR2 package.
2. The MAR2 process has three possible outcomes: retention in your primary military occupational specialty (PMOS), reclassification into a different PMOS, or referral to the disability evaluation system for consideration for separation or retirement based on disability.
3. Based upon the review, AHRC RRB determined that (insert decision from three possible outcomes. If the decision is reclassification into a different PMOS, include the PMOS.)
4. If you disagree with this decision, you may appeal. You must submit your appeal in writing to your commander within 10 days after receiving notice from the commander of the AHRC RRB decision. You must state the reason(s) for your appeal. You may submit any other materials in support of the appeal. If you believe you will need more than 10 days to prepare your appeal, you may request additional time from your commander.
5. A copy of this correspondence will be filed in your Official Military Personnel Record.

AUTHORITY LINE:

CF:  
COMMANDER

NAME  
SIGNATURE BLOCK FOR AHRC RRB

OFFICE SYMBOL

SUBJECT: MAR2 Decision for (Insert Rank, Soldier's Name)

SOLDIER ACKNOWLEDGMENT:

On (insert date) my commander gave me a copy of this decision.

\_\_\_\_\_ I agree with the decision.

\_\_\_\_\_ I disagree with the decision but will not appeal.

\_\_\_\_\_ I will appeal. I will submit my appeal in writing to my commander within \_\_\_\_\_ days and state the reason(s) for my appeal.

\_\_\_\_\_  
Soldier's Signature

\_\_\_\_\_  
Print Name