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INFORMATION
PAPER

JALS-OSC

1 November 2023

SUBJECT: MOS Administrative Retention Review (MAR2)

1. Purpose: To provide information for Soldiers going through the MEB/PEB process on the MOS Administrative Retention Review (MAR2) process.
2. Facts: The MAR2 has replaced the MMRB to better enhance the Army's ability to maintain a quality force by ensuring Soldiers are physically qualified to perform their PMOS/Job Code in a worldwide deployed environment or field condition. MAR2 provides commanders a process to identify Soldiers who have medical limitations and require an administrative review to determine if the Soldier meets their PMOS/Job Code standards in a worldwide field or austere environment.
3. The MAR2 program will ensure that every Soldier and Officer who is issued a P3 or P4 profile has an administrative review to see if the physical limitations on their profile prohibit them from performing in their current PMOS/AOC/Job Code. In the past, Soldiers who were issued a permanent profile would go months, or even years, before they would go through the MMRB process. Additionally, Soldiers who would need to be placed in another job would have to wait for MMRB results to be sent forward for administrative action.
4. The MAR2 Program is no longer managed via MILPER message. Regulatory guidance is located in AR 635-40, chapter 3 and processing guidance is in DA PAM 635-40, chapter 2. The easiest way to understand the MAR2 process is to break it down into steps as seen below.
 - a. STEP 1: The Soldier or Officer 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.
 - b. STEP 2: The Installation Retention Office collects these profiles from either the Patient Administration Division (PAD) at the local Military Treatment Facility (MTF) or through a system known as eProfile.
 - c. STEP 3: The Installation Retention Office then screens the profile to ensure it clearly indicates physical limitations. If the profile is not clear, the profile will be referred back to the MTF. If the profile is clear, then it will be sent down to the unit so a MAR2 packet can be generated. The suspense for packet submission is 14 duty days.
 - d. STEP 4: The BDE/BN Career Counselor will receive the profile and assist in completing the MAR2 packet. There are some slight differences in packets for Soldiers

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versus Officers. For instance, Soldiers will receive a counseling statement outlining the details of the MAR2 program whereas Officers will not. The Career Counselor is the subject matter expert on MAR2 packets and should be the primary source for any questions.

e. STEP 5: Once the packet is complete, the BDE/BN Career Counselor will forward the entire packet back to the Installation Retention Office who will in turn verify the packet is complete and forward it to the Human Resources Command (HRC) at Ft Knox. Packets are sent digitally to ensure there is no delay.

f. STEP 6: HRC performs an administrative review of the packet based on the limitations of the profile as stated by the doctor, the Soldier's statement, the commander's statement and any additional documentation. Remember, the limitations have already been stated by the doctor; the MAR2 is simply an administrative review based on the facts as stated on the documents contained in the MAR2 packet. These facts will determine if the Soldier or Officer will be:

(1) Retained in current PMOS/AOC/Job Code.

(2) Reclassified to another MOS/AOC/Job Code (HRC will schedule training and assignment for individuals being reclassified).

(3) Referred to the Medical Evaluation Board (MEB).

5. Once the decision is made by HRC, the results will be immediately sent back to the installation for distribution to the command. HRC will also update all the personnel codes on the Soldier's or Officer's record with the MAR2 results.

6. REMEMBER: The Career Counselor is the primary source of information for the MAR2 Program.

7. This Information Paper is provided as a service to Soldiers in the MEB/PEB process and is intended as general information only. A Soldiers' Counsel is available to provide specific legal advice to Soldiers involved in the MEB/PEB process. Contact your local Office of Soldiers' Counsel for more information. If you don't know how to reach your local OSC office, please contact your PEBLO.

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