

Commissioned Officer Retention Beyond Mandatory Removal Date (MRD)

Controlled Unclassified Information

The proponent for this checklist is HRH-O

Section I. Applicant Data

Name (Last, First, MI):	Grade:	
Branch:	AOC:	State:
Current Status:	Current Promotion Status:	Board Year:
Type of Request:	Other:	

Section II. Document List

Place all documents in order of the checklist. Submit packet as one PDF file.

TAG Memorandum (TAG Signature ONLY) <small>See Note 1</small>
Soldier Request Memorandum (for DES, include authorization of release of health information pursuant to HIPPA)
Chain of Command Letters of Recommendation (Optional)
HRO Endorsement (Must include verification of retirement annuity) (MILTECH Only)
Officer Record Brief (ORB) (Must be current within 30 days of packet submission)
Evaluation Reports (Last 3 OERs) (Only for MRD ETP requests approved by ASA M&RA) <small>See Note 2</small>
NGB 23A (RPAM Statement)
Individual Medical Readiness (IMR) (PHA must be current within 12 month)
ACFT Results (Must be in compliance with FM 7-22)
HT/WT Verification (DA 5500/5501, if applicable) (Must be in compliance with AR 600-9)
Security Clearance Verification Memo (Signed by Security Manager)
HRAR (Human Resource Authorization Report)
SF 50 (Personnel Action Form) (MILTECH Only) <small>See Note 3</small>
Assignment Orders (MILTECH Only) <small>See Note 3</small>
Previously Approved Retention Beyond MRD Documents
DD Form 2088 (Ecclesiastic Endorsement) (Chaplains Only)
Senior Army Chaplain (ARNG) Letter of Recommendation (Chaplains Only) <small>See Note 4</small>
Current Medical License/Credentials (AMEDD Only)
State Surgeon Letter of Recommendation (AMEDD Only)
Board Certification (AMEDD Only) (If Applicable)
Mobilization/Alert Orders (VOL SELCON Only)
DA 1506 (Statement of Service - For Computation of Length of Service for Pay Purposes) (If Applicable)
For DES, include MEB/PEB documents, DA 3349 profile, memo from DES authority <small>See Note 5</small>

Section III. Certifying Official Information**State Officer Personnel Manager/Officer Strength Manager**

Name (Last, First, MI):	Rank:
Email:	Phone:
Signature:	Date:

REMARKS:

REFERENCES: NGR 635-100; NGR 600-100, PPOM 19-011**ARNG-HRH-O MILSUITE:** <https://www.milsuite.mil/book/groups/arng-officer-policy>**IPPS-A Case Summary:** NGB/Region#/State/Retention Beyond MRD - Rank Last Name**NOTE 1:** Must include a "Get Well Plan", Officer strength overages and a statement that the Officer is not pending any adverse actions.**NOTE 2:** HQDA, DMPM, and ASA M&RA checklists require the officers OERs for MRD ETP reviews.**NOTE 3:** SF 50 required for all MILTECHs. Note: MILTECHs retained beyond their MRD must submit a request to change military or technician assignments to HRH for approval prior to reassignment. Assignments that do not meet compatibility requirements and/or the conditions of the approved retention are not authorized.**NOTE 4:** If no SR Army Chaplain, the CofS LOR and Chain of Command LORs are required.**NOTE 5:** Include memo from PEBLO/Physician, specify referral to DES, estimated processing time and 10 USC 12301(h) orders.**OTHER NOTE:** The approval authority for this request is HRH. For exceptions, the Assistant Secretary of the Army (Manpower and Reserve Affairs) is the approval authority. HRH recommends.

For T10 AGR officers, HRH-O will request concurrence from HCM.