

Warrant Officer Retention beyond Mandatory Removal Date (MRD) Checklist

Controlled Unclassified Information

The proponent for this checklist is HRH-O

Section I. Applicant Data

Name (Last, First, MI):		Grade:
MOS:	Current Status:	State:
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) See Note 1 & Note 5
CCWO Memorandum
Soldier Request Memorandum (for DES, include authorization of release of health information pursuant to HIPPA. -Statement "I have not applied for or been granted retired pay" IAW NGR 600-101, 4-9b
HRO Endorsement (Must include verification of retirement annuity) (MILTECH Only)
Officer Record Brief (Must be current within 30 days)
Evaluation Reports (Last 3 OERS) (Only for MRD ETP requests approved by ASA M&RA) See Note 3
NGB 23A (RPAM Statement)
Individual Medical Readiness (IMR) (PHA must be current within 12 months)
ACFT (Last 3, DA 705 or Printed from DTMS)
HT/WT (Last 3, Printed from DTMS) (DA 5500/5501 (if applicable)) (Must be current within 6 months of packet submission)
Security Clearance Verification Memorandum (Signed by Security Manager)
Previously Approved Retention Beyond MRD Documents
SF 50 (Personnel Action Form) (MILTECH Only) See Note 2
Assignment Orders (MILTECH Only)
Mobilization/Alert Orders (For Mobilized/Mobilizing Officers)
MEB/PEB documents, including DA 3349 Profile (DES only) See Note 4
Retention recommendation from DES authority or assigned case manager (if applicable)

Section III. Certifying Official Information

State Officer Personnel Manager/Warrant Officer Strength Manager/Officer Strength Manager

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

REMARKS:

REFERENCES: NGR 635-100; PPOM 19-011; NGR 600-101, Chapter 4, Para. 4-7 - 4-10

ARNG-HRH-O MILSUITE: <https://www.milsuite.mil/book/groups/arng-officer-policy>

Problem Summary: NGB/Region#/State/Retention Beyond MRD - Rank Last Name

NOTE 1: Must include statement if Soldier is/is not pending any adverse actions.

NOTE 2: 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 3: HQDA, DMPM, and ASA M&RA checklists require Officer OERs for MRD ETP reviews.

NOTE 4: Include memo from PEBLO/Physician, specify referral to DES, estimated processing time and 10 USC 12301(h) orders.

NOTE 5: Essentiality age, cases require a "Get Well Plan."

OTHER NOTE: The approval authority for this request is ARNG-HRH-O unless required under higher authority.

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