

**ACTIVE GUARD RESERVE (AGR) PROCESS**  
**Entry and Exit Criteria for the Warrior Care and Transition Program (WCTP)**

1. If the Soldier's command determines that medical treatment or the individual circumstances surrounding the Soldier's medical condition meet the criteria listed in paragraph 4a(1), the Soldier's State (NG) or Unit (USAR) will send the Soldier for evaluation to the closest MTF with a WTU. If upon examination by the MTF provider, the Soldier meets WTU entry requirements, the packet is referred to the TOL to request WTU Entry.

2. The following documents are required when submitting a request:

a. Commander Referral Letter. At a minimum, this letter will contain a request for assignment/attachment to a WTU with the Soldier's past history, present condition, plan, and prognosis, and an explanation of why the Soldier meets entry criteria. A sample letter is found in Enclosure 7.

b. Completed DA Form 4187 (Personnel Action) (must be signed by Soldier and Commander).

c. DA Form 3349 (Physical Profile) completed by the examining MTF military medical approving authority.

d. Completed DA Form 7652 (Commander's Performance and Functional Statement).

e. Statement from the examining MTF military medical examining provider will include, at a minimum, diagnosis, anticipated length of care, primary care manager contact information, treatment plan, prognosis for recovery, and other medical documentation to substantiate the medical condition(s) supporting the WTU entry request.

f. Commander's statement verifying Soldier is not pending Uniform Code of Military Justice proceedings or adverse administrative action.

g. Commander's statement verifying that the requesting Soldiers mandatory removal date (MRD), retention control point, or expiration of term of service will not occur during this active duty period.

3. The requesting Soldier's unit, through their Major Subordinate Command will send the WTU request packet to the applicable State ARNG HQ or USARC G1 for staffing and consideration. Where the ARNG or USARC Commander or delegated approving authority recommends WTU entry, the Soldier's request will be forwarded to HRC for orders publication. National Guard AGR Soldiers will convert from Title 32 to Title 10 (12301(h)) for assignment to a WTU.