Office Symbol Date

MEMORANDUM THRU, (Battalion, address)

MEMORANDUM FOR JFHQ G1, Attn: Medical Action Branch (MAB), 1000 Halsey Ave. Bldg. 408, Marietta, GA. 30060.

SUBJECT: Commander’s Military Occupational Specialty (MOS) Administrative Retention Review (MAR2) Recommendation for (Soldier’s Rank, Last name, First name, MI, Last 4 SSN)

1. (Soldier’s Rank, Last name) received his/her permanent profile on (enter profile date). I have reviewed this profile and believe it to be an accurate representation of (Soldier’s Rank, Last Name) physical limitations.

2. I have personally counseled (Soldier’s Rank, Last name) on the MAR2 program advising them of the potential outcome. (Soldier’s Rank, Last name) has prepared a memorandum detailing their understanding of the MAR2 pending results and any relevant decision pertaining to future service in the Army National Guard. (Soldier’s Rank, Last name) understands the MAR2 is not a separation action and is informed of the MAR2 appeal process.

3. (Commanders must recommend one of the three COA’s (Retain/Reclass/DES/MRDP) and are encouraged to provide personal insight to the Soldier’s potential for future service).

4. Point of contact is (POC with contact information - phone number and email address).

 COMMANDER

 SIGNATURE

 Block