Office Symbol Date

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

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

1. I (Rank, Last name) received my permanent profile on (enter profile date). I have been counseled on the MAR2 program and understand one of the following decisions will be rendered.

a. Retain in PMOS: Soldier meets PMOS standards set forth by the MOS proponent in DA PAM 611-21 or has been provided a proponent waiver for these standards.

b. Reclassification: Soldier does not meet PMOS standards set forth by the MOS proponent in DA PAM 611-21 and a waiver of these standards was not favorably considered by the proponent. Soldier must also be able to perform common Soldier tasks identified on, but not limited to, block 5 of DA Form 3349 to remain eligible for reclassification. Soldiers may request reclassification for a specific MOS however, reclassification is IAW the needs of the Army. Reclassification for the sole purpose of providing Soldiers with continued military service without regard to Army needs is not a consideration.

c. Referral to the Disability Evaluation Board/Medical Retention Determination Point (DES/MRDB): Soldier does not meet PMOS standards set forth by the MOS proponent in DA PAM 611-21 and does not qualify for a new MOS. Direct referral to the MEB/PEB is warranted.

2. Based on my medical profile I request, (This is your opportunity to express your needs, wants and desires. Add anything you like in this paragraph that you think will assist the G1 in making an informed decision based on the limits of your profile).

3. I understand there is an appeal process for the MAR2 decision, and it is not a separation action. I understand that I have 30 days from receipt of results to file an appeal in writing through my chain of command with any relevant and material documentation. I have fully articulated my desired outcome for the MAR2 in this statement.

4. Point of contact is (include you and your unit’s POC with contact information - phone number and email address).

 Soldier’s Signature Block

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