

MEDPROS
FORCE HEALTH PROTECTION

USER GUIDE



e-Profile

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e-Profile
MOS Administrative Retention
Review (MAR2)
User Guide

Version	Date	Description
1.0	August 2011	This version includes instructions for the MAR2 module for the e-Profile application and the new functionality features with the 3.10.0 release.

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1.0 Introduction to e-Profile

1.1 Background

e-Profile is an application within the Medical Operational Data System (MODS) suite which allows global tracking of all Army Soldiers who have been determined by the medical system to have a temporary or permanent medical condition that may render them medically not ready to deploy. It also provides an automated workflow process for the MOS Administrative Retention Review (MAR2).

1.2 Purpose

e-Profile provides a fully automated profile process, Form DA 3349 entry to routing final profile to Commander. It uses smart logic to improve quality of profiles and enforces profile process standardization and quality control. It increases communication between Commanders and Providers, helping to ensure Soldiers get corrective intervention, either medical care or board/review process.

In addition, the MAR2 module within the application is fully automated, providing the ability to review profile based on Soldier's MOS/AOC, build the Soldier's review packet by uploading the majority of the required paperwork, assign profiles (Soldiers) to the review and perform the adjudication.

The application follows the Physical Profiling guidelines set forth in AR 40-501, Standards of Medical Fitness http://www.army.mil/usapa/epubs/pdf/r40_501.pdf and the new MAR2 policy that will be updated in the AR 600-60, Physical Disability Evaluation System.

1.3 Application Components and Validations

The e-Profile application consists of Admin, Profile, MAR2, Report, MEB, PEB and System modules. e-Profile validates user's access to different modules based on their user role. For information on User roles and their access, refer to Appendix D.

1.4 Intended Audience

This User Guide is intended for Commanders, Retention NCOs and Administrators who manage and track Soldiers as they go through the MAR2 process utilizing the e-Profile application.

1.5 Prerequisites

To access e-Profile, you must have an active Common Access Card (CAC). You no longer need an active AKO or need to register your CAC on AKO in order to login in to e-Profile. All ARNG and USAR users must complete the annual HIPAA training and post their certificate to the e-Profile application for gaining and retaining access.

2.0 Get System Access

When accessing e-Profile for the first time, you will need to complete the registration process, including your user role. For more information, refer to Appendix A: Gaining System Access or contact the MODS Help Desk (888) 849-4341.

3.0 Profiles for MAR2 Process

When a permanent profile is initiated and approved in e-Profile with a PULHES of 3 or 4, indicating the Soldier meets retention standards, the system flags the Soldier's profile as needing a MAR2.

Profile > View All Profiles help center

[-] Click to hide search filter
 To search for a profile, enter known information about the profile below and press the "Apply" button. The search will only return results that match or partially match all criteria entered.

SSN: Location: AA - FT STEWART (USA MEDDAC FT STEWART)

First Name: Last Name:

Submitted Date From: 20110101 Submitted Date To: 20110816

UIC: PULHES:

Profile Type: Status: Approved

Approved Date From: Approved Date To:

Board Review:

Submitted	Approve Date	Expires	SSN	Name	UIC	Type	PULHES	Primary Diagnosis	Status	ALC	Board Review		
20110104		20110404	xxxxx1112	FT STEWART12 SOLDIER S	WCWYAA	Temporary	222211	Chronic Shin Splints, Hearing Loss	Approved	NA		View PDF	View
20110103	20110103		99990101	xxxxx1109	W0VA07	Permanent	333111	knee pain	Approved B	MAR2		View PDF	View
20110722	20110722		20111022	xxxxx1109	W0VA07	Temporary	333111	knee pain	Approved	NA		View PDF	View
20110104	20110104		99990101	xxxxx1110	W0VA07	Permanent	112111	ortho PA test	Approved B	NA		View PDF	View
20110123	20110123		20110423	xxxxx1110	W0VA07	Temporary	113111	Lower Back Strain, Back Pain	Approved	NA		View PDF	View
20110104		20110404	xxxxx1113	FT STEWART13 SOLDIER S	W2MSAA	Temporary	313211	Chronic Shin Splints, Hearing Loss	Approved	NA		View PDF	View
20110120	20110120		99990101	xxxxx3333	SOLDIER ARMY TEST	W1S603	Permanent	223111	Shin Splints	Approved B	MAR2	View PDF	View

Exhibit 3-1 View All Profiles for MAR2

Flagged profiles needing a MAR2 are also included in the Meet 40-501 grid for the PADC (Personnel Administration Disability Clerk) and MILPO (Military Personnel Officer) personnel.

The screenshot shows the 'Profile > Meet 40-501' search page. It includes a navigation bar with 'Profile', 'MAR2', 'MEB', 'PEB', 'Reports', and 'My Account'. Below the navigation bar are tabs for 'Meets 40-501', 'Does Not Meet 40-501', and 'Temporary Profiles'. The main content area contains a search filter section with the following fields:

- SSN:
- First Name:
- Submitted Date From: 20110101
- UIC:
- UIC Description:
- Last Name:
- Submitted Date To: 20110816
- PULHES:

Buttons for 'Apply' and 'Reset' are located at the bottom right of the search filter section. Below the search filter is a table with the following data:

Submitted	SSN	Name	UIC	UIC Description	PULHES	Primary Diagnosis	
20110103	xxxxx1109	FT STEWART9 SOLDIER S	W0VA07	MP CO GAR HQ B HQ	333111	knee pain	View PDF
20110120	xxxxx3333	SOLDIER ARMY TEST	W1S603	1ST BN 351ST REGT	223111	Shin Splints	View PDF

Records Found 2

Exhibit 3-2 View Profiles that Meet 40-501

Based on the Soldier's location / state / region and component's MAR2 guidelines, the profile is routed to the appropriate group to start the MAR2 packet process.

4.0 MAR2 Process

The MAR2 module streamlines the process across components and provides visibility of the results from the adjudication process to the commanders. The MAR2 component is fully automated if the profiles were created, signed and approved within e-Profile. If the profiles were not submitted in e-Profile, the profile can be manually loaded. The originating post/state/ or RSC has the ability to build the Soldier's packet by uploading the majority of required paperwork,, manage locations, assign profiles (Soldiers) to the review process, and assign panel members (if required). The packets are then adjudicated with the proper disposition.

The e-Profile MAR2 module contains:

- A work flow driven approach similar to the profiling process.
- Automated distribution of profiles to the person managing the MAR2 process based on the Soldier's location.
- Tracking tools for the Soldier and Checklist throughout the review process.
- Selection tool to schedule the Soldiers for the MAR2

4.1 MAR2 Roles

There are user roles within e-Profile that are used for the MAR2 process. These roles are specific to component and meet the different guidelines for Active Army, National Guard and Army Reserve.

Active Army

- SR HR Authority – Responsible for monitoring e-Profile for all P3 and P4 profiles and initiation of the MAR2 process and to ensure the adjudication process is complete. After adjudication, input the appropriate code in e-Profile. To approve user registrations and manage user permissions for Installation HR accounts. Responsible for pulling reports on completed and pending MAR2 candidates at the Department of the Army level.
- Installation HR - Responsible for initiation of the MAR2 packet, tracking of packets, and ensure MAR2 process is followed. Collects and packages documents pertaining to the profile and submits. Responsible for pulling reports on completed and pending MAR2 candidates at the installation level.

National Guard

- ARNG Personnel Division (ARNG_HRP) - To approve user registrations and manage user permissions for ARNG administrators at NGB. User requires “Super-User” access to national level to create reports (all 54 states and territories) for NGB leadership oversight.
- Health Systems Specialist (HSS) - Responsible for monitoring e-Profile for all P3 and P4 profiles and initiation of the MAR2 process and to ensure the adjudication process is complete. After adjudication, input the appropriate code in e-Profile. Note – replaces the Military Medical Administrative Clerk role.
- Battalion Medical Readiness NCO - Responsible for initiation of the MAR2 packet, tracking of packets, and ensure MAR2 process is followed from the unit level to BN. Collects and package documents pertaining to the profile and submits; acts as the intermediary between the HSS and unit/BN/BDE. Note – replaces the Military Personnel Administrative Clerk role.
- Military Personnel Officer (MILPO) - Reviews and adjudicates packet based on recommendation of Unit Commander, BN Commander, Career Counselor and State Surgeon. Provide determination results via memo to the HSS.
- State Surgeon (SS) - Provides recommendation of Soldier’s medical status IAW AR 40-501, completes the SF Form 600 (Chronological Record of Medical Care). Issues appropriate profiles and ensures profile is entered into e-Profile.

Army Reserve

- RSC Board Branch Chief (RSC_BBC) - Responsible for monitoring e-Profile for all P3 and P4 profiles and initiation of the MAR2 process and to ensure the adjudication process is complete. After adjudication, input the appropriate code in e-Profile. Note – replaces the Personnel Officer – Military role (MILPO_AR).
- RSC Admin (RSC_AC) - Responsible for initiation of the MAR2 packet, tracking of packets, and ensure MAR2 process is followed from the unit level to RSC. Collects and package

documents pertaining to the profile and submits. Note – replaces the Personnel Administrative Clerk (MILPAC)

4.2 Management of Folders (Packages)

MAR2 Folders will be created to store, manage and track Soldiers going through the MAR2 process. The Folders are created and maintained at the component level for Active Army, state level for National Guard, and RSC level for Army Reserve. Based on role and permissions, users will be able to create the folder, select Soldiers who are pending a MAR2, upload documents and/or post the results.

Active Army

HRC (SR HR Auth) will create the adjudication folders for the Installations (Installation HR) to use for selecting Soldiers and posting documents. The naming standard for these folders will be:

*FY-*nn**, where FY represents the fiscal year followed by a sequential number, such as 12-01, 12-02....

National Guard

Each state Battalion Medical Readiness NCO will create the Review Folders, select the Soldiers and post the documents. The naming standard for these folders will be:

MAR2 *State-*nn**, where State represents the two-character abbreviation for State followed by a sequential number, such as MAR2 Review VA-01, MAR2 Review VA-02...

Army Reserve

Each RSC Administrative Clerk (RSC_AC) will create the Review Folders, select the Soldiers and post the documents. The naming standard for these folders will be:

MAR2 *RSC-*nn**, where RSC represents the Regional Support Command followed by a sequential number, such as MAR2 Review 63rd-01, MAR2 Review 63rd-02...

4.2.1 Create Folders

Follow the steps below to create the adjudication folders.

1. Hover over MAR2 and select Manage MAR2 Folders. The Manage MAR2 Folders page will be displayed. The first section will display Currently Scheduled Reviews. The second section will display text boxes to Create a New Review Folder.



Exhibit 4-1 Welcome Page (Manage MAR2 Folders)

2. Enter the Title of the Review Folder.
3. Select the Location of the review from the drop down menu. (If location is not available, click the Add link to add a location).
4. Enter Comment.
5. Enter the Review Date.

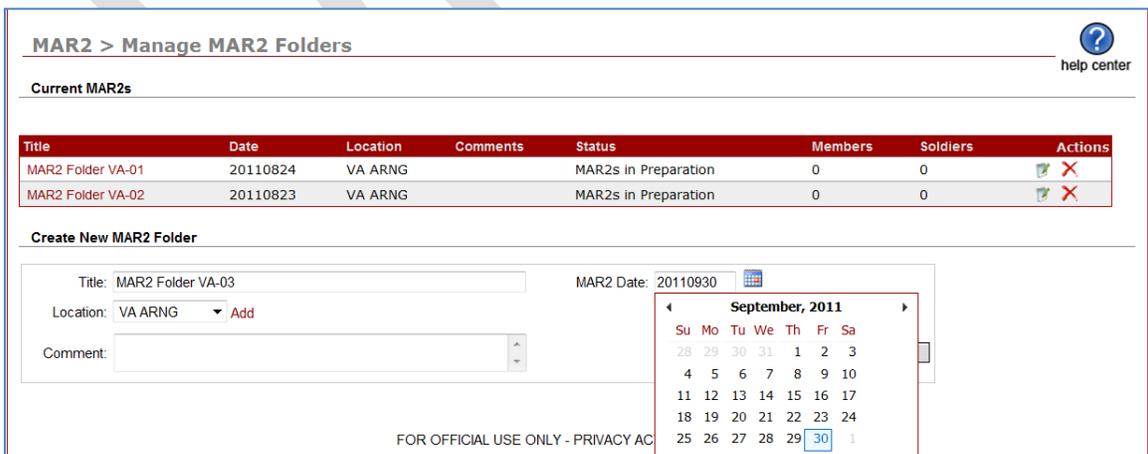
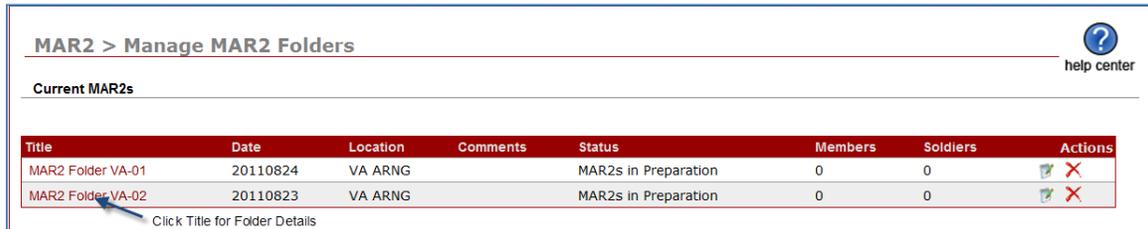


Exhibit 4-2 Manage Review Folders

 **Note:** The MAR2 date should reflect the LAST day Soldiers can be added to the folder and documents can be posted. After this date, the folder is only available for posting the Soldier's results.

6. Click Create Folder.



Title	Date	Location	Comments	Status	Members	Soldiers	Actions
MAR2 Folder VA-01	20110824	VA ARNG		MAR2s in Preparation	0	0	
MAR2 Folder VA-02	20110823	VA ARNG		MAR2s in Preparation	0	0	

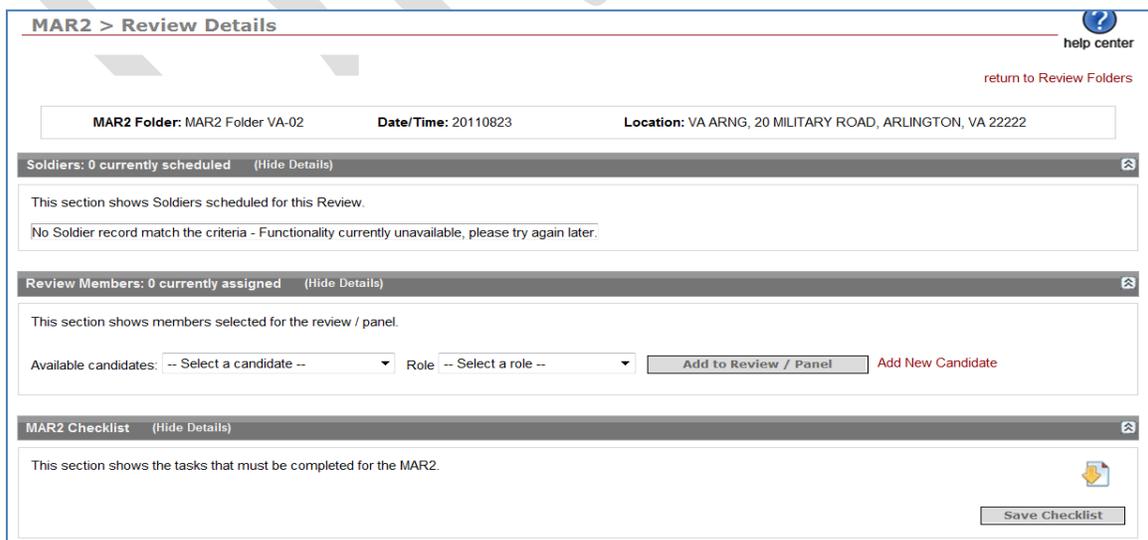
Exhibit 4-3 Currently Scheduled Reviews

4.2.2 View Folder Details

This allows users to view the details of the folder.

1. Click the Title of the Folder to view details. The Folder page will be displayed and is divided into four sections.
 - Section 1 – Soldiers selected for the MAR2
 - Section 2 – Panel members assigned
 - Section 3 – MAR2 Checklist (post MAR2 document)
 - Section 4 – MAR2 Folder Comments

Note – Each of these sections can be expanded or hidden by clicking on the gray bar.



MAR2 > Review Details help center

[return to Review Folders](#)

MAR2 Folder: MAR2 Folder VA-02 **Date/Time:** 20110823 **Location:** VA ARNG, 20 MILITARY ROAD, ARLINGTON, VA 22222

Soldiers: 0 currently scheduled (Hide Details)

This section shows Soldiers scheduled for this Review.
 No Soldier record match the criteria - Functionality currently unavailable, please try again later.

Review Members: 0 currently assigned (Hide Details)

This section shows members selected for the review / panel.

Available candidates: -- Select a candidate -- Role: -- Select a role --

MAR2 Checklist (Hide Details)

This section shows the tasks that must be completed for the MAR2.

Exhibit 4-4 Folder Details

4.2.2.1 Soldiers Selected for MAR2

This section will list the Soldiers that have been selected and posted to this adjudication folder. No Soldiers will be listed when the folder is first created. Please see section 4.3 for steps on adding Soldiers to a Review Folder.

4.2.2.2 Panel Members

If desired, panels / members can be established for the MAR2 Review.

If the Panel Member already exists in the Available Candidates list:

- Select the candidate from the available candidates drop down.
- Select the role assigned to the member from the Role drop down
- Click Add to Panel.
- Member will be added to panel.

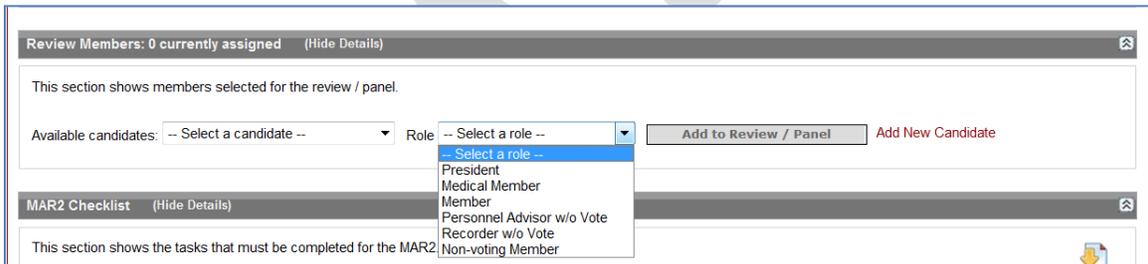


Exhibit 4-5 Currently Assigned Panel Members

If the candidate is not available in drop down:

- Select the Add New Candidate link.

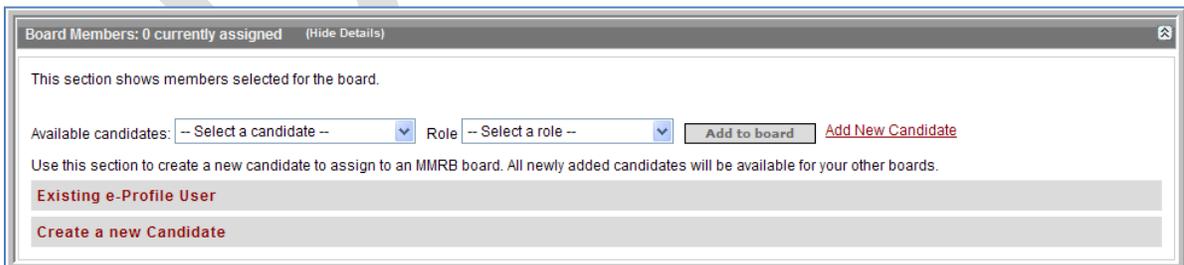


Exhibit 4-6 Creating New Candidates

- To add an Existing e-Profile user to the list of available candidates, click on the Select User drop down and select the user from the list. User will be displayed in the box.
- Enter the User’s Unit/Organization if missing. Unit/Organization will be displayed in the box.

Existing e-Profile User

The following list contains existing e-Profile application users. Select a user and click 'Add' to make them a candidate of MMRB board membership.

--Select User-- Unit/Organization Address:

optional (i.e.:HHC, 1st Inf Bde, 99th Inf Div, Fort Defense, VA 12345)

Exhibit 4-7 Existing e-Profile User

- Click Add. User will be added to the candidate list and the word “updated” will appear under “Available Candidates.”

Board Members: 0 currently assigned (Hide Details)

This section shows members selected for the board.

Available candidates: (updated) -- Select a candidate -- Add New Candidate

-- Select a candidate --
 Young, , PV1

Exhibit 4-8 Updating Candidates

To add someone who is not registered user of the e-Profile application:

- Open the Create New Candidate section. The section will expand.
- Enter the candidate’s SSN. SSN will be displayed in the box.
- Click Search. The system will search for the SSN against existing accounts to ensure the candidate has not been added previously, thus minimizing duplicate entries.

Create a new Candidate

To create a candidate, please enter the following information and click 'Create' to make them a candidate of MMRB board membership.

* SSN:

Exhibit 4-9 Creating a New Candidate

If the candidate does not exist in the system and Member Candidate information box will pop up.

- Enter as much information as possible. Information will be displayed in the box.

Member Candidate

Member is in TapDB, most information will be supplied by TapDB all other fields will be modifiable.

SSN: 123456789

First Name:

Last Name:

Phone:

Email:

Gender: Male Female

Rank: GEN

MOS/AOC: UNK

UIC: W5EHAA

Unit/Organizational Address:

Save Cancel

Exhibit 4-10 Member Candidate Information

- Click Save. Available candidates list will be updated.

4.2.2.3 MAR2 Checklist

The MAR2 Checklist is a standard list of documents that may or may not apply to the Review. Currently there are no documents needed for the 'Pre-Review'. If desired, a summary document can be posted after the Review Folder has been closed.

- Click the blue arrow corresponding to the Summary Document
- Click  to upload the document.
- Check the Completed box under the Status column.
- Click Save Checklist.

:: POST-BOARD		(Additional Options)
Status	Item	
<input type="checkbox"/> Completed <input type="checkbox"/> N/A	Summary of Proceedings	

Save Checklist

Exhibit 4-11 Folder Checklist

4.2.2.4 MAR2 Folder Comments

If desired, comments can be added to the Review Folder.

4.2.3 Manage Locations

To begin working with the MAR2 module, MAR2 Locations must exist or be entered into the system (even if a default location (i.e., HRC Ft Knox)).

Follow the steps below to create a location for the MAR2

1. Hover over MAR2 and click Manage Locations. The Manage Locations screen will be displayed.



Exhibit 4-12 Welcome Page (Manage Locations)

2. If no current MAR2 locations are displayed, Create a New Location. Enter information in the text boxes highlighted below. Information will be displayed in the box.

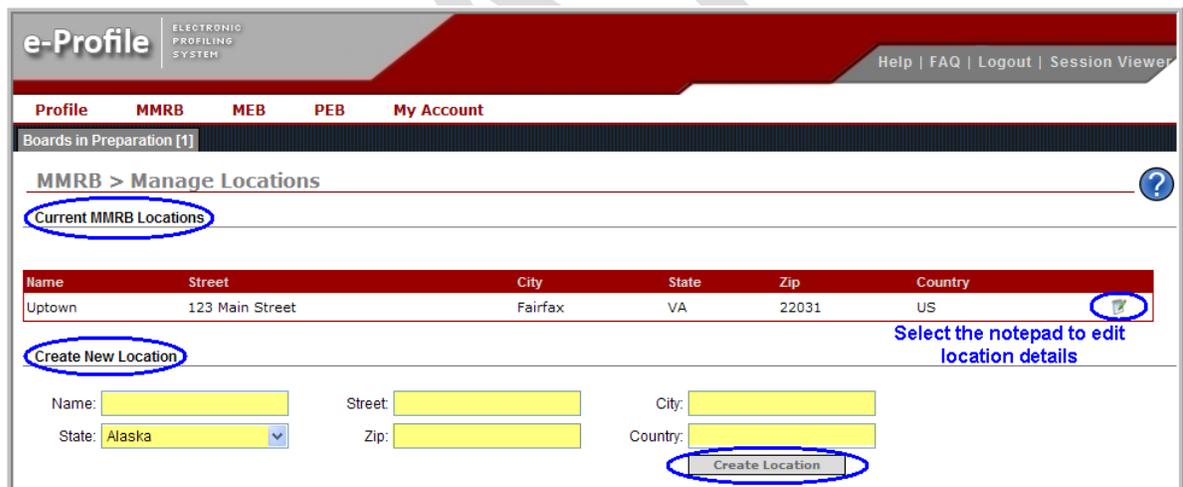


Exhibit 4-13 Create New MAR2 Locations

3. Click Create Location. The Location you just created will be listed under Current MMRB Locations.

Note – For Active Army there will be one static location, HRC Ft Knox.

4.3 Process Profiles / Select Soldiers

Once the folder is created, the Army installations (Installation HR), States (Battalion Retention NCO) and RSCs (RSC Admin Clerk) can select the Soldiers and post the necessary documentation to the folder.

Follow the steps below to add Soldiers to a MAR2 Review Folder / Packet. Soldiers can be placed in the MAR2 Review Folders until the Review Date.

1. Hover over MAR2 and click Process Profiles. Or, click New Profiles under the e-Profile menu tabs or in the Action Items. A page will be displayed listing Soldiers/Profiles eligible for the MAR2.

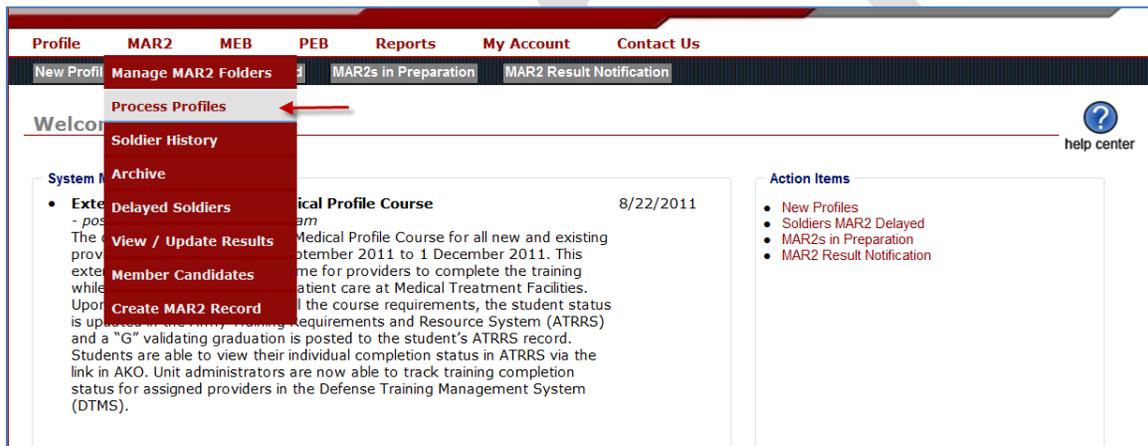


Exhibit 4-14 Welcome Page (Process Profiles)



Note: In order for the Profile to appear in the list:

- The Profile must have been entered in the e-Profile system and generated as Permanent 3/4 (not uploaded.)
 - The Profile must have gone through the Approval Process (two provider signatures).
 - The Profile must indicate that the Soldier meets Chapter 3 Retention Standards without a boarded profile code (i..e, W, Y). If the Soldier had gone through an earlier board / review, the associated profile code must be removed in order for it to be available for action in the MAR2 module.
2. To select a Soldier to a specific Review Folder / Packet, check the box corresponding to selected Soldier.
 3. Click the 'Choose Review Folder'. A list of the available folders will be displayed.

MAR2 > Process Profiles help center

To select Soldiers for MAR2:

- 1) Select the Soldier(s) from the list.
- 2) Click the 'Choose MAR2 Folder' button.
- 3) Select the appropriate MAR2 Folder.
- 4) Click 'Schedule for MAR2'.

Approved	SSN	Name	Rank	Mos	UIC	Unit Description	Diagnosis	Alternate Actions	Select
20110823	xxxxxx0001	VIRGINIA01 SOLDIER	COL	11B	W77749	VA ARNG REC RET CMD	KNEE JOINT REPLACEMENT	Delay Not Required	<input checked="" type="checkbox"/>
20110823	xxxxxx0002	VIRGINIA02 SOLDIER	SFC	11N	W77749	VA ARNG REC RET CMD	DISLOCATION OF SHOULDER	Delay Not Required	<input type="checkbox"/>
20110823	xxxxxx0003	VIRGINIA03 SOLDIER	COL	11M	W77749	VA ARNG REC RET CMD	DISLOCATION OF ELBOW	Delay Not Required	<input type="checkbox"/>

Choose MAR2 Folder

Exhibit 4-16 Soldiers List for MAR2

4. Select a folder and click Schedule to Selected Folder. The Soldier / Profile will be placed in the folder.

Scheduling 1 Soldier(s) to the selected MAR2:

MAR2 Date	Title	Location	Region	Members	Soldiers
20110831	MAR2 Folder VA-04	VA ARNG	Virginia	0	1 Select
20110831	MAR2 Folder VA-05	VA ARNG	Virginia	0	0 Select

Schedule for MAR2 **Cancel**

Exhibit 4-17 Review Folder Schedule List

5. To Delay a Soldier to a later review, check the box corresponding to the appropriate Soldier and click Delay.
6. Enter the Delay Date. The Date will be displayed in the box
7. Select the reason for the delay from the drop down menu provided.
8. Enter Comments
9. Click Delay Soldier. Soldier's MAR2 is now delayed.

Delay Soldier

Delay Until:

Reason: Deployed ▼

Deployed
 Missing Documents
 Other

Comments:

Delay Soldier **Cancel**

Exhibit 4-18 Delay Soldier Window

4.4 Upload MAR2 Documents

Once a Soldier has been selected and placed in a MAR2 folder / packet, the appropriate MAR2 documents can be uploaded to the packet.

Follow the steps below to upload / scan documents for the Soldier's MAR2.

1. Hover over MAR2 and select Manage Review Folders or click the Boards in Preparation. A list of the Scheduled Review Folders will be displayed.



Exhibit 4-19 Manage Review Folders Preparation

2. Click the appropriate Review Folder. Please remember no documents can be uploaded after the Review date.

The screenshot shows the 'MAR2 > Manage MAR2 Folders' page. A table titled 'Current MAR2s' is displayed with the following data:

Title	Date	Location	Comments	Status	Members	Soldiers	Actions
MAR2 Folder VA-01	20110824	VA ARNG		MAR2s in Preparation	0	0	
MAR2 Folder VA-02	20110823	VA ARNG		MAR2s in Preparation	0	0	

Exhibit 4-20 Select Review Folder

3. A list of Soldiers for this Review is displayed. Select the Soldier.
4. Click 'View Profile' to view the Soldier's profile or 'Remove' to remove Soldier from packet.
5. Click 'Checklist'. A list of the available documents will be displayed.

MAR2 > Review Details help center

[return to Review Folders](#)

MAR2 Folder: MAR2 Folder VA-04 Date/Time: 20110831 Location: VA ARNG, 20 MILITARY ROAD, ARLINGTON, VA 22222

Soldiers: 3 currently scheduled (Hide Details)

This section shows Soldiers scheduled for this Review.

Name	SSN	Rank	Result	View		
VIRGINIA03 SOLDIER	xxxxx0003	COL	Reclassification	View Results	View Profile	Checklist
VIRGINIA06 SOLDIER	xxxxx0006	COL		Enter Results	View Profile	Return to Queue Checklist
VIRGINIA07 SOLDIER	xxxxx0007	PV1		Enter Results	View Profile	Return to Queue Checklist

Exhibit 4-21 Soldiers Selected for MAR2

6. Click the checkbox(s) to indicate which documents will be uploaded. Click Save.

This section shows the tasks that must be completed for the Soldier. **5 items Completed. 5 items Incomplete.**

:: GENERAL DOCUMENTATION (Additional Options)

Status	Item	
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A	Counseling Statement	
Documentation is required for this checklist item. Please use the following controls to manage this document. A current document has not been started or added. 		
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A	Company Commander Statement	
<input type="checkbox"/> Completed <input type="checkbox"/> N/A	Battalion Commander Statement	
<input type="checkbox"/> Completed <input type="checkbox"/> N/A	Sprint Test	
<input type="checkbox"/> Completed <input type="checkbox"/> N/A	HSB Recommendation	
<input type="checkbox"/> Completed <input type="checkbox"/> N/A	State G-1 Recommendation	
<input type="checkbox"/> Completed <input type="checkbox"/> N/A	TAG Recommendation	
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A	Miscellaneous	
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A	Soldier Statement	
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A	HSS Recommendation	

* Paperwork is optional
 + Only if information is applicable

Exhibit 4-22 Soldiers MAR2 Checklist

7. Click the blue arrow and the to upload or scan the document.

Ack of Notification & Couns
 for xxx-xx-1105

Document Date: 08/03/2011

Description: Counseling Statement

Location: (ARNG) Virginia

Source: File Scanner

Filename:

Exhibit 4-23 Upload / Scan Document

8. Click the Save button to save the checklist. The MAR2 packet has been successfully submitted for adjudication.

4.5 Post MAR2 Adjudication Results

Once the Soldiers have been placed in the Review Folder and the proper MAR2 documentation has been uploaded, the results from the adjudication can be posted. The SR HR (Active Army), Health System Specialist (National Guard) and the RSC Board Branch Chief (USAR) roles have the necessary permissions to post results.

Results can be posted before the Review date, as long as the necessary documentation is available.

Follow the steps below to post the MAR2 results for the Soldier.

1. Hover over MAR2 and select Manage Review Folders or click the Boards in Preparation. A list of the Scheduled Review Folders will be displayed.
2. Click on the appropriate folder.

MAR2 > Manage MAR2 Folders								
Current MAR2s								
Title	Date	Location	Comments	Status	Members	Soldiers	Actions	
MAR2 Folder VA-01	20110824	VA ARNG		MAR2s in Preparation	0	1		
MAR2 Folder VA-04	20110831	VA ARNG		MAR2s in Preparation	0	3		
MAR2 Folder VA-02	20110825	VA ARNG		MAR2s in Preparation	0	1		

Exhibit 4-24 Manage Review Folders

3. If documents are missing or there is a need to post additional documents, click Checklist and post the necessary documents. Please note the ability to post documents after the Review Date is limited to select personnel.
4. Select Soldier and click 'Results'. The results box will be displayed.

This section shows Soldiers scheduled for this Review.

Name	SSN	Rank	Result	View		
VIRGINIA03 SOLDIER	xxxxx0003	COL	Reclassification	View Results	View Profile	Checklist
VIRGINIA06 SOLDIER	xxxxx0006	COL		→ Enter Results	View Profile	Return to Queue Checklist
VIRGINIA07 SOLDIER	xxxxx0007	PV1		Enter Results	View Profile	Return to Queue Checklist

Exhibit 4-25 List of Soldiers for Posting Results

5. Select the appropriate disposition. When Return to Duty or Reclassification is selected, a post-board profile will be generated. A new comment box will be displayed, allowing the user to enter in comments which will be appended to Block 8 of the DA 3349. The profile will automatically be resubmitted with the Profile Code 'W' added to the profile. In addition, a board record will be created, using the date the result was posted. The post-board profile and the board record will be reflected in MEDPROS the following day.

If you select 'Defer', you have the option to create a draft profile with a downgraded PULHES. This draft profile is available to the providers for update and routing. This profile will not include a 'W' and will not be transferred to MEDPROS until the profile is approved.

Adjudication Results (Hide Details)

Did the Soldier appear before the Review Panel? Yes No

Adjudication results:

Return to Duty
 Reclassification
 Refer to MEB/PEB
 Defer

Comments on voting result:

Comments for post-board profile:
 Soldier has been through a MAR2 and found Returned to Duty or Reclassified within the limitations of this profile.
 ADD / MODIFY COMMENTS AS NEEDED. WILL BE APPENDED TO BLOCK 8 ON THE POST-BOARD PROFILE

2795 characters remaining.

Exhibit 4-26 Posting Results

- Click Save Update. The record will be saved with the selected disposition. When Return to Duty or Reclassified, the appropriate Profile Code (W) will be sent to MEDPROS.

Rank	Soldier Name	Board	Board Date	Vote Result	
COL	SOLDIER VIRGINIA09	MAR2 Review VA-01	20110817	Return to Duty	Select

Exhibit 4-27 Posting Results

- Once the result is posted, a notification will be forwarded to the Installation HR (Active Army), Battalion Retention NCO (National Guard) and RSC Admin Clerk (USAR) and placed in the MAR2 Review Results inbox. The results from the adjudication and any posted documents will be available for review.

MAR2 > MAR2 Review Results

This Inbox Shows the Soldier's Disposition with the MAR2 documents. You can view the documents for each Soldier and you can archive the result.

MAR2 Results for Soldiers

[-] Click to hide search filter

To search for a MAR2 Result, enter known information about the user below and press the "Apply Filters" button. The search will only return results that match or partially match all criteria entered.

SSN: Last Name: First Name:
 UIC: Date From: Date To:
 State / Region: MAR2 Results: MAR2 Folder: New Folder Version less parts

Apply Clear

SSN	Name	UIC	UIC Desc	Review Date	Board Name	Result	Archive
xxxxx2222	CHARLIE CHAPLIN	WVSKY2	HHC 29 ID DET 2	8/15/2011 3:12:37 PM	New Folder Version less parts	Return to Duty	Documents
xxxxx2222	Charlie Chaplin	W77749	VA ARNG REC RET CMD	11/20/2010 7:12:34 PM	New Folder Version less parts	Return to Duty	Documents
xxxxx4785	DRAKE PERRY	WSEHAA	WSEH STARC HQ VA ARNG	11/4/2010 1:49:31 PM	New Folder Version less parts	Defer to next MAR2	Documents

Records Found 3

Export

Exhibit 4-28 MAR2 Review Results Inbox

- Results can also be posted by clicking the View / Update Results under the MAR2 tab.

Profile MAR2 MEB PEB Reports Administration My Account Contact Us

Meets 40-501 Manage MAR2 Folders Soldiers MAR2 Delayed MAR2s Pending Results MAR2s in Preparation Users Pending Approval Users Nearing

Welcome

System M

- Extended Profile Course
- Medical Profile Course

8/22/2011

Action Items

- Meets 40-501
- MAR2 Required
- Soldiers MAR2 Delayed
- MAR2s Pending Results
- MAR2s in Preparation
- Users Pending Approval
- Users Nearing Expiration
- Uploads Pending Approval could not be calculated

Exhibit 4-29 Welcome Page (Update Results)

9. Enter the Soldiers name or SSN and click Find. If more than one Soldier meets the search criteria, select the proper Soldier from the list.

MAR2 > View / Update Results help center

This feature allows user to post or review the MAR2 result for a Soldier.

You can search for a Soldier using their Last name, First name, or Social Security Number. If your search returns one Soldier, that Soldier will be used. If more than one Soldier is returned, select the appropriate Soldier from the list provided.

First Name: Last Name: SSN:

Exhibit 4-30 Update Results Soldier Search

10. The Soldier's record from the Review Packet will be displayed. Click Select to post the results. If the results have already been posted for the Soldier, the results will be displayed by grayed out and not available for updating.
11. Post the result for the Soldier. When the disposition is Return to Duty or Reclassification, a post-board profile will be generated with the Profile Code 'W'.

MAR2 > View / Update Results help center

This feature allows user to post or review the MAR2 result for a Soldier.

PV1. FTLEE03 SOLDIER

SSN: xxxxx0103 Rank: PV1 DOB: 19800303 Gender: Male
 Unit: W1D419 (16TH ORD BN CO G TR) Active Army | MOS: 11B | Active PULHES: 113111 (Last Issued: 20110823)
 Region: FT LEE Email: (not available)
 e-Profile Soldier ID: 1767

Rank	Soldier Name	MAR2 Folder	MAR2 Date	Vote Result
PV1	FTLEE03 SOLDIER	11-30	20110827	Select

Adjudication Results (Hide Details)

Adjudication results:

Return to Duty
 Reclassification
 Refer to MEB/PEB
 Defer

Comments on voting result:

Exhibit 4-31 Update Results

4.6 Closing / Completing Adjudication Folder

Once the adjudication process is complete for the Soldiers, the Review Folder can be marked as 'Completed'.

Follow the steps below to Close / Complete a Review Folder.

1. Select the Review Folder and click the checkmark.

MAR2 > Manage MAR2 Folders ? help center

Current MAR2s

Title	Date	Location	Comments	Status	Members	Soldiers	Actions
MAR2 Folder VA-01	20110824	VA ARNG		MAR2s in Preparation	0	1	→ ✓
MAR2 ARNG Alpha Folder	20110831	VA ARNG	test ARNG folder	MAR2s in Preparation	0	1	→ ✓
MAR2 Folder VA-02	20110825	VA ARNG		MAR2s in Preparation	0	1	→ ✓
MAR2 Folder VA-03	20110826	VA ARNG		MAR2s in Preparation	0	0	→ ✗

click here mark this folder as Complete

Exhibit 4-32 Close Review Folder

2. A popup will be displayed asking for confirmation. Click OK to move the Review Folder to a completed status. The Review Folder is removed from the Scheduled Reviews grid and moved to the Archive section.

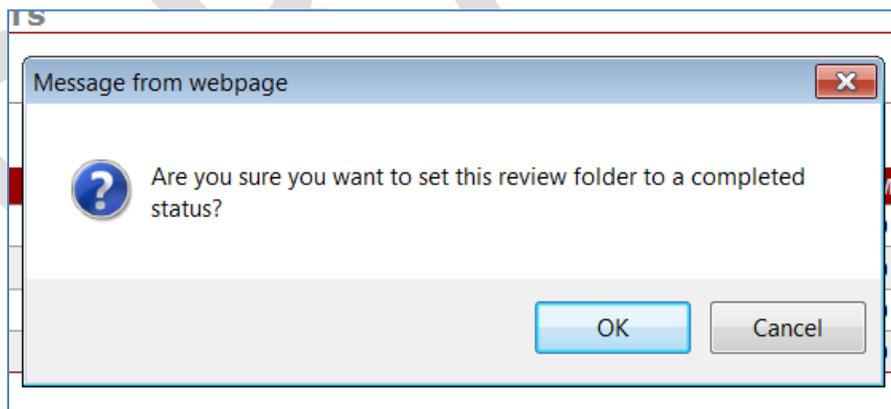


Exhibit 4-33 Close Review Folder Confirmation

4.7 View Archived MAR2 Folders

Once the MAR2 Folder / Packet is marked as complete, it is moved to the Archived Section. Although archived, the packet is available for review. Documents are available for download and results can be posted if not done so already.

Follow the steps view the Archived Folders.

1. Hover over MAR2 and select Archive. The list of archived / completed folders will be displayed. Select the year from the drop down.

Exhibit 4-34 Welcome Page (Archive)

2. Select the Review Folder and click Select view the Soldiers posted to the folder and any panel members.

MAR2 Folder	MAR2 Date	Location	Creator Name	Status	Members	Soldiers
MAR2 Folder VA-01	20110824	VA ARNG	Herring, Amelia	MAR2 Cancelled	0	0
MAR2 Folder VA-01	20110824	VA ARNG	Frey, Kristina	MAR2s in Preparation	0	1
MAR2 Folder VA-02	20110823	VA ARNG	Fernandez, Peggy	MAR2 Cancelled	0	0
MAR2 ARNG Alpha Folder	20110831	VA ARNG	Fernandez, Peggy	MAR2s in Preparation	0	1
MAR2 Folder VA-02	20110825	VA ARNG	Fernandez, Peggy	MAR2s in Preparation	0	1
MAR2 Folder VA-03	20110826	VA ARNG	Fernandez, Peggy	MAR2s in Preparation	0	0

Exhibit 4-35 Archived Review Folders

3. Select the Soldier and click Results to view or post results. Results can be posted to Archived folders for this function.

Scheduled Time	Rank	Soldier Name	Result
	CPL	SOLDIER VIRGINIA05	Results
	SPC	SOLDIER VIRGINIA07 S	Results
	COL	SOLDIER VIRGINIA09	Results

Exhibit 4-36 Archived Soldiers

4. Select View Board to view the details of the board, to include the list of the Soldiers and the ability to post the Summary document.

MAR2 > Review Details help center
return to Review Folders

MAR2 Folder: MAR2 Folder VA-01 Date/Time: 20110824 Location: VA ARNG, 20 MILITARY ROAD, ARLINGTON, VA 22222

Soldiers: 1 currently scheduled (Hide Details)

This section shows Soldiers scheduled for this Review.

Name	SSN	Rank	Result	View
VIRGINIA01 SOLDIER	xxxxx0001	COL	Return to Duty	View Results View Profile Checklist

Review Members: 0 currently assigned (Hide Details)

This section shows members selected for the review / panel.

Available candidates: Role:

MAR2 Checklist (Hide Details)

This section shows the tasks that must be completed for the MAR2.

0 items Completed. 0 items Incomplete.

:: POST-MAR2

Status	Item

(+) Additional Options

Exhibit 4-37 Archived Review Details

4.8 Delayed Soldiers

Follow the steps below to view and take action on the Soldiers that have been delayed for the MAR2.

1. Hover over MAR2 and select Delayed Soldiers. A list of Soldiers who are currently being delayed to a future date for MAR2 will be displayed.

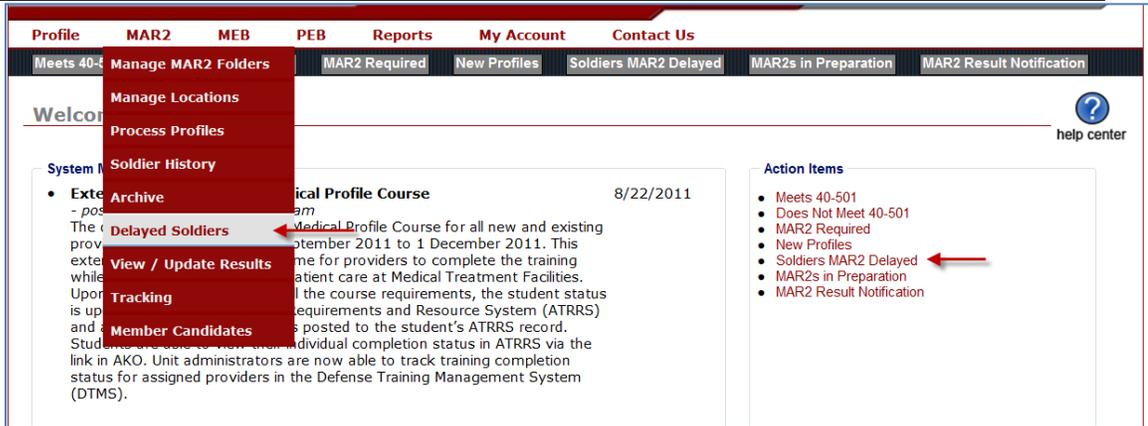


Exhibit 4-41 Welcome Page (Delayed Soldiers)

2. Click Extend to extend delay to a future date for MAR2 for selected Soldier. Soldier's delay will be extended.
3. Click Return to Queue to end delay and return selected Soldier to MAR2 Queue. Soldier will be returned to MAR2 Queue.

MMRB > Delayed Soldiers

Soldiers currently being delayed to future date for MMRB

SSN	Full Name	Rank	Entered MMRB	Delayed To	Reason	Comments
xxxxx		SPC	20091013	20101101	Deployed	Extend Return to Queue
xxxxx		SGT	20091211	20100929	Probation	Extend Return to Queue
xxxxx		SGT	20100316	20100911	Probation	Extend Return to Queue
xxxxx		SPC	20100218	20100825	Probation	Extend Return to Queue
xxxxx		SGT	20100209	20100821	Probation	Extend Return to Queue
xxxxx		SGT	20100111	20100729	Probation	Extend Return to Queue
xxxxx		PV2	20100205	20100728	Probation	Extend Return to Queue
xxxxx		CW4	20090205	20100503	Deployed	Soldier will return mid March Extend Return to Queue
xxxxx		SPC	20100209	20100424	Probation	Extend Return to Queue

Exhibit 4-42 Delayed Soldiers List

4.9 Soldier History

Users can view the history of a Soldier's MAR2 by clicking Soldier History from the MAR2 tab.

Follow the steps below to view the Soldier's MAR2 history.

1. Hover over MAR2 and select Soldier History. A search will be displayed.

Exhibit 4-38 Welcome Page (Soldier History)

2. Enter the Name or SSN of the Soldier. The Soldier’s demographic information will be displayed.

Exhibit 4-39 Soldier Search (Soldier History)

3. To view the details of each folder, click Details. The Folder details will be displayed.

MAR2	Record ID	Soldier Name	MAR2 Folder	Date	Result	
143	347	VIRGINIA03 SOLDIER	MAR2 Folder VA-04	20110831	Reclassification	Details

Exhibit 4-40 Folder Details

4.10 View MAR2 Adjudication Results

Commanders and other unit personnel can view the Soldier's adjudicated result by clicking the View / Update Results option from the MAR2 tab.

Follow the steps below to view the Soldier's Adjudicated Result.

1. Hover over MAR2 and select View / Update Results. A search will be displayed.

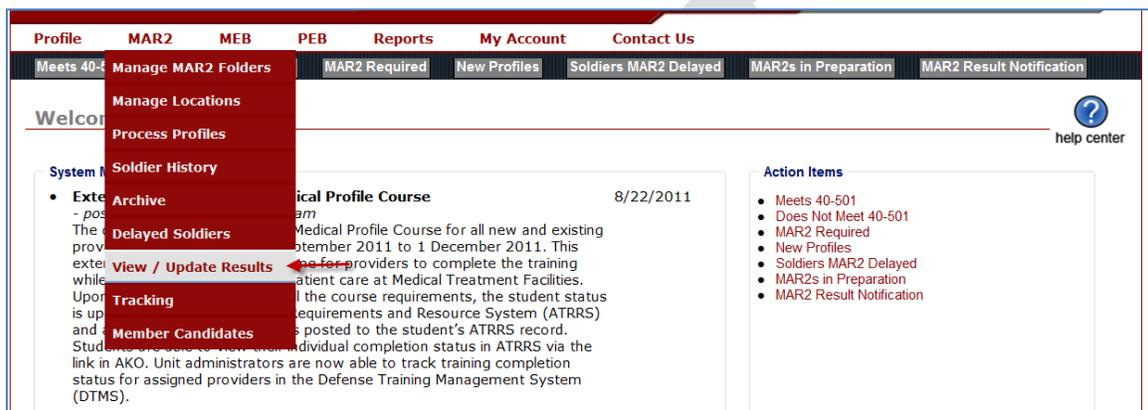


Exhibit 4-41 Welcome Page (View / Update Results)

2. Enter the Name or SSN of the Soldier. The Soldier's demographic information will be displayed.

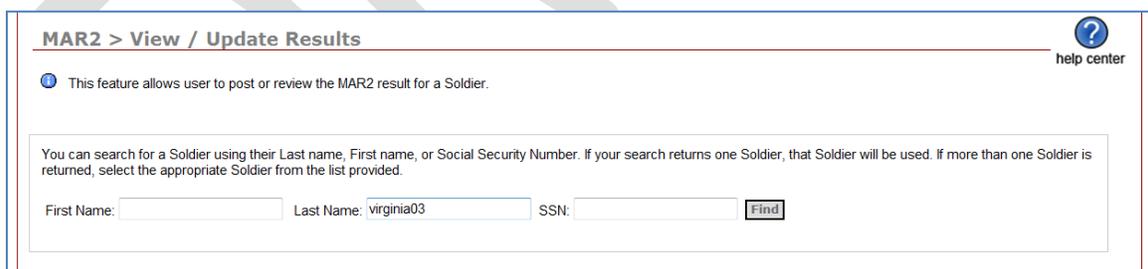


Exhibit 4-42 Soldier Search (View / Update Results)

3. If posted, the Soldier adjudicated result will be displayed.

MAR2 > View / Update Results ? help center

This feature allows user to post or review the MAR2 result for a Soldier.

COL. VIRGINIA03 SOLDIER

SSN: xxxxx0003	Rank: COL	DOB: 19600101	Gender: Male
Unit: W77749 (VA ARNG REC RET CMD)	Army National Guard MOS: 11M Active PULHES: 131111 (Last Issued: 20110823)		
Region: VA	Email: (not available)		
e-Profile Soldier ID: 1756			

Rank	Soldier Name	MAR2 Folder	MAR2 Date	Vote Result	
COL	VIRGINIA03 SOLDIER	MAR2 Folder VA-04	20110831	Reclassification	Select

Adjudication Results (Hide Details) ✖

Did the Soldier appear before the Review Panel? Yes No

Adjudication results:

Return to Duty

Reclassification

Probation

Refer to MEB/PEB

Defer

Comments on voting result:

voting results here

Exhibit 4-43 View Results

4.11 Quick Capture Results

There are cases where a Soldier has been through a MMRB/MAR2, but his record in MEDPROS does not reflect the adjudicated profile code (W). The Quick Capture function within the MAR2 module provides users the capability to post results for Soldiers who previously went through the MMRB/MAR and were found Returned to Duty or were reclassified. This allows the 'W' to be posted to a Soldier's record. This function should only be used when a previously adjudicated result is not reflected on a Soldier's record. Note – The Soldier's electronic profile does not have to exist in e-Profile to use this function. There is an option that will allow users to upload the hard copy profile or use a previously uploaded profile

Follow the steps below to post the 'W' to a Soldier's record through the Quick Capture function.

1. Hover over MAR2 and select Quick Capture Results. The search box will be displayed to enter the Soldier's Name or SSN.

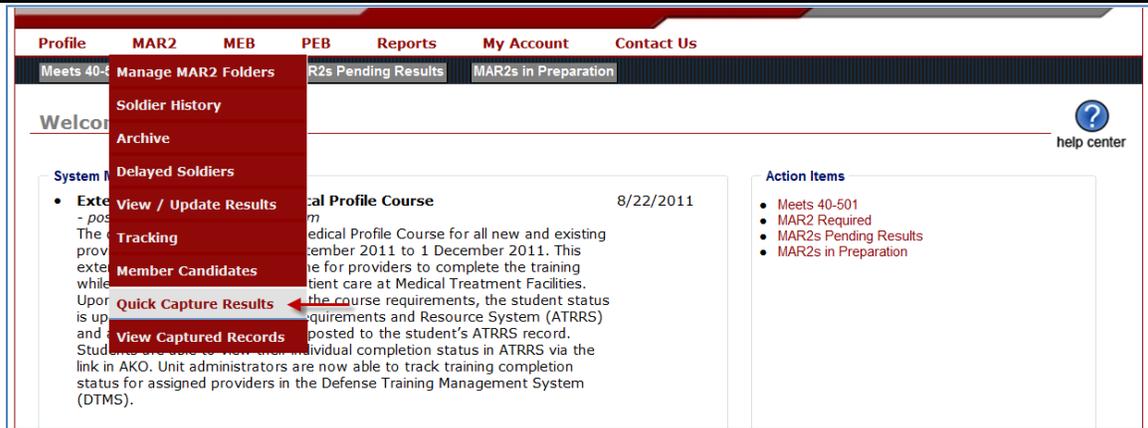


Exhibit 4-44 Welcome Screen (Quick Capture Results)

2. Enter the Soldier’s name or SSN and click Find. If more than one Soldier meets the search criteria, select the proper Soldier from the list. The list active permanent profiles available for MAR2 and any uploaded profiles are listed.

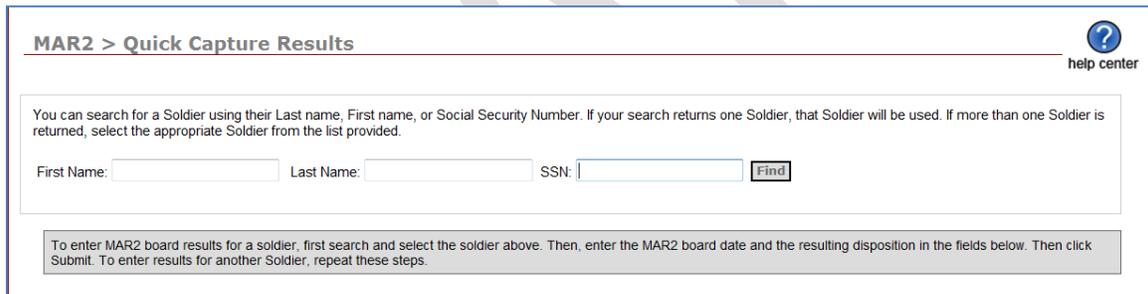


Exhibit 4-45 Search Soldier (Quick Capture Results)

4.11.1 Quick Capture on Electronic Profiles

Follow the steps below when the electronic profile exists in e-Profile.

1. If the electronic profile is listed, check the box next to the profile. The Scan / Upload Profile options will be removed, allowing entry of the MAR2 Date and the results.

Display Profiles

Profile History

* Filtered Results: Displaying existing Permanent, Approved Profiles with PULHES 2, 3 or 4.

Submitted	Created By	Expires	Profile Type	PULHES	Primary Diagnosis	Status	Select
20110616		99990101	Permanent	333111	knee re write	Approved	View <input checked="" type="checkbox"/>

Uploaded Profiles

Not Uploaded using Quick Capture. Uploaded using Quick Capture.

* Filtered Results: Displaying checkbox on existing Uploaded Profiles that have not been attached to any Board Results.

Description	Date Added	Added By	Status	View	Select
DA 3349	20110822		Approved		<input type="checkbox"/>
test	20110407		Approved		<input type="checkbox"/>
test	20110407		Approved		<input type="checkbox"/>
DA 3349	20110706		Provisional		<input type="checkbox"/>

Enter Results

MAR2 Board Date: Resulting Soldier Disposition:

Exhibit 4-46 Profile List (Quick Capture)

2. Enter the date of the MMRB/MAR2 and associated result. When the result is Return to Duty or Reclassification, a board (B) record will be sent to MEDPROS, reflecting a Profile Code 'W'. The Board record will be part of the Soldier's longitudinal record.

Enter Results

MAR2 Board Date: Resulting Soldier Disposition:

FOR OFFICIAL USE ONLY

- Select-
- Return To Duty
- Reclassification
- Referral to MEB
- Referral to PEB

FORMATION

Use of this application constitutes consent to monitoring for all lawful purposes. HIPAA Policy - Privacy and Security Notice

Exhibit 4-47 Quick Capture Results

Note: The PULHES from the uploaded profile will be used for the Board record that is sent to MEDPROS.

4.11.2 Quick Capture on Scanned Profiles

Follow the steps below when the electronic profile does not exist in e-Profile.

1. If the profile is listed in the Uploaded Profiles grid, check the box next to the profile. If the profile was not uploaded through the Quick Capture function, users will need to first enter in the PULHES, Profile Date and the Profile Codes (Assignment Limitations) from the hard copy profile. If the profile is not listed, please upload profile using the Upload / Scan Profile button.

Exhibit 4-50 Welcome Screen (View Captured Records)

2. Click the + to show search filters to narrow / expand your search.

Soldier Name	SSN	Date of the MAR2	Result Disposition	Date of Results Entry	Entered By
APPLE MARK A	xxxxx8565	20091208	Return To Duty	12/13/2009 1:31:00 PM	PV1 Lane, Juanita
ERIC MASTERSON	xxxxx1357	20100908	Return To Duty	9/21/2010 10:51:25 PM	CW4 Ruiz, Priscilla
FTBRAGG1 SOLDIER S	xxxxx1111	20101004	Return To Duty	10/5/2010 8:52:56 AM	CW4 Ruiz, Priscilla
SOLDIER FTBRAGG S	xxxxx1111	20101202	Return To Duty	12/3/2010 10:23:05 AM	CW4 Ruiz, Priscilla
SOLDIER FTBRAGG S	xxxxx1111	20101202	Return To Duty	12/3/2010 10:23:40 AM	CW4 Ruiz, Priscilla

Records found: 5

Exhibit 4-51 View Captured Records (Quick Capture)

5.0 MAR2 Reports

A report has been built which provides an aggregate view of the Soldiers going through the MAR2 process.

Follow the steps below to view the MAR2 Summarized Report.

1. Hover over Reports and click MAR2 Summarized Report. A page will be displayed listing the number of Soldier's and where they are in the MAR2 process.

The screenshot shows the e-Profile Welcome Screen. At the top, there is a navigation bar with tabs: Profile, MAR2, MEB, PEB, Reports, Administration, and My Account. Below this, there is a sub-menu for Reports with options: Profile Workload Summary, Referral Workload Summary, Profile and MAR2 Reports, Soldier ICD9 Summary, **MAR2 Summarized Report** (highlighted with a red box and an arrow pointing to it), and Profiles By Location. A date '8/22/2011' is visible next to the highlighted option. On the left, there is a 'Welcome' section and a 'System Messages' section with a message about the extension of the deadline for Medical Profiling. On the right, there is an 'Action Items' section with a list of tasks: Meets 40-501, MAR2 Required, New Profiles, Soldiers MAR2 Delayed, Boards Pending Results, Boards in Preparation, Users Pending Approval, Users Nearing Expiration, and Uploads Pending Approval [3].

Exhibit 5-1 Welcome Screen (MAR2 Summarized Report)

2. A list of UICs for the location / state / region is displayed, displaying an aggregate view of the Soldiers going through the MAR2 process. Click on the UIC to drill down to the Soldier level.

The screenshot shows the 'Reports > MAR2 Summarized Report' page. At the top, there is a navigation bar with a 'help center' icon. Below this, there is a description: 'This report provides an aggregate view of the Soldiers going through the MAR2 process, summarized by UIC.' There are filters for Location (ARMY- FT LEE), UIC (empty), and Status (All). A 'Search' button is present. Below the filters is a table with the following data:

UIC	Location	UICDescription	Awaiting	InProcess	Completed	Delayed	Not Required
W0DAW2	FT LEE	LST FORT LEE	0	0	2	0	0
W0KE27	FT LEE	USA TRIAL DEFENSE SERV	0	0	1	0	0
W0U0AA	FT LEE	USAG FT LEE	1	0	0	0	0
W1D419	FT LEE	16TH ORD BN CO G TR	0	1	0	0	0

An 'Export' button is located at the bottom left of the table.

Exhibit 5-2 MAR2 Summarized Report (Roll up)

- Click the UIC to drill down to the Soldiers' MAR2 status, displaying the date of the MAR2 and the final disposition.

								Search
UIC	Location	UICDescription	Awaiting	InProcess	Completed	Delayed	Not Required	
W0DAW2	FT LEE	LST FORT LEE	0	0	2	0	0	
Last 4 SSN		Soldiers Name	Rank	Date of Profile	PULHES	Status	Date of Board	Disposition
xxxxx0004		FTLEE04 SOLDIER	MAJ	20110824	333111	Completed	20110826	Return to Duty
xxxxx0005		FTLEE05 SOLDIER	MAJ	20110824	333111	Completed	20110825	Reclassification
W0KE27	FT LEE	USA TRIAL DEFENSE SERV	0	0	1	0	0	
W0U0AA	FT LEE	USAG FT LEE	1	0	0	0	0	
W1D419	FT LEE	16TH ORD BN CO G TR	0	1	0	0	0	
								Export

Exhibit 5-3 MAR2 Summarized Report (Drill Down)

DRAFT