Medical Readiness Leader Guide

Version 2.0
1 September 2012
For Official Use Only

OFFICE OF THE SURGEON GENERAL (OTSG)
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1.0 GENERAL OVERVIEW

This Medical Readiness Leader Guide is designed to help commanders ensure mission-capable units and deployment-ready Soldiers. This guide includes roles and responsibilities, descriptions of individual medical readiness elements and categories, reporting tools for Soldier and unit medical readiness status, training opportunities for unit MEDPROS clerks and administrators, and resources to provide additional help.

A collaborative effort between the medical community and Army leaders at all levels is needed to ensure that Soldiers are physically and emotionally prepared for the rigors of modern combat in austere environments. The Army Medical Department (AMEDD) works closely with U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Installation Management Command (IMCOM), U.S. Army Forces Command (FORSCOM) and Headquarters Department of the Army (HQDA G-1) to improve individual medical and dental readiness. Medical and dental readiness is an important component of the overall preparation for deployment.

2.0 ROLES AND RESPONSIBILITIES

There are medical readiness roles, tasks, and responsibilities for all members of the health care team, unit leaders, their staff, and individual Soldiers.

The table in Figure 1 provides an overview of the tasks for which medical and line personnel are responsible. Since each unit is different, it is critical to identify the personnel who support readiness of units.

<table>
<thead>
<tr>
<th>Roles</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Treatment Facility (MTF) Commander</td>
<td>• Identify authorized users to input IMR data (Appendix A) into MEDPROS. MTF Commanders or designated representatives can coordinate training for data entry personnel through a MEDPROS Readiness Coordinator (MRC) or through the Help Desk at 1-888-849-4341 if there is not a local MRC at your installation. A contact list for all MRCs can be found at <a href="https://medpros.mods.army.mil/MEDPROSNew/">https://medpros.mods.army.mil/MEDPROSNew/</a> and click on MEDPROS Contacts.</td>
</tr>
<tr>
<td></td>
<td>• Ensure sustainment of Soldiers’ IMR records by maintaining oversight on Medical Readiness data in MEDPROS</td>
</tr>
<tr>
<td>Commander</td>
<td>• Maintain overarching responsibility for unit readiness to include: medical, personnel, logistics and training.</td>
</tr>
<tr>
<td></td>
<td>• Ensure unit status rosters are accurate in MEDPROS, and electronic Military Personnel Office (eMILPO) arrival and departure transactions are processed in a timely manner. Use the Commander’s exemptions as appropriate.</td>
</tr>
<tr>
<td></td>
<td>• Track your unit’s readiness through the Unit Status Reporting (USR) Module of MEDPROS Web Reporting.</td>
</tr>
<tr>
<td></td>
<td>• Identify current and projected IMR shortfalls and ensure Soldiers correct their deficiencies prior to the requirement expiration.</td>
</tr>
<tr>
<td></td>
<td>• Monitor Soldiers to ensure completion of Pre-Deployment Health Assessment (within 30 days of deployment) and Post-Deployment Health Assessment (within 30 days of redeployment) and the Post-Deployment Health Reassessment (90-180 days after redeployment).</td>
</tr>
<tr>
<td></td>
<td>• Designate a Unit MEDPROS Clerk.</td>
</tr>
<tr>
<td>Role</td>
<td>Task</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| S1                        | Serve as principle advisor to the commander on all personnel readiness areas  
                          | Track all personnel readiness indicators and coordinate all personnel and medical activities to ensure optimum levels of unit operational readiness  
                          | Synchronize DHA activities during Soldier Readiness Processing (SRP) operations                                                                                                                       |
| S3                        | Serve as principle advisor to the commander on operational readiness  
                          | Work with the S1 to synchronize the unit training schedule to ensure time is allotted to perform critical deployment health activities                                                                 |
| Unit Surgeon              | Serve as principle advisor on health-related issues affecting the command  
                          | Work directly with the S1 and S3 to ensure they have situational awareness on critical medical readiness inhibitors  
                          | Coordinate activities with the local MTF                                                                                                                                                    |
| Unit MEDPROS Clerk        | Monitor medical readiness of Soldiers; provide this information to Soldiers and leaders for action  
                          | Enter accurate and timely Commander’s exemptions as appropriate.  
                          | Perform quality control checks to ensure valid data.  
                          | Inform the Commander of any pending or current delinquencies.  
                          | Monitor MEDPROS for any changes in business logic or enhancements.                                                                                                                         |
| MEDPROS Readiness Coordinator (MRC) | Maintain IMR record by monitoring AKO Medical Readiness alerts.  
                          | Monitor IMR record, immunization record, and when required, complete the Soldier section of Pre-Deployment Health Assessment, Post-Deployment Health Assessment, and Post-Deployment Health Reassessment.  
                          | Address data entry errors with unit MEDPROS Clerk.                                                                                                                                               |
| Individual Soldier        |                                                                                                                                                                                                 |

**Figure 1: Roles and Responsibilities Table**
2.1 Responsibility for MEDPROS Data Entry

The Medical Protection System (MEDPROS) contains available medical and dental information on every Soldier and is accessible to commanders down to company level. The most important responsibility for a commander is to monitor medical readiness and ensure timely compliance to correct deficiencies. Input of MEDPROS data ensures accurate reliable IMR status. MEDPROS will be updated at the Point of Service at the Time of Service (immediately or within 24 hours). The table below depicts the MEDPROS data entry responsibilities.

<table>
<thead>
<tr>
<th>Test/Procedure/Input</th>
<th>Responsible Agent</th>
<th>Source Document</th>
</tr>
</thead>
</table>
| DNA (Lab draw date & AFRSSIR validate) | MEDCOM MTF/Unit Medical Asset Point of Service responsibility to post draw date | From DODI 6025-19: E3.1.4. Medical Readiness Laboratory Studies:  
Core studies for the Department of Defense are current HIV testing and a DNA sample on file in the Armed Forces Repository of Specimen Samples for the Identification of Remains (AFRSSIR).  
MEDPROS Logic:  
AFRSSIR provides final status for DNA on file. Users can post D (drawn) entries, good for 60 days) |
| HIV Screening Serum Lab-draw date & Repository validates | MEDCOM MTF/Unit Medical Asset Point of Service responsibility to post draw date | From AR 600-110, para 2-4: 2–4. Medical support: 
Blood drawing and initial processing of sera from AD Soldiers being tested under the force surveillance program, RC personnel upon prior arrangement, or patients participating in routine adjunct testing will be accomplished by existing medical resources, under the direction of the clinical laboratory manager or other qualified person as directed by the preventive medicine physician.  
MEDPROS Logic: Armed Forces Health Surveillance Center (AFHSC) provides final status for HIV test dates. Users can post D (drawn) entries, good for 60 days) |
<table>
<thead>
<tr>
<th>Test/Procedure/Input</th>
<th>Responsible Agent</th>
<th>Source Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunizations</td>
<td>Point of Service responsibility</td>
<td>DODI 6205.02E, AR 40-562, ALARACT 121/2009</td>
</tr>
<tr>
<td>Medical Warning Tags</td>
<td>a) MEDCOM MTF/Unit Medical Asset</td>
<td>From AR 40-66, para 14-3:</td>
</tr>
<tr>
<td></td>
<td>b) Unit Commander</td>
<td>c. Installation or organization commanders, when requested by an MTF, will designate a unit or units (which are equipped to emboss Army Identification Tags) to emboss Medical Warning Tags on receipt of DA Form 3365.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Activities embossing medical will-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Establish procedures which facilitate immediate preparation and delivery.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Ensure Medical Warning Tag blanks are not used for any other purpose.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e. Individuals will wear the tag at all times for protection</td>
</tr>
<tr>
<td>Vision Readiness</td>
<td>a) Unit Commander or MEDCOM MTF/Unit Medical Asset</td>
<td>AR 40-501, 11-4 Individual Medical Readiness elements, (H, 1-4, Vision Readiness)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Point of Service responsibility: when the unit screener or the MTF/Unit medical asset does the vision screening, they enter into MEDPROS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Unit Commander:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit Commander verifies equipment on hand (if required).</td>
</tr>
<tr>
<td>Hearing Readiness</td>
<td>a) MEDCOM MTF/Unit Medical Asset</td>
<td>DODI 6055-12, dated 3 Dec 2010, SUBJ: DoD Hearing Conservation Program (HCP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AR 40-501, 14 December 2007/RAR 23 August 2010, Chap 11-4(g) ALARACT 163/2006 Hearing Readiness Module in MEDPROS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hearing exam data transferred from DOEHRS-HC-DR to MEDPROS</td>
</tr>
<tr>
<td>Test/Procedure/Input</td>
<td>Responsible Agent</td>
<td>Source Document</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hearing Readiness (cont)</td>
<td>b)  Unit Commander: Unit Commander verifies equipment on hand (if required)</td>
<td>From AR 40-35 para 6:  Unit commanders, the dental care system, and the Soldier share responsibility for dental readiness. The Dental Readiness Program provides the methods to reduce the risk of Soldiers becoming non-combat dental casualties when such an event would jeopardize mission accomplishment. MEDPROS Logic:  Dental Readiness Category (DRC) is fed to MEDPROS from the Corporate Dental Application(CDA).</td>
</tr>
<tr>
<td>Dental Screen/Panorex (CDA)</td>
<td>MEDCOM/DENCOM/Unit Dental Asset</td>
<td>MEDCOM OPORD 10-75 (e-Profile Implementation), dated 10 Sep 2010</td>
</tr>
</tbody>
</table>
| Perm/Temp Profiles                                       | MEDCOM MTF/Unit Medical Asset  
Mandatory that ALL profiles be initiated through e-Profile and all legacy (paper) profiles converted to e-Profiles. | MEDCOM OPORD 10-75 (e-Profile Implementation), dated 10 Sep 2010                                                                                   |
| Pregnancy                                                | MEDCOM MTF/Unit Medical Asset  
Point of Service responsibility: when MTF/Unit medical asset diagnose pregnancy, initiation of a Pregnancy Profile (DA3349) utilizing the enterprise template in e-Profile must be completed. | AR 40-501, para 7-9                                                                                                                                  |
| Periodic Health Assessment (PHA)                         | MEDCOM MTF/Unit Medical Asset  
| G6PD (Lab)                                               | MEDCOM MTF/Unit Medical Asset  
Point of Service responsibility                                                                                                                     | MEDCOM MEMO dated 18 Feb 2004, SUBJECT: Army Glucose 6-Phosphate Dehydrogenase (G6-PD) Deficiency                                                   |
<table>
<thead>
<tr>
<th>Test/Procedure/Input</th>
<th>Responsible Agent</th>
<th>Source Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Protection for Hearing, Respiratory and Vision (MOS specific special equipment)</td>
<td>a) MEDCOM MTF/Unit Medical Asset</td>
<td>From DA Pam 40-11, 5–13. Personal Protective Equipment:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. The use of personal protective equipment is an integral part of the local safety and occupational health program for all Soldiers and civilian employees. Industrial hygienists and safety personnel determine when, where, and what type of equipment is used. Individuals who deliberately or carelessly violate regulations regarding the wearing of personal protective equipment may be subject to disciplinary action (AR 690–700).</td>
</tr>
<tr>
<td></td>
<td>b) Unit Commander: Unit Commander verifies equipment on hand (if required)</td>
<td>b. Installation or activity safety personnel, with assistance from local industrial hygiene personnel—</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Designate areas requiring the use of personal protective equipment, such as eye-hazardous areas or areas requiring the use of a hard hat.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Ensure that all personal protective equipment is used as required and stored and maintained properly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Occupational health nurses (OHNs) and occupational medicine physicians evaluate the workers’ ability to safely wear personal protective equipment.</td>
</tr>
<tr>
<td>Commander Administrative Exemptions</td>
<td>Unit Commander</td>
<td></td>
</tr>
<tr>
<td>Deployment Specific Input</td>
<td>MEDCOM MTF/Unit Medical Asset</td>
<td>DA Pam 600-8-101</td>
</tr>
<tr>
<td>SRP - 180 days medications</td>
<td>SRP records in MEDPROS at pre-deployment</td>
<td></td>
</tr>
</tbody>
</table>

Figure 2 (continued): MEDPROS Data Entry Responsibilities
Medical and dental readiness is an important component of the overall preparation of Soldiers and units for deployment. There are a variety of reports available to leaders that are useful tools for accurate decision making.

3.0 COMMANDER/LEADER RESPONSIBILITIES

3.1 Monitoring Individual Medical Readiness (IMR)

Unit commanders are responsible for monitoring their Soldiers’ Individual Medical Readiness (IMR) and ensuring compliance with all the combined elements of medical readiness. Data entry is an important element in the Unit Status Report (USR) and can give the Army either an inaccurate or accurate picture of your unit’s readiness. The better your unit can monitor and resolve medical discrepancies in MEDPROS, the sooner your Soldiers can resolve their problems and the less time they’ll spend in Soldier Readiness Processing (SRP) and mobilization processing.

The primary responsibility for data entry is the Military Treatment Facility (MTF) at point of service. There are times when a Service Member (SM) receives services from a non-Army provider that doesn’t have MEDPROS capability or access. In these instances, unit entry would be necessary. Ideally, unit entry would be accomplished by organic medical assets. If there are none, then a Commander-designated unit MEDPROS clerk or administrator is responsible for data entry to complete the record.

Figure 3 is an example of an IMR record. This record displays a comprehensive medical readiness status.

![Figure 3: Example IMR Record](image-url)
3.2 Readiness Reports

As a leader, you are responsible for the medical readiness requirements in the TRAIN-READY, AVAILABLE/IN-THEATER, and RESET phases of Army Force Generation (ARFORGEN). The following reports provide guidance on the tasks necessary for maintaining:

- Routine Medical Readiness is required of all Soldiers continuously.
- Deployment Medical Readiness is required for all Soldiers deploying to a theater of operations.

3.2.1 Medical Protection System (MEDPROS) Dashboard

The MEDPROS Dashboard (Figure 4) provides a view of both the unit’s (Unit Dashboard) and the Soldier’s (Soldier Dashboard) medical readiness status of the Soldier accessing MEDPROS. On the right of each dashboard, there are Unit and Soldier lookup capabilities and quick links to commonly used reports. The drop-down menus at the top provide access to all the MEDPROS reports. Selecting the question mark on the unit dashboard banner or on any page provides links to quick help related to the content on the page. This page assists your Unit MEDPROS clerk in maintaining currency with regularly posted MEDPROS updates.

![MEDPROS Dashboard]

Figure 4: MEDPROS Dashboard
3.2.2 MEDPROS USR Status Report

The MEDPROS USR Status Report Tool assists commanders in completing the USR. The report identifies all medical non-availability codes assigned to Soldiers of a particular UIC using the latest available Individual Medical Readiness data.

To access the USR Status Report Tool, go to the Medical Readiness drop-down menu (Figure 5) on the MEDPROS Dashboard. Report data can be used to direct Soldiers to correct medical readiness deficiencies and update MEDPROS before the USR report date. The USR report can be exported to an Excel spreadsheet, printed, and used as supporting documentation for and submitted with a unit’s USR. For the USR Status Report to be effective, Commanders ensure their Soldiers’ current medical data is posted in MEDPROS, and also that the personnel data is updated in the electronic Military Personnel Office (eMILPO). eMILPO is the USR source of assigned personnel.

The MEDPROS USR Non-Availability codes describe why a Soldier or part of unit is not available. The medical readiness codes describe the time frame needed to make the Soldiers ready.

![Figure 5: MEDPROS Dashboard USR Status Report Tool Selection](image-url)
(3.2.2a) **MEDPROS Medical Non-Available Codes Summary** counts the total number of MEDPROS Medical Non-Available Codes in the USR roster. A Soldier may have more than one Non-Available Code so the “Roster Totals” column will usually not match the Total Medically Non-Available Personnel number in the Roster Strength Summary. The Soldier is coded with the medical readiness (MR) code that will take the longest to correct, with the order (longest to shortest time to fix) as follows: MR3B, MR3A, MR4, MR2, MR1.

(3.2.2b) **The MEDPROS USR Report** (Figure 6) allows users to add or remove Soldiers (including recently-departed Soldiers who are still carried against the UIC by Human Resources Command) from the MEDPROS USR Roster. This feature allows the report to match the Personal Accountability Report (AAA-162). The Roster Strength Summary at the bottom provides a summary of Medically Available and Non-Available personnel.

![Figure 6: MEDPROS USR Report Example]
3.2.3 Medical Readiness Categories (MRC) Command Drill-Down Report

On the Unit Dashboard, there is a quick link to the MRC Command Drill Down report (Figure 7). Users can view the units within each Army Command by clicking on the UIC. In addition, users can view a graph of the UICs for their units by clicking on the chart icon. This breakdown continues to the final state: each individual Soldier.

Figure 7: MRC Command Drill-Down Report
Figure 8 displays Medical Readiness (MR) Exemption Codes and Definitions. The MRC tells Commanders who is available for deployment, the Individual Medical Readiness elements indicate how the Command can help that Soldier and return them to a medically readiness asset in accordance with AR 220-1.

<table>
<thead>
<tr>
<th>Medical Readiness Categories (MRC) Exemption Codes</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD Admin Deceased (Service Member Deceased); Duration–Permanent</td>
<td></td>
</tr>
<tr>
<td>FM Admin Missing (Missing in Action or POW); Duration–Permanent</td>
<td></td>
</tr>
<tr>
<td>FS Admin Separation (Pending Discharge, Separation or Retirement); Duration–90 days</td>
<td></td>
</tr>
<tr>
<td>FT Admin Temporary [Permanent Change of Station (PCS), Terminal Leave, Absent without Leave, Hospitalization, Medical Hold, convalescent Leave, Legal Action Pending]; Duration–90 days</td>
<td></td>
</tr>
<tr>
<td>FR Non-Activated Reservists; Duration–90 days</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 8: MRC Exemption Codes and Definitions Table**

(3.2.3a) *Medical Readiness Categories.* The Individual Medical Readiness (IMR) elements, from AR 40-501, are grouped into four Medical Readiness Categories: MR 1, MR 2, MR 3, and MR 4 (Figure 9). The third category has two parts: A and B. The MRC code is displayed as the first entry on the IMR record (Figure 3). The reason for these categories is to provide the length of time it takes to get a Soldier medically ready. Therefore, these categories are based on the length of time it may take for the deficient IMR requirement to be resolved. For example, Soldiers will remain MR 2 for requirements that can be resolved within 72 hours at Soldier Readiness Processing (SRP) sites such as immunization and lab (DNA, HIV). Medical Readiness Categories are available in AR 40-501 and AR 220-1.

<table>
<thead>
<tr>
<th>Medical Readiness Categories</th>
<th>Deficiencies</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR 1–Meets all requirements</td>
<td>None</td>
<td>Available</td>
</tr>
</tbody>
</table>
| MR 2–IMR requirements that can be resolved within 72 hours | Immunizations  
Individual Medical Equipment  
DNA (Deoxyribonucleic Acid) test  
HIV (Human Immunodeficiency Virus) test | Available |
| MR 3A-IMR requirements that can be resolved within 30 days. Includes deficiencies that would be resourced for correction for alerted RC Soldiers | Dental Class 3 condition  
Temporary profile less than 31 days | Non-Available |
Medical Readiness Categories

<table>
<thead>
<tr>
<th>Medical Readiness Categories</th>
<th>Deficiencies</th>
<th>Availability</th>
</tr>
</thead>
</table>
| MR 3B - IMR requirements that cannot be resolved in 30 days | Pregnancy  
Permanent profile pending board action  
Permanent deployment/assignment restrictive Profile code (F, V, X)  
Permanent profile with a 3 or 4 in the PULHES Serial with no evidence in e-Profile  
Temporary profile greater than 30 days | Non-Available         |
| MR 4 – The current status is not known | Missing or incomplete current Periodic Health Assessment  
Missing or incomplete current dental screening | Available(Personnel)  
Medically Non-Available |

Figure 9: Medical Readiness Categories and Deficiencies

4.0 MEDICAL HEALTH ASSESSMENTS

A leader is responsible for medical readiness throughout the Army Force Generation (ARFORGEN) cycle, before, during, and after deployment. The following assessments and reports will assist you in your monitoring responsibilities.

4.1 Deployment Health Assessments (DHAs)

The DHAs are designed to identify and address health concerns of Soldiers and Department of the Army (DA) Civilians at specific times in the deployment cycle and thus they should be completed in the windows identified below. The DHAs supports the Army-wide effort to maximize Soldier and DA Civilian well-being, build resilience, reduce non-deployable status, and maximize readiness across all units, installations and commands IAW Department of Defense Instruction (DODI) 6490.03.

- **Pre-Deployment Health Assessment (DD Form 2795):** completed within 60 days of expected deployment date

- **Post-Deployment Health Assessment (DD Form 2796):** completed no earlier than 30 days before the expected redeployment date and no later than 30 days after redeployment. The Reserve Component must complete the PDHA before they are released from Active Duty.

- **Post-Deployment Health Reassessment (DD Form 2900):** completed 90-180 days after redeployment.
Resiliency training coincides with these assessments to maximize the effectiveness of the assessments and Soldier well being. Training associated with each assessment is found at: https://www.resilience.army.mil/sso/WDC.cfm

4.1.1 Pre-Deployment Health Assessment (Pre-DHA)

All Service Members are required to complete a DD Form 2795 Pre-DHA within 60 days prior to deployment. The Service Member will complete an online self-assessment and participate in an encounter with a healthcare provider, who electronically signs the form. The Pre-DHA allows early identification of Service Members with deployment-limiting conditions and helps focus attention on resolution of those conditions, if possible, prior to the Service Member’s deployment date. Figure 10 displays an example Pre-DHA report.

![Pre Deployment Report](image)

Figure 10: Pre-Deployment Health Assessment Report

4.1.2 Post-Deployment Health Assessment (PDHA)

The PDHA is a Commander’s program; as such, the unit Commander is responsible for ensuring all Soldiers are compliant with PDHA requirements. Completion of the DD Form 2796 Post-Deployment Health Assessment is required within plus or minus 30 days of redeployment. Personnel complete the self-assessment portion of the form online and then have a discussion with a health care provider to evaluate exposures, injuries, and illnesses that may be a result of deployment. The health care provider determines if any referrals for additional evaluation or treatment are needed during the PDHA. Soldiers have enhanced access to care to ensure issues are addressed promptly and Soldier health is reset as soon as possible.
NOTE: The PHA (Periodic Health Assessment) should be completed concurrently with the Post-Deployment Health Assessment (PDHA) on all re-deploying Soldiers.

Figure 11 displays an example Post-Deployment Report.

![Post Deployment Report]

Figure 11: Post-Deployment Health Assessment Report

4.1.3 Post-Deployment Health Reassessment (PDHRA)

The PDHRA, the third and final deployment assessment, is also a Commander’s program. The PDHRA is an important and unique health assessment in that it focuses on physical and behavioral health issues that commonly evolved over several months following return from deployment. Like the PDHA, it requires the Soldier to complete a self-assessment online that is followed by a discussion with a provider who will provide referrals for treatment or further evaluation. Personnel and medical leaders at the primary staff and installation level work together with commanders to ensure necessary actions and opportunities are provided at all levels to obtain the assessment within 90-180 days from redeployment. Research indicates that Commanders and leaders who regularly discuss the PDHRA and its importance with Soldiers can positively influence timely and honest participation.
The following figure is one of four PDHRA report formats available within MEDPROS. The formats are “Name,” “UIC,” “Location,” and “Summary.” The “Name” format below displays individual Soldier PDHRA data such as name, UIC, location, status, PDHRA window, etc.

Figure 12: PDHRA Report Summary
The figure below provides Commanders with a graphical representation of the percentage of personnel in their units and subordinate units who have completed the PDHRA. This bar chart can be viewed from the PDHRA Command Drilldown for any unit by clicking on the Bar Graph icon on the left hand side next to the unit. When that icon is clicked, the bar chart opens up in the window to display percentages for that UIC and subordinate UICs. Compliance reported is based on a Commander’s adjusted strength: total assigned personnel less exemptions (i.e., a Soldier is exempt from having to continue having reassessments).

![Figure 13: PDHRA Charting](image-url)
4.1.4 Deployment Health Assessment Reports

The DHA Reporting module allows Commanders to view information regarding the completion of a DHA for a COMPO, UIC, Task Force, Soldier Duty Location, SRP Location (Pre and Post only), or an individual.

![Figure 14: DHA Reporting Options Menu](image)

4.2 Neurocognitive Assessment Tests (NCAT)

On 28 May, 2008 the Assistant Secretary of Defense Health Affairs office directed all the Services to implement baseline pre-deployment Neurocognitive (thinking and thought process) assessments for all Service Members. All Services Members are required to complete their pre-deployment Neurocognitive assessment within 12 months prior to deployment. This assessment is a mandatory requirement.

The purpose of this test is to establish a baseline of speed and accuracy of attention, memory and thinking ability. In the event that a Service member becomes injured or is exposed to a traumatic brain injury (TBI), he/she will have a follow-up test, the results of which will be compared to the original baseline to determine the best course of treatment or care. This comparison will help determine the extent of the injury in a more efficient manner.

NCAT pre-deployment testing is not a diagnostic tool and is not used to determine if the Service Member is deployable or non-deployable.

The following figure depicts how to access the Neurocognitive Assessment report.

![Figure 15: NCA Report](image)
4.3 Periodic Health Assessment (PHA) Reporting in ME

DPROS
The PHA is an annual (every 12 month) requirement that identifies health care issues requiring further evaluation and treatment. The PHA element becomes amber at 13 thru 14 months, then red at 15 months. A Soldier is given MRC 4 status after fifteen months. A Soldier must have PHA within 12 months ("green") to be cleared for deployment. While not specifically a deployment health assessment, the progress of conditions associated with deployment is looked at during the PHA. Providers have the option of completing an abbreviated PHA for a Soldier during a PDHA or a PDHRA or within 60 days of either assessment. A medical readiness report can be run for the PHA to see which Soldiers in your unit are current and when the next PHA is due.

Figure 16: PHA Single Medical Readiness Report
5.0 SOLDIER RESPONSIBILITIES

5.1 My MEDPROS

My MEDPROS (http://mymedpros.army.mil) is easily accessed from the readiness stoplights displayed on your AKO homepage (Figure 17). Soldiers can view and print copies of their IMR, completed profiles and health assessments (Figure 18). Links provide information to the Soldier on how to change his/her status indicator to GREEN.

![Image of AKO My Medical Readiness](figure17.png)

Figure 17: AKO My Medical Readiness
5.2 Completing the Soldier Portion of the PHA

Soldiers can complete their portion of the PHA via a link to the application in My Medical Readiness on AKO or via link to the application at http://mymedpros.army.mil.

After Soldiers complete their portion of the PHA they need to meet with a provider to complete the PHA. Active Army (AC) Soldiers make an appointment at their local MTF. For the National Guard (NG), Commanders will direct you how to complete the provider portion of the PHA. The US Army Reserve Troop Program Unit (TPU) Soldiers or Active Guard and Reserve Soldiers assigned to either TRICARE Prime Remote or a sister service Military Treatment Facility MUST CALL the PHA Call Center at (888) 697-4299 to schedule an appointment with a medical provider to complete the PHA process. US Army
Reserve Active Guard and Reserve Soldiers assigned to an Army Military Treatment Facility must contact the facility to schedule an appointment with a medical provider to complete the PHA process.

### 5.3 MEDPROS Training

Training is necessary for all Soldiers assigned to update MEDPROS for accurate Individual and Unit Medical Readiness reports. Three training options are presented below.

| Centralized Training | A bimonthly training session held at ASM Research for :
|----------------------|------------------------------------------------------
|                      | - Mainframe data entry
|                      | - Pre-Deployment Health Assessment
|                      | - Post-Deployment Health Assessment
|                      | - Post-Deployment Health Reassessment
|                      | - Web Reporting

Other training is provided upon request.

There is no registration fee for this training. Standard TDY applies for traveling personnel.

For class details and schedule contact mods-help@asmr.com or the MODS help desk 1-888-849-4341.

| Regional Training | For training in your region please contact a MEDPROS Medical Readiness Coordinator (MRC) or the MODS help desk at 1-888-849-4341 for locations and schedules.
|-------------------|------------------------------------------------------
|                   | A contact list for all MRCs can be found at https://medpros.mods.army.mil/MEDPROSNew. Click on MEDPROS Contacts.

| Train-the-Trainer | Regular and aggressive train-the-trainer programs provide valuable benefits (e.g. base of expertise, proficiency and esprit de corps) that spread through the unit.
|-------------------|------------------------------------------------------
|                   | Maintaining this base is easier than recreating it. Successful trainers know how to perform accurate and timely data entry to include routine quality control.
|                   | Trainers must know the appropriate MEDPROS Logic and be well-versed in both the reporting and data entry capabilities.
|                   | The train-the-trainer program allows for a sustainment of knowledge within a unit as users rotate throughout their careers.

Figure 19: MEDPROS Training Options
6.0 PHYSICAL PROFILE AND THE BOARD PROCESS

6.1 e-Profile (Electronic Profiling System)

Entry into the performance/disability system starts with a Soldier’s Physical Profile generated in e-Profile. e-Profile is a web-based Medical Operational Data System (MODS) application that automates the production, approval, and routing of the DA Form 3349 (Physical Profile). e-Profile provides visibility of the physical profile and functional limitations of your Soldiers. Commanders are able to view profiles by PDF or profile viewer. The application increases communication between Commanders and providers, helping to ensure Soldiers get appropriate work assignments to allow for their functional capacity and corrective intervention, either medical care or board process. In order to be medically ready to deploy, Soldiers who have a permanent 3 or 4 profile require either MAR2 or MEB/PEB completion with a profile code of W (MAR2 recommendation to retain or reclassify and returned to duty) or Y (Fit for duty – after complete processing under AR 635-40)).

NOTE: W or Y profile codes are often accompanied by other deployment limiting codes. See AR 40-501, Table 7-2, Profile codes for detailed definitions.


Figure 20: e-Profile Home Page
6.2 Profile Essentials

A profile may be either temporary (“T”) or permanent (“P”). “T” profiles are limited to 90 days at a time and may be extended to one year. If the soldier's duty performance is still limited, it may progress to a permanent profile.

Evaluating factors used in the profile consist of:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Physical Capacity</td>
</tr>
<tr>
<td>U</td>
<td>Upper Extremity</td>
</tr>
<tr>
<td>L</td>
<td>Lower Extremity</td>
</tr>
<tr>
<td>H</td>
<td>Hearing (ears)</td>
</tr>
<tr>
<td>E</td>
<td>Vision (eyes)</td>
</tr>
<tr>
<td>S</td>
<td>Psychiatric</td>
</tr>
</tbody>
</table>

Numerical designations for evaluating functions are 1 through 4. The numerical designations you will encounter in the Army Physical Disability Evaluation Systems (APDES) are as follows:

- **Level 1:** High level of fitness – NO LIMITATIONS
- **Level 2:** Some limits on activity
- **Level 3:** One or more conditions – SIGNIFICANT LIMITATIONS
- **Level 4:** Military duty SEVERELY LIMITED
6.3 MEDPROS e-Profile Compliance Report

To CORRECTLY review e-Profile Compliance and obtain accurate data in MEDPROS go to MEDICAL READINESS (the second tab) then scroll down to Aggregate and Special Reports (Unit/TF), and then to ‘CDR Profile Report’. Then enter search criteria (UIC, Task Force, Soldier Duty Location) and sort accordingly. ‘Profile Source” SHOULD have “DA3349” for every Soldier with a valid profile.

Any BLANKS mean there is not a profile, valid or not, in the system for your Soldier. This results in e-Profile compliance deficiency. To mitigate this, scan historical (paper) profiles as PDF’s and upload to them to e-Profile. Ensure Soldiers are re-evaluated by their Health Care Provider, and a manually entered e-Profile is typed into the system.

Within 24 to 72 hours of completion, improved e-Profile unit and individual Soldier compliance will be reflected in MEDPROS. Compliance is mandatory and overdue IAW ALARACT 017/2011 Army Implementation of Electronic Profiles (e-Profile), 24 JAN 2011.

POC: Your installation MEDPROS administrator.

7.0 INDIVIDUAL SICK SLIP (DD FORM 689)

Army Regulation 40-66 outlines use of the Individual Sick Slip (DD Form 689). Chapter 13 states the DD Form 689 (March 1963) will (can) be issued to a patient who either requests or receives medical or dental treatment or evaluation at an Army MTF (or by a network provider).

The DD Form 689 may be used AT ANY TIME to COMMUNICATE between healthcare personnel and the military member’s (COMPO 1, 2 or 3) unit commander. It cannot assign a temporary profile. The DD Form 689 is intended for communication and management of short term or acute medical conditions that do not limit the functional capabilities of the Soldier and do not impact on the mission capabilities or deployability of the Soldier’s unit.

The DD Form 689 is used for temporary conditions lasting 1-7 days and CAN be used for conditions up to 30 days (note: use of e Profile is required for conditions greater than 30 days).

ALL healthcare providers, regardless of COMPO or organization, SHOULD utilize e-Profile for ALL conditions lasting over 8 days to improve unit electronic Soldier medical readiness accountability (thru e-Profile & MEDPROS)

8.0 LINE OF DUTY (LOD)

The Army’s Line of Duty system stems from one basic premise: every Soldier who incurs an injury or disease while conducting himself properly as a member of the Army is entitled to certain benefits. Basically, a line of duty determination is required whenever a Soldier incurs an injury or disease, which incapacitates him or her from the performance of duty. Line of Duty determinations are essential for protecting the interest of both the individual concerned and the U.S. Government where service is
interrupted by injury, disease, or death. Army Reserve and National Guard Soldiers are required to have a Line of Duty for all significant injuries and illness or diseases that were incurred or aggravated while in an active status (i.e. on active duty orders, during ‘drill weekend’).

To ensure all Soldiers receive appropriate medical care after leaving active duty, Commanders must complete a LOD investigation (DA Form 2173) for all Soldiers. In accordance with AR 600-8-4, for RC Soldiers the MODS Line of Duty Module should be utilized in order to streamline the LOD processing. Commanders and staff should ensure that all Soldiers requiring an LOD are identified and that all DA 2173’s is initiated, completed and entered into the MODS/MEDPROS LOD module prior to leaving Theater. Assessment of the unit LOD status should be communicated on the Down Range Assessment Tool. Admin/S1 personnel should ensure Soldiers receive a hard copy of completed LOD.

8.1 LOD Roles and Responsibilities

Success of the LOD process depends on the coordination, collaboration, and timeliness of all personnel involved.

Figure 23 provides an overview of the responsibilities assigned to personnel involved in the LOD process.

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPMOs</td>
<td>State Military Personnel Management Officers (MPMOs) will provide oversight,</td>
</tr>
<tr>
<td></td>
<td>management and guidance to ensure the quick and efficient completion and processing</td>
</tr>
<tr>
<td></td>
<td>of LODs and related actions.</td>
</tr>
<tr>
<td>DSS, HSS</td>
<td>Deputy State Surgeons (DSS), State Health Systems Specialists (HSS), or their</td>
</tr>
<tr>
<td></td>
<td>designated representatives will approve</td>
</tr>
<tr>
<td>S1 or G1</td>
<td>The S1 or G1 at each level of command will provide oversight, management and</td>
</tr>
<tr>
<td></td>
<td>guidance to ensure the quick and efficient completion and processing of LODs and</td>
</tr>
<tr>
<td></td>
<td>related actions.</td>
</tr>
</tbody>
</table>

Figure 23: LOD Responsibilities
<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander</td>
<td>The Commander plays an important role in monitoring the progress of Soldiers through the LOD process.</td>
</tr>
<tr>
<td></td>
<td>• Every Commander is responsible to ensure entries are made on the Unit Training Record (DA Form 1379 or DA Form 1380) for any injury, illness or disease that occurred or was aggravated during the training period.</td>
</tr>
<tr>
<td></td>
<td>• Notify higher headquarters of the incident immediately, but not later than the next working day.</td>
</tr>
<tr>
<td></td>
<td>• Ensure Soldiers understand the importance of the LOD process.</td>
</tr>
<tr>
<td></td>
<td>• Query, at the final formation, all members about unreported injuries, etc., and initiate the LOD, if necessary.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Ensure each Soldier understands his /her responsibility to report injuries, illness, or disease promptly</strong></td>
</tr>
<tr>
<td></td>
<td>• Forward a “Notification/Request for Medical Treatment” directly to the <strong>Health System Specialist or LOD Coordinator</strong>. Form should be received no later than 48 hours after the incident.</td>
</tr>
<tr>
<td></td>
<td>• Ensure the Soldier understands and signs the Disability Counseling Statement. This statement must be completed anytime an LOD is initiated.</td>
</tr>
<tr>
<td>Servicing Judge Advocates (SJA)</td>
<td>Servicing Judge Advocates will provide legal review and opinions on formal LOD investigations as described in AR 600-8-4, paragraph 3-9b using the module.</td>
</tr>
<tr>
<td>Investigating Officer</td>
<td>Investigating officers will complete DD Forms 261 promptly and forward them in the module through the chain of command and reviewing officials.</td>
</tr>
<tr>
<td>Soldiers</td>
<td>• Recognize the importance of the LOD in protecting their rights.</td>
</tr>
<tr>
<td></td>
<td>• Immediately notify their unit commanders, 1SG, or a designated representative of an injury, illness or disease which:</td>
</tr>
<tr>
<td></td>
<td>• Existed prior to the training period</td>
</tr>
<tr>
<td></td>
<td>• Occurred or was aggravated during the training period</td>
</tr>
<tr>
<td></td>
<td>• Manifested itself in the period immediately following a training period</td>
</tr>
</tbody>
</table>

**Figure 23 (Cont): LOD Responsibilities**

### 8.2 Reserve Component LOD Module

The Reserve Component (RC) LOD Module is a web-based application in the HQDA Medical Operational Data Systems (MODS). The Module provides an automated, management capability to prepare and transmit LOD actions and PDHRA Referrals. It warehouses LOD data, has a query capability to produce reports on injuries, illnesses and disease, and provides leaders and staff full visibility of the entire LOD process.

The module provides an electronic means to prepare and transmit, through the chain of command, the DA Form 2173 (Statement of Medical Examination and Duty Status) and DD Form 261 (Report of
Investigation-Line of Duty and Misconduct Status). The DD 261 is required only when a formal investigation is required.

The RC LOD module provides an accurate and timely response for Soldier healthcare. It is primarily a tool for the RC, however AC components do need to be aware of this tool and the LOD process for the RC Soldiers they may find in their units (particularly at during the Mobilization/Demobilization process).

8.2.1 Accessing LOD Module

An e-mail is generated by the LOD module and is routed to the Commander by the Soldier’s UIC. The Unit Commander will click the link in the e-mail and be directed to the LOD homepage. The Commander will then be prompted to log into the Module for access to the Main Menu.

Figure 23 is a depiction of the main menu the Commander will see upon logging into the LOD Module. The links above labeled “LOD”, “PDHRA”, “Reports”, and “Help” enable the commander to access LODs, PDHRA Referrals, Ad Hoc Reports, and LOD documentation.

Figure 24: Line of Duty

The “Review and Act on Submissions” link contains a listing of LODs that are awaiting action by the Unit Commander. After selecting the link, a page will appear that displays all LODs with pending action status. The Unit Commander will review each document for completeness and accuracy. This data cannot be edited because it’s in read-only format. When the Commander’s LOD review is complete, he/she will proceed to the “Next Action” page. The Commander will then concur by selecting the “Forward to State Admin” option from the “Next Course of Action” drop down list. If the Commander non-concurs with the LOD, the “Return to Unit for Corrections” option can be chosen.

For Active Component (AC) Commanders and medical providers of RC Soldiers, LOD documentation pertinent to making a determination should be uploaded into the LOD module or submitted to the Soldier’s organic Commander to assist in LOD determination.
9.0 OVERVIEW OF THE DA INTEGRATED DISABILITY EVALUATION SYSTEM (IDES)

The Secretary of the Army is charged with ensuring the fitness of Soldiers, and separating or retiring those who become unfit to continue military service because of physical disability. The Army's first priority for Soldiers suffering from an illness or injury is to ensure delivery of the highest-quality and proper medical attention. However, if the treating physician believes that a Soldier is unable to perform full military duty or is unlikely to be able to do so within a reasonable period of time (normally 12 Months), the Soldier is referred to the Integrated Disability Evaluation System (IDES). IDES is used to objectively determine either “fit for duty” or “unfit for duty” and the applicable disability benefits (which are provided by law) for Soldiers with duty-related impairment(s).

The United States Army Physical Disability Agency (USAPDA) manages the Army's IDES and acts on behalf of the Secretary of the Army. It is important to understand that IDES is a performance-based system. Simply because a Soldier has a medical condition does not mean that the Soldier cannot continue to serve on active duty or in the Reserve Component. It is the impact of that medical condition upon the Soldier’s ability to perform duties appropriate to his/her rank and branch/MOS that is important.

9.1 The IDES System

IDES is initiated by referring a Soldier through any of the follow five different routes:

1. Medical Treatment Facility (MTF)
2. Medical Administrative Retention Review (MAR2)
   MAR2 is a Commander’s tool to identify Soldiers in their unit who have permanent medical limitations (P3/P4 profiles) and to request an administrative review to determine if the Soldier meets standards of his/her Area of Concentration (AOC) or Primary Military Occupational Specialty (PMOS). MAR2 will enhance readiness by providing a process by which to monitor and maintain a quality force. This process will help to ensure that Soldiers are physically qualified and prepared to fulfill ARNG missions worldwide.
3. Fitness for duty medical examination
   If a Soldier appears to have a condition that impairs his/her capabilities to meet the functional duty requirements of their PMOS/AOD they may be required to undergo a fitness-for-duty medical examination. This assessment is used to determine fitness when there is a direct question about his/her continued capacity to meet the physical or medical requirements of the position. Such an examination may be ordered for instances of job-related injuries/illnesses and for those that are not job-related.
   {NOTE: A ‘fitness for duty’ EXAMINATION is NOT the same as a ‘fit for duty’ DETERMINATION}.
4. HQDA action
5. Reserve component (RC) non-duty-related process
If a treating physician determines that a Soldier is unable to perform full military duty or is unlikely to be able to do so within a reasonable period of time (normally 12 months), the Soldier is referred to the Physical Evaluation Board Liaison Officer (PEBLO) to start a Medical Evaluation Board (MEB) at the MTF where treatment is being provided.

### 9.1.1 Medical Evaluation Board (MEB)

The MEB is an informal process, and the board itself is comprised of at least two physicians who compile, assess, and evaluate the medical history of a Soldier and determine if the Soldier meets, or will meet, retention standards.

If the Soldier meets retention standards, the Soldier is returned to duty in their respective or current Military Occupational Specialty (MOS). If the Soldier does not meet retention standards, the case will be referred to a PEB for further disposition and determination of fitness. (The MEB determines whether or not a Soldier meets retention standards; it does not determine fitness).

### 9.1.2 Physical Evaluation Board (PEB)

The USAPDA agency has three Physical Evaluation Boards (PEBs), located at Crystal City, VA (NCR) PEB; Ft. Sam Houston, TX; and Ft. Lewis, WA.

PEBs are administrative boards that determine whether a Soldier’s disability prevents his/her continued performance in the Army. The PEB is comprised of two types of boards: informal and formal. A board (informal or formal) is composed of a three-member panel trained on adjudication standards and procedures. The Presiding Officer will normally be a Colonel (sometimes an LTC); in addition, each board has a Personnel Management Officer (normally a field grade officer or civilian equivalent) and a Medical Member (normally a DA civilian physician). Figure 25 gives some of the key points for both formal and informal PEBs.

**Informal PEB**

The MEB is initially reviewed by the Informal PEB.

A Soldier does not appear before the Informal PEB. This board conducts a review of the medical and non-medical evidence of record contained in the MEB.

The first determination made by the PEB is whether or not the Soldier is fit to continue to perform his/her primary military duties.

If the Soldier is determined unfit, the PEB then decides whether or not the Soldier is eligible for disability benefits.

**Formal PEB**

The Formal PEB is the Soldier’s opportunity, with the assistance of legal counsel, to present evidence, testimony and documents in support of his/her case.

The Soldier may appear in person and present evidence pertinent to the case.

The Soldier can be represented by an appointed Judge Advocate General Corps (JAGC) attorney or counsel of his/her own choosing (a civilian attorney or a representative from a National Service Organization such as Disabled Americans Veterans).

If the Soldier elects to have civilian counsel, it will be at no expense to the government.
Almost all of the civilian board members at the Army PEBs are retired military with significant experience. By law, all PEBs considering a Reserve Component (RC) Soldier will have an RC member.

The PEB makes the decision of fitness by balancing the extent of a Soldier's condition (as shown with objective medical and performance evidence) against the requirements and duties that the Soldier may reasonably be expected to perform in his/her current job skill. The mere fact that one or more medical conditions exist does not necessitate an unfit determination. A Soldier with a serious medical condition can be found fit when the evidence establishes that the Soldier can perform his/her duties despite the condition.

Determinations made by the PEB process include:

- Fitness or unfitness to continue military service;
- Eligibility for disability compensation;
- Disability codes and percentage rating;
- Disposition of the case; and
- Whether or not the injury or illness meets combat-related criteria to qualify the Soldier for additional tax, employment, or other benefits.

Final approval authority for all PEB findings and recommendations rests with the USAPDA.

Note: If the AC Soldier is found unfit by PEB, he/she may request COAD. If an RC Soldier is found unfit by PEB, he/she may request COAR. The PEBLO will facilitate this request. Regulatory guidance for COAD/COAR is found in AR 600-40, Chapter 6.

Consideration for COAD/COAR is NOT the responsibility of the PEB.

9.1.3 IDES and Reserve Component Soldiers

There is no difference in PEB case processing for an RC Soldier from that of an AC Soldier. RC Soldiers are entitled to the same PEB determinations and disposition recommendations.

RC Soldiers not on active duty who have non-service-connected conditions may be referred to the IDES under the non-duty-related process for a determination of fitness only.

The command decides whether to submit a case as "duty-related" or "non-duty-related." Cases referred under the non-duty-related process are not authorized MEBs; the MTF does not provide care for non-duty related conditions.
9.2 Integrated Disability Evaluation System (IDES)

The Integrated Disability Evaluation System (IDES) features a single set of disability medical examinations appropriate for determining both fitness and disability. By transitioning from the disability evaluation system (DES) to the IDES, evaluation of a service members’ fitness for duty runs concurrently with a Department of Veterans Affairs’ (VA) determination of a disability rating.

9.2.1 Training Requirements

Commanders/1SG

1. e-Profile
2. MEDPROS
3. IDES Process
4. Complete prior to or within 30 days of Assumption of Command

Profiling Officer and Brigade Surgeons

1. Medical Profiling Course (Attend prior to access to e-Profile)
2. Brigade Surgeon Course (If applicable)
3. Complete prior to assignment to BCT/BDE Surgeon or within 90 days of assignment
9.2.2 Temporary Profile Management Process

Temporary Profile Management Process

- Mandates use of DA Form 7652 (COMMANDER’S PERFORMANCE AND FUNCTIONAL STATEMENT)
- 7 day requirement from first to second signature on permanent profile
- Required use of eProfile
- MRC 3bSoldiers will not PCS to deploying formations

Soldier can meet MRDP at any point

Lot 0 Days by Senior Mission Commander, Medical Authority/Case Manager & Documented on DA Form 7652 (Update)

Lot 120 Days Review by BN CO, Medical Authority/Care Coordinator & Documented on DA Form 7652 (Update)

Lot 60 Days Review by CO/1SG, Medical Authority /Care Coordinator & Documented on DA Form 7652

Soldier issued aT3/T4 Profile, Begin Temp Profile Review

Items in RED are new/enhanced standards

Phase 1- Conduct MEB Process

- Second signature authority submits for VA Form 21-0819
- Enhanced Access to Care for disqualifying condition
- VA Appointment tracking mandatory, no show rate <1%
- Multidisciplinary Team intake (MEB physician, BH, PEBSO, PEBSO Assistant, SFAC, VA and command) within 14 days of initiation
- NARSUM completion within 5 days of receipt of C&P exam
- Required use of IDES Narrative (abbreviated) Summary
- Co-location/collaboration with MTF and VA assets
- Use of BMM for PEBSO/assistants

MEBSubmitted to PEB

Day 65-100 AC/105 -140 RC

MEB Stage
- MEB completed within 5 days
  - PEBLSO Counseling
  - Presentation of ILS to Soldier
- Soldier had 15 days to make decision
  - Independent Medical Review
  - Competition of IDES Case Histories
  - Submission of case file to PEBLSO

Day 20-65 AC/60-105 RC

Medical Evaluation Stage
- DAY-5 P&F Examinations
- DISAB Review and Approval
- Submission of Completed C&P reports to PEBLSO

Day 10-20 AC/30-60 RC

Claim Development Stage
- Review of ST&R
- Full completion of all - Form 21-0819
- Schedule of VA Appointments (SAP Exam)
- PEBLSO Notification to VA of SAP appointment

Day 1-10 AC / 1-30 RC

Referral Stage
- spotted PEBSO Case Preparation
- Update Reference Form
- Notification of IDES Initiation (Section/unit)
- Unit Collected 30 days to complete DA Form 7652 (Commander’s Performance and Functional Statement)
- Comprehensive, Multi-disciplinary Team Meeting
- PEBLSO
- PEBLSO - PROMIS complete copy of ST&R to MRC

P3/4 Profile Second signature (MRDP) Completion of Section 1 of VA Form 21-0819 24 hours to transmit to PEBSO

Day 100 days Active Duty
Day 140 days RC not on AD
Phase 2 – Conduct PEB/PDA Process

- Directed use of virtual PEB for 90% of all formal PEB
- Notification of PEBLO after Secretarial Approval date
- Electronic File Transfer required

Day 85-95 Soldier Election of Options (10 Days)
  - Concur or submit written appeal

Day 55-65 Conduct of Formal PEB (30 Days)
  - Conduct concurrently with formal PEB if applicable

Day 55-70 DRAS reconsideration
  - Conduct concurrently with formal PEB if applicable

Day 55-65 Final Processing (if concurrence) (10 Days)
  - Case forwarded to PA
  - PA reviews if required
  - Secretarial Approval and notification of PEBLO

Day 45-55 Soldier Election of Options (10 Days)
  - Concur

Day 30-45 PEB issues findings and sends to PEBLO (15 Days)
  - Includes three day period for PEBLO to counsel Soldier

Day 15-30 Disability Rating Activity Site issues Rating to PEB (15 days)

+120 days All COMPO

Phase 3- Transition or Reintegration

- Decreases outprocessing days to 14
- Mandates review of leave/pTDY in excess of 60 days

Day 7-21 Out Processing and Transition Counseling to include VA benefits briefing

Day 21-81 Leave (over 60 days of leave requires first COL in chain of command’s approval)

Army Secretarial Approval
Soldiers Found Fit this concludes IDES for these Soldiers
AD Soldiers Found Unfit—TRANS/PROC Input

81 Days All COMPO
Taking care of wounded, ill and injured Soldiers is an important part of the Army’s mission, and there are many resources available to do just that. The MEDCOM Warrior Care and Transition Program provides support and medical management for eligible Soldiers of all components through the Warrior Transition Units (WTU) and the Community Based WTUs. In addition, Installation Management Command (IMCOM) provides services for Warrior in Transition in Soldier Family Assistance Centers (SFAC) located near the WTUs on installation.

10.1 Soldier Family Assistance Centers (SFACs)

SFACs (with the exception of Walter Reed Army Medical Center) are operated by IMCOM and have the mission of providing a full spectrum of personnel, finance, and administrative support and assistance to Warriors in Transition and their family members. An SFAC is a “one-stop shop,” coordinating with other government and private organizations to provide a variety of support services. SFAC services include:
• Human Resources
• Education Services
• Social Services
• Information and Referral
• Financial/Budget Services
• Outreach Services

All Soldiers going through the APDES (MEB/PEB) and their family members may utilize SFAC services.

10.2 Warrior Transition Units (WTUs) and Community Based WTUs (CBWTUs)

Warrior Transition Units and Community Based Warrior Transition Units are extensions/derivatives of MTFs, with policy oversight by Warrior Transition Commands. WTUs provide critical support to AC wounded, ill, and injured Soldiers who are expected to require 6 months or more of rehabilitative care and need complex medical management. Closely resembling “line” Army units with a professional cadre and integrated Army processes, WTUs build on the Army’s strength of unit cohesion and teamwork so that wounded Soldiers can focus on healing and subsequent transition back to the Army or to civilian status.

Reserve Component (RC) Soldiers who remain on active duty (Medical Retention Processing (MRP)) or return to active duty (MRP2, Active Duty for Medical Extensions) are attached to a WTU/Community Based WTU (CBWTU) in their home communities.

Leadership of a WTU relies on a Triad of Leadership for meeting the intent of the Warrior Comprehensive Transition Plan (WCTP). The Triad of Leadership includes the Senior Mission Commander, the Military Treatment Facility Commander, and the Warrior Transition Unit Commander to make decisions on assignments, reassignments, and react decisively to ensure that WTUs have what they need to successfully accomplish their mission.

Another triad, the Triad of Care, is fundamental to the healing of the Warriors in Transition (WT). The Triad of Care includes the Primary Care Manager (PCM), Nurse Case Manager (NCM), and Squad Leader (SQ)/ Platoon Sergeant (PS) who all work as a team to assist the WT and his/her Family in developing a Comprehensive Transition Plan (CTP) that targets needed medical treatment and support.

The Triad of Care works in concert with the Triad of Leadership to develop a plan of care specific to each Soldier and addressing medical treatment, administrative and support needs, and disposition. The triads work together to ensure advocacy for WTs, continuity of care, and a seamless transition/return either to the force or a productive civilian life.
Warrior Transition Unit (WTU) and Community Based WTU

Warrior Transition Unit

- Squad Leader
- Primary Care Manager (PCM): 1:200
- Nurse Case Manager (NCM): 1:20
- WTU
- TRIAD of CARE
- Synchronize Specialty Care

- For all components
- Traditional Chain of Command (Squad Leader – Battalion Commander)
- Focused “Triad of Care” for each Soldier
- Army Wounded Warrior (AW2) Advocate for most seriously injured
- Best facilities on post; priority medical care
- Dedicated Family Support
  - Family Readiness Support Assistant (FRSA)
  - Soldier Family Assistance Center (SFAC)

Community Based WTU

- Platoon Sergeant
- Medical officer
- Nurse Case Manager (NCM): 1:20
- CBWTU
- TRIAD of CARE
- Synchronize Specialty Care

- Primarily for Reserve Component Soldiers
- Modified Chain of Command (PSG - LTC)
- Focused “Triad of Care” for each Soldier
- Live at home; medical care available CBWTU allows wounded, ill, and injured Soldiers to heal at home
- Duty at approved Title 10 duty site
- Dedicated Family Support
  - Virtual Soldier Family Assistance Center (VSFAC)

• ARMSTRONG

“Never Leave a Fallen Comrade!”

Figure 27: WTU Triad of Care
10.2.1 WTU Assignment

(10.2.1a) Active Component Soldiers (AC)

WTUs are designed to meet the needs of Soldiers who were wounded, ill or injured in theater and/or require complex medical and case management through the Triad of Care. As a leader, you will be responsible for recommending assignment/attachment of the AC Soldier.

(9102.1b) Reserve Component Soldiers (RC)

Reserve Component (COMPO 2/3) Soldiers who are eligible to remain on or return to active duty qualify for assignment/attachment to the WTU/CBW. As a leader, you will be responsible for initiating one of the following:

- **MEDICAL RETENTION PROCESSING (MRP)**
  
  MRP is used for the continued retention of RC Soldiers in an AD status to administer medical treatment in response to an LOD illness or injury. This program permits a Soldier mobilized under 10 USC 12302 partial mobilization orders to voluntarily remain on active duty in order to receive treatment for an in-the-line-of-duty incurred illness, injury, disease or an aggravated pre-existing medical condition (which prevents the Soldier from performing the duties required by his/her MOS and/or position).

- **MEDICAL RETENTION PROCESSING 2 (MRP2)**
  
  The MRP2 program is designed to allow RC Soldiers to voluntarily return to temporary active duty in order to receive evaluation, treatment, and/or IDES of documented, unresolved mobilization-connected and potentially unfitting medical condition(s) that either was/were not identified or was not resolved prior to his/her REFRAD. This program applies only to RC Soldiers already released from active duty (REFRAD) from 10 USC 12302 partial mobilization orders.

- **ACTIVE DUTY MEDICAL EXTENSION (ADME)**
  
  The intent of ADME is to voluntarily place RC Soldiers with a documented incurred or aggravated injury, illness or disease on temporary active duty in order to evaluate and treat them. The medical condition must have been incurred or aggravated while the Soldier was in an Individual Duty for Training (IDT) or non-mobilization active duty status and that medical care will extend beyond 30 days. The medical condition must prevent the Soldier from performing his or her Military Occupational Skill/Area of Concentration (MOS/AOC) within the confines of a Physical Profile (DA FORM 3349) issued by military medical authority. Soldiers must be medically approved by the ADME Medical Review Board to enter the ADME Program.

  The goal is to return a Soldier back to duty within his/her respective RC as soon as possible. If return to duty is not possible, process the Soldier through the Army IDES.

  Detailed guidance, procedures, eligibility criteria, and how to process requests for the above program are available at WTU Consolidated Guidance (Administrative) or
11.0 PROVIDER RESOURCES

11.1 PERIODIC & DEPLOYMENT HEALTH ASSESSMENT ICD-9 CODES

The periodic (PHA) and deployment health assessments (DHA) should be coded with the alphanumeric ICD-9 V code in AHLTA (first diagnosis), not a numeric ICD-9 diagnosis code.

DHAs are associated with deployments and their primary purpose is screening (NOT diagnosis) and identification of conditions for referral and further evaluation (where any 'new' diagnoses may or may not be considered).

As the AMEDD implements improved electronic tracking of clinical referrals from the DHAs and PHA in the future, diagnostic codes entered by MEDCOM, FORSCOM, and other healthcare providers will become critical for tracking compliance reporting to unit leadership.

a. Periodic Health Assessment (PHA): V70.5_2
b. Pre-deployment health assessment (DD Form 2795): V70.5_D
c. Post-deployment heath assessment (DD Form 2796): V70.5_E
d. Post deployment health re-assessment (DD Form 2900): V70.5_F

NOTE: Anticipate implementation of ICD-10 codes in FY 2013 (Date TBD).

11.2 NEW PDHA AND PDHRA FUNCTIONALITY

The Medical Health Assessments (MHA) application in MODS was modified to comply with FRAGO 3 to MEDCOM OPERATIONS ORDER 11-03 (Soldier Readiness Processing and Medical/Dental Reset), ensuring all MEDCOM activities performing Soldier Readiness Processing (SRP) functions document completion of PDHA and PDHRA encounters into the electronic health record (AHLTA). Providers will be able to readily address all positive responses and pertinent negative responses by Soldiers' on the healthcare provider tab of the DD 2796 and DD 2900. The system will now consolidate all Soldiers' positive responses and providers' comments to a note pad page which can then be copied and pasted into an AHLTA encounter note. The above system updates were deployed to MODS on 1 August, 2012. For technical questions, call the MODS Help Desk at (703) 681-4976 or DSN 761-4976 or toll-free 1-888-849-4341. mods-help@asmr.com.

11.3 MEDICATION RECONCILIATION:

Medication reconciliation is a process with at least 4 key parts: review of medical records, the provider asking about medications, the Soldier providing a list of medications, and documentation of current medications being taken (and not taken). These aspects require continuous attention to detail across multiple systems, processes, personnel, and locations.

It is critical that medication reconciliation be performed and documented at every medical encounter, particularly throughout the deployment cycle of support.
Medication reconciliation should be performed and documented at every medical encounter whether at the Battalion Aid Station, Troop Medical Clinic, SRP site, MTF or other location.

The Periodic Health Assessment (PHA) and Deployment Health Assessments (including the Pre-DHA, PDHA, and PDHRA) are critical medical encounters.

Soldiers, DA Civilians and NAF (Non-Appropriated Fund) personnel should know the names, dosages, schedule and purpose of their medications. Encourage Soldiers to write down medication information or bringing the bottle with them, make this process easier.

Proper Medication Reconciliation includes ALL prescription medications, over the counter (OTC), herbal, vitamin, stimulants (including caffeinated 'energy' drinks, solutions, or pills) and supplements (including consumption of high protein shakes, bars, and related body building or weight training foods) taken on a daily, intermittent, or as needed basis.

Documenting 'reconciliation' of medications without actually listing the medication, dosage and frequency in the electronic medical record does NOT meet the intent of medication reconciliation. Accurate assessments of medications correlate with a more accurate determination of medical needs, risk factors and requirements in both garrison and deployed settings.
11.4. HQDA EXORD 015-10, CENTRALIZED MEDICAL CARE (PRIMARY AND BEHAVIORAL) AT US ARMY INSTALLATIONS

This EXORD was published in 2010 and implementation is still less than optimal in some locations. This serves as a reminder of this requirement for medical providers and leaders (an excerpt is provided below):

1. (U) SITUATION. THERE IS INCREASING DEMAND FOR MEDICAL RESOURCES TO IMPROVE ACCESS TO CARE AND PROVIDE CONTINUITY OF CARE TO MILITARY BENEFICIARIES WHILE MAINTAINING THE MEDICAL SUPPORT NECESSARY FOR THE ARMY FORCE GENERATION (ARFORGEN) CYCLE. CENTRALIZED MANAGEMENT OF HEALTH CARE PROVIDERS ASSIGNED TO MODIFIED TABLES OF ORGANIZATION AND EQUIPMENT (MTOE) AND TABLES OF DISTRIBUTION AND ALLOWANCES (TDA) UNITS ON THE INSTALLATION ALLOWS MORE EFFICIENT UTILIZATION OF RESOURCES.

3. B. (2) (U) COMMANDERS OF UNITS ON THE INSTALLATION REGARDLESS OF THEIR CHAIN OF COMMAND WILL SUPPORT THE MANAGEMENT OF THE HEALTH CARE PROVIDERS AND SERVICES IN ACCORDANCE WITH THE INSTALLATION HEALTH SERVICES PLAN. SKILL DEVELOPMENT, SKILL MAINTENANCE, AND PROVISION OF HEALTH CARE WILL BE ACROSS THE SPECTRUM OF MEDICAL OCCUPATIONAL SPECIALTIES AND GRADES. EXAMPLES OF UNITS TO WHICH PROVIDERS ARE ASSIGNED INCLUDE BUT ARE NOT LIMITED TO MEDICAL CENTERS, ARMY COMMUNITY HOSPITALS, ARMY HEALTH CENTERS, DENTAL ACTIVITIES, DENTAL CLINICS, DENTAL COMPANIES, VETERINARY DETACHMENTS, COMBAT STRESS CONTROL TEAMS, COMBAT SUPPORT HOSPITALS, FORWARD SURGICAL TEAMS, AREA SUPPORT MEDICAL COMPANIES, AND BRIGADE COMBAT TEAMS. APPROPRIATE ACOM, ASSC, AND DRU COMMANDS WILL ISSUE THEIR IMPLEMENTATION GUIDANCE TO THEIR SUBORDINATE UNITS BY 30 APRIL 2010.

3.C.(I)(A) (U) PROVIDE MEDICAL PERSONNEL ASSIGNED TO THE MTOE UNITS IN SUPPORT OF THE INSTALLATION HEALTH SERVICES PLAN. 3.C.(I)(B) (U) COORDINATE TRAINING AND AVAILABLE WORK SCHEDULES WITH MEDICAL COMMAND (MEDCOM) ORGANIZATIONS ON THE INSTALLATION. ENSURE FORSCOM HEALTHCARE PROVIDERS (PHYSICIANS, DENTISTS, PHYSICIAN ASSISTANTS (PA), NURSE ANESTHETISTS (NA), NURSE PRACTITIONERS (NP), OPTOMETRISTS, PHYSICAL THERAPISTS (PT), CLINICAL PSYCHOLOGISTS, SOCIAL WORKERS, OCCUPATIONAL THERAPISTS, PHARMACISTS, AND PODIATRISTS) SUBMIT NOTICE OF UNAVAILABILITY TO THE MEDCOM MEDICAL TREATMENT FACILITY COMMANDER A MINIMUM OF 60-DAYS PRIOR TO PLANNED TRAINING EVENTS TO PREVENT DISRUPTION OF PROVIDER SCHEDULING WITHIN THE LOCAL MTF.


3.C.(I)(D) (U) ENSURE THAT EVERY FORSCOM DIRECT HEALTHCARE PROVIDER (PHYSICIANS, PAS, NPS) SCHEDULED TO WORK IN TROOP MEDICAL CLINICS (TMCS) IS SUPPORTED BY AT LEAST TWO 68W MILITARY OCCUPATIONAL SPECIALITY (MOS) SOLDIERS EVERY DAY THEY ARE SCHEDULED IN THE CLINIC.

3.C.(I)(E) (U) ENSURE THAT EVERY FORSCOM DENTIST SCHEDULED TO WORK IN TDA DENTAL ACTIVITY CLINICS IS SUPPORTED BY ONE 68E MOS SOLDIER FROM THE PROVIDER'S UNIT EVERY DAY THEY ARE SCHEDULED IN THE CLINIC.
NOTE: The complete EXORD should be reviewed for complete instructions and guidance.

12.0 CONCLUSION

Soldiers are the centerpiece of Army combat formations. Unit readiness is directly related to individual Soldier readiness. Commanders are responsible for and must emphasize the importance of improving and maintaining Soldier and Unit medical readiness.

The AMEDD strives to improve and expand the tools available for commanders to assess the medical readiness of their Soldiers and units. This guide is designed to provide you with a complete guide to the use of these tools.

For more detailed information refer to the reference regulations and guidance.
References


Assistant Secretary of Defense for Health Affairs [ASD (HA)] Memo. (2003, April 24). “Policy for Individual Medical Readiness Metrics”.

Department of the Army G-1 PDHRA home page: www.armyg1.army.mil/hr/pdhra/.

Department of the Army Instruction 6490.03. (2006, August 11). “Deployment Health”.


Department of Defense Instruction 6490.3. (2006, August 11). “Deployment Health”.

Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees 6490.07 (February 5, 2010)