

**MEDPROS**  
FORCE HEALTH PROTECTION

# USER GUIDE



# e-Profile

## **CONTACT INFORMATION**

For system problems and login problems (non-AKO), contact:

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[WWW.MODS.ARMY.MIL](http://WWW.MODS.ARMY.MIL)



# **e-Profile User Guide Commander**

**DRAFT**

**Prepared by the  
Documentation Team  
September 15, 2010**

### Revision History

Version	Date	Description
1.0	April 2010	This version includes instructions for commanders for the e-Profile application and the new functionality features with the 3.5.3 release.
2.0	July 2010	This version includes instructions for commanders for the e-Profile application and the new functionality features with the 3.5.4 release.
3.0	September 2010	This version includes instructions for commanders for the e-Profile application and the new functionality features with the 3.5.5 release.

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## **1.0 Introduction to e-Profile**

### **1.1 Background**

E-Profile is an application within 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.

## **1.2 Purpose**

This application provides a fully automated profile process, Form DA 3349 entry to routing final profile to Commander. It uses artificial intelligence 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 process. 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](http://www.army.mil/usapa/epubs/pdf/r40_501.pdf).

## **1.3 Application Components and Validations**

The e-Profile application consists of admin, profile, report, referral, MEB, PEB, MMRB, 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**

E-Profile User Guide is intended for Commanders utilizing the e-Profile application.

## **1.5 Prerequisites**

To access e-Profile, you must have an active AKO account and a Common Access Card (CAC). You must register your CAC on AKO in order to login in to the e-Profile.

### **How Do I Register for an AKO Account?**

<https://help.us.army.mil/cgi-bin/akohd.cfg/php/enduser/home.php>

## **2.0 Get System Access**

To gain system access, you must have an active AKO account. 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 Commanders: Navigating the System**

E-Profile application will provide visibility of the health and Profile status of your Soldiers. This will increase communication between you and Providers, and ensures your Soldiers get corrective intervention, either medical care or board process.

### 3.1 Viewing Profiles

Step	User Action	What to Check/System Response
1.	Go to <a href="http://www.mods.army.mil">www.mods.army.mil</a> , select link for e-Profile, and login with your CAC.	Upon successful authentication, the e-Profile application will open.
2.	Hover over Profile. Click View All Profiles.	List of profiles will appear.

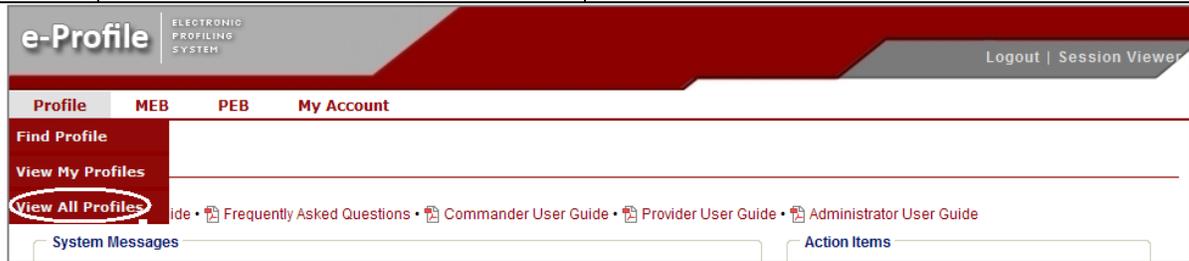


Exhibit 3-1 Welcome Page

3.	Filter your search as needed. Click Apply.	List of profiles will appear.
----	--	-------------------------------

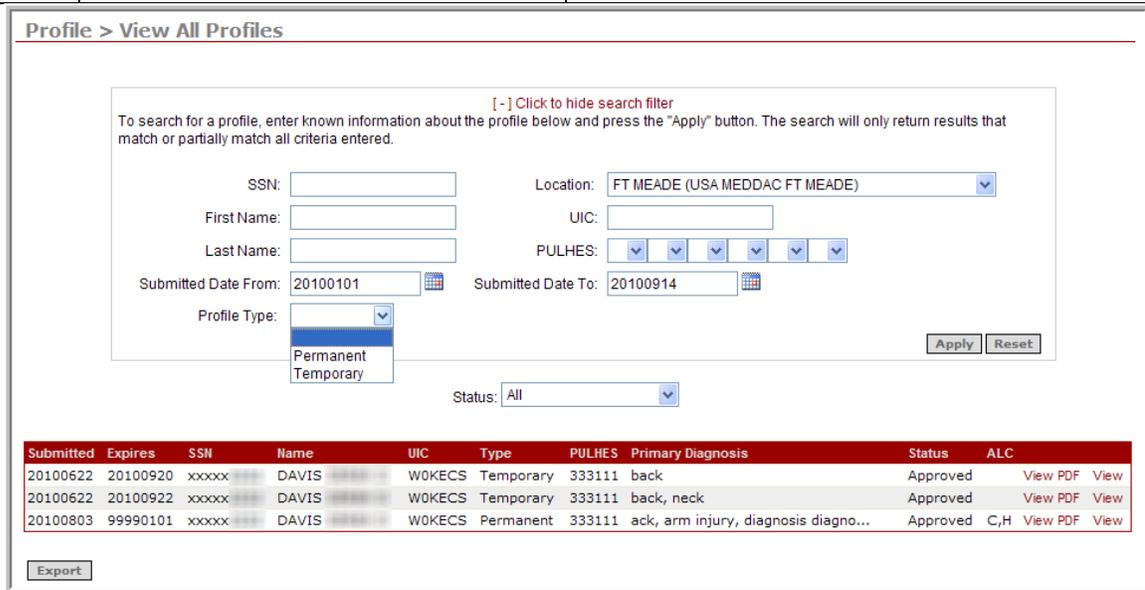


Exhibit 3-2 Profile List

3.	To view a profile, click View PDF or View.	The Soldier's profile will appear in either a PDF format or Web format.
----	--	---

PHYSICAL PROFILE										
For use of this form, see AR 40-501; the proponent agency is the Office of the Surgeon General.										
1. MEDICAL CONDITION: (Description in lay terminology) <input checked="" type="checkbox"/> INJURY? <input type="checkbox"/> ILLNESS/DISEASE?		2. CODES (Table 7-2 AR 40-501)		3. Temporary		P	U	L	H	E
		B		Permanent		3	2	3	2	1
4. PROFILE TYPE										
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)										
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)										
5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "S" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:										
FUNCTIONAL ACTIVITY:										
a. Carry and fire individual assigned weapon?										
b. Evade direct and indirect fire?										
c. Ride in a military vehicle for at least 12 hours per day?										
d. Wear a helmet for at least 12 hours per day?										
e. Wear body armor for at least 12 hours per day?										
f. Wear load bearing equipment (LBE) for at least 12 hours per day?										
g. Wear military boots and uniform for at least 12 hours per day?										
h. Wear protective mask and MOPP 4 for at least 2 continuous hours per day?										
i. Move 40lbs (for example, duffle bag) while wearing usual protective gear (helmet, weapon, body armor and LBE) at least 100 yards?										
j. Live in an austere environment without worsening the medical condition?										
6. APFT										
2 MILE RUN										
APFT SIT-UPS										
APFT PUSH UPS										
7. DOES THE SOLDIER MEET RETENTION STANDARDS (AW CHAPTER 3 AR 40-501)?										
YES <input type="checkbox"/> NEEDS MMRB										
NO <input checked="" type="checkbox"/> NEEDS MEB										
8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS:										
No Exposure to Noise for more than 15 Seconds.										
Loss of hearing is worsening.										
<input type="checkbox"/> This temporary profile is an extension of a temporary profile first issued on _____										
9. NAME, GRADE & TITLE OF PROFILING OFFICER					10. SIGNATURE		11. DATE (YYYYMMDD)			
					<<electronically signed>>		20100914			
12. NAME & GRADE OF APPROVING AUTHORITY					13. SIGNATURE		14. DATE (YYYYMMDD)			
					<<electronically signed>>		20100914			
15. Commanders can access the electronic profiles of Soldiers in their unit(s) by going to <a href="http://www.mods.army.mil">http://www.mods.army.mil</a> and clicking on eProfile in the list of applications. Commanders will be required to register and be approved in eProfile before they can gain access to profiles.										
16. PATIENT'S IDENTIFICATION					17. HOSPITAL OR MEDICAL FACILITY					
a. NAME: (Last, First)										
b. GRADE/RANK:										
c. SSN:										
d. UNIT:					PROFILING OFFICER E-MAIL					
DA FORM 3349, MAR 2010					PREVIOUS EDITIONS ARE OBSOLETE					
					Page 1 of 2 APD PE v1.00ES					

Exhibit 3-3 Soldier's Form PDF

OR

View PDF Form

SOLDIER INFORMATION									
PID: 2235 Parent: 0 Profile: Permanent Name: ██████████ SSN: xxxxxx DOB: ██████████ Grade: ██████ Unit: ██████ PMOS: ██████									
1. MEDICAL CONDITION: (Description in lay terminology)				2. ALC		3. PULHES			
*Loss of Hearing <input checked="" type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE?				CODES (Table 7-2 AR 40-501) B		P U L H E S			
						Temporary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
						Permanent <input checked="" type="checkbox"/>			
4. PROFILE TYPE								YES	NO
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)									<b>X</b>
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)								<b>X</b>	
5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:								YES	NO
Carry and fire individual assigned weapon?								<b>X</b>	
Evade direct and indirect fire?									<b>X</b>
Ride in a military vehicle for at least 12 hours a day?								<b>X</b>	
Wear a helmet for at least 12 hours per day?									<b>X</b>
Wear body armor for at least 12 hours per day?								<b>X</b>	
Wear load bearing equipment (LBE) for at least 12 hours per day?								<b>X</b>	
Wear military boots and uniform for at least 12 hours per day?								<b>X</b>	
Wear protective mask and MOPP 4 for at least 2 contiguous hours per day?								<b>X</b>	
Move 40 lbs while wearing usual protective gear at least 100 yards?								<b>X</b>	
Live in an austere environment without worsening the medical condition?									<b>X</b>
6. APFT				YES	NO	ALTERNATE APFT (If unable to do APFT run, otherwise N/A)		YES	NO
2 MILE RUN					<b>X</b>	APFT WALK		<b>X</b>	
APFT SIT-UPS					<b>X</b>	APFT SWIM		<b>X</b>	
APFT PUSH UPS					<b>X</b>	APFT BIKE		<b>X</b>	
7. DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501?								YES	NO
a. NEEDS MMRB								<b>X</b>	
b. NEEDS MEB									<b>X</b>
8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS					9. RESTRICTIONS: Optional, use as needed				
Loss of hearing is worsening.					No Exposure to Noise for more than 15 Seconds.				
10. NAME, GRADE AND TITLE OF PROFILING OFFICER					11. SIGNATURE		12. DATE (YYYYMMDD)		
					<<electronic signature>>		20100914		
13. NAME AND GRADE OF APPROVING AUTHORITY					14. SIGNATURE		15. DATE (YYYYMMDD)		
					<<electronic signature>>		20100914		
MISCELLANEOUS									
Administrative Comments:						Duty Related: Yes Disposition: Transfer to a VA treatment facility or other MTF			

Exhibit 3-4 Soldier's Form Web Version

## Appendix A: Gaining System Access

### Register for e-Profile

Step	User Action	What to Check/System Response
1.	Go to the MODS domain page at <a href="http://www.mods.army.mil">http://www.mods.army.mil</a>	The MODS homepage will open.
2.	Point your cursor at the e-Profile link and click.	e-Profile homepage will open.

Exhibit A-1 MODS Home Page

Step	User Action	What to Check/System Response
3.	Click on Register for e-Profile.	A window will pop up stating you are accessing a U.S. Government Information System. Click OK to continue. A statement will appear that you have been authenticated through AKO.

**e-Profile** ELECTRONIC PROFILING SYSTEM

e-Profile application version :: 3.5.1

What is e-Profile?  
 How do I register for an AKO account?  
 How do I reset my AKO password?  
 Register for e-Profile

Login to e-Profile  
 :: CAC use is Required for Access ::

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Exhibit A-2 e-Profile Home Page

Windows Internet Explorer

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

OK Cancel

Exhibit A-3 Statement Window

4.	Enter your personal data. The red asterisk	
----	--	--

Step	User Action	What to Check/System Response
	indicates fields that are required.	
5.	In the User type drop down ment, select Military/Civilian/Contracter if you are one of these users.	Military Personnel and Civilian Employees section will expand available for entry.



ELECTRONIC  
PROFILING  
SYSTEM

e-Profile application version :: 3.5.5 (INT3)

**My Account > Application Registration**

Please complete the following form to register for e-Profile access. The data you submit will be used by MODS personnel for verification purposes only. Any attempt to pass false information for the purpose of gaining access could lead to criminal prosecution.

AKO ID:	john.smith	SSN: *	<input type="text"/>
First Name *:	<input type="text"/>	Last Name *:	<input type="text"/>
Gender *:	Select <input type="button" value="v"/>		
Address *:	<input type="text"/>		
City *:	<input type="text"/>		
State *:	Virginia <input type="button" value="v"/>	Zip *:	<input type="text"/>
Phone *:	( ) - - - -	Fax:	( ) - - - -
Email Address *:	<input type="text"/>		
Medical Speciality:	-- None -- <input type="button" value="v"/>	User Type *:	<input type="button" value="v"/> <ul style="list-style-type: none"> <li>Military / Civilian / Contractor <input type="button" value="v"/></li> <li>Select User Type</li> <li><b>Military / Civilian / Contractor</b></li> <li>LHI Contractor</li> </ul>

**Military Personnel and Civilian Employees**

NOTE: If your MTF is not included in the list below, then you are not currently permitted to use e-Profile. If this is not correct, please contact your designated e-Profile application contact.

Management Compo *:	Army <input type="button" value="v"/>	MTF *:	Select One <input type="button" value="v"/>
User Role *:	-- Select -- <input type="button" value="v"/>	Primary UIC *:	<input type="text"/> <a href="#">Look-up</a>
Rank *:	Select Rank <input type="button" value="v"/>		
Issuing Clinic:	<input type="text"/>		
Duty AOC/MOS *:	<input type="text"/>		

**Exhibit A-4 Application Registration Military Personnel and Civilian Employees**

Select UIC

Search For:

Limit To: All States/Regions

Selected UIC

6.	If you are an LHI contractor, select the option from the drop down menu.	Contracting Organizations section will expand available for entry.
----	--	--

Step	User Action	What to Check/System Response
------	-------------	-------------------------------

**My Account > Application Registration**

Please complete the following form to register for e-Profile access. The data you submit will be used by MODS personnel for verification purposes only. Any attempt to pass false information for the purpose of gaining access could lead to criminal prosecution.

AKO ID: John.Smith      SSN: \* :

---

First Name \* :       Last Name \* :

Gender \* :

Address \* :

City \* :

State \* :       Zip \* :

Phone \* :       Fax :

Email Address \* :

Medical Speciality :       User Type \* :

---

**Contracting Organizations**

Contracting Firm \* :       User Role \* :

Exhibit A-5 Application Registratin Contracting Organizations

7.	Verify all information entered is correct. Click Confirm.	Window confirming registration will appear.
----	--	---

**e-Profile**      ELECTRONIC PROFILING SYSTEM      e-Profile application version :: 3.5.5 (INT3)

**My Account > Application Registration**

Please complete the following form to register for e-Profile access. The data you submit will be used by MODS personnel for verification purposes only. Any attempt to pass false information for the purpose of gaining access could lead to criminal prosecution.

AKO ID: John.Smith

SSN:

Rank:

First Name:

Last Name:

Gender:

Military Address:

City:

State:

Zip:

Email Address:

Phone:

Fax:

Management Compo: Army

User Role: Installation Administrator

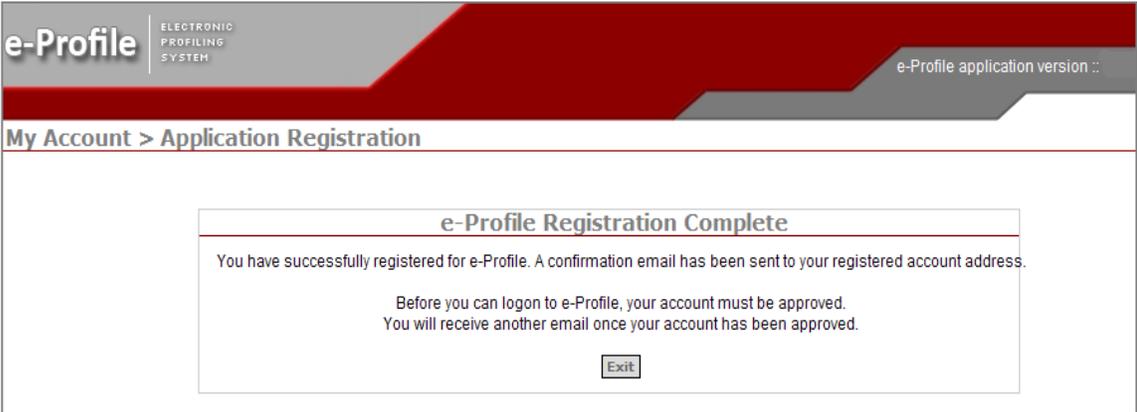
Duty AOC/MOS: 91c

Primary Uic: w3u5aa

Issuing Clinic:

Region: REDSTONE ARSENAL (USA MEDDAC REDSTONE AR)

Exhibit A-6 Information Verification Page

Step	User Action	What to Check/System Response
		 <p>The screenshot shows the e-Profile application interface. At the top left is the logo 'e-Profile' with 'ELECTRONIC PROFILING SYSTEM' below it. At the top right, it says 'e-Profile application version ::'. Below the header is a navigation breadcrumb: 'My Account &gt; Application Registration'. The main content area features a white box with a red border containing the following text:         <p style="text-align: center;"><b>e-Profile Registration Complete</b></p> <p style="text-align: center;">You have successfully registered for e-Profile. A confirmation email has been sent to your registered account address.</p> <p style="text-align: center;">Before you can logon to e-Profile, your account must be approved. You will receive another email once your account has been approved.</p> <p style="text-align: center;"><input type="button" value="Exit"/></p> </p>

[Exhibit A-7 Registration Confirmation](#)

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## Appendix B: Browser Compatibility and Security Settings

### Browser Compatibility

You can view AJAX-enabled ASP.NET sites by using most modern browsers. The following lists show compatible browser versions and operating systems.

The client browsers should support the following technologies to ensure the e-Profile application renders and functions properly:

- ECMAScript (JScript, JavaScript) version 1.2
- HTML version 4.0
- The Microsoft Document Object Model (MSDOM)
- Cascading style sheets (CSS)

#### Supported Browsers

- Microsoft Internet Explorer 6.0 or later versions
- Mozilla Firefox version 1.5 or later versions
- Apple Safari version 2.0 or later versions

### Security and Privacy Settings

The following table lists required browser security and privacy settings for user browsing. In all cases, the recommended settings are the default settings for that browser.

Browser	Security and Privacy Settings
Internet Explorer versions 6 & 7	Set the Internet Zone, located in the Security Zone to Medium.
FireFox 1.5 or later versions	In the Tools menu under Options, select Enable JavaScript.

Exhibit B-1 Security and Privacy Settings Table



**Note:** If browser security and privacy settings are set too high, JavaScript might be disabled. In that case, the browser cannot run the client-side functionality of an AJAX-enabled ASP.NET application.

## Appendix C: Frequently Asked Questions

**Q: How do I get access UICs to view profiles/referrals?**

A: Contact your state DSS or regional Approval Authority to have additional UICs added to user's profile.

**Q: How to I gain additional access to sign profiles or view referrals?**

A: Contact your state DSS or regional Approval Authority to have permissions added to user's profile.

**Q: Why am I not able to view a profile I created for a soldier?**

A: The users either does not have the permissions to view created profiles, the profile is in draft mode and needs to be submitted, or the soldier's UIC does not match the UICs the user has access to.

**Q: Why can't I log back into e-Profile when the account was approved?**

A: Confirm that the user's HIPAA certificate or account expiration date is current and the account is activated.

**Q: Can I delete a duplicate profile that was created on a soldier or when an error was made on the profile?**

A: Manually created profiles cannot be deleted from the application. The user can create a new profile with a new expiration date which will override all previous profiles and all profiles will drop off.

**Q: I am trying to create a profile on a soldier, but my SSN is not matching.**

A: Check TAPDB to see if the soldier has been built into the system

**Q: A user created a profile and the provider assigned cannot see the profile.**

A: Verify that the person who created the profile submitted the profile and that the profile is not in draft mode.

**Q: I am creating a profile and tying it to a provider, but the application will not allow me to.**

A: First, check to see if the soldier is Active Army, Reservist or Guard. If Active Army, they user can't select a provider as they are routed based on logic provided by the Army. If a Reservist, the user can't select a provider; they are routed based on the logic provided by RHRP. If the

solder is Guard, the provider may not be on the user's list of providers or UICs do not match from soldier to provider.

**Q: Is there a maximum amount of cases/profiles that can be created on a soldier?**

A: There is not maximum number of cases that can be created.

**Q: I have gotten back a profile where the first provider signing the profile was also the approving authority on the same profile.**

A: For National Guard, P2 profiles DO require 2 signatures. e-Profile currently puts the name of the 1<sup>st</sup> signing provider in both slots until the 2<sup>nd</sup> signature is obtained.

**Q: When a provider enters comments on a rejected profile, why is the proxy unable to see those comments? When the rejected profile is selected, the profile is void of ANY information. How can proxies view the comments entered by the providers?**

A: For profiles created by Provider Proxies, the provider does not reject profiles; they only edit, delete, or sign them at this point, so the profile will not come back to the proxy. Once the profile is submitted, the proxy can still view the profile, but can no longer make changes to it; only the provider can change it at that point. Rejection of profiles only happens once the provider has signed it, and submits it to the Approval Authority for 2<sup>nd</sup> signature/approval. The Approval Authority can reject it back to the provider at that point.

**Q: A soldier was boarded and was put on approbation for one year. e-Profile says the soldier was referred to MEB/PEB. It will not let me change the results, so how can I do this so that the soldier can be boarded again?**

A: A new Permanent profile would have to be submitted and approved to replace the current profile. The new profile must have a PULHES of at least 3 and must meet the chapter 3 retention standards to qualify for MMRB.

**Q: I downgraded a profile for one of our providers but the provider does not see it as needing a signature.**

A: After downgrading a profile, the "submit" button must be clicked on the final tab before the provider has visibility.

**Q: Where can I find information on a user's registration if it does not appear in my approval list?**

A: Contact the Help Desk, they have access to view a registration and determine the cause.

**Q: When selecting restrictions under the Restrictions tab, why does the diagram not light up?**

A: Not all restrictions enable the diagram to light up. If you were to select a restriction that normally lights up AND select one that does not, the diagram will not light up at all. You would have to create sentence them separately. If you were to select two restrictions at the same time that both would make the diagram light up, NOT ALL the areas will light up for the corresponding restrictions. You would have to “create sentence” them separately.

**Q: How are the profiles routed?**

A: National Guard and Army Reserve routing is based on the Soldier’s unit. Active Army routing is based on the Provider’s unit.

**Q: If a profile has been entered into e-Profile, why does it not show up under MMRB needed in order to schedule a board?**

A: Soldiers issued a permanent profile with a P3/4 who meets retention standards are referred to the MMRB. If the Soldier does not meet the retention standards, an MEB is mandatory and will be initiated by the physical evaluation board liaison officer (PEBLO).

## **Appendix D: User Roles per Component**

<b>Army</b>		
<b>Role</b>	<b>Permission</b>	<b>Description</b>
Physician	<b><u>Profile</u></b> View Existing Create Extend/Downgrade Expire Scan/Upload View drafts View rejected View MMRB draft View Pending 1 <sup>st</sup> Signature Submit Permanent Submit Temporary	View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier Manually expire a Profile before its set expiration date (deprecated) Scan/Upload previously completed Soldier Profiles View profiles that are in Draft status. View Profiles that have been rejected. New Profile draft generated by a recent MMRB. View profiles in queue pending 1 <sup>st</sup> signature. Submit Permanent Profiles. Submit Temporary Profiles.
Deputy Commander of Clinical Services	<b><u>Admin</u></b> View user list View user details Manage user permissions Approve users Manage expiring users Manage users <b><u>MEB</u></b> View Soldier details <b><u>PEB</u></b> View Soldier details <b><u>Profile</u></b> View existing Create Extend/Downgrade Expire Approve uploaded Scan/Upload View drafts Approve View rejected Submit Permanent Submit Temporary	View a list of users registered with the application. View the application level details of a user. Manage user permissions. Approve new user registrations to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users.  View MEB Results Details.  View PEB Results Details.  View existing Profiles for Soldiers. Create ne Profiles for a Soldier. Extend or Downgrade and active Profile for a Soldier. Manually expire a Profile before its set expiration date. Approve manually uploaded Profiles for Soldiers. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. Approve/provide the 2 <sup>nd</sup> signature for a profile. View Profiles that have been rejected. Submit Permanent Profiles. Submit Temporary Profiles.
Personnel Services Clerk	<b><u>Admin</u></b> View user details Approve users Manage expiring users Manage users <b><u>MMRB</u></b> Manage pending boards Quick Capture Results <b><u>Profile</u></b> View existing 40-501 Compliant	View the application level details of a user. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile Manage e-Profile application users.  MMRB Boards that are pending their scheduled review. Quick Capture Results.  View existing Profiles for Soldiers. Soldier Profile that meets 40-501 regulation.

Personnel Admin Clerk	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> Quick Capture</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing 40-501 compliant 40-501 non-compliant View Temporary</p> <p><b><u>Reports</u></b> View MEB View PEB</p>	<p>View MEB Results Details.</p> <p>Quick Capture Results</p> <p>View PEB Results Details.</p> <p>View existing Profiles for Soldiers. Soldier Profile that meets 40-501 regulation. Soldier Profile that does not meet 40-501 regulation. View a list of Temporary Profiles.</p> <p>View MEB Report by location. View PEB Report by location.</p>
Component 1 System Admin (C1SA)	<p><b><u>Admin</u></b> View user list View user detail Manage user permissions Manage message board Approve users Manage expiring users Manage users</p> <p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> Manage pending boards</p> <p><b><u>PEB</u></b> View Solder details</p> <p><b><u>Profile</u></b> View existing View Pending 1<sup>st</sup> signature</p> <p><b><u>Reports</u></b> View General View MEB View PEB Audit Information</p> <p><b><u>System</u></b> Monitor Status</p>	<p>View a list of users registered with the application. View the application level details of a user. Manage user permissions. Manage system messages (message board). Approve new user registrations to e-Profile. Manage user that are pending expiration of their registration with e-Profile. Manage e-Profile application users.</p> <p>View MEB Results Details by SSN.</p> <p>MMRB Boards that are pending their scheduled review.</p> <p>View PEB Results details.</p> <p>View existing Profiles for Soldiers. View profiles in queue pending 1<sup>st</sup> signature.</p> <p>View general application reports. View MEB Report by location. View PEB Report by location. View audit specific reports for users and Soldiers.</p> <p>Monitor web application status.</p>
Unit Commander (UCMDR)	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing Enter commander comment</p>	<p>View MEB Results.</p> <p>View PEB Results.</p> <p>View existing Profiles for Soldiers. Provide commander comments for a Profile.</p>
Physician Clerk	<p><b><u>Profile</u></b> View existing Create Extend/Downgrade Scan/Upload View Drafts</p>	<p>View existing Profile for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completes Soldier Profiles to e-Profile. View profiles that are in Draft status.</p>
Care Manager	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b></p>	<p>View MEB Results details.</p>

	<p>View Results <b><u>Profile</u></b> View existing Create Extend/Downgrade Scan/Upload View drafts</p>	<p>View MMRB Board results.  View existing Profile for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completes Soldier Profiles to e-Profile. View profiles that are in Draft status.</p>
<p>Medical Evaluation Board Doctor</p>	<p><b><u>Admin</u></b> View user list View user details Manage user permissions Approve users Manage expiring users Manage users <b><u>MEB</u></b> View Soldier details <b><u>PEB</u></b> View Soldier details <b><u>Profile</u></b> View existing Create Extend/Downgrade Expire Approve uploaded Scan/Upload View drafts Approve View rejected Submit Permanent Submit Temporary</p>	<p>View a list of users registered with the application. View the application level details of a user. Manage user permissions. Approve new user registrations to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users.  View MEB Results details.  View PEB Results details.  View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Manually expire a Profile before its set expiration date. (deprecated) Approve manually uploaded Profiles for Soldiers. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. Approve/provide the 2<sup>nd</sup> signature for a profile. View Profiles that have been rejected. Submit Permanent Profiles. Submit Temporary Profiles.</p>
<p>Physician Assistant/ Nurse Practitioner</p>	<p><b><u>MEB</u></b> View Soldier details <b><u>PEB</u></b> View Soldier details <b><u>Profile</u></b> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MMRB draft Submit</p>	<p>View MEB Results details.  View PEB Results details.  View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been rejected. New Profile draft generated by a recent MMRB. Submit Temporary Profiles.</p>
<p>Installation Admin</p>	<p><b><u>Admin</u></b> View user list View user details Manage user permissions Manage message board Approve users</p>	<p>View a list of users registered with the application. View the application level details of a user. Manage user permissions. Manage system messages (message board). Approve new user registrations to e-Profile.</p>

	Manage expiring users Manage users <u><b>MEB</b></u> View Soldier details <u><b>MMRB</b></u> Manage pending boards <u><b>PEB</b></u> View Soldier details <u><b>Profile</b></u> View existing <u><b>Reports</b></u> View MEB View PEB <u><b>System</b></u> Monitor status	Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users.  View MEB Results details.  MMRB Boards that are pending their scheduled review.  View PEB results details.  View existing Profiles for Soldiers.  View MEB Report by location. View PEB Report by location.  Monitor web application status.
Company Commander Clerk	<u><b>MEB</b></u> View Soldier details <u><b>PEB</b></u> View Soldier details <u><b>Profile</b></u> View existing <u><b>Reports</b></u> View MEB View PEB	View MEB Results details.  View PEB results details.  View existing Profiles for Soldiers.  View MEB Report by location. View PEB Report by location.

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<b>Army National Guard</b>		
<b>Role</b>	<b>Permission</b>	<b>Description</b>
NGB System Admin	<u><b>Admin</b></u> View user list View user details	View a list of users registered with the application. View the application level details of a user.

	<p>Manage user permissions  Manage message board  View user activity  Approve users  Manage expiring users  Manage users  <b><u>MEB</u></b>  View Soldier details  <b><u>MMRB</u></b>  View Results  Manage locations  <b><u>PEB</u></b>  View Soldier details  <b><u>Profile</u></b>  View existing  <b><u>Referral</u></b>  View details  Delete  View active  <b><u>Reports</u></b>  View general  View MEB  View PEB  Audit Information  <b><u>System</u></b>  Modify settings  Monitor status</p>	<p>Manage user permissions.  Manage system messages (message board).  Track user activity within the system.  Approve new user registration to e-Profile.  Manage users that are pending expiration of their registration with e-Profile.  Manage e-Profile application users.    View MEB results details.    View MMRB Board results.  Manage meeting location for an MMRB Board.    View PEB results.    View existing Profiles for Soldiers.    View the details of an existing Referral.  Delete existing Soldier Referral.  View a list of active Referrals for Soldiers.    View general application reports.  View MEB report by location.  View PEB report by location.  View audit specific reports for users and soldiers.    Modify the web application system level settings.  Monitor web application status.</p>
Approval Authority	<p><b><u>Admin</u></b>  View user list  View user details  Manage user permissions  View user activity  Approve users  Manage expiring users  Manage users  <b><u>MEB</u></b>  View Soldier details  <b><u>PEB</u></b>  View Soldier details  <b><u>Profile</u></b>  View existing  Create  Extend/Downgrade  Expire  Approve uploaded  Scan/Upload  View drafts  Approve  View rejected  View MMRB draft  View Pending 1<sup>st</sup> Signature  Submit Permanent  Submit Temporary  <b><u>Referral</u></b>  View details</p>	<p>View a list of users registered with the application.  View the application level details of a user.  Manage user permissions.  Track user activity within the system.  Approve new user registration to e-Profile.  Manage users that are pending expiration of their registration with e-Profile.  Manage e-Profile application users.    View MEB results details.    View PEB results details.    View existing Profiles for Soldiers.  Create new Profiles for a Soldier.  Extend or Downgrade an active Profile for a Soldier.  Manually expire a Profile before its set expiration date. (deprecated)  View profiles that are in Draft status.  Scan/Upload previously completed Soldier Profiles to e-Profile.  View profiles that are in Draft status.  Approve/provide the 2<sup>nd</sup> signature for a profile.  View Profiles that have been rejected.  New Profile draft generated by recent MMRB.  View profiles in queue pending 1<sup>st</sup> signature.  Submit Permanent Profiles.  Submit Temporary Profiles.    View the details of an existing Referral.</p>

	<p>Create Complete/Close View active <b>Reports</b> View MEB View PEB</p>	<p>Create a new Referral for a Soldier. Complete/Close and active Referral. View a list of active Referrals for Soldiers.</p> <p>View MEB Report by location. View PEB Report by location.</p>
ARNG G1	<p><b>Admin</b> View user list Manage message board View user activity Approve users Manage expiring users Manage users <b>MEB</b> View Soldier details <b>PEB</b> View Soldier details</p>	<p>View a list of users registered with the application. Manage system messages (message board). Track user activity within the system. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users.</p> <p>View MEB results details.</p> <p>View PEB results details.</p>
Case Manager- Nurse	<p><b>MEB</b> View Soldier details <b>MMRB</b> View Results <b>PEB</b> View Soldier details <b>Profile</b> View existing Create Extend/Downgrade Scan/Upload View drafts <b>Referral</b> View details Create Complete/Close View all View active <b>Reports</b> View MEB View PEB</p>	<p>View MEB results details.</p> <p>View MMRB Board results.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status.</p> <p>View the details of an existing Referral. Create a new Referral for a Soldier. Complete/Close and active Referral. View all Soldier Referrals, regardless of organization. View as list of active Referrals for Soldiers.</p> <p>View MEB Report by location. View PEB Report by location.</p>
Case Manager- Social Worker	<p><b>MEB</b> View Soldier details <b>MMRB</b> View Results <b>PEB</b> View Soldier details <b>Profile</b> View existing Create</p>	<p>View MEB results details.</p> <p>View MMRB Board results.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier.</p>

	<p>Scan/Upload View drafts <b>Referral</b> View details Create Complete/Close View all View active <b>Reports</b> View MEB View PEB</p>	<p>Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status.</p> <p>View the details of an existing Referral. Create a new Referral for a Soldier. Complete/Close and active Referral. View all Soldier Referrals, regardless of organization. View as list of active Referrals for Soldiers.</p> <p>View MEB Report by location. View PEB Report by location.</p>
Deputy State Surgeon	<p><b>Admin</b> View user list View user details Manage user permissions Approve users Manage expiring users Manage users <b>MEB</b> View Soldier details <b>MMRB</b> View Results <b>PEB</b> View Soldier details <b>Profile</b> View existing <b>Referral</b> View details Create Complete/Close View all Delete View active <b>Reports</b> View general View MEB View PEB</p>	<p>View a list of users registered with the application. View the application level details of a user. Manage user permissions. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users.</p> <p>View MEB results details.</p> <p>View MMRB Board results.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers.</p> <p>View the details of an existing Referral. Create a new Referral for a Soldier. Complete/Close and active Referral. View all Soldier Referrals, regardless of organization. Delete existing Soldier Referral. View as list of active Referrals for Soldiers.</p> <p>View general application reports. View MEB report by location. View PEB report by location.</p>
Military Medical Admin Clerk	<p><b>MEB</b> View Soldier details <b>MMRB</b> View results Manage checklist Manage documents Manage locations Manage pending Soldiers Manage board preparation View delayed Soldiers Enter voting results</p>	<p>View MEB results details.</p> <p>View MMRB Board results. Manage the checklist of work items required for an MMRB. Manage the documents uploaded for a Board or Soldier pertaining to MMRB Manage meeting locations for an MMRB Board. View and manage Soldiers in queue awaiting MMRB Board assignment. MMRB Boards in preparation and require management until their review. View Soldiers that were delayed to being assigned to a Board. Provide MMRB voting results for a Soldier.</p>

	<p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing Scan/Upload</p> <p><b><u>Referral</u></b> View details Complete/Close View active</p>	<p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Scan/Upload previously completed Soldier Profiles to e-Profile.</p> <p>View the details of an existing Referral. Complete/Close and active Referral. View as list of active Referrals for Soldiers.</p>
Military Personnel Officer	<p><b><u>Admin</u></b> Approve users Manage expiring users</p> <p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> View results Enter voting results</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing</p>	<p>Approve new user registration to e-Profile. Manage users that are pending expiration f their registration with e-Profile.</p> <p>View MEB results details.</p> <p>View MMRB Board results. Provide MMRB voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers.</p>
Military Personnel Admin Clerk	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> View results Manage checklist Manage documents Manage locations Manage pending boards Manage pending Soldiers Manage board preparation View delayed Soldiers Enter voting results Quick Capture Results</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing 40-501 compliant 40-501 non-compliant</p>	<p>View MEB results details.</p> <p>View MMRB Board results. Manage the checklist of work items required for an MMRB. Manage the documents uploaded for a Board or Soldier pertaining to MMRB Manage meeting locations for an MMRB Board. MMRB Boards that are pending their scheduled review. View and manage Soldiers in queue awaiting MMRB Board assignment. MMRB Boards in preparation and require management until their review. View Soldiers that were delayed to being assigned to a Board. Provide MMRB voting results for a Soldier. Quick Capture Results</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Soldier Profile that meets 40-501 regulation. Soldier Profile that does not meet 40-501 regulation.</p>
NHBARH Personnel Admin	<p><b><u>Admin</u></b> Approve users Manage expiring users</p>	<p>Approve new user registration to e-Profile. Manage users that are pending expiration f their registration with e-Profile.</p>
Provider-Military	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> View results Enter voting results</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing Create Extend/Downgrade Submit</p>	<p>View MEB results details.</p> <p>View MMRB Board results. Provide MMRB voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Submit/provide the 1<sup>st</sup> signature for profile.</p>

	<p>Scan/Upload View drafts View rejected View MMRB draft View Pending 1<sup>st</sup> Signature Submit Permanent Submit Temporary <b>Referral</b> View details Create View active</p>	<p>Scan/Upload previously completed Soldier Profiles to e-Profile. View Profiles that are in Draft status. View Profiles that have been rejected. New Profile draft generated by a recent MMRB. View profiles in queue pending 1<sup>st</sup> signature. Submit Permanent Profiles. Submit Temporary Profiles.</p> <p>View the details of an existing Referral. Create a new Referral for a Soldier. View a list of active Referrals for Soldiers.</p>
Provider-Contractor	<p><b>MEB</b> View Soldier details <b>MMRB</b> View results Enter voting results <b>PEB</b> View Soldier details <b>Profile</b> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MMRB draft Submit Permanent Submit Temporary <b>Referral</b> View details Create View active</p>	<p>View MEB results details.</p> <p>View MMRB Board results. Provide MMRB voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View Profiles that are in Draft status. View Profiles that have been rejected. New Profile draft generated by a recent MMRB. Submit Permanent Profiles. Submit Temporary Profiles.</p> <p>View the details of an existing Referral. Create a new Referral for a Soldier. View a list of active Referrals for Soldiers.</p>
State Surgeon	<p><b>MEB</b> View Soldier details <b>MMRB</b> View results Enter voting results <b>PEB</b> View Soldier details <b>Profile</b> View existing <b>Referral</b> View details Create Complete/Close View active</p>	<p>View MEB results details.</p> <p>View MMRB Board results. Provide MMRB voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers.</p> <p>View the details of an existing Referral. Create a new Referral for a Soldier. Complete/Close an active Referral. View a list of active Referrals for Soldiers.</p>
The Adjutant General	N/A	N/A

Unit Commander	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> View results</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing Enter commander comment</p> <p><b><u>Referral</u></b> View details View active</p>	<p>View MEB results details.</p> <p>View MMRB Board results.</p> <p>View PEB results details. View existing Profiles for Soldiers. Provide commander comments for a Profile.</p> <p>View the details of an existing Referral. View a list of active Referrals for Soldiers.</p>
Unit Admin Clerk	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> View results Enter voting results</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing</p> <p><b><u>Referral</u></b> View details View active</p>	<p>View MEB results details.</p> <p>View MMRB Board results. Provide MMRB voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers.</p> <p>View the details of an existing Referral. View a list of active Referrals for Soldiers.</p>
Unit Readiness/ Training NCO	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> View results Enter voting results</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing</p> <p><b><u>Referral</u></b> View details View active</p> <p><b><u>Reports</u></b> View MEB View PEB</p>	<p>View MEB results details.</p> <p>View MMRB Board results. Provide MMRB voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers.</p> <p>View the details of an existing Referral. View a list of active Referrals for Soldiers.</p> <p>View MEB report by location. View PEB report by location.</p>
Provider Proxy	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing Create Extend/Downgrade Scan/Upload View drafts</p> <p><b><u>Referral</u></b> View details Create View active</p>	<p>View MEB results details.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status.</p> <p>View the details of an existing Referral. Create a new Referral for a Soldier. View a list of active Referrals for Soldiers.</p>

Physician Assistant/ Nurse Practitioner	<p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> View results Enter voting results</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MMRB draft Submit Temporary</p> <p><b><u>Referral</u></b> View details Create View active</p>	<p>View MEB results details.</p> <p>View MMRB Board results. Provide MMRB voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected. New Profile draft generated by a recent MMRB. Submit Temporary Profiles.</p> <p>View the details of an existing Referral. Create a new Referral for a Soldier. View a list of active Referrals for Soldiers.</p>
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Army Reserve		
Role	Permission	Description
AR Admin	<p><b><u>Admin</u></b> View user list View user details Manage user permissions Manage message board Approve users Manage expiring users Manage users</p> <p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>MMRB</u></b> View Results Manage locations</p> <p><b><u>PEB</u></b></p>	<p>View a list of users registered with the application. View the application level details of a user. Manage user permissions. Manage system messages (message board). Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users.</p> <p>View MEB results details.</p> <p>View MMRB Board results. Manage meeting location for an MMRB Board.</p>

	<p>View Soldier details</p> <p><b><u>Profile</u></b> View existing</p> <p><b><u>Referral</u></b> View details View active</p> <p><b><u>Reports</u></b> View general View MEB View PEB Audit Information</p> <p><b><u>System</u></b> Modify settings Monitor status</p>	<p>View PEB results.</p> <p>View existing Profiles for Soldiers.</p> <p>View the details of an existing Referral. View a list of active Referrals for Soldiers.</p> <p>View general application reports. View MEB report by location. View PEB report by location. View audit specific reports for users and soldiers.</p> <p>Modify the web application system level settings. Monitor web application status.</p>
Personnel Admin	<p><b><u>Admin</u></b> Approve users Manage expiring users</p> <p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing</p>	<p>Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile.</p> <p>View MEB results details.</p> <p>View PEB results.</p> <p>View existing Profiles for Soldiers.</p>
RRC/RSC Surgeon	<p><b><u>Admin</u></b> View user list View user details Manage user permissions Approve users Manage expiring users Manage users</p> <p><b><u>MEB</u></b> View Soldier details</p> <p><b><u>PEB</u></b> View Soldier details</p> <p><b><u>Profile</u></b> View existing Create Extend/Downgrade Expire Approve uploaded Scan/Upload View drafts Approve View rejected View Pending 1<sup>st</sup> Signature Submit Permanent Submit Temporary</p> <p><b><u>Reports</u></b> View general View MEB View PEB</p>	<p>View a list of users registered with the application. View the application level details of a user. Manage user permissions. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users.</p> <p>View MEB results details.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Manually expire a Profile before its set expiration date. (deprecated) Approve manually uploaded Profiles for Soldiers. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. Approve/provide the 2<sup>nd</sup> signature for a profile. View Profiles that have been Rejected. View profiles in queue pending 1<sup>st</sup> signature. Submit Permanent Profiles Submit Temporary Profiles</p> <p>View general application reports. View MEB report by location. View PEB report by location.</p>
Personnel Officer-Military	<p><b><u>Admin</u></b> View user list View user details Approve users</p>	<p>View a list of users registered with the application. View the application level details of a user. Approve new user registration to e-Profile.</p>

	<p>Manage expiring users  Manage users  <u><b>MEB</b></u>  View Soldier details  <u><b>MMRB</b></u>  View Results  Enter voting results  <u><b>PEB</b></u>  View Soldier details  <u><b>Profile</b></u>  View existing  40-501 compliant  40-501 non compliant  <u><b>Reports</b></u>  View general</p>	<p>Manage users that are pending expiration of their registration with e-Profile.  Manage e-Profile application users.</p> <p>View MEB results details.</p> <p>View MMRB Board results.  Provide MMRB voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for the Soldiers.  Soldier Profile that meets 40-501 regulation.  Soldier Profile that does not meet 40-501 regulation.</p> <p>View general application reports.</p>
Unit Commander	<p><u><b>MEB</b></u>  View Soldier details  <u><b>PEB</b></u>  View Soldier details  <u><b>Profile</b></u>  View existing  Enter commander comment  <u><b>Referral</b></u>  View active</p>	<p>View MEB results details.</p> <p>View PEB results details.</p> <p>View existing Profiles for the Soldiers.  Provide commander comments for a Profile.</p> <p>View a list of active Referrals for Soldiers.</p>
Personnel Admin Clerk	<p><u><b>MEB</b></u>  View Soldier details  <u><b>MMRB</b></u>  View results  Manage checkout  Manage documents  Manage locations  Manage pending Soldiers  Manage board preparation  View delayed Soldiers  Enter voting results  Quick Capture Results  <u><b>PEB</b></u>  View Soldier details  <u><b>Profile</b></u>  View existing</p>	<p>View MEB results details.</p> <p>View MMRB Board Results  Manage the checklist of work items required for an MMRB.  Manage the documents uploaded for a Board or Soldier pertaining to MMRB  Manage meeting locations for an MMRB Board.  View and manage Soldiers in queue awaiting MMRB Board assignment.  MMRB Boards in preparation and require management until their review.  View Soldiers that were delayed to being assigned to a Board.  Provide MMRB voting results for a Soldier.  Quick Capture Results</p> <p>View PEB results details.</p> <p>View existing Profiles for the Soldiers.</p>

<p>Command Military Medical Admin</p>	<p><b><u>Admin</u></b> View user details Manage user permissions Approve users Manage expiring users Manage users <b><u>MEB</u></b> View Soldier details <b><u>PEB</u></b> View Soldier details <b><u>Profile</u></b> View existing <b><u>Reports</u></b> View general View MEB View PEB</p>	<p>View the application level details of a user. Manage user permissions. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users.</p> <p>View MEB results details.</p> <p>View PEB results details.</p> <p>View existing Profiles for the Soldiers.</p> <p>View general application reports. View MEB report by location. View PEB report by location.</p>
<p>Provider- Military</p>	<p><b><u>MEB</u></b> View Soldier details <b><u>PEB</u></b> View Soldier details <b><u>Profile</u></b> View existing Create Scan/Upload View drafts View rejected View MMRB draft View Pending 1<sup>st</sup> Signature Submit Permanent Submit Temporary</p>	<p>View MEB results details.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected. New Profile draft generated by a recent MMRB. View profiles in queue pending 1<sup>st</sup> signature. Submit Permanent Profiles Submit Temporary Profiles</p>
<p>Provider- Contractor</p>	<p><b><u>MEB</u></b> View Soldier details <b><u>PEB</u></b> View Soldier details <b><u>Profile</u></b> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MMRB draft Submit Permanent Submit Temporary</p>	<p>View MEB results details.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected. New Profile draft generated by a recent MMRB. Submit Permanent Profiles Submit Temporary Profiles</p>
<p>Unit Admin Clerk</p>	<p><b><u>MEB</u></b> View Soldier details <b><u>MMRB</u></b> View results Enter voting results <b><u>PEB</u></b></p>	<p>View MEB results details.</p> <p>View MMRB Board Results Provide MMRB voting results for a Soldier.</p>

	View Soldier details <b>Profile</b> View existing	View PEB results details.  View existing Profiles for the Soldiers.
Provider Clerk	<b>MEB</b> View Soldier details <b>MMRB</b> View results Enter voting results <b>PEB</b> View Soldier details <b>Profile</b> View existing Create Extend/Downgrade Scan/Upload View drafts	View MEB results details.  View MMRB Board Results Provide MMRB voting results for a Soldier.  View PEB results details.  View existing Profiles for the Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status.
Physician Assistant/ Nurse Practitioner	<b>MEB</b> View Soldier details <b>PEB</b> View Soldier details <b>Profile</b> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MMRB draft Submit Temporary	View MEB results details.  View PEB results details.  View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected. New Profile draft generated by a recent MMRB. Submit Temporary Profiles

Logistics Health Incorporated		
Role	Permission	Description
Contractor	<b>MEB</b>	

Provider Proxy	<p>View Soldier details</p> <p><b>PEB</b></p> <p>View Soldier details</p> <p><b>Profile</b></p> <p>View existing</p> <p>Create</p> <p>Extend/Downgrade</p> <p>Scan/Upload</p> <p>View drafts</p> <p>View rejected</p>	<p>View MEB results details.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers.</p> <p>Create new Profiles for a Soldier.</p> <p>Extend or Downgrade an active Profile for a Soldier.</p> <p>Scan/Upload previously completed Soldier Profiles to e-Profile.</p> <p>View profiles that are in Draft status.</p> <p>View Profiles that have been Rejected.</p>
Contractor Provider	<p><b>Admin</b></p> <p>View user list</p> <p>View user details</p> <p>Approve users</p> <p>Manage expiring users</p> <p>Manage users</p> <p><b>MEB</b></p> <p>View Soldier details</p> <p><b>MMRB</b></p> <p>Manage pending soldiers</p> <p>View delayed soldiers</p> <p><b>PEB</b></p> <p>View Soldier details</p> <p><b>Profile</b></p> <p>View existing</p> <p>Create</p> <p>Extend/Downgrade</p> <p>Scan/Upload</p> <p>View drafts</p> <p>View rejected</p> <p>View Pending 1<sup>st</sup> Signature</p> <p>Submit Permanent</p> <p>Submit Temporary</p>	<p>View a list of users registered with the application.</p> <p>View the application level details of a user.</p> <p>Approve new user registration to e-Profile.</p> <p>Manage users that are pending expiration of their registration with e-Profile.</p> <p>Manage e-Profile application users.</p> <p>View MEB results details.</p> <p>View and manage Soldiers in queue awaiting MMRB Board assignment.</p> <p>View Soldiers that were delayed to being assigned to a Board.</p> <p>View PEB results details.</p> <p>View existing Profiles for the Soldiers.</p> <p>Create new Profiles for a Soldier.</p> <p>Extend or Downgrade an active Profile for a Soldier.</p> <p>Scan/Upload previously completed Soldier Profiles to e-Profile.</p> <p>View profiles that are in Draft status.</p> <p>View Profiles that have been Rejected.</p> <p>View profiles in queue pending 1<sup>st</sup> Signature.</p> <p>Submit Permanent Profiles</p> <p>Submit Temporary Profiles</p>

## Appendix E: Exporting

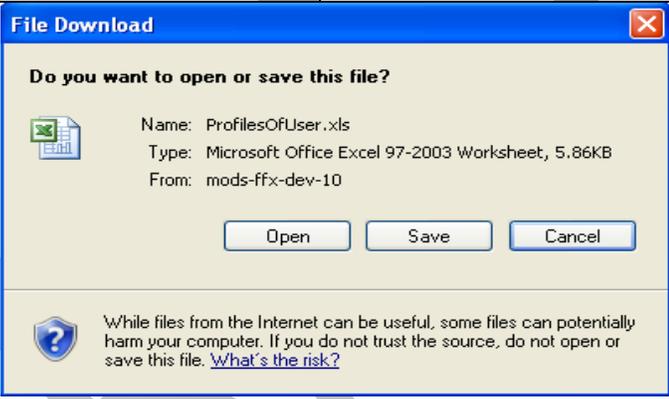
Step	User Action	What to Check/System Response
1.	Click export.	You will be asked if you want to open or save this file.

Submitted	Expires	SSN	Name	Type	PULHES	Primary Diagnosis	Status	ALC		
20100202	20150202	xxxxx6107	BROWN	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100202	20100503	xxxxx8565	APPLE	Temporary	131111	Shoulder Strain, Shoulder Pain	Approved	B,C	View PDF	View
20100202	20100503	xxxxx8565	APPLE	Temporary	113111	Ankle Sprain/Strain, Ankle Pain	Approved	B,C	View PDF	View
20100202	20150202	xxxxx8565	APPLE	Permanent	333111	breathing problem, neck pain	Profile Pending Commander Comment	D	View PDF	View
20100202	20150202	xxxxx8098	BROWN	Permanent	333111	TBI	Profile Pending Commander Comment	C	View PDF	View
20100129	20100429	xxxxx6214	HILL	Temporary	333111	Fractured Arm	Approved		View PDF	View
20100125	20150125	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100129	20150129	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100203	20150203	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View

**Export** ←

**Exhibit E-1 Profile List**

- |    |                     |   |
|----|---------------------|---|
| 2. | Click Open or Save. | The list will be transferred to an excel spreadsheet. |
|----|---------------------|---|



**Exhibit E-2 File Download Window**

- |    |                       |  |
|----|-----------------------|--|
| 3. | View the spreadsheet. |  |
|----|-----------------------|--|

Submitted	Expires	SSN	Name	Type	PULHES	Primary Diagnosis	Status	ALC		
20100202	20150202	xxxxx6107	BROWN	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100202	20100503	xxxxx8565	APPLE	Temporary	131111	Shoulder Strain, Shoulder Pain	Approved	B,C	View PDF	View
20100202	20100503	xxxxx8565	APPLE	Temporary	113111	Ankle Sprain/Strain, Ankle Pain	Approved	B,C	View PDF	View
20100202	20150202	xxxxx8565	APPLE	Permanent	333111	breathing problem, neck pain	Profile Pending Commander Comment	D	View PDF	View
20100202	20150202	xxxxx8098	BROWN	Permanent	333111	TBI	Profile Pending Commander Comment	C	View PDF	View
20100129	20100429	xxxxx6214	HILL	Temporary	333111	Fractured Arm	Approved		View PDF	View
20100125	20150125	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100129	20150129	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100203	20150203	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View

**Exhibit E-3 Profile List in Excel**