

Vision Readiness Screening Guide



TRI-SERVICE **VISION** CONSERVATION AND READINESS



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USAPHC TG 007 supersedes USACHPPM TG 007 dated February 2006.

PURPOSE

The purpose of this technical guide (TG) is to assist unit screeners in performing the vision readiness screening and to guide Medical Protection System (MEDPROS) users in recording vision readiness data in MEDPROS.

POLICY

The vision readiness of each Soldier will be assessed at least annually.

Vision Readiness classification system

Class 1: Soldiers whose best-corrected binocular visual acuity is 20/20 or better for all required visual acuity screenings. They possess all required optical devices. No corrective action is required.

Class 2: Soldiers whose best-corrected binocular visual acuity is worse than 20/20 but at least 20/40 in the poorest of their required visual acuity screenings. They possess all required optical devices. Class 2 also includes Soldiers possessing a waiver for binocular visual acuity worse than 20/40. No corrective action is required, although examination by an eye care provider is recommended.

Class 3: Soldiers who are not optically ready and/or not visually ready:

Class 3-O: Not optically ready. Soldiers whose best-corrected binocular visual acuity is better than or equal to 20/40 for all required visual acuity screenings, but who fail to possess all of their required optical devices. Optical devices are required.

Class 3-V: Not visually ready. Soldiers whose best-corrected binocular visual acuity is worse than 20/40 in the poorest of their required visual acuity screenings. They do not meet visual acuity retention standards. Comprehensive eye examination and optical devices are required.

Class 4: Soldiers who have not been screened within 1 year. Vision readiness screening is required.

Soldiers in class 1 and class 2 are considered visually and optically deployable. Soldiers in class 3 (O or V) or class 4 are not deployable. Soldiers in class 3 at the time of screening will be immediately reclassified in MEDPROS after obtaining corrective vision/optical services. Soldiers in class 4 at the time of screening will be immediately reclassified in MEDPROS at the completion of their screening.

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The Vision Readiness Screening and Classification (VRSC)

VRSC includes the following components: visual acuity screening(s), physical verification of required optical devices, recording the results on the screening form, and/or entry of the screening results into MEDPROS.

Visual Acuity Screening

General Considerations

1. Instruct Soldiers to bring their prescription glasses and optical inserts to the screening.
2. Test visual acuity in a well lit room with even illumination. Do not hang the eye chart in a dark corner of the room or next to a window.
3. Measure and mark the test distance to ensure the accuracy of the screening. The test distance for the distance visual acuity screening is 20 feet.
4. Measure visual acuity binocularly (Soldier has both eyes open).
5. Use Snellen distance and near acuity charts.
 - a) Appendix A (Visual Acuity Charts) contains printable Snellen acuity charts designed for the vision readiness screening.
 - b) Other charts that can be used for the visual acuity screening include:
 - (1) Distance acuity chart examples: NSN: 6515-00-350-2979
or 6540-00-598-8078
 - (2) Near visual cards examples: NSN: 6515-00-388-5830
or 6540-00-598-8077.

NOTE: Standard Snellen distance and near acuity charts are the preferred method of visual acuity screening. Standardized vision testers (for example: Titmus 2a Vision Screener, Optec 2300 Armed Forces Vision Tester, or similar) are the only authorized alternate visual acuity screening method. The use of standardized vision testers is not described in this guide. Instructions for their use can be found in the manufacturer's user guides.

Distance Visual Acuity Screening

1. Instruction: Perform distance visual acuity screening on **all** Soldiers. No exceptions.
2. Optical Correction (Glasses) Guidance:
 - a) **If Soldier wears glasses for all viewing distances.** Test and record distance visual acuity without the glasses and then with the glasses. Record the results of both screenings. Instruct Soldiers who forgot their glasses to return with their glasses to be screened.

- b) **If Soldier has glasses for distance, but does not wear them.**
Same as above.
 - c) **If Soldier has not been prescribed glasses** (or no longer has their prescribed glasses). Test and record uncorrected visual acuity only.
 - d) **If Soldier only wears glasses for reading.** Test and record uncorrected distance visual acuity only. If Soldier is 45 or older, follow near acuity screening procedures below.
3. Distance Visual Acuity Screening Procedures:
- a) Direct the Soldier to stand at the line on the floor that marks the 20-foot test distance.
 - b) Direct the Soldier to remove prescribed distance glasses (if any).
 - c) Direct the Soldier to leave both eyes open and not squint.
 - d) Direct the Soldier to read the 20/20 line on the chart. If the Soldier does not make any errors, the distance screening is complete. Encourage Soldiers to guess at the letters when they tell you they cannot see them. Often, people do not want to be wrong, so they will not name a letter unless they are absolutely sure of what it is.
 - e) If the Soldier reads a line making only one error give him/her credit for the line. If the Soldier makes two or more errors, repeat the test by having the Soldier re-read the same line more slowly, re-read the same line from left to right, or read a new line of the same size.
 - f) If the Soldier cannot complete the 20/20 line accurately, direct them to read the 20/40 line. If the Soldier makes less than two errors, the distance screening is complete.
 - g) If the Soldier cannot complete the 20/40 line accurately, the testing is complete.
 - h) Record the results as described in the *Visual Acuity Documentation* section below.
 - i) If the Soldier wears glasses for distance vision, repeat steps c thru h above with the glasses on.

Near Visual Acuity Screening

1. Instruction: Perform near visual acuity screening **only** on Soldiers who are 45 years old or older.
2. Optical Correction (Glasses) Guidance:
 - a) **Soldier wears glasses habitually for all viewing distances.** Screen Soldier's near visual acuity without correction first and then with correction in place. Many Soldiers over 45 wear bifocal or progressive lenses (no-line bifocals) and will fall into this category. If the Soldier wears bifocal or

progressive glasses they are required to have bifocal Protective Mask Inserts (PMIs)

- b) **Soldier wears glasses for distance, but removes them for reading.** Test and record near visual acuity uncorrected and through the glasses. This is important to determine if the Soldier requires bifocal PMIs. Soldiers who require PMIs for distance viewing and whose near visual acuity is worse than 20/40 through their distance glasses are required to have bifocal PMIs.
 - c) **Soldier wears glasses only for near viewing/reading.** Test and record near visual acuity uncorrected and through the glasses. If the Soldier's uncorrected near visual acuity is less than 20/40, they are required to have bifocal PMIs to correct their near vision.
 - d) **Soldier does not wear glasses for any distance.** Test and record uncorrected near visual acuity only.
3. Test Distance: 16 inches (40 centimeters (cm)) is an acceptable distance for most individuals. If the Soldier must hold the screening chart with his/her arms fully extended or at the nose, redirect them to the acceptable distance.
 4. Near Visual Acuity Screening Procedures:
 - a) Perform near testing uncorrected (no glasses) first and then corrected (with glasses as noted above).
 - b) Direct the Soldier to hold the near chart at their normal reading position.
 - c) Direct the Soldier to leave both eyes open and not squint.
 - d) Direct the Soldier to read the 20/20 line on the chart. Encourage Soldiers to guess at the letters when they tell you they cannot see them.
 - e) If the Soldier reads a line making only one error give him/her credit for the line. If the Soldier makes two or more errors, repeat the test by having the Soldier re-read the same line more slowly, re-read the same line from left to right, or read a new line of the same size.
 - f) If the Soldier cannot complete the 20/20 line accurately, direct them to read the 20/40 line. If the Soldier makes less than two errors, the near screening is complete.
 - g) If the Soldier cannot complete the 20/40 line accurately, the testing is complete.
 - h) Record the results as described in the *Visual Acuity Documentation* section below.
 - i) If the Soldier wears glasses, repeat steps c thru h above with the glasses on.

Contact Lenses

1. Soldiers will not wear contact lenses during the screening unless they are mission required.
2. If a Soldier wears Mission-Required Contact Lenses (MRCL), they should be brought to the screening in a case with solution ready to be worn when needed. Visual acuity screening with MRCL will be done only after all testing above is finished. Soldiers will then have distance visual acuity tested with MRCL in the same manner as described above. Near testing is not required with MRCL.
3. MRCL are contact lenses procured at government expense due to mission requirement in accordance with (IAW) Army Regulation (AR) 40-63 (Ophthalmic Services). Contact lenses procured at an individual Soldier's expense even if prescribed by a military medical provider and habitually worn are NOT mission required.

Visual Acuity Documentation

1. For each required visual acuity screening (distance, near - if required and MRCL - if required), document the visual acuity group based on the following definitions:
 - **Group 1:** Visual acuity 20/20 or better
 - **Group 2:** Visual acuity between 20/25 and 20/40
 - **Group 3:** Visual acuity worse than 20/40
2. Soldiers with a documented medical waiver for corrected visual acuity less than 20/40 will have waiver "Y" (yes) documented. For all others "N" (no) will be recorded. Best-corrected visual acuity worse than 20/40 is rare and requires review by a medical evaluation board IAW AR 40-501 (Standards of Medical Fitness) before a waiver can be granted.

Required Optical Devices

Soldiers are required to physically show their required optical devices to the screener.

1. Glasses – Two pair of glasses are required for all Soldiers with unaided binocular visual acuity worse than 20/40. One pair of glasses may be Military Combat Eye Protection (MCEP) with corrective insert, military issue (standard or frame of choice), or civilian glasses in compliance with Department of the Army Pamphlet 40-506 (DA PAM 40-506; The Army Vision Conservation and Readiness Program). The second pair may be military issue (standard or frame of choice) or civilian glasses.

2. PMI – One PMI shall be required for all Soldiers with unaided binocular distance visual acuity worse than 20/40. Bifocal PMI is required for all Soldiers age 45 or older whose corrected or uncorrected near visual acuity is worse than 20/40.
3. MRCL – Contact lenses procured at government expense to meet mission requirements IAW AR 40-63. Contact lenses procured at an individual Soldier's expense even if prescribed by a military medical provider and habitually worn are **not** mission required.

Documentation

Indicate whether the Soldier has the required devices as defined in "Required Optical Devices" above by answering "Yes," "No" or "NA" to each requirement.

1. Two pair of glasses

Yes: Soldier requires and possesses two pair of serviceable glasses.

No: Soldier requires but does not have two pair of serviceable glasses.

If "No," the number of glasses required (one or two) will be recorded.

NA: Soldier does not require glasses.

2. PMI

Yes: Soldier requires and possesses a PMI.

No: Soldier requires but does not possess a PMI.

NA: Soldier does not require a PMI.

3. MRCL

Yes: Soldier requires and possesses MRCL.

No: Soldier requires but does not have MRCL.

NA: This is the default setting unless there is documentation that the Soldier is required to possess MRCL.

Optional Optical Devices

Military Combat Eye Protection (MCEP) eyewear with corrective inserts is currently optional as a metric in the VRSC, although they are required for certain areas of operation. When a Soldier presents both a MCEP and corrective insert, this should be recorded in MEDPROS and counted as one pair of the required glasses.

Documentation

Indicate whether the Soldier has MCEP and/or MCEP corrective insert.

1. MCEP eyewear

Yes: Soldier has MCEP eyewear.

No: Soldier does not have MCEP eyewear.

2. MCEP spectacle corrective insert

Yes: Soldier has MCEP corrective insert.

No: Soldier does not have MCEP corrective insert.

NA: Soldier does not require optical correction.

Recording the Results

The results of visual acuity screening and verification of required optical devices will be recorded on the individual vision readiness worksheet (to be overprinted on a Standard Form 600 (SF 600; Medical Record – Chronological Record of Medical Care) (appendix B) and/or the unit vision readiness spreadsheet (appendix C) or directly recorded in the MEDPROS application.

1. Record the screening date.
2. Record demographic information: Name/Rank, Full SSN, and Age/DOB.
3. Take extra care to ensure that the SSN is written legibly and is correct for each Soldier. A correct full SSN is required for data to be entered into MEDPROS.
4. Record visual acuity as described on page 5 (Visual Acuity Documentation).
5. Record required optical devices as described on pages 5 and 6 (Required Optical Devices).
6. Record optional optical devices as described on pages 6 and 7 (Optional Optical Devices).
7. Record waiver **Y** or **N**. Soldiers with documented medical waiver for corrected visual acuity worse than 20/40 will have waiver “**Y**” (yes) documented. For all others “**N**” (no) will be recorded. Waiver for corrected visual acuity is rare.
8. Validate the individual vision readiness worksheet or the unit vision readiness spreadsheet. The screener will record the validation with their signature.
9. Post the individual vision readiness worksheet, when overprinted on an SF 600 and validated by medical personnel, to the Soldier’s individual medical record.
10. Maintain the unit vision readiness spreadsheet at the unit until MEDPROS is updated. Upon completion of the MEDPROS update, the spreadsheet should be destroyed.

Referral for Corrective Action

Soldiers identified as Class 3 (V or O) will be immediately referred for corrective vision/optical services IAW local standing operating procedure (SOP) as established by the local Chief of Optometry, Unit Surgeon, or Medical Commander.

Entry into MEDPROS

All vision readiness screening data will be entered into the vision readiness module of MEDPROS. MEDPROS is the repository for all individual medical readiness requirements including vision readiness.

When vision readiness data cannot be entered directly into MEDPROS as the screening occurs, unit MEDPROS users will only enter data from the individual vision readiness worksheet or the unit vision readiness spreadsheet that is validated by the screener.

Soldiers identified as Class 3 (V or O) that have not already been referred by the unit screener will immediately be referred for corrective action IAW local SOP as established by the local Chief of Optometry, Unit Surgeon, or Medical Commander.

Soldiers identified as Class 3 (V or O) will be reclassified in MEDPROS immediately after obtaining corrective vision/optical services IAW local SOP as established by the local Chief of Optometry, Unit Surgeon, or Medical Commander.

TERM DEFINITIONS

Vision Screening: Vision screening tests visual acuity only. It is a quick method to detect vision problems that can be performed by anyone. It is **NOT** an eye exam. Refer all Soldiers that fail a vision screening (visual acuity less than 20/40 best corrected) for an eye exam. Within the vision readiness screening, possession of required optical devices is also verified. Refer those with optical device deficiencies to optometry to reorder the deficient items.

Eye Exam: An eye exam is a comprehensive battery of tests performed by an eye care professional (optometrist or ophthalmologist) to determine the refractive status (prescription for glasses), eye health, and muscle balance of the eyes.

QUESTIONS

Direct questions about the Vision Readiness Screening and Classification to the Army Program Manager of the Tri-Service Vision Conservation and Readiness Program (TSVCRP) Office at: Tri-ServiceOptometry@amedd.army.mil or call Commercial 410-436-2714, DSN 584-2714.

Direct questions about MEDPROS or Web data entry to the MEDPROS Help Desk at modshelp@asmr.com or call Commercial 703-681-4976, DSN 761-4976, or Toll Free 1-888-849-4341.

SUGGESTED IMPROVEMENTS

Users are invited to provide suggested improvements on TG 007 by contacting the TSVCRP staff via e-mail at Tri-ServiceOptometry@amedd.army.mil.

To receive TG 007 update notifications, users can sign up to receive the VC&R Quarterly Newsletter by going to <http://phc.amedd.army.mil/whatsnew/Pages/PeriodicPublications.aspx>, scroll down to the VC&R Quarterly Link at the bottom of the page, and click on the “Subscribe” tab. The current TG 007 is available at: <http://phc.amedd.army.mil/PHC%20Resource%20Library/TG%20007%20Feb%20Final.pdf>. If the link does not work, please alert TSVCRP staff via e-mail.

Appendix A

Visual Acuity Charts

This appendix provides sample distance and near charts. These eye charts must be sized properly to be accurate. Therefore, be sure to follow the included print and size instructions.

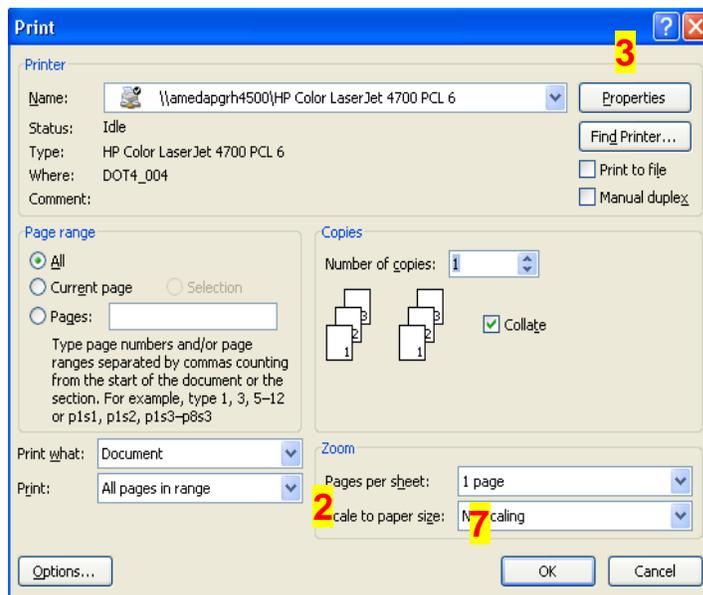
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Eye Chart Print and Size Verification Instructions

Print Instructions

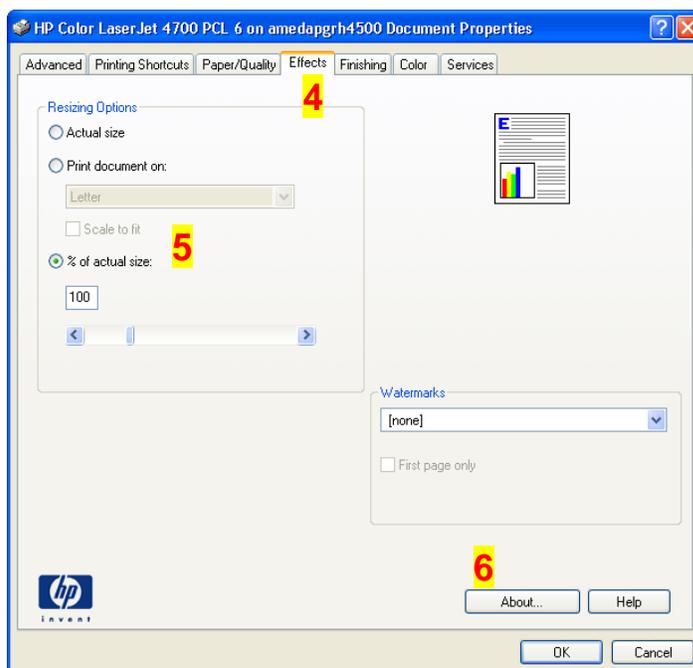
- 1) The print menu options may vary by printer model and brand.
- 2) In “**Zoom**” section ensure “**Scale to paper size:**” is set to “**No Scaling**” (*this is critical for proper sizing*).
- 3) Select the “**Properties**” button (upper right).
- 4) Select “**Effects**” tab.
- 5) In “**Resizing Options**” check box “**% of actual size.**”
- 6) Select **OK** at the bottom of the Effects tab.
- 7) Select **OK** at the bottom of Print page.

You must verify that the chart is sized properly before using it. Measure the horizontal and vertical test lines at the bottom of the chart. They must measure 1 inch in length before the chart can be used. Following the instructions above should ensure that the chart is sized properly. However, if the test lines are not 1 inch, follow the instructions below.



If the Chart is NOT Sized Properly

- 1) Ensure the print instructions above were followed and reprint. If the chart is still sized incorrectly go back to step 5 above.
- 2) In “**Resizing Options**” alter the print size from “**% of actual size**”
- 3) Print the chart and measure the test lines
- 4) Continue making adjustments to the print size and printing the chart until the test lines measure 1 inch.



D F P N H O

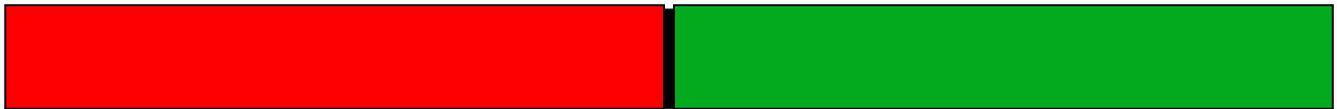
$\frac{20}{20}$

L C E O P Z

$\frac{20}{20}$

T D N E V G

$\frac{20}{20}$



F O T P Z

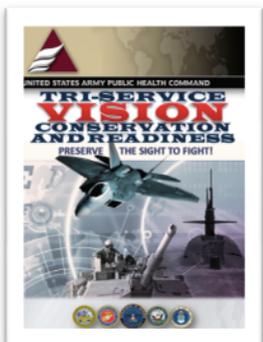
$\frac{20}{40}$

H E G L V

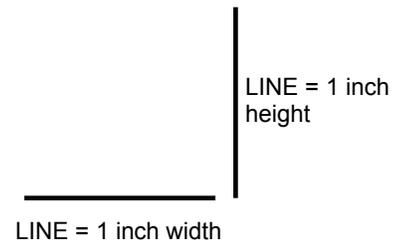
$\frac{20}{40}$

P D E F C

$\frac{20}{40}$



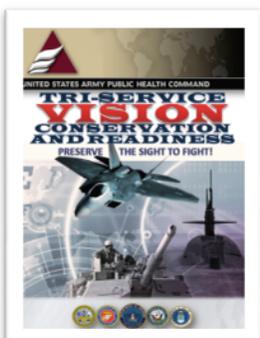
IMPORTANT: The test distance for this chart is 20 feet. You must verify that the chart is sized properly for it to be accurate. The horizontal and vertical test lines to the right must measure 1 inch before using. The chart can be resized using the eye chart print and size verification instructions provided.



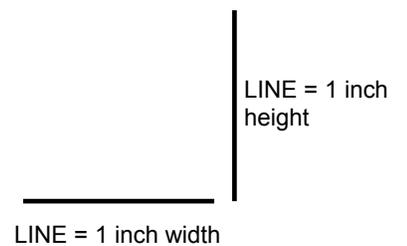
Test Distance: 16 inches (40 centimeters (cm)) is an acceptable distance for most individuals; if the Soldier must hold the screening chart with his/her arms fully extended or at the nose, redirect them to the acceptable distance.

H V P C O Z	<u>20</u>
Z I N U M L	<u>20</u>
E O Z L A M	
	
P F Z O T	<u>20</u>
N F D H O	<u>40</u>
A L E O Z	

I.



IMPORTANT: The test distance for this chart is 16 inches. You must verify that the chart is sized properly for it to be accurate. The horizontal and vertical test lines to the right must measure 1 inch before using. The chart can be resized using the eye chart print and size verification instructions provided.



Appendix B

Individual Vision Readiness Worksheet

Note: The individual vision readiness worksheet, when overprinted on an SF 600 and validated by medical personnel, can be posted to the Soldier's individual medical record. See the next page for a sample.

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Individual Vision Readiness Worksheet

Rank/Name:

Screening Date:

Full SSN:

Age:

Visual Acuity Group (VAG) Record as (1, 2, or 3)

Distance (required for all Soldiers)

Uncorrected Distance VAG: _____

Corrected Distance VAG: _____

Near (Only required if age 45 or older)

Uncorrected Near VAG: _____

Corrected Near VAG: _____

Mission-Required Contact Lenses (Only if Authorized MRCL)

Corrected w/MRCL Distance VAG: _____

Required Optical Devices (Record as Y/N/NA)

2 glasses _____

of pairs of glasses needed (0, 1, or 2) _____

Protective Mask Insert _____

MRCL _____

Optional Optical Devices

Military Combat Eye Protection (MCEP) (Y/N) _____

Military Combat Eye Protection Inserts (Y/N/NA) _____

(if both MCEP and insert on hand count as one pair of glasses above)

Documented Waiver for corrected visual acuity worse than 20/40

(Record as Y/N)

Waiver _____

Vision Readiness Class (Record as 1, 2, 3O, 3V or 4) _____

Unit Screener Signature Block

Individual Vision Readiness Worksheet and Unit Vision Readiness Spreadsheet Instructions

Visual Acuity Group (VAG): will be recorded as group 1, 2, or 3; not all VAG fields will be used for all Soldiers. (Cor = corrected, Uncor = uncorrected, Dist = distance, MRCL = Mission-Required Contact Lenses)

- 1 = Visual Acuity 20/20 or better
- 2 = Visual Acuity between 20/20 and 20/40
- 3 = Visual Acuity worse than 20/40

Required Optical Devices

1. **Glasses** – Two pair of glasses are required for all Soldiers with worse than 20/40 unaided binocular visual acuity. One pair of glasses may be Military Combat Eye Protection (MCEP) with corrective insert, military issue including frame of choice, or civilian. The second pair may be military issue, including frame of choice or civilian.
2. **Protective Mask Insert (PMI)** – One PMI shall be required for all Soldiers with worse than 20/40 unaided binocular distance visual acuity. Bifocal PMI is required for all Soldiers age 45 or older whose corrected or uncorrected near visual acuity is worse than 20/40.
3. **Mission-Required Contact Lenses (MRCL)** – Contact lens procured at government expense to meet mission requirements IAW AR 40-63. Contact lenses procured at an individual Soldier's expense, even if prescribed by a military medical provider and habitually worn are **not** mission required.

Required Optical Devices will be recorded as Y/N/NA

- Y = optical device(s) are required and physically verified.
- N = optical device(s) are required but not physically verified.
- NA = optical devices are not required.
- # of glasses needed record as (0, 1, or 2).

Optional Optical Devices

1. MCEP (Y/N): MCEP is currently optional. If the Soldier presents an MCEP spectacle, record "Y," for all others record "N."
2. MCEP Insert: Record as (Y/N/NA). Note: An MCEP spectacle with MCEP Insert can be counted as one pair of required glasses.
 - Y = Insert needed and verified.
 - N = Insert needed but not present.
 - NA = MCEP Insert not needed.

Waiver – (Y, N): For Soldiers with documented medical waiver for corrected visual acuity worse than 20/40, record "Y"; for all others record "N." Visual acuity waiver is rare.

Vision Readiness Class (VRC) – Will be calculated automatically by MEDPROS when vision readiness data is entered into the application.

- Class 1:** Soldiers whose best corrected visual acuity is 20/20 or better for all required visual acuity screenings. They possess all required optical devices. No corrective action is required.
- Class 2:** Soldiers whose best corrected binocular visual acuity is worse than 20/20 but at least 20/40 in the poorest of their required visual acuity screenings. They possess all required optical devices. Class 2 also includes Soldiers with a waiver for corrected binocular visual acuity worse than 20/40.
- Class 3:** Soldiers who are not optically and/or not visually ready.
 - Class 3 O-** Not optically ready - Soldiers whose best corrected binocular visual acuity is better than or equal to 20/40 for all required visual acuity screenings, but do not possess all required optical devices. Optical devices are required.
 - Class 3 V-** Not visually ready - Soldiers whose best corrected binocular visual acuity is worse than 20/40 in any of their required visual acuity screenings. Comprehensive eye examination and optical devices are required.
- Class 4:** Soldiers who have not been screened within 1 year or whose screening is incomplete. Vision readiness screening is required.

Appendix C

Unit Vision Readiness Spreadsheet

The Unit Vision Readiness Spreadsheet is a unit screening tool. It will be maintained by the unit until the vision readiness data is entered into MEDPROS. See the next page for a sample.

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Appendix D

Vision Readiness Class (VRC) and Vision Acuity Group (VAG) Reference Table

VRC and Visual Acuity Group Reference Table

VRC SOLDIER STATUS IN MEDPROS

- 1 SOLDIER DEPLOYABLE, BEST BINOCULAR VISION 20/20 OR BETTER.
- 2 SOLDIER DEPLOYABLE, BEST BINOCULAR VISION BETWEEN 20/25 AND 20/40 OR SOLDIER POSSESSES A VALID MEDICAL WAIVER FOR BEST VISION WORSE THAN 20/40.
- 30 SOLDIER MISSING ONE OR MORE REQUIRED OPTICAL DEVICES (glasses, gas mask insert or mission required contact lenses).
SOLDIER IS NON-DEPLOYABLE.
- 3V SOLDIER'S BEST VISION ACUITY GROUP (VAG), CORRECTED OR UNCORRECTED (if no corrected VAG is posted) IS WORSE THAN 20/40 (VAG 3).
SOLDIER IS NON-DEPLOYABLE.
- 4 SOLDIER'S LAST VISION SCREENING DATE IS OLDER THAN 1 YEAR OR SOLDIER'S DISTANCE VISION ACUITY GROUP NOT POPULATED OR IF SOLDIER IS 45 YEARS OLD OR OLDER, NEAR VISION ACUITY GROUP NOT POPULATED (blank fields for DVAG and/or NVAG).
SOLDIER IS NON-DEPLOYABLE.

THE FOLLOWING TABLE APPLIES TO ALL VISUAL ACUITY FIELDS (DISTANCE, NEAR, AND MRCL)

VISION ACUITY GROUP 1 = BINOCULAR VISION 20/20 OR BETTER
 VISION ACUITY GROUP 2 = BINOCULAR VISION BETWEEN 20/25 AND 20/40
 VISION ACUITY GROUP 3 = BINOCULAR VISION WORSE THAN 20/40

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Appendix E

Posting Vision Readiness Screening and Classification into MEDPROS

The following screen-shots will take you through the process of logging into and posting VRSC screening data into MEDPROS.

Accessing Vision Readiness Fields in MEDPROS Web Data Entry (MWDE).

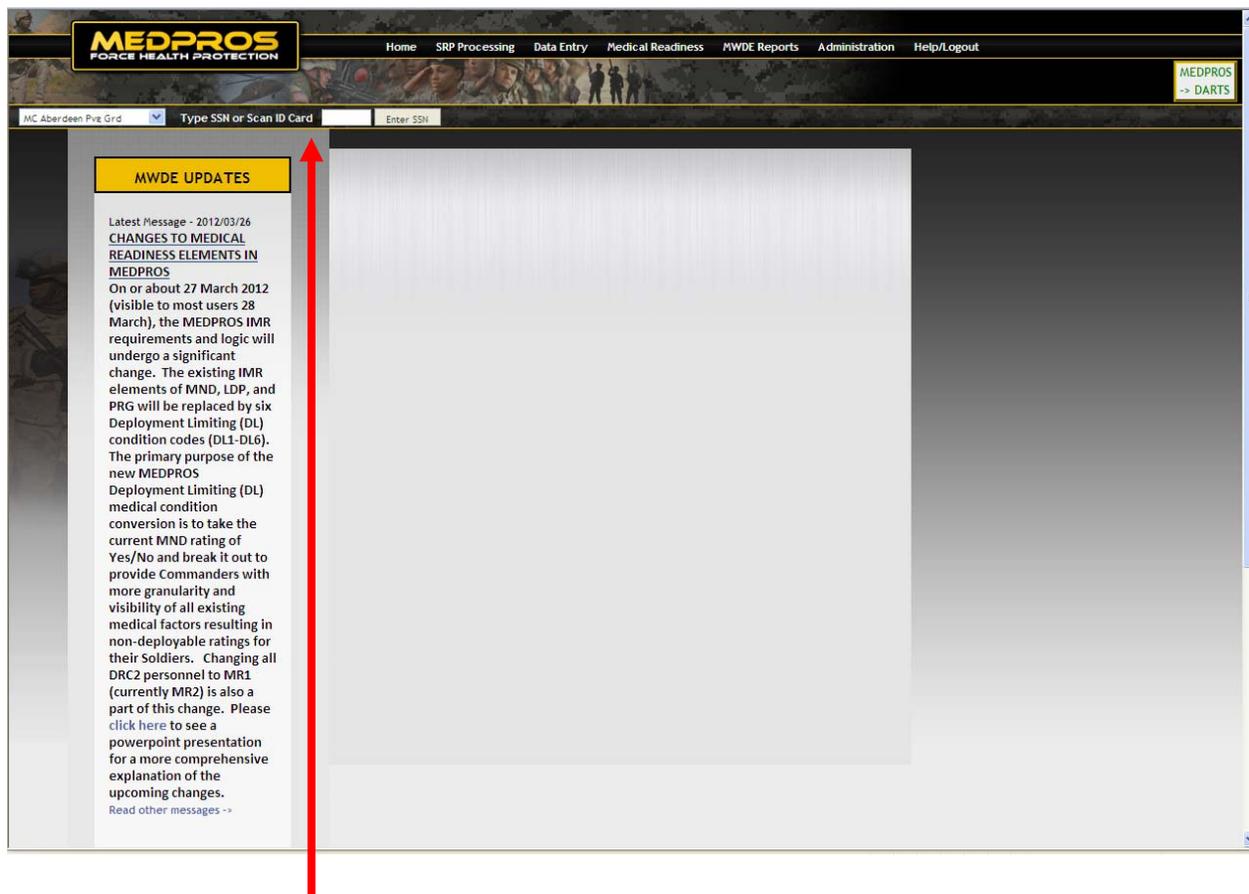
- a. Go to the MWDE access page: <https://medpros.mods.army.mil/MWDEnet/> - Click on the “Login with CAC” button as shown below.

The screenshot shows the MEDPROS MWDE login page. At the top, there is a U.S. Army logo and the slogan "ARMY STRONG". To the right, there are links for "Home" and "Privacy and Security Notice". The main content area is divided into a left sidebar and a main right section. The sidebar contains a "LOGIN WITH CAC" button, an "AKO ARMY KNOWLEDGE ONLINE" logo, and a "Bandwidth" selector with "High" and "Low" options. Below this are links for "WHAT IS MWDE?", "REGISTER FOR AN AKO ACCOUNT", "CAC LOGIN PROCEDURE", "RESET MY AKO PASSWORD", "OBTAIN A MWDE ACCOUNT", "MWDE RELATED LINKS", "MEDPROS CONTACTS", and "AAIT-DC 9R ACCESS REQUEST FORM". The main right section features a "Welcome To MWDE" header, a "MEDPROS FORCE HEALTH PROTECTION" logo, and two text blocks: one describing the Medical Protection System (MWDE) and another providing a security disclaimer. A red arrow points to the "LOGIN WITH CAC" button.

Click Here – Note that a CAC card, AKO account, and authorized MEDPROS access are required to access this site.

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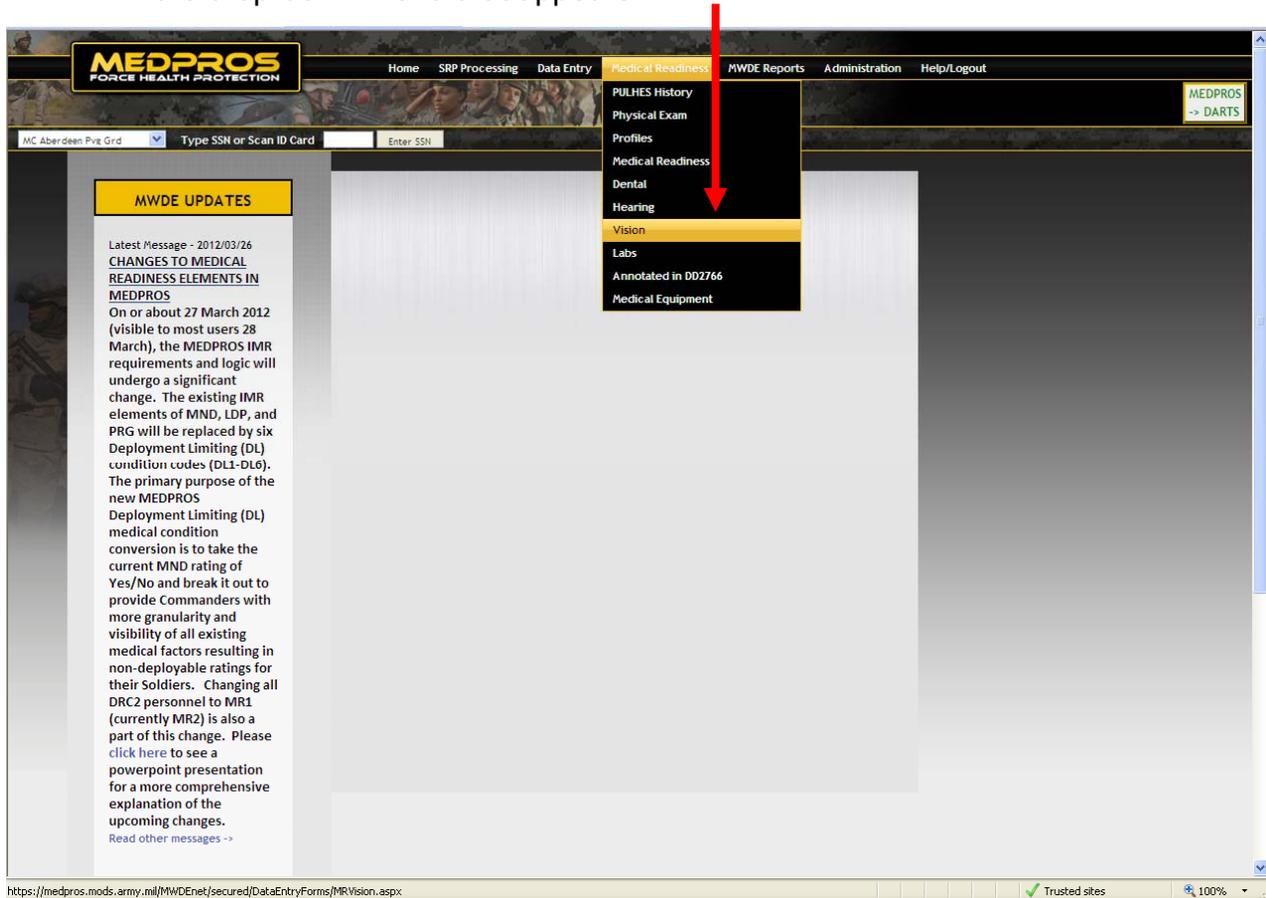
b. Once logged in with your CAC, you will see the following page:



- c. To input VRSC screening data you will need to enter the individual's SSN here.
- d. Once an SSN is entered the individual's Last 4, Name, Rank, DOB, UIC, and Gender will be displayed in the bar to the right of the "Enter SSN" radio button. Be sure to check this information to confirm that it is the correct individual.

(Continue to next page)

- e. Once you have entered the individual SSN, bring your pointer over the “Medical Readiness” tab at the top of the page, and then click on “Vision” in the drop-down menu that appears.



(Continue to next page)

- f. After clicking on “Vision” you will see the following data entry screen. Details for each field and how to update/save data are listed below.

<p>1. Vision screening date. Enter the date screening was done using YYYY/MM/DD format.</p>	<p>2. Rx or spectacle date. Automatically populated as the initial date the most recent Rx was ordered through the SRTS in YYYY/MM/DD format. Repeat orders of the same Rx will not change this date.</p>
<p>3. Distance Visual Acuity Group-Uncorrected. Select Group 1, 2 or 3 from drop-down. Near visual acuity below – muted unless age 45 or older.</p>	<p>4. Distance Visual Acuity Group-Corrected. Select Group 1, 2 or 3 from drop-down if applicable. Corrected near visual acuity below – muted unless age 45 or older.</p>
<p>5. Two Pair Glasses (on hand). Select Y, N, or NA from drop-down. Number needed: If “N,” select 1 or 2 from drop-down; if “Y,” select 0. Depending on other selections, these fields may auto-populate or remain muted.</p>	<p>6. Protective Mask Inserts (on hand). Select Y, N, or NA from drop-down. Depending on other selections, these fields may auto-populate or remain muted.</p>
<p>7. Military Combat Eye Protection and Insert (if applicable). Select Y or N from drop-downs.*</p>	<p>8. Mission-Required Contact Lenses (MRCL). Default is NA. Can select Y or N from drop-down.</p>
<p>9. MRCL Visual Acuity Corrected. This is distance only. Select Group 1, 2, or 3 from drop-down (remain muted if NA selected or MRCL field blank).</p>	<p>10. Save. Click here when done entering data to save the record. Be sure to double check “Vision Readiness Classification” after saving to ensure it updated as you intended.</p>

*NOTE: Military Combat Eye Protection (and Inserts if needed) are currently not part of the Vision Readiness calculation but should be asked about and annotated in MWDE. Note that possession of Military Combat Eye Protection *with Inserts* counts as one pair of eyeglasses. **You should select Y in the “Two Pair Glasses” field to account for Soldiers having one pair of eyeglasses and one pair of Military Combat Eye Protection with Inserts.**

- g. Prescription data is also available in MWDE for individuals who have ordered at least one pair of eyewear through a military clinic in the last 4 years. To access this data click on the “Vision Prescription Form” link as shown.

The screenshot shows the MEDPROS Medical Readiness VISION form. At the top, there is a navigation bar with links: Home, SRP Processing, Data Entry, Medical Readiness, MWDE Reports, Administration, and Help/Logout. Below this is a user information bar showing: MC Aberdeen Pvg Grd, Type SSN or Scan ID Card, Enter SSN, SSN, Name: MUNIZ ALBERTO, Rank: LTC, DOB: 196, UIC: W03HAA, Gender: M.

The main form area is titled "Medical Readiness" and "VISION". It includes the following fields and options:

- VISION Prescription Form (link, indicated by a red arrow)
- New MWDE Functionality 26 April 2007
- Vision Readiness Classification: 2
- Vision Screen Date: 2012/05/10
- RX or Spectacle Order Date: [empty field]
- Distance Visual Acuity Uncorrected: Group 2 (dropdown), Legend
- Corrected: Group 1 (dropdown)
- Near Visual Acuity Uncorrected: Group 2 (dropdown)
- Corrected: Group 1 (dropdown)
- Two Pair Glasses: NA (dropdown)
- Number Needed: 0 (dropdown)
- Protective Mask Inserts: NA (dropdown)
- Waiver: N (dropdown)
- Military Combat Eye Protection (MCEP): [dropdown]
- MCEP Insert: NA (dropdown)
- Mission Required Contact Lenses: [dropdown]
- MRCL Corrected: [dropdown]
- Save and Cancel buttons

(Continue to next page)

When the “Vision Prescription Form” link is clicked, the following screen appears. All eyewear ordered through a military clinic for the past 4 years will be displayed.

MEDPROS
FORCE HEALTH PROTECTION

Home SRP Processing Data Entry Medical Readiness MWDE Reports Administration Help/Logout

MC Aberdeen Pve Grd Type SSN or Scan ID Card Enter SSN SSN Name: MUNIZ ALBERTO Rank: LTC DOB: 1963 UIC: W03HAA Gender: M

Vision Prescription Form

Return

Vision Prescription Form

Please enter the mailing address you wish to display on the DD771 Form:

Address / Unit:

Address Continued:

City / State / Zip:

Please select the eyewear order to view, save, or print:

Select	Order Date	Lens Type	Lens Color	Frame Type	Frame Color
<input checked="" type="radio"/>	2012/05/21	SINGLE VISION NEAR	CLEAR	ELITE 521 (FOC)	BRN
<input type="radio"/>	2009/10/13	SINGLE VISION DISTANCE	CLEAR	SIDE STREET (FOC)	BLK

Highlighting the radio button next to an order and clicking the “Run Reports” button will produce a DD Form 771 (Eyewear Prescription) with all Rx and frame data as well as patient data (Name, SSN Rank). Filling in the mailing address info in the top boxes will add a current address to the DD 771 form as well. This form can be printed and brought to a military eye clinic as an aid in re-ordering missing or additional eyewear.

When done, clicking on the “Return” button brings you back to the data entry screen.

To update the Vision Readiness status for another individual simply type in a new SSN, click the “Enter” button and repeat the process in a thru g above.

Appendix F

VRSC and MEDPROS POCs and Help Desk Contact Information

Direct questions about the Vision Readiness Screening and Classification to the Tri-Service Vision Conservation and Readiness Office at:

Tri-ServiceOptometry@amedd.army.mil or call DSN 584-2714, Commercial 410-436-2714/2464.

Direct questions about MEDPROS or Web data entry to the MEDPROS Help Desk at mods-help@asmr.com or call DSN 761-4976, Commercial 703-681-4976 or Toll Free 1-888-849-4341.

Information on Regional MEDPROS POCs can be found at the MEDPROS Web site: <https://apps.mods.army.mil/MEDPROS/Secured/main.asp>. AKO login is required.

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Appendix G

MEDPROS AAIT-DC Form 9R

AAIT-DC Form 9R

To gain MEDPROS write access, an individual will require a Logon ID and Password issued by the security office at the Pentagon. An Administrative Assistant for Information Technology - Data Center (AAIT-DC) form needs to be completed (a minimum of a completed favorable National Agency Check (NAC) Investigation is necessary to access the system) and returned to the MODS Support Team for processing. A turn-around time of approximately seven days is normally seen for return receipt of your AAIT-DC Logon ID and Password.

The instructions are included on the form. Follow the instructions and fax the AAIT-DC Form to MEDPROS at 703-681-4983 or DSN 761-4983. We will process the faxed copy of the AAIT-DC Form and e-mail your Logon ID and Password to the e-mail address you put on the form.

You must also mail the original AAIT-DC Form to us (Please keep a copy for your records).

The mailing address is:
ASM Research Inc
ATTN: MODS Support Team
3025 Hamaker Court
Suite 100
Fairfax, VA 22031

The AAIT-DC Form 9R is available for download at
<https://medpros.mods.army.mil/MEDPROS/Secured/common/files/AAIT-DC9R200809.pdf>

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AAIT-DC LOGONID REQUEST FORM - Page 1

**Office of the Administrative Assistant to the Secretary of the Army,
United States Information Technology Agency (AAIT-DC)**

LOGONID REQUEST FORM

PLEASE PRINT and COMPLETE ALL SECTIONS. Improper submissions will be returned.

PART A USER INFORMATION

1. FULL NAME 2. SSN
 (LAST) (FIRST) (MI)

3. RANK/GRADE/ 4A. ORGANIZATION/UNIT
 CONTRACTOR

4B. OFFICE SYMBOL

5. OFFICE PHONE: (COMMERCIAL) () DSN:

6. REQUESTOR'S ORGANIZATION MAILING ADDRESS
 (NO ACRONYMS PLEASE) ATTN:

 (STREET ADDRESS, P.O. BOX)

 (CITY) (STATE) (ZIP)

7. LIST ANY PREVIOUS AAIT-DC (NISA) LOGONIDS ISSUED:

8. USER EMAIL ADDRESS

PART B PLEDGE TO UPHOLD SECURITY STANDARDS

I certify that I have read, understand, and will comply with the security policies and procedures described in the "User Responsibilities" section of this form. I understand that any violations of these procedures by me, any unauthorized use of Government resources, or withholding knowledge of any suspected violation may result in suspension/termination of my user privileges on the AAIT-DC system and submission of a report to my supervisor.

SIGNATURE _____ DATE

PART C SECURITY VERIFICATION

All users must have at least a favorable NAC completed and verified by your security office in order to access the AAIT-DC system.

1. I certify that _____ holds a valid clearance level of _____
 (Full Name)

issued on _____ by _____
 (DD/MM/YY) (ISSUING AGENCY)

Type of investigation _____ Date completed _____
 (DD/MM/YY)

2. I have reviewed this request and certify that the applicant has a need for access to the AAIT-DC system and has been briefed on terminal area security.

CIRCLE THE SYSTEM(S) TO BE ACCESSED: ATRRS **MODS** PAM OTHER _____

Security Manager _____
 (TYPE / PRINT NAME) (SIGNATURE) (PHONE#)

CONTRACTOR INFORMATION

1. COMPANY NAME 2. CONTRACT#
 3. EFFECTIVE DATE 4. EXPIRATION DATE
 5. COR/COTR
 (TYPED NAME) (SIGNATURE) (PHONE)

AAIT-DC LOGONID REQUEST FORM - Page 2

NAME

MEDPROS USERS (REQUIRED)

(MARK ONE) Active Army National Guard Reserve Mobilized Reservist/Guard DA Civilian Contractor

Commander (Active Army), State (Guard), RSC/O&F/Training Command (Reserve) Approval Authority.
 A commander or SRP OIC is the approval authority for DA Civilians and Contractors.

(RANK) (POS TITLE) (PRINT NAME) (SIGNATURE) (PHONE #)

(Guard and Reserve only) Allow user to update physicals in MEDPROS (CIRCLE ONE) **APPROVED** **DISAPPROVED**
 Approve the above named person to receive MEDPROS "Write Access" as the commander's representative and further certify that the applicant has met the minimum security requirement NAC favorably completed and has been briefed by the Information Systems Security Office (ISSO). He/She understands the data contained within the MODS/MEDPROS Mainframe and Web is for Official Use Only and is not intended and cannot be used for any other purpose.

PAM USERS

JUSTIFICATION FOR ACCESS TO THE PAM SYSTEM: _____

ATRRS Connection Survey

Please complete this form carefully. If you are not sure of an answer get assistance from someone in your office. Erroneous information could result in not getting the software that may be required to access the ATRRS system. Please forward this survey along with your AAIT-DC LOGON-ID request form to the address at the bottom of the AAIT-DC Form 9-R. PLEASE TYPE OR PRINT.

PART A - ORGANIZATION INFORMATION

1. FULL NAME _____ 2. SSN _____
 (LAST) (FIRST) (MI)

3. RANK/GRADE/TITLE _____ 4A. ORGANIZATION ACRONYM _____
 4B. OFFICE SYMBOL ATTN: _____

4C. ADDRESS 1 _____
 4D. ADDRESS 2 _____

4E. CITY _____ 4F. STATE _____ 4G. ZIP _____

5. COMM. OFFICE PHONE: (_____) _____ DSN: _____
 6. FAX OFFICE PHONE: (_____) _____ DSN: _____

PART B - SYSTEM INFORMATION

Is your ATRRS site Active Army _____ Army Reserve _____ Army National Guard _____?
 If none of the above, please indicate _____

Does the computer you will be using already have ATRRS connectivity? Yes _____ No _____

Is your computer connected to a local area network (LAN)? Yes _____ No _____

Do you have Internet access? Yes _____ How _____ No _____

PART C - TSACS MODEM CONDUCTIVITY

Army National Guard and Army Reserve Personnel who require modem connectivity can use the Terminal Server Access Controller System (TSACS).
 To allow access to the NIPERNET. Through the NIPERNET, authorized users can connect to the Pentagon mainframe computer, and the ATRRS Website www.atrrs.army.mil via modem to access the Army Training Requirements and Resource System (ATRRS).
 NOTE: Active Army Personnel must contact their Local Director of Information Management (DOIM) for a TSACS Account. If you need a TSACS Account for ATRRS connectivity, please indicate. Yes _____ No _____

AAIT-DC LOGONID REQUEST FORM – Page 3

INSTRUCTIONS

PART A

#4. Use official organization and office symbol. Contractors must enter COTR's Office Symbol.

#6. Requestor Organization's complete address, no acronyms please. Include room and building numbers required

#8 Prefer AKO email address.

PART B ALL APPLICANTS MUST READ AND SIGN.

PART C You may not verify your own clearance.

CONTRACTORS are required to submit a Visit Authorization Request (VAR) signed by their Corporate Security Officer. The VAR must be on company letterhead, and include the persons name, date and place of birth, SSN, citizenship, investigation information and clearance information; any questions please refer to Army Regulation 25-2.

PAGE 2 All sections that are applicable to the user must be completed.

ISSO/COR must fax this form to:

MODS Help Desk:
Attn User Access:
Fax (703) 681-4983 Comm: (703) 681-4976

**If a mailing address is needed
 please send a request to:**
mods-help@asmr.com

PRIVACY ACT STATEMENT
<p>AUTHORITY: EXECUTIVE ORDER 10450.</p> <p>Personal information on this form is used to determine the individual's eligibility for access to AAIT-DC computer resources. Provided information is used to ensure that only authorized personnel access the computer resources.</p> <p>DISCLOSURE OF INFORMATION ON THIS FORM IS VOLUNTARY. HOWEVER, IF THE INFORMATION IS NOT PROVIDED, SYSTEM ACCESS WILL BE DENIED.</p>

USER RESPONSIBILITIES

- A. Fill out the AAIT-DC LOGON-ID Request Form (AAIT-DC Form 9R) completely. Incomplete forms will be returned.
- B. Follow proper LOGON and LOGOFF procedures.
- C. Change **PASSWORDS** at least once within a 90-day period. The **PASSWORDS** are computer generated, but the process must be initiated by the user.
- D. Ensure each remote terminal is active only when an authorized terminal operator is present and using the equipment. Any violation of this procedure is a breach of security. Prior to leaving the terminal, each user must properly LOGOFF to ensure access cannot be gained without initiating proper LOGON procedures.
- E. Adhere to security requirements for all remote terminals, individual passwords, and data transmitted to and from the AAIT-DC ADP System(s).
- F. Handle all information from the AAIT-DC database containing personal/privacy act information as sensitive data and comply with provisions of the Privacy Act and other published security procedures.
- G. Prevent unauthorized disclosure or transfer of systems entry features from one user to another. **DO NOT SHARE TERMINAL SESSIONS or PASSWORDS!** Violations of this will result in suspension of access. Access will be restored upon receipt of a letter from the security manager stating the violation, the name(s) of individual(s) involved, and their SSN's.
- H. Do not transmit and/or extract classified data via unclassified remote terminals.
- I. Report suspected security violations to your supervisor and Security Manager.
- J. Do not attach privately owned equipment to the AAIT-DC computers.
- K. If you have any questions about this form please call the Access Management Help Desk at 703 693-3625 or DSN 223-3625.

AAIT-DC Form 9-R, Jul 08

Contracting Company's entire Letterhead

(not military facility)
(form Must be completely typed)

To: ASM Research, Inc.
ATTN: MODS Support Team

3025 Hamaker Court, Suite 100
Fairfax, VA 22031
Fax # 703.681.4983 DSN 761.4983

**(This form is only required for Contractor's)
VISITOR ACCESS REQUEST (VAR)**

Questions 1 – 5 are REQUIRED for all access requests.

1) Name and Address of Agency to be visited: MODS, ASM Research, Inc.

2) Name of Visitor:

Date of Birth:

Place of Birth:

Citizenship:

SSN:

3) Job Title of Visitor:

4) Period of Visit (To and From Dates not to exceed one year):

5) Purpose and Justification for visit (Job description and modules requested. IE: MODS/MEDPROS, PERSONNEL Web, ...):

6) Type of Investigation and Date:

Investigation Completed/Initiated By:

COGNIZANT SECURITY OFFICE:
(Fill in if Security Clearance info is filled in)

Initiating Security Office Address:

I certify that the security clearance granted this facility and the security clearance granted the person listed above are correct as stated.

Name of Facility Security Officer (Sign if Clearance information is filled in)

NEED TO KNOW FOR THIS VISIT IS CERTIFIED AS VALID

Visitor's Project Manager/ Project/ Organization / Phone Number (Required)