USER GUIDE

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

1.1 Background

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

1.2 Purpose

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

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


1.3 Application Components and Validations

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

1.4 Intended Audience

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

1.5 Prerequisites

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

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

3.0 Profiles for MAR2 Process

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

Exhibit 3-1 View All Profiles for MAR2
Flagged profiles needing a MAR2 are also included in the Meet 40-501 grid for the PADC (Patient Administration Division Clerk) and MILPO (Military Personnel Officer) personnel.

Exhibit 3-2 View Profiles that Meet 40-501

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

4.0 MAR2 Process

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

The e-Profile MAR2 module contains:

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

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

4.1.1 Active Army

**SR HR Authority**
- Responsible for monitoring e-Profile for all P3 and P4 profiles and initiation of the MAR2 process and to ensure the adjudication process is complete.
- After adjudication, input the appropriate code in e-Profile. To approve user registrations and manage user permissions for Installation HR accounts.
- Responsible for pulling reports on completed and pending MAR2 candidates at the Department of the Army level.

**Installation HR**
- Responsible for initiation of the MAR2 packet, tracking of packets, and ensure MAR2 process is followed.
- Collects and packages documents pertaining to the profile and submits.
- Responsible for pulling reports on completed and pending MAR2 candidates at the installation level.

4.1.2 National Guard

**ARNG Personnel Division (ARNG_HRP)**
- To approve user registrations and manage user permissions for ARNG administrators at NGB.
- User requires “Super-User” access to national level to create reports (all 54 states and territories) for NGB leadership oversight.

**Health Systems Specialist (HSS)**
- Responsible for monitoring e-Profile for all P3 and P4 profiles and initiation of the MAR2 process and to ensure the adjudication process is complete.
- After adjudication, input the appropriate code in e-Profile.
- Note – replaces the Military Medical Administrative Clerk role.

**Battalion Medical Readiness NCO**
- Responsible for initiation of the MAR2 packet, tracking of packets, and ensure MAR2 process is followed from the unit level to BN.
• Collects and package documents pertaining to the profile and submits; acts as the intermediary between the HSS and unit/BN/BDE.
• Note – replaces the Military Personnel Administrative Clerk role.

**Military Personnel Officer (MILPO)**

• Reviews and adjudicates packet based on recommendation of Unit Commander, BN Commander, Career Counselor and State Surgeon.
• Provide determination results via memo to the HSS.

**State Surgeon (SS)**

• Provides recommendation of Soldier’s medical status IAW AR 40-501, completes the SF Form 600 (Chronological Record of Medical Care).
• Issues appropriate profiles and ensures profile is entered into e-Profile.

4.1.3 Army Reserve

**RSC Board Branch Chief (RSC_BCC)**

• Responsible for monitoring e-Profile for all P3 and P4 profiles and initiation of the MAR2 process and to ensure the adjudication process is complete.
• After adjudication, input the appropriate code in e-Profile.
• Note – replaces the Personnel Officer – Military role (MILPO_AR).

**RSC Admin (RSC_AC)**

• Responsible for initiation of the MAR2 packet, tracking of packets, and ensure MAR2 process is followed from the unit level to RSC.
• Collects and package documents pertaining to the profile and submits.
• Note – replaces the Personnel Administrative Clerk (MILPAC)

4.2 Management of Folders (Packages)

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

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

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

National Guard

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

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

Army Reserve

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

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

Follow the steps below to create the adjudication folders.

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

Exhibit 4-1 Welcome Page (Manage MAR2 Folders)

2. Enter the Title of the Review Folder.
3. Select the Location of the review from the drop down menu. (If location is not available, click the Add link to add a location).
4. Enter Comment.
5. Enter the Review Date.
Note: The MAR2 date should reflect the LAST day Soldiers can be added to the folder and documents can be posted. After this date, the folder is only available for posting the Soldier’s results.

6. Click Create Folder.

Exhibit 4-3 Currently Scheduled Reviews

4.2.2 View Folder Details

This allows users to view the details of the folder.

1. Click the Title of the Folder to view details. The Folder page will be displayed and is divided into four sections.

- Section 1 – Soldiers selected for the MAR2
- Section 2 – Panel members assigned
- Section 3 – MAR2 Checklist (post MAR2 document)
- Section 4 – MAR2 Folder Comments

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

Exhibit 4-4 Folder Details
4.2.2.1 Soldiers Selected for MAR2

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

4.2.2.2 Panel Members

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

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

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

![Exhibit 4-5 Currently Assigned Panel Members]

If the candidate is not available in drop down:

- Select the Add New Candidate link.

![Exhibit 4-6 Creating New Candidates]
• To add an Existing e-Profile user to the list of available candidates, click on the Select User drop down and select the user from the list. User will be displayed in the box.

• Enter the User’s Unit/Organization if missing. Unit/Organization will be displayed in the box.

Exhibit 4-7 Existing e-Profile User

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

Exhibit 4-8 Updating Candidates

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

• Open the Create New Candidate section. The section will expand.

• Enter the candidate’s SSN. SSN will be displayed in the box.

• Click Search. The system will search for the SSN against existing accounts to ensure the candidate has not been added previously, thus minimizing duplicate entries.

Exhibit 4-9 Creating a New Candidate

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

• Enter as much information as possible. Information will be displayed in the box.
Exhibit 4-10 Member Candidate Information

- Click Save. Available candidates list will be updated.

4.2.2.3 MAR2 Checklist

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

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

Exhibit 4-11 Folder Checklist

4.2.2.4 MAR2 Folder Comments

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

4.2.3 Manage Locations

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

Follow the steps below to create a location for the MAR2
1. Hover over MAR2 and click Manage Locations. The Manage Locations screen will be displayed.

![Exhibit 4-12 Welcome Page (Manage Locations)](image)

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

![Exhibit 4-13 Create New MAR2 Locations](image)

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

Note – For Active Army there will be one static location, HRC Ft Knox.
4.3 Process Profiles / Select Soldiers

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

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

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

Exhibit 4-14 Welcome Page (Process Profiles)

Note: In order for the Profile to appear in the list:
- The Profile must have been entered in the e-Profile system and generated as Permanent 3/4 (not uploaded.)
- The Profile must have gone through the Approval Process (two provider signatures).
- The Profile must indicate that the Soldier meets Chapter 3 Retention Standards without a boarded profile code (i.e., W, Y). If the Soldier had gone through an earlier board / review, the associated profile code must be removed in order for it to be available for action in the MAR2 module.

2. To select a Soldier to a specific Review Folder / Packet, check the box corresponding to selected Soldier.

3. Click the ‘Choose Review Folder’. A list of the available folders will be displayed.
### Exhibit 4-16 Soldiers List for MAR2

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

### Exhibit 4-17 Review Folder Schedule List

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

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

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

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

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

3. A list of Soldiers for this Review is displayed. Select the Soldier.

4. Click ‘View Profile’ to view the Soldier’s profile or ‘Remove’ to remove Soldier from packet.

5. Click ‘Checklist’. A list of the available documents will be displayed.
Exhibit 4-21 Soldiers Selected for MAR2

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

Exhibit 4-22 Soldiers MAR2 Checklist

7. Click the blue arrow and the to upload or scan the document.
8. Click the Save button to save the checklist. The MAR2 packet has been successfully submitted for adjudication.

4.5 Post MAR2 Adjudication Results

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

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

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

1. Hover over MAR2 and select Manage Review Folders or click the Boards in Preparation. A list of the Scheduled Review Folders will be displayed.
2. Click on the appropriate folder.
3. If documents are missing or there is a need to post additional documents, click Checklist and post the necessary documents. Please note the ability to post documents after the Review Date is limited to HRC, Health Systems Specialist and RSC Branch Chief.

4. Select Soldier and click ‘Enter Results’. The results box will be displayed.

![Exhibit 4-25 List of Soldiers for Posting Results]

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

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

![Exhibit 4-26 Posting Results]
6. Click Save Update. The record will be saved with the selected disposition. When Return to Duty or Reclassified, the appropriate Profile Code (W) will be sent to MEDPROS.

Exhibit 4-27 Posted Results

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

Exhibit 4-28 MAR2 Review Results Inbox

8. Results can also be posted by clicking the View / Update Results under the MAR2 tab.
9. Enter the Soldier's name or SSN and click Find. If more than one Soldier meets the search criteria, select the proper Soldier from the list.

Exhibit 4-30 Update Results Soldier Search

10. The Soldier’s record from the Review Packet will be displayed. Click Select to post the results. If the results have already been posted for the Soldier, the results will be displayed by grayed out and not available for updating.

11. Post the result for the Soldier. When the disposition is Return to Duty or Reclassification, a post-board profile will be generated with the Profile Code ‘W’.

Exhibit 4-31 Update Results
4.6 Closing / Completing Adjudication Folder

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

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

1. Select the Review Folder and click the checkmark.

   Exhibit 4-32 Close Review Folder

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

   Exhibit 4-33 Close Review Folder Confirmation
4.7 View Archived MAR2 Folders

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

Follow the steps to view the Archived Folders.

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

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

Exhibit 4-34 Welcome Page (Archive)

Exhibit 4-35 Archived Review Folders
3. Select the Soldier and click Results to view or post results.

Exhibit 4-36 Archived Soldiers

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

Exhibit 4-37 Archived Review Details

4.8 Delayed Soldiers

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

1. Hover over MAR2 and select Delayed Soldiers. A list of Soldiers who are currently being delayed to a future date for MAR2 will be displayed.
2. Click Extend to extend delay to a future date for MAR2 for selected Soldier. Soldier’s delay will be extended.
3. Click Return to Queue to end delay and return selected Soldier to MAR2 Queue. Soldier will be returned to MAR2 Queue.

4.9 Soldier History

Users can view the history of a Soldier’s MAR2 by clicking Soldier History from the MAR2 tab. Follow the steps below to view the Soldier’s MAR2 history.

1. Hover over MAR2 and select Soldier History. A search will be displayed.
2. Enter the Name or SSN of the Soldier. The Soldier’s demographic information will be displayed.

3. To view the details of each folder, click Details. The Folder details will be displayed.
4.10 View MAR2 Adjudication Results

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

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

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

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

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

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

3. If posted, the Soldier adjudicated result will be displayed.
4.11 Quick Capture Results

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

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

1. Hover over MAR2 and select Quick Capture Results. The search box will be displayed to enter the Soldier’s Name or SSN.
2. Enter the Soldier’s name or SSN and click Find. If more than one Soldier meets the search criteria, select the proper Soldier from the list. The list active permanent profiles available for MAR2 and any uploaded profiles are listed.

4.11.1 Quick Capture on Electronic Profiles

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

1. If the electronic profile is listed, check the box next to the profile. The Scan / Upload Profile options will be removed, allowing entry of the MAR2 Date and the results.
2. Enter the date of the MMRB/MAR2 and associated result. When the result is Return to Duty or Reclassification, a board (B) record will be sent to MEDPROS, reflecting a Profile Code ‘W’. The Board record will be part of the Soldier’s longitudinal record.

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

4.11.2 Quick Capture on Scanned Profiles

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

1. If the profile is listed in the Uploaded Profiles grid, check the box next to the profile. If the profile was not uploaded through the Quick Capture function, users will need to first enter in the PULHES, Profile Date and the Profile Codes (Assignment Limitations) from the hard copy profile. If the profile is not listed, please upload profile using the Upload / Scan Profile button.
Exhibit 4-48 Uploaded Profile Details (Quick Capture)

Note: Use the color code next to the profiles to determine if uploaded through Quick Capture.

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

Exhibit 4-49 Posting Quick Capture Results

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

4.11.3 View Quick Capture Results

The View Quick Capture Results will return the records that were record through the Quick Capture.

Follow the steps below to view the Quick Capture Results posted for your installation / state / region.

1. Hover over MAR2 and select View Captured Records. A list of the records created through the Quick Capture function are displayed.
2. Click the + to show search filters to narrow / expand your search.
5.0 MAR2 Report

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

Follow the steps below to view the MAR2 Summarized Report.

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

![Welcome Screen (MAR2 Summarized Report)](image)

Exhibit 5-1 Welcome Screen (MAR2 Summarized Report)

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

![MAR2 Summarized Report (Roll up)](image)

Exhibit 5-2 MAR2 Summarized Report (Roll up)
3. Click the UIC to drill down to the Soldiers’ MAR2 status, displaying the date of the MAR2 and the final disposition.

Exhibit 5-3  MAR2 Summarized Report (Drill Down)
Appendix A : Gaining System Access

Register for e-Profile

1. Go to the MODS domain page at http://www.mods.army.mil. The MODS homepage will open. Point your cursor at the e-Profile link and click.

Exhibit A-1 MODS Home Page

2. The e-Profile homepage will open. Click on Register for e-Profile.

Exhibit A-2 e-Profile Home Page
3. A statement will appear indicating you are accessing a U.S. Government Information System. Click OK to continue. Another message will appear with the PII and HIPAA Warnings. Click OK to continue.

4. The Application Registration screen will appear. Enter your personal information. The red asterisk indicates fields that are required. Some fields may be prepopulated based on information pulled from your CAC. Select Military / Civilian / Contractor for User Type.

5. From the drop down, enter the correct Management Component. Based on selection, the User Role and MTF / Location will be displayed. Enter in all information and click Next.
6. The registration information you entered will be displayed. Verify all information is correct. Click Back to make modifications. Click Confirm to complete the registration process. Note – for ARNG and USAR users, you will need to post your HIPAA certification.

Exhibit A-5 e-Profile Registration Confirmation

7. A message will be displayed indicating the request has been sent to the e-Profile administrator.

Exhibit A-5 e-Profile Registration Completion
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.

<table>
<thead>
<tr>
<th>Browser</th>
<th>Security and Privacy Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer versions 6 &amp; 7</td>
<td>Set the Internet Zone, located in the Security Zone to Medium.</td>
</tr>
<tr>
<td>FireFox 1.5 or later versions</td>
<td>In the Tools menu under Options, select Enable JavaScript.</td>
</tr>
</tbody>
</table>

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: MAR2 Roles

### Active Army

<table>
<thead>
<tr>
<th>Role</th>
<th>Module</th>
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<th>Description</th>
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</thead>
<tbody>
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<td>View a list of users registered with the application.</td>
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<tr>
<td>Admin</td>
<td>Admin</td>
<td>View user details</td>
<td>View the application level details of a user.</td>
</tr>
<tr>
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<td>Manage user permissions</td>
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<td>Manage users that are pending expiration of their registration with e-Profile.</td>
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<td>MAR2</td>
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<td>Manage the checklist of work items required for an MAR2.</td>
</tr>
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<td>View Soldiers that were delayed to being assigned to a MAR2.</td>
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<td>Provide MAR2 voting results for a Soldier.</td>
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<td>Quick Capture Results</td>
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<td>Upload documents to Board/Soldier Checklist post MAR2</td>
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## National Guard

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### e-Profile User Guide - MAR2

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<th>Module</th>
<th>Permission</th>
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### Army Reserve

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<td>Upload docs post MAR2</td>
<td>Upload documents to Board/Soldier Checklist post MAR2</td>
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<tr>
<td>MEB</td>
<td>View soldier details</td>
<td>View MEB Results Details By SSN.</td>
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<tr>
<td>PEB</td>
<td>View soldier details</td>
<td>View PEB Results Details By SSN.</td>
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<tr>
<td>Profile</td>
<td>View existing</td>
<td>View existing Profiles for Soldiers.</td>
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<tr>
<td>Profile</td>
<td>40-501 compliant</td>
<td>Soldier Profile that meets 40-501 regulation.</td>
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<tr>
<td>Profile</td>
<td>40-501 non-compliant</td>
<td>Soldier Profile that does not meet 40-501 regulation.</td>
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<tr>
<td>Reports</td>
<td>View general</td>
<td>View general application reports.</td>
<td></td>
</tr>
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<td>Reports</td>
<td>Profiles Viewed by Unit (UIC)</td>
<td>View Report of Approved Profiles by UIC</td>
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<tr>
<td>Reports</td>
<td>MAR2 Summarized Report</td>
<td>MAR2 Summarized Report</td>
<td></td>
</tr>
<tr>
<td>RSC Admin Clerk</td>
<td>MAR2</td>
<td>View results</td>
<td>View MAR2 Review Results.</td>
</tr>
<tr>
<td>RSC Admin Clerk</td>
<td>Manage checklist</td>
<td>Manage the checklist of work items required for an MAR2.</td>
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</tr>
<tr>
<td>RSC Admin Clerk</td>
<td>Manage documents</td>
<td>Manage the documents uploaded for a MAR2 Review or Soldier pertaining to MAR2.</td>
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<tr>
<td>RSC Admin Clerk</td>
<td>Manage locations</td>
<td>Manage meeting locations for an MAR2 Review.</td>
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<tr>
<td>RSC Admin Clerk</td>
<td>Manage pending MAR2s</td>
<td>MAR2s that are pending their scheduled review.</td>
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<tr>
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<td>Manage pending soldiers</td>
<td>View and manage Soldiers in queue awaiting MAR2 Review assignment.</td>
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</tr>
<tr>
<td>Role</td>
<td>Module</td>
<td>Permission</td>
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<td>MAR2 preparation</td>
<td>MAR2s in preparation and require management until their review.</td>
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<td>View Soldiers that were delayed to being assigned to a MAR2.</td>
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<td>Manage MAR2 Folders</td>
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<td>Create, Delete, Close Mar2 Folder</td>
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<td>Result Notification</td>
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