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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

**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 possessing a waiver for binocular visual acuity worse than 20/40. No corrective action is required.

**Class 3:** Soldiers who are either 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 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 the poorest of their required visual acuity screenings. They do not meet visual acuity 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 will be considered fully ready. Soldiers in class 3 (O or V) or class 4 are deficient. Soldiers in class 3 or 4 at the time of screening will immediately be reclassified in MEDPROS after obtaining corrective vision/optical services.
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 entering the results in MEDPROS.

Visual Acuity Screening

General Considerations

1. Instruct the Soldiers before the screening that their habitual correction (glasses) is required.
2. Illumination: 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. Carefully 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 the Snellen distance and near acuity charts.
   a) Appendix A 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, such as the Titmus IIe and Optec 2300 or 3000, are the only authorized alternate visual acuity screening methods. The use of standardized vision testers is not described in this TG. 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) Soldier wears glasses habitually for all viewing distances. Test visual acuity with correction in place. Instruct Soldier who forgets their glasses to return with their glasses to be screened.
   b) Soldier has glasses for distance, but does not wear them. Test and record distance visual acuity without the glasses and then through the
glasses. Record the results of both screenings. Instruct Soldier who
forgets their glasses to return with their glasses to be screened.

c) **Soldier has not been prescribed glasses** (or no longer has their
prescribed glasses). Test and record uncorrected visual acuity only.

3. Distance visual acuity screening procedures:

a) Direct the Soldier to remain behind the line on the floor that marks the 20-
foot test distance.

b) Direct the Soldier to wear 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 no errors are
made, the distance screening is complete. Encourage the Soldier to
guess at the letters when they tell you they can’t see them. Often, people
just don’t want to be wrong so they won’t name a letter unless they are
absolutely sure of what it is.

e) If the Soldier cannot complete the 20/20 line accurately, direct the Soldier
to read the 20/40 line. Encourage the Soldier to guess at the letters when
they tell you they can’t see them.

f) If a Soldier reads a line making only one error, encourage the Soldier to
slowly read another line of the same size (if available) or to reread the
original line from right to left (backwards). If no errors are made, the
Soldier should be given credit for the line.

g) Record the results as described on page 6 (Recording the Results)

**Near Visual Acuity Screening**

1. Instruction: Perform near visual acuity screening **only** on soldiers 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 with correction in place. Many Soldiers over
45 wear bifocal or progressives (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 glasses 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 or 40 centimeters. Care must be taken to maintain the correct testing distance to ensure accuracy.

4. Near visual acuity screening procedures:
   a) Direct the Soldier to hold the near chart 16 inches from their eyes in the normal reading position. The Soldier will unconsciously move the card to the position where they can most easily view it, so care should be taken to maintain the 16-inch viewing distance.
   b) Direct the Soldier to leave both eyes open and not squint.
   c) Direct the Soldier to read the 20/20 line on the chart.
   d) If the Soldier cannot complete the 20/20 line accurately, direct them to read the 20/40 line. Encourage the Soldier to guess at the letters when they tell you they can’t see them.
   e) If a Soldier reads a line making only one error, encourage the Soldier to slowly read another line of the same size (if available) or to reread the original line from right to left (backwards). If no errors are made, the Soldier should be given credit for the line.
   f) Record the results as described on page 6 (Recording the Results).

**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), test distance visual acuity once with contact lenses and once with glasses. The contact lens visual acuity screening will be performed in the same manner as the distance visual acuity screening.

3. MRCL are contact lenses procured at government expense due to mission requirement according to 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 each Soldier’s vision is in based on the following definitions:
Group 1: Visual acuity 20/20 or better.

Group 2: Visual acuity worse than 20/20 but at least 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 according to AR 40-501 (Standards of Medical Fitness) before a waiver can be granted.

Physical Verification of Required Optical Devices

Soldiers will be required to physically show their required optical devices to the screener.

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. 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. MRCL – Contact lenses procured at government expense to meet mission requirements according to 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 has two pair of serviceable glasses.
   
   No: Soldier requires but does not have two pair of serviceable glasses.
   
   When “No,” number of glasses required (one or two) will be recorded.
   
   NA: Soldier does not require glasses.
2. **PMI**
   Yes: Soldier requires and has PMI for protective device.
   No: Soldier requires but does not have PMI.
   NA: Soldier does not require PMI.

3. **MRCL**
   Yes: Soldier requires and has MRCL.
   No: Soldier requires but does not have MRCL.
   NA: Soldier ineligible for MRCL or contact lenses not required.

**Optional Optical Devices**
MCEP spectacles and inserts are currently optional. However, when a Soldier presents both an MCEP spectacle and corrective insert this should be counted as one pair of required glasses.

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

1. **MCEP spectacle**
   Yes: Soldier has MCEP spectacle.
   No: Soldier does not have MCEP spectacle.

2. **MCEP spectacle corrective insert**
   Yes: Soldier has MCEP spectacle insert.
   No: Soldier does not have MCEP spectacle 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 either the individual vision readiness worksheet (to be overprinted on an SF 600, Chronological Record of Medical Care) (appendix B) and/or the unit vision readiness spreadsheet (appendix B).

1. Record the screening date.
2. Record demographic information: Name/Rank, SS#, and Age/DOB.
3. Record visual acuity as described on page 4 (Visual Acuity Documentation).
4. Record required optical devices as described on page 5 (Verification of Required Optical Devices).
5. Record optional optical devices as described on page 6 (Optional Optical Devices).
6. 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.

7. Validate the individual vision readiness worksheet or the unit vision readiness spreadsheet with the screener’s signature.

8. Post the individual vision readiness worksheet when overprinted on an SF 600 and validated by medical personnel to the Soldier’s individual medical record.

9. Maintain the unit vision readiness spreadsheet until MEDPROS is updated.

**Referral for Corrective Action**

Soldiers identified as Class 3 (V or O) will be immediately referred for corrective vision/optical services according to the local standing operating procedures (SOPs) 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 (see appendix C). MEDPROS is the repository for all individual medical 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 according to the 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 according to the local SOP as established by the local Chief of Optometry, Unit Surgeon, or Medical Commander.

**DEFINITIONS**

**Vision Screening:** Vision screening tests visual acuity only. It is a quick way 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 required optical devices are also verified. Refer Soldiers with optical device deficiencies to order 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

Appendix E provides points of contact for the MEDPROS help desk and USACHPPM VRSC or screening.
Appendix A

Visual Acuity Charts

A distance and near visual acuity chart designed for the vision readiness screening is included here in Adobe Acrobat. Click on the Acrobat icon below to open the file. Adobe Acrobat reader 6.0 or higher is required to properly print this document and can be downloaded from: http://www.adobe.com/products/acrobat/readstep2.html

The charts must be sized properly to be accurate. Be sure to follow the included print and sizing instructions.
Appendix B

Individual Vision Readiness Recording Tools With Instructions

This appendix contains a copy of the Individual Vision Readiness Worksheet and the Unit Vision Readiness Spreadsheet with instructions. The Individual Vision Readiness Worksheet when overprinted on an SF 600 and validated by medical personnel will be posted to the Soldier’s individual medical record. The Vision Readiness Spreadsheet will be maintained by the unit until the vision readiness data is entered into MEDPROS. Results of the visual acuity screening and verification of required optical devices will be recorded on either the worksheet or the spreadsheet.
## Individual Vision Readiness Worksheet

### Rank/Name:          Screening Date: 

<table>
<thead>
<tr>
<th>SS#</th>
<th>Age:</th>
</tr>
</thead>
</table>

### 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 VA worse than 20/40 (Record as Y/N)

- Waiver: ___

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

- Vision Readiness Class: ___

---

**Unit Screener Signature Block**
## Unit Vision Readiness Spreadsheet

**Screening Date**: ____________

<table>
<thead>
<tr>
<th>Name</th>
<th>SS #</th>
<th>Visual Acuity Group (1, 2, or 3)</th>
<th>Required Optical Devices (Y, N, NA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Uncor Dist</td>
<td>Cor Dist</td>
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</tbody>
</table>

**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 Lens)

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 according to 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. **Military Combat Eye Protection (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: A 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” all others “N”. Visual acuity waiver is rare.
Vision Readiness Class (VRC) – will be calculated automatically by MEDPROS when VR data is entered.

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 either 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 was incomplete. Vision readiness screening is required.
Appendix C

Posting of Vision Readiness Screening and Classification to MEDPROS

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Steps to Posting Vision Readiness Data In MEDPROS

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# VRC and Visual Acuity Reference Tables

<table>
<thead>
<tr>
<th>VRC</th>
<th>SOLDIER STATUS IN MEDPROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SOLDIER DEPLOYABLE, BEST BINOCULAR VISION 20/20 OR BETTER.</td>
</tr>
<tr>
<td>2</td>
<td>SOLDIER DEPLOYABLE, BEST BINOCULAR VISION BETWEEN 20-25 AND 20/40 (OR IF WORSE THAN 20/40 WITH A DOCUMENTED MEDICAL WAIVER).</td>
</tr>
<tr>
<td>3O</td>
<td>SOLDIER MISSING ONE OR MORE REQUIRED OPTICAL DEVICES (GLASSES, MASK INSERTS, OR MISSION REQUIRED CONTACT LENS) NONDEPLOYABLE.</td>
</tr>
<tr>
<td>3V</td>
<td>SOLDIERS WORST VISION ACUITY GROUP, CORRECTED (OR UNCORRECTED IF NO CORRECTED VISUAL ACUITY GROUP (VAG) POSTED) IS WORSE THAN 20/40 (GROUP 3), NONDEPLOYABLE.</td>
</tr>
<tr>
<td>4</td>
<td>SOLDIER’S LAST VISION SCREENING DATE OLDER THAN 1 YEAR OR ANY SOLDIER’S DISTANCE VISION ACUITY GROUP NOT POPULATED OR FOR SOLDIER’S 45 YEARS OLD OR OLDER, NEAR VISION ACUITY GROUP NOT POPULATED (BLANK FIELDS FOR DVAG OR NVAG). SOLDIER NONDEPLOYABLE.</td>
</tr>
</tbody>
</table>

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
Vision Screening and Classification is an annual requirement for all Soldiers. Those under the age of 45 must, at a minimum, have a distance visual acuity screening. Those 45 and older must have both a distance visual acuity and near visual acuity screening. In addition, those who wear mission-required contact lenses must also have a distance visual acuity screening while wearing their contacts.

**Accessing Vision Readiness Fields in MEDPROS and Field Descriptions**

You must have access to MEDPROS to enter Vision readiness data. A MEDPROS Logon ID and Password can be requested by submitting a completed NISA 9R form. The NISA 9R with instructions can be downloaded by selecting the “access” radial button at http://www.mods.army.mil/

Log in to the MEDPROS mainframe application using your Logon ID and password and the procedures outlined in the MEDPROS Quick Reference Guide. You may view a copy of this reference guide by going to the MEDPROS website at https://apps.mods.army.mil/MEDPROS/Secured/, clicking the ”MEDPROS Downloads” link, and selecting “MEDPROS Quick Reference Guide” under the manuals heading.

Type “=FTM” at the Command Prompt and press the “Enter” key to get into the Medical Readiness Module in MEDPROS.
The FTM screen will appear as shown above. (Note: When posting vision readiness information you may use the default Immunization and Medical Readiness Profiles.)
Tab to the SSN line and enter the SSN of the first Soldier for whom you want to post vision readiness information. Next, tab to the FTS line, type an “S” to select “Update Indiv Medical Readiness Record,” and press the “Enter” key.

This is the FTS, Individual Medical Readiness Record screen. The Vision Readiness line is highlighted and consists of the Vision Readiness Class, the (Vision) Screening Date, a field for status of two pair of eyeglasses, # (number of glasses needed), and status of (protective mask) inserts.

Place your cursor on the Vision Readiness Class (shown as a “4” in the example above) and press the “Enter” key.
This is the FTG, Individual Glasses Prescription Data screen. Each screen field with its accepted values is identified below. The Vision Readiness Data fields are at the top of the screen with the Glasses Data at the bottom part of the screen. The Glasses Data fields are NOT required for vision readiness screening. Therefore, the following instructions are limited to the posting of the Vision Readiness Data fields. These screen shots are provided to familiarize the MEDPROS user with the Vision Readiness Fields. Step-by-Step instructions will follow later in this appendix.

1. This part of the FTG Screen reflects the Vision Readiness Data Fields described below:
   
<table>
<thead>
<tr>
<th>Fields</th>
<th>Acceptable Format/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision Screening Date</td>
<td>Date in YYYYMMDD format</td>
</tr>
<tr>
<td>Distance Visual Acuity Group-Uncorrected</td>
<td>1, 2, or 3</td>
</tr>
<tr>
<td>Distance Visual Acuity Group-Corrected</td>
<td>1, 2, or 3</td>
</tr>
<tr>
<td>Mission Required Contact Lens (MRCL)</td>
<td>Defaults to NA, manual entry of Y or N</td>
</tr>
<tr>
<td>MRCL Visual Acuity Corrected</td>
<td>1, 2, or 3</td>
</tr>
<tr>
<td>Fields</td>
<td>Acceptable Format/Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>7. Glasses (on hand); # (number needed)</td>
<td>Glasses Field: Y, N, NA; #: 0, 1, or 2</td>
</tr>
<tr>
<td>8. Mask Inserts (on hand)</td>
<td>Y, N, NA</td>
</tr>
<tr>
<td>9. Waiver (Distance Vision group 3 only)</td>
<td>Y or N</td>
</tr>
<tr>
<td>10. Military Combat Eye Prot (on hand)</td>
<td>Y or N</td>
</tr>
<tr>
<td>11. Military Combat Eye Prot Inserts (on hand)</td>
<td>Y, N, or NA</td>
</tr>
</tbody>
</table>
Fields | Acceptable Format/Description
---|---
12. Eye Exam Date (overwrites Screening Date) | Date in YYYYMMDD format if more current
13. Uncorrected Near Visual Acuity Group | 1, 2, or 3
14. Corrected Near Visual Acuity Group | 1, 2, or 3
15. Military Combat Eye Protection (optional)* | Y or N
16. Military Combat Eye Protection Inserts (optional)* | Y, N, NA

*Note: Military Combat Eye Protection and Inserts are currently optional pieces of equipment. However, possession of Military Combat Eye Protection with Inserts may count for one pair of eyeglasses. **MEDPROS users should enter a “Y” (yes) in the GLASSES field when accounting for two pair of eyeglasses, for Soldiers having one pair of eyeglasses and one pair of Military Combat Eye Protection with Inserts.**
Steps to Posting Vision Readiness Data in MEDPROS

Vision Readiness Screening and Classification is outlined in the main body of this TG and recorded on the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. Appendix B provides examples of the Individual Vision Readiness Worksheet and Unit Vision Readiness Spreadsheet with instructions. This section of Appendix C addresses how to post the results previously recorded on the spreadsheet or worksheet into MEDPROS. **Do not use the values shown on these screen shots; post those values found on the Individual Readiness Worksheet or the Unit Vision Readiness Spreadsheet.**

Most Soldiers’ FTG, Individual Glasses Prescription Data screens will look like the one above. The Vision Class will be auto-calculated as a “4” because the Eye Screening Date is blank or greater than 1 year old and/or the required Visual Acuity Group fields are blank. At the top of both the Individual Vision Readiness Worksheet and the Unit Vision Readiness Spreadsheet you will find the (Vision) Screening Date. The first step in this process is to post the Vision Screening Date field in YYYYMMDD format and update the record.
1. **Step 1 – Posting the Vision Screening Date.** (Applicable to all Soldiers.)

   a. Tab to the Vision Screening Date Field and type in the date in YYYYMMDD format from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet.

   b. Press the “Home” key, type a “U” (update) at the Command Prompt, and press the “Enter” key.
2. **Step 2 – Posting the Distance Visual Acuity Group (DVAG) Fields.** (Applicable to all Soldiers)

   a. Tab to the Distance Vis Acuity Group-Uncorrected and enter that value (1-3) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. (If Uncorrected DVAG is “1”, you can skip the next step). **Cursor should move to the corrected field.** (Leave blank if unknown; MEDPROS will calculate as if 3 were posted when corrected field is populated.)

   b. If the Uncorrected DVAG is greater than 1 or blank, enter the value for the Corrected DVAG (1-3) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. Leave blank if unknown.

   c. Press the “Home” key, type a “U” (update) at the Command Prompt, and press the “Enter” key.

**NOTE:** If Corrected DVAG is populated and you leave the Uncorrected DVAG blank, the system will assume the Uncorrected DVAG to be a “3.”
If Soldier is less than 45 years old, you can skip to Step 4.

3. Step 3 – Posting the Near Visual Acuity Group (NVAG) Fields. (Applicable to Soldiers => 45 years only.)

   a. Tab to the Near Vis Acuity Group-Uncorrected and enter that value (1-3) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. Cursor should move to the corrected field after posting. (Leave blank if unknown; MEDPROS will calculate as if 3 were posted when corrected field is populated.)

   b. Enter the value for the Corrected DVAG (1-3) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. Leave blank if unknown.

   c. Press the “Home” key, type a “U” (update) at the Command Prompt, and press the “Enter” key.

NOTE: If Corrected NVAG is populated and you leave the Uncorrected NVAG blank, the system will assume the Uncorrected NVAG to be a “3.”
If Soldier is not authorized mission-required contact lenses, you can skip to Step 5 – field auto populated with “NA” (not applicable).

4. Step 4 – Posting Mission-Required Contact Lenses (MRCL). (Applicable only for those Soldiers authorized MRCL.)

   a. Tab to the Mission Required Contact Lens field and enter that value (Y, N, or NA) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. System defaults this field to NA.

   b. Tab to the MRCL Vis Acuity corrected field and enter that value (1-3) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet.

   c. Press the “Home” key, type a “U” (update) at the Command Prompt, and press the “Enter” key.

NOTE: If MRCL field is “Y,” user must post MRCL Vis Acuity Corrected (1-3). If MRCL field is “N,” user must leave the MRCL Vis Acuity Corrected field blank.
5. **Step 5 – Posting Required Optical Devices (Glasses, Mask Inserts).** (Applicable to all Soldiers.)

   a. Tab to the Glasses Field and enter that value (Y, N, or NA) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. System defaults this field to NA if Uncorrected DVAG (and NVAG, if applicable) is 1.

   b. If Glasses field value is NA or Y (Yes), tab to the Mask Insert field and enter that value (Y, N, or NA) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet; then go to paragraph 5d below.

   c. If Glasses field value is N (No), tab to the "#" field and enter the number of glasses NEEDED (1 or 2). NOTE: If a Soldier has 1 pair of eyeglasses and also has Military Combat Eye Protection (MCEP) with MCEP Inserts, you should populate the Glasses field with a "Y" (Yes).

   d. Press the "Home" key, type a "U" (update) at the Command Prompt, and press the "Enter" key.
6. **Step 6 – Post Waiver (For Corrected Distance Visual Acuity of 3).** (Applicable only for those Soldiers for whom a vision waiver is documented in medical records.)

   a. Upon verification of medical evaluation board and Vision Waiver (documented in Medical Record), tab to the “Waiver” field and overtype the default “N” (No) with a “Y” (Yes).

   b. Press the “Home” key, type a “U” (update) at the Command Prompt, and press the “Enter” key.
7. Step 7 (Optional) – Posting Military Combat Eye Protection (MCEP) and MCEP Inserts. (Applicable only for those Soldiers issued Military Combat Eye Protection and/or Inserts.)

   a. Tab to the Military Combat Eye Protection field and enter Y (Yes) for those Soldiers issued MCEP as annotated on their Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. Leave blank if Soldier not issued MCEP.

   b. Tab to the Military Combat Eye Protection Insert field and enter that value (Y, N, and NA) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet.

   c. Press the “Home” key, type a “U” (update) at the Command Prompt, and press the “Enter” key. NOTE: If Military Combat Eye Protection and MCEP Insert fields are both “Y,” user may count the MCEP Inserts as 1 pair of glasses when determining whether they have the 2 pair required.

   END OF MAINFRAME INSTRUCTIONS. APPENDIX D CONTAINS SAME INSTRUCTIONS FOR POSTING VISION READINESS DATA IN MEDPROS WEB DATA ENTRY MODULE.
Appendix D

Posting Vision Readiness Data In MEDPROS Web Data Entry (MWDE)

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Vision Screening and Classification is an annual requirement for all Soldiers. Those under the age of 45 must, at a minimum, have a distance visual acuity screening. Those 45 and older must have both a distance visual acuity and near visual acuity screening. In addition, those who wear mission-required contact lenses must also have a distance visual acuity screening while wearing their contacts.

**Accessing Vision Readiness Fields in MEDPROS Web Data Entry (MWDE) and Field Descriptions**

You must have access to MEDPROS to enter vision readiness data into MWDE. A MEDPROS Logon ID and Password can be requested by submitting a completed NISA 9R form. The NISA 9R with instructions can be downloaded by selecting the “access” radial button at http://www.mods.army.mil/

Log into the MEDPROS Web Data Entry application at https://conus.mods.army.mil/mwde/secure/scrLogin.asp using your Army Knowledge Online(AKO) username and password.
Type in the first Soldiers' SSN and click on “Enter SSN” button to access their record (their name data will appear at the top of the Screen).
The name of the Soldier will appear at top center of screen.

From the pull-out menu on the left side of the screen, click on the Medical Readiness Data Entry tab.
Click on the Dental/Vision/Hearing Data tab from the Medical Readiness Data Entry Screen menu on the left side of the screen.
Read the message in the pop-up box explaining that users must certify that all Vision Readiness fields are accurate anytime you update the Vision Screening or Eye Exam date by checking the certification box just below the Screening Date field.

Click on the OK button to continue.
Description of Vision Readiness Fields in MWDE (match to numbers above):

1. This part of the MWDE screen reflects the Vision Readiness Fields described below and on the following screens.
2. Vision Screening Date. Posted in YYYY/MM/DD format.
3. Distance Visual Acuity Group-Uncorrected. Select Group 1, 2 or 3 from dropdown.
4. Visual Acuity Group-Corrected. Select Group 1, 2 or 3 from dropdown.
5. Mission Required Contact Lenses (MRCL). Defaults to NA after first entry; can select Y(es) or N(o) from dropdown.
6. MRCL Visual Acuity Corrected. Select Group 1, 2, or 3 from dropdown (will remain muted if NA is selected or MRCL field is blank).

Note: These screen shots are provided to familiarize MEDPROS Web Data Entry users with the Vision Readiness fields. Step-by-step instructions will follow later in this appendix.
7. Two Pair Glasses (on hand). Select Y, N, or NA from dropdown. Number needed: Select 0, 1, or 2 from dropdown. Depending on other selections, these fields may auto-populate or remain muted.

8. Protective Mask Inserts (on hand). Select Y, N, or NA from dropdown. Depending on other selections, these fields may auto-populate or remain muted.

9. Waiver (use with Distance Vision Group 3 only). Will auto-populate with N. Select Y(es) from dropdown if applicable.

10. Military Combat Eye Protection (Optional).* Select Y(es) or N(o) from dropdown.

11. MCEP Inserts (Optional).* Select Y(es) or N(o) from dropdown.

*Note: Military Combat Eye Protection and Inserts are currently optional pieces of equipment. However, possession of Military Combat Eye Protection with Inserts may count for one pair of eyeglasses. **MEDPROS users should select Y(es) in GLASSES field when accounting for two pair of eyeglasses for Soldiers having one pair of eyeglasses and one pair of Military Combat Eye Protection with Inserts.**
12. Eye Exam Date (if later than Vision Screening date, will overwrite that date). Enter date in YYYY/MM/DD format.
13. Near Visual Acuity Group Uncorrected. Select Group 1, 2, or 3 from dropdown. Will only appear on screen for Soldiers => 45 years of age.
14. Near Visual Acuity Group Corrected. Select Group 1, 2, or 3 from dropdown. Will only appear on screen for Soldiers => 45 years of age.
Posting Vision Readiness Data in MEDPROS Web Data Entry (MWDE)

Vision Readiness Screening and Classification is outlined in the main body of this TG and recorded on the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. Appendix B provides examples of the Individual Vision Readiness Worksheet and Unit Vision Readiness Spreadsheet with instructions. This section of Appendix D addresses how to post the results previously recorded on the spreadsheet or worksheet into MWDE. **Do not use the values shown on these screen shots; post those values found on the Individual Readiness Worksheet or the Unit Vision Readiness Spreadsheet.** Remember to always click the “Submit” button at the bottom of the screen to update posted changes in the system! The last item in each step of these procedures tells you to click on the “Submit” button at the bottom of the screen; however, you can wait until all changes are made and click the “Submit” button just once. **Caution: Leaving this screen without clicking the “Submit” button will cause all changes to be lost!!**

![Medical Readiness Data Entry Screen](image)

Once the new Vision Readiness fields are open for data entry, most Soldiers Vision Class will auto-calculate as a “4” as shown here because either the Eye Screening date is blank or greater than 1 year and/or the required Visual Acuity Group fields are blank. At the top of the Vision Readiness Worksheet and the Vision Readiness Spreadsheet you will find the (Vision) Screening Date. The first step in this process is to post the Vision Screening Date field in YYYY/MM/DD format.
1. **Step 1 – Posting the Vision Screening Date.** (Applicable to all Soldiers.)

   a. Click into the Vision Screening Date field and type in the date in YYYY/MM/DD format.

   b. Anytime the user changes the Vision Screening date (or the Eye Exam date), they must certify that all the vision readiness fields on the screen are correct by checking the “Certified by” box under the field before they can click on the submit button at the bottom of the page.

   c. After checking the “Certified By” box, click the “Submit” button at the bottom of the screen. If the “Submit” button is muted, it is because the “Certified By” button has not been checked.

**IMPORTANT NOTE:** If you leave this screen before clicking the “Submit” button, all changes will be lost!!
2. **Step 2 – Posting the Distance Visual Acuity Group Fields.** (Applicable to all Soldiers.)

   a. Click on the dropdown next to the Distance Visual Acuity Uncorrected field and select the value (Group 1, 2, or 3) as noted on the Vision Readiness Worksheet or Spreadsheet. If Uncorrected value is Group 1, you can skip to the next step. Leave this field blank if unknown. MEDPROS will calculate Uncorrected field as if “3” were posted when Corrected field is populated.

   b. If the Distance Visual Acuity Group Uncorrected is greater than 1 or blank, select the value for the Distance Visual Acuity Group Corrected as noted on the Vision Readiness Worksheet or Spreadsheet. Leave this field blank if unknown.

   c. Click on the “Submit” button at the bottom of the screen to save changes.

Note: If Distance Visual Acuity Corrected is populated and you leave the Distance Visual Acuity Uncorrected field blank, the system will assume the Uncorrected Distance Visual Acuity Uncorrected to be a “3.”

**If Soldier is less than 45 years old, you can skip to Step 4.**
3. **Step 3 – Posting the Near Visual Acuity Group Fields.** (Applicable to Soldiers => 45 years old only.)

   a. Click on the dropdown next to the Near Visual Acuity Uncorrected field and select the value (Group 1, 2, or 3) as noted on the Vision Readiness Worksheet or Spreadsheet. Leave this field blank if unknown. MEDPROS will calculate Uncorrected field as if “3” were posted when Corrected field is populated.

   b. If the Near Visual Acuity Group Uncorrected is greater than 1 or blank, select the value for the Near Visual Acuity Group Corrected as noted on the Vision Readiness Worksheet or Spreadsheet. Leave this field blank if unknown.

   c. Click on the “Submit” button at the bottom of the screen to save changes.

Note: If Distance Visual Acuity Corrected is populated and you leave the Distance Visual Acuity Uncorrected field blank, the system will assume the Uncorrected Distance Visual Acuity Uncorrected to be a “3.”
4. **Step 4 – Posting the Mission-Required Contact Lenses (MRCL).** (Applicable only to those Soldiers authorized MRCL.)

   a. Click on the dropdown next to the Mission Required Contact Lenses and select the value (Y(es), N(o), NA) as noted on the Vision Readiness Worksheet or Spreadsheet.

   b. The MRCL Corrected field will remain muted and inaccessible when the Mission Required Contact Lens field is blank or populated with NA. If Y(es) or N(o) are selected then the MRCL Corrected field becomes active. Select the value (Group 1, 2, or 3) for the MRCL Corrected from the Vision Readiness Worksheet or Spreadsheet.

   c. Click on the “Submit” button at the bottom of the screen to save changes.
5. Step 5 – Posting Required Optical Devices (Glasses, Mask Inserts). (Applicable to all Soldiers where either Uncorrected Visual Acuity Group is greater than 1.)

   a. Click on the dropdown in the Two Pair Glasses field and select the value (Y(es), N(o), or NA) as noted on the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet. “NA” will not be an option in the dropdown when either Uncorrected Visual Acuity Group is a “3”. System defaults this field to “NA” and mutes it if the value in the Uncorrected Distance Visual Acuity Group (and Uncorrected Near Visual Acuity Group if applicable) is 1. Note: If a Soldier has one pair of eyeglasses and also has Military Combat Eye Protection (MCEP) with MCEP Inserts, you should populate the Glasses field with a “Y” (Yes).

   b. Number Needed (Glasses) field will remain muted when Two Pair Glasses field value is NA or Y(es). If Two Pair Glasses field is N(o), click on the Number Needed dropdown and select 1 or 2 to indicate how many pairs of glasses the Soldier needs. The system will not allow a “0” if Two Pair Glasses field is “N.”

   c. The Mask Insert field will be muted unless either Distance or Near Uncorrected Visual Acuity is Group 3. Inserts not required for uncorrected Visual Acuity Group 1 or 2. If Distance or Near Uncorrected Visual Acuity Group is a 3, select Y(es) or N(o) from the Mask Insert dropdown menu as noted on the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet.

   d. Click on the “Submit” button at the bottom of the screen to save changes.
6. **Step 6 – Posting Waiver (for Corrected Distance Visual Acuity Group of 3).** (Applicable only for those Soldiers for whom a vision waiver is documented in medical records).

   a. Soldiers whose corrected Distance Visual Acuity Group is a 3 will automatically calculate as a Vision Readiness Classification (VRC) of 3V (nondeployable) unless they have a waiver documented in their medical records. Upon verification of medical evaluation board and Vision Waiver in medical record, click on the Waiver dropdown menu and select Y('es). If all required optical devices are present, the VRC will change from a 3V to a 2.

   b. Click on the “Submit” button at the bottom of the screen to save changes.
7. **Step 7 (Optional) – Posting Military Combat Eye Protection (MCEP) and MCEP Inserts.** (Applicable only for those Soldiers issued this optional equipment.)

   a. Click on the dropdown menu for Military Combat Eye Protection (MCEP) and select Y(es) or N(o) as noted on the Vision Readiness Worksheet or Spreadsheet for those Soldiers issued MCEP. Leave blank if Soldier is not issued MCEP.

   b. Click on the dropdown menu for MCEP Insert field and enter that value (Y, N, and NA) from the Individual Vision Readiness Worksheet or Unit Vision Readiness Spreadsheet.

   c. If Military Combat Eye Protection and MCEP Insert fields are both “Y,” user may count the MCEP Inserts as one pair of glasses when determining whether the Soldier has their two pair of glasses.

   d. Click on the “Submit” button at the bottom of the screen to save changes.
Appendix E

MEDPROS Help Desk and USACHPPM VRSC or Screening Contact Information

1. Direct questions about MEDPROS Mainframe or MEDPROS Web data entry instructions in Appendices C and D to the MEDPROS Readiness Coordinator closest to you (see map below). You can also contact the MODS Help Desk at modshelp@asmr.com or call DSN 761-4976, Comm (703) 681-4976 or Toll Free at (888) 849-4341.

2. Direct questions about the Vision Readiness Classification or Screening to the USACHPPM Tri-Service Vision Conservation and Readiness Office at Tri-serviceoptometry@apg.amedd.army.mil or call DSN 584-2417, Comm (410) 436-2417 or Toll Free at (800) 222-9698.