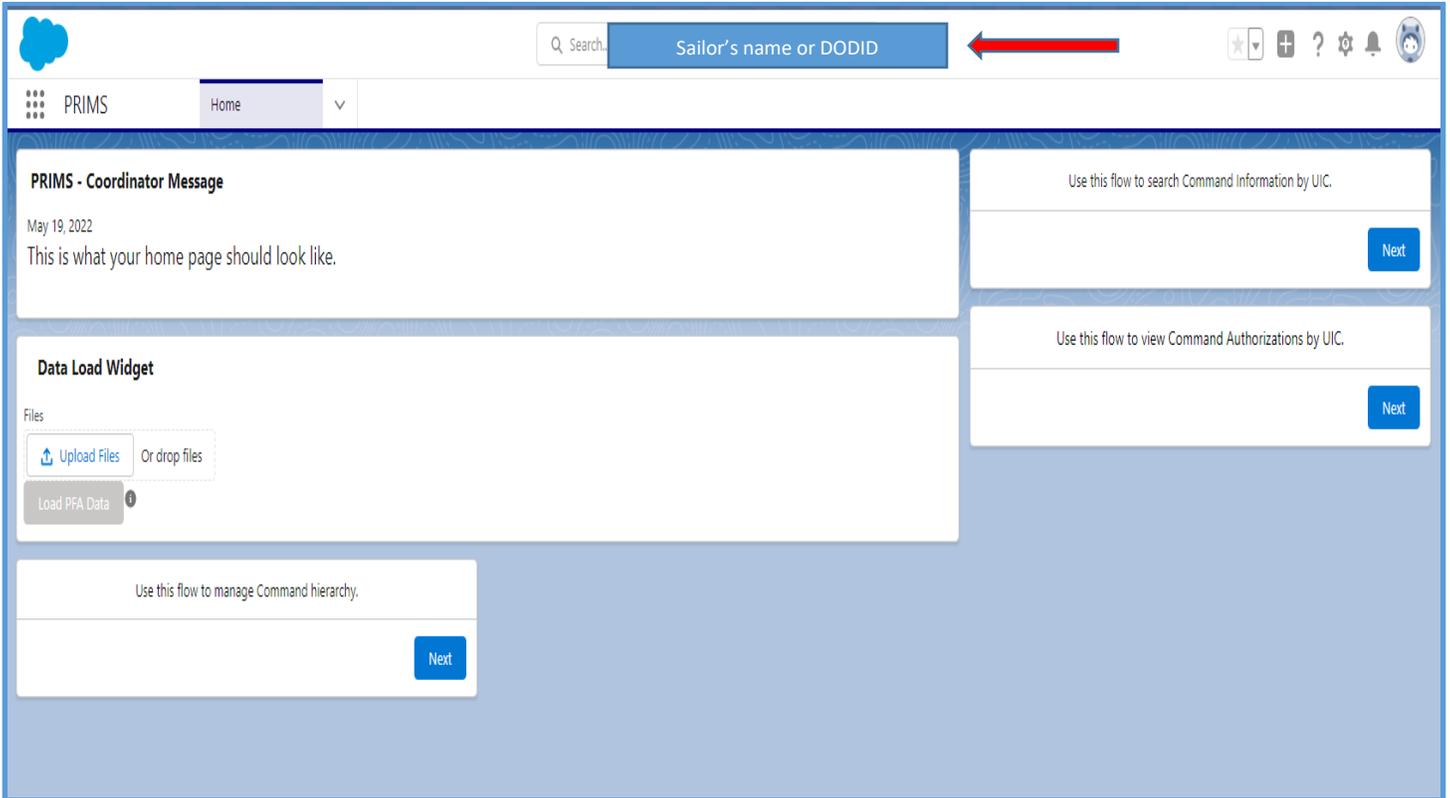
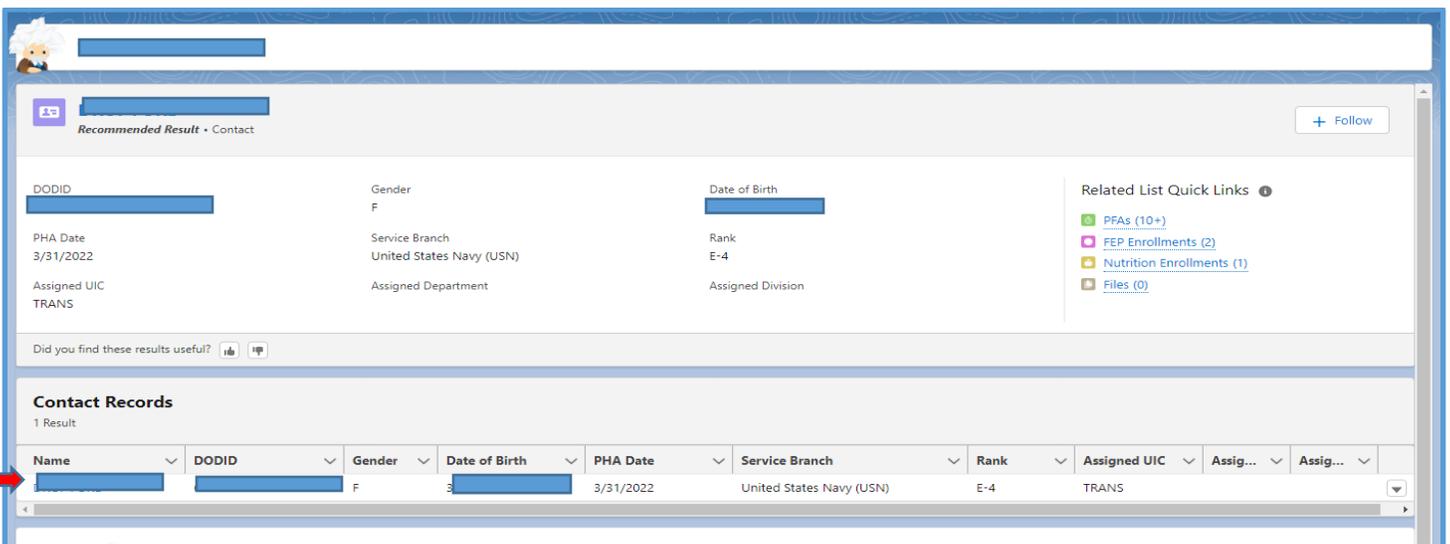


HOW TO CREATE A MEDICAL WAIVER

1. From the Home Page, type the Sailors name or DODID number in the global search bar and click “Enter”



2. From here, you will click on the Sailor's name:



3. From here, click either “PFAs (3+)” or “View All”

The screenshot shows a user profile page. At the top left, there is a contact icon and the text "Contact Name: [redacted]". To the right is a "+ Follow" button. Below this is a "Details" section with a grid of fields: Account Name, DODID, Name (DROF FORD), Gender (F), Date of Birth, Contact Record Type (Active Duty/MOBRES/FTS/Others), CFL Certification Date, CUI Data Alert (This page contains PII), Service Branch (United States Navy (USN)), Rate, Rank (E-4), Paygrade (ES), Email ([redacted]), and Phone. On the right side, there is a section titled "PFAs (3+)" with a red arrow pointing to it. Below this are three PFA entries: PFA-6469043 (Cycle 1 2015), PFA-6472137 (Cycle 1 2016), and PFA-6473111 (Cycle 1 2017). At the bottom of this section is a "View All" link with a red arrow pointing to it.

4. From here, click on the current PFA cycle:

The screenshot shows a table of PFA cycles. The table has columns for PFA Name, Navy Cycle Name, Navy Cycle Start Date, and Navy Cycle End Date. There are 14 rows of data. A red arrow points to the 8th row, which is PFA-6493433.

	PFA Name	Navy Cycle Name	Navy Cycle Start Date	Navy Cycle End Date	
1	PFA-6469043	Cycle 1 2015	1/1/2015	6/30/2015	
2	PFA-6472137	Cycle 1 2016	1/1/2016	6/30/2016	
3	PFA-6473111	Cycle 1 2017	1/1/2017	6/30/2017	
4	PFA-6472286	Cycle 1 2018	1/1/2018	6/30/2018	
5	PFA-6479865	Cycle 1 2019	1/1/2019	6/30/2019	
6	PFA-6467866	Cycle 1 2020	1/1/2020	6/30/2020	
7	PFA-6490321	Cycle 1 2021	7/1/2021	12/31/2021	
8	PFA-6493433	Cycle 1 2022	1/1/2022	12/31/2022	
9	PFA-6468567	Cycle 2 2014	7/1/2014	12/31/2014	
10	PFA-6479725	Cycle 2 2015	7/1/2015	12/31/2015	
11	PFA-6476617	Cycle 2 2016	7/1/2016	12/31/2016	
12	PFA-6477647	Cycle 2 2017	7/1/2017	12/31/2017	
13	PFA-6466020	Cycle 2 2018	7/1/2018	12/31/2018	
14	PFA-6479114	Cycle 2 2019	7/1/2019	12/31/2019	

5. From here, click on the drop down arrow next to Medical Waiver and click “New”

The screenshot displays a web interface for a PFA Cycle 1 2022. At the top left, there is a green circular icon with a white 'P' and the text 'PFA Cycle 1 2022'. To the right of this are 'Edit' and 'Delete' buttons. Below the header, there are three fields: 'Navy Cycle Start Date' (1/1/2022), 'Navy Cycle End Date' (12/31/2022), and 'Member Full Name' (redacted). The main content area is divided into two columns. The left column has a 'Details' tab selected and a 'Related' tab. Under 'Details', there is a section titled 'Information' with a dropdown arrow. Below this are two columns of fields: 'Member' (redacted), 'DODID' (redacted), 'First Name' (redacted), 'Middle Name', and 'Last Name' on the left; and 'PFA Performance Summary', 'Navy Cycle Name' (Cycle 1 2022), 'Navy Cycle Start Date' (1/1/2022), 'Navy Cycle End Date' (12/31/2022), and 'Email' on the right. The right column contains three workflow steps: 'Use this workflow to initiate and place a member into a transfer status' with a 'Next' button; 'Use this flow to manage member's command assignment.' with a 'Next' button; and a list of items. The list includes 'PARFQs (0)' and 'Medical Waivers (0)', each with a dropdown arrow. A red arrow points to the dropdown arrow for 'Medical Waivers (0)', and another red arrow points to a 'New' button next to it.

PFA Cycle 1 2022

Edit Delete

Navy Cycle Start Date 1/1/2022 Navy Cycle End Date 12/31/2022 Member Full Name [Redacted]

Details Related

Information

Member [Redacted]

DODID [Redacted]

First Name [Redacted]

Middle Name

Last Name

PFA Performance Summary

Navy Cycle Name Cycle 1 2022

Navy Cycle Start Date 1/1/2022

Navy Cycle End Date 12/31/2022

Email

Use this workflow to initiate and place a member into a transfer status

Next

Use this flow to manage member's command assignment.

Next

PARFQs (0)

Medical Waivers (0)

New

6. From here, enter Waiver Start Date, Waiver End Date, and what is being waived, then click “Save”

The screenshot shows a web form titled "Information" for creating a Medical Waiver. The form is divided into two columns. The left column contains fields for "Waiver Start Date" (4/1/2022), "BCA Waived" (checked), "Inability to obtain BCA Measurement" (checked), "Medical treatment/therapy" (checked), and a "Comments" text area. The right column contains fields for "Waiver End Date" (9/30/2022), "PRT Waived" (checked), "Curl-ups Waived" (unchecked), "Planks Waived" (checked), "Push-ups Waived" (unchecked), and "Cardio Waived" (unchecked). Each checked checkbox has a blue "As appropriate" button next to it. A "Med Waiver Warning Message" is displayed below the date fields. At the bottom, the "System Information" section shows "Created By" and "Last Modified By" fields, with a dropdown menu for "PFA" showing "PFA-6493433". A "Save" button is highlighted with a red arrow.

Information

Waiver Start Date
4/1/2022

Waiver End Date
9/30/2022

BCA Waived As appropriate

PRT Waived As appropriate

Med Waiver Warning Message
Any change to the Medical Waiver record will affect the related BCA and PRT records. BCA/PRT dates will be removed. BCA/PRT participation statuses will either be removed or set to Med Waived. All BCA and PRT event participation data will be removed.
This field is calculated upon save

Inability to obtain BCA Measurement As appropriate

Medical treatment/therapy As appropriate

Comments
Any comments go here

Curl-ups Waived

Planks Waived As appropriate

Push-ups Waived As appropriate

Cardio Waived As appropriate

System Information

Created By

Last Modified By

* PFA
PFA-6493433

Cancel Save & New Save

7. Medical Waiver created.

HOW TO EDIT A MEDICAL WAIVER

1. From the Medical Waiver Details page, click “Edit”:

The screenshot displays the 'Medical Waiver Cycle 1 2022' page. At the top right, an 'Edit' button is highlighted with a red arrow. Below the header, there are fields for 'Navy Cycle Start Date' (1/1/2022), 'Navy Cycle End Date' (12/31/2022), and 'Member Full Name' (redacted). The main content area is divided into 'Details' and 'Related' tabs. Under 'Details', there is an 'Information' section with a table of waiver details. To the right, there are 'PFA Details' and 'PARFQs for Parent PFA (1)' sections.

Navy Cycle Start Date	Navy Cycle End Date	Member Full Name
1/1/2022	12/31/2022	[Redacted]

Details	Related
Information	
Waiver Start Date 4/1/2022	Waiver End Date 9/30/2022
BCA Waived <input checked="" type="checkbox"/>	PRT Waived <input checked="" type="checkbox"/>
Med Waiver Warning Message Any change to the Medical Waiver record will affect the related BCA and PRT records. BCA/PRT dates will be removed. BCA/PRT participation statuses will either be removed or set to Med Waived. All BCA and PRT event participation data will be removed.	Med Waiver Warning Message Any change to the Medical Waiver record will affect the related BCA and PRT records. BCA/PRT dates will be removed. BCA/PRT participation statuses will either be removed or set to Med Waived. All BCA and PRT event participation data will be removed.
Inability to obtain BCA Measurement <input checked="" type="checkbox"/>	Planks Waived <input checked="" type="checkbox"/>

PFA Details	
Member Full Name [Redacted]	Navy Cycle Name Cycle 1 2022
DODID [Redacted]	Navy Cycle Start Date 1/1/2022
UIC 84282	Navy Cycle End Date 12/31/2022

PARFQs for Parent PFA (1)	
PARFQ-0003256175	
View All	

2. Update as appropriate and click “Save”:

Edit MW-0000291448

Information

<p>Waiver Start Date <input type="text" value="4/1/2022"/></p> <p>BCA Waived <input checked="" type="checkbox"/></p> <p>Med Waiver Warning Message Any change to the Medical Waiver record will affect the related BCA and PRT records. BCA/PRT dates will be removed. BCA/PRT participation statuses will either be removed or set to Med Waived. All BCA and PRT event participation data will be removed. <i>This field is calculated upon save</i></p> <p>Inability to obtain BCA Measurement <input checked="" type="checkbox"/></p> <p>Medical treatment/therapy <input checked="" type="checkbox"/></p> <p>Comments <input type="text"/></p>	<p>Waiver End Date <input type="text" value="9/30/2022"/></p> <p>PRT Waived <input checked="" type="checkbox"/></p> <p>Med Waiver Warning Message Any change to the Medical Waiver record will affect the related BCA and PRT records. BCA/PRT dates will be removed. BCA/PRT participation statuses will either be removed or set to Med Waived. All BCA and PRT event participation data will be removed. <i>This field is calculated upon save</i></p> <p>Planks Waived <input checked="" type="checkbox"/></p> <p>Push-ups Waived <input type="checkbox"/></p> <p>Cardio Waived <input type="checkbox"/></p>
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System Information

Created By 	PFA PFA-6493433
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Last Modified By
 David Greene, 5/30/2022 4:41 PM

Cancel Save & New Save

BCA Date:

3. Edits saved.