

Army Medical Department
Professional Filler System

History. This is the first printing of FORSCOM Supplement 1 to AR 601-142.

Summary. This supplement provides policy and procedures for executing Professional Filler System (PROFIS) actions internal to FORSCOM.

Applicability. This supplement applies to all Major Subordinate Commands (MSC) of FORSCOM with PROFIS personnel.

Suggested improvements. The proponent agency of this supplement is the FORSCOM Command Surgeon. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Deputy Chief of Staff for Personnel and Installation Management (AFMD), FORSCOM, 1777 Hardee Avenue, SW, Fort McPherson, GA 30330-1062.

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FOR THE COMMANDER:

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AR 601-142, dated 1 March 1995, is supplemented as follows:

Page 3, paragraph 6c(2). Add the following:

b. MSC(s) will transmit PROFIS requests to FORSCOM using the following order and method indicated:

(1) Primary – Army Medical Department (AMEDD) Resource Tracking System (ARTS) at <http://conus.mods.army.mil/arts>

(2) Secondary – email

(3) Tertiary - Fax (404) 464-7512

c. ARTS become active for managing PROFIS requests on or about 1 June 01. PROFIS requests transmitted in ARTS will automatically notify the next higher headquarters' Point of Contact (POC) via e-mail of the request for PROFIS. The next higher headquarters' POC will review the request: approve, modify or deny the request and then forward the request through the command channels to the FORSCOM PROFIS POCs.

d. FORSCOM PROFIS POCs will review the request and make final coordination (if required) with the supported commander necessary to process or deny the request. FORSCOM PROFIS POCs will forward approved requests to US Army Medical Command (USAMEDCOM).

e. PROFIS requests (for other than contingency operations) arriving at FORSCOM Headquarters at least 65 calendar days prior to the start date of the requested support are timely.

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f. PROFIS requests (for other than contingency operations) arriving at FORSCOM Headquarters between 45 and 64 calendar days prior to the start date of the requested support are late. The senior AMEDD officer in the requesting MSC will provide a justification for the late request. Justifications should articulate why the request is late and the medical risk assumed if not supported. Late requests are subject to denial without further action.

g. PROFIS requests (for other than contingency operations) arriving at FORSCOM Headquarters with less than 44 calendar days prior to the start date of the requested support will be returned to the requestor without action.

h. FORSCOM unit commanders do not have a standard package or template to assist in determining PROFIS requirements in support of Combat Training Center (CTC) rotations. However, unit commanders can refer to the following information to assist in determining the optimal number and mix of PROFIS personnel for each type rotation that can receive effective training given the resources and environment.

(1) CTC Web Site - <http://freddie.forscom.army.mil/ctc/>

(2) NTC.

(a) General planning guide is for units training (“in the box”) to have PROFIS personnel arrive at the National Training Center (NTC) on D-1 and depart after D+14. Average PROFIS tour length is 21 to 23 days.

(b) Units supporting the Main Support Medical Company (-) (MSMC “Dust Bowl”) require PROFIS on site prior to the departure of the previous MSMC (-) support unit’s departure. Average PROFIS tour length is 31 to 34 days.

(3) Joint Readiness Training Center (JRTC) – General planning guide is to have PROFIS personnel arrive at JRTC on D-4 and depart after E+2. Average PROFIS tour length is 18 to 20 days.

Page 4, paragraph 6e(3). Add the following:

b. Units subordinate to FORSCOM will validate PROFIS requests prior to submission to FORSCOM. Validation includes ensuring that the correct skills and numbers of PROFIS personnel are requested for the optimal dates of training and/or operational support. This requires each level of command in the request process to scrutinize each request to ensure FORSCOM is complying with AR 601-142 and the intent of both the FORSCOM Commander and The Surgeon General.

c. The validation process will occasionally lead to differences between what the requesting unit commanders want (numbers and/or skills requested) and what the MSC PROFIS POC recommends is the appropriate PROFIS mix for the event. Commanders should seek resolution through command channels if resolution cannot be attained through commander and PROFIS POC/staff officer coordination.

d. At a minimum, PROFIS requests will contain the following information:

- (1) Requesting unit’s Unit Identification Code (UIC) and name
- (2) PROFIS position number(s) requested
- (3) Exercise or training supported
- (4) Dates of training/support
- (5) Funding POC (name, phone number and email address)
- (6) Unit POC (name, phone number and email address)

e. All units with PROFIS personnel should have access to the PROFIS module and ARTS module of the Medical Occupational Data System (MODS). This will allow the unit to view and print PROFIS rosters and request PROFIS support. Unit POC will use the following information to gain access to PROFIS and ARTS:

(1) PROFIS access.

- (a) Log on to the MODS web page at www.mods.army.mil
- (b) Click on the access button.
- (c) Download the Single Agency Manager-Pentagon (SAM-P) Form 9-R or copy and use the for provided at Appendix D.
- (d) Fill out the form and fax it to the MODS Support Team at (703) 681-4983 or DSN 761-4983.
- (e) The MODS Support Team will send a User ID and Password.
- (f) Send an email through command channels to the FORSCOM PROFIS Manager requesting access by UIC. Provide User ID and UIC access requested only. Do not provide password.
- (g) Once access is granted, log back onto the MODS web site to down load the mainframe access software (QWS3270 Connectivity Software). Specifically, go to the "files" button on the homepage. You will be prompted for your User ID and a password. The first time you log in, use the User ID as your password also. Call the MODS Help Desk if you encounter difficulties ((703) 681-4976 or DSN 761-4976). Save the software and you will be prompted to execute the executable file.
- (h) The MODS web site also provides access to user manuals and help menus to facilitate operating in the MODS database.

(2) ARTS access.

- (a) Log on to the ARTS web page at <http://conus.mods.army.mil/arts>
- (b) Click on the registration button.
- (c) Fill out the registration form making sure you check the FORSCOM box at the bottom. Ensure that a good email address is filled out in the registration form.
- (d) Select submit.
- (e) Once the registration form is received, FORSCOM will be contacted and authorization will be granted.
- (f) An email message will be sent to the requestor indicating their Logon ID and Password.
- (g) Any questions concerning ARTS should be addressed to 210-221-7005 (DSN 471) or dennis.krauss@cen.amedd.army.mil.