Demonstrate Enlisted Distribution and Assignment System (EDAS) Instructor Guide

MOTIVATION: The Army’s current system for managing enlisted assignments, promotions, and personnel information is the Enlisted Distribution and Assignment System (EDAS). EDAS also helps Human Resources (HR) managers at all levels conduct strength accounting, Unit Status Reports (USR), and personnel readiness management. EDAS is used for reporting, selecting, assigning, and utilizing the Active Army (AA) enlisted personnel, excluding initial entry training (IET) Soldiers who are governed by AR 612–201. It provides general assignment policies and responsibilities for managing the enlisted force.
EDAS MAIN MENU

The EDAS Main Menu displays all available subsystems applicable to each user. Each subsystem has one or more functions within that subsystem.

1 = Update Personal Data
A = Assignment Subsystem
D = Support Tools Subsystem
F = Field Users Subsystem
H = Help Subsystem
L = Linguist Subsystem
M = Management Information System
O = Organization Subsystem
P = Personnel Subsystem
R = Requisition Subsystem
S = System Administrator
X = Exit EDAS

Select the desired submenu by placing the numeric or alpha character on the “Enter Option Desired” and press “Enter”. Press F1 to obtain additional information on what the subsystem allows the user to do. Press “F3” to return to the EDAS Main Menu and select another option. If you know your desired location, you can go to “Where Next” and type in the alpha characters and press enter.

NOTE: Have the students enter “1” next “Enter Option Desired” and press “Enter” to go to the “Update Personal Data”.
1 - UPDATE PERSONAL DATA

The Update Personnel Data function allows the user to update personal data online. The user can update the following information – New Password, Title, Phone-DSN, Phone-Commercial, AKO ID (User Name Only, i.e. Jane Doe), E-Mail (Full AKO E-mail Address i.e. jane.e.doe3.civ@mail.mil), Location, Room Number, User ID, and Printer Information.

**NOTE:** Only fields highlighted in green can be changed/updated by the user.

**Note to Instructor:** Inform the students that they can press the “F3” function key to return to the EDAS Main Menu and type “P” on the “Enter Option Desired” line or they may also use the “Where Next” input field to take them to another function. For example, to go to the Personnel Query function, they should type “PQ” at “Where Next” and press the “Enter” key.

**Note to Instructor:** Inform the students that they can determine what subsystem and function they are in by looking at the top left corner of their screen and will see an alphanumeric characters i.e. “E1U1”, the 2nd and 3rd characters identifies a specific subsystem and function (1=Update Personal Data) and the 4th character identifies the screen number.

**NOTE:** If the user plans to use the File Transfer Protocol (FTP) functions, they must associate their EDAS account with their PERNET account by listing their PERNET ACCOUNT ID in the “USERID” field.

**NOTE:** Have the students press the “F3” function key to return to the EDAS Main Menu and type “D” next “Enter Option Desired” and press “Enter” to go to the “Support Tools Subsystem”.
D - SUPPORT TOOLS SUBSYSTEM

**NOTE:** The “D” Support Tools Subsystem function allows the instructor to reset the class data. The Instructor should reset his/her classroom at least 2-3 hours prior to starting the “Demonstrate EDAS” lesson. Resetting class data ensures that any previous transactions are reset back to the original data set.

After entering the class number you want to reset press “ENTER” – the system will prompt you to “PRESS F2 TO POST”

**NOTE:** Have the students press the “F3” function key to return to the EDAS Main Menu and type “P” on the “Enter Option Desired” line to access the “Personnel Subsystem, have them type “PQ” at the “Where Next” and press the “Enter” key.
### Accessing Help Subsystem

**NOTE:** Inform the students that they will only be using this “PQ” screen for the purpose of accessing and utilizing the “H = Help Subsystem Menu”. The “PQ” screen will be covered in further detail later in the lesson.

**Note to Instructor:** Inform the students that the “H-Help Subsystem” can be accessed from the EDAS Main Menu by placing an “H” next to the “Enter Option Desired”; however, it is mostly utilized when the user has accessed a specific subsystem and function and needs to retrieve specific codes, values, and definitions from the PERSCOM Editing System and TAPDB.

**Note to Instructor:** Ask the students if they know what the title definition of “MEL” is?

When entering a specific screen in EDAS, you will find that the Values or Range Fields will be blank. If you know what the Code, Value or Range Fields is you can type the code, value and range in the applicable field, if not, you can utilize the “HK” function to do a keyvalue search to retrieve these codes, values, titles, and definitions.

**NOTE:** Inform the students that they will be accessing the Help Subsystem by utilizing “where next” and typing in “HK”.

### ACCESING HELP SUBSYSTEM

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

Press enter to continue, F1 for help, or F2 to exit. WHERE NEXT: HK
H - HELP SUBSYSTEM (1 of 2)

The KEYVALUE SEARCH allows the user to retrieve codes, values and definitions from the HRC editing system and TAPDB.

NOTE: Have the student press the “F1” Function Key to read the information provided on completing the top or bottom part of this screen.

Inform the students that the top part of the screen is used when they know what the “Data Element (SNAME)” and the “Data Element Value (FDVAL)” are. For this section have the students type in the following and press enter: “SNAME” = MEL and “FDVAL” = T.

A screen will appear that identifies the SNAME and Code Data. Tell the students to view the Title and Abbreviated Code Definition.

NOTE: Have the student press “F3” or go to “where next” and type in ”HK” do a Keyvalue Search using the bottom part of the screen.

Inform the students that the bottom part of the screen is used when the Data Element (SNAME) is known; however, the Data Element Value (FDVAL) is not. For this section have the students’ type in the following and press enter:

Enter a Data Element (SNAME) = MES and Enter a Search String (Keyword) = \n
NOTE TO INSTRUCTOR: Ensure the students pay attention to detail and use the forward slash (\) versus the backward slash (/)

A screen will appear that identifies the SNAME and Code Data.

SNAME: MES and Title: Military Education Status
NOTE: The “FDVAL” and “Code Definition” associated with MES will be displayed following the “Title”. Ask the student to tell you what FDVAL “1” means. 1 = Graduated.

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H - HELP SUBSYSTEM (2 of 2)

Inform the students to press “F3” to return to the keyvalue search screen to do Keyvalue Search at the bottom part of the screen to search for a value anywhere in the title, enclose string with (*), this identifies the “string” value anywhere in the Title.

Have the students enter the following data and press enter:

Enter a Data Element (SNAME) = PMOSEN
Enter a Search String (Keyword) = SPE*

A screen will appear that identifies the SNAME and Code Data.

SNAME: PMOSEN
Title: Primary Military Occupational Specialty - Enlisted

NOTE: The “FDVAL” and “Code Definition” associated with PMOSEN will be displayed following the “Title” and the Keyword “SPE*” follows. The word “SPECIAL” is associated with the search string Ask the students what is the Abbreviated Definition Code FDVAL “00S”? FDVAL “00S” is “Special Duty Assignment AFSC”.

NOTE: Have students press “F3” until they return to the EDAS Main Menu, next have them type “A” next to “Enter Option Desired” press “Enter” to access the “Assignment Subsystem”

NOTE: Inform the students that any Field Code (i.e. BASD, DTLAPC, ORDTGC, or YMRQC) that is associated with a date will not populate in the “HK” Keyvalue search.
A - ASSIGNMENT SUBSYSTEM

The Assignment Subsystem Menu allows the user to access the following functions:

Q = Assignment Query
S = Assignment SI (Special Instructions) Query
X = Return to Main Menu

The “AQ” screen is used to pull specific inbound rosters and to view requisitions. The user can create specific query criteria to further filter data and limit results (i.e. Requisition MOS, Enlisted (RQMOSE), Requisition SQI, Enlisted (RQSQIE), Requisition ASI, Enlisted (RQASIE), Distribution Management Level (DML), Distribution Management, sub-level(DMSL), etc.

NOTE: Have students type in “AQ” at “where next”.
AQ - ASSIGNMENT QUERY (1 of 2)

**EAQ1** mainly used to pull in-bound rosters. This screen is the initial screen allowing the user to query assignments that are either in a Nomination/Hold Status.

This screen is divided into three sections. The upper section allows the user to enter one to eight control and serial numbers “RQCNSN”. The middle section allows you to enter one to eight social security numbers “SSN”. The lower section allows the user to select on other fields with Ranges and/or Single Values.

**NOTE:** Inform the students that they can press “F1” to view the detailed information about this screen.

Data can only be entered in one section per query. If the user attempts to enter data on more than one section of the screen, the user will receive an error message.

**NOTE:** Ask the students to explain what “DML” and “DMSL” mean: DML = Distribution Management Level-ususally associated with a Division level command and DMSL = Distribution Management Sub-level – usually associated with a BDE level command (i.e. the “4” in DMSL 482 represents the 4th Brigade within the 82d ABN Division)

**NOTE:** Inform the students to go to the lower section and type in DML – 82d, DMSL - 182, 282, 382, 482 and A82 and Incoming: “I” and press enter. The report format and output location screen should appear.

**EAQ3** screen provides the ability to select the report format and output location.

**NOTE:** Have the student enter the following information: 3 = One-Line, S = Screen Display and 1 = Number of Copies and press “enter”.
AQ - ASSIGNMENT QUERY (2 of 2)

The EAQ4 screen displays the One-Line Report records for 1456 Soldiers. This screen can display up to fifteen records of the requested query.

NOTE: Explain to the following Field Codes to the students:

**ORDTGC**: On-Orders Prescribed Reporting Date - The latest date an individual is to report to a new unit of permanent assignment as directed by competent authority and cited in issued orders. Note: edit is YYYYMMDD.

**PCSC**: Requisition Permanent Change of Station Classification - The type of movement, reason for the movement, and the organization level at which the movement is authorized. Contain: RQPSCA, RSGRSN, and RQP CST. (*HK* keyvalue search should be used to determine the Title, FDVAL, and Code Definition for these Field Codes (SNAME)).

**RQCNSN**: Requisition control - serial number, the requisition gaining personnel management activity requirement date and serial number uniquely identifying the personnel requisition which has been submitted. Contains: RQPMAE – 1st two characters are the Requisition Gaining Personnel Management Activity – Enlisted. The PMAE which will gain an enlisted service member when the requisition is filled, YMRQC – The third thru sixth characters are the Year and Month the requisition was created, RQSNBR – the last for characters is the Requisition Serial Number, series of numbers indicating a place in a series within a cycle which uniquely identifies a requisition.

**RQPRCE**: Requisition Position Requirement Code, Enlisted - the position requirement code required by the position for which an enlisted personnel requisition has been submitted.

**PPSPQE** is the Primary personnel specialty qualification, enlisted - a data chain consisting of primary military occupational specialty - enlisted, individual skill level, control special qualifications identifier - enlisted, control additional skill identifier - enlisted and control language identity which is of first significance to manage and distribute a Soldier.
NOTE: Inform the students to place a “Y” under the “DTL” next to the first record and press “enter” to see the “Detailed Review” for “RQCSN/82201103A076”.

The EAQ6 screen shows the “Detailed Report” on the requested record for SGT King, Solomon M. The detailed report screen displays one record at a time. Students can view multiple records by placing a “Y” under “DTL” next to the records they wish to review.

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NOTE: Inform the students to press “Enter” and return to the main results page and scroll down to line 14. Have the students look at the detail for the highlighted record where the RQPRCE (requisition MOS) does not match the PPSPQE (MOS of the Soldier placed against the requisition).

Inform students that when there is a mismatch between the requisition MOS and the MOS of the Soldier placed against that requisition, they should check the special instructions screens – discussed in the next session – to ensure the Soldier is scheduled for training or by going to the “PQ” screen – discussed later – to see if the Soldier carries the requisition MOS as a secondary MOS.

Inform the students that the information in “white” in the requisition is provided by HRC and the information in “blue” identifies the current information in EDAS pertaining to the Soldier identified to fill that requisition.

NOTE: Have students type in “AS” at “where next” and press enter.
AS - ASSIGNMENT SPECIAL INSTRUCTION QUERY

NOTE: Inform the students that Bde S1s have the ability to view the Assignment Special Instructions (i.e. Special Assignment, School, EFMP, Joint Domicile, etc.) in EDAS; Soldiers no longer need to go to the MPD to get this information.

The ESA1 screen is the initial input screen that allows the user to query Special Instructions (SI) on soldiers who are on assignment instructions.

This screen is divided into three sections. The upper section allows the user to enter one to eight control and serial numbers “RQCNSN”. The middle section allows you to enter one to eight social security numbers “SSN”. The lower section allows the user to select on other fields with Ranges and/or Single Values. Data can only be entered in one section per query. If the user attempts to enter data on more than one section of the screen, the user will receive an error message.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen.

NOTE: Inform the students to go to the middle section and type in SSN# “072349086” and press enter.

The EAS4 screen displays the output from the sort selection screen. The Special Instructions (SI) review screen displays one record of Special Instruction at a time.

This screen is divided into two sections. The upper section of the screen shows the requisition and personnel data for the record and the lower section shows Special Instruction Code (SICODE) and the Special Instruction Text (SITEXT). To navigate through this screen use the bottom portion to view additional pages of the current SI or to view the additional SIs for this record. Typing “N” will take you to the next page or next SI respectively, and typing “P” will take you to the previous page or previous SI respectively.
NOTE: Inform the students that they can press “F1” to view the detailed information about this screen.

NOTE: Inform the students that they can also view the Special Instruction screen from the EAQ4 screen One-Line Report by placing a “Q” under SI and pressing enter.

NOTE: Have students press “F3” until they return to the EDAS Main Menu, next have them type “F” next to “Enter Option Desired” press “Enter” to access the “Field Users Subsystem”

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F - FIELD USERS SUBSYSTEM

The Field Users’ subsystem allows the user to request either a deletion or a deferment action where the decision authority rests within HRC and review the status of requests pending approval/disapproval from HRC.

The Field Users Subsystem Menu allows the user to access the following functions:

F = Deletion/Deferment Request
J = Deletion/Deferment Review Status
X = Return to Main Menu

NOTE: Have students type in “FF” at “where next” and press enter.
FF - DELETION/DEFERMENT REQUEST

The **EFF1** screen is the initial input screen for deletion/deferment request. This screen allows the user to enter “SSNs or Requisitions”.

The decision authority for approval or disapproval for deletion/deferment request rests within HRC.

**SSN:** enter a valid social security (SSN). By entering a valid SSN, the system will search for and display the individual for that particular SSN. You may enter up to (40) social security numbers and/or forty (40) requisition control and serial numbers (RQCNSN) at a time. If erroneous data is entered, the field(s) will be highlighted and an error message will be displayed at the bottom of the screen.

**NOTE:** Inform the students to go to the middle section and type in SSN# “033458904” and press enter. The Deletion/Deferment record for SPC Santiago-Santos should appear.

**RQCNSN:** Enter a valid requisition control and serial number (RQCNSN). By entering a valid RQCNSN the system will search for and display the requisition record with that particular RQCNSN. You may enter up to (40) requisition control and serial numbers and/or forty (40) social security numbers at a time. If erroneous data is entered a message will be displayed on line 24 of the screen.

The combination of social security numbers and requisition control and serial numbers simultaneous entries may be made in these two fields. Therefore, total of 80 records may be selected; however, if the social security number and requisition control and serial number values for a single assignment are selected, users will see only one record for the action.

**NOTE:** Inform the students that they can press “F1” to view the detailed information about this screen.
The **EFF2** screen allows the user to enter the deletion/deferment code and enter the written text.

- **DDRQCD**: Deletion/Deferrment Request Code. This is the reason the user must have for requesting the deletion/deferment action. Codes and values may be found in the Keyvalue search function “HK”.

**NOTE**: Inform the students they have already been introduced to the Help Subsystem “H” and will continue to utilize “HK” function throughout this lesson.

**NOTE**: Have the student do a Keyvalue search “HK” and identify the Field Values for “DDRQCD”.

- **LITERAL TEXT**: This text will contain the reason the deletion or deferment has been requested. It is free form text. Once the text has been entered, press the "enter" key and press the “F2” function key to post the record.

**NOTE**: Inform the students to enter “FJ” at “where next” and press enter.

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![Field Users Subsystem](image)

**FJ- DELETION/DEFERMENT REVIEW STATUS**

The **EFJ1** is the initial input screen for reviewing the deletion/deferment request by the bottom of the system.

The deletion and deferment review function allows the user to review the status of a deletion or deferment: pending, rejected, or approved. This is the initial input screen.

**NOTE**: Inform the students to type in SSN# “694299360” and press “enter”. The Del/Def Request Status screen for “PV2 Young Fitzgerald Shaquille” should appear.
The **EFJ2** screen allows the bottom of the system (BOS) user to review the status of the deletion/deferment request that was requested.

**STAT:** This field shows the status of the application.
- **Pending** = PDG
- **Rejected** = REJ
- **Approved** = APP

**NARR:** The reason for the rejection of a deletion or deferment. If the Narrative has text an "e" will be located in the “NARR” input field. Overlay the “E” with “Q” and press the “Enter” key. You will be taken to the del/def reject reason screen.

**NOTE:** Ask the students what is the status of PV2 Young’s deletion/deferment request? “Approved”.

**NOTE:** Have students press “F3” until they return to the EDAS Main Menu, next have them type “M” next to “Enter Option Desired” press “Enter” to access the “Management Information Subsystem”.

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![Management Information Subsystem](image)

**M = MANAGEMENT INFORMATION SUBSYSTEM**

The Management Information Subsystem provides the user with strength management views and comparison. The screen provides the capability to view current strength and authorizations for the entire Army or for specific units/geographic areas. The “M” screens provide useful data for conducting analysis for the Unit Status Report and other strength related analyses.

The Management Information Subsystem Menu allows the user to access the following functions:

- **M = Stat EMM Query**
O = Stat Report Request
Q = Stat Query
X = Return to Main Menu

NOTE: Inform the students that you will only be discussing the M and Q functions.

NOTE: Have students type in “MM” at “where next” and press enter.

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Management Information Subsystem

EMM1 = Stat – MOS Summary Query
EMM2 = Stat – MOS Summary Query

NOTE TO INSTRUCTOR: Ask the student what is the purpose of this screen? Students should read the top of the screen to obtain the answer.

The “EMM1” screen provides an on-line “live” summary of data for total army strength and total army authorizations. (When using the MM screen for analysis of the USR, HR professionals should compare their strengths against all Army strength levels and against their higher headquarters (through their Army Command, i.e. FORSCOM / USAREUR / etc.) – which the user can generate on the MQ screen.

NOTE: Explain to the students the difference between INDSKL and PVLSLN. INDSKL: Identifies Individual Skill Levels 1-5 (Note Skill Level 5 is inclusive of all MSGs, 1SGs, SGMs and CSMs) and PVLSLN: Identifies Pay Level Serial Numbers 1-9 (Pay grades E1 thru E9).

NOTE: Have the students enter the following information and press enter:

PMOSEN: 42A – 42R; INDSKL: 3 - 4 – 5; SORT/BREAKS: PMOSEN = 1 and INDSKL = 2; OUTPUT DESTINATION: S, NUMBER OF COPIES: 1

The “EMM2” screen provides answers to questions asked on the previous screen, with and without the TTHS account (Trainee, Transients, Holdees, and Students). The percentage
displayed is the percentage worldwide strength against the authorization for the MOS for which the query was requested.

NOTE: Explain to the students the following information below that will be included in the query:

**AUTH:** Projected Army Wide Authorizations; **TETS:** Projected Strength Losses (Includes DTETS, Retirements, Retention Control Points, and Other Known Losses); **MOSIN:** Projected Gains to a MOS based on the Projected MOS Program; and **MOSOT:** Projected Losses to a MOS based on the Projected MOS Program.

NOTE: Explain to the students what the current authorized strength is and what the projected authorized strength will be in 1202 for PMOSEN 42A Skill Level 3 - current strength is 2042 and the projected authorized strength in 1202 will be 2028.

NOTE: Ask the students to compare the Army’s projected authorize strength for PMOSEN 42A Skill Level 3 in 1111 to its projected authorized strength in 1211.

<table>
<thead>
<tr>
<th>Year</th>
<th>Auth</th>
<th>TETS</th>
<th>MOSIN</th>
<th>MOSOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111</td>
<td>2039</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1211</td>
<td>1984</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

NOTE: Have students type in “MQ” at “where next” and press enter.

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Management Information Subsystem

MQ – STAT QUERY (STATISTICAL DATA QUERY) (1 of 2)

The “EMQ1” screen is used to define the statistical query to retrieve information from the statistical data base.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen.

NOTE: Have the student type in the following information and press enter:
DML: 82D
DMSL: 182, 282, 382, 482 and A82
MOS: 11B
PLVLSN: 5, 6, and 7

The “EMQ2” Statistical Report Selection Screen allows the user to select the type of report desired, the location the report is to be delivered to, and the number of copies desired if the report is to be in a printed form.

NOTE: Have the student type in the following information and press enter:

REPORT TYPE: A = Management Data Display
OUTPUT DESTINATION: A
NUMBER OF COPIES: 1

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen.

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Management Information Subsystem

EMQ3 = Management Data Display
EMQ6 = Gains/Losses Display

MQ –STAT QUERY (STATISTICAL DATA QUERY) (2 of 2)

The “EMQ3” screen displays the REPORT "A" which is "Management Data Display", it is the most commonly used format.

NOTE: Explain to the student what each column means:

AENL = Authorized Enlisted Strength
TGEDP = Enlisted Distribution Plan of Targeted Requirements
RET = Retainables
GAIN = Total Gains
GNNom = Nomination Total Gains
VOPRQ = Valid Open Requisitions
PROJN  = Projected Strength with Noms
PROJ   = Projected Strength without Noms
% FILL = Based On Projected Strength against Authorizations

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen.

NOTE: Inform the students to go to “Select New Report Type” and type in “D” and press enter.

The “EMQ6” screen displays Report “D” which is the “Gains and Losses Display”.

NOTE: Explain to the student what each row means:

GAIN   = TOTAL GAINS
  GNONO = On Orders Gains
  GNAIT  = AIT Gains
  GNINT  = Intransient Gains
  MOSIN  = Projected Soldiers into an MOS

LOSS   = TOTAL LOSSES
  LDERS  = DEROS Losses
  LETS   = ETS Losses
  LASG   = Assignment Losses
  LREEL  = Reenlistment Losses
  LOTH   = Loss Other (Retirement, DA Bars, RCP, ETC)
  MOSOUT = Projected Soldiers out of an MOS

NOTE: Have students press “F3” until they return to the EDAS Main Menu, next have them type “O” next to “Enter Option Desired” press “Enter” to access the “Organization Subsystem”.
The “EOQ1” screen of the Organization Query allows users to query any registered and unclassified Army Unit/UIC and see the higher level mapping associated with an organization (i.e. a user can query a particular DMSL to see the specific UICs mapped to it for strength purposes). It also allows users to define a query in a variety of ways. The screen is divided into three distinct parts. The upper section permits a user to enter a specific parent unit designator – “PUD” or “PUD” and descriptive designator – “DD” and a specific date. If no date is entered, the records displayed will be those that are current on the date of the query. The middle section of the screen allows the user to define a group of units within a unique value that pertain to a particular element e.g. All the units within a certain DML or ORGRAA. The lower section is for groupings of unique values where you may enter multiple DMSL, UNTCA, or PMAE.

**NOTE:** Inform students that units should ensure that HRC has mapped their organization correctly. UICs associated with an organization create the cumulative strength picture for that organization – If a UIC is improperly associated with an organization, that organization’s authorization and strength data will be affected.

**NOTE:** Inform the students that they can press “F1” to view the detailed information about this screen.

**NOTE:** Have the students’ type in the following data in the middle and lower section of the screen and press enter:

**DML:** 82D and **DMSL:** 182, 282, and 382

**NOTE:** Inform students that a “Report Selection Screen” will appear and indicate that the search has found 159 records; have them type in the following information 3 = One-Line, S = Screen Display and 1 = Number of Copies and press “enter”.

O = ORGANIZATION SUBSYSTEM
The “EOQ4” screen is the One-Line Screen which will populate the 159 records that met the criteria identified to create the query, however, only 14 records will be displayed at a time, user will have to press “enter’ to continue view the other records that were not displayed.

**NOTE:** Inform the students that they can press “F1” to view the detailed information about this screen.

**NOTE:** Inform the students to place a “Y” under “DTL” next to the first record and press enter.

The “EOQ6” screen the detail report screen displays only one record at a time. This format provides more information than the one-line or short reports.

**NOTE:** Have students press “F3” until they return to the EDAS Main Menu, next have them type “P” next to “Enter Option Desired” press “Enter” to access the “Personnel Subsystem”.

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**P= PERSONNEL SUBSYSTEM**

The Personnel Subsystem Menu allows the user to access the following functions:

- C = COMPAT Response
- D = Deployment Query
- E = EDAS Soldier Record
- M = Promotion Update (Not Used)
- O = COMPAT Attach Request
- P = Promotion Point Update
- Q = Personnel Query Combo
- S = Personnel SSN Query
- X = Return to Main Menu

**NOTE:** Inform the students that you will not be discussing the functions associated with D = Deployment Query or M = Promotion Point Updates.
NOTE: Inform the students that they can press “F1” to view the detailed information about this screen.

NOTE: Have students type in “PC” at “where next” and press enter.

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PERSONNEL SUBSYSTEM (EPC1 COMPAT Application and EPC2 COMPAT Status)

The “EPC1” is function is to process a compassionate reassignment application.

NOTE: The Special Actions Branch user will enter the COMPAT Status Code (A = approved, D = disapproved, N = no further action required, P = pending).

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen.

NOTE: Inform the students to type in SSN# “037865373” and press “enter”. The Compassionate Request Status screen for “SGT Allen C. Williams” should appear.

The “EPC2” screen shows the status of the Compassionate Reassignment Application.

NOTE: Inform the students that the requisition may or may not be built prior to compassionate being approved.

NOTE: Inform the students that this screen is protected. The only users that will be able to type information on the screen is the Special Actions Branch (HRC-EPC-S), all other users will have “READ ONLY” capability.
The top part of the screen is some of the soldier’s personnel data: SSN, Name, Rank, Requisition Control & Serial Number, Requisition Status, and Assignment Eligibility & Availability.

The bottom of the screen shows the status of the compassionate application: A = Approved, D= Disapproved, N = no further action required, P = pending,

The Remarks Section: Tells why a compassionate reassignment was disapproved or no further action may be needed and the reason why.

**NOTE:** Inform the students that they can press “F1” to view the detailed information about this screen.

**NOTE:** Have students type in “PE” at “where next” and press enter.

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**PERSONNEL SUBSYSTEM – EDAS SOLDIER RECORD**

The “EPE1 - EDAS Soldier Record” is used to provide managers with maximum personnel data that is available on individual soldiers within the PERDB (Personnel Database).

The user can enter from one to 28 SSN on individual Soldiers. The user may also enter a Soldier’s full name or a portion of their name (NOTE: have students press F1 to see the options for a name search). The user may also use the Name, in conjunction with the Primary MOS (PMOSEN) and/or the Soldier’s Pay Level (PLVLSN). The more information you have, the easier it is to pinpoint the correct record.

**NOTE:** Inform the students to type in the following information and press enter:

**NAME:** BROWN  
**PMOSEN:** 42A  
**PLVLSN:** 9
NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

NOTE: Inform the students that the first of 3 records meeting the criteria will appear.

The “EPE2” is page 1 of the EDAS Soldier Record that contains the Soldier’s Qualification Data.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

Note to Instructor: Ensure that students continue to press “enter” to view pages 1-9 of the EDAS Soldier Record.

The “EPE3” is page 2 of the EDAS Soldier Record that contains the Soldier’s Security Data and Assignment Information. (NOTE: Inform the students MOST of this information is top fed by HRC)

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

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PERSONNEL SUBSYSTEM – EDAS SOLDIER RECORD

Note to Instructor: Ensure that students continue to press “enter” to view each page of the EDAS Soldier Record.

The “EPE4” is page 3 of the EDAS Soldier Record that contains the Soldier’s Service Data and Overseas Service.

Note to Instructor: The column headings in the PE screens do not always equate to a database short name. For instance, in the overseas service section, the column heading
CNTRY is not an actual database short name, it is simply an abbreviation for country. The actual database short name for country of overseas assignment is CNTOSA

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

The “EPE5” is page 4 of the EDAS Soldier Record that contains the Soldier’s Awards and Decorations.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

The “EPE6” is page 5 of the EDAS Soldier Record that contains the Soldier’s Assignment History Information.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

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PERSONNEL SUBSYSTEM – EDAS SOLDIER RECORD

Note to Instructor: Ensure that students continue to press “enter” to view each page of the EDAS Soldier Record.

The “EPEC” is page 5A of the EDAS Soldier Record that contains the Soldier’s Deployment History. Data on this screen pertains to the Soldier’s current and up to 12 previous deployments.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

The “EPE7” is page 6 of the EDAS Soldier Record that contains the Soldier’s Military and Civilian Education Information.
NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

The “EPE8” is page 7 of the EDAS Soldier Record that contains the Soldier’s Aptitude Area/Other Test Information.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

NOTE: Inform the students that the information contained on these three pages is top fed by HRC.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen.

The “EPEA” is page 9 of the EDAS Soldier Record that contains General Remarks on the Soldier.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen.
NOTE: Have students type in “PO” at “where next” and press enter.

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PERSONNEL SUBSYSTEM – COMPAT Attachment Request

“EPO1” is the Record Selection Screen for the COMPAT Attachment Request Function

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

Special Actions Branch will enter the Attachment Status Code (S=Submitted, P=Pending, A=Approved, D=Disapproved). All other users will not have access to this portion of the screen.

NOTE: Inform the students to type in the following SSN#: “883916781” and press enter.

The “EPO2” is the Personal Data screen where the user will enter the Attached Unit UIC, the requested effective date of the attachment and the reason for the attachment in the “justification for attachment” section of the screen and submit to Special Actions Branch for approval/disapproval.

Special Actions Branch will enter the Attached Status (P, A, OR D); the date the Soldier will be released from attachment (YYYYMMDD) and any remarks (Enter a “M” or “Q”). Special Actions Branch is the only Branch that has the capability to add text to this screen. All other users will have “READ ONLY” capability.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

NOTE: Have students type in “PP” at “where next” and press enter.
PERSONNEL SUBSYSTEM – PROMOTION POINT UPDATE (EPP1 Promotion Point Update)

The “EPP1” screen is used to update promotion points for SPC (P) and SGT (P) Soldiers. Currently all promotion point updates are done automatically and with Soldier self-service applications. The only function currently available to the field for the “EPP1” screen is the capability to generate a C10 promotion report.

NOTE: Have students type in “PQ” at “where next” and press enter.
PERSONNEL SUBSYSTEM - PERSONNEL QUERY (EPQ1, EPQ5 and EPQ3)

The “EPQ1” screen allows the user to insert data into one or more Data fields to pull a set of records. The main field functions for this screen are to pull selected data elements on a given population and to pull loss rosters for a given organization using the “OUTGOING” option on the bottom of the page.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

NOTE: Have students type in the following information and press enter:

PMOSEN: 42A (PMOSEN = Primary Military Occupational Specialty – Enlisted)
PLVLSN: 7 (PLVLSN = Pay Level Serial Number 01-10)
DMLS: JTC
MEL: T = Senior Leaders Course (MEL = Military Education Level)
MES: 1 = Graduate (MES = Military Education Status)
SORT: N

Note to Instructor: Make sure you to explain to the students what values PMOSEN, PLVLSN, MEL and MES mean.

NOTE: Inform students that an “EPQ2 - Report Selection Screen” will appear; have them type in the following information: 3 = One-Line, S = Screen Display, and 1 = Number of Copies and press “enter”.

The “EPQ5” screen displays the one-line report format that was previously selected that identifies all 42A SFCs within the database who have graduated from the Senior Leaders Course.

NOTE: Have the students place a “Y” in the DLT column next to the record for “Overshown” and press enter.

NOTE: Inform the student that they can view the 8 one-line entries by pressing the “F4” function key

The “EPQ3” screen displays the Detailed View of the individual Personnel Data for SFC Rebecca Overshown.

NOTE: Ask the students to tell you what is the “Title” of Field Name Code “IMREPR” and the “Definition” for Field Value “9Y” means. To identify “Field Names Codes”, “Values” and “Definitions”, students will need to do a Keyvalue Search using “HK”.

SNAME = IMREPR
TITLE = Immediate Reenlistment Prohibition
FDVAL = 9Y
Code Definition = Retirement

NOTE: Have students type in “PQ” at “where next” and press enter to demonstrate how to pull a loss roster for an organization.
PERSONNEL SUBSYSTEM - PERSONNEL QUERY (EPQ1, EPQ5 and EPQ3)

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

NOTE: Have students type in the following information and press enter:

PMOSEN: 11B (PMOSEN = Primary Military Occupational Specialty – Enlisted)
PLVLSN: 5 and 7 (PLVLSN = Pay Level Serial Number 01-10)
DML: 31D
OUTGOING: O
SORT: N

NOTE: Inform students that an “EPQ2 - Report Selection Screen” will appear; have them type in the following information: 3 = One-Line, S = Screen Display, and 1 = Number of Copies and press “enter”.

The “EPQ5” screen displays the one-line report format that was previously selected that identifies all 11Bs in the grade of E5-E7, in the 31D that are on orders.

NOTE: Have the students place a “Y” in the DLT column next to the record for “GREENE” and press enter.

The “EPQ3” screen displays the Detailed View of the individual Personnel Data for SGT Frank Greene.

NOTE: Have students type in “PS” at “where next” and press enter.
PERSONNEL SUBSYSTEM - SSN QUERY (EPS1, EPS5, and EPS3)

The “EPS1” screen allows the user to insert from 1 to 63 SSNs and pull a set of records.

**NOTE:** Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

**NOTE:** Inform the students to type in the following SSN#s: “639261731, 813513161, 852534552, 646125009, 042559423, 074054300, and 721369647” and press enter.

**Note to Instructor:** Inform students that an “EPS2 - Report Selection Screen” will appear; have them type in the following information: 3 = One-Line, S = Screen Display, and 1 = Number of Copies and press “enter”.

The “EPS2” screen provides options for selecting report formats in which the query will be presented.

**NOTE:** Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

The “EPS5” screen displays up to fourteen individual Soldiers records.

**NOTE:** Have the students place a “Y” in the DLT column next to each record and press enter.

The “EPS3” screen displays the Detailed View of the individual’ SSN Query for **PFC WARNER, MICHAEL S.** Students may press “enter” to view the remaining six records.

**NOTE:** Ask the students to tell you what Field Code “CELC” and Field Value “C” mean. **Keyvalue Search “HK” SNAME: CELC and FDVAL: Title - Civilian Education Level Completed and Code Definition - 12th grade**
NOTE: Have students press “F3” until they return to the EDAS Main Menu, next have them type “R” next to “Enter Option Desired” press “Enter” to access the “Requisition Subsystem”.

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Requisition Subsystem

R = REQUISITION SUBSYSTEM

The Requisition Subsystem Menu consists of the following functions:

C = Requisition Create
H = Requisition History
M = Requisition Modify
P = Req Personnel History Query
Q = Requisition Query
S = SI Query
U = SI Modify
X = Return to Main Menu

NOTE: Have students type in “RH” at “where next” and press enter.
REQUISITION SUBSYSTEM - REQUISTION HISTORY QUERY

The “ERH1” screen allows the user to query selected requisitions for Historical Review. The user can enter one or more “RQCNSN” (Requisition Control and Serial Number) with a maximum of 5 for hardcopy reports.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

NOTE: Have the students to type in the following information RQCNSN: “9Z201106A193” and press enter.

The “EHR2” is the Requisition History One Line Report screen that displays up to 14 records.

Note to Instructor: Explain to the students what DTLMOD, OPLMOD, and INTRDT mean:

DTLMOD: Date Last Modified - Processing element indicating the date that a record on a data base table was updated.

OPLMOD: Operator Identification of Last Modification - Processing element indicating the Identification Number of the operator who last modified a data base table.

INTRDT: Information Transaction Transmission Date - The calendar date on which an automated transaction was transmitted from one location to another.

Note to Instructor: Point out to the students the change in SSN that occurred between sequence 991 and 987 – this shows either a deletion or deferment which required a new Soldier to be placed against the requisition.

NOTE: Inform the students to locate the “SQNR: 980” and place a “Y” under “DTL” next to this record and press enter. This page provides more detailed information on the requisition requirements such as ASI, SQI, Language, Security Clearance, etc requirements of the
requisition. By pressing enter the “F8” key, the user can see more information on the requisition to include the name and SSN of the Soldier filling the requisition.

**NOTE:** Have students press “ENTER” to return to the ERH2 screen.

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**REQUISITION SUBSYSTEM - REQUISTION HISTORY QUERY**

**NOTE:** Have students place a “Y” in the “DTL” line for sequence number “980”. Once they are at the ERH3 screen, have them place a “Q” in the space “To Review Special Instructions…”.

**NOTE:** Students should now be on the EHR5 screen and see the first page of the first Special Instruction. Ask students to identify how many special instructions are associated to this requisition: 13 total. The “Next Page (N/P)” will navigate the student to either the N – NEXT or P - Previous page of the current Special Instruction. The “Next SI (N/P)” will navigate the student to either the N – Next or P – Previous Special Instruction.

**NOTE:** Have students following the instructions on the bottom of the page to get to Special Instruction #10. How old does a student need to be to qualify for 1st grade at the Department of Defense Education Activity Schools? ANSWER 6 years old by September 1st.

**NOTE:** Have students type in “RQ” at “where next” and press enter.
REQUISITION SUBSYSTEM - REQUISTION QUERY

The “ERQ1” screen provides users the capability to query requisitions by control and serial numbers, single values and/or ranges.

NOTE: Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.

NOTE: Have the students to type in the following information and press enter:

RQMOSE: 92Y
RQPLSN: 8 and 9
DML: 10M
DMSL: 11M, 21M, 31M, 41M, and A1M

NOTE: Inform students that an “ERQ3 - Report Selection Screen” will appear; have them type in the following information: 3 = One-Line, S = Screen Display, and 1 = Number of Copies and press “Enter”.

The “EQR4” is the Requisition Query One Line Report screen that displays up to 14 records. There are two records for this query.

NOTE: Inform the students to locate the “RQCNNSN: 99201111A222” and place a “Y” under “DTL” next to this record and press enter.

The “EQR6” is the Detailed Report screen which displays only one record. This report displays the most information of any of the report formats.

NOTE: Inform the students that they can type in a “Q” next to review Special Instruction to see the SI for this Requisition. Inform the students that they can press “F1” to view the detailed information about this screen. Screen may contain more than one page.
Note: Have students press “F3” until they return to the EDAS Main Menu, next have them type “S” next to “Enter Option Desired” press “Enter” to access the “System Administrator”.

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System Administrator

NOTE: The “S” System Administrator function allows the System Administrator to reset individual instructor/student EDAS accounts.

NOTE: All EDAS instructor accounts (SSI01_ _) have access to the System Administrator accounts to reset a locked out EDAS ID. Since the EDAS ID does not expire, Instructors should not to use this functionality – If a student fails to correctly log in to EDAS, have them return to the main menu and try again – the student will not be completely locked out for 3 bad tries – but they will have to enter “Logoff” at the prompt to return to the login page.

Note to Instructor: Have students type in “AQ” at “where next” and press enter to execute the next learning activity – Perform File Transfer Protocol (FTP).