

ENLISTED DISTRIBUTION AND ASSIGNMENT SYSTEM (EDAS)



FIELD USER TRAINING MANUAL

1 June 2009

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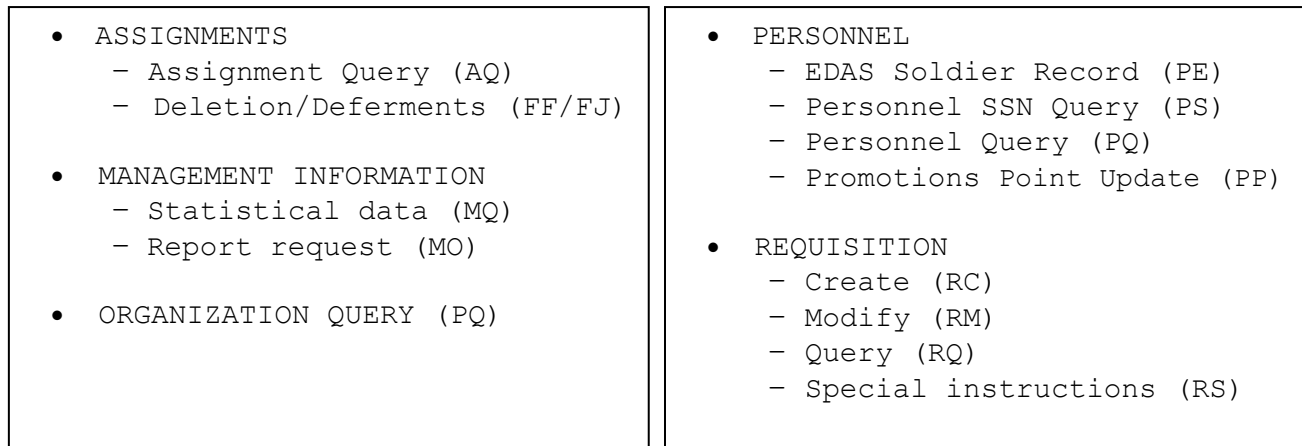
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INTRODUCTION

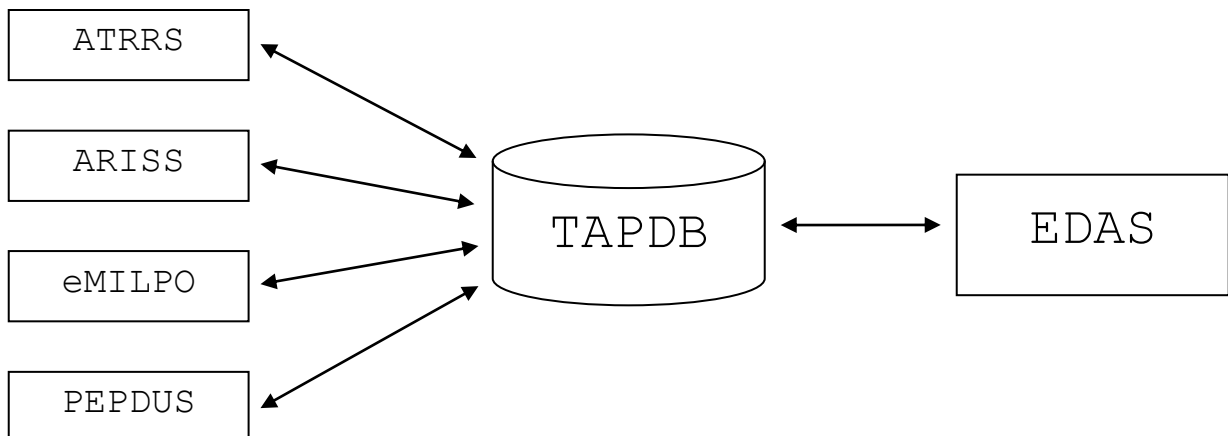
THE ENLISTED DISTRIBUTION AND ASSIGNMENT SYSTEM (EDAS) IS A REAL TIME, INTERACTIVE AUTOMATED SYSTEM THAT SUPPORTS THE MANAGEMENT OF THE ENLISTED FORCE. EDAS:

- ISSUES ASSIGNMENT INSTRUCTIONS VIA AUTOMATED DATA TRANSMISSION (ADTRANS); ARRIVES IN THE FIELD AS EMILPO OUTPUT
- PROVIDES EPMD AND FIELD USERS ASSIGNED AND PROJECTED STRENGTHS AT THE MOS, GRADE, SQI, ASI AND LANGUAGE LEVEL OF DETAIL
- PROVIDES ENLISTED STRENGTH MANAGEMENT INFORMATION TO FIELD COMMANDS
- PROVIDES INTERACTIVE UPDATE CAPABILITY TO POST INFORMATION DIRECTLY TO THE TAPDB

EDAS PRIMARY FUNCTIONS ARE:



DATA FLOW DIAGRAM



PERNET/EDAS LOG-ON INSTRUCTIONS

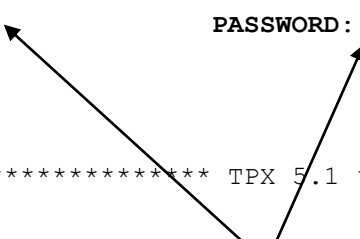
```

      PPPPPPPPP  EEEEEEEEE  RRRRRRRRR
      PPPPPPPPP  EEEEEEEEE  RRRRRRRRR          ttt
      PPP  PPP  EEE          RRR  RRR          tttttttttt
      PPPPPPPPP  EEEEEEE   RRRRRRRRR   nnnnnnnn   eeeeeee   ttt
      PPPPPPPPP  EEEEEEE   RRRRRRRRR   nnn   nnn   eee   eee   ttt
      PPP          EEE          RRR  RRR   nnn   nnn   eeeeeee   ttt
      PPP          EEEEEEEEE  RRR  RRR   nnn   nnn   eee   ttt
      PPP          EEEEEEEEE  RRR  RRR   nnn   nnn   eeeeeee   ttt

                                          /K or LOGOFF to EXIT

      This network of computers is protected by a security system.
      Criminal law prohibits unauthorized use.  Violators will be prosecuted.
      *****
      *      USER-ID:          PASSWORD:          15:25:15   *
      *      NEW PASSWORD:          11/05/05           *
      *      ACCOUNT:              ALTC0487           *
      *      TRANSFER:              3278-2A           *
      *                                  SMRTAL9A       *
      ***** TPX 5.1 *****

```



STEP 1: ENTER YOUR PERNET USER ID AND PASSWORD AND PRESS "ENTER".

```

                                ATTENTION!

      This is a DOD computer system. Before processing classified information,
      check the security accreditation level of this system. Do not process, store,
      or transmit information classified above the accreditation level of this
      system. This computer system, including all related equipment, networks, and
      network devices (includes internet access) are provided only for authorized
      U. S. Government use. DOD computer systems may be monitored for all lawful
      purposes, including to ensure their use is authorized, for management of the
      system, to facilitate protection against unauthorized access, and to verify
      security procedures, survivability, and operational security. Monitoring
      includes, but is not limited to, active attacks by authorized DOD entities to
      test or verify the security of this system. During monitoring, information
      may be examined, recorded, copied, and used for authorized purposes. All
      information, including personal information, placed on or sent over this
      system may be monitored. Use of this DOD computer system, authorized or
      unauthorized, constitutes consent to monitoring. Unauthorized use of this
      DOD computer system may subject you to criminal prosecution. Evidence of
      unauthorized use collected during monitoring may be used for administrative,
      criminal, or other adverse action. Use of this system constitutes consent to
      monitoring for all lawful purposes.

                                Press ENTER to Continue

```

STEP 2. PRESS ENTER TO CONTINUE.

PERNET/EDAS LOG-ON INSTRUCTIONS CON'T

```
TPX MENU FOR ALSQMTR                                Panelid - TEN0041
                                                    Terminal - ALTC0487
Cmdkey=PF12/24      Jump=PA3              Menu=PA1      Model - 3278-2A
Print=PF14          Cmdchar=/              /K to EXIT    System - AALTPX01

  Sessid      Sesskey      Session Description      Status
  _ TPXADMIN   PF          TPX ADMINISTRATION
  _ TPXMAIL    PF          TPX MESSAGES / BROADCASTS
  _ TPXNOTES   PF          TPX SCRATCHPAD
  - AL2CIP1    PF 2        ISC-H EDAS/PROD CICS
  - AL2CIP4    PF          ISC-H OTHR/PROD CICS

Command ==>                                         Check Messages
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help
```

STEP 3: POSITION YOUR CURSOR ON SESSION ID AL2CIP1 AND PRESS "ENTER".

```
EDAS
ACFAE139 CICS ALCPSP1 Signon OK: User=ALSTRMW NAME=DOE JOHN
```

STEP 4: TYPE THE WORD "EDAS" EXACTLY WHERE THE CURSOR LANDED AND PRESS "ENTER".

PERNET/EDAS LOG-ON INSTRUCTIONS CON'T

05/NOV/05

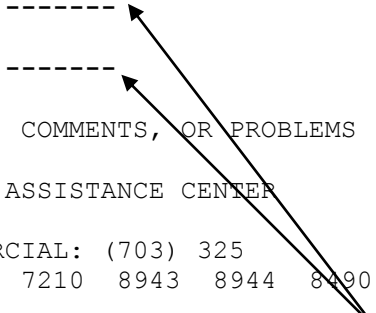
WELCOME TO THE
ENLISTED DISTRIBUTION AND ASSIGNMENT SYSTEM
(EDAS)

PLEASE ENTER:

EDAS ID _____
EDAS PASSWORD _____

IF YOU HAVE ANY QUESTIONS, COMMENTS, OR PROBLEMS
PLEASE CONTACT: EDAS ASSISTANCE CENTER

DSN: 221 COMMERCIAL: (703) 325
USE THESE EXTENSIONS: 3978 7210 8943 8944 8490



STEP 5: ENTER YOUR EDAS ID AND PASSWORD THEN PRESS "ENTER".
NOTE: THE DEFAULT PASSWORD FOR NEW USERS IS "EDAS".

EDAS USER UPDATE PRIVACY ACT INFO 08:10 05/NOV/05 ZJU-1U1
***** USER PERSONAL DATA ONLINE UPDATE *****
EDAS ID: MXC0008 NAME: CORCORAN MONICA X

NEW PASSWORD: _____ (ENTER TWICE:) _____

TITLE: MS PHONE-DSN: 221 - 3972 PHONE-COMMERCIAL: (703) 325 - 3972

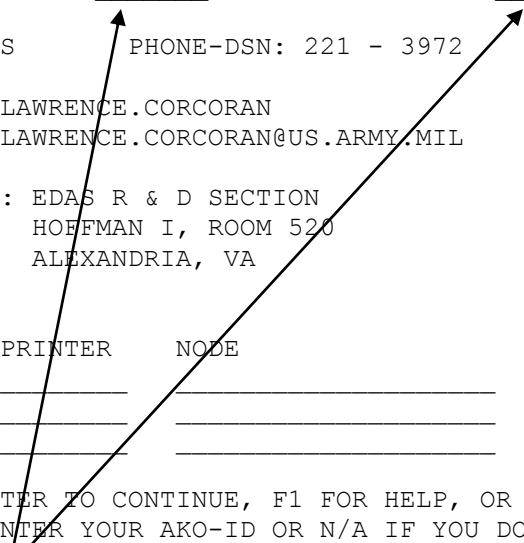
AKO-ID: LAWRENCE.CORCORAN
E-MAIL: LAWRENCE.CORCORAN@US.ARMY.MIL

LOCATION: EDAS R & D SECTION ROOM NUMBER: 520
 HOFFMAN I, ROOM 520 USERID: AL5CF6K
 ALEXANDRIA, VA

PRINTER NODE

LOCAL: _____
REMOTE: _____
MAIN: _____

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT
ENTER YOUR AKO-ID OR N/A IF YOU DO NOT HAVE ONE



STEP 6: USER UPDATE SCREEN PROMPT YOU TO CREATE A EDAS PASSWORD.
ENTER YOUR PASSWORD TWICE, PRESS "ENTER" AND THEN PRESS "F2" TO POST.

EDAS MAIN MENU

```
EDAS MAIN MENU                UNCLASSIFIED                09:49  18/MAR/09  ZJU-X10
***** EDAS MAIN MENU *****

1 = UPDATE PERSONAL DATA
A = ASSIGNMENT SUBSYSTEM
D = SUPPORT TOOLS SUBSYSTEM
E = EFMP SUBSYSTEM
F = FIELD USERS SUBSYSTEM
H = HELP SUBSYSTEM
I = IET PROCESSING
L = LANGUAGE SUBSYSTEM
M = MANAGEMENT INFORMATION SUBSYSTEM
O = ORGANIZATION SUBSYSTEM
P = PERSONNEL SUBSYSTEM
Q = PERSONNEL DATA UPDATE SUBSYSTEM
R = REQUISITION SUBSYSTEM
S = SYSTEM ADMINISTRATION SUBSYSTEM
T = SPECIAL INSTRUCTION TEMPLATE
Y = POLICY SUBSYSTEM
X = EXIT EDAS

A ENTER OPTION DESIRED                                WHERE NEXT - PQ
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F10 TO EXIT
```

EDAS MAIN MENU: THIS SCREEN DISPLAYS ALL AVAILABLE SUBSYSTEMS APPLICABLE TO EACH USER. EACH SUBSYSTEM HAS ONE OR MORE FUNCTIONS WITHIN THAT SUBSYSTEM.

FOR EXAMPLE: TYPING AN "A" IN THE "ENTER OPTION DESIRED" INPUT FIELD WILL TAKE YOU TO THE **ASSIGNMENT SUBSYSTEM** WITH APPLICABLE FUNCTIONS.

YOU MAY ALSO USE THE "**WHERE NEXT**" INPUT FIELD (BOTTOM RIGTH SIDE OF THE SCREEN) TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE: IF YOU WANT TO GO TO THE PERSONNEL QUERY FUNCTION OF THE **PERSONNEL SUBSYSTEM**, TYPE "PQ" IN THE "**WHERE NEXT**" INPUT FIELD AND PRESS THE "ENTER" KEY.

FUNCTION KEYS

F1..... HELP SCREEN

F2..... POST

F3..... PREVIOUS INPUT SCREEN IN THE PATH

F4..... BACKUP TO THE PREVIOUS RECORD IN DISPLAY PATH

F5..... TOGGLE BETWEEN DETAIL REPORT AND SHORT REPORT

F6..... TOGGLE BETWEEN SHORT REPORT AND ONE-LINE REPORT

F9..... RETURN TO EDAS MAIN MENU

F10..... EXIT EDAS. NOTE: DOES NOT EXIT THE REGION. USER
MUST TYPE THE WORD "LOGOFF" TO EXIT THE REGION.

ALT/F1..... RETURN TO TPX (TERMINAL PROCESSING EXCHANGE) MENU
WITHOUT EXITING CURRENT SYSTEM

CTRL/R..... RELEASE FROM PROTECTED AREA

HOME..... MOVES CURSOR TO FIRST POSITION ON THE SCREEN

SHIFT/TAB..... MOVES CURSOR TO LAST POSITION ON THE SCREEN

**HELP SUBSYSTEM
(HK) KEYVALUE SEARCH**

```
EHK1  KEYVALUE SEARCH                UNCLASSIFIED          10:51  18/MAR/09    ZJU-HK1
*****
ENTER A DATA ELEMENT, (EX. PMOSEN) AND A DATA ELEMENT VALUE (EX. 11B).
AS OF DATE (BLANK) = CURRENT RECORDS, "ALL" = PAST, CURRENT AND FUTURE RECORDS.

ENTER A DATA ELEMENT (SNAME) - _____

ENTER A DATA ELEMENT VALUE (FDVAL) - _____

AS OF DATE - _____

*****
-OR- TO SEARCH FOR A KEYWORD ENTER THE DATA ELEMENT AND THE KEYWORD VALUE. TO
SEARCH FOR ALL VALUES, ENTER (\). FOR ALL VALUES WHICH BEGIN THE SAME WAY, ENTE
KEYWORD FOLLOWED BY (\). FOR A VALUE ANYWHERE IN TITLE, ENCLOSE STRING WITH (*).

ENTER A DATA ELEMENT (SNAME) - _____

ENTER A SEARCH STRING (KEYWORD) - _____

AS OF DATE - _____

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT                WHERE NEXT - ____
```

Zjuhkp1

KEY VALUE SEARCH: THIS FUNCTION ALLOWS THE USER TO RETRIEVE CODES, VALUES AND DEFINITIONS FROM THE HRC EDITING SYSTEM AND TAPDB.

SCREEN INSTRUCTIONS:

TOP PART OF THE SCREEN: TYPE IN A SPECIFIC **DATA ELEMENT (SNAME)** AND **DATA ELEMENT VALUE (FDVAL)**. THE 'AS OF DATE' INPUT FIELD DOES NOT HAVE TO BE FILLED IN, IT WILL DEFAULT TO CURRENT AND FUTURE RECORDS, PRESS THE 'ENTER' KEY.

BOTTOM PART OF THE SCREEN: TYPE IN A VALID SHORT NAME (**SNAME**), **KEYWORD**, AND THE OPTIONAL '**AS OF DATE**' AND PRESS THE 'ENTER' KEY.

THE USER WILL BE TAKEN TO THE 'SNAME AND CODE DATA' SCREEN TWO (ZJUH2) IF THE TOP PART OF THE SCREEN WAS FILLED IN. IF THE BOTTOM OF THE SCREEN WAS FILLED IN, THEN THE USER WILL BE TAKEN TO THE 'SNAMES AND CODE DATA' SCREEN THREE (ZJU-HK3).

(HK) KEYVALUE SEARCH CON'T

```
EHK2 KEYVALUE SEARCH          UNCLASSIFIED          10:28   18/MAR/09   ZJU-HK2
***** SNAME AND CODE DATA *****
SNAME -   AEA           DTEEFF  31OCT1989   DTEOBS - 31DEC9999   ETABLE  AEA
TITLE - ASSIGNMENT ELIGIBILITY AND AVAILABILITY

FDVAL      DTEEFF DTEOBS          ABBREVIATED CODE DEFINITION
A          19891031 99991231

                                CODE DEFINITION
PERMANENTLY INELIGIBLE FOR FUTURE ASSIGNMENT

AS OF DATE - 20051205

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

                                WHERE NEXT  ___
```

ZJUHKP2

THIS SCREEN SHOWS THE USER A PARTICULAR FIELD VALUE AND CODE DEFINITION.

SCREEN INSTRUCTIONS:

IN THIS EXAMPLE THE DATA ELEMENT (**SNAME**) IS "**AEA**" AND THE DATA ELEMENT VALUE (**FDVAL**) IS "**A**".

THE KEY VALUE SEARCH YIELD THAT:

SNAME "AEA" = "ASSIGNMENT ELIGIBILITY AND AVAILABILITY"
FDVAL "A" = "PERMANENTLY INELIGIBLE FOR FUTURE ASSIGNMENT"

(HK) KEYVALUE SEARCH CON'T

```
EHK3 KEYVALUE SEARCH UNCLASSIFIED 10:32 18/MAR/09 ZJU-HK3
***** SNAME AND CODE DATA *****
SNAME - AEA DTEEFF - 31OCT1989 DTEOBS - 31DEC9999 ETABLE - AEA
TITLE - ASSIGNMENT ELIGIBILITY AND AVAILABILITY
FDVAL DTEEFF DTEOBS ABBREVIATED CODE DEFINITION
A 19891031 99991231 PERMANENTLY INELIGIBLE FOR FUTURE ASSIGNMENT
B 19891031 99991231 UNDER CONSIDERATION FOR ELIMINATION FROM SERVICE
C 19941221 99991231 TEMPORARILY INELIGIBLE FOR OVERSEA - MEDICAL
D 20030125 99991231 INVOLUNTARY FOREIGN SERVICE TOUR EXTENSION
E 19910104 99991231 JOINT MANNING DOCUMENT STABILIZATION
F 20040207 99991231 INTENT TO ACCEPT KOREA ASSIGNMENT INCENTIVE PAY (
G 19891031 99991231 SPECIAL CATEGORY STABILIZATION
H 19960313 99991231 REQUEST FOR FORCES (RFF) IN SUPPORT OF OIF/OEF
I 19970626 99991231 WARRANT OFFICER/OFFICER CANDIDATE SCHOOL PENDING
J 19971211 99991231 PENDING ACTION BY A MEDICAL EVAL BOARD/PHYS EVAL
AS OF DATE - 20051205 KEYWORD - \
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
DISPLAYING RECORDS - 1 THRU 10 OF 35 WHERE NEXT - _
```

ZJUHKP3

SNAME AND CODE DATA: HERE IS AN EXAMPLE KEY VALUE SEARCH USING THE BACK SLASH (\) TO SEARCH FOR ALL VALUES.

SCREEN INSTRUCTIONS:

IN THIS EXAMPLE THE DATA ELEMENT (**SNAME**) IS "AEA" AND THE SEARCH STRING (**KEYWORD**) IS "\".

THE KEY VALUE SEARCH YIELD ALL THE DATA ELEMENTS (CODES) AND DEFINITIONS FOR **SNAME "AEA" (ASSIGNMENT ELIGIBILITY AND AVAILABILITY)**.

THE "**DISPLAYING RECORDS**" FIELD AT THE BOTTOM OF THE SCREEN INDICATES WHAT RECORD SET IS DISPLAYED. PRESS THE "ENTER" KEY TO SEE THE NEXT GROUP OF RECORDS OR PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS SET OF RECORDS.

YOU MAY ALSO USE THE "**WHERE NEXT**" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE ASSIGNMENT SUBSYSTEM MENU, TYPE "A1" AND PRESS THE "ENTER" KEY.

(A1) ASSIGNMENT SUBSYSTEM

```
EA10 ASSIGNMENT SUBSYSTEM          UNCLASSIFIED          11:06  25/MAR/09  ZJU-A10
***** ASSIGNMENT SUBSYSTEM MENU *****

A = DELETION/DEFERMENT APPROVAL
C = ASSIGNMENT CONSUME
D = ASSIGNMENT DEFERMENT
F = ASSIGNMENT FUNCTIONAL CHANGES
H = HAAP AVAILABILITY QUERY
L = ASSIGNMENT DELETE
M = MANDATORY ASSIGNMENT
N = ASSIGNMENT HOLD
Q = ASSIGNMENT QUERY
S = ASSIGNMENT SI QUERY
U = ASSIGNMENT SI MODIFY
V = DELETION/DEFERMENT REVIEW
X = RETURN TO MAIN MENU

ENTER OPTION DESIRED                                WHERE NEXT - ___
```

THIS SCREEN DISPLAYS ALL AVAILABLE FUNCTION(S) WITHIN THE ASSIGNMENT SUBSYSTEM APPLICABLE TO EACH USER.

EXAMPLE: TYPE "A" IN THE ENTER OPTION DESIRED INPUT FIELD AND PRESS THE ENTER KEY. (I.E., "A" DELETION/DEFERMENT APPROVAL)

THIS IS THE INITIAL INPUT SCREEN THAT ALLOWS THE USER TO INPUT SSNS TO SEARCH FOR APPROVED DELETIONS/DEFERMENTS.

THE USER MAY ALSO REVIEW, QUERY, OR MODIFY SPECIAL INSTRUCTIONS, ASSIGNMENT INFORMATION OR DELETE/DEFER A SOLDIER'S ASSIGNMENT.

ZJUA1P0

ASSIGNMENT SUBSYSTEM MENU: THE ASSIGNMENT SUBSYSTEM ENABLES THE MANAGER/USER TO PLACE A SOLDIER ON ASSIGNMENT INSTRUCTIONS. THE USER MAY ALSO REVIEW, QUERY, OR MODIFY SPECIAL INSTRUCTIONS, ASSIGNMENT INFORMATION OR DELETE/DEFER A SOLDIER'S ASSIGNMENT.

SCREEN INSTRUCTIONS:

THIS SCREEN DISPLAYS ALL AVAILABLE FUNCTION(S) WITHIN THE ASSIGNMENT SUBSYSTEM APPLICABLE TO EACH USER.

EXAMPLE: TYPE "Q" IN THE "ENTER OPTION DESIRED" INPUT FIELD AND PRESS THE ENTER KEY. THIS WILL TAKE YOU TO THE ASSIGNMENT QUERY SUBFUNCTION (SEE NEXT SCREEN).

(AQ) ASSIGNMENT QUERY

```
EAQ1 ASSIGNMENT QUERY                UNCLASSIFIED                15:57  25/MAR/09  ZJU-AQ1
***** ASSIGNMENT SELECTION SCREEN *****
***** ENTER UP TO EIGHT (8) CONTROL AND SERIAL NUMBERS *****
_____
***** -OR- ENTER UP TO EIGHT (8) SOCIAL SECURITY NUMBERS *****
_____
***** -OR- ENTER SINGLE AND/OR RANGE VALUES *****
RQCNSN _____ RQPMAE __ __ YMRQC __ __ RQCYIN __ __
RQMOSE ____ RQPLSN __ __ RQSQIE _ RQASIE __ RQLIC __
UNTCA __ ORGRAA __ __ DML _____
CONIND _ RQUPC _____ DMSL _____
ARQODA __ TFML _____ VDML _____
RQSTE _ RQEXCL _ RQSPRO _ RQAPID _ RQTYPE _
RQCMFE ____ RQDTVL ____ RQPSIR _ ORDTGC ____ ## RQNPCY __ __
INCOMING (I) _ PPA ____ RQCAA _ RQPRTY __ __

SORT SELECTION (YES/NO/RQCNSN) N
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT                WHERE NEXT - ____
```

ZJUAQP1

THE PURPOSE OF THIS FUNCTION IS TO QUERY ASSIGNMENTS THAT ARE EITHER IN A NOMINATION STATUS "N" OR ON HOLD STATUS "M".

YOU MAY ENTER UP TO 8 CONTROL AND SERIAL NUMBERS (RQCNSN)

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

OR ENTER UP TO 8 SOCIAL SECURITY NUMBER (SSN).

YOU CAN ALSO ENTER A RANGE, E.G. RQCNSN "6EI0001" TO "6EL9999". THIS WILL PROVIDE YOU WITH SPECIAL INSTRUCTIONS FOR ALL SINGLE AND MULTIPLE SELECTED RQCNSN. ANOTHER EXAMPLE OF A RANGE IS; RQPLSN GRADES "3" TO "5" CAN PROVIDE REQUISITIONS FOR GRADE E3 TO E5. IT CAN ALSO BE USED AS A SINGLE VALUE, E.G. RQPLSN = "6" WILL PROVIDE YOU WITH ALL OPEN REQUISITIONS FOR GRADE E6." YOU MAY ALSO SELECT A COMBINATION OF VALUES. FOR EXAMPLE, RQMOSE = 11B AND RQPLSN = 8 WILL PROVIDE YOU WITH ALL OPEN REQUISITIONS ON 11B AND GRADE E8. SORT SELECTION: IF YOU WANT TO SORT, ENTER "Y" TO BE TAKEN TO THE SORT SCREEN. IF YOU WANT TO SORT BY CONTROL AND SERIAL NUMBER (RQCNSN) ENTER "R" AND PRESS ENTER. THIS WILL PROVIDE YOU WITH ALL RQCNSN ON THE ENTERED SELECTION CRITERIA.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(AQ) ASSIGNMENT QUERY CON'T

```
EAQ2 ASSIGNMENT QUERY          UNCLASSIFIED          16:02   25/MAR/09   ZJU-AQ2
***** SORT SELECTION SCREEN *****
IN ORDER TO SELECT A SORT SEQUENCE YOU MUST ENTER THE VALUES OF 1 TO 5 INTO
THE BOX NEXT TO THE VARIABLE NAME ON WHICH YOU WISH THE SYSTEM TO SORT. VALUE
"1" INDICATES THE VARIABLE TO BE USED FOR THE HIGHEST LEVEL SORT, VALUE "2"
WILL INDICATE THE NEXT LEVEL OF SORT, ETC.

SORT LEVEL  VARIABLE          SORT LEVEL  VARIABLE          SORT LEVEL  VARIABLE
  -          RQCNSN             -          RQPRTY            -          RQSQIE
  -          RQPMAE             -          RQASIE            -          RQUPC
  -          YMRQC              -          RQLIC             -          RQSTE
  -          RQCYIN             -          UNTCA             -          RQCMFE
  -          RQMOSE             -          DML                -          ORDTGC
  -          RQPLSN             -          DMSL               -          SSN
  -          RQRGDS             -          ARQODA            -          TFML
  -          VDML
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN      WHERE NEXT - __
```

ZJUAQP2

THIS SCREEN ALLOWS THE USER TO SORT UP TO FIVE DATA ELEMENTS IN THE ORDER OF PREFERENCE TO BE DISPLAYED.

YOU MAY ENTER ONE VARIABLE OR UP TO 5 VARIABLES AT ONE TIME. SELECT THE MOST IMPORTANT SORT FIRST, E.G. REQUISITION MOS (RQMOSE) "11B", "11C". ANOTHER EXAMPLE IS; (1) 'RQMOSE' AND (2) REQUISITION PAYGRADE (RQPLSN). IT WOULD GIVE YOU RQMOSE OF "11B" FIRST, THEN ALL RQPLSN IN THAT MOS. IT WILL THEN GIVE THE NEXT ALPHANUMERIC RQMOSE AND ALL CORRESPONDING REQUISITION GRADES WITHIN THAT RQMOSE, AND SO FORTH.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(AQ) ASSIGNMENT QUERY CON'T

EAQ3 ASSIGNMENT QUERY UNCLASSIFIED 16:10 25/MAR/09 ZJU-AQ3
***** DISPLAY SELECTION SCREEN *****

THE SEARCH HAS FOUND 00541 RECORDS.

3 PLEASE SELECT A DISPLAY MODE AND ENTER OPTION IN THE BOX AT LEFT.

1. DETAILED 2. SHORT 3.ONE-LINE 9. EXIT SCREEN

S PLEASE SELECT AN OUTPUT LOCATION.

S. SCREEN DISPLAY E. EMAIL F. FTP L. LOCAL M. MAIN R. REMOTE

1 PLEASE ENTER THE NUMBER OF COPIES.

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN WHERE NEXT - ___

ZJUAQP3

THE SCREEN PROVIDES THE ABILITY TO SELECT THE REPORT FORMAT AND OUTPUT LOCATION.

THE NUMBER OF FOUND WILL APPEAR IN THE UPPER LEFT PORTION OF THE SCREEN. IF NO RECORDS WERE FOUND SATISFYING THE SEARCH CRITERIA ENTERED ON ZJU-AQ1 SCREEN, A MESSAGE WOULD BE DISPLAYED ADVISING THAT NO RECORDS WERE FOUND AND CONTROL PASSES BACK TO SCREEN ZJU-AQ1.

IF "9" IS ENTERED IN THE REPORT TYPE INPUT FIELD, THE PROGRAM RETURNS TO THE ASSIGNMENT SELECTION SCREEN (ZJU-AQ1).

ON THE REPORT SELECTION SCREEN, THE DEFAULT VALUE OF "3" WILL ALREADY BE INSERTED IN THE REPORT TYPE INPUT FIELD. THAT MAY BE CHANGED TO THE DESIRED REPORT OPTION.

THERE ARE THREE DIFFERENT REPORT FORMATS: DETAILED, SHORT AND ONE-LINE. THE DETAILED REPORT DISPLAYS ONE RECORD AT A TIME AND DISPLAYS THE MOST INFORMATION ABOUT YOUR QUERY. THE SHORT REPORT DISPLAYS THREE RECORDS AT A TIME AND DISPLAYS LESS INFORMATION THAN THE DETAIL REPORT, BUT MORE THAN THE ONE-LINE. THE ONE-LINE REPORT DISPLAYS FOURTEEN RECORDS A TIME, AND DISPLAYS THE LEAST INFORMATION ABOUT YOUR QUERY.

THE OUTPUT DESTINATION DEFAULT IS "S" TERMINAL DISPLAY. THESE MAY BE CHANGED AS DESIRED.

THE MAIN PRINTER "M" IS NOT AVAILABLE FOR THE FIELD.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(AQ) ASSIGNMENT QUERY CON'T

EAQ4 ASSIGNMENT QUERY		PRIVACY ACT INFO		16:12	25/MAR/09	ZJU-AQ4		
***** ONE LINE REVIEW *****								
DTL	SI	STE	ORDTGC	PCSC	RQCNSN	RQPRCE	PPSPQE	SSN
-	E	L	080616	PKWA	82200805N226	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX
-	E	L	080707	PKWA	82200805N272	11B1P 00/ / /	YY	11B1P2CYX XXXXXXXXX
-	E	L	090410	PDVD	82200806A035	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX
-	E	L	080616	PKWA	82200806N093	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX
-	E	L	100102	PEWC	82200807A108	11B2P 00/ / /	YY	11B3P00YY XXXXXXXXX
-	E	L	080810	PKWA	82200807N329	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX
-	E	L	090910	PEYC	82200809A011	11B3P 00/ / /	YY	11B3P00YY XXXXXXXXX
-	E	L	090310	PSJC	82200811A116	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX
-	E	L	090510	PSJC	82200811A123	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX
-	E	L	090510	PEYC	82200811A128	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX
-	E	L	090410	PEWC	82200811A129	11B1P 00/ / /	YY	92R1P00YY XXXXXXXXX
-	E	L	090410	PEWC	82200811A168	11B1P 00/ / /	YY	11B1O00YY XXXXXXXXX
-	E	L	090110	PSJC	82200811A232	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX
-	E	L	090410	PSJC	82200811A236	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX
-	E	L	091112	PEYC	82200811A238	11B1P 00/ / /	YY	11B1P00YY XXXXXXXXX

TO REVIEW SPECIAL INSTRUCTIONS ENTER A "Q" IN SI. TO REVIEW ADDITIONAL REQUISITION/PERSONNEL DATA ENTER A "Y" IN DTL.
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN.

RECORD DESIRED: _____ WHERE NEXT - ____

DISPLAYING RECORDS 00001 THRU 00015 OF 00541 RECORDS

ZJUAQP4

THE ONE-LINE REPORT SCREEN CAN DISPLAY UP TO FIFTEEN RECORDS AT A TIME. ON THE LEFT SIDE OF THE SCREEN, ARE TWO INPUT FIELDS: "DTL" AND "SI". TO DISPLAY A DETAILED REPORT ENTER A "Y" IN THE DTL INPUT FIELD AND PRESS THE "ENTER" KEY. TO PULL UP THE SI (SPECIAL INSTRUCTIONS) SCREEN ENTER A "Q" IN THE SI INPUT FIELD, THE SPECIAL INSTRUCTION REPORT SCREEN (ZJU-AQ8) WILL BE DISPLAYED FOR THAT RECORD. AN "E" IN THE SI INPUT FIELD INDICATES SPECIAL INSTRUCTIONS EXIST.

ON THE BOTTOM OF THE SCREEN IS A MESSAGE TELLING YOU WHAT RECORD IS DISPLAYED OR A MESSAGE WHEN THE LAST RECORD IS DISPLAYED. PRESS THE "ENTER" KEY TO SEE THE NEXT GROUP OF RECORDS OR PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS SET OF RECORDS. WHEN ALL OF THE RECORDS HAVE BEEN DISPLAYED AND YOU PRESS THE "ENTER" KEY, YOU WILL BE RETURNED TO THE ASSIGNMENT SELECTION SCREEN (ZJU-AQ1).

YOU CAN TOGGLE TO THE DETAILED REPORT SCREEN BY PRESSING THE "F7" FUNCTION KEY OR TO THE SHORT REPORT BY PRESSING THE "F5" FUNCTION KEY.

ONLY ONE INPUT FIELD (DTL OR SI) CAN BE SELECTED FOR DISPLAY. IF BOTH ARE QUERIED, AN ERROR MESSAGE WILL BE DISPLAYED."

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(AQ) ASSIGNMENT QUERY CON'T

```
EAQ5 ASSIGNMENT QUERY          PRIVACY ACT INFO      16:14  25/MAR/09  ZJU-AQ5
***** SHORT RECORD REVIEW *****
 DTL  SI  RQSTE  RQPCSC  RQRRD  RQCNSN      RQMOSE  RQPLSN  RQSQIE  RQASIE      RQLIC
  _   E  L      PKWA   0806  82200805N226  11B    3        P      00/  /  /    YY
      SSN      NAME      ORDTGC  DROS    PMOSEN  PLVLSN  CTSQIE  ASIEN  CTLANG
XXXXXXXXXX DONAHUE AN    080616          11B    3        P              YY

*****
 DTL  SI  RQSTE  RQPCSC  RQRRD  RQCNSN      RQMOSE  RQPLSN  RQSQIE  RQASIE      RQLIC
  _   E  L      PKWA   0805  82200805N272  11B    3        P      00/  /  /    YY
      SSN      NAME      ORDTGC  DROS    PMOSEN  PLVLSN  CTSQIE  ASIEN  CTLANG
XXXXXXXXXX  KUZIA ZACH   080707          11B    3        P      2C/  /    YY

*****
 DTL  SI  RQSTE  RQPCSC  RQRRD  RQCNSN      RQMOSE  RQPLSN  RQSQIE  RQASIE      RQLIC
  _   E  L      PDVD   0810  82200806A035  11B    4        P      00/  /  /    YY
      SSN      NAME      ORDTGC  DROS    PMOSEN  PLVLSN  CTSQIE  ASIEN  CTLANG
XXXXXXXXXX  CAPPS DANI   090410          11B    4        P              YY
*****
TO REVIEW SPECIAL INSTRUCTIONS ENTER A "Q" IN SI.  TO REVIEW ADDITIONAL
REQUISITION/PERSONNEL DATA ENTER A "Y" IN DTL.
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
                                RECORD DESIRED: _____ WHERE NEXT - ____
A019 AQP5  PERSONNEL DATA IS INCOMPLETE
```

ZJUAQP5

SCREEN INSTRUCTIONS: THE SHORT REPORT CAN DISPLAY UP TO THREE RECORDS AT A TIME.

DTL: THE LEFT SIDE OF THE SCREEN HAS AN INPUT FIELD TITLED "DTL" (DETAILED). ENTER A "Y" IN ONE OR MORE DTL INPUT FIELDS AND PRESS THE "ENTER" KEY AND THE DETAILED REPORT SCREENS (ZJU-AQ6) AND (ZJU-AQ7) WILL BE DISPLAYED FOR EACH RECORD. PRESS "ENTER" AND THE NEXT RECORD WILL BE DISPLAYED FOR EACH RECORD. AFTER REVIEWING THE LAST RECORD, PRESS "ENTER", AND THE SYSTEM WILL DISPLAY THE NEXT SET OF RECORDS IN ZJU-AQ5 SCREEN.

SI: NEXT TO DTL IS A COLUMN ENTITLED "SI" (SPECIAL INSTRUCTIONS). AN "E" IS DISPLAYED WHERE SPECIAL INSTRUCTIONS EXIST. TYPE "Q" IN THE SI INPUT FIELD TO QUERY THE SI. PRESS "ENTER" AND THE SPECIAL INSTRUCTION REPORT SCREEN (ZJU-AQ8) WILL BE DISPLAYED. AFTER REVIEWING THE LAST RECORD, PRESS THE "ENTER" KEY AND THE NEXT SET OF RECORDS WILL BE DISPLAYED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(AQ) ASSIGNMENT QUERY CON'T

```
EAQ6 ASSIGNMENT QUERY          PRIVACY ACT INFO          09:24  26/MAR/09  ZJU-AQ6
***** DETAILED REVIEW *****
RQCNSN 82200805N226 RQPRTY D1  RQCYIN  O4  UNTCA FC      DML 82D      DMSL 382
SSN  xxxxxxxxxx  NAME DONAHUE ANDREW JO      UNTCA SP      DML THS      DMSL RIP
HDPLDY
RQMOSE 11B      RQPLSN 3      RQSQIE P      RQASIE 00/ / /      RQLIC YY
PMOSEN 11B      PLVLSN 3      SQIEN  P/ /    ASIEN          CTLANG YY
PDSI
VCLOC ZZ ZZ      VOLOC KS GM      JTDOMC      TNGSTA      EFMPCS      NBRPCS
RQSUDT          RQAPID E      RQPOSN YY      RQLLPR 00      RQLRPR 00      RQLSPR 00
DTACD 0804      SEX M      RECDV          RLSPR          RLRPR          SLSPR K
RQTRTY Y      RQDPTS 6      RQPSIR Y      RQPSST Y      RQPPSR Y
DROS          MARST S      PSIC Q      PRPAS Y      PRPRS
ORDTGC 080616  RQRRD 0806  RQPCSC PKWA  RQSTE L
ARQODA FC  TFML          VDML
ARQODA TH  TFML          VDML
RECORD DESIRED: _____
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F8 FOR MORE DATA.  WHERE NEXT - ___
```

ZJUAQP6

THERE ARE TWO DETAILED REVIEW SCREENS, ZJU-AQ6 IS PART 1 AND ZJU-AQ7 IS PART 2.

SCREEN INSTRUCTIONS: THE DETAILED REPORT SCREEN DISPLAYS ONE RECORD AT A TIME. PRESS THE "ENTER" KEY TO SEE THE NEXT RECORD OR PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS RECORD. WHEN ALL RECORDS HAVE BEEN DISPLAYED AND YOU PRESS "ENTER", YOU WILL BE RETURNED TO THE REPORT SELECTION SCREEN (ZJU-AQ1).

YOU MAY TOGGLE TO THE ONE-LINE REPORT BY PRESSING THE "F7" FUNCTION KEY. THE "F8" FUNCTION KEY TRANSFERS YOU TO AND FROM THE DETAIL SCREENS.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(AQ) ASSIGNMENT QUERY CON'T

```
EAQ7 ASSIGNMENT QUERY          PRIVACY ACT INFO      09:24  26/MAR/09  ZJU-AQ7
***** DETAILED REVIEW *****
RQCNSN 82200805N226  RQPRTY D1 RQCYIN O4  UNTCA FC      DML 82D      DMSL 382

SSN  xxxxxxxxxx  NAME DONAHUE ANDREW JO  UNTCA SP      DML THS      DMSL RIP

LOC  FT BRAGG    NC  RQUPC          ABCAB  RQRGDS          RQTYPE I  RQEXCL A

LOC  FT BENNIN  GA  CURUPC          1E0RP  RGTAFF CORPEN  RGTAHB VB  RGAAST
ENLCMT UNAB AIRBORNE TRAINING COMMITTED
SSNSPS          MPCSP    BTASSN          DOB 841111  ASCO C4    NDEPA

PRMSSE          DWL-M/D 016/10  BASD  071114  CONAP WL/NB/CI          NDEPNC

ACACNB 0006      DMOSD 11B10 DTETS 120408  ORSAP KS/GM/02  AEA L  YMAEAT

CNTCTZ US  MEL Y  MES 9  DTLAPC          YMEEFM          PREAEA  PYMAEA

ORDTGC 080616    RQRRD 0806 RQSTE  L          RQPCSC PKWA

TO VIEW SPECIAL INSTRUCTIONS ENTER A "Q" : E
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F8 FOR MORE DATA.  WHERE NEXT - __
```

ZJUAQP7

THERE ARE TWO DETAILED REVIEW SCREENS, ZJU-AQ7 IS PART 2 AND ZJU-AQ6 IS PART 1.

SCREEN INSTRUCTIONS: THE DETAILED REPORT SCREEN DISPLAYS ONE RECORD AT A TIME. PRESS THE "ENTER" KEY TO SEE THE NEXT RECORD OR PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS RECORD. WHEN ALL RECORDS HAVE BEEN DISPLAYED AND YOU PRESS "ENTER", YOU WILL BE RETURNED TO THE REPORT SELECTION SCREEN (ZJU-AQ1).

YOU MAY TOGGLE TO THE ONE-LINE REPORT BY PRESSING THE "F7" FUNCTION KEY. THE "F8" FUNCTION KEY TRANSFERS YOU TO AND FROM THE DETAIL SCREENS.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(AQ) ASSIGNMENT QUERY CON'T

```
EAQ8 ASSIGNMENT QUERY          PRIVACY ACT INFO      09:25  26/MAR/09  ZJU-AQ8
***** SPECIAL INSTRUCTIONS REVIEW *****
RQCNSN      NAME          SSN          STE ORDTGC RQPRCE          LOCNM
82200805N226 DONAHUE ANDRE XXXXXXXXXX L   080616 11B1P 00/ / /   YY FT BRA NC
***** SPECIAL INSTRUCTIONS (SI) *****
SI          ORG SI AB          TEXT
SOLDIER MUST ARRIVE AT THE GAINING COMMAND WORLDWIDE DEPLOYABLE.

PAGE 01  OF 01  FOR SI CODE 01 OF 07  NEXT PAGE (N/P) _ NEXT SI (N/P) _
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
WHERE NEXT - _
```

ZJUAQP8

THE ASSIGNMENT QUERY **SPECIAL INSTRUCTIONS REVIEW** SCREEN ALLOWS THE USER TO VIEW THE SPECIAL INSTRUCTIONS (SI).

SCREEN INSTRUCTIONS:

THE SCREEN DISPLAYS ONE RECORD OF SPECIAL INSTRUCTION AT A TIME.

THE UPPER SECTION OF THE SCREEN SHOWS THE **REQUISITION AND PERSONNEL DATA** FOR THE RECORD. THE LOWER SECTION SHOWS SPECIAL INSTRUCTION (**SI**) **CODE** AND THE SPECIAL INSTRUCTION **TEXT** (SITEXT).

IF THERE ARE NUMEROUS PAGES WITH A SPECIAL INSTRUCTION; GO TO THE **"NEXT PAGE (N/P) _"** INPUT FIELD AND ENTER "N" FOR THE NEXT PAGE OR "P" FOR THE PREVIOUS PAGE WITHIN THAT SPECIAL INSTRUCTION.

IF THERE ARE TWO (2) OR MORE SPECIAL INSTRUCTIONS FOR THAT REQUISITION; GO TO THE **"NEXT SI (N/P) _"** INPUT FIELD AND ENTER "N" FOR THE NEXT SPECIAL INSTRUCTION, AND IF YOU NEED TO GO BACK AND READ THE PRIOR SI THEN ENTER "P" FOR THE PREVIOUS SPECIAL INSTRUCTION.

YOU MAY ALSO USE THE **"WHERE NEXT"** INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE ASSIGNMENT SI QUERY FUNCTION, TYPE "AS" AND PRESS THE "ENTER" KEY.

(AS) ASSIGNMENT SI QUERY

```
EAS1 ASGMT SPEC INSTRUCT QUERY UNCLASSIFIED 15:41 25/MAR/09 ZJU-AS1
***** ASSIGNMENT SPECIAL INSTRUCTION QUERY RECORD SELECTION SCREEN *****
***** ENTER UP TO EIGHT (8) CONTROL AND SERIAL NUMBERS *****

***** -OR- ENTER UP TO EIGHT (8) SOCIAL SECURITY NUMBERS *****

***** -OR- ENTER SINGLE AND/OR RANGE VALUES *****

RQCNSN _____ RQPMAE __ __ YMRQC __ __ RQCYIN __ __
RQMOSE ___ RQSKL _ RQSQIE _ RQASIE ___ RQLIC ___
UNTCA ___ DML ___ DMSL ___ RQRGDS _____ RQUPC _____
RQSTE _ RQEXCL _ RQSPRO _ RQAPID _ RQTYPE _
RQCMFE ___ RQPLSN _ RQPSIR _ RQRRD _____ ORDTGC _____

SORT SELECTION (YES/NO/RQCNSN) N

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT WHERE NEXT - ___
```

ZJUASP1

THE PURPOSE OF THIS FUNCTION IS TO QUERY SPECIAL INSTRUCTION ON SOLDIERS WHO ARE ON ASSIGNMENT INSTRUCTIONS.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

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.

RQCNSN: ENTER A VALID "RQCNSN" (REQUISITION CONTROL AND SERIAL NUMBER). BY ENTERING A VALID RQCNSN, THE SYSTEM WILL SEARCH FOR AND DISPLAY THE REQUISITION RECORD WITH THAT PARTICULAR RQCNSN. EXAMPLE: ENTERING RQCNSN OF "6K200308A577" WILL DISPLAY THE REQUISITION INFORMATION FOR THIS RECORD. UP TO EIGHT (8) RQCNSN MAY BE QUERIED AT A TIME.

SSN: ENTER AN SSN (SOCIAL SECURITY NUMBER). THE SYSTEM WILL SEARCH FOR AND DISPLAY THE RECORD WITH THAT PARTICULAR SSN. UP TO EIGHT (8) SSN MAY BE QUERIED AT A TIME.

SINGLE VALUES AND/OR RANGES: ENTER A VALUE AND/OR RANGE FOR ONE OR MORE OF THE ASSIGNMENT DATA FIELDS. DATA ELEMENTS AND DATA CHAINS WITH THEIR ACCEPTABLE VALUES ARE CONTAINED IN THE TAPDB REQUISITION DATABASE DATA REQUIREMENTS DOCUMENT. VALUES AND CODES CAN BE EXTRACTED FROM THE KEYVALUE FUNCTION (HK). THE USER CANNOT ENTER "RQCNSN" AND "SSN" IN THE UPPER PORTION OF THE SCREEN AND ENTER SPECIFIC VALUES AND RANGES IN THE LOWER PORTION OF THE SCREEN (USER WILL RECEIVE AN ERROR MESSAGE). THIS SCREEN ALLOWS THE USER TO RANGE ON THE FOLLOWING FIELDS IN THE LOWER SECTION: RQCNSN, RQPMAE, YMRQC, RQCYIN, AND RQPLSN.

LISTED BELOW ARE THE FIELDS FROM THE SELECTION SCREEN (READ ACROSS THE SCREEN):

- RQCNSN = REQUISITION CONTROL & SERIAL NUMBER
- RQPMAE = REQUISITION GAINING PERSONNEL MANAGEMENT ACTIVITY
- YMRQC = YEAR-MONTH REQUISITION CYCLE (CONVERSION TABLE)
- RQCYIN = REQUISITION CYCLE OF INPUT
- RQMOSE = REQUISITION MILITARY OCCUPATIONAL SPECIALTY
- RQSKL = REQUISITION SKILL LEVEL
- RQSQIE = REQUISITION SPECIAL QUALIFICATIONS IDENTIFIER
- RQASIE = REQUISITION ADDITIONAL SKILL IDENTIFIER – 4 positions
- RQLIC = REQUISITION LANGUAGE IDENTIFIER
- UNTCA = UNIT COMMAND OF ASSIGNMENT
- DML = DISTRIBUTION MANAGEMENT LEVEL
- DMSL = DISTRIBUTION MANAGEMENT SUBLEVEL
- RQRGDS = REQUISITION REGIMENTAL DESIGNATOR
- RQUPC = REQUISITION UNIT PROCESSING CODE
- RQSTE = REQUISITION STATUS
- RQEXEL = REQUISITION EXCLUSION
- RQSPRO = REQUISITION SPECIAL QUALIFICATION PROFILE
- RQAPID = REQUISITION AUTHORIZED PERSONNEL IDENTITY - SEX
- RQTYPE = REQUISITION TYPE
- RQCMFE = REQUISITION CAREER MANAGEMENT FIELD
- RQPLSN = REQUISITION PAY LEVEL SERIAL NUMBER
- RQPSIR = REQUISITION PERSONNEL SECURITY INVESTIGATION REQUIRED
- RQRD = REQUISITION REQUESTED REPORT DATE
- ORDTGC = ON ORDERS PRESCRIBED REPORTING DATE

SORT: THE SORT SELECTION SCREEN LETS THE USER DETERMINE THE ORDER IN WHICH OUTPUT IS DISPLAYED. WHEN SORTING THERE ARE THREE (3) OPTIONS AVAILABLE: "N" NO SORT, "Y" VIEW THE SORT SELECTION SCREEN (ZJU-AS2), AND "R" DEFAULT SORT ON 'RQCNSN'.

THE SYSTEM WILL DEFAULT THE SORT SELECTION SCREEN TO "N". IF THE USER DOES NOT WISH TO SORT OUTPUT, PRESS THE 'ENTER' KEY AFTER TYPING THE SEARCH CRITERIA. THE USER WILL BYPASS THE SORT SELECTION SCREEN AND PROCEED TO THE SPECIAL INSTRUCTION (SI) QUERY SCREEN (ZJU-AS4). IF "SORT" IS NOT USED, REQUISITIONS WILL BE DISPLAYED IN THE ORDER THEY ARE POSTED ON THE DATABASE.

TO SORT OUTPUT BY RQCNSN, TYPE "R" OVER THE SYSTEM DEFAULT VALUE OF "N". AFTER PRESSING THE 'ENTER' KEY, THE NEXT SCREEN DISPLAYED IS THE SPECIAL INSTRUCTIONS QUERY SCREEN (ZJU-AS4); BY-PASSING THE SORT SELECTION SCREEN (ZJU-AS2). TO ENTER SORT CRITERIA, TYPE "Y" OVER THE SYSTEMS DEFAULT "N" AND PRESS THE 'ENTER' KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(AS) ASSIGNMENT SI QUERY CON'T

EAS2 ASGMT SPEC INSTRUCT QUERY UNCLASSIFIED 15:52 25/MAR/09 ZJU-AS2
***** SORT SELECTION SCREEN *****

IN ORDER TO SELECT A SORT SEQUENCE YOU MUST ENTER THE VALUES OF 1 TO 5 INTO THE BOX NEXT TO THE VARIABLE NAME YOU WISH THE SYSTEM TO SORT ON. VALUE "1" INDICATES THE VARIABLE TO BE USED FOR THE HIGHEST LEVEL SORT, VALUE "2" WILL INDICATE THE NEXT LEVEL OF SORT, ETC.

SEQUENCE	VARIABLE	SEQUENCE	VARIABLE	SEQUENCE	VARIABLE
-	RQCNSN	-	RQSQIE	-	RQRGDS
-	RQPMAE	-	RQASIE	-	RQUPC
-	YMRQC	-	RQLIC	-	RQSTE
-	RQCYIN	-	UNTCA	-	RQEXCL
-	RQMOSE	-	DML	-	RQSPRO
-	RQPLSN	-	DMSL	-	RQCMFE

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN WHERE NEXT - __

ZJUASP2

THIS SCREEN ALLOWS THE USER TO SORT UP TO FIVE DATA ELEMENTS IN THE ORDER OF PREFERENCE TO BE DISPLAYED.

THE USERS MAY ENTER 1 VARIABLE OR UP TO 5 VARIABLES AT ONE TIME. SELECT THE MOST IMPORTANT SORT FIRST, E.G. REQUISITION MOS (RQMOSE) "11B"; "11C". ANOTHER EXAMPLE IS; (1) 'RQMOSE' AND (2) REQUISITION PAYGRADE (RQPLSN). IT WOULD GIVE YOU RQMOSE OF "11B" FIRST, AND ALL RQPLSN IN THAT MOS. IT WOULD THEN GIVE THE NEXT ALPHANUMERIC RQMOSE "11C" AND ALL CORRESPONDING REQUISITION GRADES WITHIN THAT RQMOSE, AND SO FORTH.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(AS) ASSIGNMENT SI QUERY CON'T

```
EAS4 ASGMT SPEC INSTRUCT QUERY  PRIVACY ACT INFO  15:47  25/MAR/09  ZJU-AS4
***** SPECIAL INSTRUCTIONS QUERY *****
RQCNSN      NAME          SSN          STE ORDTGC RQPRCE          LOCNM
7Y200912A036 WELL TERRY  XXXXXXXXX L   091213 42A2X 00/  /  /   YY FT JAC SC
***** SPECIAL INSTRUCTIONS (SI) *****
SI BZ      ORG SI          TEXT
AIR MOBILITY COMMAND SCHEDULED PASSENGER AIRLIFT WILL BE USED TO THE MAXIMUM EX
TENT POSSIBLE. COMMERCIAL TRANSPORTATION WILL ONLY BE PROCURED BY THE GOVERNMEN
T WHEN IT HAS BEEN DETERMINED THAT AMC CANNOT MEET THE MOVEMENT REQUIREMENTS (E
.G. THE SOLDIER ORDTGC SPECIFIED IN EDAS ASSIGNMENT INSTRUCTIONS).
```

PAGE 01 OF 01 FOR SI CODE 04 OF 10 NEXT PAGE (N/P) _ NEXT SI (N/P) _
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

NOTE: RQPRCE CONSISTS OF PMOSEN, SKILL LEVEL, SQI, UP TO 4 ASI, LANGUAGE CODE.

ZJUASP4

THE **SPECIAL INSTRUCTION QUERY** SCREEN DISPLAYS THE OUTPUT FROM THE SORT SELECTION SCREEN.

SCREEN INSTRUCTIONS:

THE SPECIAL INSTRUCTIONS (SI) REVIEW SCREEN DISPLAYS ONE RECORD OF SPECIAL INSTRUCTION AT A TIME. NOTE: RQPRCE CONSISTS OF PMOSEN, SKILL LEVEL, SQI, UP TO 4 ASI, LANGUAGE CODE.

THE UPPER SECTION OF THE SCREEN SHOWS THE **REQUISITION AND PERSONNEL DATA** FOR THE RECORD. THE LOWER SECTION SHOWS SPECIAL INSTRUCTION CODE (**SI CODE**) AND THE SPECIAL INSTRUCTION TEXT (**SI TEXT**).

IF THERE ARE NUMEROUS PAGES WITH A SPECIAL INSTRUCTION; GO TO THE '**NEXT PAGE (N/P) _**' INPUT FIELD AND ENTER "N" FOR THE NEXT PAGE OR "P" FOR THE PREVIOUS PAGE WITHIN THAT SPECIAL INSTRUCTION.

IF THERE ARE TWO (2) OR MORE SPECIAL INSTRUCTIONS FOR THAT REQUISITION; GO TO THE '**NEXT SI (N/P) _**' INPUT FIELD AND ENTER "N" FOR THE NEXT SPECIAL INSTRUCTION, AND "P" FOR THE PREVIOUS SPECIAL INSTRUCTION.

THE "**DISPLAYING REQ**" FIELD AT THE BOTTOM OF THE SCREEN INDICATES WHAT RECORD IS DISPLAYED. PRESS THE "ENTER" KEY TO SEE THE NEXT RECORD OR PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS RECORD.

THE "**RECORD DESIRED**" FIELD ALLOWS YOU TO GO TO A SPECIFIC RECORD BY ENTERING THE DESIRED RECORD NUMBER.

YOU MAY ALSO USE THE **"WHERE NEXT"** INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE ASSIGNMENT SI MODIFY FUNCTION, TYPE "AU" AND PRESS THE "ENTER" KEY.

(AU) ASSIGNMENT SI MODIFY

```
EAU1 ASGMT SI CREATE/MODIFY      UNCLASSIFIED      07:00  25/MAR/09  ZJU-AU1
***** ASSIGNMENT SPECIAL INSTRUCTION RECORD SELECTION SCREEN *****
***** ENTER UP TO EIGHT (8) CONTROL AND SERIAL NUMBERS *****

_____
***** -OR- ENTER UP TO EIGHT (8) SOCIAL SECURITY NUMBERS *****

_____
***** -OR- ENTER SINGLE AND/OR RANGE VALUES *****

RQCNSN _____ RQPMAE __ __ YMRQC __ __ RQCYIN __ __
RQMOSE ___ RQSKL _ RQSQIE _ RQASIE ___ RQLIC ___
UNTCA ___ DML ___ DMSL ___ RQRGDS _____ RQUPC _____
RQSTE _ RQEXCL _ RQSPRO _ RQAPID _ RQTYPE _
RQCMFE ___ RQPLSN _ _ RQPSIR _ RQRRD _____ ORDTGC _____

SORT SELECTION (YES/NO/RQCNSN) N

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT      WHERE NEXT - ___
```

ZJUAUP1

THIS FUNCTION ALLOWS THE USER THE OPTION OF CREATING, MODIFYING, OR DELETING THE SPECIAL INSTRUCTION CODE (SICODE) AND/OR SPECIAL INSTRUCTION TEXT (SITEXT) INDIVIDUALLY FOR EACH ASSIGNMENT RECORD.

THIS SCREEN IS DIVIDED INTO THREE SECTIONS. THE UPPER SECTION ALLOWS YOU 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 YOU ATTEMPT TO ENTER DATA ON MORE THAN ONE SECTION, YOU WILL RECEIVE AN ERROR MESSAGE.

RQCNSN: ENTER A VALID RQCNSN (REQUISITION CONTROL AND SERIAL NUMBER). BY ENTERING A VALID RQCNSN, THE SYSTEM WILL SEARCH FOR AND DISPLAY THE REQUISITION RECORD WITH THAT PARTICULAR RQCNSN. EXAMPLE: ENTERING RQCNSN OF "6E50063" WILL DISPLAY THE REQUISITION INFORMATION FOR THIS RECORD. UP TO EIGHT (8) RQCNSN MAY BE QUERIED AT A TIME.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

SSN: ENTER A VALID SSN (SOCIAL SECURITY NUMBER). BY ENTERING A VALID SSN, THE SYSTEM WILL SEARCH FOR AND DISPLAY THE RECORD WITH THAT PARTICULAR SSN. UP TO EIGHT (8) SSN MAY BE QUERIED AT A TIME.
SINGLE VALUES AND/OR RANGES: ENTER A VALUE AND/OR RANGE FOR ONE OR MORE OF THE

ASSIGNMENT DATA FIELDS. DATA ELEMENTS AND DATA CHAINS WITH THEIR ACCEPTABLE VALUES ARE CONTAINED IN THE TAPDB REQUISITION DATABASE DATA REQUIREMENTS DOCUMENT. VALUES AND CODES CAN BE EXTRACTED FROM THE KEYVALUE FUNCTION (HK). THE USER CANNOT ENTER "RQCNSN" AND "SSN" IN THE UPPER PORTION OF THE SCREEN AND ENTER SPECIFIC VALUES AND RANGES IN THE LOWER PORTION OF THE SCREEN (USER WILL RECEIVE AN ERROR MESSAGE). THIS SCREEN ALLOWS THE USER TO RANGE ON THE FOLLOWING FIELDS IN THE LOWER SECTION: RQCNSN, RQPMAE, YMRQC, RQCYIN, AND RQPLSN.

LISTED BELOW ARE THE FIELDS FROM THE SELECTION SCREEN (READ ACROSS THE SCREEN):

- RQCNSN = REQUISITION CONTROL & SERIAL NUMBER
- RQPMAE = REQUISITION GAINING PERSONNEL MANAGEMENT ACTIVITY
- YMRQC = YEAR-MONTH REQUISITION CYCLE (CONVERSION TABLE)
- RQCYIN = REQUISITION CYCLE OF INPUT
- RQMOSE = REQUISITION MILITARY OCCUPATIONAL IDENTIFIER
- RQSKL = REQUISITION SKILL LEVEL
- RESQIE = REQUISITION SPECIAL QUALIFICATIONS IDENTIFIER
- RQASIE = REQUISITION ADDITIONAL SKILL IDENTIFIER – 4 positions
- RQLIC = REQUISITION LANGUAGE IDENTIFIER
- UNTCA = UNIT COMMAND OF ASSIGNMENT
- DML = DISTRIBUTION MANAGEMENT LEVEL
- DMSL = DISTRIBUTION MANAGEMENT SUBLEVEL
- RQRGDS = REQUISITION REGIMENTAL DESIGNATOR
- RQUPC = REQUISITION UNIT PROCESSING CODE
- RQSTE = REQUISITION STATUS
- RQEXEL = REQUISITION EXCLUSION
- RQSPRO = REQUISITION SPECIAL QUALIFICATION PROFILE
- RQAPID = REQUISITION AUTHORIZED PERSONNEL PROFILE - SEX
- RQTYPE = REQUISITION TYPE
- RQCMFE = REQUISITION CAREER MANAGEMENT FIELD
- RQPLSN = REQUISITION PAY LEVEL SERIAL NUMBER
- RQPSIR = REQUISITION PERSONNEL SECURITY INVESTIGATION REQUIRED
- RQRD = REQUISITION REQUESTED REPORT DATE
- ORDTGC = ON ORDERS PRESCRIBED REPORTING DATE

SORT: THE SORT SELECTION SCREEN LETS THE USER DETERMINE THE ORDER IN WHICH OUTPUT IS DISPLAYED. WHEN SORTING THERE ARE THREE (3) OPTIONS AVAILABLE: "N" NO SORT, "Y" VIEWS THE SORT SELECTION SCREEN (ZJU-AU2), AND "R" DEFAULT SORT ON 'RQCNSN'.

THE SYSTEM WILL DEFAULT THE SORT SELECTION SCREEN TO "N". IF THE USER DOES NOT WISH TO SORT OUTPUT, PRESS THE 'ENTER' KEY AFTER TYPING THE SEARCH CRITERIA, THE USER WILL BYPASS THE SORT SELECTION SCREEN AND PROCEED TO THE SPECIAL INSTRUCTION (SI) QUERY SCREEN (ZJU-AU4). IF "SORT" IS NOT USED, REQUISITIONS WILL BE DISPLAYED IN THE ORDER THEY ARE POSTED TO THE DATABASE.

TO SORT OUTPUT BY RQCNSN, TYPE "R" OVER THE SYSTEM DEFAULT VALUE OF "N". AFTER PRESSING THE 'ENTER' KEY, THE NEXT SCREEN DISPLAYED IS THE SPECIAL INSTRUCTIONS QUERY SCREEN (ZJU-AU4); BYPASSING THE SORT SELECTION SCREEN (ZJU-AU2). TO ENTER SORT CRITERIA, TYPE "Y" OVER THE SYSTEMS DEFAULT "N" AND PRESS THE 'ENTER' KEY.

(AU) ASSIGNMENT SI MODIFY CON'T

EAU2 ASGMT SI CREATE/MODIFY UNCLASSIFIED 07:12 25/MAR/09 ZJU-AU2

***** SORT SELECTION SCREEN *****

IN ORDER TO SELECT A SORT SEQUENCE YOU MUST ENTER THE VALUES OF 1 TO 5 INTO THE BOX NEXT TO THE VARIABLE NAME YOU WISH THE SYSTEM TO SORT ON. VALUE "1" INDICATES THE VARIABLE TO BE USED FOR THE HIGHEST LEVEL SORT, VALUE "2" WILL INDICATE THE NEXT LEVEL OF SORT, ETC.

SEQUENCE	VARIABLE	SEQUENCE	VARIABLE	SEQUENCE	VARIABLE
-	RQCNSN	-	RQSQIE	-	RQRGDS
-	RQPMAE	-	RQASIE	-	RQUPC
-	YMRQC	-	RQLIC	-	RQSTE
-	RQCYIN	-	UNTCA	-	RQEXCL
-	RQMOSE	-	DML	-	RQSPRO
-	RQPLSN	-	DMSL	-	RQCMFE

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

WHERE NEXT - ___

ZJUAUP2

THE SORT SELECTION SCREEN: THIS SCREEN LETS THE USER DETERMINE THE ORDER IN WHICH OUTPUT IS DISPLAYED.

THE USER MAY ENTER 1 VARIABLE OR UP TO 5 VARIABLES AT ONE TIME. SELECT THE MOST IMPORTANT SORT FIRST, E.G. REQUISITION MOS (RQMOSE) "11B"; "11C". ANOTHER EXAMPLE IS: (1) 'RQMOSE' AND (2) REQUISITION GRD (RQPLSN). IT WOULD GIVE YOU THE RQMOSE OF "11B" FIRST, THEN ALL GRADES IN THAT MOS. IT WOULD THEN GIVE THE NEXT ALPHANUMBERERIC RQMOSE "11C" AND ALL CORRESPONDING REQUISITION GRADES WITHIN THAT RQMOSE, AND SO FORTH.

(AU) ASSIGNMENT SI MODIFY CON'T

```
EAU4 ASGMT SI CREATE/MODIFY          PRIVACY ACT INFO  15:28  25/MAR/09  ZJU-AU4
***** SPECIAL INSTRUCTIONS UPDATE *****
RQCNSN      NAME          SSN          STE ORDTGC RQPRCE          LOCNM
82200806A194 WOODY ERIC OR xxxxxxxxxx L   0903   42A20 00/ / /   YY FT BRA NC
***** SPECIAL INSTRUCTIONS (SI) *****
SI  _      ORG SI AB          TEXT          QUERY TEMPLATE (Y/N)  _
SOLDIER MUST ARRIVE AT THE GAINING COMMAND WORLDWIDE DEPLOYABLE.

PAGE 01  OF 01  FOR SI CODE 01 OF 12  NEXT PAGE (N/P)  _  NEXT SI (N/P)  _
PRESS ENTER TO CONTINUE , F1 FOR HELP OR F3 TO RETURN
```

ZJUAUP4

NOTE: RQPRCE CONSISTS OF PMOSEN, SKILL LEVEL, SQI, UP TO 4 ASI, LANGUAGE CODE.

THIS SCREEN IS STRICTLY THE OUTPUT OF THE SELECTION SCREEN.

THE SPECIAL INSTRUCTIONS (SI) REVIEW SCREEN DISPLAYS ONE RECORD OF SPECIAL INSTRUCTION AT A TIME.

THE UPPER SECTION OF THE SCREEN SHOWS THE REQUISITION AND PERSONNEL DATA FOR THE RECORD. THE LOWER SECTION SHOWS SPECIAL INSTRUCTION CODE (SICODE) AND THE SPECIAL INSTRUCTION TEXT (SITEXT).

IF THERE ARE NUMEROUS PAGES WITH A SPECIAL INSTRUCTION; GO TO THE 'NEXT PAGE (N/P) ' INPUT FIELD AND ENTER "N" FOR THE NEXT PAGE OR "P" FOR THE PREVIOUS PAGE WITHIN THAT SPECIAL INSTRUCTION.

IF THERE ARE TWO (2) OR MORE SPECIAL INSTRUCTIONS FOR THAT REQUISITION; GO TO THE 'NEXT SI (N/P) ' INPUT FIELD AND ENTER "N" FOR THE NEXT SPECIAL INSTRUCTION, AND IF YOU NEED TO GO BACK AND READ THE PRIOR SI THEN ENTER "P" FOR THE PREVIOUS SPECIAL INSTRUCTION.

RECORD DESIRED: AT THE BOTTOM OF THE SCREEN, A MESSAGE WILL DISCLOSE THE NUMBER OF THE PAGE/RECORD, THEN THE TOTAL NUMBER OF PAGES/RECORDS DISPLAY REQ 00001 OF 00124". TO RETRIEVE ANOTHER RECORD ENTER THE NUMBER OF THE RECORD ON THE 'RECORD DESIRED: ' INPUT FIELD, EXAMPLE: RECORD DESIRED: 00101, PRESS THE 'ENTER' KEY TO SEE RECORD '101'.

WHERE NEXT: IF NO SELCTION IS DESIRED AND THE USER MANTS TO GO TO ANOTHER SUBSYSTEM/FUNCTION, GO TO "WHERE NEXT" INPUT FIELD AND TYPE THE SUBSYSTEM CODE AND FUNCTION CODE; EXAMPLE 'AQ' FOR ASSIGNMENT SUBSYSTEM, ASSIGNMENT QUERY, AND PRESS THE 'ENTER' KEY.

(F1) FIELD USERS SUBSYSTEM

EF10 FIELD USERS SUBSYSTEM UNCLASSIFIED 09:39 26/MAR/09 ZJU-F10
***** FIELD USERS SUBSYSTEM MENU *****

- F = DELETION/DEFERMENT REQUEST
- J = DELETION/DEFERMENT REVIEW STATUS
- L = FIELD LOCATION FUNCTION
- X = RETURN TO MAIN MENU

_ ENTER OPTION DESIRED

WHERE NEXT - _

THIS SCREEN DISPLAYS ALL AVAILABLE FUNCTIONS APPLICABLE TO THE USER.

ENTER THE DESIRED CHARACTER IN THE "ENTER OPTION DESIRED" INPUT FIELD AND PRESS THE ENTER KEY (E.G., ENTER A "F" TO ACCESS THE DELETION\DEFERMENT REQUEST / F = DELETION/DEFERMENT REQUEST.

(FF) DELETION/DEFERMENT REQUEST

```
EFF1 DELETION/DEFERMENT REQ      UNCLASSIFIED      09:40  25/MAR/09  ZJU-FF1
***** SELECTION CRITERIA *****

***** ENTER UP TO TWENTY (20) SOCIAL SECURITY NUMBERS *****

_____
_____
_____
_____

_____
_____
_____
_____

***** AND/OR SEVENTEEN (17) CONTROL AND SERIAL NUMBERS *****

_____
_____
_____
_____

_____
_____
_____
_____

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT      WHERE NEXT -  __
```

ZJUFFP1

THE DELETION AND DEFEREMENT REQUEST FUNCTION ALLOWS THE USER TO REQUEST EITHER A DELETION OR A DEFERMENT ACTION WHERE THE DECISION AUTHORITY RESTS WITHIN EPMD.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THIS IS THE INITIAL INPUT SCREEN (SELECTION CRITERIA SCREEN).

SCREEN INSTRUCTIONS:

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.

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 MY 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.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(FJ) DELETION/DEFERMENT REVIEW REQUEST STATUS

```
EFJ1 DEL/DEF REVIEW STATUS      UNCLASSIFIED      13:57  25/MAR/09  ZJU-FJ1
***** SELECTION CRITERIA *****

***** ENTER UP TO FORTY (40) SOCIAL SECURITY NUMBERS *****

____
____
____
____
____

***** AND/OR FORTY (40) CONTROL AND SERIAL NUMBERS *****

____
____
____
____
____
____
____
____
____

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT      WHERE NEXT - ____
```

ZJUFJP1

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: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

SCREEN INSTRUCTIONS:

SSN: ENTER A VALID SOCIAL SECURITY NUMBER (SSN). BY ENTERING A VALID SSN, THE SYSTEM WILL SEARCH FOR AND DISPLAY THE INDIVIDUAL FOR THAT PARTICULAR SSN. YOU MAY ENTER UP TO FORTY (40) SOCIAL SECURITY NUMBERS AT A TIME. IF AN ERRONEOUS SSN IS ENTERED, AN ERROR MESSAGE WILL BE DISPLAYED ON" LINE 24 OF THE SCREEN. PRESS THE "ENTER" KEY AFTER TYPING IN THE SSN.

RQCNSN: ENTER A VALID REQUISITION CONTROL AND SERIAL NUMBER. BY ENTERING A VALID RQCNSN THE SYSTEM WILL SEARCH FOR AND DISPLAY THE REQUISITION RECORD WITH THAT PARTICULAR RQCNSN. YOU MAY ENTER UP TO FORTY (40) REQUISITION CONTROL AND SERIAL NUMBERS AT A TIME. IF AN ERRONEOUS DATA IS ENTERED AN ERROR MESSAGE WILL BE DISPLAYED ON THE LOWER PART OF THE SCREEN (LINE 24). PRESS THE "ENTER" KEY AFTER TYPING IN THE RQCNSN.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(FJ) DELETION/DEFERMENT REQUEST STATUS CON' T

```
EFJ2 DEL/DEF REVIEW STATUS      PRIVACY ACT INFO      14:29   25/MAR/09   ZJU-FJ2
***** DEL/DEF REQUEST STATUS *****
REJCDE/
NARR      RQCNSN      DLDFRN  DDRQCD  STAT  RQRRD  ORDTGC      SSN      NAME      DTADD
      5G200907A010      NH          APP  0907   0908  XXXXXXXXX  BALLARD  06/OCT/08
```

IF NARR CONTAINS AN "E" ENTER A "Q" FOR A DETAILED REASON FOR THE ACTION.
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

WHERE NEXT - ___

ZJUFJP2

THE **DELETION/DEFERMENT REQUEST STATUS** FUNCTION ALLOWS THE USER TO REVIEW THE STATUS OF A DELETION OR DEFERMENT REQUEST.

SCREEN INSTRUCTIONS:

STAT: THIS FIELD SHOWS THE STATUS OF THE APPLICATION.

PENDING = PDG
REJECTED = REJ
APPROVED = APR

NARR: IF THE NARRATIVE HAS TEXT INDICATING THE REASON FOR THE REJECTION OF A DELETION OR DEFERMENT, AN "E" WILL BE DISPLAYED IN THE "NARR" INPUT FIELD. OVERLAY THE "E" WITH A "Q" AND PRESS THE "ENTER" KEY TO GO TO THE DEL/DEF REJECT REASON SCREEN (ZJU-FJ3).

(FJ) DELETION/DEFERMENT REQUEST STATUS CON'T

```
EFJ3 DEL/DEF REVIEW STATUS      PRIVACY ACT INFO      10:17    25/JAN/09    ZJU-FJ3
***** DEL/DEF REJECT REASON*****
SSN:  XXXXXXXXXXXX      NAME:                               ORDTGC: 0301    PGRAD:
RQCNSN: 6K200108A577 LOC:                               RQRRD:  0210    DDRQCD: ET
```

DO NOT UNDERSTAND. SOLDIER IS CODED IN SYSTEM AS HAVING AN APPROVED RETIREMENT....NOT ETSING.....IF SOLDIER IS RETIRING PLEASE RESUBMIT INFORMING US OF THIS ALONG WITH RETIREMENT DATE AND DATE OF ORDERS. IF SOLDIER IS ETS AND IS WITHIN 3 MONTHS IT IS A FIELD APPROVED DELETION POC THIS HQS IS MRS. RUCHALA, DSN 221-4805

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

WHERE NEXT - __

ZJUFJP3

THE **DELETION/DEFERMENT REJECT REASON** SCREEN ALLOWS THE USER TO REVIEW THE NARRATIVE OF A REJECTED DELETION OR DEFERMENT REQUEST.

SCREEN INSTRUCTIONS:

WHEN YOU ARE FINISHED REVIEWING THE SCREEN, PRESS THE "F9" FUNCTION KEY TO GO TO THE EDAS MAIN MENU.

YOU MAY ALSO USE THE "**WHERE NEXT**" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE LANGUAGE SUBSYSTEM MENU, TYPE "L1" AND PRESS THE "ENTER" KEY.

(L1) LANGUAGE SUBSYSTEM

```
EL10 ASSIGNMENT SUBSYSTEM      UNCLASSIFIED      11:37  31/JAN/09  ZJU-L10
***** LANGUAGE SUBSYSTEM MENU *****
```

- G = LANGUAGE MASS ADD
- I = INDIVIDUAL LANGUAGE UPDATE
- O = REPORT REQUEST
- Q = LANGUAGE QUERY
- S = LANGUAGE STAT QUERY
- X = RETURN TO MAIN MENU

_ ENTER OPTION DESIRED

WHERE NEXT - _

ZJUL1P0

THIS SCREEN DISPLAYS ALL AVAILABLE FUNCTION(S) WITHIN THE LANGUAGE SUBSYSTEM APPLICABLE TO EACH USER.

EXAMPLE: TYPE "Q" IN THE ' ENTER OPTION DESIRED' INPUT FIELD AND PRESS THE ENTER KEY. (I.E., "Q" FOR LANGUAGE QUERY)

THE LANGUAGE SUBSYSTEM ENABLES THE MANAGER/USER TO UPDATE A SOLDIER'S LANGUAGE, REQUEST LANGUAGE REPORTS AND REVIEW AND QUERY THE LINGUIST AND THE STATUS OF THE LANGUAGES.

(LQ) LANGUAGE QUERY

```
ELQ1 LANGUAGE QUERY UNCLASSIFIED 12:44 31/JAN/09 ZJU-LQ1
***** QUERY SETUP SCREEN *****
ENTER ONE OR MORE SSNS:

_____
_____
_____

*****
-OR- ENTER ONE OR MORE VARIABLES:
                                RANGES
PMOSEN: ___ CTSQIE: _ CTASIE: ___ CTLANG: ___ PSIC: _ PLVLSN: _ _
CURPUD: ___ SCOMPT: _ AEA: _ DTETS: _____ LANG: ___ RLSPR: _ _
NAME: _____ DEROS: _____ RLRPR: _ _
DML: ___ DMSL: ___ UNTCA: ___ DTLAPC: _____ SLSPR: _ _
SORT SELECTION (YES/NO/SSN): N YMPTL: _____

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT WHERE NEXT - _
```

ZJULQP1

THIS IS THE INITIAL INPUT SCREEN WITHIN THE LINGUIST QUERY FUNCTION. THE USER MAY SELECT VARIABLE OPTIONS FOR THEIR SEARCH CRITERIA.

THIS SCREEN IS DIVIDED INTO TWO SECTIONS. THE UPPER SECTION ALLOWS THE USER TO ENTER ONE TO TWENTY ONE SOCIAL SECURITY NUMBERS (SSN). THE LOWER SECTION ALLOWS YOU 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 BOTH SECTIONS THE USER WILL RECEIVE AN ERROR MESSAGE.

SSN: ENTER AN SSN (SOCIAL SECURITY NUMBER). THE SYSTEM WILL SEARCH FOR AND DISPLAY THE RECORD WITH THAT PARTICULAR SSN. UP TO TWENTY ONE (21) SSN MAY BE QUERIED AT A TIME.

SINGLE AND/OR MULTIPLE VALUES: ENTER A SINGLE OR MULTIPLE VALUES FOR ONE OR MORE OPTIONAL DATA INPUT FIELDS IF DESIRED.

NAME: THE NAME FIELD ALLOWS THE USER TO ENTER UP TO 27 CHARACTERS OF THE SOLDIER'S NAME. THE FORMAT FOR NAME ENTRY IS LAST NAME, FIRST NAME, MIDDLE INITIAL. PARTIAL NAME DATA MAY ALSO BE ENTERED IN ORDER TO SEARCH FOR A SOLDIER WHOSE COMPLETE NAME MAY NOT BE KNOWN. SPACES ARE REQUIRED BETWEEN NAMES. NO PERIODS, COMMAS, NUMERIC OR SPECIAL CHARACTERS, EXCEPT THE BACKSLASH ARE ACCEPTABLE IN THE "NAME" FIELD. THE FOLLOWING ARE EXAMPLES OF HOW DATA SHOULD BE ENTERED IN THE "NAME".

'JOHNSON MICHAEL A\' - THIS FORMAT WOULD BE ENTERED WHEN THE USER KNOWS THE SOLDIER'S FULL NAME. THE SYSTEM WILL RETURN ALL SOLDIERS WITH A NAME IDENTICAL TO THE ONE ENTERED.

'JOHNSON MICHAEL \' - THIS FORMAT WOULD BE ENTERED WHEN THE USER KNOWS ONLY THE SOLDIER'S FIRST AND LAST NAME. THE SYSTEM WILL RETURN ALL SOLDIERS WITH THIS FIRST AND LAST NAME REGARDLESS OF THEIR MIDDLE NAME OR INITIALS.

'JOHN\' - THIS FORMAT WOULD BE ENTERED WHEN THE USER KNOWS ONLY A PORTION OF THE SOLDIER'S LAST NAME. THE SYSTEM WILL RETURN ALL SOLDIERS WHOSE NAME BEGIN WITH THE LETTERS ENTERED (E.G., JOHN, JOHNS, JOHNSON, JOHNSTON, ETC.).

THE USER MAY SELECT UP TO FIVE LEVELS BY WHICH THE SELECTED RECORDS WILL BE SORTED. THE 'SORT SELECTION (YES/NO/SSN): ' INPUT FIELD IN THE LOWER LEFT CORNER OF THE SCREEN REQUIRES A 'Y', 'N', OR 'S' ENTRY TO INDICATE WHETHER THE REQUESTED RECORD SHOULD BE SORTED OR NOT. THE DEFAULT FOR THE SORT REQUEST FIELD IS 'N'. IF THE USER ENTERS A 'Y' IN THIS FIELD AND PRESSES THE 'ENTER' KEY, THE NEXT SCREEN DISPLAYED IS THE 'SORT SELECTION' SCREEN (ZJU-LQ6). IF THE USER ENTERS 'S' IN THIS FIELD THE CHOSEN RECORDS WILL BE SORTED BY SSN.

ERROR MESSAGES WILL BE PROVIDED AT THE BOTTOM OF THE SCREEN WHEN ERRONEOUS DATA HAS BEEN ENTERED IN ONE OR MORE OF THE AVAILABLE FIELDS, WHEN DATA HAS BEEN ENTERED IN THE TOP AND BOTTOM PORTIONS OF THE SCREEN, OR WHEN AN INVALID FUNCTION KEY HAS BEEN PRESSED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(LQ) LANGUAGE QUERY CON'T

```
ELQ2 LANGUAGE QUERY          UNCLASSIFIED      12:47   31/JAN/09   ZJU-LQ2
*****REPORT SELECTION*****
```

3 PLEASE SELECT A REPORT TYPE AND ENTER OPTION IN THE BOX AT LEFT.

1. LONG 2. SHORT 3. ONE-LINE 9. EXIT

S PLEASE SELECT AN OUTPUT DESTINATION.

S. SCREEN DISPLAY E. EMAIL F. FTP L. LOCAL M. MAIN R. REMOTE

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN WHERE NEXT - ___
0121 LQP2 PLEASE CHOOSE A REPORT TYPE AND OUTPUT DESTINATION

ZJULQP2

THIS SCREEN ALLOWS THE USER TO SELECT ONE OF THREE FORMATS IN WHICH THE RETRIEVED RECORDS MAY BE PRESENTED AND THE DESTINATION OF THOSE RECORDS. THE USER MAY EITHER DISPLAY THE DESIRED RECORDS ON THEIR CONSOLE SCREEN OR RECEIVE A HARD COPY PRINT OUT BY SELECTING ONE OF THE AVAILABLE PRINTERS. THE REPORT FORMAT DEFAULTS TO ONE-LINE (3) AND THE DESTINATION DEFAULTS TO TERMINAL DISPLAY (S).

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY."

(LQ) LANGUAGE QUERY CON'T

```
ELQ3 LANGUAGE QUERY PRIVACY ACT INFO 12:51 31/JAN/09 ZJU-LQ3
***** LONG REPORT *****
      NAME          SSN      CTLANG  LANG  PMOSEN  DMOSD  PLVLSN  DTETS
CORCORAN ADAM CHRI  XXXXXXXXX          13F    13F10    E1     061118

SEX   DEROS   BASD   ASIEN  CTASIE  CTSQIE  YMPTL  RLSPR  RLRPR  SLSPR
M           021119          O

***** CURRENT ORGANIZATIONAL DATA *****
      CURUIC          UNDES          LOCNM          UADZIP
W34T3B          BTRY B 1 BN 22FA TR          FT SILL          73503

***** ASSIGNMENT DATA *****
      RQCNSN      RQPRCE  RQSTE      ORDTGC          RQRRD  RQCMD  RQUIC

      AEA          DTLAPC
      L

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN RECORD DESIRED: _____
      RECORD 1 OF 16                                WHERE NEXT -  _
```

ZJULQP3

THIS SCREEN PROVIDES CURRENT PERSONNEL, ORGANIZATION, REQUISITION, AND LINGUIST DATA FOR THE SOLDIERS WHOSE RECORDS MET THE CRITERIA ENTERED ON THE SEARCH CRITERIA SELECTION SCREEN. ONLY ONE RECORD WILL BE DISPLAYED AT A TIME ON THIS SCREEN.

AFTER THE USER REVIEW THE DATA CONTAINED IN THE LONG REPORT, PRESS THE "ENTER" KEY TO VIEW THE NEXT RECORD.

THE USER MAY TOGGLE TO THE ONE-LINE REPORT BY PRESSING THE "F7" FUNCTION KEY.

ERROR MESSAGES WILL APPEAR AT THE BOTTOM OF THE SCREEN WHEN AN INVALID FUNCTION KEY IS PRESSED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(LQ) LANGUAGE QUERY CON'T

```
ELQ4 LANGUAGE QUERY          PRIVACY ACT INFO    10:22   20/MAR/09   ZJU-LQ4
*****SHORT REPORT*****
 DTL      NAME          SSN    PMOSEN CTSQIE CTASIE  CTLANG PLVLSN SEX  PRMOSE PSIC
  N      JOHNSON AAR xxxxxxxxxx 18E    P      00      JN      E6    M      Q
  BASD   DTETS   DTLAPC   DEROS   DROS    PDOR    AEA    LOCNM   UNTCA  CURUIC
040303  120617  080908  111007          080901  L      TORII  STATI  SP    WH1EA0
  LANG02 LANG03 LANG04 LANG05 LANG06 LANG07 RLSPR  RLRPR  SLSPR  YMPTL
  JN                      10      20      200807
*****
 DTL      NAME          SSN    PMOSEN CTSQIE CTASIE  CTLANG PLVLSN SEX  PRMOSE PSIC
  N      JOHNSON ADA xxxxxxxxxx 18C    P      2B      RU      E6    M      Q
  BASD   DTETS   DTLAPC   DEROS   DROS    PDOR    AEA    LOCNM   UNTCA  CURUIC
040129  100302  070715          080101  L      FT CAMPBELL SP    WJQ3B0
  LANG02 LANG03 LANG04 LANG05 LANG06 LANG07 RLSPR  RLRPR  SLSPR  YMPTL
  RU                      06      00      200802
*****
 DTL      NAME          SSN    PMOSEN CTSQIE CTASIE  CTLANG PLVLSN SEX  PRMOSE PSIC
  N      JOHNSON ADO xxxxxxxxxx 18C    P      2B      FR      E6    M      Q
  BASD   DTETS   DTLAPC   DEROS   DROS    PDOR    AEA    LOCNM   UNTCA  CURUIC
990927  121002  081106          081101  L      FT BRAGG  SP    WH01T0
  LANG02 LANG03 LANG04 LANG05 LANG06 LANG07 RLSPR  RLRPR  SLSPR  YMPTL
  FR                      16      20      200808
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN RECORD DESIRED: _____
RECORDS 1 TO 3 OF 98                                WHERE NEXT - ____
```

ZJULQP4

THIS SCREEN PROVIDES CURRENT PERSONNEL, ORGANIZATION, AND LINGUIST DATA FOR THE SOLDIERS WHOSE RECORDS MET THE CRITERIA ENTERED FROM THE SELECTION CRITERIA SCREEN.

THE USER MAY TYPE "Y" IN THE 'DTL' INPUT FIELD (THE DEFAULT IS "N") AND PRESS THE "ENTER" KEY TO VIEW THE RECORD(S) IN THE SHORT REPORT FORMAT.

THE USER MAY TOGGLE TO THE LONG REPORT SCREEN BY PRESSING THE "F5" FUNCTION KEY.

ERROR MESSAGES WILL APPEAR AT THE BOTTOM OF THE SCREEN WHEN ERRONEOUS DATA IS ENTERED IN THE 'DTL' INPUT FIELD, OR WHEN AN INVALID FUNCTION KEY IS PRESSED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(LQ) LANGUAGE QUERY CON'T

```
ELQ5 LANGUAGE QUERY          PRIVACY ACT INFO      10:40   20/MAR/09   ZJU-LQ5
*****ONE-LINE REPORT*****
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SEL	DTL	NAME	SSN	PLVLSN	CTLANG	LANG	PPOSEN	DYMOSE	CURPUD
	N	JOHNSON AARON	xxxxxxxxxx	06	JN	JN	18E	18E	H1E
	N	JOHNSON ADAM SCOTT	xxxxxxxxxx	06	RU	RU	18C	18C	JQ3
	N	JOHNSON ADONIS BER	xxxxxxxxxx	06	FR	FR	18C	18C	H01
	N	JOHNSON ALARIC IRA	xxxxxxxxxx	04	AD	AD	11B	11B	AM8
	N	JOHNSON ALLEN RAY	xxxxxxxxxx	06	KP	KP	35P	35P	1EC
	N	JOHNSON AMBER DAWN	xxxxxxxxxx	04	AD	AD	37F	37F	FMN
	N	JOHNSON ANDREW PAR	xxxxxxxxxx	06	PF	CX	35P	35P	A76
	N	JOHNSON ANDREW WIL	xxxxxxxxxx	05	KP	KP	35P	35P	H8M
	N	JOHNSON ANGELICA E	xxxxxxxxxx	05	QB	QB	68E	68E	3ZR
	N	JOHNSON ANTHONY PA	xxxxxxxxxx	07	FR	FR	11B	11B	1SX
	N	JOHNSON APRIL LYNN	xxxxxxxxxx	07	AD	AD	35M	35M	H66
	N	JOHNSON BILL HAMPT	xxxxxxxxxx	09	DU	DU	35Y	11Z	6GC
	N	JOHNSON BO DARREN	xxxxxxxxxx	06	GM	GM	18E	18E	H1B
	N	JOHNSON BRIAN DOUG	xxxxxxxxxx	07	QB	QB	25W	25W	FM9

FOR DETAILED REPORT ON ANY SOLDIERS ON THIS SCREEN, PLACE "Y" IN COLUMN MARKED "SEL DTL" NEXT TO SOLDIERS NAMES AND PRESS "ENTER."
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN WHERE NEXT - ___
RECORDS 1 TO 14 OF 98

RECORDS 1 TO 14 OF 16

ZJULQP5

THIS SCREEN PROVIDES CURRENT PERSONNEL AND LINGUIST DATA FOR THE SOLDIERS WHOSE RECORDS MET THE CRITERIA ENTERED ON THE SELECTION CRITERIA SCREEN.

THE USER MAY TYPE 'Y' IN THE 'SEL DTL' INPUT FIELD (DEFAULT IS 'N') AND PRESS THE "ENTER" KEY TO VIEW THE RECORD(S) IN THE LONG REPORT FORMAT.

THE USER MAY TOGGLE TO THE SHORT REPORT SCREEN BY PRESSING THE "F6" FUNCTION KEY.

ERROR MESSAGES WILL APPEAR AT THE BOTTOM OF THE SCREEN WHEN ERRONEOUS DATA IS ENTERED IN THE 'SEL DTL' INPUT FIELD, OR WHEN AN INVALID FUNCTION KEY IS PRESSED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(LQ) LANGUAGE QUERY CON'T

ELQ6	LANGUAGE QUERY	13:02	31/JAN/09	ZJU-LQ6			
***** SORT CRITERIA *****							
ENTER 1 THROUGH 5 UNDER THE SORT COLUMN TO INDICATE THE ORDER THE DATA SHOULD BE SORTED. THE VALUE 1 IS THE FIRST FIELD TO BE SORTED, VALUE 2 IS THE SECOND, ETC. YOU DO NOT HAVE TO USE ALL 5 VALUES.							
SORT	DATA FIELD	SORT	DATA FIELD	SORT	DATA FIELD	SORT	DATA FIELD
-	NAME	-	SSN	-	AEA	-	CTSQIE
-	PMOSEN	-	PLVLSN	-	UIC	-	DEROS
-	CTLANG	-	DTLAPC	-	DTETS	-	SCOMPT
-	PSIC						
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN							WHERE NEXT - ___

ZJULQP6

THIS SCREEN ALLOWS THE USER TO SORT THE SET OF SELECTED RECORDS BY UP TO FIVE FIELDS APPEARING ON THE SORT SELECTION SCREEN WHETHER THEY ENTERED DATA IN THOSE FIELDS ON THE SEARCH CRITERIA SELECTION SCREEN (ZJU-LQ1) OR NOT.

ERROR MESSAGES WILL APPEAR AT THE BOTTOM OF THE SCREEN WHEN ERRONEOUS DATA IS ENTERED, WHEN THE USER ENTERS A '2' BUT NO '1' OR A '1' AND A '5' BUT NO '2', '3', '4' ETC., OR WHEN AN INVALID FUNCTION KEY IS PRESSED."

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(LS) LANGUAGE STAT QUERY

```

ELS1 LINGUIST STAT QUERY          UNCLASSIFIED          09:08  18/MAR/09  ZJU-LS1
***** SELECTION CRITERIA *****
ENTER APPROPRIATE DATA IN THE FIELDS BELOW.

MOSENL  ___ ___ ___          CMF  ___          DML  ___ ___          UIC  ___ ___
LIC  ___ ___ ___          SQIENL  ___ ___          DMSL  ___ ___          UNTCA  ___ ___
*****
SELECT FROM THE FIELDS LISTED BELOW, THE FIELD NAMES WHERE REPORT BREAKS ARE
DESIRED.  USE "1" TO "4" TO INDICATE THE HIGH TO LOW ORDER.

_ MOSENL  _ LIC  _ DML  _ CMFENL  _ PLVLSN  _ SQIENL  _ DMSL
*****
ENTER A "X" TO INDICATE THE MONTHS YOU WISH TO DISPLAY.

MONTH      MAR09   APR09   MAY09   JUN09   JUL09   AUG09   SEP09   OCT09   NOV09
SELECT     -       -       -       -       -       -       -       -       -

MONTH      DEC09   JAN10   FEB10   MAR10   APR10   MAY10   JUN10   JUL10   AUG10
SELECT     -       -       -       -       -       -       -       -       -

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT.          WHERE NEXT - ___

```

ZJULSP1

THIS FUNCTION HAS BEEN DESIGNED TO PROVIDE ARMY WIDE DATA FOR USE IN THE ASSIGNMENT AND DISTRIBUTION OF ENLISTED LINGUISTS. IT IS A MULTI-FUNCTION SCREEN WHICH IS DIVIDED INTO THREE DISTINCT PARTS. THE UPPER PART OF THE SCREEN IS USED TO ENTER THE ELEMENTS ON WHICH THE QUERY IS TO BE BASED. THE MIDDLE SECTION ALLOWS A USER TO SELECT UP TO FOUR SORT CRITERIA BY TYPING "1" THROUGH "4" TO THE LEFT OF SORT SELECTIONS AVAILABLE. THE NUMBER 1 INDICATING THE HIGHEST ORDER OF THE SORT AND THE NUMBER 4 DENOTING THE LOWEST. THE BOTTOM PORTION OF THE SCREEN IS TO SELECT THE MONTHS FOR WHICH THE DATA WILL BE DISPLAYED. IF NO SELECTION IS MADE IN THIS SECTION, THE DEFAULT DISPLAY WILL BE FOR CURRENT MONTH, CURRENT MONTH + 6, CURRENT MONTH + 12, AND CURRENT MONTHS + 17.

SCREEN INSTRUCTIONS:

SELECTION CRITERIA:

- MOSENL = ENTER UP TO THREE VALID MOS (MILITARY OCCUPATIONAL SPECIALTY).
- LIC = ENTER UP TO FOUR VALID LANGUAGE CODES (LANG). THIS FUNCTION WILL NOT ACCEPT THE LANGUAGE CODE OF "YY" WHICH IS USED TO IDENTIFY NON-LINGUISTS.
- DML = ENTER UP TO TWO VALID DML (DISTRIBUTION MANAGEMENT LEVEL) CODES.
- UIC = ENTER A VALID 3 OR 5 CHARACTER UIC (UNIT IDENTIFICATION CODE).
- SQIEVL = ENTER UP TO THREE VALID SQI (SPECIAL SKILL IDENTIFIER CODES).
- DMSL = ENTER UP TO TWO VALID DMSL (DISTRIBUTION MANAGEMENT SUB-LEVEL) CODES

** NOTE: IF NO SORT IS SELECTED, THE FUNCTION DEFAULTS TO SORT BY "PLVLSN" (PAY GRADE).

ENTER AN 'X' UNDER THE MONTHS YOU WISH TO BE DISPLAYED.

THE NEXT SCREEN TO APPEAR IS THE DATA DISPLAY SCREEN (ZJU-LS2) WHICH DISPLAYS REQUESTED DATA ACCORDING TO THE SORT SELECTION. AFTER REVIEWING THIS SCREEN, PRESS THE "ENTER" KEY TO VIEW THE NEXT SCREEN.

(LS) LANGUAGE STAT QUERY CON'T

```
ELS2 LINGUIST STAT QUERY          UNCLASSIFIED          10:11  20/MAR/09  ZJU-LS2
***** MANAGEMENT DATA DISPLAY *****
SELECTION CRITERIA - MOS=11B
REPORT BREAKS -

      **** MAR09 ***      **** SEP09 ***      **** MAR10 ***      **** AUG10 ***
PLVLSN AUTH  CUR  PCT AUTH  PROJ PCT AUTH  PROJ PCT AUTH  PROJ PCT
01      0    4   0.0  0    1   0.0  0    0   0.0  0    0   0.0
02      0    9   0.0  0    6   0.0  0    3   0.0  0    0   0.0
03      0   43   0.0  0   24   0.0  0   10   0.0  0    4   0.0
04      0  251   0.0  0  202   0.0  0  155   0.0  0  121   0.0
05      2  252 600.0  2  193 650.0  2  172 600.0  2  153 650.0
06     140  530 378.5 140  432 308.5 140  383 273.5 140  361 257.8
07      20  280 400.0  20  226 130.0  20  220 100.0  20  233 165.0
TOTAL   162 1369 845.0 162 1084 669.1 162  943 582.0 162  872 538.2

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT
SELECT:  ENTER=NEXT / F4=PREV / F5=LEFT / F6=RIGHT          WHERE NEXT - ___
          LAST MONTH IN QUERY, PRESS PF3 (F3) TO EXIT
```

ZJULSP2

THIS SCREEN DISPLAYS THE DATA ACCORDING TO THE SORT SELECTION. AFTER REVIEWING THE SCREEN, PRESS THE "ENTER" KEY TO VIEW THE NEXT SCREEN. THIS PROCESS WILL CONTINUE UNTIL ALL REQUESTED DATA HAS BEEN DISPLAYED. IF MORE THAN FOUR MONTHS OF DATA IS REQUESTED, IT MAY BE VIEWED BY USING THE FUNCTION KEYS WHICH TOGGLE THE SCREEN TO THE LEFT OR RIGHT AS FOLLOWS:

- F5 ALLOWS THE USER TO VIEW LEFT.
- F6 ALLOWS THE USER TO VIEW RIGHT.

DISPLAYED DATA RESULTS (AUTH CUR PROJ PCT) ARE TRUNCATED TO FOUR DIGITS. IN THE EVENT RETRIEVED DATA EXCEEDS THE LIMIT ASTERISKS **** WILL BE DISPLAYED. IN THIS EVENT, RESUBMIT THE QUERY VIA THE "MO" FUNCTION WHICH HAS NO LIMITATIONS ON THE AMOUNT OF RETRIEVED DATA. WHEN THE LAST SCREEN IN THE QUERY IS DISPLAYED, IT WILL CONTAIN A MESSAGE "LAST SET IN QUERY".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(M1) MANAGEMENT INFORMATION SUBSYSTEM

EM10 MGT INFO SUBSYSTEM UNCLASSIFIED 15:51 10/FEB/09 ZJU-M10
***** MANAGEMENT INFORMATION SUBSYSTEM MENU *****

- A = HAAP ALLOCATION UPDATE
- G = HAAP GLOBAL UPDATE
- M = EMM QUERY
- O = REPORT REQUEST - Tracking
- P = STAT FORECASTING
- Q = STAT QUERY - Tracking
- X = RETURN TO MAIN MENU

_ ENTER OPTION DESIRED

WHERE NEXT - __

ZJUM1P0

THIS SCREEN DISPLAYS ALL AVAILABLE FUNCTION(S) WITHIN THE MANAGEMENT INFORMATION SUBSYSTEM APPLICABLE TO EACH USER.

EXAMPLE: TYPE "M" IN THE ' ENTER OPTION DESIRED' INPUT FIELD AND PRESS THE ENTER KEY. (I.E., "Q" FOR STAT QUERY)

THE STATISTICAL SUBSYSTEM ENABLES THE MANAGER/USER TO UPDATE THE HOMEBASE ADVANCED ASSIGNMENT PROGRAM (HAAP) ALLOCATIONS.

IT PROVIDES AN ON-LINE "LIVE" SUMMARY OF DATA FOR TOTAL ACTIVE ARMY STRENGTH AND TOTAL ACTIVE ARMY AUTHORIZATIONS. THESE REPORTS MAY ALSO BE EXTRACTED IN QUERY MODE OR BY OTHER REPORT FORMAT.

(MM) MOS SUMMARY QUERY

```
EMM1 STAT-MOS SUMMARY QUERY      UNCLASSIFIED      15:23  10/FEB/09  ZJU-MM1
***** SELECTION CRITERIA *****
TO VIEW TOTAL ARMY AUTHORIZATION DATA, TOTAL ARMY STRENGTH DATA, AND
TOTAL ETS/LOSS DATA, ENTER SINGLE OR MULTIPLE VALUES TO SELECT THE
DESIRED RECORD SET.

      PMOSEN  ___  ___  ___  ___  ___  ___  INDSKL  _  _  _  _
      PLVLSN  _  _  _  _  _  SEX  _  CTASIE  ___  ___  ___
      CTLANG  ___  ___  ___  CTSQIE  _  _  _  _  REDCAT  _  _

IF DESIRED, ENTER ONE (1) TO FIVE (5) SORT/BREAKS OR SUBTOTAL CRITERIA
BY ENTERING THE BREAK ORDER.  USE "1" TO "5" TO INDICATE HI TO LO ORDER.

_  PMOSEN  _  INDSKL  _  PLVLSN  _  CTSQIE  _  CTASIE  _  CTLANG

S  PLEASE SELECT AN OUTPUT DESTINATION.
   S. SCREEN DISPLAY  E. EMAIL  F. FTP  L. LOCAL  M. MAIN  R. REMOTE

1  ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT      WHERE NEXT -  _
```

ZJUMMP1

PURPOSE: TO PROVIDE AN ON-LINE "LIVE" SUMMARY OF DATA FOR TOTAL ARMY STRENGTH AND TOTAL ARMY AUTHORIZATIONS.

TOP OF SCREEN: BY TYPING "ALL" IN THE FIRST PMOSEN, YOU WILL RECEIVE TOTAL ARMY AUTHORIZED, TOTAL ASSIGNED STRENGTH, AND TOTAL AUTHORIZATIONS. YOU MAY ALSO ENTER FROM ONE TO A TOTAL OF SIX PMOSEN. IF MORE THAN ONE IS REQUESTED, THE TOTAL WILL EQUAL THE SUM OF ALL PMOSEN ENTERED. THE SAME LOGIC APPLIES TO INDIVIDUAL SKILL (INDSKL), PAY LEVEL (PLVLSN), CONTROL SKILL IDENTIFIERS (CTSQIE), CONTROL ADDITIONAL SKILL QUALIFICATION IDENTIFIERS (CTASIE), CONTROL LANGUAGE (CTLANG), SEX, AND RACIAL/ETHNIC DESCENT CATEGORY (REDCAT).

INFORMATION MAY BE SORTED/SUBTOTALLED BY PLACING "1" TO "5" IN THE SPACE PROVIDED IN FRONT OF EACH CATEGORY INDICATING YOUR PRIORITY. NOTE: IF SELECTING "ALL" PMOS, THERE IS A SINGLE SORT OPTION OF PLVLSN AND DATA WILL BE DISPLAYED FOR EACH GRADE LEVEL WITH A TOTAL ARMY WRAP AT THE END. NEXT, SELECT YOUR OUTPUT DESTINATION AND TYPE IN YOUR PREFERENCE, THE DEFAULT IS "S".

TYPE IN THE NUMBER OF COPIES NEEDED AND PROCEED TO THE NEXT SCREEN BY PRESSING "ENTER" OR YOU MAY EXIT BY PRESSING "PF3".

(MM) MOS SUMMARY QUERY CON'T

```
EMM2 STAT-MOS SUMMARY QUERY      UNCLASSIFIED      09:26  18/MAR/09  ZJU-MM2
*****      DETAIL DATA      *****
PMOSEN ALL

*****      SORT DATA      *****

*****
TOTAL ARMY STRENGTH INCLUDING TTHS =    449987    PERCENTAGE    =    115.9
TOTAL ARMY STRENGTH WITHOUT TTHS  =    391694    PERCENTAGE    =    100.9
TOTAL ARMY CURRENT AUTHORIZED      =    388070

          0903   0904   0905   0906   0907   0908   0909   0910   0911
AUTH  388070  387909  387801  387746  388387  390882  393670  397699  397695
TETS   1189    791   1162   1549    528    555    550    646    376
MOSIN    0      0      0      0      0      0      0      0      0
MOSOT    0      0      0      0      0      0      0      0      0

          0912   1001   1002   1003   1004   1005   1006   1007   1008
AUTH  397676  397338  397535  397661  397278  397382    0      0      0
TETS   828    622    517    748    833    650    0      0      0
MOSIN    0      0      0      0      0      0      0      0      0
MOSOT    0      0      0      0      0      0      0      0      0
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN      WHERE NEXT -  _
```

ZJUMMP2

THE MOS SUMMARY **DETAIL DATA** SCREEN PROVIDES THE STRENGTH INFORMATION BASED ON THE DATA ELEMENTS ENTERED ON THE PREVIOUS SCREEN.

SCREEN INSTRUCTIONS:

THE TOTAL ARMY STRENGTH IS SHOWN WITH AND WITHOUT THE TTHS (TRAINEE, TRANSIENTS, HOLDEES, AND STUDENTS) ACCOUNT. THE PERCENTAGE DISPLAYED IS THE PERCENTAGE OF THE WORLDWIDE STRENGTH AGAINST THE AUTHORIZATION FOR THE MOS FOR WHICH THE QUERY WAS REQUESTED.

- AUTH:** PROJECTED ARMY WIDE AUTHORIZATIONS
- TETS:** PROJECTED STRENGTH LOSSES (INCLUDES ETS, RETIREMENTS, RETENTION CONTROL POINTS, AND OTHER KNOWN LOSSES).
- MOSIN:** PROJECTED GAINS TO A MOS BASED ON THE PROJECTED MOS PROGRAM.
- MOSOT:** PROJECTED LOSSES TO A MOS BASED ON THE PROJECTED MOS PROGRAM.

NOTE: AUTHORIZATIONS ARE BASED ON THE LATEST ARMY PERSONNEL MANAGEMENT AUTHORIZATION DOCUMENT (PMAD) OR THE LATEST UPDATED AUTHORIZATION DOCUMENT (UAD).

WHEN YOU ARE FINISHED REVIEWING THE INFORMATION, PRESS THE "F9" FUNCTION KEY TO GO TO THE EDAS MAIN MENU.

YOU MAY ALSO USE THE **"WHERE NEXT"** INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE STATISTICAL DATA QUERY FUNCTION, TYPE "MO" AND PRESS THE "ENTER" KEY.

(MO) STATISTICAL REPORTS

EMO1 STATISTICAL DATA QUERY UNCLASSIFIED 09:59 18/MAR/09 ZJU-MO1
***** STATISTICAL REPORT SELECTION SCREEN *****

_ PLEASE SELECT A REPORT TYPE AND ENTER OPTION IN THE BOX TO THE LEFT.

- A. MANAGEMENT DATA REPORT
- B. AUTHORIZATION-FILL REPORT
- C. REQUISITION DETAIL
- D. ASSIGNMENT DETAIL
- E. MEGA DATA REPORT
- F. UNIT MANNING
- G. NON-ARRIVAL REPORT
- H. NON-DEPARTURE REPORT
- I. STAT SUMMARY EXTRACT
- J. TRACKER
- L. AIRBORNE TRACKER
- X. EXIT

_ PLEASE SELECT AN OUTPUT DESTINATION.

- F. FTP L. LOCAL M. MAIN R. REMOTE

1 PLEASE ENTER NUMBER OF COPIES

Y HOLD REQUEST UNTIL AFTER STAT LOAD

PRESS ENTER TO CONT, F11 DMSL HELP

WHERE NEXT - _

ZJUMOP1

PURPOSE: FUNCTION "MO" ALLOWS YOU TO RETRIEVE DATA FROM THE STATISTICAL DATA BASE IN A VARIETY OF FORMATS FOR SPECIFIC CRITERIA ENTERED IN THE SCREENS THAT FOLLOW.

THIS SCREEN REQUIRES A REPORT FORMAT TO BE SELECTED, THE DESTINATION OF THE REPORT (EITHER A PRINTER OR DISK FILE), AND THE NUMBER OF COPIES (UP TO 9) REQUIRED.

REPORT FORMATS AVAILABLE:

- A. MANAGEMENT DATA REPORT.
AENL, TGEDP, LOSS, GAIN, PROJ, VOPRQ, GNNOM, PROJN, AND % FILL FOR UP TO 10 MONTHS.
- B. AUTHORIZATION FILL REPORT.
RSTR, AENL, AENLF, AENLI TGEDP, PROJ, PROJF, PROJN AND % FILL FOR UP TO 10 MONTHS.
- C. REQUISITION DETAIL REPORT.
AENL, AENLF, AENLI TGEDP, VOPRQ, VOARQ, VORRQ, VORFI, AND ANET FOR UP TO 10 MONTHS.
- D. ASSIGNMENT DETAIL REPORT.
AENL, PROJ, LOSS, LASG, LREEL, GAIN, GNONO, GNAIT, GNNOM, AND TGEDP FOR UP TO 10 MONTHS.
- E. MEGA DATA REPORT.
REPORTS SOME INFORMATION ON THE STATISTICAL DATA BASE NOT AVAILABLE ON ANY OTHER REPORT OR ON-LINE FUNCTION.
RSTR, AENL, AENLF, TGEDP, LOSS, LFEM, LDERS, LETS, LASG, LREEL, LNOM, LNOMF, VOPRQ, VORFI, VOARQ, VORRQ, GAIN, GNFEM, AND GNONO FOR UP TO 10 MONTHS.
- F. UNIT MANNING REPORT.
THIS REPORT HAS TWO DIFFERENCES FROM OTHER REPORTS - LOSSES

AND GAINS PRINTED ARE ACCUMULATED ACROSS THE REPORT. BECAUSE THIS REPORT PRINTS ALL 18 MONTHS OF DATA, EVERY NUMBER PRINTED IS LIMITED TO FIVE POSITIONS, SO IF YOU KNOW THE POPULATION IS OVER 99,999 THE LEFT MOST FIGURE WILL NOT SHOW. AENL, TGEDP, STR, GAIN, LOSS, GNNOM, LNOM, VOPRQ, PROJ, NET AND % FILL FOR UP TO 18 MONTHS.

G. NON-ARRIVAL REPORT.

THIS REPORT LIST SOLDIERS WHO HAVE DEPARTED THEIR CURUIC ON THE PERSONNEL DATA BASE (EPR) AND HAVE NOT YET ARRIVED AT THEIR DESTINATION AND WHO WERE DUE IN EITHER IN THE CURRENT MONTH OR UP TO FIVE MONTHS PRIOR TO THE CURRENT MONTH.

H. NON-DEPARTURE REPORT.

THIS REPORT LISTS SOLDIERS WHO HAVE NOT DEPARTED THEIR CURUIC ON PERSONNEL DATA BASE (EPR) AND ARE ON ORDERS TO DO SO EITHER IN THE CURRENT MONTH OR UP TO FIVE MONTHS PRIOR TO THE CURRENT MONTH.

J. TRACKER REPORT.

TGEDP, AENL, PROJ AND % FILL FOR UP TO THREE MONTHS AND THE ACCUMULATION OF VOPRQ AND GNNOM FROM THE CURRENT MONTH TO THE LAST REPORTED MONTH.

L. AIRBORNE TRACKER REPORT.

UNLIKE OTHER "MO" REPORTS THIS REPORT IS LIMITED TO REPORTING SOLDIERS WITH A DML OF BRG AND AN SQIENL OF "V", "P", OR "S" AND ALL SOLDIERS IN DMSL D6F.

AUTH (AENL), ASG (PROJ) AND % FILL FOR UP TO FOUR MONTHS ACCUMULATION OF OPEN (VOPRQ) FROM THE CURRENT MONTH TO THE LAST REPORTED MONTH.

REPORTED INFORMATION IS DEFINED AS FOLLOWS:

AENL	AUTHORIZATIONS.
AENLF	FEMALE AUTHORIZATIONS.
AENLI	INTERCHANGEABLE AUTHORIZATIONS.
ANET	PERCENTAGE OF AUTHORIZATIONS CALCULATED TO BE FILLED BY PROJECTED STRENGTHS (PROJ), OPEN REQUISITIONS (VOPRQ) AND NOMINATION GAINS (GNNOM).
GAIN	PROJECTED GAINS.
GNAIT	GAINS - AIT (SUBSET OF GAIN).
GNFEM	PROJECTED GAINS - FEMALE (SUBSET OF GAIN)
GNNOM	NOMINATION GAINS (SUBSET OF GAIN).
GNONO	GAINS ON ORDERS. (SUBSET OF GAIN).
LASG	PROJECTED LOSSES FROM ASSIGNMENTS (SUBSET OF LOSS).
LETS	PROJECTED LOSSES AT ETS DATE (SUBSET OF LOSS).
LFEM	PROJECTED LOSSES - FEMALE (SUBSET OF LOSS).
LDERS	PROJECTED LOSSES AT DEROS (SUBSET OF LOSS).
LNOM	PROJECTED LOSSES FROM NOMINATIONS (SUBSET OF LOSS).
LNOMF	PROJECTED LOSSES FROM NOMINATIONS - FEMALE (SUBSET OF LNOM AND LOSS).
LOSS	PROJECTED LOSSES.
LREEL	PROJECTED LOSSES FROM REENLISTMENT (SUBSET OF LOSS).
NET	PROJECTED STRENGTH (PROJ), OPEN REQUISITIONS (VOPRQ) AND NOMINATION GAINS (GNNOM) MINUS NOMINATION LOSSES (LNOM).
PROJ	PROJECTED STRENGTH.
PROJF	PROJECTED STRENGTH - FEMALE.
PROJN	PROJECTED STRENGTH INCLUDING NOMINATION GAINS AND LOSSES
RSTR	REQUIRED STRENGTH.
STR	CURRENT MONTH - STRENGTH.
TGEDP	TARGET EDP
VOARQ	OPEN REQUISITIONS - ADVANCED INDIVIDUAL TRAINEES (AIT)

(SUBSET OF VOPRQ) .
VOPRQ OPEN REQUISITIONS.
VORRQ OPEN REQUISITIONS RESTRICTED TO REENLISTMENTS (SUBSET OF
VOPRQ) .
VORFI OPEN REQUISITIONS NOT RESTRICTED TO MALE SOLDIERS
(SUBSET OF VOPRQ) .
%FILL PERCENTAGE OF EITHER AUTHORIZATIONS OR TARGET EDP WHICH
PROJECTED STRENGTH (PROJ) EXPECTS TO FILL.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION.
FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE
"ENTER" KEY.

(MO) STATISTICAL REPORTS CON'T

```
EMO2 STATISTICAL DATA QUERY      UNCLASSIFIED      14:02  20/MAR/09  ZJU-MO2
***** SELECTION CRITERIA *****
ENTER ORGANIZATION LEVEL(S), AND/OR OTHER APPROPRIATE DATA.
UPC      _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
CONIND  _

ARQODA  _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
ORGRAA  _____      _____      _____      _____      _____      _____      _____      _____      _____      _____

VDML    _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
TFML    _____      _____      _____      _____      _____      _____      _____      _____      _____      _____

DML     _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
MOENL   _____      _____      _____      _____      _____      _____      _____      _____      _____      _____

DMSL    _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
PLVLSN  _____      _____      _____      _____      _____      _____      _____      _____      _____      _____

UNTCA   _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
SQIENL  _____      _____      _____      _____      _____      _____      _____      _____      _____      _____

PMAE    _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
ASIENL  _____      _____      _____      _____      _____      _____      _____      _____      _____      _____

PPA     _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
LIC     _____      _____      _____      _____      _____      _____      _____      _____      _____      _____

ARLOC   _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
CMFENL  _____      _____      _____      _____      _____      _____      _____      _____      _____      _____
SELECT MONTHS Y/N ( N ) OR DEFAULT ALL MONTHS BEGINNING WITH CM THROUGH CM+10

PRESS ENTER TO CONT, F11 DMSL HELP, F3 TO EXIT      WHERE NEXT - _____
```

ZJUMOP2

THIS SCREEN WILL ALLOW YOU TO ENTER "ALL" IN A UPC OR ANY COMBINATION OF ORGANIZATIONAL AND/OR MOENL SELECTIONS WITH THESE EXCEPTIONS:

- IF CONIND IS SELECTED, AT LEAST ONE OTHER SELECTION MUST ALSO BE ENTERED.
- IF THE SSN SEARCH (REPORT "I") WAS SELECTED ON THE FIRST SCREEN A UPC MUST ALSO BE ENTERED.
- OPTION "ALL" CANNOT BE USED WITH THE NON-ARRIVAL REPORT (G), NON-DEPARTURE REPORT (H), SSN SEARCH (I), OR UNIT MANNING (F).

THIS SCREEN ALSO ALLOWS YOU TO SELECT SPECIFIC DATES FOR THE REPORT BY ENTERING A "Y" IN THE SELECT MONTHS Y/N FIELD AT THE BOTTOM OF THE SCREEN.

(MO) STATISTICAL REPORTS CON'T

EMO4 STATISTICAL DATA QUERY UNCLASSIFIED 15:32 11/FEB/03 ZJU-MO4
***** STATISTICAL REPORT BREAK SELECTION SCREEN *****

PLEASE SELECT FROM THE BELOW LISTED FIELD NAMES WHERE REPORT BREAKS
ARE DESIRED. USE "1" TO "8" TO INDICATE HIGH TO LOW ORDER.

- PUD	- MOSENL	- PPA
- DMSL	- PLVLSN	- GEoloc
- DML	- SKL	- ARALoc
- PMAE	- SQIENL	- ARLOc
- UNTCA	- ASIENL	- TPSN
- CMFENL	- LIC	- CONIND
- ORGRAA		

CALCULATE PERCENT FILL USING: Y AENL N TGEDP

PRESS ENTER TO CONTINUE.

WHERE NEXT - ___

ZJUMOP4

THE REPORT SORT SELECTION SCREEN ALLOWS UP TO EIGHT SORT LEVELS TO BE
SELECTED BY NUMBERING THE SELECTIONS IN THE ORDER YOU WISH THE REPORT TO
BE IN. EACH NUMBER ENTERED WILL RESULT IN TOTALS BEING REPORTED FOR THE
FIELD SELECTED.

FOR EXAMPLE, IF A DMSL WERE ENTERED ON THE PREVIOUS SCREEN, YOU MIGHT
ENTER A "1" IN THE BLANK BEFORE MOSENL AND A "2" IN THE BLANK BEFORE SKL.
THIS WOULD RESULT IN TOTALS FOR ALL SKILL LEVELS AND EACH MOSENL WITHIN
THE SELECTED DMSL.

THIS SCREEN ALSO ALLOWS YOU TO DETERMINE WHETHER THE %FILL REPORTED SHOULD
BE CALCULATED BASED ON AUTHORIZATIONS (AENL) OR TARGET EDP (TGEDP). THE
DEFAULT FOR THIS CALCULATION IS AUTHORIZATIONS.

(MO) STATISTICAL REPORTS CON'T

EMO5 STATISTICAL DATA QUERY UNCLASSIFIED 09:51 11/FEB/09 ZJU-MO5
***** SORT SELECTION SCREEN *****

PLEASE MAKE ONE SELECTION IN EACH OF THE FOLLOWING CATEGORIES BY
TYPING AN "X" IN THE SPACE PROVIDED.

SELECT ONE OF THE FOLLOWING TO DETERMINE DATA TO BE INCLUDED:

- WITH DML THS
- WITHOUT DML THS

SELECT ONE OF THE FOLLOWING TO DETERMINE SORT SEQUENCE:

- SKILL LEVEL
- MOS AND SKILL LEVEL
- DML AND SKILL LEVEL

PRESS ENTER TO CONTINUE.

WHERE NEXT - ___

ZJUMOP5

THE SORT SELECTION SCREEN IS DISPLAYED ONLY WHEN "ALL" HAS BEEN ENTERED
ON SCREEN 2.

THE FIRST SELECTION CRITERION TO BE ENTERED IS WHETHER THE DML "THS"
SHOULD BE INCLUDED IN THE REPORT. ENTER "X" IN THE FIRST BLANK TO INCLUDE
DML "THS" AND IN THE SECOND BLANK TO EXCLUDE THEM. (NOTE: THIS WILL NOT
AFFECT COUNTS WHICH INCLUDE THOSE SOLDIERS CONSIDERED IN-TRANSIT.)

IN THE BOTTOM HALF OF THE SCREEN YOU MUST SELECT ONE OF THE SORT LEVELS
LISTED:

SKILL LEVELS WILL SUMMARIZE THE ENTIRE STATISTICAL DATA BASE BY THE
FIVE SKILL LEVELS IN THE SELECTED REPORT FORMAT.

MOS AND SKILL LEVELS WILL SUMMARIZE THE ENTIRE STATISTICAL DATA BASE
AND REPORT TOTALS IN THE SELECTED FORMAT FOR EACH SKILL LEVEL WITHIN
AN MOS AS WELL AS FOR EACH MOS.

DML and Skill Level will summarize the entire Statistical Data Base
and report totals in the selected format for each skill level within
an DML as well as for each DML.

(MQ) STATISTICAL DATA QUERY

```
EMQ1 STATISTICAL DATA QUERY      UNCLASSIFIED      08:04  19/MAR/09  ZJU-MQ1
***** SELECTION CRITERIA *****
SELECT AT LEAST ONE ORGANIZATION LEVEL AND ONE OTHER CRITERIA
ARQODA  _ _ _ _ _                ORGRAA  _ _ _ _ _
DML     _ _ _ _ _                VDML   _ _ _
DMSL   _ _ _ _ _                TFML   _ _ _
UPC    _ _ _ _ _                UNTCA  _ _ _
PPA    _ _ _ _ _                ARLOC  _ _ _
***** OPTIONAL SELECTION CRITERIA *****

MOS    _ _ _ _ _                -OR-  CMF  _ _ _
PLVLSN _ _ _ _ _                SQI    _ _ _
ASI    _ _ _ _ _                LIC    _ _ _

DEFAULT DISPLAY IS ALL MONTHS, TO VIEW SELECTED MONTHS ENTER "X" BELOW

   MAR   APR   MAY   JUN   JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB
   -     -     -     -     -     -     -     -     -     -     -     -

   MAR   APR   MAY   JUN   JUL   AUG
   -     -     -     -     -     -
                                HAAP UNITS ONLY Y/N ( _ )

PRESS ENTER TO CONTINUE, F11 DMSL HELP OR F3 TO EXIT      WHERE NEXT - _
```

ZJUMQP1

THE PURPOSE OF THIS SCREEN IS TO DEFINE THE STATISTICAL QUERY TO RETRIEVE INFORMATION FROM THE STATISTICAL DATA BASE.

SELECT AT LEAST ONE ORGANIZATIONAL LEVEL AND ONE OTHER CRITERIA. IF THE FIELD "UNTCA" IS SELECTED, YOU MUST ALSO SELECT ANOTHER ORGANIZATIONAL LEVEL FROM THE TOP SECTION OF THE SCREEN OR ENTER SPECIFIC "MOS" OR "CMF" SELECTIONS FROM THE OPTIONAL SELECTION CRITERIA SECTION OF THE SCREEN.

AFTER ENTERING THE CRITERIA ON WHICH THE QUERY IS TO BE BASED, TYPE AN "X" IN THE SPACE BELOW EACH MONTHS INFORMATION YOU WANT DISPLAYED. IF NO SELECTIONS ARE MADE, THE SYSTEM WILL DISPLAY DATA FOR ALL MONTHS FROM CURRENT MONTH THRU CURRENT MONTH PLUS 17.

IN THE AREA TITLED HAAP UNITS ONLY Y/N (), ENTER A "Y" IF ONLY UNITS THAT ARE AUTHORIZED HAAP ALLOCATIONS ARE DESIRED. IF ONLY UNITS IN WHICH NO HAAP ALLOCATIONS ARE DESIRED, ENTER A "N" IN THE SPACE PROVIDED. IF INFORMATION IS DESIRED ON ALL UNITS, WITH OR WITHOUT HAAP ALLOCATIONS, SIMPLY BYPASS THIS ENTRY. AFTER ALL SELECTIONS HAVE BEEN MADE, PRESS THE ENTER KEY TO CONTINUE.

A DEFINITION OF EACH OF THE SELECTION CRITERIA ON THE SCREEN:

- DML DISTRIBUTION MANAGEMENT LEVEL
- DMSL DISTRIBUTION MANAGEMENT SUB-LEVEL
- UPC UNIT PROCESSING CODE (IF DESIRED, THE FIRST THREE CHARACTERS OF THE UPC MAY BE ENTERED TO RECEIVE DATA ON ALL UICS WITHIN THE REQUESTED PUD (PARENT UNIT DESIGNATOR))
- PPMAE UNIT PERSONNEL MANAGEMENT ACTIVITY CODE
- UNTCA UNIT COMMAND ASSIGNMENT CODE (MACOM)
- PPA PERSONNEL INFORMATION SYSTEM PROCESSING ACTIVITY

ARALOC ARMY AREA OF LOCATION
GEOLOC GEOGRAPHIC LOCATION CODE (THIS WILL BE THE TWO CHARACTER NUMERIC
STATE LOCATION CODE OR THE TWO CHARACTER
ALPHA COUNTRY CODE FOR OVERSEA AREAS.
ALASKA AND HAWAII USE THE STATE CODES)

ARLOC ARMY LOCATION CODE
ORGRAA ORGANIZATION REQUISITION ASSIGNMENT CODE
MOSENL THREE CHARACTER MILITARY OCCUPATIONAL SPECIALTY (MOS) CODE
CMFENL CAREER MANAGEMENT FIELD
PLVLSN PAY LEVEL SERIAL NUMBER (PAY GRADE 1 - 9)
SQIEN SKILL QUALIFICATION INDICATOR (SQI) CODE
ASIENL ADDITIONAL SKILL IDENTIFIER (ASI) CODE
LIC LANGUAGE IDENTIFIER CODE

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION.
FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE
"ENTER" KEY.

(MQ) STATISTICAL DATA QUERY CON'T

EMQ2 STATISTICAL DATA QUERY UNCLASSIFIED 15:44 11/FEB/09 ZJU-MQ2
***** STATISTICAL REPORT SELECTION SCREEN *****

A PLEASE SELECT A REPORT TYPE AND ENTER OPTION IN THE BOX TO THE LEFT.

- | | |
|----------------------------|--------------------|
| A. MANAGEMENT DATA DISPLAY | B. STRENGTH DETAIL |
| C. AUTHORIZATION DETAIL | D. GAINS/LOSSES |
| E. REQUISITION DETAIL | X. EXIT |

A PLEASE SELECT AN OUTPUT DESTINATION.

- A. TERMINAL DISPLAY B. REMOTE PRINTER C. LOCAL PRINTER D. MAIN PRINTER

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT

WHERE NEXT - ___

ZJUMQP2

THE STATISTICAL REPORT SELECTION SCREEN ALLOWS YOU 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.

TYPE THE LETTER THAT IDENTIFIES THE TYPE OF REPORT DESIRED. THE DEFAULT FOR THIS FIELD IS "A" WHICH IDENTIFIES THE "MANAGEMENT DATA REPORT" WHICH IS MOST COMMONLY USED.

ENTER THE APPROPRIATE LETTER IN THE SPACE PROVIDED FOR OUTPUT DESTINATION. THIS FIELD ALSO DEFAULTS TO SELECTION "A" WHICH IS THE TERMINAL DISPLAY. ONCE AGAIN, THIS IS THE OPTION MOST FREQUENTLY USED.

IN THE EVENT PRINTED COPIES ARE DESIRED, ENTER "1" THROUGH "9" TO INDICATE THE NUMBER OF COPIES TO BE PRINTED. IF NO ENTRY IS MADE, THE NUMBER WILL DEFAULT TO "1".

AFTER ALL SELECTIONS ARE MADE, PRESS THE "ENTER" KEY TO CONTINUE.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(MQ) STATISTICAL DATA QUERY CON'T

EMQ3 STATISTICAL DATA QUERY UNCLASSIFIED 08:13 19/MAR/09 ZJU-MQ3
REPORT A ***** MANAGEMENT DATA DISPLAY *****
DMSL=HRC

***** MAR09 *****

GRADE	AENL	TGEDP	RET	UGAIN	IETTGT	VORQ	PROJ	%FILL	AVAIL	%AVAIL
E1	0	0	0	0	0	0	0	0.0	0	0.0
E2	0	0	0	0	0	0	0	0.0	0	0.0
E3	1	0	0	0	0	0	0	0.0	0	0.0
E4	2	1	1	0	0	0	1	50.0	1	50.0
E1-4	3	1	1	0	0	0	1	33.3	1	33.3
E5	1	0	5	0	0	0	5	500.0	5	500.0
E6	19	20	26	0	0	0	26	136.8	26	136.8
E5-6	20	20	31	0	0	0	31	155.0	31	155.0
E7	77	65	155	1	0	0	156	202.5	155	201.2
E8	40	40	62	0	0	0	62	155.0	63	157.5
E7-8	117	105	217	1	0	0	218	186.3	218	186.3
E9	24	24	39	0	0	0	39	162.5	39	162.5
E5-8	137	125	248	1	0	0	249	181.7	249	181.7
E5-9	161	149	287	1	0	0	288	178.8	288	178.8
E1-8	140	126	249	1	0	0	250	178.5	250	178.5
TOTAL	164	150	288	1	0	0	289	176.2	289	176.2

PRESS ENTER TO CONT, F11 DMSL HELP SELECT NEW REPORT TYPE _ WHERE NEXT - _

ZJUMQP3

REPORT "A" IS THE "MANAGEMENT DATA DISPLAY".

IN THE SPACE BETWEEN THE TITLE OF THE REPORT AND THE MONTH FOR WHICH THE DATA IS DISPLAYED, YOU WILL ALWAYS BE ABLE TO SEE THE QUERY ON WHICH THE DISPLAYED DATA IS BASED. ONCE YOU HAVE REVIEWED THE INFORMATION ON THE SCREEN, PRESS "ENTER" AND THE NEXT MONTH'S DATA WILL APPEAR. WHEN THE LAST MONTHS DATA IS DISPLAYED, THE MESSAGE "LAST YEAR AND MONTH DATA IN QUERY" WILL APPEAR AT THE BOTTOM LEFT SIDE OF THE SCREEN. IN THE EVENT YOU DESIRE TO MOVE BACKWARDS IN THE PROGRAM, PRESS THE "F4" KEY AND YOU WILL SEE THE PREVIOUS MONTHS INFORMATION DISPLAYED. ON THE BOTTOM LINE OF THE SCREEN, THERE IS A FIELD TITLED "SELECT "NEW REPORT TYPE". TYPE THE CHARACTER THAT INDICATES OTHER STAT QUERY REPORTS. PRESS THE ENTER KEY AND THE PROGRAM WILL SHIFT TO THAT REPORT. THE FOLLOWING ARE THE VALUES THAT MAY BE ENTERED IN THIS FIELD AND THE TYPE OF REPORTS:

- "B" STRENGTH DETAIL REPORT
- "C" AUTHORIZATION DETAIL REPORT
- "D" GAINS/LOSSES REPORT
- "E" REQUISITION DETAIL REPORT

THE FOLLOWING IS A LIST OF DEFINITIONS FOR THE FIELDS THAT APPEAR ON THIS SCREEN:

- 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

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(MQ) STATISTICAL DATA QUERY CON'T

EMQ4 STATISTICAL DATA QUERY	UNCLASSIFIED	08:19	19/MAR/09	ZJU-MQ4					
REPORT B *****	STRENGTH DETAIL *****								
DMSL=HRC									
***** CURRENT MONTH *****									
	E1-E3	E4	E5	E6	E7	E8	E9	TOTAL	
STR	0	1	5	26	157	63	39	291	
AVAIL	0	1	5	26	155	63	39	289	
STRFEM	0	0	1	9	37	21	9	77	
GNPDUE	0	0	0	0	0	0	0	0	
LSPDUE	0	0	0	0	0	0	0	0	
PROJ	0	1	5	26	156	62	39	289	
***** MAR09 *****									
RET	0	1	5	26	155	62	39	288	
ULOSS	0	0	0	0	2	1	0	3	
LNOM	0	0	0	0	0	0	0	0	
UGAIN	0	0	0	0	1	0	0	1	
GNNOM	0	0	0	0	0	1	0	1	
PROJF	0	0	1	9	38	21	9	78	
PROJN	0	1	5	26	156	63	39	290	
PROJ	0	1	5	26	156	62	39	289	
PRESS ENTER TO CONT, F11 DMSL HELP					SELECT NEW REPORT TYPE	__	WHERE NEXT	-	__

ZJUMQP4

REPORT "B" IS THE "STRENGTH DETAIL REPORT".

IN THE SPACE BETWEEN THE TITLE OF THE REPORT AND THE CURRENT MONTH DATA, YOU WILL ALWAYS BE ABLE TO SEE THE QUERY ON WHICH THE DISPLAYED DATA IS BASED.

ONCE YOU HAVE REVIEWED THE INFORMATION ON THE SCREEN, PRESS "ENTER" AND THE NEXT MONTHS DATA WILL APPEAR. WHEN THE MONTH'S DATA IS DISPLAYED, THE MESSAGE

"LAST YEAR AND MONTH IN QUERY" WILL APPEAR AT THE BOTTOM LEFT SIDE OF THE SCREEN. IN THE EVENT YOU DESIRE TO MOVE BACKWARDS IN THE PROGRAM, PRESS THE

"F4" KEY AND THE PREVIOUS MONTHS INFORMATION WILL BE DISPLAYED. THE INFORMATION DISPLAYED IN THE SECTION MARKED CURRENT MONTH REMAINS CONSTANT REGARDLESS OF

WHAT MONTHS INFORMATION APPEARS ON THE BOTTOM HALF OF THE SCREEN. ON THE BOTTOM LINE OF THE SCREEN THERE IS A FIELD TITLED SELECT NEW REPORT TYPE. TYPE

THE CHARACTER THAT INDICATES OTHER STAT QUERY REPORTS, PRESS THE "ENTER" KEY, AND THE PROGRAM WILL SHIFT TO THAT REPORT. THE FOLLOWING ARE VALUES THAT MAY BE

ENTERED IN THIS FIELD AND THE TYPE OF REPORTS:

- "A" MANAGEMENT DATA DISPLAY
- "C" AUTHORIZATION DETAIL REPORT
- "D" GAINS/LOSSES REPORT
- "E" REQUISITION DETAIL REPORT

THE FOLLOWING ARE A LIST OF DEFINITIONS FOR THE FIELDS THAT APPEAR ON THIS SCREEN:

- CURRENT MONTH
- STR = ASSIGNED STRENGTH
- STRPRM = ASSIGNED STRENGTH PROMOTABLE
- STRFEM = ASSIGNED STRENGTH FEMALE
- GNPDUE = GAINS PAST DUE
- LSPDUE = LOSSES PAST DUE
- PROJ = PROJECTED STRENGTH WITHOUT NOMS

ALL MONTHS
RET = RETAINABLE STRENGTH
LOSS = TOTAL LOSSES
LNOM = NOMINATION LOSSES
GAIN = TOTAL GAINS
GNNOM = NOMINATIONS TOTAL GAINS
PROJF = PROJECTED FEMALE STRENGTH
PROJN = PROJECTED STRENGTH WITH NOMS
PROJ = PROJECTED STRENGTH WITHOUT NOMS

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION.
FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE
"ENTER" KEY.

(MQ) STATISTICAL DATA QUERY CON'T

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EMQ5 STATISTICAL DATA QUERY      UNCLASSIFIED      08:23  19/MAR/09  ZJU-MQ5
REPORT C ***** AUTHORIZATION DETAIL *****
DMSL=HRC

***** MAR09 *****
GRADE  RSTR  RSTRF  RSTRI  RSTRM  AENL  AENLF  AENLI  AENLM  TGEDP
E1-4   23    0     23    0     3     0     3     0     1
E5     10    0     10    0     1     0     1     0     0
E6     27    0     27    0     19    0     19    0     20
E7    122    0    122    0     77    0     77    0     65
E8     47    0     47    0     40    0     40    0     40
E9     29    0     29    0     24    0     24    0     24
TOTAL  258    0    258    0    164    0    164    0    150
***** APR09 *****
E1-4   23    0     23    0     3     0     3     0     0
E5     10    0     10    0     1     0     1     0     1
E6     27    0     27    0     19    0     19    0     20
E7    122    0    122    0     77    0     77    0     71
E8     47    0     47    0     40    0     40    0     39
E9     29    0     29    0     24    0     24    0     25
TOTAL  258    0    258    0    164    0    164    0    156

PRESS ENTER TO CONT, F11 DMSL HELP  SELECT NEW REPORT TYPE  _  WHERE NEXT  -  _

```

ZJUMQP5

REPORT "C" IS THE "AUTHORIZATION DETAIL REPORT".

IN THE SPACE BETWEEN THE TITLE OF THE REPORT AND THE MONTH FOR WHICH THE DATA IS DISPLAYED, YOU WILL ALWAYS BE ABLE TO SEE THE QUERY ON WHICH THE DISPLAYED DATA IS BASED. THIS SCREEN DISPLAYS TWO MONTHS OF DATA AT THE SAME TIME. ONCE YOU HAVE REVIEWED THE INFORMATION ON THE SCREEN, PRESS THE "ENTER" KEY AND THE NEXT TWO MONTHS INFORMATION WILL APPEAR. WHEN THE LAST TWO MONTHS DATA IS DISPLAYED, THE MESSAGE "LAST YEAR AND MONTH DATA IN QUERY" WILL APPEAR AT THE BOTTOM LEFT SIDE OF THE SCREEN. IN THE EVENT YOU DESIRE TO MOVE BACKWARDS IN THE PROGRAM, PRESS THE "F4" KEY ANY YOU WILL SEE THE PREVIOUS MONTHS INFORMATION DISPLAYED. ON THE BOTTOM LINE OF THE SCREEN, THERE IS A FIELD TITLED "SELECT NEW REPORT TYPE". TYPE THE CHARACTER THAT INDICATES OTHER STAT QUERY REPORTS, PRESS THE "ENTER" KEY AND THE PROGRAM WILL SHIFT TO THAT REPORT. THE FOLLOWING ARE THE VALUES THAT MAY BE ENTERED IN THIS FIELD AND THE TYPE OF REPORTS:

- "A" MANAGEMENT DATA DISPLAY
- "B" STRENGTH DETAIL REPORT
- "D" GAINS/LOSSES REPORT
- "E" REQUISITION DETAIL REPORT

THE FOLLOWING ARE A LIST OF DEFINITIONS FOR THE FIELDS THAT APPEAR ON THIS SCREEN:

- RSTR = REQUIRED STRENGTH-ENLISTED
- RSTRF = REQUIRED STRENGTH FEMALE-ENLISTED
- RSTRI = REQUIRED STRENGTH INTERCHANGABLE-ENLISTED
- RSTRM = REQUIRED STRENGTH MALE-ENLISTED
- AENL = AUTHORIZED STRENGTH-ENLISTED
- AENLF = AUTHORIZED STRENGTH FEMALE-ENLISTED
- AENLI = AUTHORIZED STRENGTH INTERCHANGABLE-ENLISTED
- AENLM = AUTHORIZED STRENGTH MALE-ENLISTED
- TGEDP = ENLISTED DISTRIBUTION PLAN OF TARGETED REQUIREMENTS

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(MQ) STATISTICAL DATA QUERY CON'T

```
EMQ6 STATISTICAL DATA QUERY      UNCLASSIFIED      08:31  19/MAR/09  ZJU-MQ6
REPORT D ***** GAINS AND LOSSES DISPLAY *****
DMSL=HRC

***** MAR09 *****
GAINS
GRADE      E1-4      E5      E6      E7      E8      E5-8      E9      TOTAL
UGAIN      0          0        0        1        0        1        0        1
GNONO      0          0        0        1        0        1        0        1
GNAIT      0          0        0        0        0        0        0        0
GNINT      0          0        0        0        0        0        0        0
PROMIN     0          0        0        0        0        0        0        0
*****
LOSSES
ULOSS      0          0        0        2        1        3        0        3
LDERS      0          0        0        0        0        0        0        0
LETS       0          0        0        1        0        1        0        1
LASG       0          0        0        1        1        2        0        2
LREEL      0          0        0        0        0        0        0        0
LOTH       0          0        0        0        0        0        0        0
PROMOT     0          0        0        0        0        0        0        0

PRESS ENTER TO CONT, F11 DMSL HELP  SELECT NEW REPORT TYPE  _  WHERE NEXT -  _
```

ZJUMQP6

REPORT "D" IS THE "GAINS AND LOSSES DISPLAY".

IN THE SPACE BETWEEN THE TITLE OF THE REPORT AND THE MONTH FOR WHICH THE DATA IS DISPLAYED, YOU WILL ALWAYS BE ABLE TO SEE THE QUERY IN WHICH THE DISPLAYED DATA IS BASED. AFTER YOU HAVE REVIEWED THE INFORMATION ON THE SCREEN, PRESS "ENTER" AND THE NEXT MONTHS DATA WILL APPEAR. WHEN THE LAST MONTHS DATA IS DISPLAYED, THE MESSAGE "LAST YEAR AND MONTH DATA IN QUERY" WILL APPEAR AT THE BOTTOM LEFT SIDE OF THE SCREEN. IN THE EVENT YOU DESIRE TO MOVE BACKWARDS IN THE PROGRAM, PRESS THE "F4" KEY AND YOU WILL SEE THE PREVIOUS MONTHS INFORMATION DISPLAYED. ON THE BOTTOM LINE OF THE SCREEN, THERE IS A FIELD TITLED "SELECT "NEW REPORT TYPE". TYPE THE CHARACTER THAT INDICATES OTHER STAT QUERY REPORTS, PRESS THE "ENTER" KEY AND THE PROGRAM WILL SHIFT TO THAT REPORT. THE FOLLOWING ARE THE VALUES THAT MAY BE ENTERED IN THIS FIELD AND THE TYPE OF REPORTS:

- "A" MANAGEMENT DATA DISPLAY
- "B" STRENGTH DETAIL REPORT
- "C" AUTHORIZATION DETAIL REPORT
- "E" REQUISITION DETAIL REPORT

THE FOLLOWING ARE A LIST OF DEFINITIONS FOR THE FIELDS THAT APPEAR ON THIS SCREEN:

- 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

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(01) ORGANIZATION SUBSYSTEM

EO10 ORGANIZATION SUBSYSTEM UNCLASSIFIED 07:23 12/FEB/09 ZJU-O10
***** ORGANIZATION SUBSYSTEM MENU *****

- A = ORGANIZATION ADD
- M = ORGANIZATION MODIFY
- Q = ORGANIZATION QUERY
- R = ORGANIZATION (UIC) REDESIGNATE
- T = ORGANIZATION RETRANSMISSION
- X = RETURN TO MAIN MENU

_ ENTER OPTION DESIRED

WHERE NEXT - _

ZJUO1P0

THIS SCREEN DISPLAYS ALL AVAILABLE FUNCTION(S) WITHIN THE ORGANIZATION SUBSYSTEM APPLICABLE TO EACH USER.

EXAMPLE: TYPE "Q" IN THE ' ENTER OPTION DESIRED' INPUT FIELD AND PRESS THE ENTER KEY. (I.E., "Q" FOR ORGANIZATION QUERY)

THE ORGANIZATION SUBSYSTEM ENABLES MANAGER/USER TO ADD AND MODIFY DATA IN THE ORGANIZATION DATABASE. IT ALSO ALLOWS THE USER TO QUERY INFORMATION.

(OQ) ORGANIZATION QUERY

```

EOQ1 ORG DATA QUERY                UNCLASSIFIED                08:54  24/MAR/09  ZJU-OQ1
***** SEARCH CRITERIA SELECTION *****
ENTER PARENT UNIT DESIGNATOR (PUD), DESCRIPTIVE DESIGNATOR (DD) AND DATE IF
DESIRED.  IF DD IS NOT ENTERED, THE PARENT UNIT WILL BE DISPLAYED ALONG WITH
ALL SUBUNITS.  IF DATE IS NOT ENTERED, CURRENT RECORD WILL BE DISPLAYED.

      PUD DD DDMMYY                PUD DD DDMMYY                PUD DD DDMMYY
      ___ ___ _____                ___ ___ _____                ___ ___ _____
      ___ ___ _____                ___ ___ _____                ___ ___ _____
      ___ ___ _____                ___ ___ _____                ___ ___ _____
      ___ ___ _____                ___ ___ _____                ___ ___ _____

-OR- SELECT ONE OR MORE KEYS USING UNIQUE VALUES OR GROUPINGS
***** UNIQUE VALUES *****
DML ___  RGUN _____  PSC ___  PPA ___  ORGRAA ___  UNTRTY ___  ASGWIN ___
CONIND ___  CYLU ___  GELOC ___  ARQODA ___  TFML ___  VDML ___
***** GROUPINGS *****
      DMSL ___ ___ ___  UNTCA ___ ___ ___  PMAE ___ ___ ___

ENTER DATE FOR UNIQUE VALUE OR GROUPINGS (DDMMYY) - _____
DO YOU WANT THE OUTPUT SORTED? N
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT                WHERE NEXT - ___

```

ZJUOQP1

THE ORGANIZATION QUERY ALLOWS USERS TO QUERY ANY REGISTERED UNCLASSIFIED ARMY UNIT/UIC. 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 "PUD" OR "PUD 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. IF "ALL" IS ENTERED IN THE DATE BLOCK, THE SYSTEM WILL DISPLAY ALL RECORDS (HISTORICAL, CURRENT AND PLANNING). THE USER MUST KNOW THE "PUD" OR "PUDD DD" OF THE UNIT(S) TO BE QUERIED. 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.

TO SELECT THE UNIT(S) TO BE QUERIED, FIRST DECIDE WHAT PORTION OF THE SELECTION SCREEN IS TO BE USED. THE TOP PORTION OF THE SCREEN IS USED WHEN SELECTING SPECIFIC UICS OR PUDS AND THE LOWER PORTION IS USED TO SELECT AND DISPLAY GROUPS OF UNITS. DATA CANNOT BE ENTERED ON THE UPPER AND LOWER SECTIONS OF THE SCREEN AT THE SAME TIME. IF THE USER ATTEMPTS TO ENTER DATA IN THE UPPER AND LOWER SECTIONS OF THE SCREEN, AN ERROR MESSAGE WILL BE DISPLAYED.

SCREEN INSTRUCTIONS:

PUD: ENTER A VALID "PUD" (PARENT ORGANIZATION DESIGNATOR). BY ENTERING ONLY THE PUD AND PRESSING "ENTER", THE SYSTEM WILL DISPLAY ALL THE UNITS/SUB-UNITS WITH THAT PARTICULAR PUD. EXAMPLE: IF PUD "3VS" IS ENTERED, THE FOLLOWING IS A PARTIAL LISTING OF ORGANIZATIONS THAT WOULD BE DISPLAYED:

```

      3VSAA   3VS01   3VS03   3VS04   3VS06
      3VS07   3VS08   3VS09   3VS10   3VS1A

```

YOU MAY ENTER UP TO 15 DIFFERENT PUD'S AT A TIME.

DD: ENTER A VALID "DD" (DESCRIPTION DESIGNATOR). IF "DD" IS ENTERED, THE USER MUST ALSO ENTER A VALID "PUD". BY ENTERING A VALID "PUD AND DD" AND THEN PRESSING "ENTER", THE SYSTEM WILL DISPLAY THE RECORD FOR THE REQUESTED UNIT(S). EXAMPLE: IF USER ENTERED "3VSAA", THE SYSTEM WOULD DISPLAY ONLY THAT UNIT RECORD.

DDMMYY: EACH "PUD DD" MAY HAVE SEVERAL RECORDS ON THE DATABASE. THESE MULTIPLE RECORDS PROVIDE (HISTORICAL, CURRENT, AND PLANNING RECORDS ON ALL UNITS. ENTER A VALID DATE FOR THE SELECTED UNIT. WHEN A VALID DATE IS ENTERED, THE RECORD THAT IS APPLICABLE ON THE DATE ENTERED WILL BE RETRIEVED. ENTER "ALL" IN THE "DDMMYY" FIELD AND ALL RECORDS, HISTORY, CURRENT, AND PLANNING WILL BE DISPLAYED.

UNIQUE VALUES/GROUPINGS: ENTER A VALID VALUE FOR ONE OR MORE OF THE UNIQUE VALUE/GROUPING FIELDS. IF UNFAMILIAR WITH THESE FIELDS, THE VALID VALUES ARE LOCATED IN THE ORGANIZATION DATA REQUIREMENT DOCUMENT. REMEMBER YOU CANNOT ENTER A "PUD DD" IN THE UPPER SECTION AND A UNIQUE VALUE/GROUPING IN THE LOWER SECTION.

DDMMYY: ENTER A VALID DATE IN WHICH YOU WANT TO QUERY THE UNITS SELECTED IN THE UNIQUE VALUE/GROUPING SECTION. THIS OPTION WORKS THE SAME AS THE DATE OPTION IN THE UPPER SECTION MINUS THE "ALL" COMMAND. IF THE DATE FIELD IS LEFT BLANK, THE PROGRAM WILL RETRIEVE AND DISPLAY THE CURRENT RECORDS FOR THE SELECTED GROUP OF UNITS.

SORT: ENTER A "Y" IF YOU WANT THE OUTPUT SORTED BY ANYTHING OTHER THAN PUD DD AND DATE. IF USER SELECTS TO SORT THE OUTPUT, SCREEN ZJU-OQ2 WILL BE DISPLAYED.

AFTER ENTERING THE QUERY CRITERIA, PRESS THE "ENTER" KEY TO CONTINUE.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(OQ) ORGANIZATION QUERY CON'T

EOQ2 ORG DATA QUERY UNCLASSIFIED 13:10 02/APR/09 ZJU-OQ2
***** SORT SELECTION SCREEN *****

IF YOU WANT THE OUTPUT SORTED, PLACE A "1, 2, 3" IN THE FIELD(S) BELOW.

PUDDD PMAE DML DMSL UNTCA UNTRTY CYLU PSC PPA RGUN ORGRAA CONIND GELOC
- - - - -

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN. WHERE NEXT - __

ZJUOQP2

SORT SELECTION SCREEN.

SCREEN INSTRUCTION:

ENTER THE NUMBERS 1, 2, 3 TO INDICATE THE ORDER IN WHICH YOU WANT YOUR OUTPUT SORTED, THEN PRESS THE "ENTER" KEY TO CONTINUE. EXAMPLE: "UNTRTY 1", "DMSL 2", "PUDDD 3". THE OUTPUT WILL BE SORTED BY UNTCA FIRST, DMSL SECOND, THEN BY "PUDDD".

THE NEXT SCREEN IS THE REPORT SELECTION SCREEN (ZJU-OQ3).

ERROR MESSAGES WILL BE PROVIDED WHEN ERRONEOUS DATA IS ENTERED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(OQ) ORGANIZATION QUERY CON'T

```
EQO3 ORG DATA QUERY          UNCLASSIFIED          09:48   24/MAR/09   ZJU-OQ3
***** REPORT SELECTION SCREEN *****
ORGANIZATION DATA AS OF 24/MAR/09   THE SEARCH HAS FOUND   2,212   RECORDS

3   PLEASE SELECT A REPORT TYPE AND ENTER OPTION IN THE BOX AT LEFT.

    1. DETAILED      2. SHORT      3. ONE-LINE      4. LOCATION      9. EXIT

S   PLEASE SELECT AN OUTPUT DESTINATION.

    S. SCREEN DISPLAY   E. EMAIL   F. FTP   L. LOCAL   M. MAIN   R. REMOTE

1   ENTER THE NUMBER OF COPIES

    SORTING SEQUENCE SELECTED IS: 1. PSC   2. PPA   3. RGUN

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN.          WHERE NEXT - ___
```

ZJUOQP3

THIS SCREEN IS FOR SELECTION OF DESIRED REPORT FORMAT.

EDAS PROVIDES FOUR DIFFERENT REPORT FORMATS: ONE-LINE, SHORT, LOCATION AND DETAILED. EACH OF THE FIRST THREE FORMATS PROVIDE MORE INFORMATION ABOUT YOUR SELECTION. THE ONE-LINE REPORT DISPLAYS UP TO FOURTEEN RECORDS AT A TIME AND CONTAINS THE LEAST AMOUNT OF DATA ABOUT YOUR QUERY. THE ONE-LINE REPORT IS ESPECIALLY USEFUL WHEN REVIEWING A LARGE NUMBER OF RECORDS. THE SHORT REPORT DISPLAYS UP TO THREE RECORDS AT A TIME AND CONTAINS LESS INFORMATION THAN THE DETAILED REPORT BUT MORE THAN THE ONE-LINE. THE DETAILED REPORT DISPLAYS ONE RECORD AT A TIME AND CONTAINS THE MOST INFORMATION. THE LOCATION REPORT IS SIMILAR TO THE ONE-LINE IN THAT IT CONTAINS UP TO FOURTEEN RECORDS. THE BIG DIFFERENCE BETWEEN THE TWO REPORTS IS THAT THE LOCATION REPORT CONTAINS PRIMARILY LOCATION DATA ABOUT THE UNIT.

THE REPORT SELECTION SCREEN DISPLAYS A DEFAULT VALUE OF "3" AND AUTOMATICALLY SELECTS THE ONE-LINE REPORT. USERS MAY CHANGE THE REPORT BY SELECTING "1" FOR THE DETAILED AND "2" FOR THE SHORT REPORTS. THE NUMBER OF RECORDS FOUND, LOCATED IN THE UPPER RIGHT PORTION OF THE SCREEN, MAY BE USED TO HELP DETERMINE WHICH REPORT TYPE TO USE.

THE OUTPUT DESTINATION DEFAULT IS "S" TERMINAL. THESE MAY BE CHANGED IF DESIRED.

THE MAIN PRINTER "M" IS NOT AVAILABLE FOR THE FIELD.

UPON COMPLETION OF THE REPORT SELECTION SCREEN, THE USER IS NOW READY TO VIEW THE SELECTED UNITS. PRESS THE "ENTER" KEY.

ERROR MESSAGES WILL BE PROVIDED WHEN ERRONEOUS DATA IS ENTERED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(OQ) ORGANIZATION QUERY CON'T

EOQ4	ORG DATA QUERY	UNCLASSIFIED	09:55	24/MAR/09	ZJU-OQ4							
***** ONE LINE REPORT *****												
IF YOU WISH TO SEE A DETAILED REPORT ON ANY PUDDD, PLACE AN "Y" ON THE "DTL" LINE NEXT TO THE UPC.												
DTL	UPC	ULOC	CCD	DML	DMSL	UNTCA	UNIT DESIGNATION	LOCNM	PPG			
-	VGYAA	H	000	F	FC		0029 AV ATC GROUP	EDGEWOOD ARSENAL	07			
-	4VEAA	H	CAC	JTC	TC		USAE JT WARFIGHTING CTR	NORFOLK	06			
-	TDXY7	H	GGG	GGB	FC		0951 OD MAINT GS FWD	CP ATTERBURY	06			
-	V21A1	H	GGG	GGB	FC		0035 IN DIV DET 1	CP ATTERBURY	08			
-	X0EY1	H	GGG	GGB	FC		0235 EN CO FWD	CP SHELBY	09			
-	06Q08	H	REC	RCH	TA		USAREC LAISON FT RUCKR	FT RUCKER	04			
-	8HNYD	H	RRR	RRB	FC		3BN LS 349RGT 87DIV DET	CP SHELBY	06			
-	TRVAA	H	000	F	FC		0129 AG ARMY	NASHVILLE	07			
-	P7DB1	H	000	F	FC		0890 EN CO B DET 1	LEAKESVILLE	07			
-	QA4AA	H	GGG	GGB	FC		0113 MP	FT BENNING	02			
-	TZGAA	H	NGA	NCF	FC		0946 QM SUP HV MAT G	REFORM	04			
-	XBK99	H	000	F	FC		CS CO AUG CSMS 1	MONTGOMERY	04			
-	BACXB	H	GGG	GGB	FC		MIARNG ELE JFHQ FWD44	CP SHELBY	09			
-	BZEAA	H	TCO	TCO	TC		0006 MP MP DET LAW	FT RUCKER	09			
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN.						WHERE NEXT	-	___				
DISPLAYING RECORDS						1	THRU	14	OF	2,212	GO TO RECORD	_____

ZJUOQP4

THE ONE-LINE REPORT SCREEN (ZJU-OQ4) WHICH DISPLAYS UP TO FOURTEEN RECORDS. ON THE LEFT SIDE OF THE SCREEN, NEXT TO EACH RECORD, IS AN INPUT FIELD TITLED "DTL". PLACE A "Y" IN THE "DTL" FIELD TO RECEIVE A DETAILED REPORT OF A PARTICULAR RECORD. AFTER REVIEWING THE SELECTED RECORD, PRESS "ENTER" AND THE SYSTEM WILL RETURN TO THE ONE-LINE REPORT.

LOCATED ON THE BOTTOM OF THE SCREEN IS A MESSAGE STATING EXACTLY WHAT RECORDS ARE BEING REVIEWED. FOR EXAMPLE, RECORDS 1 TO 2 OF 2 RECORDS IS THE MESSAGE DISPLAYED. ON THE FIRST SCREEN WHICH CONTAINS ONE-LINE REPORTS THE MESSAGE TOP OF SET APPEARS AND AT THE END THE QUERIED SET OF RECORDS THE MESSAGE "END OF SET" WILL BE DISPLAYED. DEPENDING UPON THE NUMBER OF RECORDS RETRIEVED, AND THE USERS PRESENT LOCATION WITHIN THE SET, PRESS "ENTER" TO SEE THE NEXT GROUP OF RECORDS, OR PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS FOURTEEN RECORDS. THE PROGRAM ALSO HAS THE CAPABILITY TO GO TO A PARTICULAR POINT IN THE SET WITHOUT MOVING 14 RECORDS AT A TIME. A MESSAGE APPEARS ON THE BOTTOM OF THE SCREEN WHICH STATES "GO TO RECORD -----", TYPE IN THE DESIRED RECORD YOU WISH TO ADVANCE TO AND THE SYSTEM WILL TAKE YOU TO THAT POINT IN THE SET. WHEN THE MESSAGE "END OF SET" IS DISPLAYED, THE USER WILL BE RETURNED TO THE FIRST IN THE QUERY PATH (ZJU-OQ1) WHEN THE "ENTER" KEY IS PRESSED.

TOGGLE: TO TOGGLE TO THE SHORT REPORT SCREEN PRESS THE "F6" FUNCTION KEY OR IF YOU WANT TO VIEW THE DETAIL SCREEN PRESS THE "F7" FUNCTION KEY OR IF YOU WANT TO GO TO THE LOCATION REPORT SCREEN PRESS THE "F8" FUNCTION KEY.

ERROR MESSAGES WILL BE PROVIDED WHEN ERRONEOUS DATA IS ENTERED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(OQ) ORGANIZATION QUERY CON'T

```
EOQ5 ORG DATA QUERY UNCLASSIFIED 10:00 24/MAR/09 ZJU-OQ5
***** SHORT REPORT *****
DTL ULOCCD UPC DTSURS DTEURS UNIT DESIGNATION LOCNM UNTCA
_ H VGYAA 900103 991231 0029 AV ATC GROUP EDGEWOOD ARSENAL FC
UADZIP UGPONM UGPOAM CONIND USCCL DML DMSL PMAE PPA PPG PSC
11111 C U 000 F KC 07 TD17
RGUN ASGWIN URQFLG HAPFLG UMACD UMVST AREAX CYLU ARLOC GELOC UNMST
Y N 124 24255 FSCD CO
***** SHORT REPORT *****
DTL ULOCCD UPC DTSURS DTEURS UNIT DESIGNATION LOCNM UNTCA
_ H 4VEAA 041203 991231 USAE JT WARFIGHTING CTR NORFOLK TC
UADZIP UGPONM UGPOAM CONIND USCCL DML DMSL PMAE PPA PPG PSC
23504 C U CAC JTC 00 KG 06 TD17
RGUN ASGWIN URQFLG HAPFLG UMACD UMVST AREAX CYLU ARLOC GELOC UNMST
Y N 151 51625 SBDJ CO
***** SHORT REPORT *****
DTL ULOCCD UPC DTSURS DTEURS UNIT DESIGNATION LOCNM UNTCA
_ H TDXY7 070721 991231 0951 OD MAINT GS FWD CP ATTERBURY FC
UADZIP UGPONM UGPOAM CONIND USCCL DML DMSL PMAE PPA PPG PSC
54656 C U GGG GGB 00 KJ 06 TD17
RGUN ASGWIN URQFLG HAPFLG UMACD UMVST AREAX CYLU ARLOC GELOC UNMST
N N 118 18036 ERCH CO
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN. WHERE NEXT - _
DISPLAYING RECORDS 1 THRU 3 OF 2,212 GO TO RECORD _____
```

ZJUOQP5

THE SHORT REPORT PERFORMS FUNCTIONALLY LIKE THE ONE-LINE REPORT. THE DIFFERENCE IS THE AMOUNT OF RECORDS ON THE SCREEN AND THE AMOUNT OF DATA DISPLAYED. WHEN REVIEWING THE SHORT REPORT, YOU MAY VIEW A DETAIL REPORT BY TYPING A "Y" IN THE SPACE TITLED "DTL" AND PRESSING THE "ENTER" KEY. FOR UNITS IN HAWAII AND ALASKA THE CONUS INDICATOR (CONIND) IS "O" FOR OVERSEAS BUT THE ZIP NUMBER (UADZIP) IS POPULATED INSTEAD OF THE APO FIELDS.

TOGGLE: TO TOGGLE TO THE ONE-LINE SCREEN PRESS THE "F6" FUNCTION KEY OR TO VIEW THE DETAILED SCREEN PRESS THE "F5" FUNCTION KEY OR IF YOU WANT TO VIEW THE LOCATION REPORT SCREEN PRESS THE "F7" FUNCTION KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(OQ) ORGANIZATION QUERY CON'T

```
EOQ6 ORG DATA QUERY                UNCLASSIFIED                11:38  24/MAR/09  ZJU-OQ6
***** DETAILED REPORT *****
UPC   3VAAA      ULOCCD H      DTSURS      20000116      DTEURS      20000517
DML                               DML TITLE      DMSL          DMSL TITLE
CYLU  GM        UNORPR 999    PSC          PMAO OE      PULC
ORGRAA OE      UNMST        HAPFLG      USCCL U      MOBDE
PMAE          ALPPA        MOBUNT      UNDPST      DTJRG
PPA   1D        URGTHB      ASGWIN      UNOPST B    RGUN
PPG          ARALOC      UMMODT      UNRSCD H    ARLOC      GE34C
STLOC        COHFLG N    UNTRTY      MALOF
UNTCA  E1      CONIND O     ENLLOC      URQFLG      MXLOF
UADZIP                               UGPONM 09014  UGTPOM      UGPOAM AE
UNIT DESIGNATION US ARMY TASK FORCE FAL  LOCNM HEIDELBERG
***** UNIT MOVE DATA (IF UNIT IS SCHEDULED TO DEPLOY) *****
DML          CONIND      PPA          UMVST        UMACD          UMDPT
DMSL         UNTCA      ALPPA        UMTYP        UMRPT
PSC          PMAE          UGPOAM      UGPONM          UADZIP
UNIT DESIGNATION                               LOCNM

ORG SI(S)
PRESS ENTER TO CONTINUE, F1 FOR HELP, F3 TO RETURN, OR F8 FOR MORE DATA
WHERE NEXT - ___

DISPLAYING RECORDS          1  OF          2  GO TO RECORD _____
```

ZJUOQP6

THE DETAILED REPORT SCREEN DISPLAYS ONLY ONE RECORD AT A TIME. THIS FORMAT PROVIDES MORE INFORMATION THAN THE ONE-LINE OR SHORT REPORTS.

NOTE: IN THE EVENT SPECIAL INSTRUCTIONS EXIST FOR THE QUERIED UIC, APPLICABLE SI(S) WILL BE DISPLAYED AT THE BOTTOM PORTION OF THIS SCREEN.

TOGGLE: TO TOGGLE TO THE ONE-LINE REPORT PRESS THE "F7" FUNCTION KEY OR IF YOU WANT TO GO TO THE SHORT REPORT SCREEN PRESS THE "F8" FUNCTION KEY OF IF YOU WANT TO GO TO THE ALTERNATE LOCATION SCREEN PRESS THE "F8" FUNCTION KEY OR IF YOU WANT TO GO TO THE LOCATION REPORT SCREEN PRESS THE "F6" FUNCTION KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER KEY.

(OQ) ORGANIZATION QUERY CON'T

EOQ7 ORG DATA QUERY UNCLASSIFIED 11:48 12/FEB/09 ZJU-OQ7

ALTERNATE LOCATION FOR HD2AA

ULOCCD	STLOC	ARLOC	LOCNM	ZIP	UGPONM
H	49	48396	FT HOOD	76544	

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN. WHERE NEXT - ___
DISPLAYING RECORDS 1 THRU 2 OF 2 GO TO RECORD _____

ZJUOQP7

ANOTHER FUNCTION THAT HAS BEEN ADDED TO THE ORGANIZATION QUERY FUNCTION IS THE ALTERNATE LOCATION SCREEN. THIS SCREEN PROVIDES LIMITED INFORMATION ABOUT THE UNIT IN THE EVENT THE UNIT HAS AN ALTERNATE LOCATION OTHER THAN THE HOME "H" LOCATION. NORMALLY, A UNIT WILL ONLY CONTAIN DATA ON THE "H" LOCATION. THIS FUNCTION WILL BE USED IN THE EVENT A UNIT HAS BEEN DEPLOYED AWAY FOR ITS HOME LOCATION. EXAMPLE: THE UNITS HOME LOCATION IS ALEXANDRIA, VIRGINIA. THE PRESENT "P" OR DEPLOYED LOCATION IS AUGSBURG, GERMANY.

THE ALTERNATE LOCATION SCREEN MAY ONLY BE ACCESSED FROM THE DETAILED REPORT SCREEN. THIS IS ACCOMPLISHED BY PRESSING THE "F8" FUNCTION KEY. TO RETURN TO THE DETAILED REPORT SCREEN, PRESS THE "F3" FUNCTION KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(OQ) ORGANIZATION QUERY CON'T

EOQ8 ORG DATA QUERY													UNCLASSIFIED			10:07		24/MAR/09		ZJU-OQ8						
***** LOCATION REPORT *****																										
TO VIEW A DETAILED REPORT PLACE AN "Y" ON THE "DTL" LINE NEXT TO THE DML																										
DTL	DML	DMSL	UPC	AREAX	PPG	PPA	ORGRAA	UNTCA	UNORPR	UNTRTY	PMAE	UMMST	MTOE/DESGT													
-	000	F	VG YAA	124	07	KC	ME	FC	MP3			CO	0029 AV													
-	CAC	JTC	4VEAA	151	06	KG	VF	TC	MP3		00	CO	USAE JT WA													
-	GGG	GGB	TDXY7	118	06	KJ	IA	FC	MP3		00	CO	0951 OD													
-	GGG	GGB	V21A1	118	08	KJ	MS	FC	MP3		00	TR	0035 IN													
-	GGG	GGB	X0EY1	128	09	KJ	MS	FC	MP3		00	CO	0235 EN													
-	REC	RCH	06Q08	101	04	KJ	AR	TA	MP2		5G	CO	USAREC LAI													
-	RRR	RRB	8HNYD	128	06	KJ	MS	FC	MP3		00	CO	3BN LS 349													
-	000	F	TRVAA	147	07	LA	ZZ	FC	MP3			CO	0129 AG													
-	000	F	P7DB1	128	07	LG	ZZ	FC	MP3			CO	0890 EN													
-	GGG	GGB	QA4AA	113	02	LG	ZZ	FC	MP3		00	CO	0113 MP													
-	NGA	NCF	TZGAA	101	04	LG	ZZ	FC	MP3		00	CO	0946 QM													
-	000	F	XBK99	101	04	LG	ZZ	FC	MP3			TR	CS CO													
-	GGG	GGB	BACXB	128	09	LM	MS	FC	MP3		00	CO	MIARNG ELE													
-	TCO	TCO	BZEAA	101	09	LM	AR	TC	MP3		78	CO	0006 MP													
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN.													WHERE NEXT -		___											
DISPLAYING RECORDS													1		THRU		14		OF		2,212		GO TO RECORD		_____	

ZJUOQP8

IT SHOULD BE NOTED, THAT WHEN YOU SELECT THE ONE-LINE, SHORT, OR DETAILED REPORT FROM THE REPORT SELECTION SCREEN, YOU WILL ALWAYS GET THE MESSAGE "GO TO RECORD -----" WHICH ALLOWS YOU TO MOVE FORWARD TO A SPECIFIC RECORD. IF YOU ARE SELECTING A SPECIFIC RECORD TO VIEW, SUCH AS THE DETAILED REPORT, FROM THE ONE-LINE REPORT, THE ONLY OPTION UPON COMPLETION OF THE REVIEW IS TO RETURN TO TO THE ONE-LINE BY PRESSING THE "ENTER" KEY OR RELEASE THE RECORD SET BY PRESSING THE "F3" OR "F9" FUNCTION KEYS.

THE FINAL FORMAT IS THE LOCATION REPORT. IT'S OPERATIONAL LAYOUT IS IDENTICAL TO THE ONE-LINE REPORT. IT DISPLAYS UP TO FOURTEEN RECORDS AND ALLOWS THE USER TO ACCESS THE DETAILED REPORT BY PLACING A "Y" IN THE "DTL" INPUT FIELD AND PRESS THE "ENTER" KEY TO VIEW THE DETAILED SCREEN. EACH PRESS OF THE "ENTER" KEY WILL DISPLAY THE NEXT SELECTED RECORD UNTIL ALL SELECTED HAVE BEEN DISPLAYED. THE NEXT PRESS OF THE "ENTER" KEY WILL RETURN THE USER TO THE NEXT SET OF RECORDS ON THE LOCATION REPORT OR TO THE REPORT SELECTION SCREEN IF ALL RECORDS HAVE BEEN VIEWED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(P1) PERSONNEL SUBSYSTEM

EP10 PERSONNEL SUBSYSTEM UNCLASSIFIED 10:38 24/MAR/09 ZJU-P10
***** PERSONNEL SUBSYSTEM MENU *****

- A = ASSIGNMENT REMARKS UPDATE
- B = PERSONNEL BOARD DATA BLOCKED - NOT AVAILABLE FOR USE
- C = COMPAT RESPONSE
- D = DEPLOYMENT QUERY
- E = ON-LINE ERB
- F = PERSONNEL FINANCE TRANSMISSION
- H = HAAP UPDATE
- J = PROJECTED MOS
- M = PROMOTION UPDATE
- O = COMPAT ATTACH REQUEST
- P = PROMOTION POINTS UPDATE
- Q = PERSONNEL QUERY COMBO
- R = EARLY SEPARATION PROGRAM BLOCKED - NOT AVAILABLE FOR USE
- S = PERSONNEL SSN QUERY
- T = MISCELLANEOUS UPDATE (TOTSU)
- U = ASSIGNMENT MANAGER UPDATE (TOTSU)
- X = RETURN TO MAIN MENU

_ ENTER OPTION DESIRED

WHERE NEXT - _

ZJUP1P0

THIS SCREEN DISPLAYS ALL AVAILABLE FUNCTION(S) WITHIN THE PERSONNEL SUBSYSTEM APPLICABLE TO EACH USER.

EXAMPLE: TYPE "E" IN THE ' ENTER OPTION DESIRED' INPUT FIELD AND PRESS THE ENTER KEY. (I.E., "E" FOR EDAS SOLDIER RECORD)

THE PERSONNEL SUBSYSTEM ENABLES THE USER EXTRACT PERSONNEL INFORMATION ON SOLDIER(S) EITHER THROUGH THE SOLDIER RECORD FUNCTION, OR BY THE QUERY FUNCTIONS.

THERE IS PERSCOM LEVEL UPDATE CAPABILITY TO THE PERSONNEL DATABASE.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

(PC) COMPAT RESPONSE

```
EPC1 - COMPAT APPLICATION          UNCLASSIFIED          13:14  24/MAR/09  ZJU-PC1
***** COMPAT STATUS *****

ENTER ONE OR MORE SOCIAL SECURITY NUMBERS (SSN)

_____
_____
_____

*****

-OR- ENTER NAME

NAME: _____

PRESS ENTER TO CONTINUE OR F1 FOR HELP OR F3 TO EXIT.      WHERE NEXT - ____
```

ZJUPCP1

THE PURPOSE OF THIS FUNCTION IS TO PROCESS A COMPASSIONATE REASSIGNMENT APPLICATION.

THE FIELD/ASSIGNMENT MANAGERS/SPECIAL ACTIONS: ENTER UP TO 15 SOCIAL SECURITY NUMBERS (SSN) AND PRESS THE "ENTER" KEY OR ENTER THE SOLDIER'S NAME. A PARTIAL NAME SEARCH IS ALLOWED BY ENTERING A BACKSLASH AFTER THE PARTIAL NAME (E.G., JOHN\). THIS LETS THE USER TELL BETWEEN "JOHN\" IT RETRIEVES JOHNS, JOHNSON, JOHNHANNSON. "JOHN \" RETRIEVES ONLY JOHN.

FOR THE SPECIAL ACTIONS BRANCH USER: ENTER A COMPAT STATUS CODE (A = APPROVED, D = DISAPPROVED, N = NO FURTHER ACTION REQUIRED, P = PENDING) AND PRESS THE "ENTER KEY.

THE FIELD AND ASSIGNMENT MANAGERS WILL NOT SEE THE COMPAT STATUS INPUT FIELD, ONLY THE DESIGNATED SPECIAL ACTIONS BRANCH USERS WILL HAVE ACCESS TO THE FULL SCREEN.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PC) COMPAT RESPONSE CON' T

EPC2 COMPAT STATUS	UNCLASSIFIED	13:18	24/MAR/09	ZJU-PC2
*****	PERSONNEL DATA	*****	*****	*****
SSN: XXXXXXXXX	NAME: BROWN AHMAND RAS	RANK: SSG	AEA: L	
RQCNSN: NONE	RQSTE: ORDTGC:			
*****	REQUEST STATUS	*****	*****	*****
COMPAT STATUS: A DATE SUBMITTED: 20071213 DATE OF STATUS: 20071221				
A=APPROVED, D=DISAPPROVED, P=PENDING, N=NO FURTHER ACTION REQUIRED, *=DELETE				
REMARKS:				
SOLDIER SHOULD ALSO LOOK AT MAKING MOTHER HIS DEPENDENT AND ENROLLING IN				
EFMP IF PROGNOSIS IMPROVES. SOLDIER MAY REMAIN ATCH UNTIL 080301.				

RECORD: 1 OF 99				
PRESS ENTER TO CONTINUE OR F1 FOR HELP			WHERE NEXT -	___

ZJUPCP2

THIS SCREEN SHOWS THE STATUS OF THE COMPASSIONATE REASSIGNMENT APPLICATION.
***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE
REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THIS SCREEN IS PROTECTED. THE ONLY USERS THAT WILL BE ABLE TO TYPE INFORMATION ON THE SCREEN IS THE SPECIAL ACTIONS BRANCH (TAPC-EPC-S), ALL OTHER USERS WILL HAVE "READ" CAPABILITY.
THE TOP PART OF THE SCREEN IS SOME OF THE SOLDIER'S PERSONNEL DATA: THE SOCIAL SECURITY NUMBER, NAME, RANK, REQUISITION CONTROL & SERIAL NUMBER, REQUISITION STATUS, 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, [COMPST]. THE DATE OF WHEN THE APPLICATION WAS ENTERED IN EDAS [CMPSDT] 8 CHARACTER FIELD "YYYYMMDD", AND THE STATUS DATE APPLICATION (E.G., THE DATE THE APPLICATION WAS APPROVED OR DISAPPROVED "YYYYMMDD") [DTCSTA].

THE REMARKS SECTION: TELLS WHY A COMPASSIONATE REASSIGNMENT APPLICATION WAS DISAPPROVED OR NO FURTHER ACTION MAY BE NEEDED AND THE REASON WHY.

YOU MAY USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD

EPE1 EDAS SOLDIER RECORD UNCLASSIFIED 14:32 24/MAR/09 ZJU-PE1
***** SOCIAL SECURITY NUMBER/NAME SELECTION *****
ENTER ONE OR MORE SSNS:

Four horizontal lines for entering social security numbers.

OR ENTER NAME: PMOSEN: PLVLSN:

TO REVIEW SELECTED PAGES OF THE ONLINE ESR, ENTER THOSE PAGE NUMBERS IN THE ORDER YOU WANT TO REVIEW IN THE BOXES BELOW:

S PLEASE SELECT AN OUTPUT DESTINATION AND ENTER OPTION IN BOX AT LEFT.
S. SCREEN DISPLAY E. EMAIL F. FTP L. LOCAL M. MAIN R. REMOTE

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT WHERE NEXT -

ZJUPEP1
THE EDAS SOLDIER RECORD IS USED TO PROVIDE MANAGERS WITH THE MAXIMUM PERSONNEL DATA AVAILABLE ON INDIVIDUAL SOLDIERS WITHIN PERDB.

ENTER FROM ONE TO 28 SSN ON INDIVIDUAL SOLDIERS AND PRESS THE "ENTER" KEY TO RETRIEVE THOSE RECORDS. YOU MAY ALSO ENTER A SOLDIER'S LAST NAME, FIRST NAME, AND MIDDLE NAME WITH A "\" TO PULL INDIVIDUAL RECORDS. USER MAY ALSO ENTER ANY PART OF THE LAST, FIRST, AND MIDDLE NAME TO PULL A RECORD. FOR EXAMPLE: JOHN\ WILL PULL ALL SOLDIERS WITH LAST NAME "JOHNSON" OR ANY OTHER NAME WITH THE FIRST PART OF THE LAST NAME HAVING THE LETTERS "JOHN" IN IT.

YOU MAY ALSO USE THE "NAME" FORMAT ABOVE, IN CONJUNCTION WITH THE PRIMARY MOS (PMOSEN) AND/OR THE SOLDIER'S PAY GRADE (PLVLSN). THE MORE INFORMATION YOU HAVE, THE EASIER IT IS TO PINPOINT THE CORRECT RECORD."

NOTE: YOU CANNOT SELECT SSN AND UNIQUE DATA AT THE SAME TIME.

AFTER ENTERING THE SSN(S) OR UNIQUE DATA, PRESS THE "ENTER" KEY AND ALL PAGES OF THE SOLDIER WILL BE DISPLAYED. IF YOU ONLY DESIRE TO SEE SPECIFIC PAGES, ENTER SELECTIVE PAGES, E.G. "1", "2" AND PRESS "ENTER" TO RECEIVE THOSE SPECIFIC PAGES OF THE EDAS SOLDIER RECORD.

OUTPUT DESIGNMATION DEFAULTS TO "S" SCREEN DISPLAY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

```
EPE2 EDAS SOLDIER RECORD          PRIVACY ACT INFO          14:35  24/MAR/09  ZJU-PE2
PAGE 1***** QUALIFICATION DATA *****
SSN: XXXXXXXXXX NAME: STRICKLAND JACOB CHARLES      PGRAD: SSG PPSPQE: 13B3000YY
DATE LAST CHG PMOSD          020327      ADD PAY CAT
SMOSEN                        ADD PAY TYPE
PROM MOS SKILL                OBLG BONUS MOS
PROM LIST SEQ NBR YR MO      DT ENL BNS ELIG ESTB RA
CURR PRM PT YR MO DETM      YR MO BNS TERM RA
PREV PRM PT YR MO DETM      YR MO LAST OFL PHOTO
IND 5 PREV ASI              APFT SCORE RESULT YR MO      276 PASS 0707
IND 3 ADD SQI                0          AGE                    25
PDSI                        HGT WT IND                    73 176
DATE END EVAL PD            090228      YR MO IND WT CON PRFL DETM
PROFNCY PAY CAT STATS      YR MO HIV SCRN TEST ADMIN  0808
MMRB RESULTS                DATE LAST PHYS EXAM        080304
MMRB RESULTS DATE          PHYSCL PROFILE FCTR        111121
COAD DETER                  PHYS CAT B  NO SIGNIFICANT LIMITATION
COAD DATE/END DATE          /
REENL ELIG/IMMED REENL PROHBN
BASIC MKS QUAL BAD CLASS YR MO DETM

PRESS ENTER TO CONTINUE, F1 FOR HELP, F4 PREV RECORD, OR F5 FOR NEXT RECORD
ESR PAGE:  ___          WHERE NEXT -  ___
          RECORD      1 OF  29
```

ZJUPEP2

PAGE 1 OF THE EDAS SOLDIER RECORD CONTAINS QUALIFICATION DATA. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN, PRESS THE "ENTER" KEY TO VIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD OR ENTER A PARTICULAR PAGE NUMBER THAT YOU WANT TO REVIEW, E.G. "2", "3", "4" AND PRESS THE "ENTER" KEY. THIS WILL ADVANCE YOU TO THE DESIRED PAGE. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS F3 TO RETURN TO THE SELECTION SCREEN OR PRESS F9 TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOG OFF, PRESS THE F10 KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS ENTER.

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER SCREEN. FOR EXAMPLE, IF YOU WANT TO GO TO PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

```
EPE3 EDAS SOLDIER RECORD          PRIVACY ACT INFO          15:13  24/MAR/09  ZJU-PE3
PAGE 2***** SECURITY DATA *****
SSN: XXXXXXXXX  NAME: STRICKLAND JACOB CHARLES  PGRAD: SSG PPSPQE: 13B3000YY
DEPT DETM PSSTAT                    PSINVES-INIT NONE
FLD DETM PSSTAT                    PSINVES-INIT DATE
PRP ASG STAT Y                      PSINVES-COMPL
                                      PSINVES-COMPL DATE
***** ASSIGNMENT INFORMATION *****
AEA YR MO TERM      U 1009      PREV AEA YR MO TERM  N
HOME BASE ASG      ASG-CAT-CON-NBR FDPL
CONUS ASG PRF 1    CC          RCDEV1  RCDEV2  RCDEV3  NBRPCS      JTDOMC
CONUS ASG PRF 2    NR          ASSIGNMENT CONSIDERATIONS
CONUS ASG PRF 3    NB          1. ASSIGNMENT VOLUNTEER
OS ASG PREF 1      GM          2. SERVICE MEMBER WITH EXCEPTIONAL FAMILY MEMBER
OS ASG PREF 2      15         3. US ARMY CADET COMMAND VOLUNTEER
OS ASG PREF 3      02         4. RECRUITER VOLUNTEER
YR LAST REGT AFFIL COMPL 07  5. DRILL SERGEANT DUTY PREFERRED
NBR REGT AFFIL ASG          6. RECRUITING DUTY PREFERRED
REGT AFFIL ASG STAT A SSN/MPC AD SPOUSE          OCONUS VOL LOC GM 15
REGT AFFIL                    JTDEPC          CONUS VOL LOC MM VM
REGT HOME BASE
PRESS ENTER TO CONTINUE, F1 FOR HELP, F4 PREV RECORD, OR F5 FOR NEXT RECORD
ESR PAGE:  ___ WHERE NEXT -  ___
          RECORD      1 OF  29
```

ZJUPEP3
PAGE 2 OF THE EDAS SOLDIER RECORD CONTAINS SECURITY DATA AND ASSIGNMENT INFORMATION. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN PRESS THE "ENTER" KEY TO VIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD OR ENTER A SPECIFIC PAGE NUMBER THAT YOU WANT TO REVIEW, E. G. "4", "6", OR ANY OTHER PAGE AND PRESS THE ENTER KEY. THIS WILL ADVANCE YOU TO THE DESIRED PAGE. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS THE "ENTER" KEY AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS "F3" TO RETURN TO THE SELECTION SCREEN OR PRESS "F9" TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE "F10" KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS "ENTER".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

```
EPE4 EDAS SOLDIER RECORD          PRIVACY ACT INFO          14:39   24/MAR/09   ZJU-PE4
PAGE 3*****SERVICE DATA*****
SSN: XXXXXXXXX  NAME: STRICKLAND JACOB CHARLES  PGRAD: SSG PPSPQE: 13B3000YY
GRADE DOR      SSG 071001  SRRTYP          RECSTA G SVC COMP REGULAR
LAST GR DOR    SGT 050301  SRRLVL          DUAL SVC GR OER DATE
2D PREV GR DOR SP4 030801  SRRTDT          SMSC      A
PEBD 011107    DATE ESA CURR 140129  DATE LAST PCS 020320  SMPYM
BASD 011107    TOS AD      3          PR YM DPRT SM      SMSDT 20081115
BESD          DLSEPR          SMTYM 200912
TIME LOST      DATE-ST/DATE-END/DAYS-LOST/RSN  MVAST
LAST LOST TIME CSVC  MVNAR
2 PREV LOST TIME CSVC  MVASDT
3 PREV LOST TIME CSVC  MVAEDT
*****OVERSEAS SERVICE*****
          START-DATE  END-DATE  CNTRY  NBR-MO  TOUR-COMPL-STAT
LAST OS ASG      050306   060219   IZ     12     3
SECD PREV OS ASG 030311   040317   IZ     12     1
THIRD PREV OS ASG
FOURTH PREV OS ASG
FIFTH PREV OS ASG
SIXTH PREV OS ASG
NBR OS SHORT TOUR 00  NBR OS LONG TOUR 00          DROS          DEROS
PRESS ENTER TO CONTINUE, F4 PREV RECORD, OR F5 NEXT RECORD  ESR PAGE:  ___
          RECORD  1 OF  29          WHERE NEXT -  ___
```

ZJUPEP4

PAGE 3 OF THE EDAS SOLDIER RECORD CONTAINS SERVICE DATA AND OVERSEAS SERVICE INFORMATION. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN, PRESS THE ENTER KEY TO VIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD OR ENTER A SPECIFIC PAGE NUMBER THAT YOU WANT TO REVIEW, E. G. "1", "6", OR ANY OTHER PAGE AND PRESS THE ENTER KEY. THIS WILL ADVANCE YOU TO THE DESIRED PAGE. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS ENTER KEY, AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS F3 TO RETURN TO THE SELECTION SCREEN OR PRESS F9 TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE F10 KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS ENTER.

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

```
EPE5 EDAS SOLDIER RECORD          PRIVACY ACT INFO          15:15  24/MAR/09  ZJU-PE5
PAGE 4***** AWARDS AND DECORATIONS *****
SSN: XXXXXXXXX  NAME: STRICKLAND JACOB CHARLES  PGRAD: SSG PPSPQE: 13B3000Y
IND 15 MIL DECORATIONS
CA      CA      CA      MA      MA

IND 12 CAMP SVC AWDS
CA      CA      IR
ND      NP      OR
OR      SR      TE
TS
IND 5 CBT SP SKILL BAD          IND 5 UNIT AWARDS          IND 5 IDENT BAD
CA      JU
DM      VU
QA
QA

IND 9 FORN AWDS          IND 3 NON MIL DECORATION

ESR PAGE:  ___  DATE ELIG GCMDL: 101106          WHERE NEXT -  ___
PRESS ENTER TO CONTINUE, F1 FOR HELP, F4 PREV RECORD, OR F5 FOR NEXT RECORD
RECORD  1 OF  29
```

ZJUPEP5

PAGE 4 OF THE EDAS SOLDIER RECORD CONTAINS AWARDS AND DECORATIONS INFORMATION. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN, PRESS THE "ENTER" KEY TO VIEW THE NEXT PAGE OF THE SOLDIER'S RECORD OR ENTER A SPECIFIC PAGE NUMBER THAT YOU WANT TO REVIEW (E. G. "1" "6"), OR ANY OTHER PAGE AND PRESS THE "ENTER" KEY. THIS WILL ADVANCE YOU TO THE DESIRED PAGE. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS THE ENTER KEY AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS "F3" TO RETURN TO THE SELECTION SCREEN. OR PRESS "F9" TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE "F10" KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS "ENTER".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

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EPE6 EDAS SOLDIER RECORD          PRIVACY ACT INFO 14:43          24/MAR/09  ZJU-PE6
PAGE 5 ***** ASSIGNMENT HISTORY *****
SSN: XXXXXXXXX NAME: STRICKLAND  PGRAD: SFC PPSPQE: 63X4000YY BTASSN:
      ARR DATE UNTCA UNIT DESIGNATION          LOCNM          RQCNSN
OO GAIN  090610   FC      0041 IN INF BN      FT BLISS          FB200905A16
      PUDD ARR DATE UNTCA UNIT DESIGNATION          LOCNM          DYMOSE
CUR G2MT0 071113   FC      02 0003 AR HHT      FT HOOD           63X4000YY
ARQODA: FC  TFML:          VDML:          ORGRAA: TH
      DATE      NBR UNTCA
      ARR      MO      UNIT DESIGNATION          LOCNM          PDMSD
LAST      070207 09 FC      0003 AR MAINT TRP SP      FT HOOD          63X40
2D PREV   060605 06 TC      CO D 187 ORDNANCE BN      FT JACKSON       63X4X
3D PREV   041108 18 TC      CO C 187 ORDNANCE BN      FT JACKSON       63X4X
4TH PREV  020405 30 FC      0226 CS MAINT NONDIV      FT SILL           63H30
5TH PREV  010308 12 P8      0302 CS FWD SP BN      CP CASEY          63H30
6TH PREV  980728 31 FC      CS BN      GROUND MAINT      FT HOOD           63G20
7TH PREV  960703 24 E5      0127 CS CO B          HANAU             63G20
8TH PREV  940106 29 FC      0226 CS MAINT NONDIV      FT SILL           63G20
9TH PREV  921202 11 P8      0702 CS HHD MAIN SPT      CP CASEY          63G10
10TH PREV 910501 19 FC      0027 CS CO C MSB          FT HOOD           63G10
11TH PREV 901216 04 TC      16TH ORD BN, CO A TR      ABERDEEN PROV GND 63G10
PRESS ENTER TO CONTINUE, F1 FOR HELP, F4 PREV RECORD, OR F5 FOR NEXT RECORD
ESR PAGE: _____ WHERE NEXT - _____
      RECORD      2 OF      29

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ZJUPEP6

***NOTE: TO CONTINUE TO PAGE 5A PRESS ENTER

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MONTH])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498)***

***** NEW DATA ELEMENT *****

BTASSN = BUDDY TEAM SOCIAL SECURITY NUMBER

PAGE 5 OF THE EDAS SOLDIER CONTAINS ASSIGNMENT HISTORY INFORMATION. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN, PRESS THE "ENTER" KEY TO VIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD, OR ENTER A SPECIFIC PAGE NUMBER THAT YOU WANT TO REVIEW, (E. G. "3", "7"), OR ANY OTHER PAGE AND PRESS THE "ENTER" KEY.

THIS WILL ADVANCE YOU TO THE DESIRED PAGE. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS THE ENTER KEY AND THIS WILL TAKE YOU TO THE "PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS "F3" TO RETURN TO THE SELECTION SCREEN OR PRESS "F9" TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE "F10" KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS "ENTER".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

EPEC EDAS SOLDIER RECORD PRIVACY ACT INFO 15:41 24/MAR/09 ZJU-PEC
PAGE 5A ***** DEPLOYMENT HISTORY *****
SSN: XXXXXXXXXX NAME: STRICKLAND JACOB CHARLES PGRAD: SSG PPSPQE: 13B3000YY
AEA
DWL-M/D DEPLOY DATE PROJ DATE DEPLOY CUR TCS DEPLOY TERM
000/00 COUNTRY DEPLOY RETURN RETURN TYPE UIC UIC MOS GRADE DATE
CURRENT WW 080905 090915 O WAC9A0 13B 06

LAST WW 050306 060219 O WG2MP0 13B 05
002 D PREV UN 030412 040411 O WG2MP0 13B 03

PAGE 1 OF 1 2 TOTAL DEPLOYMENTS
ENTER=CONTINUE F1=HELP F4=PREV-SSN F5=NEXT-SSN F7=PAGE-UP F8=PAGE-DOWN
ESR PAGE: _____ WHERE NEXT - ____
RECORD 1 OF 29

ZJUPEPC

PAGE 5A OF THE EDAS SOLDIER RECORD CONTAINS DEPLOYMENT HISTORY INFORMATION. DATA ON THIS SCREEN PERTAINS TO THE SOLDIER'S CURRENT AND UP TO 12 PREVIOUS DEPLOYMENTS. THE CURRENT DEPLOYMENT WILL ONLY BE POPULATED IF A SOLDIER IS ACTUALLY IN A DEPLOYED STATUS. UPON RETURN FROM DEPLOYMENT, THE CURRENT DATA WILL BE MOVED TO LAST AND ALL OTHER DEPLOYMENTS WILL BE MOVED DOWN ONE LINE ON THE REPORT. ADDITIONALLY, WHEN THE SOLDIER IS RETURNED FROM DEPLOYMENT AND THE RECORD MOVES TO "LAST", THE AEA TERMINATION DATE WILL REFLECT THE DATE THAT STABILIZATION FOR THE SOLDIER, BASED ON LENGTH OF DEPLOYMENT. DATA DISPLAYED ON ALL RECORDS REFLECTS INFORMATION PERTAINING TO THE SOLDIER AT THE TIME OF DEPLOYMENT. FOR EXAMPLE, THE UPC, MOS, AND GRADE REFLECT WHAT WAS IN EFFECT WHEN THE SOLDIER PARTICIPATED IN THAT PARTICULAR DEPLOYMENT. FIELDS DISPLAYED ON THE SCREEN ARE:

DEPLOYMENT COUNTRY: A TWO CHARACTER CODE THAT IDENTIFIES THE COUNTRY TO WHICH THE SOLDIER IS OR WAS DEPLOYED. FOR INSTANCE, "BK" WOULD INDICATE THAT THE DEPLOYMENT WAS FOR BOSNIA/HERCEGOVINA OR "SA" FOR SAUDI ARABIA. A COMPLETE LISTING OF ALL VALID COUNTRY CODES ARE AVAILABLE IN THE "HK" FUNCTION BY ASKING FOR CYLU. WHEN THE DEPLOYMENT COUNTRY IS "WW", THIS INDICATES THAT A SOLDIER WAS DEPLOYED TO A LOCATION FOR WHICH A SPECIFIC COUNTRY CODE IS NOT DESIGNATED. COUNTRY CODES THAT ARE CURRENTLY VALID ON THE SYSTEM AS A COUNTRY WHERE A SOLDIER IS, OR WAS PREVIOUSLY, DEPLOYED ARE:

- BK = BOSNIA/HERCEGOVINA
- CU = CUBA
- EG = EGYPT
- GM = GERMANY
- HA = HAITI
- HO = HONDURAS
- IS = ISREAL
- KS = KOREA
- MK = MACEDONIA

PM = PANAMA
RU = RUSSIA
RW = RWANDA
SA = SAUDIA ARABIA/SOUTHWEST ASIA
SO = SOMOLIA
TU = TURKEY
US = CONTINENTAL UNITED STATES
WW = WORLDWIDE

DATE DEPLOYED: THE DATE THE SOLDIER WAS ACTUALLY DEPLOYED.

PROJECTED RETURN DATE: THE DATE THAT WAS PROJECTED FOR THE SOLDIER TO RETURN FROM DEPLOYMENT.

DATE RETURN: THE DATE THE SOLDIER RETURNED FROM DEPLOYMENT.

DEPLOYMENT TYPE: THE TYPE OF DEPLOYMENT THE SOLDIER PARTICIPTED IN ARE AS FOLLOWS:

"C" COUNTERDRUG
"D" DOMESTIC CIVIL
"E" MAJOR TRAINING EXERCISES/SUPPORT EXERCISES
"H" HUMANITARIAN INTERNATIONAL
"O" OPERATIONAL
"S" STAFF/INDIVIDUAL/TEAM
"T" COMBINED TRAINING CENTER

UPC: THE UPC THAT THE SOLDIER WAS ASSIGNED TO AT THE TIME OF DEPLOYMENT.

MOS: THE PRIMARY MOS OF THE SOLDIER AT THE TIME OF DEPLOYMENT.

DEPLOYED GRADE: THE RANK OF THE SOLDIER AT THE TIME OF DEPLOYMENT.

AEA TERMINATION DATE: THE TERMINATION DATE FOR STABILIZATION THE SOLDIER RECEIVED BASED ON THE LENGTH OF DEPLOYMENT. ONLY APPLICABLE FOR THE SOLDIER'S MOST RECENT COMPLETED DEPLOYMENT WILL ONLY BE VISIBLE UNTIL THE TERMINATION DATE OF SOLDIER'S STABILIZATION UPON RETURN FROM DEPLOYMENT.

AFTER REVIEWING THE INFORMATION ON THIS SCREEN, PRESS THE "ENTER" KEY TO VIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD, OR ENTER A SPECIFIC PAGE NUMBER THAT YOU WANT TO REVIEW, (E. G. "3" OR "7"), OR ANY OTHER PAGE AND PRESS THE "ENTER" KEY.

THIS WILL ADVANCE YOU TO THE DESIRED PAGE. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS THE "ENTER" KEY AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS "F3" TO RETURN TO THE SELECTION SCREEN OR PRESS "F9" TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE F10 KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS "ENTER".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

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EPE7 EDAS SOLDIER RECORD          PRIVACY ACT INFO          15:51  24/MAR/09  ZJU-PE7
PAGE 6***** MILITARY EDUCATION *****
SSN: XXXXXXXXX NAME: STRICKLAND JACOB CHARLES          PGRAD: SSG PPSPQE: 13B3000YY
MIL EDUC COMPL STAT          BASIC NONCOMMISSIONED OFFICER COURSE
MIL EDUC ENRL STAT          GRADUATED
MIL CRER DEV CRS COMP YR
2004  DEFENSE LANGUAGE INSTITUTE - ARABIC-IRAQ SPECIAL
2007  COMBAT LIFESAVERS COURSE
2007  BASIC NONCOMMISSIONED OFFICER COURSE
2006  WARRIOR LEADER COURSE

AEPCAT:  DTAEPB:          DTAEPE:          ***** CIVILIAN EDUCATION *****
CIV EDUC LEVEL COMPL          C 12TH GRADE
CIV EDUC CERT COMPL          TEST-BASED EQUIVALENCY DIPLOMA
CIVED EDUC INSTUT ATTND          MAJ SUBJ COLL EDUC

CIVED EDUC DEG AWD          YR CIV EDUC CERT COMPL
NO DEGREE          2001

PRESS ENTER TO CONTINUE, F4 PREV RECORD, OR F5 NEXT RECORD  ESR PAGE:  ___
RECORD 1 OF 29          WHERE NEXT -  ___
```

ZJUPEP7

PAGE 6 OF THE EDAS SOLDIER RECORD CONTAINS MILITARY EDUCATION AND CIVILIAN EDUCATION INFORMATION. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN, PRESS THE "ENTER" KEY TO VIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD, OR ENTER A SPECIFIC PAGE THAT YOU WANT TO REVIEW, E.G. "5" "8", OR ANY OTHER PAGE AND PRESS THE "ENTER" KEY. THIS WILL ADVANCE YOU TO THE DESIRED PAGE. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS THE "ENTER" KEY AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS "F3" TO RETURN TO THE SELECTION SCREEN OR PRESS "F9" TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE "F10" KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS "ENTER".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

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EPE8 EDAS SOLDIER RECORD          PRIVACY ACT INFO          15:57  24/MAR/09  ZJU-PE8
PAGE 7***** APTITUDE AREA/OTHER TEST *****
SSN: XXXXXXXXX  NAME: STRICKLAND JACOB CHARLES  PGRAD: SSG PPSPQE: 13B3000YY
ASVAB LAST TEST YR MO      10 0111  MTR VEH DVR BTRY STD
NBR ASVAB ADMIN              002  AUD PERCEPT TEST STD
ASVAB GEN TECH APT STD      (GT) 111 OFF SEL CAREER INTNT STD
ASVAB CLER TECH APT STD     (CL) 118 OFF SEL CAREER MTV STD
ASVAB CO APT STD            (CO) 102 OFF SEL BTRY CBT LPE STD
ASVAB ELECT APT STD         (EL) 122 OFF SEL TECH MGR LPE STD
ASVAB FA APT STD            (FA) 116 FLT APT SEL TEST SCORE YR MO
ASVAB MTR MECH APT STD      (MM) 106 FLT APT SEL 1ST RETEST SCORE YR MO
ASVAB FOOD OPS APT STD      (OF) 101 FLT APT SEL 2ND RETEST SCORE YR MO
ASVAB SURVL COMM APT STD    (SC) 099 DELAB SCORE
ASVAB TECH APT STD          (ST) 111 WARRIOR ATTRIBUTES INVENTORY
ASVAB GM APT STD            (GM) 114
LANGUAGE DATA
                                     YR MO      LSTNG      RDG      SPKN
LANG IDENT  PROF TEST  PROF LEVEL  PROF LEVEL  PROF LEVEL
FIRST
SECD
THIRD
PRESS ENTER TO CONTINUE, F1 HELP, F4 PREV RECORD, OR F5 NEXT RECORD
ESR PAGE:  ___ WHERE NEXT -  ___
RECORD      1 OF  29
```

ZJUPEP8

PAGE 7 OF THE EDAS SOLDIER RECORD CONTAINS APTITUDE AREA AND OTHER TEST INFORMATION. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN, PRESS THE "ENTER" KEY TO VIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD OR ENTER A SPECIFIC PAGE NUMBER THAT YOU WANT TO REVIEW, E.G. "2", "9", OR ANY OTHER PAGE AND PRESS THE "ENTER" KEY. THIS WILL ADVANCE YOU TO THE DESIRED PAGE. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS THE "ENTER" KEY AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS "F3" TO RETURN TO THE SELECTION SCREEN OR PRESS "F9" TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE "F10" KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS "ENTER".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

EPE9 EDAS SOLDIER RECORD PRIVACY ACT INFO 15:58 24/MAR/09 ZJU-PE9
PAGE 8***** PERSONAL/FAMILY DATA *****
SSN: XXXXXXXX NAME: STRICKLAND JACOB CHARLES PGRAD: SSG PPSPQE: 13B3000YY
DOB 831021 SEX MALE RACE ETH CAT C WHITE, NOT HISPANIC
STATE CNTRY BIRTH ARIZONA UNITED STATES
STATE HOR EAD ARIZONA CTZSP STAT US ORGN NATIVE BORN
REL DENOM NO RELIGIOUS PREFERENCE
MARTL STATS MARRIED
NBR DEPN 01 NBR COMD/IND SPON DEPN DATE DEPN ARR OS
STATE/CNTRY BIRTH SPSE *****
CNTRY CTZSP SPSE *****
APO/FPO PO AREA ***** APO/FPO POST OFFICE *****
FOREIGN COUNTRY *****
FOREIGN POSTAL NUMBER *****
MAILING ADDRESS 4485 DANA PT #106
CITY/STATE/ZIP CODE COLORADO SPRINGS CO 80906-0000
HOME PHONE (480)844-8633 ALTERNATE PHONE *****
DUTY PHONE (DSN) *****
DUTY PHONE (COMMERCIAL) *****
EMAIL ADDRESS jacob.strickland@us.army.mil

PRESS ENTER TO CONTINUE, F1 FOR HELP, F4 PREV RECORD, OR F5 FOR NEXT RECORD
ESR PAGE: _____ WHERE NEXT - _____
RECORD 1 OF 29

ZJUPEP9

PAGE 8 OF THE EDAS SOLDIER RECORD CONTAINS PERSONAL AND FAMILY INFORMATION. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN, PRESS THE "ENTER" KEY TO VIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD OR ENTER A SPECIFIC PAGE NUMBER THAT YOU WANT TO REVIEW, E.G. "4", "6", OR ANY OTHER PAGE AND PRESS THE "ENTER" KEY. THIS WILL ADVANCE YOU TO THE DESIRED PAGE. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS THE "ENTER" KEY AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS "F3" TO RETURN TO THE SELECTION SCREEN OR PRESS "F9" TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE F10 KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS "ENTER".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

EPEA EDAS SOLDIER RECORD PRIVACY ACT INFO 16:00 24/MAR/09 ZJU-PEA
PAGE 9 ***** GENERAL REMARKS *****
SSN: XXXXXXXXX NAME: STRICKLAND JACOB CHARLES PGRAD: SSG PPSPQE: 13B3000Y

PAGE 000 OF 000
ENTER=CONTINUE, F1=HELP, F4=PREV RECORD, F5=NEXT RECORD, F7=PAGE-UP, F8=PAGE-DOWN
ESR PAGE: WHERE NEXT -
 RECORD 1 OF 29

ZJUPEPA

PAGE 9 OF THE EDAS SOLDIER RECORD CONTAINS REMARKS. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN, PRESS THE "ENTER" KEY TO REVIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD OR ENTER A SPECIFIC PAGE NUMBER THAT YOU WANT TO REVIEW, E.G. "3", "7", OR ANY OTHER PAGE AND PRESS THE "ENTER" KEY. THIS WILL ADVANCE YOU TO THE DESIRED PAGE. IF THIS IS THE LAST PAGE IN THE RECORD, AND YOU PRESS THE "ENTER" KEY, YOU WILL SEE THE FIRST PAGE OF THE NEXT SOLDIER'S RECORD. IF THIS IS THE LAST RECORD IN THE SET, YOU WILL RETURN TO QUERY SCREEN FROM WHICH YOU MAY SELECT ADDITIONAL RECORDS OR EXIT THE FUNCTION. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS THE "ENTER" KEY AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS "F3" TO RETURN TO THE SELECTION SCREEN OR PRESS "F9" TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE "F10" KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS "ENTER".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PE) EDAS SOLDIER RECORD CON'T

EPEB EDAS SOLDIER RECORD PRIVACY ACT INFO 16:01 24/MAR/09 ZJU-PEB
PAGE 10 ***** ASSIGNMENT MANAGERS REMARKS *****
SSN: XXXXXXXX NAME: STRICKLAND JACOB CHARLES PGRAD: SSG PPSPQE: 13B3000YY

PAGE 000 OF 000
ENTER=CONTINUE, F1=HELP, F4=PREV RECORD, F5=NEXT RECORD, F7=PAGE-UP, F8=PAGE-DOWN
ESR PAGE: WHERE NEXT -
RECORD 1 OF 29

ZJUPEPB

PAGE 10 OF THE EDAS SOLDIER RECORD CONTAINS REMARKS THAT ARE VISIBLE ONLY BY PERSCOM USERS. AFTER YOU HAVE REVIEWED THE INFORMATION ON THIS SCREEN, PRESS THE "ENTER" KEY TO REVIEW THE NEXT PAGE OF THE SAME SOLDIER'S RECORD OR ENTER A SPECIFIC PAGE NUMBER THAT YOU WANT TO REVIEW, E.G. "3", "7", OR ANY OTHER PAGE AND PRESS THE "ENTER" KEY. THIS WILL ADVANCE YOU TO THE DESIRED PAGE. IF THIS IS THE LAST PAGE IN THE RECORD, AND YOU PRESS THE "ENTER" KEY, YOU WILL SEE THE FIRST PAGE OF THE NEXT SOLDIER'S RECORD. IF THIS IS THE LAST RECORD IN THE SET, YOU WILL RETURN TO THE QUERY SCREEN FROM WHICH YOU MAY SELECT ADDITIONAL RECORDS OR EXIT THE FUNCTION. YOU MAY ALSO TYPE THE LETTERS "P" OR "N" IN THIS SPACE, PRESS THE "ENTER" KEY AND THIS WILL TAKE YOU TO THE PREVIOUS OR NEXT SOLDIER'S RECORD.

PRESS "F3" TO RETURN TO THE SELECTION SCREEN OR PRESS "F9" TO RETURN TO THE EDAS MAIN MENU.

IF YOU WANT TO LOGOFF, PRESS THE "F10" KEY. WHEN THE NEXT SCREEN IS DISPLAYED, TYPE "LOGOFF" AND PRESS "ENTER".

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PM) PROMOTION UPDATE

EPM1 - PROMOTION UPDATE UNCLASSIFIED 09:22 25/MAR/09 ZJU-PM1
***** RECORD SELECTION *****

ENTER ONE OR MORE SOCIAL SECURITY NUMBERS (SSN)

Grid of lines for entering Social Security Numbers (SSN).

-OR- ENTER PSC/UPC AND A MINIMUM OF ONE EACH PROMOTION MOS AND PAY LEVEL
PSC: UPC: PRMOSE: PLVLSN:

PROMOTION SELECTION LIST WORLDWIDE: OR SPECIFIC PSC:

PLEASE SELECT AN OUTPUT DESTINATION FOR PROMOTION SELECTION BY-NAME LIST
E. EMAIL F. FTP L. LOCAL M. MAIN R. REMOTE

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT WHERE NEXT -

ZJUPMP1

THIS SCREEN IS USED TO SELECT SOLDIERS WHO ARE TO BE PROMOTED TO SERGEANT OR STAFF SERGEANT. THE BOTTOM PORTION OF THE SCREEN IS USED TO REQUEST A PRINTED COPY OF SOLDIERS SELECTED FOR PROMOTION TO SERGEANT AND STAFF SERGEANT. THIS IS A WORLDWIDE LIST ARRANGED BY GRADE IN ALPHABETICAL ORDER.

ENTER FROM ONE TO FIFTY-SIX SOCIAL SECURITY NUMBERS AND PRESS THE "ENTER" KEY TO RETRIEVE THE RECORDS OF THE REQUESTED SOLDIERS OR TYPE THE PSC/PSB CODE OR THE UNIT PROCESSING CODE (UPC) TO DESIGNATE THE ORGANIZATION OF THE SOLDIERS WHO ARE SELECTED FOR PROMOTION (YOU MUST SELECT ONE OR THE OTHER, NOT BOTH). AFTER TYPING THE ORGANIZATIONAL DATA, TYPE FROM ONE TO SIX THREE CHARACTER MOS OF THE SOLDIERS WHOSE RECORDS YOU WISH TO SEE (A MINIMUM OF ONE ENTRY MUST BE MADE IN THIS SECTION). IF YOU WISH TO SEE THE RECORDS OF ALL SOLDIERS WITHIN THE ORGANIZATION WHO HAVE BEEN SELECTED FOR PROMOTION, TYPE THE WORD "ALL" IN THE FIRST POSITION FOLLOWING PRMOSE. YOU MUST THEN SELECT ONE OR TWO PAY GRADES OF THE SOLDIERS IN THE FIELDS FOLLOWING PLVLSN. THE PAY GRADES THAT CAN BE ENTERED ARE 4 AND 5.

TO REQUEST A PRINTED COPY OF THE PROMOTION SELECTION LIST, TYPE A "Y" TO THE RIGHT OF THE WORD REQUESTED. IF MORE THAN ONE COPY IS DESIRED, ENTER THE NUMBER OF COPIES, UP TO 9, IN THE SPACE PROVIDED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PM) PROMOTION UPDATE CON' T

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EPM2 - PROMOTION UPDATE          PRIVACY ACT INFO          15:38   21/FEB/03   ZJU-PM2
***** PERSONNEL DATA *****

      NAME                SSN                RANK                PPSPQE                BASD                DTETS
CORCORAN LA              XXXXXXXXX          SP4                63B1000            19961115          2006114

MILITARY EDUCATION  SUSP FAVORABLE  SUSP FAVORABLE  REENLISTMENT  REENLISTMENT
  LEVEL  STATUS    ACTION DATE    ACTION REASON  BAR DATE    PROHIBITION CD
NONE      NONE

CURRENT PROMOTION  YR/MONTH CURRENT  PREVIOUS PROMOTION  YR/MONTH PREVIOUS
  POINTS          PROMOTION POINTS          POINTS          PROMOTION POINTS
    431                200111

***** PROMOTION UPDATE *****
              EFFECTIVE              PROGRESSION
              DATE OF              DATE OF              MOS
RANK: SGT  RANK: 20020101          PROMOTION: 20020101          63B2

SOLDIER HAS ATTAINED SUFFICIENT POINTS FOR PROMOTION.
IF ELIGIBLE AFTER LOCAL CHECKS ARE MADE, ENTER PROMOTION REASON TO PROMOTE _
IF NOT PROMOTED, ENTER NON-PROMOTION REASON _
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT          WHERE NEXT - _

```

ZJUPMP2

THIS SCREEN IS USED TO PROMOTE THE DESIRED SOLDIER. THE TOP HALF OF THE SCREEN CONTAINS SOLDIER INFORMATION. WHEN EVENT DATA IS POSTED TO THE SUSPENSION OF FAVORABLE ACTION OR THE BAR TO REENLISTMENT FIELDS, THE FOLLOWING MESSAGE WILL APPEAR WHEN YOU ATTEMPT TO PROMOTE THE SOLDIER:

WARNING: MAY BE INELIGIBLE FOR PROMOTION, CHECK ELIGIBILITY BEFORE POSTING THIS DOES NOT STOP YOU FROM COMPLETING THE PROMOTION, HOWEVER, A CHECK SHOULD BE MADE TO INSURE THAT THE SOLDIER IS ELIGIBLE BEFORE THE PROMOTION ACTION IS COMPLETED.

YOU WILL HAVE TO CALL DSN 221-9020 FOR ASSISTANCE.

THE BOTTOM HALF OF THE SCREEN IS USED TO ACCOMPLISH THE PROMOTION. THE RANK AT THE LEFT SIDE OF THE SCREEN IS THE RANK THAT THE SOLDIER WILL BE PROMOTED. THE DATE OF RANK AND THE EFFECTIVE DATE OF PROMOTION WILL HAVE A DEFAULT DATE WHICH

WILL ALWAYS BE THE FIRST DATE OF THE FOLLOWING MONTH. IF THESE DATES ARE ACCEPTED,

THE PROMOTION WILL ACTUALLY OCCUR ON THAT DATE. IN THE EVENT THESE DATES NEED TO BE CHANGED, THE CURRENT DATE OR A DATE NOT OLDER THAN THREE MONTHS IN THE A DATE OF RANK OLDER THAN THREE MONTHS IN THE PAST, PAST MAY BE ENTERED AND THE PROMOTION WILL BE COMPLETED IMMEDIATELY WITH THE EFFECTIVE DATES AS ENTERED ON THE SCREEN. IN THE EVENT THE SOLDIER SHOULD HAVE THE NEXT INPUT FIELD, WHICH IS MANDATORY TO COMPLETE THE PROMOTION ACTION IS THE PROMOTION REASON. THE FOLLOWING IS A LISTING OF VALID VALUES THAT MAY BE ENTERED IN THIS FIELD:

- M = MEETS CUTOFF SCORE
- O = ENTERED OFFICER CANDIDATE SCHOOL (TO E5 ONLY)
- R = GRADUATED FROM RANGER SCHOOL (TO E5 ONLY)
- S = ARMY CIVILIAN ACQUIRED SKILLS (TO E5 ONLY)
- W = ENTERED WARRANT OFFICER ENTRY COURSE (TO E5 ONLY)
- X = EXCEPTION TO POLICY, OTHER (TOP OF SYSTEM USE ONLY)

AFTER ENTERING THE REQUIRED FIELDS, PRESS THE "ENTER" KEY TO EDIT THE ENTRIES AND PRESS THE F2 KEY TO POST THE PROMOTION.

IN THE EVENT A SOLDIER HAS BEEN SELECTED FOR PROMOTION; WHO IS NOT PRESENTLY QUALIFIED FOR REASONS UNKNOWN AT THE TOP OF THE SYSTEM, BY PASS THE FIELDS USED TO PROMOTE THE SOLDIER AND ENTER A NON-PROMOTION REASON. THIS WILL SHOW, NOT ONLY THAT THE SOLDIER WAS NOT PROMOTED, BUT ALSO THE REASON WHY THE SOLDIER WAS NOT PROMOTED AT THIS TIME. NON-PROMOTION REASONS ARE:

- A = DOES NOT MEET NCOES REQUIREMENT
- B = DOES NOT MEET SECURITY CLEARANCE REQUIREMENT
- C = SUSPENSION OF FAVORABLE PERSONNEL ACTION
- D = INELIGIBLE FOR OR PENDING ENLISTMENT
- E = FAILED TO MEET SERVICE REMAINING REQUIREMENT
- F = PREVIOUSLY PROMOTED TO CURRENT RANK
- G = INCORRECT PROMOTION POINTS OR PROMOTION POINTS DATE
- H = RECLASSIFIED OUT OF PMOS PRIOR TO PROMOTION MONTH
- I = SEPARATED FROM ACTIVE DUTY
- J = NCOES FAILURE
- K = DA IMPOSED BAR TO REENLISTMENT
- L = FIELD IMPOSED BAR TO REENLISTMENT
- P = CHALLENGED OR SUSPENDED PROMOTION POINTS
- Q = MEDICAL

AFTER ENTERING THE APPROPRIATE VALUE, PRESS "ENTER" TO EDIT AND "F2" TO UPDATE SYSTEM. SOLDIER MAY BE PROMOTED AT A LATER DATE BY ENTERING THE CORRECT DATES AND THE APPROPRIATE PROMOTION REASON.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PO) COMPAT ATTACH REQUEST

EPO1 - COMPAT ATTACHMENT REQUEST UNCLASSIFIED 09:26 25/MAR/09 ZJU-PO
***** RECORD SELECTION *****

ENTER ONE OR MORE SOCIAL SECURITY NUMBERS (SSN)

-OR- GENERATE FTP FILE: _ (Y=GENERATE FTP FILE)

PRESS ENTER TO CONTINUE OR F1 FOR HELP OR F3 TO EXIT. WHERE NEXT - ___

ZJUPOP1

THIS RECORD IS THE SELECTION SCREEN FOR THE COMPAT ATTACHMENT REQUEST FUNCTION.

ENTER UP TO 15 SOCIAL SECURITY NUMBERS AND PRESS THE "ENTER" KEY.

AND/OR

TO PRINT THE AGGREGATE FILE OF SOLDIER'S STATUS, ENTER A "Y" IN THE FILE TRANSFER PROTOCOL (FTP) INPUT FIELD AND PRESS THE "ENTER" KEY.

FOR SPECIAL ACTIONS BRANCH: 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.

BELOW IS A LIST OF THE FIELD NAMES AND A BRIEF DESCRIPTION:

FIELD NAMES	DESCRIPTION
SSN	SOCIAL SECURITY NUMBER
DTATCH	DATE OF (REQUESTED) ATTACHMENT
UICAT	(REQUESTED) ATTACHED UIC
EXDTAT	(REQUESTED) EXPIRATION DATE OF ATTACHMENT
ATRQST	ATTACHMENT REQUEST STATUS CODE (S=SUBMITTED P=PENDING A=APPROVED D=DISAPPROVED)
OPADD	OPERATOR-ID-ADD
DTADD	DATE-DATA-ADDED
OPLMO	OPERATOR-ID-LAST-MOD
DTLMOD	DATE-LAST-MOD
TMLMOD	TIME-LAST-MOD
ATRSTX1 THRU 4	ATTACHMENT REASON TEXT
ATDTRM1 THRU 20	ATTACHMENT DETERMINATION TEXT

YOU MAY USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PO) COMPAT ATTACH REQUEST CON'T

EPO2 - COMPAT ATTACH REQUEST UNCLASSIFIED 09:30 25/MAR/09 ZJU-PO2

***** PERSONNEL DATA *****

NAME: STRICKLAND JACOB CHARLE SSN: XXXXXXXXX RANK: SSG MOS9: 13B3000YY

PARENT UNIT/LOCATION: FT CARSON

RQCNSN RQPRCE RQSTE RSGRSN ORDTGC RQRRD RQUIC DLDFRN

NONE

***** COMPASSIONATE ATTACHMENT REQUEST *****

REQUESTED UIC: _____ REQUESTED EFFECTIVE DATE OF ATTACHMENT: _____

REQUEST STATUS: _ SOLDIER WILL BE RELEASED FROM ATTACHMENT: _____

JUSTIFICATION FOR ATTACHMENT: _____

***** ATTACHMENT HISTORY *****

ATTACHED UIC	START DATE	END DATE	NUMBER OF DAYS ATTACHED
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TO DISPLAY ATTACHMENT DETERMINATION TEXT _

RECORD: 1 OF 1

PRESS ENTER TO CONTINUE OR F1 FOR HELP OR F2 TO POST WHERE NEXT - ___

ZJUPOP2

ENTER THE 6 CHARACTER UNIT UIC (ATTACHED UIC) THAT THE SOLDIER WILL BE ATTACHED TO.

ENTER THE REQUESTED EFFECTIVE DATE OF THE ATTACHMENT. THE FORMAT IS YYYYMMDD.

ENTER THE REASON FOR THE ATTACHMENT IN THE "JUSTIFICATION FOR ATTACHMENT" SECTION OF THE SCREEN.

TO READ THE "ATTACHMENT DETERMINATION TEXT": OVERLAY THE 'E' WITH A "Q". IF IT IS BLANK THEN NO DETERMINATION TEXT EXIST.

FOR SPECIAL ACTION BRANCH: ENTER THE ATTACHED STATUS (P, A, OR D). ENTER THE DATE THE SOLDIER WILL BE RELEASED FROM ATTACHMENT (YYYYMMDD). IF THERE ARE ANY REMARKS, ENTER A "M" OR "Q". SPECIAL ACTIONS BRANCH ARE THE ONLY BRANCH TO HAVE THE CAPABILITY TO ADD TEXT TO THIS SCREEN. ALL OTHER USERS WILL ONLY HAVE READ CAPABILITY.

YOU MAY USE THE ""WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCITON. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PO) COMPAT ATTACH REQUEST CON'T

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EPO3 - COMPAT ATTACHMENT REQUEST UNCLASSIFIED          09:32  25/MAR/09  ZJU-PO3
***** PERSONNEL DATA *****
NAME:  STRICKLAND JACOB CHARL SSN: XXXXXXXXXX RANK SSG  MOS9: 13B3O00YY
***** ATTACHMENT DETERMINATION TEXT *****
  
```

PRESS ENTER TO CONTINUE OR F1 FOR HELP OR F3 TO RETURN WHERE NEXT - ___

ZJUPOP3

ATTACHMENT DETERMINATION TEXT: THESE ARE THE REMARKS FROM THE SPECIAL ACTIONS BRANCH.

ENTER TEXT IN THE REMARKS SECTION OF THE SCREEN (THERE IS NO EDIT CAPABILITY BUILT IN THIS SECTION) AND PRESS THE "ENTER" KEY TO EDIT, THEN THE PRESS THE "F2" FUNCTION KEY TO POST THE REMARKS.

YOU MAY USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

ONLY SPECIAL ACTIONS BRANCH CAN ADD TEXT TO THIS SCREEN, ALL USERS CAN ONLY READ THE TEXT.

(PP) PROMOTION POINTS UPDATE

```
EPP1 - PROMOTION POINT UPDATE      UNCLASSIFIED      10:11  25/MAR/09  ZJU-PP1
***** RECORD SELECTION *****
ENTER ONE OR MORE SOCIAL SECURITY NUMBERS (SSN)

_____
_____
_____
_____
_____
_____
_____

*****
-OR- ENTER PSC/UPC AND A MINIMUM OF ONE EACH PRIMARY MOS AND CURRENT PAY GRADE
PSC: _____ UPC: _____ PMOSEN: _____ PLVLSN: _____
*****
-OR- ENTER REQUEST FOR REPORT (ENTER PSC/UPC AND PLACE X BY DESIRED REPORT)
RECOMP RECOMP
PSC: _____ UPC: _____ C10: _ SUSPENSE: _ OVER DUE: _

- PLEASE SELECT AN OUTPUT DESTINATION FOR RECOMMENDED LIST
E. EMAIL F. FTP L.LOCAL M.MAIN R.REMOTE
1 ENTER THE NUMBER OF COPIES
PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT. WHERE NEXT - _____
```

ZJUPPP1

THE PURPOSE OF THIS FUNCTION IS TO RETRIEVE THE RECORDS OF SOLDIERS IN THE PAY GRADES OF E4 AND E5 WHICH REQUIRE THE POSTING OF PROMOTION POINTS

ENTER UP TO 56 SOCIAL SECURITY NUMBERS OR ENTER VARIABLE DATA IN THE MIDDLE PART OF THE SCREEN. YOU CANNOT ENTER SOCIAL SECURITY NUMBERS AND VARIABLE DATA AT THE SAME TIME. WHEN ENTERING VARIABLE DATA, YOU MUST ENTER A PSC/PSB OR A UPC (CANNOT ENTER BOTH) ALONG WITH A MIMUMUM OF ONE PMOSEN AND ONE NUMERIC, 4 OR 5, PLVLSN WHICH REPRESENTS THE PAY GRADE OF THE RECORDS TO BE RETREIVED. YOU MAY ENTER UP TO SIX MOS AND TWO PLVLSN.

TO GENERATE HARDCOPY REPORTS, ENTER THE PSC/PSB OR UPC FOR WHICH THE REPORT IS TO BE GENERATED AND TYPE AN "X" TO THE RIGHT OF ALL DESIRED REPORTS. YOU MAY SELECT UP TO NINE COPIES OF A REPRORT. TYPE THE DESIRED NUMBER IN THE SPACE PROVIDED OR TYPE NOTHING AND RECEIVE THE DEFAULT PRINT OF ONE COPY OF EACH REQUESTED REPORT. FOR FTP, ENTER A "F" IN THE NUMBER OF COPIES AREA.

AFTER TYPING THE SOCIAL SECURITY NUMBERS OR THE VARIABLE DATA OR REQUESTING REPORTS, PRESS THE "ENTER" KEY TO COMPLETE THIS SCREEN REQUIREMENTS

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PP) PROMOTION POINTS UPDATE CON'T

```
EPP2 - PROMOTION POINT UPDATE  PRIVACY ACT INFO      10:22  25/MAR/09  ZJU-PP2
***** PERSONNEL DATA *****

      NAME                SSN          PGRAD    PPSPQE          BASD          DTETS
HANSELMAN TROY ALLEN  XXXXXXXXX    SP4     11B1000YY      20040616     20110328

      MILITARY            SUSP FAVORABLE    SUSP FAVORABLE    REENLISTMENT    REENLISTMENT
EDUCATION LEVEL    ACTION DATE      ACTION REASON      BAR DATE      PROHIBITION CD
      NONE

***** PROMOTION POINT DATA *****

PROGRESSION                CURRENT PROM                YR/MONTH CURRENT
      MOS                    POINTS                      PROMOTION POINTS
      11B2                    350    _____          990810    _____

                        PREVIOUS PROMOTION                YR/MONTH PREVIOUS
                        POINTS                      PROMOTION POINTS

      PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT.          WHERE NEXT - ___
      0016 RECORDS SELECTED
```

ZJUPPP2

THE PURPOSE OF THIS SCREEN IS TO ADD OR UPDATE PROMOTION POINTS FOR SOLDIERS CONSIDERED FOR PROMOTION TO SERGEANT AND STAFF SERGEANT.

ENTER THE CORRECT PROMOTION POINTS FOR THE SOLDIER WHOSE RECORD IS TO BE ADDED OR UPDATED (POINT RANGE IS 450 - 800 TO SERGEANT AND 550 - 800 FOR SOLDIERS BEING CONSIDERED FOR PROMOTION TO STAFF SERGEANT). AFTER ENTERING THE CORRECT NUMBER OF POINTS, PRESS THE "ENTER" KEY TO EDIT THE ENTRY (DATE WILL BE SYSTEM GENERATED) AND PRESS THE "F2" KEY TO POST.

THIS FUNCTION MAY ALSO BE USED TO DELETE THE CURRENT PROMOTION POINTS IF AN INCORRECT ENTRY IS MADE OR TO DELETE THE ENTIRE RECORD FROM THE DATA BASE IF THE SOLDIER IS REMOVED FROM CONSIDERATION FOR PROMOTION. TO DELETE THE CURRENT POINTS, TYPE AN "*" ASKERISKS IN THE CURRENT POINTS AND YEAR/MONTH CURRENT POINTS FIELDS. TO DELETE THE ENTIRE RECORD, TYPE "***" ASTERISKS IN ONLY THE CURRENT POINTS INPUT FIELD. PRESS THE "ENTER" KEY TO EDIT THE DELETION AND THE "F2" KEY TO POST.

THE TOP HALF OF THE SCREEN IS FOR DISPLAYING CERTAIN PERSONNEL INFORMATION. HOWEVER, IT SHOULD BE CHECKED FOR POSSIBLE DISQUALIFICATIONS.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PQ) PERSONNEL QUERY

```
EPQ1 PERSONNEL QUERY                UNCLASSIFIED          10:35  25/MAR/09  ZJU-PQ1
*****SEARCH CRITERIA SELECTION*****
ENTER ONE OR MORE VALUES IN UNIQUE OR RANGE FIELDS:

PMOSEN  ___  NAME  _____  -RANGES-
CTSQIE  __  CTASIE  __  CTLANG  __  UNTCA  __  PLVLSN  _  TO  _
ORGRAA  ___  _____  _____  _____  _____  _____  _____
ARLOC  _____  DML  _____  _____  _____  _____  _____  _____
PPA  _____  DMSL  _____  _____  _____  _____  _____  _____
ARQODA  ___  TFML  _____  VDML  ___  DTETS  _____  TO  _____
PSC  _____  CURUPC  _____  CONIND  _  AEA  _  DROS  _____  TO  _____
MEL  _  MES  _  SEX  _  BASD  _____  TO  _____
PCMF  ___  PSIC  _  PRPAS  _  PDOR  _____  TO  _____
ACACNB  _____  RECSTA  _  SCOMPT  _  HAAPIN  ___
CMAAEN  _  PRMSSE  _____  ORAGST  _  OUTGOING (O)  _  IETIND  _
SORT (Y/N/S) N
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT.  WHERE NEXT -  ___
```

ZJUPQ1

THE PURPOSE OF THIS SCREEN IS TO ALLOW THE USER TO INSERT DATA INTO ONE OR MORE DATA FIELDS TO PULL A SET OF RECORDS.

TO RETRIEVE ONLY IET SOLDIERS ENTER A "Y" IN THE INITIAL ENTRY TRAINING INDICATOR (IETIND) INPUT FIELD. LOCATED AT THE BOTTOM (RIGHT SIDE) OF THE SCREEN.

THE FIELD, "NAME" MAY BE USED WITH ONLY A PORTION OF A SOLDIER'S NAME TO PULL A SET OF RECORDS. FOR EXAMPLE, "JOHNS\" WILL PULL ALL RECORDS WITH AT LEAST "JOHNS" IN THE FIRST FIVE POSITIONS OF THE LAST NAME.

IF AN "O" IS ADDED TO THE QUERY, THE SET OF RECORDS WILL CONTAIN ALL PERSONNEL THAT ARE "OUTGOING" WITHIN THAT PARTICULAR SET.

USER MAY ENTER A "Y" IN THE "DESIRED SORT" INPUT FIELD AND PRESS "ENTER" TO GO TO THE "SORT" SCREEN. ENTER A "S" AND PRESS "ENTER" TO SORT BY SSN. NOTE: SORTING RECORDS BY SSN IS TIME CONSUMING.

FOR FIELD NAMES CODES AND VALUES GO TO THE KEYVALUE SEARCH FUNCTION "HK".

YOU MAY USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PQ) PERSONNEL QUERY CON'T

EPQ2 PERSONNEL QUERY UNCLASSIFIEDS 10:38 25/MAR/09 ZJU-PQ2
*****REPORT SELECTION*****

THE SEARCH HAS FOUND 000147 RECORDS.

3 PLEASE SELECT A REPORT TYPE AND ENTER OPTION IN THE BOX AT LEFT.

1. LONG 2. IET REPORT 3. ONE-LINE 9. EXIT

S PLEASE SELECT AN OUTPUT DESTINATION.

S. SCREEN DISPLAY E. EMAIL F. FTP L. LOCAL M. MAIN R. REMOTE

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN. WHERE NEXT - ___
0121 PQP2 PLEASE CHOOSE A REPORT TYPE AND OUTPUT DESTINATION

ZJUPQP2

THIS SCREEN PROVIDES OPTIONS FOR SELECTING REPORT FORMATS. THREE FORMAT OPTIONS ARE PROVIDED ON THIS SCREEN: DETAILED (1). IET REPORT (2). ONE-LINE (3). THE DETAILED REPORT DISPLAYED REPORT DISPLAYS ONE RECORD AND THE MOST INFORMATION. THE IET REPORT DISPLAYS INFORMATION ON IET SOLDIERS. THE ONE-LINE REPORT DISPLAYS FOURTEEN RECORDS. IT DISPLAYS LESS INFORMATION AND ALLOWS INPUT IN DATA ELEMENTS "DTL" AND "SI". THE ONE-LINE REPORT IS USEFUL WHEN REVIEWING LARGE NUMBERS OF RECORDS. TO EXIT, ENTER A "9" AND THE PROGRAM WILL RETURN TO THE SEARCH CRITERIA SCREEN (ZJURQ1).

OUTPUT DESTINATION: THE DEFAULT IS "S" SCREEN DISPLAY. THESE MAY BE CHANGED AS DESIRED.

NOTE: THE MAIN PRINTER "M" IS NOT AVAILABLE FOR THE FIELD.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PQ) PERSONNEL QUERY CON'T

```
EPQ3 PERSONNEL QUERY          PRIVACY ACT INFO      10:41  25/MAR/09  ZJU-PQ3
      NAME          SSN          PPSPQE   DOB   PLVLSN SEX PRMSSE CARST ORAGST SQI
DONOGHUE TRAVIS  XXXXXXXXXX 92A1O  YY 820426 E1   M           F           O
DMOSD PCMF SMOSEN ENLOP IMREPR PREAEA PYMAEA AEA YMAEAT MMRBCD  BASD  DTETS
                                           L           080121  090121
DTLAPC PDOR JTDEPC DEROS  DTPRDE  DWL-M/D DROS PHYC PHPFAC MEL MES CELC CNTOSA
      080121           016/08           A  111111 Y  1  C
MARST DEPnbr  SSNSPS  MPCSP DODSPS YMEEFM ORSAP  CONAP  COACD HAAPIN HBASMT
      S      00
PSIC DTPSIC PSII DTPSII DDPSTA ACACNB  ASCO  NBRPCS PRPAS ACLST  PDSI
      F  071116  Y  9999
VOLOC  VCLOC  RENLOP JTDOMC ASGTAS CNTCTZ NMOSTA TOSAD REC/SCO EFMPCS PERSSS
                                           105           6  G/G           CO
AEPcat:  DTAEPB:          DTAEPE:          ASIEN:          UGPNM:
SMSC SMPYM  CURUIC          UNDES          LOCNM          UADZIP  UGPOAM
      WY2TAA  0286  CS BN HHC CBT  FT HOOD          76544
SMSDT  TCSUIC DPLCNY DTEDPL DML DMSL PSC  PPA COHFLG RGUN  CYLU ARLOCC STLOCU
                                           GGG GGB  FS16 MK  N          48396  48
SMTYM:          MVASt:  MVNAR:  MVASt:          MVAEDT:          OSRAPR:
ARQODa:  TFML:          VDML:          ORGRAA: TH  SRRTYP/LVL:  SRRTDT:
RQCNSN  RQPRTY RQPRCE          RQStE RSGRSN ORDTGC RQRrd RQUIC DLDFRN

RECORD DESIRED: _____ WHERE NEXT - ____

RECORD 1 OF 147
```

ZJUPQ3

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

***** TCSUIC HAS BEEN REPLACED BY HOMUIC *****

NEW ORGANIZATIONAL DATA ELEMENT:

HOMUIC = HOME UIC, THIS IS WHERE THE SOLDIER IS COUNTED IN STAT DATABASE.

THE LONG REPORT SCREEN DISPLAYS ONLY ONE RECORD AT A TIME. THIS REPORT DISPLAYS THE MOST INFORMATION AVAILABLE IN THE PERSONNEL QUERY FUNCTION. THE SCREEN IS DIVIDED INTO THREE SECTIONS. THE TOP SECTION CONTAINS PERSONNEL DATA PERTAINING TO THE SOLDIER. THE MIDDLE SECTION CONTAINS ORGANIZATIONAL DATA ON THE UNIT TO WHICH THE SOLDIER IS ASSIGNED. THE BOTTOM SECTION CONTAINS ASSIGNMENT DATA PROVIDED THE SOLDIER IS ON ASSIGNMENT INSTRUCTIONS.

IN THE EVENT YOU ARE NOT FAMILIAR WITH THE MEANING OF THE DATA FIELDS DISPLAYED ON THIS SCREEN, USE THE HELP FUNCTION "HK" TO DETERMINE THE MEANING OF THE FIELD AND THE VALUES DISPLAYED.

TOGGLE: TO TOGGLE TO THE ONE-LINE REPORT PRESS THE "F7" FUNCTION KEY OR IF YOU WANT TO GO TO THE IET REPORT SCREEN PRESS THE "F5" FUNCTION KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE ORGANIZATION QUERY, TYPE ""OQ"" AND PRESS THE "ENTER" KEY.

NEW DATA ELEMENTS ON THIS PERSONNEL SCREEN:

ACLST = OVERSEAS ASSIGNMENT TOUR TYPE CODE (OSATT) (LONG [L] OR SHORT [S])
CNTOSA = COUNTRY OF OVERSEAS ASSIGNMENT
OSASD = START DATE OF THE TOUR
OSAED = END DATE OF THE TOUR

IN THE ORGANIZATIONAL DATA THE FOLLOWING HAS BEEN ADDED:

HOMUIC = HOMEUIC THIS IS WHERE THE SOLDIER IS COUNTED IN THE STAT
DPLCNY = DEPLOYED COUNTRY
DTEDPL = DATE DEPLOYED

(PQ) PERSONNEL QUERY CON'T

```
EPQ4 SSN QUERY                PRIVACY ACT INFO    10:45    25/MAR/09    ZJU-PQ4
***** IET REPORT *****
      NAME          SSN          PPSPQE    PLVLSN GENDER PRMSSE CARST ORAGST    BTASSN
DONOGHUE TRA  XXXXXXXXX  92A1O YY    01    M          F
ENLCMT  MARST  SCHCOD    CALANG    DTETS    ASCO          PHPFAC    TNGSTA
          S          090121          111111

PENCMT    DTGTNG    DTAVAL    CMTMOS    ASAVIN    HTRCIN    SECHIN    IETIND
          N

***** CURRENT ORGANIZATIONAL DATA *****
CURUIC          UNDES          LOCNM          UADZIP    UGPONM    UGPOAM

TCSUIC DPLCNY  DTEDPL  DML  DMSL  PSC  PPA  RGUN  CYLU  ARLOCC  STLOCU

***** ASSIGNMENT DATA *****
RQCNSN          RQPRTY RQPRCE          RQSTE RSGRSN ORDTGC RQRRD  RQCMD RQUI

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
ERROR: A097 PSP4 EIP/EPR MISMATCH
      RECORD 0001

                                WHERE NEXT    _____
```

ZJUPQP4

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE
REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***
***** TCSUIC HAS BEEN REPLACED BY HOMUIC *****
NEW ORGANIZATIONAL DATA ELEMENT:
HOMUIC = HOME UIC, THIS IS WHERE THE SOLDIER IS COUNTED IN STAT
***** NEW DATA ELEMENT *****
BTASSN = BUDDY TEAM SOCIAL SECURITY NUMBER

THE IET REPORT SHOWS INFORMATION ON THE INITIAL ENTRY TRAINING SOLDIER. THE SCREEN IS BROKEN DOWN INTO THREE SECTIONS. PERSONNEL DATA, CURRENT ORGANIZATIONAL DATA, AND ASSIGNMENT DATA.

IN THE EVENT YOU ARE NOT FAMILIAR WITH THE MEANING OF THE DATA FIELDS DISPLAYED ON THIS SCREEN, USE THE HELP FUNCTION "HK" TO DETERMINE THE MEANING OF THE FIELD AND THE VALUES DISPLAYED.

ERROR MESSAGE WILL BE DISPLAYED IF A WRONG KEY IS PRESSED. IT WILL BE DISPLAYED AT THE BOTTOM OF THE SCREEN.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE ORGANIZATION QUERY, TYPE "OQ" AND PRESS THE "ENTER" KEY.

(PQ) PERSONNEL QUERY CON'T

EPQ5 PERSONNEL QUERY PRIVACY ACT INFO 10:47 25/MAR/09 ZJU-PQ5
*****ONE-LINE REPORT*****

D
T
L NAME SSN PPSPQE PGRAD UPC LOCM DROS/ DEROS DTETS RQCNSN DML
N GG DONOGH XXXXXXXXX 92A10 YY PV1 Y2TAA FT HOO 090121 GGG
N GG KEEDY XXXXXXXXX 68W1000YY PFC 77722 READIN 090901
N GG CIKMIS XXXXXXXXX 11B1000YY PV1 77708 HARTFO 100118
N GG SANCHE XXXXXXXXX 11B10 PV1 PE7A0 FT BLI 090318 GGG
N GG MUNOZM XXXXXXXXX 13B3H YY SSG 1H1AA FT BUC 100212 090620 IMA
N GG NAVARR XXXXXXXXX 11C10 PV1 PE6T0 FT BLI 090311 GGG
N GG CRISMO XXXXXXXXX 09B10 YY PV1 V75T0 FT SIL 151015 GGG
N GG BOLEK XXXXXXXXX 15H10 PFC V75A0 FT SIL 090304 GGG
N GG DAVIS XXXXXXXXX 42A10Y2 SP4 8AFY2 FT DIX 311224 GGG
N GG MIZE E XXXXXXXXX 21B10 PV2 PJME0 CP SHE 150219 GGG
N GG BREZA XXXXXXXXX 15B10 YY PV2 V75D0 FT SIL 081106 GGG
N GG CASEY XXXXXXXXX 25L1000YY PV1 6CD2P FT KNO 090926 THS
N GG YOST C XXXXXXXXX 195602528 09B10 YY PFC PJNC0 FT SIL 081019 GGG

FOR DETAILED REPORT ON ANY SOLDIERS ON THIS SCREEN, PLACE "Y" IN COLUMN MARKED
"DTL" NEXT TO SOLDIERS NAMES AND PRESS "ENTER." RECORD DESIRED: _____
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN. WHERE NEXT - ____
RECORDS 1 TO 14 OF 147

ZJUPQP5

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE
REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THE ONE-LINE REPORT SCREEN DISPLAYS UP TO FOURTEEN INDIVIDUAL SOLDIER RECORDS.
TO THE LEFT OF EACH RECORD DISPLAYED, IS AN INPUT TITLED "DTL". TYPE A "Y" IN
THE "DTL" FIELD TO RECEIVE A DETAILED REPORT OF THAT SOLDIER'S RECORD. AFTER
REVIEWING THE SELECTED RECORD, PRESS "ENTER" TO RETURN TO THE ONE-LINE REPORT.
THE INFORMATION DISPLAYED ON THE ONE-LINE IS VERY BASIC AND THE IET OR LONG REPORT
WILL PROVIDE MORE DATA PERTAINING TO THE SOLDIER. ONCE ALL DISPLAYED RECORDS
HAVE BEEN REVIEWED, PRESS THE "ENTER" KEY AND PROCEED TO THE NEXT GROUP OF
RECORDS.

IN THE EVENT YOU ARE NOT FAMILIAR WITH THE MEANING OF THE DATA FIELDS DISPLAYED
ON THIS SCREEN, USE THE HELP FUNCTION "HK" TO DETERMINE THE MEANING OF THE
FIELD AND VALUES DISPLAYED.

TOGGLE: TO TOGGLE TO THE IET REPORT SCREEN PRESS THE "F6" FUNCTION KEY OR IF
YOU WANT TO VIEW THE DETAIL SCREEN PRESS THE "F7" FUNCTION KEY.

ERROR MESSAGES WILL BE PROVIDED WHEN ERRONEOUS DATA IS ENTERED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION
FOR EXAMPLE, IF YOU WANT TO GO TO THE ORGANIZATION QUERY, TYPE "OQ" AND PRESS
THE "ENTER" KEY.

(PQ) PERSONNEL QUERY CON'T

```
EPQ6 PERSONNEL QUERY          UNCLASSIFIED          12:11  25/MAR/09  ZJU-PQ6
***** SORT SELECTION *****
ENTER 1 (UP TO 5) IN THE BOX NEXT TO THE VARIABLE TO IDENTITY THE PRIORITY
SORT SEQUENCE.  VALUE "1" INDICATES THE VARIABLE TO BE USED FOR HIGHEST
LEVEL SORT, VALUE "2" WILL INDICATE THE NEXT LEVEL OF THE SORT, ETC.

  SEQUENCE  VARIABLE          SEQUENCE  VARIABLE          SEQUENCE  VARIABLE
  -         -                -         -                -         -
  -         SSN                -         PMOSEN            -         PLVLSN
  -         CTSQIE            -         CTASIE            -         CTLANG
  -         DROS                -         DEROS            -         SCOMPT
  -         DTLAPC            -         DTETS            -         AEA
  -         ARLOC                -         PSIC              -         MEL
  -         ACACNB            -         SEX                -         PCMF
  -         PSC                  -         CURUIC            -         NAME
  -         ARQODA            -         TFML                -         VDML
  -         ORGRAA            -         DML                  -         DMSL

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN.      WHERE NEXT - ___ -
```

ZJUPQP6

SORT SELECTION SCREEN.
SCREEN INSTRUCTION:

ENTER THE NUMBERS 1 TO 5 TO INDICATE THE ORDER IN WHICH YOU WANT YOUR OUTPUT
SORTED AND PRESS THE "ENTER" KEY TO CONTINUE. UP TO 5 SORTS MAY BE SELECTED
FOR THIS FUNCTION. WHEN THE ENTER KEY IS PRESSED, YOU WILL AUTOMATICALLY
RECEIVE THE REPORT SELECTION SCREEN FOR THE PERSONNEL QUERY FUNCTION.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION.
FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE
"ENTER" KEY.

(PS) PERSONNEL SSN QUERY

EPS1 SSN QUERY	UNCLASSIFIED	12:21	25/MAR/09	ZJU-PS1
*****SSN SELECTION*****				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
DESIRED SORT (YES/NO/SSN) N				
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT			WHERE NEXT -	__

ZJUPSP1

THE PURPOSE OF THIS SCREEN IS TO ALLOW THE USER TO INSERT FROM ONE TO SIXTY-THREE SSN AND PULL A SET OF RECORDS.

USER MAY ENTER A "Y" IN THE "DESIRED SORT" INPUT FIELD AND PRESS "ENTER" TO GO TO THE "SORT" SCREEN. ENTER A "S" AND PRESS ENTER TO SORT BY SSN.

YOU MAY USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

FOR FIELD NAMES CODES AND VALUES GO TO THE KEYVALUE SEARCH FUNCTION "HK".

(PS) PERSONNEL SSN QUERY CON'T

EPS2 SSN QUERY UNCLASSIFIED 12:25 25/MAR/09 ZJU-PS2
*****REPORT SELECTION*****

THE SEARCH HAS FOUND 1 RECORDS.

3 PLEASE SELECT A REPORT TYPE AND ENTER OPTION IN THE BOX AT LEFT.

1. LONG 2. IET REPORT 3. ONE-LINE 9. EXIT

S PLEASE SELECT AN OUTPUT DESTINATION.

S. SCREEN DISPLAY E. EMAIL F. FTP L. LOCAL M. MAIN R. REMOTE

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN WHERE NEXT - ___
0121 PSP2 PLEASE CHOOSE A REPORT TYPE AND OUTPUT DESTINATION

ZJUPSP2

THIS SCREEN PROVIDES OPTIONS FOR SELECTING REPORT FORMATS IN WHICH THE QUERY WILL BE PRESENTED.

THREE FORMAT OPTIONS ARE PROVIDED ON THIS SCREEN: DETAILED (1), IET REPORT (2) AND ONE-LINE (3). THE DETAILED REPORT DISPLAYS ONE RECORD AND THE MOST INFORMATION. THE IET REPORT DISPLAYS INFORMATION ON IET SOLDIERS. THE ONE-LINE REPORT DISPLAYS FOURTEEN RECORDS. IT DISPLAYS LESS INFORMATION, AND ALLOWS INPUT IN DATA ELEMENTS "DTL" AND "SI". THE ONE-LINE REPORT IS USEFUL WHEN REVIEWING LARGE NUMBERS OF RECORDS. TO EXIT, ENTER A "9" AND THE PROGRAM WILL RETURN TO THE SSN SELECTION SCREEN (ZJUPS1).

OUTPUT DESTINATION: THE DEFAULT IS "S" SCREEN DISPLAY. THESE MAY BE CHANGED AS DESIRED.

THE MAIN PRINTER "M" IS NOT AVAILABLE FOR THE FIELD.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(PS) PERSONNEL SSN QUERY CON'T

```
EPS3 SSN QUERY          PRIVACY ACT INFO      12:26  25/MAR/09  ZJU-PS3
      NAME          SSN      PPSPQE      DOB  PLVLSN SEX PRMSSE CARST ORAGST SQI
STRICKLAND JACOB XXXXXXXXXX 13B3000YY 831021  E6   M           C   W   O
DMOSD PCMF SMOSEN ENLOP IMREPR PREAEA PYMAEA AEA YMAEAT MMRBCD BASD DTETS
13B30  13           03           N           U   1009           011107 140129
DTLAPC PDOR JTDEPC DEROS DTPRDE DWL-M/D DROS  PHYC PHPFAC MEL MES CELC CNTOSA
020320 071001           090915 000/00           B   111121 V  1  C   IZ
MARST DEPnbr SSSNSP MPCSP DODSPS YMEEFM ORSAP  CONAP  COACD HAAPIN HBASMT
M      01           1104 GM 15 02 CC NR NB
PSIC DTPSIC PSII DTPSII DDPSTA ACACNB ASCO  NBRPCS PRPAS ACLST  PDSI
      Y           FDPL  C4/D5/V8           Y   C
VOLOC  VCLOC  RENLOP JTDOMC ASGTAS CNTCTZ NMOSTA TOSAD REC/SCO EFMPCS PERSSS
GM 15  MM VM  B000           111  US  084  3  G/R           C1
AEPcat:  DTAEPB:           DTAEPE:           ASIEN:           UGPONM:
SMSC SMPYM CURUIC           UNDES           LOCNM           UADZIP UGPOAM
A           WAC9A0 03/0016/FA/A BTY           FT CARSON           80913
SMSDT  TCSUIC DPLCNY DTEDPL DML DMSL PSC  PPA COHFLG RGUN  CYLU ARLOCC STLOCU
20081115           WW  080905 4ID 24I UA96 NE  N  0016FA           08135  08
SMTYM: 200912  MVASt:  MVNAR:  MVASt:           MVAEDT:           OSRAPR: B
ARQODA: FC TFML:           VDML:  ORGRAA: CC SRRTYP/LVL:  SRRTDT:
RQCNSN  RQPRTY RQPRCE           RQSTE RSGRSN ORDTGC  RQUIC  DLDFRN

PRESS ENTER TO CONTINUE, OR F1 FOR HELP RECORD DESIRED: _____ WHERE NEXT - ____
RECORD 1 OF 1
```

ZJUPSP3

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE
REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

***** TCSUIC HAS BEEN REPLACED BY HOMUIC *****

THE LONG REPORT SCREEN DISPLAYS ONLY ONE RECORD AT A TIME. THIS REPORT
DISPLAYS THE MOST INFORMATION AVAILABLE IN THE SSN QUERY FUNCTION. THE
SCREEN IS DIVIDED INTO TWO SECTIONS. THE TOP SECTION CONTAINS PERSONNEL DATA
PERTAINING TO THE SOLDIER. THE BOTTOM SECTION CONTAINS
ASSIGNMENT DATA PROVIDED THE SOLDIER IS ON ASSIGNMENT INSTRUCTIONS.

IN THE EVENT YOU ARE NOT FAMILIAR WITH THE MEANING OF THE DATA FIELDS DISPLAYED
ON THIS SCREEN, USE THE HELP FUNCTION "HK" TO DETERMINE THE MEANING OF THE
FIELD AND THE VALUES DISPLAYED.

TOGGLE: TO TOGGLE TO THE ONE-LINE REPORT PRESS THE "F7" FUNCTION KEY OR IF
YOU WANT TO GO TO THE IET REPORT SCREEN PRESS THE "F5" FUNCTION KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION.
FOR EXAMPLE, IF YOU WANT TO GO TO THE ORGANIZATION QUERY, TYPE "OQ" AND PRESS
THE "ENTER" KEY.

NEW DATA ELEMENTS ON THE PERSONNEL SCREEN:

ACLST = OVERSEAS ASSIGNMENT TOUR TYPE CODE (OSATT) (LONG [L] OR SHORT [S])
CNTOSA = COUNTRY OF OVERSEAS ASSIGNMENT
OSASD = START DATE OF THE TOUR
OSAED = END DATE OF THE TOUR

IN THE ORGANIZATIONAL DATA THE FOLLOWING HAS BEEN ADDED:

TCSUIC = HOMEUIC THIS IS WHERE THE SOLDIER IS COUNTED IN STAT
DPLCNY = DEPLOYED COUNTRY
DTEDPL = DATE DEPLOYED

(PS) PERSONNEL SSN QUERY CON'T

```
EPS4 SSN QUERY          PRIVACY ACT INFO    10:05    25/MAR/09    ZJU-PS4
***** IET REPORT *****
      NAME          SSN          PPSPQE    PLVLSN GENDER PRMSSE CARST ORAGST    BTASSN
CORCORAN PAT  XXXXXXXXX  11B4V2BYY  07      M      11Z5      C      W
ENLCMT  MARST  SCHCOD    CALANG    DTETS      ASCO      PHPFAC    TNGSTA
           M           / / /      120531    / / /      111111

PENCMT  DTGTNG    DTAVAL    CMTMOS    ASAVIN    HTRCIN    SECHIN    IETIND
                                           N

***** CURRENT ORGANIZATIONAL DATA *****
CURUIC          UNDES          LOCNM          UADZIP    UGPONM    UGPOAM
W1HC53  IN SCH RGR TNG 05 BN C      DAHLONEGA    31905
HOMUIC DPLCNY  DTEDPL  DML  DMSL  PSC  PPA  RGUN  CYLU    ARLOCC    STLOCU
           RTB  MET  TD13  LG           13216      13

***** ASSIGNMENT DATA *****
      RQCNSN    RQPRTY  RQPRCE    RQSTE  RSGRSN  ORDTGC  RQRRD    RQCMD    RQUIC

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
      0014 IQSP1 NO RECORD FOUND FOR EIP
      RECORD 01 OF 01                      RECORD DESIRED  ___  WHERE NEXT  ___
```

ZJUPSP4

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE
REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

***** TCSUIC HAS BEEN REPLACED BY HOMUIC *****
NEW ORGANIZATIONAL DATA ELEMENT:
HOMUIC = HOME UIC, THIS IS WHERE THE SOLDIER IS COUNTED IN STATDB

***** NEW DATA ELEMENT *****
BTASSN = BUDDY TEAM SOCIAL SECURITY NUMBER

THE IET REPORT DISPLAYS INFORMATION ON THE INITIAL ENTRY TRAINING SOLDIER. THE
SCREEN IS BROKEN DOWN INTO THREE SECTIONS. PERSONNEL DATA, CURRENT
ORGANIZATIONAL DATA, AND ASSIGNMENT DATA.

IN THE EVENT YOU ARE NOT FAMILIAR WITH THE MEANING OF THE DATA FIELDS DISPLAYED
ON THIS SCREEN, USE THE HELP FUNCTION (HK) TO DETERMINE THE MEANING OF THE
FIELD AND THE VALUES DISPLAYED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION.
FOR EXAMPLE, IF YOU WANT TO GO TO THE ORGANIZATION QUERY, TYPE "OQ" AND PRESS
THE "ENTER" KEY.

(PS) PERSONNEL SSN QUERY CON'T

EPS5 SS QUERY PRIVACY ACT INFO 10:17 15/MA5/09 ZJU-PS5
*****ONE-LINE REPORT*****

SEL	DTL	NAME	SSN	PPSPQE	PGRAD	CURUPC	LOCNM	DROS/ DEROS	DTETS	RQCNSN
	N	GR STRICKLA	XXXXXXXXX	13B3O00YY	SSG	AC9A0	FT CAR		140129	
	N									
	N									
	N									
	N									
	N									
	N									
	N									
	N									
	N									
	N									
	N									
	N									
	N									
	N									
	N									

FOR DETAILED REPORT ON ANY SOLDIERS ON THIS SCREEN, PLACE "Y" IN COLUMN MARKED "SEL DTL" NEXT TO SOLDIERS NAMES AND PRESS "ENTER."
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

RECORD DESIRED: _____ WHERE NEXT - ____

RECORD 1 OF 1

ZJUPSP5

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THE ONE-LINE REPORT SCREEN DISPLAYS UP TO FOURTEEN INDIVIDUAL SOLDIERS RECORDS. TO THE LEFT OF EACH RECORD DISPLAYED, IS AN INPUT TITLED "DTL". TYPE A "Y" IN THE "DTL" FIELD TO RECEIVE A DETAILED REPORT OF THAT SOLDIER'S RECORD. AFTER REVIEWING THE SELECTED RECORD, PRESS "ENTER" TO RETURN TO THE ONE-LINE REPORT. THE INFORMATION DISPLAYED ON THE ONE-LINE IS VERY BASIC AND THE IET OR LONG REPORT WILL PROVIDE MORE DATA PERTAINING TO THE SOLDIER. ONCE ALL DISPLAYED RECORDS HAVE BEEN REVIEWED, PRESS THE "ENTER" KEY AND PROCEED TO THE NEXT GROUP OF RECORDS.

IN THE EVENT YOU ARE NOT FAMILIAR WITH THE MEANING OF THE DATA FIELDS DISPLAYED ON THIS SCREEN, USE THE HELP FUNCTION "HK" TO DETERMINE THE MEANING OF THE FIELD AND VALUES DISPLAYED.

TOGGLE: TO TOGGLE TO THE IET REPORT SCREEN PRESS THE "F6" FUNCTION KEY OR IF YOU WANT TO VIEW THE DETAIL SCREEN PRESS THE "F7" FUNCTION KEY.

ERROR MESSAGES WILL BE PROVIDED WHEN ERRONEOUS DATA IS ENTERED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE ORGANIZATION QUERY, TYPE "OQ" AND PRESS THE "ENTER" KEY.

(PS) PERSONNEL SSN QUERY CON'T

EPS6 SSN QUERY UNCLASSIFIED 12:35 25/MAR/09 ZJU-PS6
***** SORT SELECTION *****

ENTER 1 (UP TO 5) IN THE BOX NEXT TO THE VARIABLE TO IDENTIFY THE PRIORITY
SORT SEQUENCE. VALUE "1" INDICATES THE VARIABLE TO BE USED FOR HIGHEST
LEVEL SORT, VALUE "2" WILL INDICATE THE NEXT LEVEL OF THE SORT, ETC.

SEQUENCE	VARIABLE	SEQUENCE	VARIABLE	SEQUENCE	VARIABLE
-	SSN	-	PMOSEN	-	PLVLSN
-	CTSQIE	-	CTASIE	-	CTLANG
-	DROS	-	DEROS	-	BASD
-	DTLAPC	-	DTETS	-	AEA
-	ARLOC	-	PSIC	-	MEL
-	ACACNB	-	SEX	-	PCMF
-	CURUIC	-	PPA		

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN WHERE NEXT - ___

ZJUPSP6

SORT SELECTION SCREEN.

SCREEN INSTRUCTION:

ENTER THE NUMBERS 1 TO 5 TO INDICATE THE ORDER IN WHICH YOU WANT YOUR OUTPUT
SORTED AND PRESS THE "ENTER" KEY TO CONTINUE. UP TO 5 SORTS MAY BE SELECTED
FOR THIS FUNCTION. WHEN THE ENTER KEY IS PRESSED, YOU WILL AUTOMATICALLY
RECEIVE THE REPORT SELECTION SCREEN FOR THE SSN QUERY FUNCTION.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION.
FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE
"ENTER" KEY.

(R1) REQUISITION SUBSYSTEM

ER10 REQUISITION SUBSYSTEM UNCLASSIFIED 10:11 18/MAR/09 ZJU-R10
***** REQUISITION SUBSYSTEM MENU *****

- C = REQUISITION CREATE
- H = REQUISITION HISTORY QUERY
- M = REQUISITION MODIFICATION
- P = REQUISITION PERSONNEL HISTORY QRY
- Q = REQUISITION QUERY
- S = REQUISITION SI QUERY
- U = REQUISITION SI MODIFY
- X = RETURN TO MAIN MENU

_ ENTER OPTION DESIRED

WHERE NEXT - ___

ZJUR1P0

THIS SCREEN DISPLAYS ALL AVAILABLE FUNCTION(S) WITHIN THE REQUISITION SUBSYSTEM APPLICABLE TO EACH USER.

EXAMPLE: TYPE "Q" IN THE '_ ENTER OPTION DESIRED' INPUT FIELD AND PRESS THE ENTER KEY. (I.E., "Q" FOR REQUISITION QUERY)

THE REQUISITION SUBSYSTEM ENABLES THE USER TO CREATE/MODIFY/CANCEL/CORRECT ERRORS ON REQUISITIONS. THE USER MAY ALSO REVIEW, QUERY, OR MODIFY SPECIAL INSTRUCTIONS FOR A REQUISITION. HISTORICAL DATA ON A REQUISITION CAN BE GATHERED OR THE USER MAY CHECK THE STATUS OF A REQUISITION.

(RC) REQUISITION CREATE

```
ERC1 REQUISITION CREATION          UNCLASSIFIED          00:00 18/MAR/09  ZJU-RC1
***** DATA FOR REQUISITION CREATION *****

RQMOSE  63Z          RQPLSN  8          RQRRD  0905          RQUIC  1DXAA

RQPRTY  Z9          RQEXCL  Y          RQSQIE  O          RQASIE  00  __  __  __

RQLIC   YY          RQLLPR  00          RQLRPR  00          RQLSPR  00

RQPSIR  Y          RQPSST  Y          RQPPSR  Y          RQRGDS  _____

RQSPRO  Y          RQTYPE  I          RQAPID  I          RQPOSN  __  __

RQDTVL  __  __          RQRSN   A0          P(PRE-ALLOCATION) A(ALLOCATION) O(OPEN) O

ENTER THE NUMBER OF REQUISITIONS TO CREATE WITH THIS CRITERIA (01 - 999) 001

PRESS ENTER TO EDIT, F1 FOR HELP, OR F3 TO EXIT.          WHERE NEXT -  __
```

ZJURCP1

THE REQUISITION CREATION FUNCTION ALLOWS YOU TO CREATE UP TO 99 REQUISITIONS WITH THE SAME CRITERIA. SPECIAL INSTRUCTIONS (SI) MAY BE CREATED IN THIS FUNCTION.

SCREEN INSTRUCTIONS:

REQUIRED FIELDS: AS A MINIMUM, YOU ARE REQUIRED TO ENTER A VALUE INTO THE FOLLOWING REQUISITION FIELDS: RQMOSE, RQPLSN, RQRRD, RQUPC, AND RQRSN. FOR EXAMPLE, TO CREATE REQUISITIONS FOR RQMOSE 97E OR 98G, "RQLIC" MUST BE CHANGED TO A VALID VALUE OTHER THAN "YY". RQBCMF WILL BE LEFT BLANK, UNLESS THE RQMOSE IS 00Z.

DEFAULTS: IF RQLIC EQUALS A VALID VALUE OTHER THAN "YY" AND YOU DO NOT MODIFY THE LANGUAGE PROFICIENCY LEVELS, RQLLPR, RQLRPR, AND RQLSPR WILL BE DEFAULTED TO "10". IF YOU ENTER A VALID VALUE IN RQRGDS, RQTYPE WILL DEFAULT TO VALUE "G". IF RQDTVL IS LEFT BLANK (RQTRTY AND RQDPTS), THIS INPUT FIELD WILL DEFAULT TO A VALUE THAT IS ON THE ORGDB FOR THAT RQUIC AND RQRRD.

DOUBLE ENTRY: WHEN UPDATING FROM THIS SCREEN, YOU WILL BE REQUIRED TO PRESS "ENTER" THE FIRST TIME. IF THERE WERE NO ENTRIES ON THE SCREEN, AN ERROR MESSAGE WILL BE DISPLAYED AND THE REQUISITION FIELDS REQUIRING DATA WILL BE HIGHLIGHTED. ENTER THE DESIRED REQUISITION DATA AND NUMBER OF REQUISITIONS. PRESS "ENTER" TO EDIT. ALL ENTRIES WILL BE EDITED AND THE SCREEN WILL BE DISPLAYED AGAIN FOR YOU SHOWING LOC, RQSTE, RQMGAU, DML, RQCMMA, DMSL, AND UNTCA FILLED IN BY THE SYSTEM. PRESS "F2" TO POST YOUR CHANGES. IF ANY CHANGES ARE MADE AFTER THE INITIAL ENTRY OF DATA, ALL THE ENTRIES ON THE SCREEN WILL BE REEDITED. PRESS "F2" TO POST OR F3 TO EXIT FROM THE FUNCTION.

SI: AFTER THE INITIAL SCREEN PASSES THE EDITS AND THE SCREEN IS REDISPLAYED, THERE IS AN OPTION FIELD AT THE SCREEN TO CREATE SPECIAL INSTRUCTIONS FOR THESE REQUISITIONS. ENTER A "C" IN THIS OPTION FIELD TO DISPLAY THE SPECIAL INSTRUCTION CREATE SCREEN (ZJU-RC3).

NOTE: IF CREATING SPECIAL INSTRUCTIONS, THESE SPECIAL INSTRUCTIONS WILL APPLY TO ALL REQUISITIONS CREATED.

RQSTE: FIELD USER CREATED REQUISITIONS WILL BE POSTED WITH AN UNVALIDATED REQUISITIONS STATUS OF "W". DISTRIBUTION MANAGER REQUISITIONS WILL BE POSTED WITH AN OPEN AND VALIDATED REQUISITION STATUS OF "O". FOR IET REQUISITIONS ENTER AN "A" MAY BE ENTERED. ALSO, MAKE THE "RQPRTY" D1.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RC) REQUISITION CREATE CON'T

ERC2 REQUISITION CREATION UNCLASSIFIED 00:00 18/MAR/09 ZJU-RC2
***** REQUISITION CREATION SUMMARY *****

CONTROL AND SERIAL NUMBER RANGE FOR WHICH 7S200905A174 THRU 7S200905A174
REQUISITIONS WERE SUCCESSFULLY CREATED:

NUMBER OF REQUISITION RECORDS SUCCESSFULLY CREATED: 001

NUMBER OF RECORDS WITH SPECIAL INSTRUCTION(S): 000

NUMBER OF RECORDS WITHOUT SPECIAL INSTRUCTION(S): 001

TO CREATE REQUISITIONS/SI(S) OR EXIT, ENTER A "1", "2" OR "3" - 2

- 1. NEW REQUISITIONS
- 2. NEW REQUISITIONS USING EXISTING REQ DATA
- 3. EXIT

PRESS ENTER TO CONTINUE OR F3 TO EXIT

WHERE NEXT - ___

ZJURCP2

THIS SCREEN PROVIDES A STATISTICAL SUMMARY OF THE ACTIVITIES FROM PREVIOUS SCREENS (ZJU-RC1 AND ZJU-RC3). THE REQUISITION CONTROL AND SERIAL NUMBER (RQCNSN) RANGE IS PROVIDED ON THIS SCREEN. THIS RANGE DISPLAYS THE FIRST AND LAST REQUISITION RECORDS/RQCNSN. IF ONLY ONE REQUISITION RECORD WAS CREATED, THE SAME RQCNSN WILL APPEAR IN BOTH POSITIONS OF THE RANGE. THIS SUMMARY SCREEN ALSO DISPLAYS A NUMBER OF REQUISITIONS CREATED AND THE NUMBER OF REQUISITIONS WITHOUT SPECIAL INSTRUCTIONS.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

SCREEN INSTRUCTIONS:

TO CREATE ADDITIONAL REQUISITIONS USING LAST REQUISITION DATA, PRESS "ENTER". TO CREATE REQUISITIONS (FROM BLANK SELECTION SCREEN) ENTER A "1" IN THE CREATE REQUISITION/SI OR EXIT INPUT FIELD AND PRESS "ENTER". ENTER "3" TO EXIT.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RC) REQUISITION CREATE CON'T

```
ERC3 REQUISITION CREATION          UNCLASSIFIED          00:00  18/MAR/09  ZJU-RC3
***** REQUISITION DATA *****
RQCNSN TO RQCNSN      RQUPC      RQSTE  RQRRD  RQPRCE          LOCNM
905A174  905A174      1DXAA      O      0905  63Z5000YY  Fort Knox  KY
***** SPECIAL INSTRUCTIONS (SI) *****
SI  _      ORG SI  _      TEXT          QUERY TEMPLATE (Y/N)  _
ENTER THE DESIRED SI CODE AND PRESS ENTER
```

```
ERROR: 0999 RCP3  F1      NOT A VALID KEY FOR THIS DISPLAY
PAGE 000 OF 000 FOR SI CODE 00 OF 00
PRESS ENTER TO CONTINUE
```

WHERE NEXT - _

ZJURCP3

THIS SCREEN ALLOWS YOU TO CREATE SPECIAL INSTRUCTIONS. THE UPPER SECTION OF THE SCREEN DISPLAYS REQUISITION DATA FOR THE RECORD(S) CREATED. THE LOWER SECTION ALLOWS YOU TO ENTER THE SPECIAL INSTRUCTIONS.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

CREATE A SPECIAL INSTRUCTION (SI) TEMPLATE.

SCREEN INSTRUCTIONS:

- ENTER A TWO DIGIT SPECIAL INSTRUCTION CODE (SICODE).
- ENTER A VALID KEYWORD(S) (SEE NOTE*).
- ENTER THE SPECIAL INSTRUCTIONS TEXT FOR THAT PARTICULAR SPECIAL INSTRUCTION CODE USING THE LITERALS AND VARIABLES LISTED BELOW IN THE 'EDIT' SECTION.
- PRESS THE "ENTER" KEY TO EDIT." PRESS THE "F2" FUNCTION key TO POST THE SI.

THE USER WILL NEED TO COMPLETE AND POST (PRESS "ENTER" KEY THEN PRESS THE "F2" KEY) THE SPECIAL INSTRUCTIONS BEFORE USING THE "WHERE NEXT" INPUT FIELD. (IF THE USER FAILS TO POST THE SPECIAL INSTRUCTIONS, ALL WILL BE LOST.)

TO TOGGLE BETWEEN PAGES:

- AT BOTTOM OF THE SCREEN TAB TO THE NEXT PAGE (N/P) "_INPUT FIELD AND TYPE"

"N" (NEXT PAGE) AND PRESS THE "ENTER" KEY. TAKE YOU TO THE NEXT THIS WILL PAGE.

- IF THE USER NEEDS TO RETURN TO PAGE 1, THE USER MUST FIRST PRESS THE "ENTER" KEY, THEN THE "F2" KEY TO SAVE THE SI TEXT ON THAT PAGE.

- FOR THE PREVIOUS PAGE: THE USER WOULD GO TO THE "NEXT PAGE (N/P)" INPUT FIELD AND TYPE "P"(PREVIOUS PAGE) AND PRESS THE "ENTER" KEY OR PRESS THE "F4" FUNCTION KEY (RETURN TO PREVIOUS PAGE WITHIN THAT SICODE).

NOTE*: EXAMPLE OF KEYWORDS ARE:

ACE, ADVANCE, AEA, AFCENT, AFSOUTH, ANCOES, AR, ASSIGNMENT, ATTACHED, A5HIA, BANKING, BAUMHOLDER, CLEARANCE, CLOTHING, CURTAIL, DCD, DEFERMENT, DELETION, DEPENDENTS, DEPSCHOOLS, DML, DRILLSGT, EFMP, EXCEPTION, FIREARMS, FUNDCITE, GAINING, GRADE, GRADE SUB, HAAP, HHG, HOMEBASE, HOUSING, JA, JAC, JQ, JTR, LD, LEADTIME, LICENSE, LOSING, LP, LR, LUGGAGE, MACP, MEDICAL, MONEY, MOS, MOS SUB, NOM, NOMINATIVE, ORDERS, PARAONE, PASSPORT, PCS, PERMISSIVE, PF, PINPPOINT, POC, POL, POLICY, PORTCALL, POV, PREFERENCE, PROMOTION, QUALIFIED, RECLASS, RECORDS, REGIMENTAL, SAUDI, SCHOOL, SCREEN, SECURITY, SHAPE, SKILLS, OLEPARENT, STABILIZE, STABILIZED, STE, TDY, TRAINING, TRAVEL, TRS, TURKEY, TVLCAT, UAL, UEA, UMS, UPA, VISA, 1NBAA, 1ST TERMER, 2HWAA, 2HW04, 2HXAA, 3C, 3YDAA, 4A, 4SYAA, 9W.

THE KEYWORD TABLE IS AN IMPORTANT PART OF THE SI TEMPLATE DATABASE. EACH SI WITHIN THE SI TEMPLATE TABLE CAN HAVE A MAXIMUM OF TEN KEYWORDS, AND A MINIMUM OF ONE ASSIGNED TO IT. ALL KEYWORDS MUST BE IN THE DATA STRUCTURE TABLE WITHIN THE SUPPORT TOOLS SUBSYSTEM AND BE ONE TO TEN CHARACTERS IN LENGTH.

- ON THE BOTTOM LEFT SIDE OF THE SCREEN IS A PAGE COUNT FOR THAT PARTICULAR SI CODE.

EDITS:

THE FOLLOWING IS A SET OF CHARACTERS TO BE USED TO DEFINE LINE CONTROL AND VARIABLE FORMATS WITH A TEMPLATE.

| - USED AS A DELIMETER IN THE TEMPLATE. IT INDICATES THE BEGINNING OR THE END OF A VARIABLE.

X - REPRESENTS AN ALPHANUMERIC CHARACTER.

A - REPRESENTS AN ALPHABETIC CHARACTER.

N - REPRESENTS A NUMERIC CHARACTER.

S - REPRESENTS A SPACE (BLANK) WHEN A SPACE MUST BE IN A CERTAIN PLACE IN THE VARIABLE.

UUUUUU - REPRESENTS A UIC (I.E. W3VSAA).

YYYYMMDD - REPRESENTS THE YEAR, MONTH, AND DAY.

YYYYMM - REPRESENTS THE YEAR AND MONTH.

- YYYY - REPRESENTS THE YEAR.
- MM - REPRESENTS THE MONTH.
- DD - REPRESENTS THE DAY.
- MMDD - REPRESENTS THE MONTH AND DAY.
- |U - IS THE BEGINNING OF A FIELD CONTAINING A UIC. (TOTAL FORMAT IS |UUUUUU|)
- |X - IS THE BEGINNING OF A FIELD STARTING WITH A ALPHANUMERIC CHARACTER. (ANY PRINTABLE CHARACTERS)
- |A - IS THE BEGINNING OF A FIELD STARTING WITH A ALPHABETIC CHARACTER. (THE LETTERS A THROUGH Z)
- |N - IS THE BEGINNING OF A FIELD WITH A NUMERIC CHARACTER. (THE NUMBERS 0 THRU 9)
- |D - IS THE BEGINNING OF A FIELD STARTING WITH A DAY. (TOTAL FORMAT IS |DD|)
- |M - IS THE BEGINNING OF A FIELD STARTING WITH A MONTH. (TOTAL FORMAT IS |MM|)
- |Y - IS THE BEGINNING OF A FIELD STARTING WITH A YEAR. (TOTAL FORMAT IS |YYYY|)
- | \ - IS THE END OF THE SI TEMPLATE VARIABLE AND/OR END OF THE TEXT.

USING THE CRITERIA ABOVE, EACH EDIT SYMBOL ('S', 'A', 'N', 'U', 'D', 'M', 'X', AND 'Y') DENOTES A SINGLE INPUT CHARACTER. THAT IS, THERE WILL BE ONE TO ONE CORRESPONDENCE BETWEEN THE EDIT SYMBOL AND THE DATA BEING ENTERED. FOR EXAMPLE, IF THE TEMPLATE VARIABLE WAS DEFINED AS |NNA| THEN THE EDIT PROGRAM EXPECTS THREE INPUT CHARACTERS. THE FIRST AND SECOND CHARACTER MUST BE A NUMBER (0 THRU 9), AND THE THIRD CHARACTER MUST BE ALPHABETIC (A THRU Z).

A '|' FOLLOWED BY AN EDIT SYMBOL IDENTIFIES THE BEGINNING OF A VARIABLE DATA FIELD WITHIN THE TEMPLATE. THE NEXT '|' TELLS THE PROGRAM THAT IT HAS REACHED THE END OF THE VARIABLE DATA FIELD.

SHORT NAME	ABBREVIATED NAME	PICTURE
SICODE	SPECIAL-INSTRUCTION-CODE	X(02)
KEYWRD	KEYWORD	X(10)
SISQNR	SPECIAL-INSTRUCTION-SEQ-NBR	X(02)
SITEXT	SPECIAL-INSTRUCTION-TEMPLATE	X(1106)

FOR INFORMATION PURPOSE, THESE SHORT NAMES CAN BE FOUND ON THE FOLLOWING DATABASE TABLE AND DATABASE IDENTIFICATION LISTED BELOW

DATABASE TABLE	DBID
ESK SI KEYWORD TABLE	327
ESL LETTER OF INSTRUCTION (LOI) TABLE	327
ESO SI ORG TABLE	327
ESP PPA LETTER OF INSTRUCTION (LOI) TABLE	327
ESR SI REQUISITION TABLE	327

LISTED BELOW ARE FIELDS AND A BRIEF DEFINITION:

SICODE - A TWO POSITION ALPHANUMERIC CODE ASSIGNED TO A SPECIAL INSTRUCTION TEMPLATE (SITEMP).

KEYWRD - A SUBJECT NAME THAT WOULD IDENTIFY WHAT THE TEXT PERTAIN TOO. FOR EXAMPLE, EFMP, MACP, TDY. MUST HAVE ONE CHARACTER AS MINIMUM, TEN AS MAXIMUM.

SISQNR - A SEQUENCE NUMBER ASSOCIATED WITH THE SICODE. THE BASE RECORD FOR THAT SICODE WILL HAVE A VALUE OF '01' IN SISQNR. IF THE TEMPLATE IS LONGER THAN 1106, A SECOND RECORD WILL BE CREATED FOR THE SAME SICODE BUT THE SEQUENCE NUMBER (SISQNR) SETS TO '02'. IF THE SITEMP IS LONGER THAN 2212, A THIRD RECORD WILL BE CREATED FOR THE SAME SICODE BUT THE SISQNR SETS TO '03', ETC.

SITEXT - THE SPECIAL INSTRUCTIONS TEXT ARE WRITTEN INSTRUCTIONS.

YOU MAY ALSO USE THE "WHERE NEXT" FEATURE TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RH) REQUISITION HISTORY QUERY

ERH1 REQUISITION HISTORY QUERY UNCLASSIFIED 00:00 18/MAR/09 ZJU-RH1
***** RECORD SELECTION *****
ENTER ONE OR MORE REQUISITION CONTROL AND SERIAL NUMBERS

Table with 6 columns: RQCNSN, RQSQNR, DISSEQ, RQCNSN, RQSQNR, DISSEQ. Each column contains a series of horizontal lines representing input fields.

S PLEASE SELECT AN OUTPUT LOCATION.

S. SCREEN DISPLAY E. EMAIL F. FTP L. LOCAL M. MAIN R. REMOTE

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT

WHERE NEXT - _

ZJURHP1

THE PURPOSE OF THIS SCREEN IS TO QUERY SELECTED REQUISITIONS FOR HISTORICAL REVIEW.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

ENTER ONE OR MORE 'RQCNSN' (REQUISITION CONTROL AND SERIAL NUMBER) (MAXIMUM OF 5 FOR HARDCOPY REPORTS). ENTER A 'RQSQNR' (REQUISITION SEQUENCE NUMBER) AND THE 'DISSEQ' DISPLAY SEQUENCE). THE 'DISSEQ' INPUT FIELD ARRANGES 'RQSQNR' DATA IN ASCENDING OR DESCENDING ORDER AND IS DEFAULTED TO AN "A" FOR ARRANGEMENT IN ASCENDING" ORDER. IF "DESCENDING" ORDER IS DESIRED, ENTER A "D".

THE "SELECT AN OUTPUT LOCATION" INPUT FIELD AT THE BOTTOM OF THE SCREEN DEFAULTS TO AN "A" FOR TERMINAL DISPLAY. ENTER "B" FOR REMOTE PRINTER, OR "C" FOR LOCAL PRINTER, OR "D" FOR THE MAIN PRINTER. THE MAIN PRINTER IS NOT AVAILABLE TO FIELD USERS.

HARDCOPY REPORTS: TO GENERATE HARDCOPY COPY REPORTS, SELECT "B", "C", OR "D" AS AN OUTPUT LOCATION, PRESS THE 'ENTER' KEY AND THE ONE LINE REPORT SCREEN WILL BE DISPLAYED.

RQCNSN IS THE CONTROL NUMBER (I.E. "2C"), YEAR (I.E. 1996), MONTH (I.E. 12), AND SERIAL NUMBER (I.E. A005) (EXAMPLE: 2C199612A005).

(RH) REQUISITION HISTORY QUERY CON'T

ERH2 REQ HISTORY QUERY PRIVACY ACT INFO 00:00 18/MAR/09 ZJU-RH2
***** ONE LINE REPORT *****

TO REVIEW DETAILED HISTORICAL REQUISITION DATA ENTER A "Y" IN DTL.

RQCNSN: 7S200906A078 RQRRD: 0907

D	RQ					RQ					RQ						
T	SQ	PR				ST					RSN						
L	NR	TY	DTL	MOD	OPL	MOD	INTR	RD	E	RQ	PR	CE	ORD	TGC	SSN		RSN
_	997	04	090319		RMTBC	0196			O	11B30	00/	/	/		YY		
_	998	04	081204		ZJURRP	01			O	11B30	00/	/	/		YY		
_	999	Z9	081203		RCTBC	0196			O	11B30	00/	/	/		YY		

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

ENTER NEXT RQSQR: _____ NEXT/PREVIOUS REQ: _____ WHERE NEXT - _____
DISPLAYING SQNR 0001 THRU 0003 OF 0003 FOR REQ 01 OF 01 REQ(S)

ZJURHP2

THE REQUISITION HISTORY ONE LINE REPORT SCREEN DISPLAYS UP TO FOURTEEN RECORDS.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THE "RQCNSN" AND "RQRRD" (REQUISITION REQUESTED REPORTING DATE) IS LOCATED IN THE UPPER PORTION OF THE SCREEN. "RQCNSN" BY DEFAULT IS SORTED IN ASCENDING ORDER.

THE LEFT SIDE OF THE SCREEN HAS AN INPUT FIELD TITLED "DTL" (DETAILED). ENTER "Y" IN ONE OF MORE "DTL" INPUT FIELDS AND PRESS THE "ENTER" KEY. YOU WILL BE TAKEN TO THE FIRST PART OF THE DETAILED REPORT SCREEN. PRESS THE "ENTER" KEY AND SIMILAR DATA WILL BE DISPLAYED FOR THE NEXT SEQUENCE NUMBER OF THE SAME "RQCNSN". AFTER ALL SELECTED REQUISITION SEQUENCE NUMBERS (RQSQR) OF THAT OR MORE RECORDS HAVE BEEN REVIEWED, PRESS THE "ENTER" KEY AND THE RECORD SELECTION SCREEN WILL BE DISPLAYED.

NEXT RQSQR: ENTER A REQUISITION SEQUENCE THAT IS PART OF THE CURRENT STACK. A STACK CONSISTS OF ALL THE SEQUENCE NUMBERS WITHIN A "RQCNSN".

IF MORE THAN ONE 'RQCNSN' WAS ENTERED, USE THE "NEXT REQ" INPUT FIELD. ENTER "N" FOR NEXT RECORD OR "P" FOR THE PREVIOUS RECORD.

(RH) REQUISITION HISTORY QUERY CON'T

```
ERH3 REQ HISTORY QUERY                UNCLASSIFIED      00:00  18/MAR/09  ZJU-RH3
***** REQUISITION DATA *****
RQCNSN      RQSQNR  RQPRTY  DTLMOD  RQMOSE  RQPLSN  RQSQIE   RQASIE   RQLIC  RQAPID
7S200906A078 997      04    090319  11B     6       0    00/ / /   YY    E

RQSTE      RQRRD      RQEXCL  RQTYPE  RQSRCE  RQSPRO  RQLLPR   RQLRPR   RQLSPR
O          0907      Y       B       E       Y       00      00      00

RQPSIR      RQPSST      RQPPSR  RQCYIN  RQMGAU  RQCAA   RQSUDT   RQDTVL
Y          Y       Y       X2      B0      C       Y6

INTRDT      RQPOSN      RQRGDS  RQRUIC  RQNPCY  ORDTGC   SSN

***** REQUISITION RELATED ORGANIZATION DATA *****
RQUIC      MTOENM - DESIGT      LOCATION      ZIP-APO      ARALOC
WACVFD     03 0001 IN BDE FWD      FT KNOX      KY  40121      1

UNTCA      DML      DMSL      RGUN      CIMFLG  PPG      UMRPT   UMDPT   UMACD
FC        1ID      1I3

TO REVIEW SPECIAL INSTRUCTIONS ENTER A "Q": E      RETURN TO ONE LINE REPORT: _
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F8 FOR MORE DATA      WHERE NEXT - _
      DISPLAYING SQNR 0001 OF 0003 FOR REQ 01 OF 01 REQ(S)
```

ZJURHP3

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498)***

THE REQUISITION HISTORY DETAILED REPORT SCREEN IS DIVIDED INTO AN UPPER AND LOWER SECTION. THE UPPER SECTION CONTAINS REQUISITION RELATED DATA AND THE LOWER SECTION DISPLAYS REQUISITION RELATED ORGANIZATION DATA.

TO VIEW THE SPECIAL INSTRUCTION: ENTER "Q" IN THE "TO REVIEW SPECIAL INSTRUCTIONS ENTER "Q"_" INPUT FIELD. IF AN "E" IS DISPLAYED IN THE INPUT FIELD, IT INDICATES THE EXISTANCE OF SPECIAL INSTRUCTIONS. OVERLAY THE "E" WITH "Q" TO REVIEW THE SPECIAL INSTRUCTION AND PRESS THE 'ENTER' KEY.

F4 FUNCTION KEY: PRESS THE "F4" FUNCTION KEY TO VIEW THE PREVIOUS RECORD (RQSNQR). IF ONLY 1 RQSQR WAS QUERIED, PAGE 1 OF THE DETAILED REPORT SCREEN OF THE CURRENT RECORD WILL BE DISPLAYED.

F8 FUNCTION KEY: IF RELEVANT PERSONNEL INFORMATION IS DESIRED, PRESS THE "F8" FUNCTION KEY TO TOGGLE TO PAGE 2 OF THE DETAILED REPORT SCREEN. IF THE ONE LINE REPORT DOES NOT DISPLAY AN SSN, PERSONNEL DATA WILL NOT BE AVAILABLE.

RTN TO ONE LINE REPORT: ENTER "Y", PRESS THE "ENTER" KEY AND THE ONE LINE REPORT SCREEN WILL RETURN DISPLAYING THE CURRENT STACK OF RQSQR(S). LEAVE BLANK IF THIS OPTION IS NOT DESIRED.

(RH) REQUISITION HISTORY QUERY CON'T

ERH4 REQ HISTORY QUERY		PRIVACY ACT INFO		00:00	18/MAR/09	ZJU-RH4			
*****		PERSONNEL RELATED DATA		*****					
SSN	NAME	PMOSEN	PLVLSN	CTSQIE	CTASIE	CTLANG	ORDTGC		
RQCNSN	RQSQNR	RQPRTY	DTLMO	RQMOSE	RQPLSN	RQSQIE	RQASIE	RQLIC	RQRR
7S200906A078	997	04	090319	11B	6	0	00	YY	0907
RQRSN	DDPSTA	PSIC	RLRPR	SLSPR	RLSPR	SSNSPS	MPCSP	DODSPS	
SMOSEN	MARST	YMEEFM	PRMOSE	CURUIC	CNTCTZ	DTETS	DTLAPC	RQSTE	
								O	
AEA	YMAEAT	DROS	DEROS	RQPCSC	BASD	TOSAD	ACACNB		
HAAPIN	HBASMT	ASCO		OSRAPR	VOLOC	VCLOC			
		ORSAP:		CONAP:					
									RETURN TO ONE LINE REPORT: _
									WHERE NEXT - _
									DISPLAYING SQNR 0001 OF 0003 FOR REQ 01 OF 01 REQ(S)

ZJURHP4

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
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THE REQUISITION HISTORY DETAILED REPORT SCREEN, PAGE 2 (ZJU-RH4) PROVIDES A SNAPSHOT OF PERSONNEL DATA PERTAINING TO THIS REQUISITION.

F4 FUNCTION KEY: PRESS THE "F4" FUNCTION KEY TO VIEW THE PREVIOUS RECORD (RQSNQR). IF ONLY 1 RQSQNR WAS QUERIED, PAGE 1 OF THE DETAILED REPORT SCREEN OF THE CURRENT RECORD WILL BE DISPLAYED.

F8 FUNCTION KEY: IF RELEVANT REQUISITION INFORMATION IS DESIRED, PRESS THE "F8" FUNCTION KEY TO TOGGLE TO PAGE 1 OF THE DETAILED REPORT SCREEN. IF THE ONE LINE REPORT DOES NOT DISPLAY AN SSN, PERSONNEL DATA WILL NOT BE AVAILABLE.

RTN TO ONE LINE REPORT: ENTER A "Y", PRESS THE "ENTER" KEY AND THE ONE LINE REPORT SCREEN WILL RETURN DISPLAYING THE CURRENT STACK OF RQSQNR(S). LEAVE BLANK IF THIS OPTION IS NOT DESIRED.

(RH) REQUISITION HISTORY QUERY CON'T

```
ERH5 REQ HISTORY QUERY          PRIVACY ACT INFO      00:00  18/MAR/09  ZJU-RH5
***** REQUISITION AND PERSONNEL DATA *****
RQCNSN      RQUPC RQSTE RQRRD RQPRCE          RQTYPE LOCNM
7S200906A078 ACVFD  O   0907 11B30 00/ / /  YY      B   FT KNOX          KY
***** SPECIAL INSTRUCTIONS (SI) *****
SI ZZ      ORG SI          TEXT
EARLY REPORTING IS AUTHORIZED AND ENCOURAGED FOR THIS ASSIGNMENT.
```

PAGE 01 OF 01 FOR SI CODE 01 OF 01 NEXT PAGE (N/P) _ NEXT SI (N/P) _
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT

WHERE NEXT - _

ZJURHP5

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REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498)***

THIS SCREEN SHOWS THE SPECIAL INSTRUCTIONS THAT ARE ATTACHED TO THE REQUISITION.

IF THERE ARE NUMEROUS PAGES WITHIN A SPECIAL INSTRUCTIONS; GO TO THE
"NEXT PAGE (N/P)_" AND ENTER "N" FOR NEXT PAGE OR "P" FOR THE PREVIOUS PAGE
WITHIN THAT SPECIAL INSTRUCTION.

IF THERE ARE 2 OR MORE SPECIAL INSTRUCTIONS FOR THAT REQUISITION; GO TO THE
NEXT SI (N/P) AND ENTER "N" FOR THE NEXT SPECIAL INSTRUCTION AND IF
YOU NEED TO GO BACK AND READ THE PRIOR SI THEN ENTER "P" FOR PREVIOUS
SPECIAL INSTRUCTION.

(RM) REQUISITION MODIFICATION

```

ERM1 REQUISITION MODIFY          UNCLASSIFIED          00:00  18/MAR/09  ZJU-RM1
***** REQUISITION MODIFY SEARCH CRITERIA SELECTION *****
***** ENTER UP TO SIXTEEN (16) CONTROL AND SERIAL NUMBERS (RQCNSN) *****

_____
_____
_____

***** - OR - ENTER SINGLE VALUES AND/OR RANGES *****

RQCNSN _____ RQPMAE __ __ YMRQC __ __ RQCYIN __ __
RQMOSE ____ RQPLSN __ __ RQSQIE __ RQASIE ____ RQLIC ____
UNTCA __ DML _____ RQRGDS _____
ORGRAA __ __ DMSL _____ RQUPC _____
ARQODA ____ TFML _____ VDML ____
RQSTE __ __ RQEXCL __ RQSPRO __ RQAPID __ RQTYPE __
RQCMFE ____ RQTRTY __ RQPSIR __ RQRRD _____ RQPRTY __ __

SORT SELECTION (YES/NO/RQCNSN) N
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT          WHERE NEXT - ____

```

ZJURMP1

THE REQUISITION MODIFY FUNCTION PROVIDES AUTHORIZED USERS THE ABILITY TO MODIFY ANY ENLISTED ARMY REQUISITIONS AND THEIR ASSOCIATED SPECIAL INSTRUCTIONS RESIDENT ON THE TAPDB REQDB WITH REQUISITION STATUS CODE (RQSTE) OF "W" AND "O".

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SCREEN INSTRUCTIONS:

RQCNSN: ENTER A VALID RQCNSN (REQUISITION CONTROL AND SERIAL NUMBER). BY ENTERING A VALID RQCNSN, THE SYSTEM WILL SEARCH FOR AND DISPLAY THE REQUISITION RECORD WITH THAT PARTICULAR RQCNSN. YOU MAY ENTER UP TO 16 DIFFERENT RQCNSN AT A TIME.

SINGLE VALUES AND/OR RANGES: ENTER A VALID VALUE OR RANGE FOR ONE OR MORE OF THE REQUISITION DATA FIELDS. IF YOU ARE UNFAMILIAR WITH THESE FIELDS, THESE DATA ELEMENTS AND DATA CHAINS WITH THEIR ACCEPTABLE VALUES ARE CONTAINED IN THE TAPDB REQUISITION DATABASE DATA REQUIREMENTS DOCUMENT. ALSO, CODES AND VALUES MAY BE RETRIEVED FROM THE KEYVALUE SEARCH FUNCTION "HK". REMEMBER, YOU CANNOT ENTER A RQCNSN IN THE UPPER PORTION OF THE SCREEN AND SPECIFIC VALUES AND RANGES IN THE LOWER PORTION. THIS SCREEN ALLOWS YOU TO RANGE ON THE FOLLOWING FIELDS IN THE LOWER SECTION: RQCNSN, RQPMAE, YMRQC, RQCYIN, RQSTE, AND RQPLSN. ADDITIONALLY, YOU MAY ENTER ONLY THE RQPUD VALUE (FIRST 3 CHARACTER UIC) IN THE RQUPC; ALL THE APPROPRIATE RQDDS (LAST 2 CHARACTERS OF THE UIC) WILL BE INCLUDED FOR THAT RQPUD WITHIN YOUR

QUERY.

SORT: YOU HAVE THE OPTION OF SELECTING 1) "N" NO SORT, 2) "Y" VIEW THE SORT SELECTION SCREEN, OR 3) "R" DEFAULT SORT ON RQCNSN.

THE SYSTEM WILL DEFAULT THE SORT SELECTION (LOCATED AT THE BOTTOM OF THE SCREEN) OF THIS SCREEN TO "N". IF YOU DO NOT WISH TO SORT YOUR OUTPUT, MERELY PRESS THE "ENTER" KEY AFTER TYPING YOUR SEARCH CRITERIA. ONCE YOU PRESS "ENTER" TO CONTINUE, YOUR QUERY WILL BYPASS THE SORT SELECTION SCREEN AND YOUR NEXT SCREEN WILL BE THE REPORT SELECTION SCREEN (ZJU-RM3). IF YOU DECIDE NOT TO SORT YOUR OUTPUT, THE REQUISITION RECORDS FOUND WILL BE RANDOMLY DISPLAYED; THE SEQUENCE WILL BE HOWEVER THEY HAPPEN TO BE STORED ON THE REQDB AT THE TIME.

IF YOU DESIRE TO SORT YOUR OUTPUT BY RQCNSN, TYPE AN "R" OVER THE SYSTEM DEFAULT OF "N" TO THE RIGHT OF THE SORT SELECTION INPUT FIELD ON THIS SCREEN. ONCE YOU PRESS THE "ENTER" KEY TO CONTINUE, THE NEXT SCREEN YOU WILL SEE IS THE REPORT SELECTION SCREEN (ZJU-RM3); YOU WILL BYPASS THE SORT SELECTION SCREEN (ZJU-RM2).

IF YOU DESIRE TO ENTER YOUR OWN SORT CRITERIA INSTEAD, TYPE A "Y" OVER THE SYSTEM DEFAULT "N". ONCE YOU PRESS THE "ENTER" KEY TO CONTINUE, THE NEXT SCREEN YOU WILL SEE IS THE SORT SELECTION SCREEN (ZJU-RM2). THEN YOU CAN INPUT THE ORDER YOU WISH YOUR OUTPUT SORTED BY I.E., 1, 2, 3, 4, 5.

ERROR MESSAGES WILL BE DISPLAYED AT THE BOTTOM OF THE SCREEN IF INVALID FIELDS AND VALUES ARE USED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RM) REQUISITION MODIFICATION CON'T

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ERM2 REQUISITION MODIFY          UNCLASSIFIED          00:00  18/MAR/09  ZJU-RM2
***** SORT SELECTION SCREEN *****
ENTER 1 (UP TO 5) IN THE BOX NEXT TO THE VARIABLE TO IDENTIFY THE PRIORITY
SORT SEQUENCE.  VALUE "1" INDICATES THE VARIABLE TO BE USED FOR HIGHEST
LEVEL SORT, VALUE "2" WILL INDICATE THE NEXT LEVEL OF THE SORT, ETC.

SEQUENCE  VARIABLE          SEQUENCE  VARIABLE          SEQUENCE  VARIABLE
  -        RQCNSN           -        RQPRTY           -        RQPMAE
  -        RQMOSE           -        RQPLSN           -        RQSQIE
  -        RQASIE           -        RQLIC            -        UNTCA
  -        DML              -        DMSL            -        RQRGDS
  -        RQUPC            -        RQSTE           -        RQSPRO
  -        RQCYIN           -        RQTYPE          -        RQCMFE
  -        YMRQC            -        RQRRD           -        ARQODA
  -        TFML             -        VDML
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN      WHERE NEXT - ___
    
```

ZJURMP2

THE SORT SELECTION SCREEN GIVES YOU THE CAPABILITY OF DETERMINING THE ORDER IN WHICH YOUR QUERY IS DISPLAYED TO PERFORM YOUR MODIFICATIONS.

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SCREEN INSTRUCTIONS:

- ENTER THE NUMBER(S) 1 UP TO 5 NEXT TO THE APPROPRIATE VARIABLE TO INDICATE THE ORDER IN WHICH YOU WANT YOUR OUTPUT SORTED.
- PRESS THE "ENTER" KEY TO CONTINUE.

UPON COMPLETION OF THE SORT SELECTION SCREEN, THE NEXT SCREEN THAT YOU WILL SEE WILL BE THE REPORT SELECTION SCREEN (ZJU-RM3). THIS SCREEN PROVIDES YOU THE ABILITY TO SELECT THE REPORT FORMAT, IN WHICH YOUR OUTPUT WILL BE PRESENTED.

ERROR CONDITIONS/MESSAGES

ACTION

SORT LEVEL MUST BE 1, 2, 3, 4, OR 5

CORRECT HIGHLIGHTED FIELDS AND PRESS THE "ENTER" KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RM) REQUISITION MODIFICATION CON'T

ERM3 REQUISITION MODIFY UNCLASSIFIED 00:00 18/MAR/09 ZJU-RM3
***** REPORT SELECTION SCREEN *****

THE SEARCH HAS FOUND 00005 RECORDS.

3 PLEASE SELECT A REPORT TYPE AND ENTER OPTION IN THE BOX AT LEFT.

1. DETAILED 2. SHORT 3. ONE-LINE 9. EXIT

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

WHERE NEXT - ___

ZJURMP3

EDAS PROVIDES YOU WITH THREE DIFFERENT REPORT FORMATS: DETAILED, SHORT AND ONE-LINE. EACH REPORT FORMAT PROVIDES YOU WITH MORE INFORMATION ABOUT YOUR QUERY AND MORE REQUISITION FIELDS THAT YOU CAN UPDATE. THE DETAILED REPORT DISPLAYS THE MOST INFORMATION ABOUT THE REQUISITION RECORD AND PROVIDES YOU THE CAPABILITY TO UPDATE ANY OR ALL THE REQUISITION DATA ON THE RECORD, AUTHORIZED BY POLICY GUIDANCE. THE SHORT REPORT DISPLAYS THREE RECORDS AT A TIME, DISPLAYS LESS INFORMATION AND UPDATED REQUISITION FIELDS THAN THE DETAILED REPORT, BUT MORE THAN THE ONE-LINE. THE ONE-LINE REPORT DISPLAYS FOURTEEN RECORDS AT A TIME, DISPLAYS THE LEAST INFORMATION ABOUT YOUR QUERY AND ALLOWS YOU TO UPDATE ONLY "RQSTE" AND "RQEXCL"; EITHER INDIVIDUALLY USEFUL WHEN REVIEWING, VALIDATING AND UPDATING A LARGE NUMBER OF RECORDS

SCREEN INSTRUCTIONS:

WHEN YOU FIRST SEE THE REPORT SELECTION SCREEN, THE DEFAULT VALUE OF "3" WILL ALREADY BE INSERTED BY THE REPORT TYPE. YOU MAY CHANGE THE REPORT TYPE TO THE REPORT YOU DESIRE. YOU SHOULD DETERMINE WHAT REPORT TYPE BASED ON WHICH REQUISITION FIELD(S) YOU WISH TO MODIFY IN THE VALIDATION PROCESS. RECOMMEND YOU USE THE REQUISITION QUERY FUNCTION PRIOR TO ENTERING THE REQUISITION MODIFY FUNCTION, REVIEW YOUR OUTPUT (EITHER FROM HARDCOPY REPORT OR SCREEN) AND MAKE YOUR REQUISITION/SPECIAL INSTRUCTION VALIDATION AND UPDATE DECISIONS IN ADVANCE. OTHERWISE, MAXIMUM USE OF THE REPORT TOGGLES (DTL "Y", F5, F6, F7) WILL BECOME NECESSARY. ONCE A SELECTION HAS BEEN MADE PRESS THE "ENTER" KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RM) REQUISITION MODIFICATION CON'T

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ERM4 REQUISITION MODIFY          UNCLASSIFIED          00:00  18/MAR/09  ZJU-RM
***** ONE LINE UPDATE *****
FOR GLOBAL CHANGES ENTER VALUES HERE: RQSTE FROM _ TO _ OR RQEXCL FROM _ TO _
OR RQMOSE FROM ___ TO ___ OR RQRRD FROM _____ TO _____
DTL SI STE EXCL RQRRD          PRTY  RQCNSN          RQPRCE          DML SP
N   E  O  _  Y  _  0907  _____  04   7S200906A075  11B  _____  3 0 00/  /  /   YY 1ID  Y
N   E  O  _  Y  _  0907  _____  04   7S200906A076  11B  _____  3 0 00/  /  /   YY 1ID  Y
N   E  O  _  Y  _  0907  _____  04   7S200906A077  11B  _____  3 0 00/  /  /   YY 1ID  Y
N   E  O  _  Y  _  0907  _____  04   7S200906A078  11B  _____  3 0 00/  /  /   YY 1ID  Y
N   E  O  _  C  _  0909  _____  03   5G200909A169  11B  _____  3 4 00/  /  /   YY REC  Y
    
```

TO CREATE OR MODIFY SPECIAL INSTRUCTIONS ENTER A "C" OR "M" IN SI. TO MODIFY OTHER FIELDS ENTER A "Y" IN DTL. PRESS ENTER TO CONTINUE, OR F1 FOR HELP
 DISPLAYING RECORDS 00001 THRU 00005 OF 00005 RECORDS. WHERE NEXT - _

ZJURMP4

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THE ONE-LINE REPORT SCREEN CAN DISPLAY UP TO FOURTEEN RECORDS AT A TIME. YOU MAY UPDATE THE REQUISITION STATUS (RQSTE) AND/OR REQUISITION EXCLUSION (RQEXCL) FOR ALL THE DISPLAYED RECORDS AT ONE TIME BY ENTERING THE INPUT ON THE GLOBAL LINE AT THE TOP OF THE SCREEN OR UPDATE THE RECORDS(S) INDIVIDUALLY BY ENTERING INPUT ON THE APPROPRIATE LINE(S).

SCREEN INSTRUCTIONS:

DTL: ON THE LEFT SIDE OF THE SCREEN, NEXT TO EACH RECORD YOU WILL NOTICE AN INPUT FIELD TITLED "DTL". IF YOU PLACE A "Y" IN THE DTL FIELD, YOU WILL RECEIVE THE DETAILED REQUISITION MODIFY SCREEN (ZJU-RM6) FOR EACH OF THOSE RECORDS. NOTE: WHILE REVIEWING THESE DETAILED RECORDS FROM THIS PATH, YOU WILL NOT BE ABLE TO USE THE FUNCTION KEYS F4, F5, F6, OR F7. ONCE YOU HAVE REVIEWED AND UPDATED THE DETAIL RECORDS MARKED "Y", YOU WILL BE TRANSFERRED BACK TO THIS SCREEN WITH THE NEXT SET OF RECORDS.

SI: ALSO, ON THE LEFT SIDE OF THE SCREEN, NEXT TO EACH RECORD YOU WILL NOTICE AN INPUT FIELD TITLED "SI". IF YOU PLACE A "C" OR "M" IN THE SI FIELD, YOU WILL RECEIVE A SPECIAL INSTRUCTION MODIFY SCREEN (ZJU-RM7) FOR EACH OF THOSE RECORDS. ONCE YOU HAVE REVIEWED THE SPECIAL INSTRUCTIONS FOR THESE RECORDS MARKED "Y", YOU WILL BE TRANSFERRED BACK TO THIS SCREEN (ZJU-RM4) WITH THE NEXT SET OF RECORDS.

IF YOU CHOOSE BOTH THE "DTL" AND "SI" OPTIONS, YOU WILL GO TO THE SPECIAL INSTRUCTION MODIFY SCREEN DISPLAYS FIRST, THEN TO THE DETAILED REQUISITION MODIFY SCREEN DISPLAYS.

DOUBLE ENTRY: WHEN UPDATING FROM ANY OF THESE THREE REPORT TYPES, YOU WILL BE REQUIRED TO PRESS THE "ENTER" KEY THE FIRST TIME. IF THERE WERE NO ENTRIES ON THE SCREEN, THE NEXT SET OF RECORDS WILL BE DISPLAYED FOR YOU. OTHERWISE, ALL ENTRIES WILL BE EDITED AND THE SCREEN WILL BE DISPLAYED AGAIN FOR YOU. YOU MUST THEN PRESS THE "F2" FUNCTION KEY TO POST THE REQDB WITH YOUR CHANGES. IF YOU MAKE ANY CHANGES AFTER THE INITIAL ENTRY OF DATA, ALL THE ENTRIES ON THE SCREEN WILL BE RE-EDITED AND YOU MUST AGAIN PRESS THE "F2" FUNCTION KEY TO POST THE REQDB OR PRESS THE "F3" FUNCTION KEY TO EXIT FROM THE FUNCTION.

GLOBAL CHANGES: IF YOU DESIRE TO DO A GLOBAL CHANGE, YOU WILL BE REQUIRED TO ENTER A "FROM" VALUE AND A "TO" VALUE. REGARDLESS OF THE CURRENT VALUES, YOU CAN GLOBALLY CHANGE ALL BY ENTERING A "#" IN THE "FROM" INPUT FIELD(S). THIS IS THE ONLY REPORT TYPE THAT ALLOWS GLOBAL CHANGES WITHIN THE REQUISITION MODIFY FUNCTION.

RQSTE: THERE ARE SPECIFIC EDIT RULES FOR RQSTE. RQSTE VALUE "U", "V", OR "W" CAN BE GLOBALLY (#) OR INDIVIDUALLY CHANGED TO "B". OTHERWISE, RQSTE VALUE "U" CAN ONLY BE CHANGED TO "V", RQSTE "V" CAN ONLY BE CHANGED TO "W" AND RQSTE "W" CAN ONLY BE CHANGED TO "O".

DISPLAY RECORD COUNT: LOCATED ON THE BOTTOM OF THE SCREEN, YOU WILL NOTICE A MESSAGE TELLING YOU EXACTLY WHAT RECORDS YOU ARE REVIEWING OUT OF THE SET. EXAMPLE, REVIEWING RECORDS 100 THRU 114 OF 125 RECORDS. WHEN YOU REACH THE END OF YOUR QUERIED SET OF RECORDS, YOU WILL SEE THE MESSAGE "ALL DISPLAYED". DEPENDING UPON THE SIZE OF YOUR SET AND YOUR PRESENT LOCATION WITHIN THE SET, YOU MAY PRESS THE "ENTER" KEY TO SEE THE NEXT GROUP OF RECORDS OR PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS FOURTEEN RECORDS THAT HAVE NOT BEEN MODIFIED. IF YOU SEE THE MESSAGE "ALL DISPLAYED" AND YOU PRESS "ENTER", YOU WILL BE RETURNED TO THE SEARCH CRITERIA SELECTION SCREEN (ZJU-RM1).

TOGGLE: ANOTHER OPTION AVAILABLE TO YOU IS TO TOGGLE TO THE SHORT REPORT BY PRESSING THE "F6" FUNCTION KEY OR TO THE DETAILED REPORT BY PRESSING THE PRESSING THE "F7" FUNCTION KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RM) REQUISITION MODIFICATION CON'T

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ERM5 REQUISITION MODIFY          UNCLASSIFIED          10:41 24/MAR/09  ZJU-RM
***** SHORT RECORD UPDATE *****
DTL SI  RQCNSN          RQRRD  RQMOSE RQPLSN RQSQIE RQASIE
N  E   7S200906A075 0907  ___ 11B  6  _  0  _  00/ / /  _ / _ / _ / _

RQSTE RQEXCL RQSPRO RQPSIR RQPPSR RQPSST RQAPID RQLIC RQUPC          RQSRCE RQPRTY
O  _  Y  _  Y  _  Y  _  Y  _  Y  _  E  _  YY  _  ACVFD  ___  E  04
*****
DTL SI  RQCNSN          RQRRD  RQMOSE RQPLSN RQSQIE RQASIE
N  E   7S200906A076 0907  ___ 11B  6  _  0  _  00/ / /  _ / _ / _ / _

RQSTE RQEXCL RQSPRO RQPSIR RQPPSR RQPSST RQAPID RQLIC RQUPC          RQSRCE RQPRTY
O  _  Y  _  Y  _  Y  _  Y  _  Y  _  E  _  YY  _  ACVFD  ___  E  04
*****
DTL SI  RQCNSN          RQRRD  RQMOSE RQPLSN RQSQIE RQASIE
N  E   7S200906A077 0907  ___ 11B  6  _  0  _  00/ / /  _ / _ / _ / _

RQSTE RQEXCL RQSPRO RQPSIR RQPPSR RQPSST RQAPID RQLIC RQUPC          RQSRCE RQPRTY
O  _  Y  _  Y  _  Y  _  Y  _  Y  _  E  _  YY  _  ACVFD  ___  E  04
TO CREATE OR MODIFY SPECIAL INSTRUCTIONS ENTER A "C" OR "M" IN SI. TO DELETE
DATA ENTER AN "*" IN THE FIELD. TO MODIFY OTHER FIELDS ENTER AN "Y" IN DTL
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
DISPLAYING RECORDS 00001 THRU 00003 OF 00005 RECORDS.          WHERE NEXT -  _

```

ZJURMP5

THE SHORT REPORT SCREEN CAN DISPLAY UP TO THREE RECORDS AT A TIME. YOU MAY UPDATE THE RECORD(S) INDIVIDUALLY BY ENTERING THE INPUT BESIDES THE APPROPRIATE REQUISITION FIELD(S) FOR EACH RECORD.

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4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

SCREEN INSTRUCTIONS:

DTL: ON THE LEFT SIDE OF THE SCREEN, NEXT TO EACH RECORD YOU WILL NOTICE AN INPUT FIELD TITLED "DTL". IF YOU PLACE A "Y" IN THE DTL FIELD, YOU WILL RECEIVE THE DETAILED REQUISITION MODIFY SCREEN (ZJU-RM6) FOR EACH OF THOSE RECORDS. NOTE: WHILE REVIEWING THESE DETAILED RECORDS FROM THIS PATH, YOU WILL NOT BE ABLE TO USE THE FUNCTION KEYS F4, F5, F6, OR F7. ONCE YOU HAVE REVIEWED AND UPDATED THE DETAIL RECORDS MARKED "Y", YOU WILL BE TRANSFERRED BACK TO THIS SCREEN WITH THE NEXT SET OF RECORDS.

SI: ALSO, ON THE LEFT SIDE OF THE SCREEN, NEXT TO EACH RECORD YOU WILL NOTICE AN INPUT FIELD TITLED "SI". IF YOU PLACE A "C" OR "M" IN THE SI FIELD, YOU WILL RECEIVE A SPECIAL INSTRUCTION MODIFY SCREEN (ZJU-RM7) FOR EACH OF THOSE RECORDS. ONCE YOU HAVE REVIEWED THE SPECIAL INSTRUCTIONS FOR THESE RECORDS MARKED "Y", YOU WILL BE TRANSFERRED BACK TO THIS SCREEN (ZJU-RM5) WITH THE NEXT SET OF RECORDS.

IF YOU CHOOSE BOTH THE "DTL" AND "SI" OPTIONS, YOU WILL GO TO THE SPECIAL INSTRUCTION MODIFY SCREEN DISPLAYS FIRST, THEN TO THE DETAILED REQUISITION MODIFY SCREEN DISPLAYS.

DOUBLE ENTRY: WHEN UPDATING FROM ANY OF THESE THREE REPORT TYPES, YOU WILL BE REQUIRED TO PRESS THE "ENTER" KEY THE FIRST TIME. IF THERE WERE NO ENTRIES ON THE SCREEN, THE NEXT SET OF RECORDS WILL BE DISPLAYED FOR YOU. OTHERWISE, ALL ENTRIES WILL BE EDITED AND THE SCREEN WILL BE DISPLAYED AGAIN FOR YOU. YOU MUST THEN PRESS THE "F2" FUNCTION KEY TO POST THE REQDB WITH YOUR CHANGES. IF YOU MAKE ANY CHANGES AFTER THE INITIAL ENTRY OF DATA, ALL THE ENTRIES ON THE SCREEN WILL BE RE-EDITED AND YOU MUST AGAIN PRESS THE "F2" FUNCTION KEY TO POST THE REQDB OR PRESS THE "F3" FUNCTION KEY TO EXIT FROM THE FUNCTION.

RQSTE: THERE ARE SPECIFIC EDIT RULES FOR RQSTE. RQSTE VALUE "U", CAN ONLY BE CHANGED TO "B" OR "W". RQSTE VALUE "V" CAN ONLY BE CHANGED TO "B" OR "W". RQSTE VALUE "W" CAN ONLY BE CHANGED TO "B" OR "O".

DISPLAY RECORD COUNT: LOCATED ON THE BOTTOM OF THE SCREEN, YOU WILL NOTICE A MESSAGE TELLING YOU EXACTLY WHAT RECORDS YOU ARE REVIEWING OUT OF THE SET. EXAMPLE, REVIEWING RECORDS 100 THRU 114 OF 125 RECORDS. WHEN YOU REACH THE END OF YOUR QUERIED SET OF RECORDS, YOU WILL SEE THE MESSAGE "ALL DISPLAYED". DEPENDING UPON THE SIZE OF YOUR SET AND YOUR PRESENT LOCATION WITHIN THE SET, YOU MAY PRESS THE "ENTER" KEY TO SEE THE NEXT GROUP OF RECORDS OR PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS FOURTEEN RECORDS THAT HAVE NOT BEEN MODIFIED. IF YOU SEE THE MESSAGE "ALL DISPLAYED" AND YOU PRESS "ENTER", YOU WILL BE RETURNED TO THE SEARCH CRITERIA SELECTION SCREEN (ZJU-RM1).

TOGGLE: ANOTHER OPTION AVAILABLE TO YOU IS TO TOGGLE TO THE ONE-LINE REPORT BY PRESSING THE "F6" FUNCTION KEY OR TO THE DETAILED REPORT BY PRESSING THE PRESSING THE "F5" FUNCTION KEY.

DELETE DATA (*): YOU MAY ONLY USE ASTERICKS (*) TO DELETE THE SECOND RQASIE, ALL OTHER REQUISITION FIELDS ON THIS SCREEN WILL REQUIRE A VALID VALUE TO OVERRIDED THE EXISTING ONE.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RM) REQUISITION MODIFICATION CON'T

```

ERM6 REQUISITION MODIFY          UNCLASSIFIED          00:00  18/MAR/09  ZJU-RM6
*****  DETAIL RECORD UPDATE  *****

RQCNSN 7S200906A075          RQMGAU  B0          RQCMAA  C
LOC    FT KNOX          KY  UNTCA  FC          DML    1ID    DMSL  1I3    RQSRCE  E
                                          ARQODA  FC          TFML          VDML
*****

RQPLSN  6  _          RQSQIE  O  _          RQASIE 00/  /  /          _ / _ / _ / _
RQLIC   YY  _          RQLLPR  00  _          RQLRPR  00  _          RQLSPR  00  _
RQSTE   O  _          RQEXCL  Y  _          RQSPRO  Y  _          RQTYPE  B  _
RQPSIR  Y  _          RQPSST  Y  _          RQPPSR  Y  _          RQRGDS  _ _ _
RQAPID  E  _          RQRRD  0907  _          RQPOSN  YY  _          RQDTVL  Y6  _ _

RQUPC  ACVFD  _          RQPRTY  04          RQMOSE  11B  _          SI  E
TO CREATE OR MODIFY SPECIAL INSTRUCTIONS ENTER A "C" OR "M" IN SPEC INST.
DELETE DATA ENTER AN "*" IN THE FIELD THAT YOU WANT TO DELETE
PRESS ENTER TO CONTINUE, F1 FOR HELP, F2 TO POST, OR F3 TO RETURN
DISPLAYING RECORDS 00001 OF 00005 RECORDS.          WHERE NEXT -  _

```

ZJURMP6

THE DETAILED REPORT SCREEN CAN DISPLAY ONE RECORD AT A TIME. IT ALSO DISPLAYS MORE INFORMATION THAN ANY OF THE OTHER REPORT FORMATS.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
 2 = REQUISITIONING ACTIVITY (PMAE)
 6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
 4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONINF AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

SCREEN INSTRUCTIONS:

SI: ON THE BOTTOM OF THE SCREEN, IS AN OPTION TO CREATE OR MODIFY THE SPECIAL INSTRUCTIONS FOR THIS RECORD. ENTER A "C" OR "M" IN THE SPECIAL INSTRUCTIONS INPUT FIELD. PRESS THE "ENTER" KEY AND THE SPECIAL INSTRUCTION MODIFY SCREEN (ZJU-RM7) FOR THAT RECORD IS DISPLAYED. REVIEW AND UPDATE THE SPECIAL INSTRUCTIONS FOR THIS RECORD AND YOU WILL BE TRANSFERRED BACK TO THIS SCREEN WITH THE NEXT RECORD.

DOUBLE ENTRY: TO UPDATE ELEMENTS A DOUBLE ENTRY MAY BE REQUIRED. PRESS THE "ENTER" KEY AND IF THERE ARE NO ENTRIES ON THE SCREEN, THE NEXT RECORD ONLY BE CHANGED TO "B" OR "O".

DISPLAY RECORD COUNT: LOCATED ON THE BOTTOM OF THE SCREEN IS A MESSAGE TELLING YOU EXACTLY WHAT RECORDS YOU ARE REVIEWING (EXAMPLE: 15 OF 56 RECORDS). AT THE END OF THE QUERIED RECORDS, A MESSAGE "ALL DISPLAYED" IS SHOWN. PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS RECORD THAT HAD NOT BEEN MODIFIED OR PRESS "ENTER" AND YOU WILL BE RETURNED TO THE SEARCH CRITERIA SELECTION SCREEN (ZJU-RM1).

TOGGLE: ANOTHER OPTION AVAILABLE TO YOU IS TO TOGGLE TO THE ONE-LINE REPORT BY PRESSING THE "F7" FUNCTION KEY OR TO THE SHORT REPORT BY PRESSING THE "F5" FUNCTION KEY.

DELETE DATA (*): ONLY USE ASTERICKS (*) TO DELETE THE RQASIE (2, 3, AND/OR 4), RQRGDS AND RQPOSN. ALL OTHER REQUISITION FIELDS ON THIS SCREEN WILL REQUIRE A VALID VALUE TO OVERRIDE THE EXISTING ONE.

YOU MAY ALSO USE THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RM) REQUISITION MODIFICATION CON'T

```
ERM7 MODIFY REQUISITIONS          UNCLASSIFIED          00:00  18/MAR/09  ZJU-RM7
***** SPECIAL INSTRUCTIONS UPDATE *****
      RQCNSN      RQUPC      RQSTE      RQRRD      RQPRCE      RQTYPE      LOCNM
7S200906A075    AFCFD      O      0906      11B3000YY      B      FT KNOX      KY
***** SPECIAL INSTRUCTIONS (SI) *****
SI CN      ORG SI      TEXT      QUERY TEMPLATE (Y/N)
SOLDIER IS PARTICIPANT IN THE EXCEPTIONAL FAMILY MEMBER PROGRAM. SPECIAL EDUCAT
IONAL OR MEDICAL FACILITIES ARE REQUIRED BY THE SOLDIER'S FAMILY MEMBERS.
```

```
PAGE 01 OF 01 FOR SI CODE 01 OF 02 NEXT PAGE (N/P) _ NEXT SI (N/P) _
PRESS ENTER TO CONTINUE, F1 FOR HELP, F2 TO POST, OR F3 TO RETURN
```

WHERE NEXT - _

ZJURMP7

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THE SPECIAL INSTRUCTION UPDATE SCREEN DISPLAYS ONE RECORD OF SPECIAL INSTRUCTION AT A TIME. THERE CAN BE AN ORGANIZATION SPECIAL INSTRUCTION (ORG SI) THAT IS ATTACHED TO THE UNIT IDENTIFICATION CODE (UIC). THIS TYPE OF SI CANNOT BE DELETED OR MODIFIED IN THE ASSIGNMENT OR REQUISITION SUBSYSTEM.

THE UPPER SECTION OF THE SCREEN SHOWS REQUISITION DATA PERTAINING TO THE RECORD.

THE LOWER SECTION OF THE SCREEN SHOWS THE SI CODE (SPECIAL INSTRUCTION CODE), INCLUDING THE ORG SI CODE. ALSO, THE SI TEXT FOR THE PARTICULAR REQUISITION RECORD.

USER WILL NOT USE THE SYMBOLS (<>) IN THE SI TEXT. THE USER WILL HAVE TO SPELL THE "LESS THAN" AND THE "GREATER THAN" INDICATORS OUT.

IF THE SI TEXT EXCEEDS 1106 CHARACTERS, THE USER MUST POST THAT PAGE, THEN PUT AN "N" IN THE "NEXT PAGE (N/P)_" INPUT FIELD (LOCATED AT THE BOTTOM OF THE SCREEN) FOR AN ADDITIONAL PAGE PRESS THE "ENTER" KEY.

TO TOGGLE BETWEEN PAGES:

- PRESS THE "ENTER" KEY AND THE "F2" FUNCTION KEY TO COMPLETE AND POST SI.

- GO TO THE "NEXT PAGE (N/P) -" INPUT COMMAND AND TYPE "N" (FOR NEXT PAGE) AND PRESS THE "ENTER" KEY. THIS WILL TAKE YOU TO THE NEXT PAGE.

- IF YOU NEED TO RETURN TO PAGE 1, YOU MUST FIRST PRESS THE "ENTER" KEY, THEN THE "F2" FUNCTION KEY TO SAVE THE SI TEXT WHICH YOU HAD JUST TYPED IN. IF YOU FAIL TO POST THE SPECIAL INSTRUCTIONS, ALL WILL BE LOST. GO TO THE "NEXT PAGE" (N/P) -" INPUT FIELD AND TYPE "P" (FOR PREVIOUS PAGE) AND PRESS THE "ENTER" KEY OR PRESS THE "F4" FUNCTION KEY (RETURN TO PREVIOUS PAGE).

TO TOGGLE BETWEEN SI: AT THE BOTTOM OF THE SCREEN, IT SHOWS YOU HOW MANY PAGES AND HOW MANY SI THERE ARE FOR THE REQUISITION (EXAMPLE: PAGE 1 OF 1 FOR SI CODE 01 OF 02). IF YOU NEED TO SEE THE SECOND SI, GO TO THE "NEXT SI (N/P)_" INPUT FIELD AND TYPE "N" AND YOU WILL BE TAKEN TO THE NEXT SI TO REVIEW. IF YOU NEED TO GO BACK TO THE OTHER SI, TYPE "P" IN THE INPUT FIELD, AND YOU WILL BE TAKEN TO THE PREVIOUS SI.

THE "SHIFT" KEY AND "F8" FUNCTION KEY - OR - "F18" FUNCTION KEY = REMOVES THE USER FROM THE SCREEN, IT DELETED THE '--' SPECIAL INSTRUCTION CODE AND SPECIAL INSTRUCTION TEXT THAT THE USER WAS CREATING. IMPORTANT: THE "F2" FUNCTION KEY MUST NOT HAVE BEEN PRESSED. IT CANNOT DELETE IF THE "F2" FUNCTION KEY HAS BEEN PRESSED.

"ZZ" SICODE: 'ZZ' IS NOT CONSIDERED AN SI TEMPLATE. IT IS AN SI CODE THAT ALLOWS FREE FLOWING TEXT WITHOUT EDITS. SINCE THE TEXT IS NOT USED ON A CONSTANT BASES LIKE A TEMPLATE, IT IS NOT STORED ON THE SI TEMPLATE DATABASE.

DELETING AN SI: IF THE USER NEEDS TO DELETE A SPECIAL INSTRUCTION. THESE ARE THE FOLLOWING INSTRUCTIONS:

- ENTER AN ASTERISK "*" IN THE FIRST POSITION OF THE SICODE INPUT FIELD.
- PRESS THE "ENTER" KEY. A MESSAGE WILL BE DISPLAYED ON LINE 24 OF THE SCREEN, IT WILL READ: SICODE -- HAS BEEN SUCCESSFULLY DELETED.

"QUERY TEMPLATE (Y/N) -" TO QUERY THE SPECIAL INSTRUCTION TEMPLATE:

- TAB TO THE "QUERY TEMPLE (Y/N) " INPUT FIELD AND TYPE "Y" FOR YES.
- PRESS THE "ENTER" KEY. YOU WILL BE TAKEN TO THE SI TEMPLATE QUERY SCREEN (ZJU-TR1).

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RP) REQUISITION PERSONNEL HISTORY QUERY

ERP1 REQ PER HISTORY QUERY UNCLASSIFIED 00:00 18/MAR/09 ZJU-RP1
***** RECORD SELECTION *****

ENTER ONE OR MORE SOCIAL SECURITY NUMBERS (SSN)

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

S PLEASE SELECT AN OUTPUT LOCATION.

S. SCREEN DISPLAY E. EMAIL F. FTP L. LOCAL M. MAIN R. REMOTE

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT

WHERE NEXT - ___

ZJURPP1

THE PURPOSE OF THIS SCREEN IS TO QUERY BY SOCIAL SECURITY NUMBER (SSN) A HISTORICAL SNAPSHOT OF REQUISITIONS APPLIED AGAINST THE SOLDIER, PERSONNEL INFORMATION, AND THE SELECTION OF AN OUTPUT LOCATION.

ENTER ONE OR MORE SSN(S) IN THE INPUT FIELD(S) IN THE UPPER PORTION OF THE SCREEN. THERE ARE FIELDS FOR INPUT OF UP TO SIXTY THREE (63) SSNS.

THE "SELECT AN OUTPUT LOCATION" INPUT FIELD AT THE LOWER PORTION OF THE SCREEN DEFAULTS TO AN "A" FOR TERMINAL DISPLAY. ENTER "B" FOR REMOTE PRINTER, OR "C" FOR LOCAL PRINTER, OR "D" FOR THE MAIN PRINTER. THE MAIN PRINTER IS NOT AVAILABLE TO FIELD USERS.

HARDCOPY REPORTS: TO GENERATE HARDCOPY COPY REPORTS, SELECT "B", "C", OR "D" AS AN OUTPUT LOCATION, PRESS THE 'ENTER' KEY AND THE ONELINE REPORT SCREEN WILL BE DISPLAYED.

AT THE BOTTOM OF THE SCREEN, OVERLAY THE "1" WITH THE NUMBER OF HARDCOPY REPORTS DESIRED, IF IN EXCESS OF ONE (1). PRESS "ENTER" TO CONTINUE OR "F3" TO EXIT.

(RP) REQUISITION PERSONNEL HISTORY QRY CON'T

ERP2 REQ PER HISTORY QUERY PRIVACY ACT INFO 11:32 24/MAR/09 ZJU-RP2
***** ONE LINE REPORT *****

TO REVIEW DETAILED HISTORICAL PERSONNEL ASSIGNMENT DATA ENTER A "Y" IN DTL.

SSN: XXXXXXXXX NAME: BENNETT JUSTIN ANTHONY

D	RQ	RQ							RQ				
T	PR	ST											
L	RQCNSN	TY	DTL	MOD	OPL	INTR	DT	E	RQ	PR	CE	ORDTGC	RSN
-	6M200809A008	971	05	090203	ZJUA9PSQ	090203	L	11B20	00/	/	/	YY	090510
-	6M200809A008	972	05	090128	ANBXD2276		F	11B20	00/	/	/	YY	090510
-	6M200809A008	973	05	090126	AMBXD2276		P	11B20	00/	/	/	YY	
-	74200801A019	989	00	080110	LG-4175	070403	L	11B20	00/	/	/	YY	080110
-	74200801A019	990	00	071211	KD-4155	070403	L	11B20	00/	/	/	YY	080110
-	74200801A019	991	00	070403	ZJUA9PSQ	070403	L	11B20	00/	/	/	YY	080110
-	74200801A019	992	00	070327	20-3540		F	11B20	00/	/	/	YY	080110
-	74200801A019	994	00	070327	20-3540		H	11B20	00/	/	/	YY	RF
-	74200801A019	995	00	070325	20-3547		M	11B20	00/	/	/	YY	
-	74200801A019	996	00	070325	20-3547		N	11B20	00/	/	/	YY	

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

SCROLL UP/DOWN: _ NEXT SSN: _ WHERE NEXT - _
DISPLAYING REQUISITION 0001 THRU 0010 OF 0010 FOR SSN 01 OF 01 SSN(S)

ZJURPP2

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THE REQUISITION PERSONNEL HISTORY ONE LINE REPORT SCREEN DISPLAYS UP TO FOURTEEN RECORDS.

THE SOLDIER'S SSN AND NAME ARE DISPLAYED IN THE UPPER PORTION OF THE SCREEN.

THE LEFT SIDE OF THE SCREEN HAS AN INPUT FIELD TITLED "DTL" (DETAILED). OTHER FIELDS DISPLAYED ARE RQCNSN (REQUISITION CONTROL AND SERIAL NUMBER), RQSQNR (REQUISITION SEQUENCE NUMBER), DTLMOD (DATE LAST MODIFIED), OPLMOD (OPERATOR ID LAST MODIFIED), RQSTE (REQUISITION STATUS), RQPRCE (REQUISITION POSITION REQUIREMENT CODE ENLISTED), ORDTGC (ON-ORDERS PRESCRIBED REPORTING DATE), AND RPRSN (REQUISITION ACTION REASON). ALL RECORDS ARE DISPLAYED BY RQSQNR IN DESCENDING ORDER.

ENTER A "Y" IN ONE OR MORE "DTL" INPUT FIELDS AND PRESS "ENTER" TO DISPLAY PERSONNEL INFORMATION APPLICABLE THAT RQCNSN AND THE SOLDIER. PRESS "ENTER" AGAIN AND SIMILAR DATA WILL BE DISPLAYED FOR THE NEXT SEQUENCE NUMBER OF THE SAME/NEXT RQCNSN. AFTER ALL SELECTED RQCNSN/RQSQNR HAVE BEEN REVIEWED, PRESS "ENTER" AND THIS SCREEN BE DISPLAYED AGAIN. PRESS "ENTER" AND THE RECORD SELECTION SCREEN WILL BE DISPLAYED.

IF OPTION "B", "C" OR "D" WERE SELECTED ON THE RECORD SELECTION SCREEN (HARDCOPY REPORT OUTPUT LOCATIONS) ENTER "Y" IN DESIGNATED "DTL" INPUT FIELDS AND PRESS "ENTER" TO RUN THE REPORT(S).

AT THE BOTTOM OF THE SCREEN ARE INPUT FIELDS THAT WILL HELP YOU MOVE THROUGH THE LIST OF SSN. IF MORE THAN ONE SSN WAS ENTERED ON THE RECORD SELECTION SCREEN. ENTER A "U" IN THE "SCROLL UP/DOWN" INPUT FIELD AND PRESS ENTER TO DISPLAY THE FIRST SSN AND APPLICABLE DATA. ENTER A "D" TO DISPLAY THE LAST SSN AND APPLICABLE DATA. ENTER A "N" IN THE "NEXT SSN" INPUT FIELD TO DISPLAY THE NEXT SSN AND APPLICABLE DATA; ENTER A "P" TO DISPLAY THE PREVIOUS SSN AND DATA.

(RP) REQUISITION PERSONNEL HISTORY QRY CON'T

ERP3 REQ PER HISTORY QUERY	PRIVACY ACT INFO	00:00	18/MAR/09	ZJU-RP3					
***** PERSONNEL RELATED DATA *****									
SSN	NAME	PPOSEN	PLVLSN	CTSQIE	CTASIE	CTLANG	SPOSEN		
XXXXXXXXXX	BENNETT JUST	11B	5	0	00	YY			
RQCNSN	RQSQR	RQPRTY	DTLMO	RQMOSE	RQPLSN	RQSQIE	RQASIE	RQLIC	RRRD
6M200809A008	971	05	090203	11B	5	0	00/ / /	YY	0905
RQSTE	RQRSN	DDPSTA	OPLMOD	PSIC	RLRPR	SLSPR	RLSPR	MEL	MES
L		F	ZJUA9PSQ	Q				V	1
SSNSPS	MPCSP	DODSPS	MARST	YMEEFM	PRMOSE	CURUIC	CNTCTZ	DTETS	ENLCMT
			M			W2L5A3	US	130325	UNCM
DTLAPC	AEA	YMAEAT	DROS	DEROS	RQPCSC	BASD	TOSAD	ACACNB	
071210	L		010104		PDRD	990720	3	ONOR	
HAAPIN	HBASMT	ASCO		OSRAPR	VOLOC	VCLOC			
WL	A	P1/A9/C4/			/ /	GM/MP/KK			
INTRDT: 20090203 CURDML: TNG ORSAP: CONAP:									
PRESS ENTER TO CONTINUE, F1 FOR HELP, F3 TO RETURN, OR F8 FOR MORE DATA									
RETURN TO ONE LINE REPORT: _____ WHERE NEXT - ____									
DISPLAYING REQUISITION 0001 OF 0010 FOR SSN 01 OF 01 SSN(S)									

ZJURPP3

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THE REQUISITION PERSONNEL HISTORY DETAILED REPORT SCREEN, PAGE 1 PROVIDES A SNAPSHOT OF PERSONNEL DATA PERTAINING TO THE SELECTED "RQCNSN".

PRESS THE "F8" FUNCTION KEY TO TOGGLE TO PAGE 2 OF THE DETAILED REPORT SCREEN IF ADDITIONAL REQUISITION INFORMATION IS DESIRED.

ENTER A "Y", IN THE RTN TO ONE LINE REPORT INPUT FIELD, PRESS "ENTER", AND THE ONE LINE REPORT SCREEN WILL BE DISPLAYED SHOWING THE CURRENT LIST OF "RQCNSN(S)".

(RP) REQUISITION PERSONNEL HISTORY QRY CON'T

```
ERP4 REQ PER HISTORY QUERY          UNCLASSIFIED          00:00  18/MAR/09  ZJU-RP4
***** REQUISITION DATA *****
RQCNSN      RQSQNR  RQPRTY  DTLMOD  RQMOSE  RQPLSN  RQSQIE  RQASIE      RQLIC  RQAP
6M200809A008 971      05     090203  11B     5       0       00/ / /     YY     E

RQSTE      RQRRD      RQEXCL  RQTYPE  RQSRCE  RQSPRO  RQLLPR  RQLRPR  RQLSPR
L          0905      Y       I       E       Y       00      00      00

RQPSIR      RQPSST      RQPPSR  RQCYIN  RQMGAU  RQCAA  RQSUDT  RQDTVL
Y          Y       Y       I2      11      C       RQSUPT  S5

RQPRIT      RQPOSN      RQRGDS  RQRUIC  RQNPCY  ORDTGC  SSN
05          YY      RQRGDS  RQRUIC  RQNPCY  090510  XXXXXXXXX

***** REQUISITION RELATED ORGANIZATION DATA *****
RQUIC      MTOENM - DESIGT      LOCATION      ZIP-APO  ARALOC
WAH801     01 0002 IN REPL INBOUND      CP CASEY      KS  96224

UNTCA      DML          DMSL      RGUN      CIMFLG  PPG      UMRPT  UMDPT  UMACD
03

PRESS ENTER TO CONTINUE, F1 FOR HELP, F3 TO RETURN, OR F8 FOR MORE DATA
RETURN TO ONE LINE REPORT: _ WHERE NEXT - _
DISPLAYING REQUISITION 0001 OF 0010 FOR SSN 01 OF 01 SSN(S)
```

ZJURPP4

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THE REQUISITION PERSONNEL HISTORY DETAILED REPORT SCREEN, PAGE 2 IS DIVIDED INTO AN UPPER AND LOWER SECTION. THE UPPER SECTION CONTAINS REQUISITION RELATED DATA AND THE LOWER SECTION DISPLAYS REQUISITION RELATED ORGANIZATION DATA.

PRESS THE "F4" FUNCTION KEY TO VIEW THE PREVIOUS RECORD (RQSQNR). IF ONLY ONE (1) RQSQNR WAS QUERIED, PAGE 1 OF THE DETAILED REPORT SCREEN OF THE CURRENT RECORD WILL BE DISPLAYED.

TO TOGGLE TO PAGE 1 OF THE DETAILED REPORT SCREEN OF THE CURRENT RECORD PRESS THE "F8" FUNCTION KEY.

PRESS "ENTER" AND PAGE 1 OF THE NEXT RECORD (RQCNSN/RQSQNR) WITH A "Y" IN THE "DTL" INPUT FIELD WILL BE DISPLAYED. IF ALL SELECTED RECORDS HAVE BEEN REVIEWED, THE ONE LINE REPORT SCREEN WILL BE DISPLAYED.

ENTER "Y" IN THE RETURN TO ONE LINE REPORT SCREEN LINE REPORT SCREEN WILL RETURN DISPLAYING THE CURRENT LIST OF RQSQNR(S).

(RQ) REQUISITION QUERY

```

ERQ1 REQUISITION QUERY          UNCLASSIFIED          00:00  18/MAR/09  ZJU-RQ1
***** REQUISITION QUERY SEARCH CRITERIA SELECTION *****
***** ENTER UP TO TWELVE (12) CONTROL AND SERIAL NUMBERS (RQCNSN) *****

_____
_____
_____

***** - OR - ENTER SINGLE VALUES AND/OR RANGES *****
RQCNSN _____ RQPMAE __ __ YMRQC __ __ RQCYIN __ __
RQMOSE ____ RQPLSN __ __ RQSQIE __ RQASIE __ RQLIC __
UNTCA __ ORGRAA __ __ DML _____
RQRGDS _____ RQUPC _____ DMSL _____
ARQODA ____ TFML _____ VDML ____
RQSTE __ __ RQEXCL __ RQSPRO __ RQAPID __ RQTYPE __
RQCMFE ____ RQTRTY __ RQPSIR __ RQRRD _____ RQPRTY __ __
SORT SELECTION (YES/NO/RQCNSN) N RQCMMAA __
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT WHERE NEXT - __

```

ZJURQP1

THIS SCREEN PROVIDES USERS THE CAPABILITY TO QUERY REQUISITIONS BY CONTROL AND SERIAL NUMBERS, SINGLE VALUES AND/OR RANGES.

YOU MAY ENTER UP TO 16 CONTROL AND SERIAL NUMBERS (RQCNSN).

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498)***

THE REQUISITION QUERY SCREEN (ZJU-RQ1) IS DIVIDED INTO TWO SECTIONS. THE UPPER SECTION HAS SIXTEEN REQUISITION CONTROL AND SERIAL NUMBERS (RQCNSN) INPUT FIELDS. THE LOWER SECTION PROVIDES INPUT FIELDS TO SELECT QUERIES BASED UPON SINGLE VALUES AND/OR RANGES. DECIDE WHAT SECTION OF THE SEARCH CRITERIA SELECTION SCREEN YOU ARE GOING TO USE. DATA CANNOT BE ENTERED IN BOTH SECTIONS OF THE SCREEN. IF DATA IS ENTERED IN BOTH, AN ERROR MESSAGE WILL BE DISPLAYED.

SCREEN INSTRUCTIONS:

- RQCNSN: ENTER A VALID RQCNSN. THE SYSTEM WILL SEARCH FOR AND DISPLAY THE REQUISITION RECORD WITH THAT RQCNSN. UP TO 16 DIFFERENT RQCNSN MAY BE ENTERED.

- SINGLE VALUE AND/OR RANGES: ENTER A VALID VALUE OR RANGE FOR ONE OR MORE REQUISITION DATA FIELDS. THESE DATA ELEMENTS AND DATA CHAINS ARE CONTAINED IN THE REQUISITION DATABASE DATA REQUIREMENTS DOCUMENT. ALSO, THE KEYVALUE FUNCTION (HK) CONTAINS CODES AND VALUES. THIS SECTION OF THE SCREEN ALLOWS YOU TO RANGE OR SPAN ELEMENTS RQCNSN,

RQPMAE, YMRQC, RQCYIN, RQSTE, AND RQPLSN. ENTER ONLY THE RQPUD VALUE IN THE RQUPC (THE 3 CHARACTER UIC); ALL APPROPRIATE RQDDS WILL BE INCLUDED FOR THAT RQPUD WITHIN THE QUERY.

- SORT: THE SORT SELECTION OPTION IS LOCATED AT THE BOTTOM OF THE SCREEN AND IS DEFALUTED TO "N". ENTER A "Y" IN THE SORT SELECTION INPUT FIELD IF SORTING IS DESIRED. PRESS THE "ENTER" KEY AND THE SORT SELECTION SCREEN (ZJU-RQ2) WILL BE DISPLAYED. ENTER A "R", PRESS "ENTER" AND THE SYSTEM WILL SORT BY RQCNSN. PRESS "ENTER" AND THE SORT SELECTION SCREEN WILL BE BYPASSED AND OUTPUT WILL NOT BE SORTED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RQ) REQUISITION QUERY CON'T

```
ERQ2 REQUISITION QUERY          UNCLASSIFIED          00:00  18/MAR/09  ZJU-RQ2
***** SORT SELECTION SCREEN *****
ENTER 1 (UP TO 5) IN THE BOX NEXT TO THE VARIABLE TO IDENTIFY THE PRIORITY
SORT SEQUENCE.  VALUE "1" INDICATES THE VARIABLE TO BE USED FOR HIGHEST
LEVEL SORT, VALUE "2" WILL INDICATE THE NEXT LEVEL OF THE SORT, ETC.

SEQUENCE  VARIABLE          SEQUENCE  VARIABLE          SEQUENCE  VARIABLE
  -        RQCNSN           -         RQPRTY           -         RQPMAE
  -        RQMOSE           -         RQPLSN           -         RQSQIE
  -        RQASIE           -         RQLIC            -         UNTCA
  -        DML              -         DMSL             -         RQRGDS
  -        RQUPC            -         RQSTE            -         RQRRD
  -        RQCYIN           -         RQTYPE           -         RQCMFE
  -        YMRQC            -         ARQODA           -         TFML
  -        VDML
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN          WHERE NEXT - __
```

ZJURQP2

THIS SCREEN GIVES YOU THE CAPABILITY OF DETERMINING THE ORDER IN WHICH A QUERY IS TO BE DISPLAYED.

SCREEN INSTRUCTIONS:

ENTER THE NUMBER(S) 1 AND UP TO 5 NEXT TO THE APPROPRIATE VARIABLE TO INDICATE THE ORDER IN WHICH OUTPUT IS TO BE SORTED. PRESS THE "ENTER" KEY TO CONTINUE. FOR EXAMPLE, RQRRD IS "1" AND RQPLSN IS "2". THE OUTPUT IS SORTED FIRST BY RQRRD AND THEN WITHIN RQRRD BY RQPLSN. (NOTE: IF ANY NUMBER IS GREATER THAN 1 IS ENTERED, ALL NUMBERS WITHIN THAT RANGE MUST BE ENTERED. FOR EXAMPLE, IF 3 IS USED, 1 & 2 MUST ALSO BE ENTERED.)

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RQ) REQUISITION QUERY CON'T

ERQ3 REQUISITION QUERY UNCLASSIFIED 00:00 18/MAR/09 ZJU-RQ3
***** DISPLAY SELECTION SCREEN *****

THE SEARCH HAS FOUND 00005 RECORDS.

3 PLEASE SELECT A DISPLAY MODE AND ENTER OPTION IN THE BOX AT LEFT.

1. DETAILED 2. SHORT 3.ONE-LINE 9. EXIT SCREEN

S PLEASE SELECT AN OUTPUT LOCATION.

S. SCREEN DISPLAY E. EMAIL F. FTP L. LOCAL M. MAIN R. REMOTE

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN WHERE NEXT - ___

ZJURQP3

THIS SCREEN PROVIDES OPTIONS FOR SELECTING REPORT FORMATS IN WHICH THE QUERY WILL BE PRESENTED.

THE NUMBER OF RECORDS FOUND WILL APPEAR IN THE UPPER LEFT PORTION OF THE SCREEN.

SCREEN INSTRUCTIONS:

REPORT TYPE OPTION: THE DEFAULT VALUE OF "3" IS INSERTED IN THE REPORT TYPE INPUT FIELD. CHANGE THE REPORT TYPE IF DESIRED.

THREE FORMAT OPTIONS ARE PROVIDED ON THIS SCREEN: DETAILED (1), SHORT (2), AND ON-LINE (3). THE DETAILED REPORT DISPLAYS ONE RECORD AND THE MOST INFORMATION. THE SHORT REPORT DISPLAYS THREE RECORDS AND DISPLAYS LESS INFORMATION THAN THE DETAILED REPORT, BUT MORE THAN THE ON-LINE REPORT. THE ONE-LINE REPORT DISPLAYS FOURTEEN RECORDS, DISPLAYS LESS INFORMATION, AND ALLOWS INPUT IN DATA ELEMENTS "DTL" AND "SI". THE ONE-LINE REPORT IS USEFUL WHEN REVIEWING LARGE NUMBERS OF RECORDS. TO EXIT, ENTER A "9" AND THE PROGRAM WILL RETURN TO THE SEARCH CRITERIA SCREEN (ZJURQ1).

OUTPUT DESTINATION: THE DEFAULT IS "A" TERMINAL DISPLAY. THESE MAY BE CHANGED AS DESIRED.

THE MAIN PRINTER "D" IS NOT AVAILABLE FOR THE FIELD.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RQ) REQUISITION QUERY CON'T

```
ERQ4 REQUISITION QUERY          UNCLASSIFIED          00:00 18/MAR/09  ZJU-RQ4
***** ONE LINE REPORT *****
D              RQ              RQ              RQ
T S            PR RQ          PL              EX RQ
L I RQCNSN      TY STE RQPRCE  SN RQUIC  CL RRD  LOCATION
- E 7S200906A075 04 O 11B30 00/ / / YY 6 WACVFD Y 0907 FT KNOX  KY
- E 7S200906A076 04 O 11B30 00/ / / YY 6 WACVFD Y 0907 FT KNOX  KY
- E 7S200906A077 04 O 11B30 00/ / / YY 6 WACVFD Y 0907 FT KNOX  KY
- E 7S200906A078 04 O 11B30 00/ / / YY 6 WACVFD Y 0907 FT KNOX  KY
- E 5G200909A169 03 O 11B34 00/ / / YY 6 W06Q10 C 0909 FT KNOX  KY
```

IF YOU WISH TO REVIEW A SPECIAL INSTRUCTION ENTER A "Q" IN SI. TO VIEW MORE REQUISITION DATA ENTER A "Y" IN DTL.
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
RECORD DESIRED: _____ WHERE NEXT - ____
DISPLAYING RECORDS 00001 THRU 00005 OF 00005 RECORDS. ALL DISPLAYED.

ZJURQP4

THE ONE-LINE SCREEN DISPLAYS UP TO FOURTEEN RECORDS.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498)***

SCREEN INSTRUCTIONS:

DTL: THE LEFT SIDE OF THE SCREEN HAS AN INPUT FIELD TITLED "DTL" (DETAILED). PLACE A "Y" IN ONE OR MORE DTL INPUT FIELDS, PRESS "ENTER" AND THE DETAIL REPORT SCREEN (ZJU-RQ6) WILL BE DISPLAYED FOR EACH RECORD. PRESS "ENTER" AND THE NEXT RECORD WILL BE DISPLAYED. REVIEW THE LAST RECORD, PRESS "ENTER", AND THE SYSTEM WILL DISPLAY THE ZJU-RQ4 SCREEN WITH THE NEXT SET OF FOURTEEN RECORDS.

SI: NEXT TO DTL IS A COLUMN ENTITLED "SI" (SPECIAL INSTRUCTIONS). AN "E" IS DISPLAYED WHERE SPECIAL INSTRUCTIONS EXIST. PLACE A "Q" IN THE SI INPUT FIELD TO QUERY. PRESS "ENTER" AND THE SPECIAL INSTRUCTION REPORT SCREEN (ZJU-RQ7) WILL BE DISPLAYED. AFTER REVIEWING THE LAST RECORD PRESS "ENTER" AND THE NEXT SCREEN WILL BE SHOWN DISPLAYING THE NEXT SET

NOTE: ONLY ONE INPUT FIELD (DTL OR SI) CAN BE SELECTED FOR DISPLAY. IF BOTH ARE QUERIED, AN ERROR MESSAGE WILL BE DISPLAYED.
OF FOURTEEN RECORDS.

TOGGLE: TOGGLE TO THE DETAILED REPORT BY PRESSING THE "F7" KEY OR TO THE SHORT REPORT BY PRESSING THE "F6" FUNCTION KEY.

RECORDS DESIRED: HIGHLIGHTED AT THE BOTTOM OF THE SCREEN IS AN INPUT FIELD TITLED "RECORD DESIRED". INDICATE THE NUMBER OF THE RECORD DESIRED, PRESS THE "ENTER" KEY AND THAT NUMBERED RECORD WILL BE DISPLAYED AS THE FIRST OF FOURTEEN RECORDS.

THE MESSAGE "ALL DISPLAYED" WILL BE HIGHLIGHTED WHEN ALL RECORDS HAVE BEEN DISPLAYED. PRESS THE "F4" FUNCTION KEY TO SEE ALL PREVIOUS RECORDS OR PRESS THE "ENTER" KEY AND YOU WILL BE RETURNED TO THE DISPLAY SELECTION SCREEN (ZJU-RQ3).

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RQ) REQUISITION QUERY CON'T

```
ERQ5 REQUISITION QUERY                UNCLASSIFIED                00:00 18/MAR/09  ZJU-RQ5
***** SHORT REPORT *****
      RQ                                RQ      RQ      RQ
DTL SI RQCNSN      STE RQPRCE          PLSN RQUIC  EXCL RRD  LOCATION
_  E  7S200906A075  O  11B30 00/ / /  YY  6  WACVFD  Y  0907 FT KNOX  KY
RQAPID RQSPRO RQDTV L  RQPSIR RQPSST RQPPSR UNTCA DML DMSL RQMGAU DISTBR
  E      Y      Y6      Y      Y      Y      FC  1ID 1I3  B0
*****
      RQ                                RQ      RQ      RQ
DTL SI RQCNSN      STE RQPRCE          PLSN RQUIC  EXCL RRD  LOCATION
_  E  7S200906A076  O  11B30 00/ / /  YY  6  WACVFD  Y  0907 FT KNOX  KY
RQAPID RQSPRO RQDTV L  RQPSIR RQPSST RQPPSR UNTCA DML DMSL RQMGAU DISTBR
  E      Y      Y6      Y      Y      Y      FC  1ID 1I3  B0
*****
      RQ                                RQ      RQ      RQ
DTL SI RQCNSN      STE RQPRCE          PLSN RQUIC  EXCL RRD  LOCATION
_  E  7S200906A077  O  11B30 00/ / /  YY  6  WACVFD  Y  0907 FT KNOX  KY
RQAPID RQSPRO RQDTV L  RQPSIR RQPSST RQPPSR UNTCA DML DMSL RQMGAU DISTBR
  E      Y      Y6      Y      Y      Y      FC  1ID 1I3  B0
*****
TO REVIEW SPECIAL INSTRUCTIONS ENTER A "Q" IN SI
TO VIEW MORE REQUISITION DATA ENTER A "Y" IN DTL      RECORD DESIRED: _____
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN  WHERE NEXT - ____
      DISPLAYING RECORDS 00001 THRU 00003 OF 00005 RECORDS.
```

ZJURQP5

THE SHORT REPORT SCREEN DISPLAYS UP TO THREE RECORDS.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498)***

SCREEN INSTRUCTIONS:

ON THE LEFT SIDE OF THE SCREEN ARE TWO INPUT FIELDS TITLED "DTL" AND "SI". PLACE A "Y" IN EACH DTL FIELD AND THE DETAIL REPORT SCREEN (ZJU-RQ6) FOR EACH OF THESE RECORDS WILL BE DISPLAYED. PLACE A "Q" IN THE SI INPUT FIELDS AND THE SPECIAL INSTRUCTIONS REPORT SCREEN (ZJU-RQ7) WILL BE DISPLAYED. AFTER REVIEWING THE DETAILED OR SPECIAL INSTRUCTION REPORTS YOU WILL BE TRANSFERRED BACK TO THIS SCREEN (ZJU-RQ5). AT THE BOTTOM OF THE SCREEN A MESSAGE WILL BE DISPLAYED INDICATING WHAT RECORDS ARE BEING REVIEWED.

PRESS "ENTER" TO SEE THE NEXT SET OF RECORDS. THE MESSAGE "ALL DISPLAYED" WILL BE HIGHLIGHTED WHEN ALL RECORDS HAVE BEEN DISPLAYED. PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS RECORDS OR PRESS "ENTER" AND YOU WILL BE RETURNED TO THE DISPLAY SELECTION SCREEN (ZJU-RQ3). ANOTHER OPTION AVAILABLE IS TO TOGGLE TO THE ONE-LINE REPORT BY PRESSING THE "F6" FUNCTION KEY OR TO THE DETAIL REPORT BY PRESSING THE "F5" FUNCTION KEY. THE RECORD DESIRED OPTION IS ALSO AVAILABLE ON THIS SCREEN.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RQ) REQUISITION QUERY CON'T

```
ERQ6 REQUISITION QUERY                UNCLASSIFIED    00:00   18/MAR/09   ZJU-RQ6
***** REQUISITION DATA *****
RQCNSN   RQPRTY   RQCMFE   RQMOSE   RQPLSN   RQSQIE   RQASIE   RQLIC   RQAPID
7S200906A075   04       11       11B      6        0        00/ / /   YY      E

RQSTE    RQRRD    RQEXCL   RQTYPE   RQSRCE   RQSPRO   RQLLPR   RQLRPR   RQLSPR
O        0907     Y        B        E        Y        00       00       00

RQPSIR   RQPSST   RQPPSR   RQCYIN   RQMGAU   RQCMAA   DTLMOD   RQSUDT   DISTBR
Y        Y        Y        X2       B0       C        090319

RQDTVL   RQPRIT   RQPOSN   RQRGDS   RQRUIC   RQNPCY
Y6       04       YY

***** REQUISITION RELATED ORGANIZATION DATA *****
RQUIC           MTOENM - DESIGT           LOCATION           ZIP-APO   ARALOC
WACVFD   03 0001 IN BDE FWD           FT KNOX           KY   40121   1

UNTCA DML  DMSL ARQODA  TFML  VDML  RGUN  CIMFLG PPG  UMRPT  UMDPT  UMACD
FC  1ID  1I3  FC                               09
TO REVIEW SPECIAL INSTRUCTIONS ENTER A "Q": E
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
RECORD DESIRED: _____ WHERE NEXT - ____
DISPLAYING RECORD 00001 OF 00005 RECORDS.
```

ZJURQP6

THE DETAILED REPORT SCREEN (ZJU-RQ6) DISPLAYS ONLY ONE RECORD. THIS REPORT DISPLAYS THE MOST INFORMATION OF ANY OF THE REPORT FORMATS.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498)***

SCREEN INFORMATION:

AT THE BOTTOM OF THE SCREEN, A MESSAGE TELLS EXACTLY WHAT RECORD IS REVIEWED OUT OF THE SET. PRESS THE "ENTER" KEY TO SEE THE NEXT RECORD OR PRESS THE "F4" FUNCTION KEY TO SEE THE PREVIOUS RECORD. AFTER THE LAST RECORD IS VIEWED, THE MESSAGE "ALL DISPLAYED" WILL BE HIGHLIGHTED. PRESS "ENTER" AND THE DISPLAY ELECTION SCREEN (ZJU-RQ1) WILL BE DISPLAYED. ANOTHER OPTION AVAILABLE IS TO TOGGLE TO THE ONE-LINE REPORT BY PRESSING THE "F7" FUNCTION KEY OR TO THE SHORT"REPORT BY PRESSING THE "F5" FUNCTION KEY.

ALSO AT THE BOTTOM OF THE SCREEN, IS AN INPUT FIELD TITLED "TO VIEW SPECIAL INSTRUCTIONS ENTER A "Q" -". IF YOU PLACE A "Q" IN THAT INPUT FIELD, A SPECIAL INSTRUCTION REPORT SCREEN (ZJU-RQ7) WILL BE DISPLAYED FOR THIS RECORD. ONCE THE SPECIAL INSTRUCTIONS FOR THIS RECORD HAS BEEN VIEWED YOU WILL BE TRANSFERRED BACK TO THE NEXT DETAILED REPORT RECORD. ENTER A "Q" IN THIS INPUT FIELD, PRESS "ENTER" AND REVIEW THE SPECIAL INSTRUCTIONS WITH THIS REQUISITION.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RQ) REQUISITION QUERY CON'T

```
ERQ7 QUERY REQUISITIONS          UNCLASSIFIED          11:51  24/MAR/09  ZJU-RQ7
***** REQUISITION DATA *****
RQCNSN      RQUPC RQSTE RQRRD RQPRCE          RQTYPE LOCNM
7S200906A075 ACVFD  O   0907 11B30 00/ / /  YY   B   FT KNOX          KY
***** SPECIAL INSTRUCTIONS (SI) *****
SI ZZ      ORG SI          TEXT
EARLY REPORTING IS AUTHORIZED AND ENCOURAGED FOR THIS ASSIGNMENT.
```

PAGE 01 OF 01 FOR SI CODE 01 OF 01 NEXT PAGE (N/P) _ NEXT SI (N/P) _
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN

WHERE NEXT -

ZJURQP7

THE SPECIAL INSTRUCTIONS SCREEN (ZJU-RQ7) DISPLAYS ONE RECORD OF SPECIAL INSTRUCTION AT A TIME.

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498)***

THE UPPER SECTION OF THE SCREEN SHOWS REQUISITION DATA FOR THE RECORD. THE LOWER SECTION SHOWS SPECIAL INSTRUCTION CODE (SICODE) AND THE SPECIAL INSTRUCTION TEXT (SITEXT).

SCREEN INSTRUCTIONS:

IF THERE ARE NUMEROUS PAGES OF SI GO TO THE "NEXT PAGE (N/P)_" INPUT FIELD AND ENTER "N" FOR THE NEXT PAGE OR "P" FOR THE PREVIOUS PAGE WITHIN THAT SPECIAL INSTRUCTION.

IF THERE ARE TWO (2) OR MORE SPECIAL INSTRUCTIONS FOR THAT REQUISITION; GO TO THE "NEXT SI (N/P)" INPUT FIELD AND ENTER "N" FOR THE NEXT SPECIAL INSTRUCTION, AND IF YOU NEED TO GO BACK AND READ THE PRIOR SI THEN ENTER "P" FOR THE PREVIOUS SPECIAL INSTRUCTION.

RECORD DESIRED: AT THE BOTTOM OF THE SCREEN, A MESSAGE WILL DISCLOSE THE NUMBER OF THE PAGE/RECORD, THEN THE TOTAL NUMBER OF SI CODES (PAGE 01 OF 01 FOR SI CODE 01 OF 02).

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RS) REQUISITION SI QUERY

```
ERS1 QUERY SPECIAL INSTRUCTIONS UNCLASSIFIED 00:00 18/MAR/09 ZJU-RS1
***** REQUISITION SI QUERY SEARCH CRITERIA SELECTION *****
***** ENTER UP TO SIXTEEN (16) CONTROL AND SERIAL NUMBERS (RQCNSN) *****

_____
_____
_____
_____

***** - OR - ENTER SINGLE VALUES AND/OR RANGES *****

RQCNSN _____ RQPMAE __ __ YMRQC __ __ RQCYIN __ __
RQMOSE __ RQPLSN __ __ RQSQIE __ RQASIE __ RQLIC __
UNTCA __ DML _____ DMSL _____ RQRGDS _____ RQUPC _____
RQSTE __ __ RQEXCL __ RQSPRO __ RQAPID __ RQTYPE __
RQCMFE __ RQTRTY __ RQPSIR __ RQRRD _____

SORT SELECTION (YES/NO/RQCNSN) N

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT WHERE NEXT - __
```

ZJURSP1

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THE PURPOSE OF THIS FUNCTION IS TO QUERY SPECIAL INSTRUCTIONS FOR OPEN REQUISITIONS.

YOU MAY ENTER UP TO 16 CONTROL AND SERIAL NUMBERS (RQCNSN) OR ENTER ANY SINGLE VALUES IN THE BOTTOM HALF OF THE SCREEN.

YOU CAN ALSO ENTER A RANGE, E.G. RQCNSN "6EI0001" TO "6EL9999". THIS WILL PROVIDE YOU WITH SPECIAL INSTRUCTIONS FOR ALL SINGLE AND MULTIPLE SELECTED RQCNSN. ANOTHER EXAMPLE OF A RANGE IS; RQPLSN GRADES "3" TO "5" CAN PROVIDE REQUISITIONS FOR GRADE E3 TO E5. IT CAN ALSO BE USED AS A SINGLE VALUE, E.G. RQPLSN = "6" WILL PROVIDE YOU WITH ALL OPEN REQUISITIONS FOR GRADE E6.

YOU MAY ALSO SELECT A COMBINATION OF VALUES. FOR EXAMPLE, RQMOSE = 11B AND RQPLSN = 8 WILL PROVIDE YOU WITH ALL OPEN REQUISITIONS ON 11B AND GRADE E8.

SORT SELECTION; IF YOU WANT TO SORT, ENTER "Y" TO BE TAKEN TO THE SORT SCREEN. IF YOU WANT TO SORT BY CONTROL AND SERIAL NUMBER (RQCNSN) ENTER "R" AND PRESS ENTER. THIS WILL PROVIDE YOU WITH ALL RQCNSN ON THE ENTERED SELECTION CRITERIA.

(RS) REQUISITION SI QUERY CON'T

ERS2 QUERY SPECIAL INSTRUCTIONS UNCLASSIFIED 00:00 18/MAR/09 ZJU-RS2
***** SORT SELECTION SCREEN *****

ENTER 1 (UP TO 5) IN THE BOX NEXT TO THE VARIABLE TO IDENTIFY THE PRIORITY
SORT SEQUENCE. VALUE "1" INDICATES THE VARIABLE TO BE USED FOR HIGHEST
LEVEL SORT, VALUE "2" WILL INDICATE THE NEXT LEVEL OF THE SORT, ETC.

SEQUENCE	VARIABLE	SEQUENCE	VARIABLE	SEQUENCE	VARIABLE
-	RQCNSN	-	RQPMAE	-	YMRQC
-	RQMOSE	-	RQPLSN	-	RQSQIE
-	RQASIE	-	RQLIC	-	UNTCA
-	DML	-	DMSL	-	RQRGDS
-	RQUPC	-	RQSTE	-	RQSPRO
-	RQCYIN	-	RQTYPE	-	RQCMFE

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN WHERE NEXT - ___

ZJURSP2

YOU MAY ENTER 1 VARIABLE OR UP TO 5 VARIABLES AT ONE TIME. SELECT THE MOST
IMPORTANT SORT FIRST, E.G. REQUISITION MOS (RQMOSE) "11B", "11C". ANOTHER
EXAMPLE IS; (1) 'RQMOSE' AND (2) REQUISITION PAYGRADE (RQPLSN). IT WOULD
GIVE YOU RQMOSE OF "11B" FIRST, THEN ALL RQPLSN IN THAT MOS. IT WILL THEN
GIVE THE NEXT ALPHANUMERIC RQMOSE AND ALL CORRESPONDING REQUISITION GRADES
WITHIN THAT RQMOSE.

(RS) REQUISITION SI QUERY CON'T

```
ERS4 SPECIAL INSTRUCTIONS (SI) UNCLASSIFIED 00:00 18/MAR/09 ZJU-RS4
***** REQUISITION DATA *****
RQCNSN RQUPC RQSTE RQRRD RQPRCE RQTYPE LOCNM
5R200809A000 6AQAA O 0907 11B3L 00/ / / QB I FT BENNING GA
***** QUERY SPECIAL INSTRUCTIONS *****
SI FE ORG SI TEXT
INFORMATION AVAILABLE TO HRC INDICATES THAT SOLDIER'S ENROLLMENT IN THE EXCEPTI
ONAL FAMILY MEMBER PROGRAM NEEDS TO BE REVALIDATED. EXCEPTIONAL FAMILY MEMBER S
TATUS WAS CONSIDERED DURING THE ASSIGNMENT PROCESS. SERVICES ARE AVAILABLE BASE
D ON INFORMATION THAT IS CURRENTLY ON THE SYSTEM.
```

```
PAGE 01 OF 01 FOR SI CODE 01 OF 02 NEXT PAGE (N/P) _ NEXT SI (N/P) _
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
DISPLAYING REQ 00001 OF 00006 RECORD DESIRED: _____ WHERE NEXT - ____
```

ZJURSP4

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.
2 = REQUISITIONING ACTIVITY (PMAE)
6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])
4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE
REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THIS SCREEN IS STRICTLY THE OUTPUT OF THE SELECTION SCREEN.

IF THERE ARE NUMEROUS PAGES WITHIN A SPECIAL INSTRUCTION; GO TO THE 'NEXT PAGE (N/P)_' AND ENTER "N" FOR NEXT PAGE OF "P" FOR THE PREVIOUS PAGE WITHIN THAT SPECIAL INSTUCTION.

IF THERE ARE 2 OR MORE SPECIAL INSTRUCTIONS FOR THAT REQUISITION; GO TO THE 'NEXT SI (N/P)_' AND ENTER "N" FOR THE NEXT SPECIAL INSTRUCTION AND IF YOU NEED TO GO BACK AND READ THE PRIOR SI THEN ENTER "P" FOR PREVIOUS SPECIAL INSTRUCTION.

(RU) REQUISITION SI MODIFY

```
ERU1 MODIFY SPECIAL INSTRUCTIONS UNCLASSIFIED      00:00  18/MAR/09  ZJU-RU1
***** REQUISITION SI MODIFY SEARCH CRITERIA SELECTION *****
***** ENTER UP TO SIXTEEN (16) CONTROL AND SERIAL NUMBERS (RQCNSN) *****

_____
_____
_____
_____

***** - OR - ENTER SINGLE VALUES AND/OR RANGES *****

RQCNSN _____ RQPMAE __ __ YMRQC  __ __ RQCYIN  __ __
RQMOSE  __  RQPLSN  __ __ RQSQIE  __  RQASIE  __  RQLIC  __
UNTCA  __  DML      __  DMSL      __  RQRGDS  _____ RQUPC  _____
RQSTE  __ __ RQEXCL  __  RQSPRO  __  RQAPID  __  RQTYPE  __
RQCMFE  __  RQTRTY  __  RQPSIR  __  RQRRD  _____

SORT SELECTION (YES/NO/RQCNSN) N

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT      WHERE NEXT -  __
```

ZJURUP1

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 & A498))***

THIS SCREEN ALLOWS USERS TO QUERY REQUISITION SPECIAL INSTRUCTIONS (SI) BY INPUT OF CONTROL AND SERIAL NUMBER(S) OR SINGLE VALUES AND/OR RANGES.

THIS SCREEN IS DIVIDED INTO TWO SECTIONS. THE UPPER SECTION ALLOWS ENTRY OF ONE TO SIXTEEN CONTROL AND SERIAL NUMBERS "RQCNSN". THE LOWER SECTION ALLOWS ENTRY OF SINGLE VALUES AND/OR RANGES.

DATA CAN ONLY BE ENTERED IN ONE SECTION PER QUERY. IF YOU ATTEMPT TO ENTER DATA ON MORE THAN ONE SECTION, AN ERROR MESSAGE WILL BE DISPLAYED AT THE BOTTOM OF THE SCREEN.

RQCNSN: ENTER A VALID RQCNSN (REQUISITION CONTROL AND SERIAL NUMBER). THE SYSTEM WILL SEARCH FOR AND DISPLAY THE SPECIAL INSTRUCTIONS FROM THAT REQUISITION. ENTER UP TO SIXTEEN RQCNSN(S) AND THE SPECIAL INSTRUCTIONS WILL BE DISPLAYED BY ORDER ON INPUT.

SINGLE VALUES AND/OR RANGES: ENTER A VALID AND/OR RANGE FOR ONE OR MORE ASSIGNMENT INPUT FIELDS. DATA ELEMENTS AND DATA CHAINS WITH THEIR ACCEPTABLE VALUES ARE CONTAINED IN THE TAPDB REQUISITION DATABASE DATA REQUIREMENTS DOCUMENT AND/OR BY THE KEYVALUE SEARCH (HK)

FUNCTION.

THIS SCREEN ALLOWS YOU TO QUERY BY RANGE USING THE FOLLOWING FIELDS:
RQCNSN, RQPMAE, YMRQC, RYCYIN, RQSTE, AND RQPLSN.

SORT: THE SORT SELECTION SCREEN ALLOWS THE USER TO DETERMINE THE ORDER IN WHICH OUTPUT IS DISPLAYED. WHEN SORTING THERE ARE THREE (3) OPTIONS AVAILABLE: "N" NO SORT, "Y" VIEWS THE SORT SELECTION SCREEN (ZJU-RU2), AND "R" DEFAULT SORT ON RQCNSN. SORT SELECTION IS DEFAULTED

TO N

TYPING

IF THE USER DOES NOT DESIRE TO USE THIS OPTION, PRESS "ENTER" AFTER

SPECIAL INSTRUCTION REPORT SCREEN (ZJU-RU4) WILL BE DISPLAYED SHOWING THE FIRST SPECIAL INSTRUCTION IN THE LIST. THE SEARCH CRITERIA AND THE AND PRESS "ENTER".

TO SORT OUTPUT BY RQCNSN, TYPE AN "R" OVER THE SYSTEM DEFAULT OF "N" IF YOU DESIRE TO ENTER YOUR OWN SORT CRITERIA INSTEAD, TYPE A "Y" OVER THE SYSTEM DEFAULT "N". ONCE YOU PRESS THE "ENTER" KEY TO CONTINUE, THE NEXT SCREEN YOU WILL SEE IS THE SORT SELECTION SCREEN (ZJU-RU2). THEN YOU CAN INPUT THE ORDER YOU WISH YOUR OUTPUT SORTED BY I.E., 1, 2, 3, 4, 5.

ERROR MESSAGES WILL BE DISPLAYED AT THE BOTTOM OF THE SCREEN IF INVALID FIELDS AND VALUES ARE USED.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION.

FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

(RU) REQUISITION SI MODIFY CON'T

ERU2 MODIFY SPECIAL INSTRUCTIONS UNCLASSIFIED 00:00 18/MAR/09 ZJU-RU2
***** SORT SELECTION SCREEN *****

ENTER 1 (UP TO 5) IN THE BOX NEXT TO THE VARIABLE TO IDENTIFY THE PRIORITY
SORT SEQUENCE. VALUE "1" INDICATES THE VARIABLE TO BE USED FOR HIGHEST
LEVEL SORT, VALUE "2" WILL INDICATE THE NEXT LEVEL OF THE SORT, ETC.

SEQUENCE	VARIABLE	SEQUENCE	VARIABLE	SEQUENCE	VARIABLE
-	RQCNSN	-	RQPMAE	-	YMRQC
-	RQMOSE	-	RQPLSN	-	RQSQIE
-	RQASIE	-	RQLIC	-	UNTCA
-	DML	-	DMSL	-	RQRGDS
-	RQUPC	-	RQSTE	-	RQSPRO
-	RQCYIN	-	RQTYPE	-	RQCMFE

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN WHERE NEXT - __

ZJURUP2

THE SORT SELECTION SCREEN GIVES YOU THE CAPABILITY OF DETERMINING THE ORDER IN
WHICH YOUR QUERY IS DISPLAYED TO PERFORM YOUR MODIFICATIONS.

SCREEN INSTRUCTIONS:

- ENTER THE NUMBER(S) 1 UP TO 5 NEXT TO THE APPROPRIATE VARIABLE TO INDICATE
THE ORDER IN WHICH YOU WANT YOUR OUTPUT SORTED.
- PRESS THE "ENTER" KEY TO CONTINUE.

UPON COMPLETION OF THE SORT SELECTION SCREEN, THE NEXT SCREEN THAT YOU WILL
SEE WILL BE THE REPORT SELECTION SCREEN (ZJU-RU4). THIS SCREEN PROVIDES YOU
THE ABILITY TO SELECT THE REPORT FORMAT, IN WHICH YOUR OUTPUT WILL BE
PRESENTED.

ERROR CONDITIONS/MESSAGES

ACTION

SORT LEVEL MUST BE 1, 2, 3,
4, OR 5

CORRECT HIGHLIGHTED FIELDS AND PRESS
THE "ENTER" KEY.

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION.
FOR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE
"ENTER" KEY.

(RU) REQUISITION SI MODIFY CON'T

```
ERU4 MODIFY SPECIAL INSTRUCTIONS UNCLASSIFIED          00:00  18/MAR/09  ZJU-RU4
***** REQUISITION DATA *****
RQCNSN      RQUPC RQSTE RQRRD RQPRCE          RQTYPE LOCNM
6M200812A062 AH801  O   0909 11B20 00/ / /  YY   I   CP CASEY      KS
***** MODIFY SPECIAL INSTRUCTIONS *****
SI  _   ORG SI AB      TEXT          QUERY TEMPLATE (Y/N)  _
SOLDIER MUST ARRIVE AT THE GAINING COMMAND WORLDWIDE DEPLOYABLE.
```

```
PAGE 01  OF 01  FOR SI CODE 01 OF 09  NEXT PAGE (N/P)  _  NEXT SI (N/P)  _
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN
DISPLAYING REQ 00001 OF 00661  RECORD DESIRED:  _____  WHERE NEXT -  _____
```

ZJURUP4

***NOTE: RQCNSN IS COMPOSED OF TWELVE (12) CHARACTERS.

2 = REQUISITIONING ACTIVITY (PMAE)

6 = CYCLE INDICATOR CODE (YEAR [YYYY] / MONTH [MM])

4 = SERIAL NUMBER (ALPHA AND/OR NUMERICAL CHARACTERS THAT IDENTIFIES THE REQUISITIONING AUTHORITY AND REQUISITION NUMBER (E.G., 0246 A498))***

THE SPECIAL INSTRUCTION UPDATE SCREEN DISPLAYS ONE RECORD (A SPECIAL INSTRUCTION) AT A TIME. THERE CAN BE AN ORGANIZATION SPECIAL INSTRUCTION (ORG SI) THAT IS ATTACHED TO THE UNIT IDENTIFICATION CODE (UIC). THIS TYPE OF SI CANNOT BE DELETED OR MODIFIED IN THE ASSIGNMENT OR REQUISITION SUBSYSTEM.

THE UPPER SECTION OF THE SCREEN SHOWS REQUISITION DATA PERTAINING TO THE RECORD.

THE LOWER SECTION OF THE SCREEN SHOWS THE SICODE (SPECIAL INSTRUCTION CODE), INCLUDING THE ORG SI CODE. ALSO, THE SITEXT FOR THE PARTICULAR REQUISITION RECORD.

USERS ARE NOT TO USE THE SYMBOLS (<>) IN THE SI TEXT. THE USER WILL HAVE TO SPELL THE "LESS THAN" AND THE "GREATER THAN" INDICATORS OUT.

IF THE SI TEXT EXCEEDS 1106 CHARACTERS, THE USER MUST POST THAT PAGE, THEN PUT AN "N" IN THE "NEXT PAGE (N/P) _" INPUT FIELD (LOCATED AT THE BOTTOM OF THE SCREEN) FOR AN ADDITIONAL PAGE AND PRESS THE "ENTER" KEY.

TO TOGGLE BETWEEN PAGES:

- TYPE IN THE SI TEXT.
- PRESS THE "ENTER" KEY AND THE "F2" FUNCTION KEY TO COMPLETE AND POST SI.
- GO TO THE "NEXT PAGE (N/P) _" INPUT COMMAND AND TYPE "N" (FOR NEXT PAGE) AND PRESS THE "ENTER" KEY. THIS WILL TAKE YOU TO THE NEXT PAGE.
- IF YOU NEED TO RETURN TO PAGE 1, YOU MUST FIRST PRESS THE "ENTER" KEY, THEN THE "F2" FUNCTION KEY TO SAVE THE SI TEXT WHICH YOU HAD JUST TYPED IN. IF YOU FAIL TO POST THE SPECIAL INSTRUCTIONS, ALL WILL BE LOST. GO TO THE "NEXT PAGE (N/P) -" INPUT FIELD AND TYPE "P" (FOR PREVIOUS PAGE) AND PRESS THE "ENTER" KEY OR PRESS THE "F4" FUNCTION KEY (RETURN TO PREVIOUS PAGE).

TO TOGGLE BETWEEN SI: AT THE BOTTOM OF THE SCREEN, IT SHOWS YOU HOW MANY PAGES AND HOW MANY SI THERE ARE FOR THE REQUISITION (EXAMPLE: PAGE 1 OF 1 FOR SI CODE 01 OF 02). IF YOU NEED TO SEE THE SECOND SI, GO TO THE "NEXT SI (N/P) _" INPUT FIELD AND TYPE "N" AND YOU WILL BE TAKEN TO THE NEXT SI TO REVIEW. IF YOU NEED TO GO BACK TO THE OTHER SI, TYPE "P" IN THE INPUT FIELD, AND YOU WILL BE TAKEN TO THE PREVIOUS SI.

THE "SHIFT" KEY AND "F8" FUNCTION KEY - OR - "F18" FUNCTION KEY = REMOVES THE USER FROM THE SCREEN, IT DELETED THE '--' SPECIAL INSTRUCTION CODE AND SPECIAL INSTRUCTION TEXT THAT THE USER WAS CREATING. IMPORTANT: THE "F2" FUNCTION KEY MUST NOT HAVE BEEN PRESSED. IT CANNOT DELETE IF THE "F2" FUNCTION KEY HAS BEEN PRESSED.

"ZZ" SICODE: 'ZZ' IS NOT CONSIDERED AN SI TEMPLATE. IT IS AN SICODE THAT ALLOWS FREE FLOWING TEXT WITHOUT EDITS. SINCE THE TEXT IS NOT USED ON A CONSTANT BASES LIKE A TEMPLATE, IT IS NOT STORED ON THE SI TEMPLATE DATABASE.

DELETING AN SI: IF THE USER NEEDS TO DELETE A SPECIAL INSTRUCTION. THESE ARE THE FOLLOWING INSTRUCTIONS:

- ENTER AN ASTERISK "*" IN THE FIRST POSITION OF THE SICODE INPUT FIELD.
- PRESS THE "ENTER" KEY. A MESSAGE WILL BE DISPLAYED ON LINE 24 OF THE SCREEN, IT WILL READ: SICODE - HAS BEEN SUCCESSFULLY DELETED.

QUERY TEMPLATE (Y/N) -_ TO QUERY THE SPECIAL INSTRUCTION TEMPLATE:

- TAB TO THE "QUERY TEMPLE (Y/N)" INPUT FIELD AND TYPE "Y" FOR YES.
- PRESS THE "ENTER" KEY. YOU WILL BE TAKEN TO THE SI TEMPLATE QUERY SCREEN (ZJU-TR1).

YOU MAY ALSO USE THE "WHERE NEXT" INPUT FIELD TO TAKE YOU TO ANOTHER FUNCTION. OR EXAMPLE, IF YOU WANT TO GO TO THE PERSONNEL QUERY, TYPE "PQ" AND PRESS THE "ENTER" KEY.

LOG-OFF INSTRUCTIONS

```
EDAS MAIN MENU                UNCLASSIFIED                09:49    05/NOV/05    ZJU-X10
***** EDAS MAIN MENU *****

1 = UPDATE PERSONAL DATA
A = ASSIGNMENT SUBSYSTEM
D = SUPPORT TOOLS SUBSYSTEM
E = EFMP SUBSYSTEM
F = FIELD USERS SUBSYSTEM
H = HELP SUBSYSTEM
I = IET PROCESSING
L = LANGUAGE SUBSYSTEM
M = MANAGEMENT INFORMATION SUBSYSTEM
O = ORGANIZATION SUBSYSTEM
P = PERSONNEL SUBSYSTEM
Q = PERSONNEL DATA UPDATE SUBSYSTEM
R = REQUISITION SUBSYSTEM
S = SYSTEM ADMINISTRATION SUBSYSTEM
T = SPECIAL INSTRUCTION TEMPLATE
Y = POLICY SUBSYSTEM
X = EXIT EDAS

  X ENTER OPTION DESIRED                                WHERE NEXT - ___
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F10 TO EXIT
```

STEP 1: PRESS "F9" FUNCTION KEY TO RETURN TO THE EDAS MAIN MENU. ENTER AN "X" ON THE "ENTER OPTION DESIRED" INPUT FIELD TO EXIT. NOTE: YOU CAN ALSO ENTER THE "F10" FUNCTION KEY TO EXIT EDAS.

```
LOGOFF EDAS SESSION ENDED    (ENTER "LOGOFF" TO EXIT CICS)
```



STEP 2: TYPE THE WORD "LOGOFF" EXACTLY WHERE THE CURSOR LANDED AND PRESS "ENTER" TO EXIT CICS.

LOG-OFF INSTRUCTIONS CON'T

TPX MENU FOR ALSQMTR			Panelid - TEN0041
Cmdkey=PF12/24	Jump=PA3	Menu=PA1	Terminal - ALTC0487
Print=PF14	Cmdchar=/	/K to EXIT	Model - 3278-2A
			System - AALTPX01
Sessid	Sesskey	Session Description	Status
_ TPXADMIN	PF	TPX ADMINISTRATION	
_ TPXMAIL	PF	TPX MESSAGES / BROADCASTS	
_ TPXNOTES	PF	TPX SCRATCHPAD	
_ AL2CIP1	PF 2	ISC-H EDAS/PROD CICS	
_ AL2CIP4	PF	ISC-H OTHR/PROD CICS	
Command ==> /K			Check Messages
PF1=Help	PF7/19=Up	PF8/20=Down	PF10/22=Left
			PF11/23=Right H =Cmd Help

STEP 3: TYPE "/K" ON THE COMMAND LINE AND PRESS "ENTER" TO EXIT THE TPX (TERMINAL PROCESSING EXCHANGE).

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