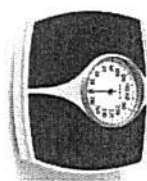


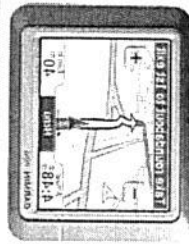
Assignment Query (AQ) = Gains Roster  
Soldiers are gains to your unit; Incoming



Help Key value Search (HK) = You need help  
with acronyms and key terms



Personnel Query (PQ) = Loss Roster; 30-day, 60-  
day, 90-day, 120-day losses. Soldiers are  
departing your unit; Outgoing



Personnel EDAS (PE) = Soldier's individual EDAS  
record/file. You can query by SSN, name, MOS, or  
pay grade.



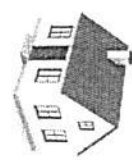
Promotion Point (PP) = Update and post promotions

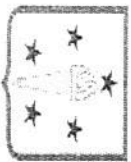


MOS Management Summary (MM) = Army wide  
average. You can query Army wide average by  
MOS, skill level, pay grade, and gender



Management Query Statistical (MQ) = Your  
unit/brigade/DMSL. In other words, your  
House. Query to find out your unit  
Authorizations, Targets,  
Retention, Available and Projections.





## EDAS Cheat Sheet

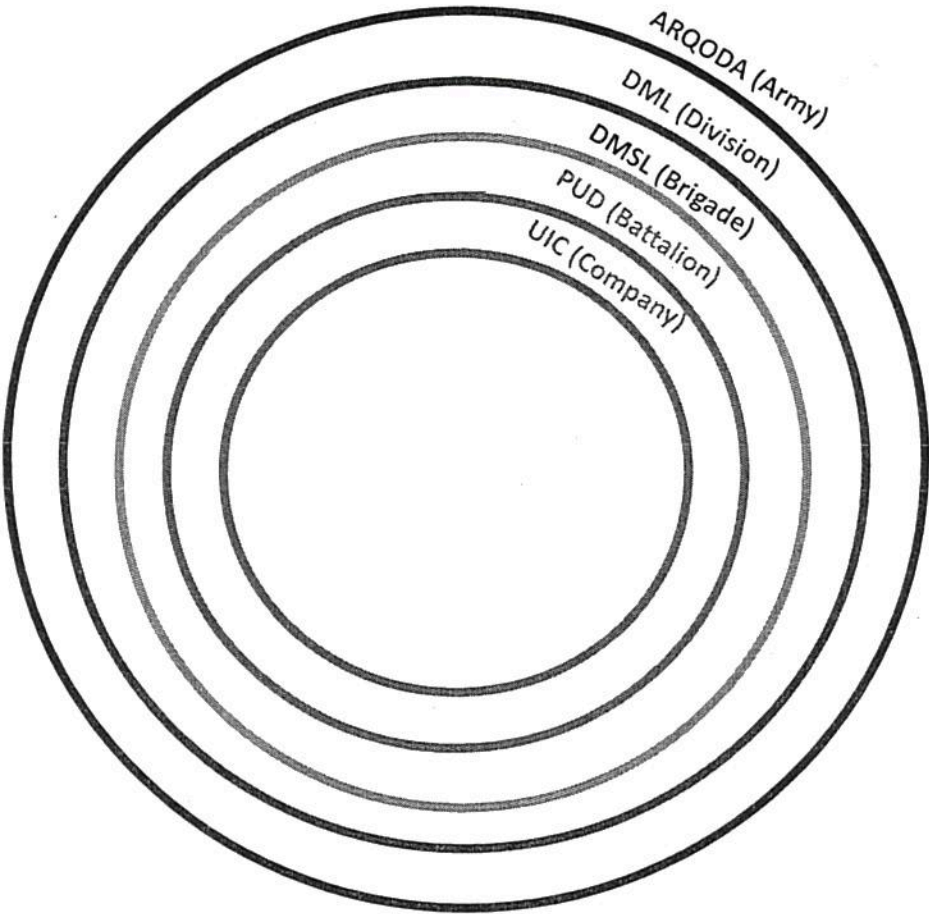


•EDAS is a real time, interactive automated system that supports the management of the enlisted force.

<ul style="list-style-type: none"><li>• ASSIGNMENTS (incoming personnel)<ul style="list-style-type: none"><li>- Assignment Query (AQ)</li><li>- Assignment SI Query (AS)</li><li>- Deletion/Deferment (FF/FJ) *</li><li>• Help subsystem (HK) (search function)</li></ul></li><li>• MANAGEMENT INFORMATION (numbers output)<ul style="list-style-type: none"><li>- Stat-MOS Summary Query (MM)</li><li>- Statistical data (MQ)</li><li>- Report request (MO) *</li></ul></li><li>• ORGANIZATION QUERY (OQ)</li></ul>	<ul style="list-style-type: none"><li>• PERSONNEL (names output)<ul style="list-style-type: none"><li>- EDAS Soldier Record (PE)</li><li>- Personnel Query (PQ)</li><li>- Personnel SSN Query (PS)</li><li>- Promotions Point Update (PP) (Top of the System Access) *</li></ul></li><li>• REQUISITION<ul style="list-style-type: none"><li>- Create (RC) *</li><li>- History (RH) *</li><li>- Modify (RM) *</li><li>- Query (RQ)</li><li>- Special instructions (RS)</li></ul></li></ul>
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/\* search all possible  
/k logoff

# Acronym Quick Reference for EDAS and TOPMIS Enabling Systems



**NOTE: Below are the most common used screens in EDAS**

3. **(A1) Assignment Subsystem Menu** 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.

a. **AQ- Assignment Query.** 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 number (RQCNSN) or enter up to 8 Social security number.

b. **AS- Assignment SI Query.** The purpose of this function is to query special instructions on Soldiers who are on Assignment instructions. This screen is divided into three sections. The upper section allows the user to enter on 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 field with ranges and/or single values.

4. **(F1) Field Users Subsystem** this screen allows user to request or view the status.

a. **FF- Deletion/Deferment Request.** The deletion and deferment request function allows the user to request either a deletion or a deferment action where the decision authority rests within EPMD

b. **FJ- Deletion/Deferment Review Request Status.** The deletion and deferment review function allows the users to review the status of a deletion or deferment: pending, rejected, or approved.

5. **(M1) Management Information Subsystem** screen displays all available functions within the management information subsystem applicable to each user. 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.

a. **MM- MOS Summary Query.** Provides an on-line "live" summary of data for Total Army strength and total Army authorizations. By typing "all" in the first PMOSEN, you will receive total Army Authorized, total assigned strength, and total authorizations.

b. **MQ- Statistical Data Query.** The purpose of this screen is to define the statistical query to retrieve information from the statistical database.

6. **(O1) Organization Subsystem.** This screen displays all available functions within the organization subsystem applicable to each use. 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.** This allows users to query any registered unclassified Army Unit/UIC. It also allows users to define a query in a variety of ways.

7. **(P1) Personnel Subsystem.** Enables users extract personnel information on Soldier (s) either through the Soldier record function, or by the query functions.

FE- EDAS Soldier Record. This provides managers with the maximum personnel data available on individual soldiers with PERDB.

PQ- Personnel Query. Allows the user to retrieve individual Soldier records using one or more data fields.

R1-Requisition Subsystem. 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 the requisition.

RQ- Requisition Query. Allows the users the capability to query requisitions by control and serial numbers, single values and/or ranges