

**805C-42A-3411**  
**Employ Enlisted Distribution and Assignment System (EDAS)**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are assigned as an HR NCO in the S1 Section. You are tasked to run enlisted queries, provide enlisted strength reports, review personnel requisitions, and submit and check the status on compassionate reassignment requests. You have access to the Enlisted Distribution and Assignment System (EDAS) and EDAS user's manual. This task should not be trained in MOPP 4.

**Standard:** With a minimum of 70% accuracy, utilize the capabilities of EDAS functions and subfunctions to enhance the enlisted personnel readiness of your unit by correctly confirming the status of personnel actions requests and producing personnel queries and EDAS output reports.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** You are responsible for enlisted personnel management for your unit.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Utilize the capabilities of EDAS.
  - a. Perform Assignment subsystem functions.
    - (1) AQ - Assignment query.
    - (2) AS - Assignment Special Instructions (SI) query.
  - b. Perform Field User subsystem functions.
    - (1) FF - Deletion / deferment request.
    - (2) FJ - Deletion / deferment review status.
  - c. Perform Help subsystem (HK) function.
  - d. Perform Language subsystem functions.
    - (1) LQ - Language query.
    - (2) LS - Language Stat query.
  - e. Perform Management information subsystem functions.
    - (1) MM - Stat MM query.
    - (2) MO - Stat report request.
    - (3) MQ - Stat query.
  - f. Perform Organization subsystem (OQ) function.
  - g. Perform Personnel subsystem functions.
    - (1) PC - Compassionate reassignment response.
    - (2) PD - Deployment query.
    - (3) PE - EDAS Soldier record.
    - (4) PM - Promotion update.
    - (5) PO - Compassionate Attachment request.
    - (6) PQ - Personnel query combo.
    - (7) PS - Personnel Social Security Number (SSN) query.
  - h. Perform Requisition subsystem functions.

- (1) RC - Requisition create.
- (2) RH - Requisition history.
- (3) RM - Requisition modify.
- (4) RP - Requisition personnel history query.
- (5) RQ - Requisition query.
- (6) RS - SI query.
- (7) RU - SI modify.

2. Employ the functions of EDAS to enhance unit readiness.

a. Interpret the Enlisted Distribution Target Model (EDTM).

- (1) Verify unit personnel authorizations.
  - (a) Personnel Management Authorization Document (PMAD).
  - (b) Updated Authorization Document (UAD).
  - (c) Directed Military Overstrength (DMO).
- (2) Apply HQDA Manning Guidance.
- (3) Calculate projected inventory.

b. Verify Soldiers' current assignment status.

- (1) Soldier-initiated assignments.
- (2) Exchange assignments.
- (3) Sole surviving son / daughter.
- (4) Compassionate actions.
- (5) Married Army Couples Program (MACP).
- (6) Permissive assignments.
- (7) High school stabilization.

c. Utilize (slot) personnel according to their Military Occupational Specialty Code (MOSC).

- (1) Primary Military Occupational Specialty (PMOS) guidelines.
- (2) Secondary Military Occupational Specialty (SMOS) guidelines.

(3) Additional MOS.

(4) Substitutable MOS.

(5) Report overstrength personnel who cannot be properly utilized (slotted).

d. Enforce commander's personnel utilization priorities.

3. Utilize the capabilities of webEDAS.

a. Perform Requisition query and validation.

b. Perform Personnel query.

c. Perform Assignment query.

d. Perform Organization query.

4. Employ webEDAS functions to enhance unit readiness.

a. Create a new query.

b. Save a query.

c. Run a saved query.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Utilized the capabilities of EDAS.			
a. Performed Assignment subsystem functions.			
b. Performed Field User subsystem functions.			
c. Performed Help subsystem functions.			
d. Performed Language subsystem functions.			
e. Performed Management information subsystem functions.			
f. Performed Organization subsystem functions.			
g. Perform Personnel subsystem functions.			
h. Performed Requisition subsystem functions.			
2. Employed the functions of EDAS to enhance unit readiness.			
a. Interpreted the EDTM.			
(1) Verified unit personnel authorizations.			
(2) Applied HQDA Manning Guidance.			
(3) Calculated projected inventory.			
b. Verified Soldiers' current assignment status.			
c. Utilized (slotted) personnel according to their MOSC.			
3. Utilized the capabilities of webEDAS.			
a. Performed Requisition query and validation.			
b. Performed Personnel query.			
c. Performed Assignment query.			
d. Performed Organization query.			
4. Employed the functions of webEDAS to enhance unit readiness.			
a. Created a new query.			
b. Saved a query.			
c. Ran a saved query.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 1-0.1	G-1/AG and S-1 Operations	No	No
	EDAS USER'S MANUAL	Enlisted Distribution and Assignment System (EDAS) Field User's Manual	Yes	Yes
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI