

805C-42A-1307
Create an Ad Hoc Query
Status: Approved

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: While assigned as an HR Specialist your supervisor tasks you to provide specific information from the eMILPO System Datastore. You are given a set of data elements, access to the eMILPO System Datastore Database, AR 600-8-104 (Army Military Human Resource Records Management), and the eMILPO User Manual. This task should not be trained in MOPP 4.

Standard: Without error, produce an Ad Hoc Query using the Enterprise Datastore Database that provides the required information in a timely manner.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are tasked to develop a query and extract data from the human resources personnel database of record.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Log into the Enterprise Datastore Database.
 - a. Select the Enterprise Datastore Database link.
 - b. Input username and password.
2. Develop an Ad Hoc Query.
 - a. Select Ad Hoc Query Wizard.
 - b. Select Soldier Core Data.
 - c. Select a Filter.
 - d. Select a Sort.
 - e. Modify Columns.
 - f. Select a Group.
 - g. Apply advanced Functions.
 - h. Export the Query.
 - i. Modify a Saved Ad Hoc Query.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all applicable 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 do it correctly.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged into the Enterprise Datastore Database.			
a. Selected the Enterprise Datastore Database link.			
b. Input username and password.			
2. Developed an Ad Hoc Query.			
a. Selected Ad Hoc Query Wizard.			
b. Selected Soldier Core Data.			
c. Selected a Filter.			
d. Selected a Sort.			
e. Modified Columns.			
f. Selected a Group.			
g. Applied advanced Functions.			
h. Exported the Query.			
i. Modified a Saved Ad Hoc Query.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdf/files/r600_8_104.pdf	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	No	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	Yes	Yes
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	No	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	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. 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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

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