

**LESSON PLAN**  
**All Service Accession Data (ASAD)**

**DISCUSSION POINT**

**RELATED INSTRUCTOR ACTIVITY**

- I. Presentation
  - A. ASAD pivot tables are located on the CNRC quarterdeck.
    - 1. The first step is to log on to the quarterdeck then follow these procedures.
    - 2. HQ CNRC TOOLS
    - 3. FTP
    - 4. CNRC\_HQ
    - 5. N5
    - 6. STEAM
    - 7. ASAD
    - 8. Pivot tables
  - B. To view the total diversity market, females/males, or various mental categories.
    - 1. Click on the arrow next to the topic and unclick the check mark for the subcategories you want eliminated.
    - 2. To take out a complete category click on the category and drag it outside the table and drop it.

Ref: 1133.2 series Recruiting Leadership and Management Manual

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C. The pivot tables are written in an EXCEL program you can view the data as a percentage by:

1. Right click inside table
2. Field settings
3. Options
4. Show data as...% of row
5. Show data as Normal to return from % to numbers

D. Review procedures and allow various recruiters hands on demonstration on how to accomplish the following:

1. Show cat I, II, BUMG
2. Show all Female lowers written
3. Show the percentage of HUMGs written
4. Show the total number of HUMGs written

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