

Servicewide Exam PDE by Member

Introduction This guide provides the procedures for a SPO or Personnel & Admin (P&A) Office to view and/or print a Personal Data Extract (PDE) by member in Direct Access (DA).

References (a) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2B](#)
(b) [Servicewide Examination \(SWE\) Guide, PPC \(ADV\) Publication](#)


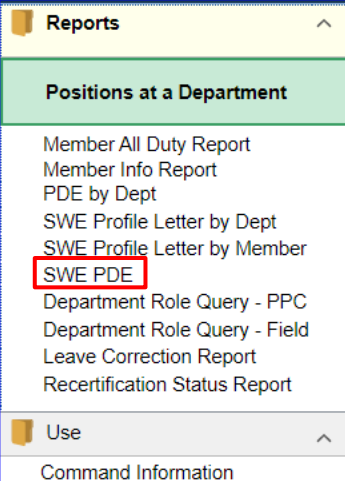
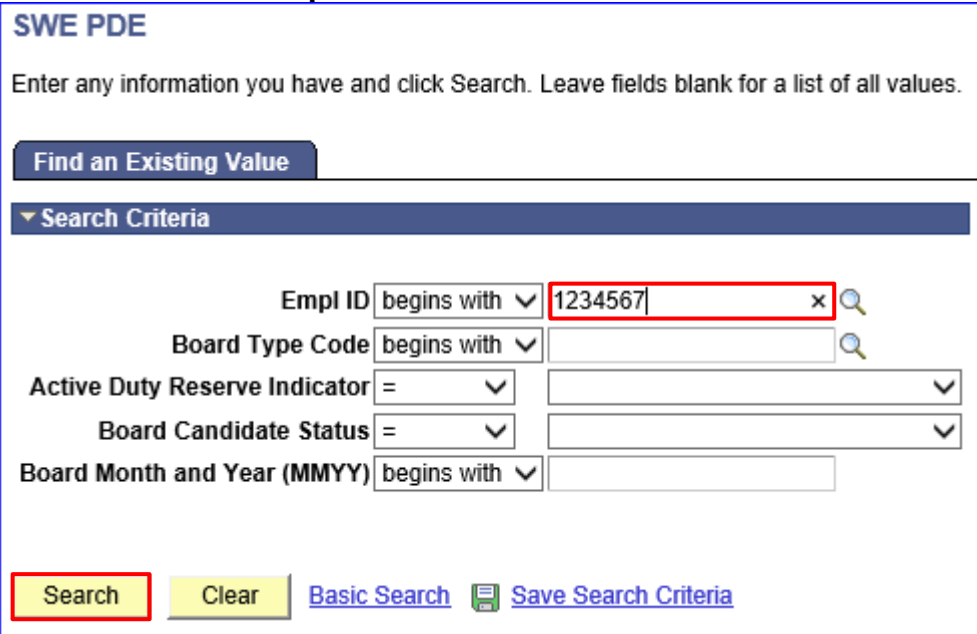
Important Information The PDE provides each member a description of all the data in Direct Access that affects their eligibility and creditable points for the next Servicewide Exam (SWE) cycle. Approximately four months prior to the SWE, PSC (epm/rpm) will release an ALCGENL or ALCGRSV message announcing important information for the upcoming SWE cycle. This message will provide deadline dates for PDE corrections. Corrections to PDEs after the published deadline date will NOT be accepted except for extreme cases as described in the “waivers” section of the [SWE Guide](#).

The online PDE will display the current available data from DA for each member. It’s the member’s responsibility to review their PDE and report any discrepancies to their P&A Office or SPO. It is the P&A Office’s and/or SPO’s responsibility to review and process the corrections in a timely manner. The member will need to verify the corrections were made and if not, contact PPC directly PRIOR to the PDE correction deadline to generate a help ticket requesting their PDE be updated to reflect any necessary corrections (provide documentation where appropriate) and update the Candidate Status to Eligible. **Only members with a PDE showing “Eligible” will receive a SWE.**

Continued on next page

Servicewide Exam PDE by Member, Continued

Procedures See below.

Step	Action
1	<p>Click on Self Service for Commands from the My Homepage drop-down.</p> 
1.5	<p>Select the SWE PDE option.</p> 
2	<p>Enter the member's Empl ID and click Search.</p> 

Continued on next page

Servicewide Exam PDE by Member, Continued

Procedures,
continued

Step	Action																												
3	<p>The summary page will display with the member's information and eligibility status. Click Create Report.</p> <div style="border: 1px solid blue; padding: 10px;"> <table> <tr> <td>Empl ID:</td> <td>1234567</td> <td>Skywalker, Luke</td> <td></td> </tr> <tr> <td>Empl Record:</td> <td>0</td> <td></td> <td>SWE</td> </tr> <tr> <td>Board Type Code:</td> <td>YN1</td> <td></td> <td></td> </tr> <tr> <td>Active Duty Reserve Indicator:</td> <td>A</td> <td></td> <td></td> </tr> <tr> <td>Sequence Number:</td> <td>35</td> <td></td> <td></td> </tr> <tr> <td>Candidate Status:</td> <td>Eligible</td> <td></td> <td></td> </tr> <tr> <td>Start Date:</td> <td>11/01/2018</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">Create Report</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> </p> </div>	Empl ID:	1234567	Skywalker, Luke		Empl Record:	0		SWE	Board Type Code:	YN1			Active Duty Reserve Indicator:	A			Sequence Number:	35			Candidate Status:	Eligible			Start Date:	11/01/2018		
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4	<p>The member's PDE will open in a new window. It is very important for the member to verify all of the data within the PDE is correct. The PDE is broken out into 6 sections. See Steps 5 – 10 for a brief explanation of each section.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">SWE PERSONAL DATA EXTRACT FOR YN1 NOV 2018 PRINT DATE: 10/4/2018</p> <hr/> <p style="text-align: center;">SWE PERSONAL DATA EXTRACT (PDE) YN1 NOV 2018</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name:</td> <td>SKYWALKER, LUKE</td> <td style="width: 20%;">Employee ID:</td> <td>1234567</td> </tr> <tr> <td>Rank:</td> <td>YN2</td> <td>Department ID:</td> <td>062191 BASE TATT SPO (JH)</td> </tr> <tr> <td>Exam Board Department ID:</td> <td>062189 BASE MIL FALC P&A DIV</td> <td>Candidate Status:</td> <td>ELIGIBLE</td> </tr> </table> <p style="text-align: center;">Points/Dates/Time</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Points Start Date (PSD):</td> <td>2014-08-02</td> <td>Award Points up to SED:</td> <td>2</td> </tr> <tr> <td>SWE Eligibility Date (SED):</td> <td>2018-08-01</td> <td>EER Points up to SED:</td> <td>43.02</td> </tr> <tr> <td>Terminal Eligibility Date (TED):</td> <td>2019-07-01</td> <td>Active Duty Base Date:</td> <td>2008-02-16</td> </tr> <tr> <td>Date of Rank in Rating (DOR):</td> <td>2015-07-01</td> <td>Time in Rating up to TED:</td> <td>Yr: 4 Mo: 0 Day: 0</td> </tr> <tr> <td>Sea Time for Points up to SED:</td> <td>Yr: 0 Mo: 0</td> <td>Time in Service up to TED:</td> <td>Yr: 11 Mo: 5 Day: 18</td> </tr> <tr> <td>Surf Time for Points up to SED:</td> <td>Yr: 0 Mo: 0</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">Evaluations</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Effective Date</th> <th>Competency Type</th> <th>Total Points</th> <th>Rating</th> </tr> </thead> <tbody> <tr><td>2018-04-30</td><td>CON</td><td>0</td><td>S</td></tr> <tr><td>2018-04-30</td><td>LEAD</td><td>21</td><td></td></tr> <tr><td>2018-04-30</td><td>MIL</td><td>12</td><td></td></tr> <tr><td>2018-04-30</td><td>PERF</td><td>17</td><td></td></tr> <tr><td>2018-04-30</td><td>PROF</td><td>21</td><td></td></tr> <tr><td>2017-10-31</td><td>CON</td><td>0</td><td>S</td></tr> <tr><td>2017-10-31</td><td>LEAD</td><td>40</td><td></td></tr> <tr><td>2017-10-31</td><td>MIL</td><td>13</td><td></td></tr> <tr><td>2017-10-31</td><td>PERF</td><td>50</td><td></td></tr> <tr><td>2017-10-31</td><td>PROF</td><td>44</td><td></td></tr> </tbody> </table> <p style="text-align: center;">Creditable Awards</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Award Points</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td>CG Comdt Ltr of Comm Ribbon</td> <td>1</td> <td>2017-07-11</td> </tr> <tr> <td>CG Good Conduct Medal</td> <td>1</td> <td>2016-01-15</td> </tr> </tbody> </table> <p style="text-align: center;">Eligibility Results</p> <p>YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 062189 BASE MIL FALC P&A DIV LOCATED AT :987 E MOS EISLEY CANTINA, TATOOINE. IF YOU WILL NOT BE AT THE EXAM UNIT LISTED ABOVE ON THE SCHEDULED SWE DATE DUE TO PCS/TDY/LEAVE/MEDICAL, PLEASE NOTIFY PPC(ADV) PRIOR TO THE PDE CORRECTION DEADLINE SO THAT YOUR EXAM CAN BE SHIPPED TO YOUR LOCATION.</p> <p style="text-align: center;">PDE Verification</p> <p>The member must verify all of the data on the PDE. If errors are found, note them on a printed copy of this form, sign it and provide it to your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWE.</p> <p>Signature: _____ Date: _____</p> </div>	Name:	SKYWALKER, LUKE	Employee ID:	1234567	Rank:	YN2	Department ID:	062191 BASE TATT SPO (JH)	Exam Board Department ID:	062189 BASE MIL FALC P&A DIV	Candidate Status:	ELIGIBLE	Points Start Date (PSD):	2014-08-02	Award Points up to SED:	2	SWE Eligibility Date (SED):	2018-08-01	EER Points up to SED:	43.02	Terminal Eligibility Date (TED):	2019-07-01	Active Duty Base Date:	2008-02-16	Date of Rank in Rating (DOR):	2015-07-01	Time in Rating up to TED:	Yr: 4 Mo: 0 Day: 0	Sea Time for Points up to SED:	Yr: 0 Mo: 0	Time in Service up to TED:	Yr: 11 Mo: 5 Day: 18	Surf Time for Points up to SED:	Yr: 0 Mo: 0			Effective Date	Competency Type	Total Points	Rating	2018-04-30	CON	0	S	2018-04-30	LEAD	21		2018-04-30	MIL	12		2018-04-30	PERF	17		2018-04-30	PROF	21		2017-10-31	CON	0	S	2017-10-31	LEAD	40		2017-10-31	MIL	13		2017-10-31	PERF	50		2017-10-31	PROF	44		Description	Award Points	Issue Date	CG Comdt Ltr of Comm Ribbon	1	2017-07-11	CG Good Conduct Medal	1	2016-01-15
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Servicewide Exam PDE by Member, Continued

Procedures,
continued

Step	Action	
6 (cont.)	Field	Description
	Points Start Date (PSD)	Start date from which the member will receive points for awards/sea/surf time. This date will normally be either the member's active duty base date, pay base date, or the first day following the eligibility date of the SWE from which the member was last advanced. If advanced since 01 Jan 2010, see the Points Start Date (PSD) Policy Explained for more information.
	SWE Eligibility Date (SED)	The deadline date for the current SWE cycle which the member MUST have completed all eligibility requirements by (May SWE – 1 February; Nov SWE – 1 August; Oct RSWE – 1 July).
	Terminal Eligibility Date (TED)	The date used to compute the member's time in service and time in rating/grade for eligibility and points.
	Date of Rank in Rating (DOR)	Date of member's last advancement to their current paygrade.
	Sea Time for Points up to SED	Years and months of sea time from 1 Feb 1994 or the member's PSD (whichever is later) up to the SED.
	Surf Time for Points up to SED	Years and months of surf time from the surfman competency date, the surf duty assignment date, 1 Jan 2000 or PSD (whichever is later), up to the SED.
	Award Points up to SED	The current number of points for creditable awards computed from the PSD up to the SED. Note: Awards entered into DA after the PDE's initial create date will automatically update on the PDE provided the award's effective date is on/prior to the SED.
	EER Points up to SED	The total point values of the EERs listed in the Evaluations section (section 3) of the PDE. Note: When EERs are submitted late, the member's EER points total on the PDE will not be recomputed until after the SWE but prior to the profile letters being released.
	Active Duty Base Date	Member's original or constructed active duty base date based on all periods of eligible service.
Time in Rating up to TED	Time in current paygrade and rating computed up to the TED.	
Time in Service up to TED	Time in service (all branches) up to the TED.	

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9	Section 5: <table border="1"> <thead> <tr> <th>Eligibility Results</th> </tr> </thead> <tbody> <tr> <td>YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 062189 BASE MIL FALC P&A DIV LOCATED AT 987 E MOS EISLEY CANTINA, TATOOINE. IF YOU WILL NOT BE AT THE EXAM UNIT LISTED ABOVE ON THE SCHEDULED SWE DATE DUE TO PCS/TDY/LEAVE/MEDICAL, PLEASE NOTIFY PPC(ADV) PRIOR TO THE PDE CORRECTION DEADLINE SO THAT YOUR EXAM CAN BE SHIPPED TO YOUR LOCATION.</td> </tr> </tbody> </table> <p>The Eligibility Results section will provide additional details of the member’s eligibility status.</p> <ul style="list-style-type: none"> • If the member is Eligible, this section will indicate the exam board location. • If the member is Not Eligible, this section will provide a detailed reason(s) why the member is not eligible to take the SWE. If the ineligibility status is due to incorrect information on the PDE, corrections must be made prior to the deadline dates set by the ALCGENL or ALCGRSV message. 	Eligibility Results	YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 062189 BASE MIL FALC P&A DIV LOCATED AT 987 E MOS EISLEY CANTINA, TATOOINE. IF YOU WILL NOT BE AT THE EXAM UNIT LISTED ABOVE ON THE SCHEDULED SWE DATE DUE TO PCS/TDY/LEAVE/MEDICAL, PLEASE NOTIFY PPC(ADV) PRIOR TO THE PDE CORRECTION DEADLINE SO THAT YOUR EXAM CAN BE SHIPPED TO YOUR LOCATION.																																														
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Continued on next page

Servicewide Exam PDE by Member, Continued

Procedures,
continued

Step	Action
10	<p data-bbox="336 461 472 495">Section 6:</p> <div data-bbox="336 495 1372 533" style="background-color: #e0e0e0; text-align: center; border: 1px solid black;"> <p data-bbox="778 501 943 528">PDE Verification</p> </div> <p data-bbox="336 539 1353 618">The member must verify all of the data on the PDE. If errors are found, note them on a printed copy of this form, sign it and provide it to your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWE.</p> <p data-bbox="336 647 1334 678">Signature: _____ Date: _____</p> <p data-bbox="336 734 1345 878">The availability of online PDEs has made this section optional. PPC (ADV) recommends each command print the PDEs and require the member to review and sign the paper copy to ensure the PDE has been reviewed and the member is aware of their eligibility status.</p>
