

Personal Data Extracts (PDEs) by Department

Introduction This guide provides the procedures for a SPO or Personnel & Admin (P&A) Office to generate Personal Data Extracts (PDE) by Department 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](#).


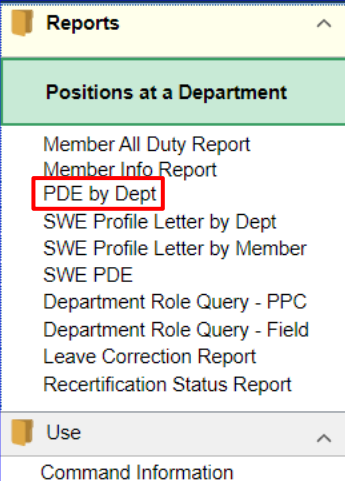
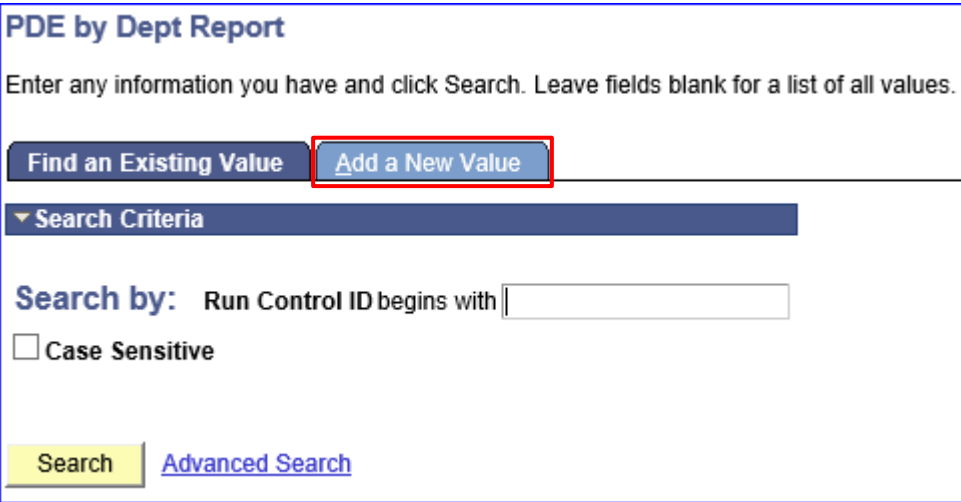
The online PDE will display the current available data from DA for each member. It’s the member’s responsibility to review their PDE and report any discrepancies to their P&A Office or SPO. It is the P&A Office’s and/or SPO’s responsibility to review and process the corrections in a timely manner. The 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.**

Note: The user must have the CGSSCMD user role to run this report.

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Personal Data Extracts (PDEs) by Department, Continued

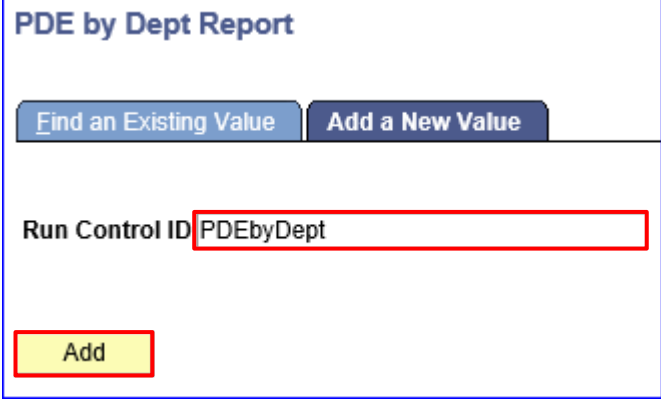
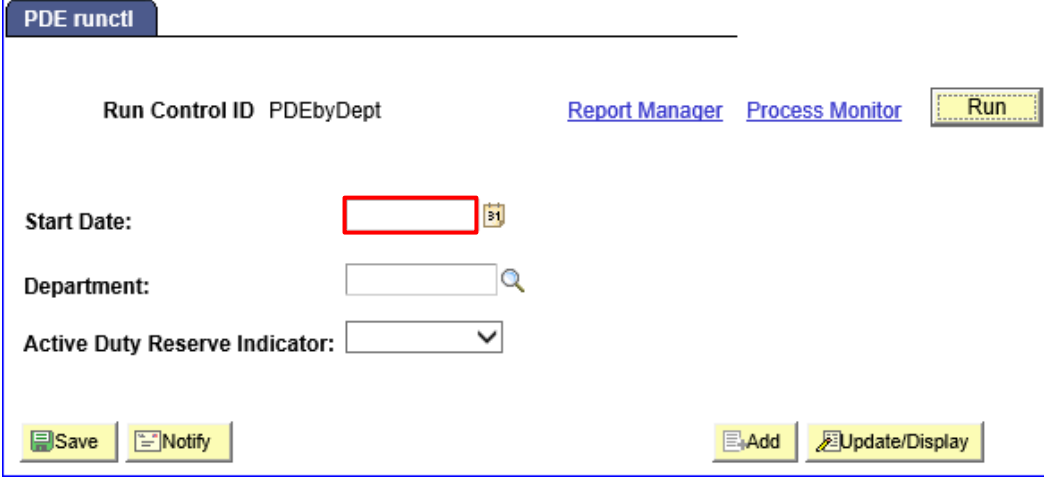
Procedures See below.

Step	Action
1	<p>Click on Self Service for Commands from the My Homepage drop-down.</p> 
1.5	<p>Select the PDE by Dept option.</p> 
2	<p>The PDE by Dept Report action page will display. Select the Add a New Value tab.</p> 

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Personal Data Extracts (PDEs) by Department, Continued

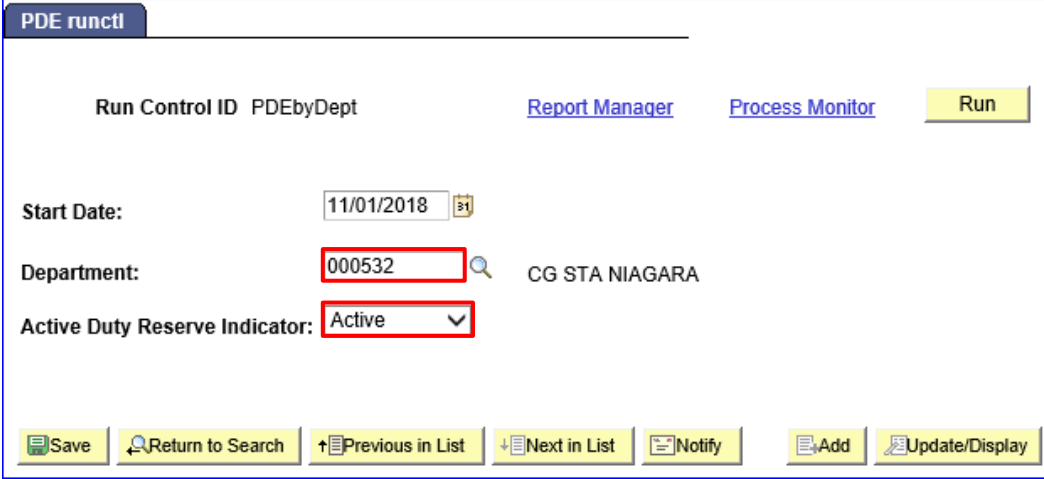
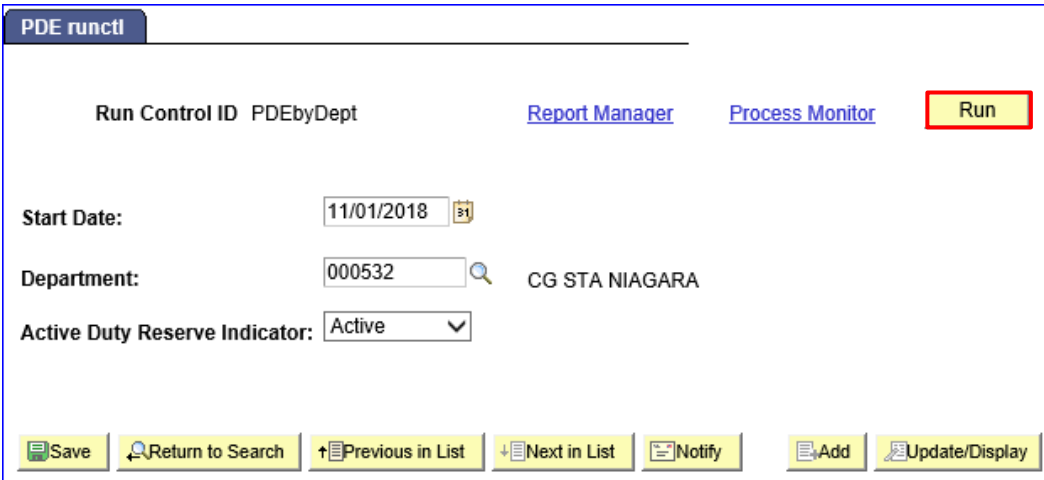
Procedures,
continued

Step	Action								
3	<p>In the Run Control ID field, enter a name for the report. Click Add.</p> 								
4	<p>The report parameters page will display. Enter the Start Date. This will always be the first day of the month of the SWE. For example:</p> <table border="1" data-bbox="328 1010 810 1160"> <thead> <tr> <th>SWE</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>May SWE</td> <td>5/1/18</td> </tr> <tr> <td>October RSWE</td> <td>10/1/18</td> </tr> <tr> <td>November SWE</td> <td>11/1/18</td> </tr> </tbody> </table> 	SWE	Start Date	May SWE	5/1/18	October RSWE	10/1/18	November SWE	11/1/18
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Personal Data Extracts (PDEs) by Department, Continued

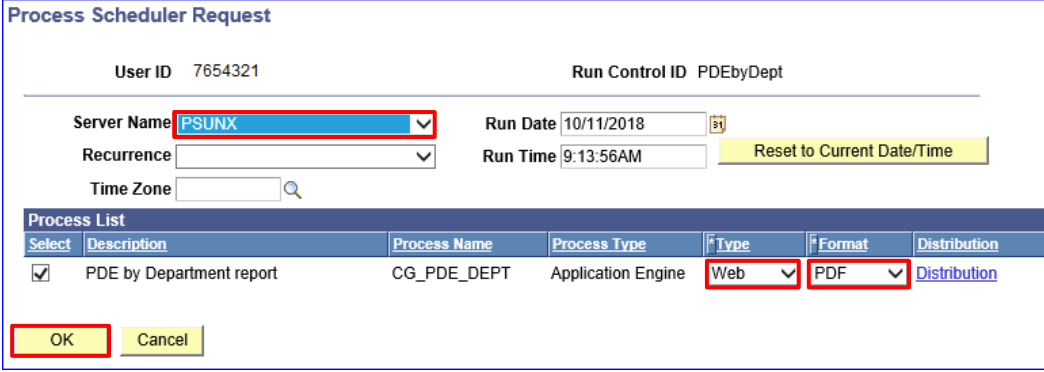
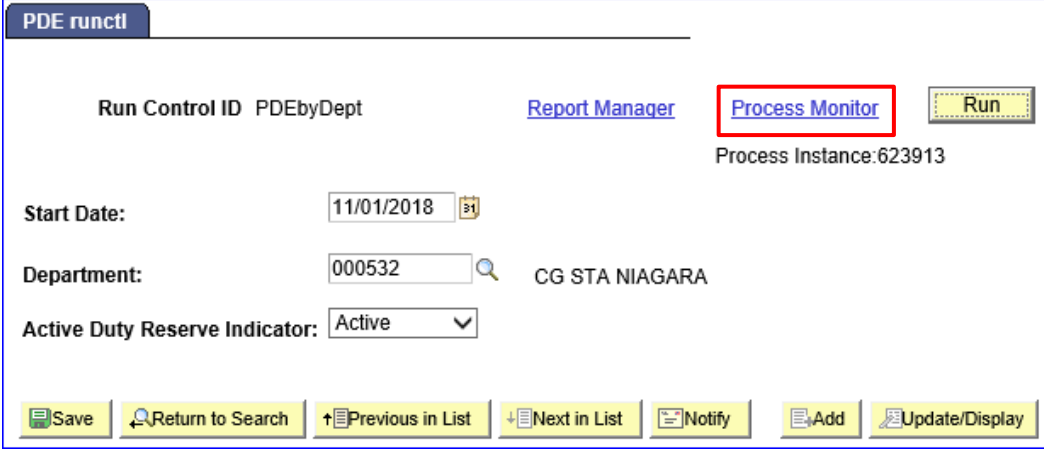
Procedures,
continued

Step	Action								
5	<p>Enter the Department ID number. A new report will need to be run for each department ID. From the drop-down, select the appropriate Active Duty Reserve Indicator. For example:</p> <table border="1" data-bbox="328 566 1310 719"> <thead> <tr> <th>If PDE is for the...</th> <th>Then Select</th> </tr> </thead> <tbody> <tr> <td>May SWE</td> <td>Active</td> </tr> <tr> <td>October RSWE</td> <td>Active Rsv</td> </tr> <tr> <td>November SWE</td> <td>Active</td> </tr> </tbody> </table>  <p>The screenshot shows the 'PDE runctf' interface. At the top, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these are input fields for 'Start Date' (11/01/2018), 'Department' (000532), and 'Active Duty Reserve Indicator' (Active). The 'Run' button is highlighted with a red border.</p>	If PDE is for the...	Then Select	May SWE	Active	October RSWE	Active Rsv	November SWE	Active
If PDE is for the...	Then Select								
May SWE	Active								
October RSWE	Active Rsv								
November SWE	Active								
6	<p>Click Run.</p>  <p>This screenshot is identical to the one in step 5, but the 'Run' button is highlighted with a red border, indicating the action to be performed.</p>								

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Personal Data Extracts (PDEs) by Department, Continued

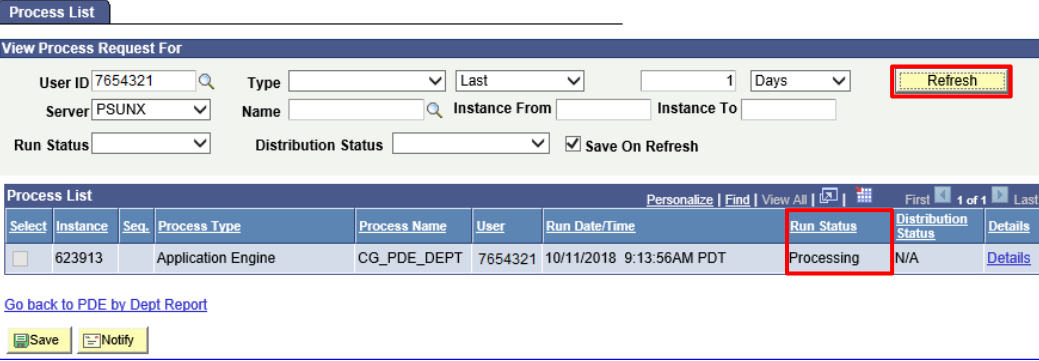
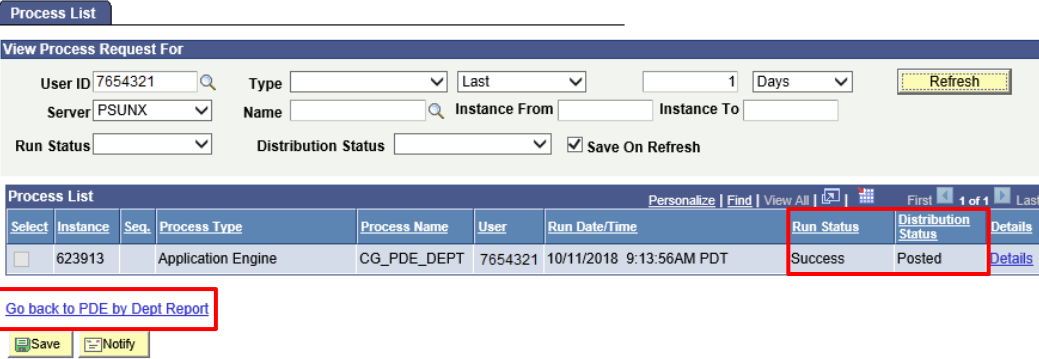
Procedures,
continued

Step	Action														
7	<p>The Process Scheduler Request will display. Using the drop-down, change the Server Name to PSUNX. Leave the *Type defaulted to Web and change the *Format to PDF. Click OK.</p>  <p>Process Scheduler Request</p> <p>User ID 7654321 Run Control ID PDEbyDept</p> <p>Server Name PSUNX Run Date 10/11/2018 Recurrence Recurrence Run Time 9:13:56AM Time Zone Time Zone</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>PDE by Department report</td> <td>CG_PDE_DEPT</td> <td>Application Engine</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	PDE by Department report	CG_PDE_DEPT	Application Engine	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	PDE by Department report	CG_PDE_DEPT	Application Engine	Web	PDF	Distribution									
8	<p>The report parameters page will re-display with a Process Instance number. Click Process Monitor.</p>  <p>PDE runcntl</p> <p>Run Control ID PDEbyDept Report Manager Process Monitor Run</p> <p>Process Instance: 623913</p> <p>Start Date: 11/01/2018 Department: 000532 CG STA NIAGARA Active Duty Reserve Indicator: Active</p> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p>														

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Personal Data Extracts (PDEs) by Department, Continued

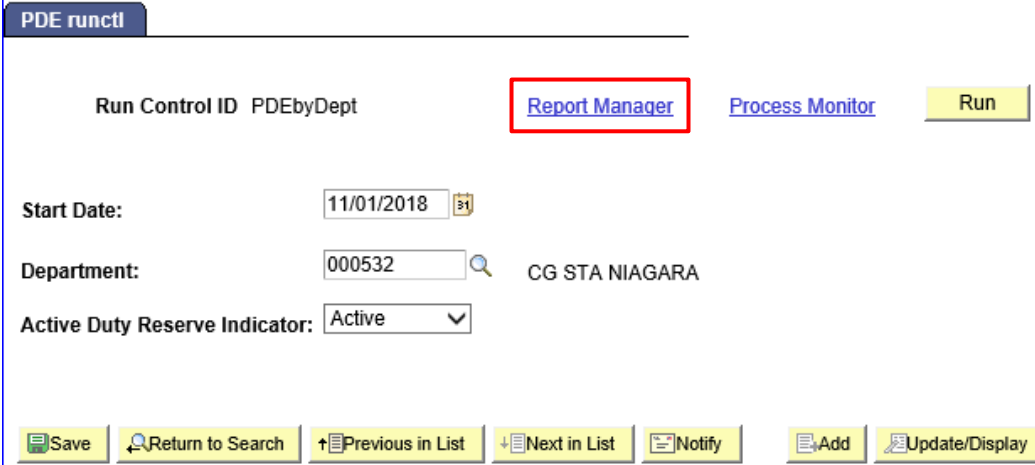
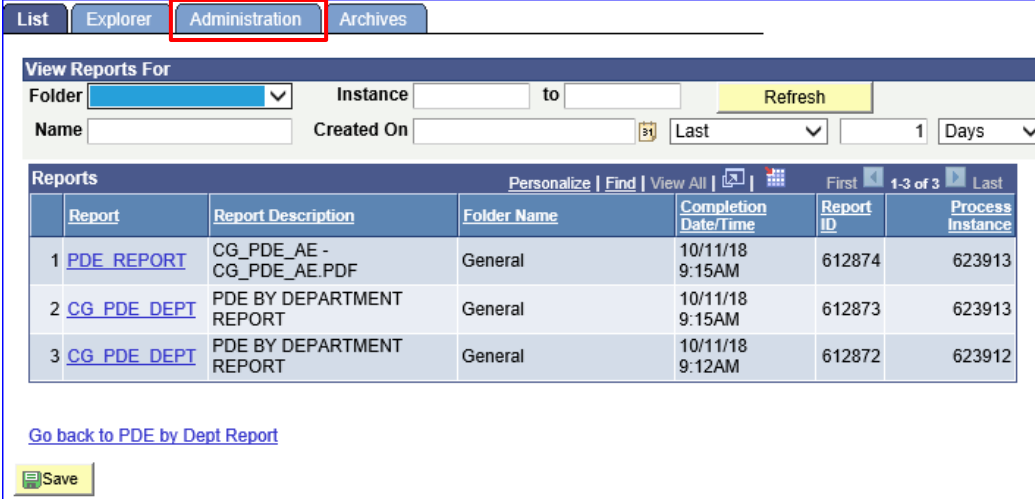
Procedures,
continued

Step	Action
<p>9</p>	<p>The Process List will display. The Run Status should initially indicate Queued or Processing. Click the Refresh button (this may take a few minutes/clicks depending on the size of the department) until the Run Status updates to Success.</p> <p>Note: If the Run Status shows No Success, you will need to exit the page and restart the report process (ensure you enter a valid date, Department ID, and appropriate Active Duty Reserve Indicator).</p>  <p>The screenshot shows the 'Process List' interface. At the top, there are search and filter options for User ID (7654321), Type, Last, Days (1), Server (PSUNX), Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a red box. Below this is a table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 623913, Process Type Application Engine, Process Name CG_PDE_DEPT, User 7654321, Run Date/Time 10/11/2018 9:13:56AM PDT, Run Status Processing, and Distribution Status N/A. The 'Run Status' column is highlighted with a red box. At the bottom, there are 'Save' and 'Notify' buttons and a link 'Go back to PDE by Dept Report'.</p>
<p>10</p>	<p>Once the Run Status displays Success and the Distribution Status displays Posted, click Go back to PDE by Dept Report.</p>  <p>The screenshot shows the 'Process List' interface. At the top, there are search and filter options for User ID (7654321), Type, Last, Days (1), Server (PSUNX), Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is visible. Below this is a table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 623913, Process Type Application Engine, Process Name CG_PDE_DEPT, User 7654321, Run Date/Time 10/11/2018 9:13:56AM PDT, Run Status Success, and Distribution Status Posted. The 'Run Status' and 'Distribution Status' columns are highlighted with red boxes. At the bottom, there is a link 'Go back to PDE by Dept Report' highlighted with a red box, and 'Save' and 'Notify' buttons.</p>

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Personal Data Extracts (PDEs) by Department, Continued

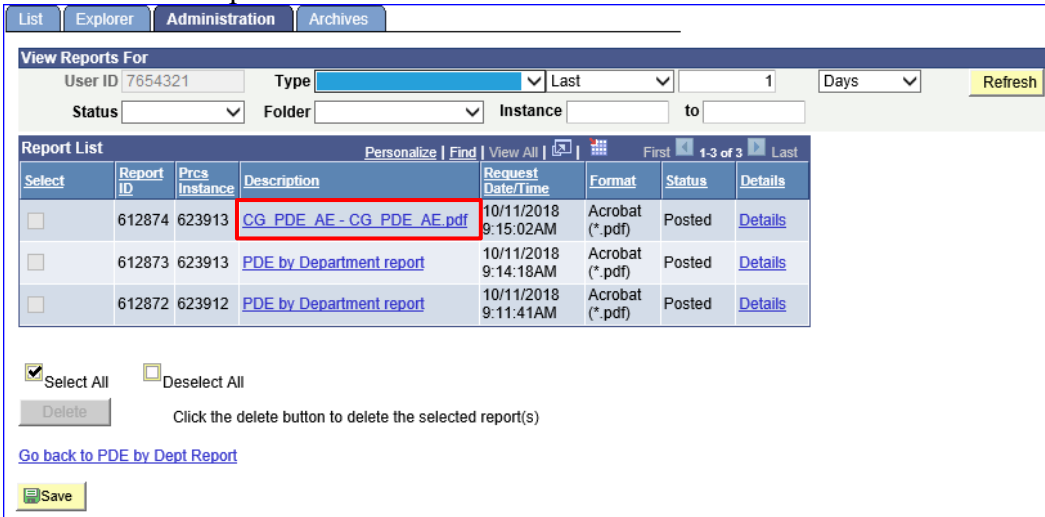
Procedures,
continued

Step	Action																								
11	<p>The report parameters page will re-display. Click Report Manager.</p> 																								
12	<p>A list of reports will display. Click the Administration tab.</p>  <table border="1" data-bbox="352 1173 1347 1391"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1 PDE REPORT</td> <td>CG_PDE_AE - CG_PDE_AE.PDF</td> <td>General</td> <td>10/11/18 9:15AM</td> <td>612874</td> <td>623913</td> </tr> <tr> <td>2 CG_PDE_DEPT</td> <td>PDE BY DEPARTMENT REPORT</td> <td>General</td> <td>10/11/18 9:15AM</td> <td>612873</td> <td>623913</td> </tr> <tr> <td>3 CG_PDE_DEPT</td> <td>PDE BY DEPARTMENT REPORT</td> <td>General</td> <td>10/11/18 9:12AM</td> <td>612872</td> <td>623912</td> </tr> </tbody> </table>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 PDE REPORT	CG_PDE_AE - CG_PDE_AE.PDF	General	10/11/18 9:15AM	612874	623913	2 CG_PDE_DEPT	PDE BY DEPARTMENT REPORT	General	10/11/18 9:15AM	612873	623913	3 CG_PDE_DEPT	PDE BY DEPARTMENT REPORT	General	10/11/18 9:12AM	612872	623912
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Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action
13	<p>Select the PDE report link that ends with .PDF.</p>  <p>The screenshot shows a web application interface for viewing reports. At the top, there are navigation tabs: 'List', 'Explorer', 'Administration', and 'Archives'. Below this is a 'View Reports For' section with filters for 'User ID' (7654321), 'Type' (Last), and 'Days' (1). There are also 'Status' and 'Folder' dropdowns, and an 'Instance' field. A 'Refresh' button is on the right. Below the filters is a 'Report List' table with columns: 'Select', 'Report ID', 'Prcs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The first row is highlighted with a red box and contains the text 'CG_PDE_AE - CG_PDE_AE.pdf'. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button. A link 'Go back to PDE by Dept Report' is also present.</p>

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Procedures,
continued

Step	Action																																																																																																																																								
14	<p>All the existing PDEs for that department ID will open in a new window. It is very important for the members to verify all of the data within their PDE is correct. The PDE is broken out into 6 sections. See Steps 15 – 20 for a brief explanation of each section.</p> <table border="1" data-bbox="331 600 1348 1803"> <tr> <td colspan="2">SWE PERSONAL DATA EXTRACT</td> <td colspan="2">PRINT DATE: 10/11/2018</td> </tr> <tr> <td colspan="4" style="text-align: center;">SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018</td> </tr> <tr> <td>Name:</td> <td>Earp, Wynonna</td> <td>Employee ID:</td> <td>1234567</td> </tr> <tr> <td>Rank:</td> <td>MK2</td> <td>Department ID:</td> <td>000532 CG STA NIAGARA</td> </tr> <tr> <td>Exam Board Department ID:</td> <td>007510 SECTOR BUFFALO</td> <td>Candidate Status:</td> <td>ELIGIBLE</td> </tr> <tr> <td colspan="4" style="text-align: center;">Points/Dates/Time</td> </tr> <tr> <td>Points Start Date (PSD):</td> <td>2013-08-02</td> <td>Award Points up to SED:</td> <td>5</td> </tr> <tr> <td>SWE Eligibility Date (SED):</td> <td>2018-08-01</td> <td>EER Points up to SED:</td> <td>44.01</td> </tr> <tr> <td>Terminal Eligibility Date (TED):</td> <td>2019-07-01</td> <td>Active Duty Base Date:</td> <td>2010-03-01</td> </tr> <tr> <td>Date of Rank in Rating (DOR):</td> <td>2014-12-01</td> <td>Time in Rating up to TED:</td> <td>Yr: 4 Mo: 7 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: 9 Mo: 4 Day: 0</td> </tr> <tr> <td>Surf Time for Points up to SED:</td> <td>Yr: 0 Mo: 0</td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">Evaluations</td> </tr> <tr> <td>Effective Date</td> <td>Competency Type</td> <td>Total Points</td> <td>Rating</td> </tr> <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>25</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>19</td> <td></td> </tr> <tr> <td>2018-04-30</td> <td>PROF</td> <td>23</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>37</td> <td></td> </tr> <tr> <td>2017-10-31</td> <td>MIL</td> <td>10</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> <tr> <td colspan="4" style="text-align: center;">Creditable Awards</td> </tr> <tr> <td>Description</td> <td>Award Points</td> <td colspan="2">Issue Date</td> </tr> <tr> <td>Army Achievement Medal</td> <td>2</td> <td colspan="2">2016-03-17</td> </tr> <tr> <td>CG Achievement Medal</td> <td>2</td> <td colspan="2">2016-03-07</td> </tr> <tr> <td>CG Good Conduct Medal</td> <td>1</td> <td colspan="2">2016-03-01</td> </tr> <tr> <td colspan="4" style="text-align: center;">Eligibility Results</td> </tr> <tr> <td colspan="4">YOUR MK1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 007510 - SECTOR BUFFALO LOCATED AT: 1 FUHRMANN BLVD, BUFFALO, NY. 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> <tr> <td colspan="4" style="text-align: center;">PDE Verification</td> </tr> <tr> <td colspan="4">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.</td> </tr> <tr> <td colspan="2">Signature: _____</td> <td colspan="2">Date: _____</td> </tr> </table>	SWE PERSONAL DATA EXTRACT		PRINT DATE: 10/11/2018		SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018				Name:	Earp, Wynonna	Employee ID:	1234567	Rank:	MK2	Department ID:	000532 CG STA NIAGARA	Exam Board Department ID:	007510 SECTOR BUFFALO	Candidate Status:	ELIGIBLE	Points/Dates/Time				Points Start Date (PSD):	2013-08-02	Award Points up to SED:	5	SWE Eligibility Date (SED):	2018-08-01	EER Points up to SED:	44.01	Terminal Eligibility Date (TED):	2019-07-01	Active Duty Base Date:	2010-03-01	Date of Rank in Rating (DOR):	2014-12-01	Time in Rating up to TED:	Yr: 4 Mo: 7 Day: 0	Sea Time for Points up to SED:	Yr: 0 Mo: 0	Time in Service up to TED:	Yr: 9 Mo: 4 Day: 0	Surf Time for Points up to SED:	Yr: 0 Mo: 0			Evaluations				Effective Date	Competency Type	Total Points	Rating	2018-04-30	CON	0	S	2018-04-30	LEAD	25		2018-04-30	MIL	12		2018-04-30	PERF	19		2018-04-30	PROF	23		2017-10-31	CON	0	S	2017-10-31	LEAD	37		2017-10-31	MIL	10		2017-10-31	PERF	50		2017-10-31	PROF	44		Creditable Awards				Description	Award Points	Issue Date		Army Achievement Medal	2	2016-03-17		CG Achievement Medal	2	2016-03-07		CG Good Conduct Medal	1	2016-03-01		Eligibility Results				YOUR MK1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 007510 - SECTOR BUFFALO LOCATED AT: 1 FUHRMANN BLVD, BUFFALO, NY. 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Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action																																										
15	<p>Section 1:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="4" style="text-align: center;">SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Name:</td> <td style="width: 20%;">Earp, Wynonna</td> <td style="width: 20%;">Employee ID:</td> <td style="width: 30%;">1234567</td> </tr> <tr> <td>Rank:</td> <td>MK2</td> <td>Department ID:</td> <td>000532 CG STA NIAGARA</td> </tr> <tr> <td>Exam Board Department ID:</td> <td>007510 SECTOR BUFFALO</td> <td>Candidate Status:</td> <td>ELIGIBLE</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Field</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>Member's name.</td> </tr> <tr> <td>Employee ID</td> <td>Member's employee ID number.</td> </tr> <tr> <td>Rank</td> <td>Member's current rate/paygrade.</td> </tr> <tr> <td>Department ID</td> <td>The department ID number and short title of member's unit.</td> </tr> <tr> <td>Exam Board Department ID</td> <td>The department ID number and short title of the unit where the member's SWE will be sent and administered.</td> </tr> <tr> <td>Candidate Status</td> <td>Indicates the member's eligibility status to take the SWE (Eligible or Not Eligible). The Eligibility Results section (section 5) of the PDE will provide further explanation of the member's eligibility status.</td> </tr> </tbody> </table>	SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018				Name:	Earp, Wynonna	Employee ID:	1234567	Rank:	MK2	Department ID:	000532 CG STA NIAGARA	Exam Board Department ID:	007510 SECTOR BUFFALO	Candidate Status:	ELIGIBLE	Field	Description	Name	Member's name.	Employee ID	Member's employee ID number.	Rank	Member's current rate/paygrade.	Department ID	The department ID number and short title of member's unit.	Exam Board Department ID	The department ID number and short title of the unit where the member's SWE will be sent and administered.	Candidate Status	Indicates the member's eligibility status to take the SWE (Eligible or Not Eligible). The Eligibility Results section (section 5) of the PDE will provide further explanation of the member's eligibility status.												
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Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action	
16 (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.	

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action																																																
17	<p>Section 3:</p> <table border="1" data-bbox="336 495 1382 853"> <thead> <tr> <th colspan="4" data-bbox="336 495 1382 528">Evaluations</th> </tr> <tr> <th data-bbox="336 528 584 562">Effective Date</th> <th data-bbox="584 528 999 562">Competency Type</th> <th data-bbox="999 528 1150 562">Total Points</th> <th data-bbox="1150 528 1382 562">Rating</th> </tr> </thead> <tbody> <tr><td data-bbox="336 562 584 595">2018-04-30</td><td data-bbox="584 562 999 595">CON</td><td data-bbox="999 562 1150 595">0</td><td data-bbox="1150 562 1382 595">S</td></tr> <tr><td data-bbox="336 595 584 629">2018-04-30</td><td data-bbox="584 595 999 629">LEAD</td><td data-bbox="999 595 1150 629">25</td><td data-bbox="1150 595 1382 629"></td></tr> <tr><td data-bbox="336 629 584 663">2018-04-30</td><td data-bbox="584 629 999 663">MIL</td><td data-bbox="999 629 1150 663">12</td><td data-bbox="1150 629 1382 663"></td></tr> <tr><td data-bbox="336 663 584 696">2018-04-30</td><td data-bbox="584 663 999 696">PERF</td><td data-bbox="999 663 1150 696">19</td><td data-bbox="1150 663 1382 696"></td></tr> <tr><td data-bbox="336 696 584 730">2018-04-30</td><td data-bbox="584 696 999 730">PROF</td><td data-bbox="999 696 1150 730">23</td><td data-bbox="1150 696 1382 730"></td></tr> <tr><td data-bbox="336 730 584 763">2017-10-31</td><td data-bbox="584 730 999 763">CON</td><td data-bbox="999 730 1150 763">0</td><td data-bbox="1150 730 1382 763">S</td></tr> <tr><td data-bbox="336 763 584 797">2017-10-31</td><td data-bbox="584 763 999 797">LEAD</td><td data-bbox="999 763 1150 797">37</td><td data-bbox="1150 763 1382 797"></td></tr> <tr><td data-bbox="336 797 584 831">2017-10-31</td><td data-bbox="584 797 999 831">MIL</td><td data-bbox="999 797 1150 831">10</td><td data-bbox="1150 797 1382 831"></td></tr> <tr><td data-bbox="336 831 584 864">2017-10-31</td><td data-bbox="584 831 999 864">PERF</td><td data-bbox="999 831 1150 864">50</td><td data-bbox="1150 831 1382 864"></td></tr> <tr><td data-bbox="336 864 584 898">2017-10-31</td><td data-bbox="584 864 999 898">PROF</td><td data-bbox="999 864 1150 898">44</td><td data-bbox="1150 864 1382 898"></td></tr> </tbody> </table> <p data-bbox="336 891 1382 1003">The Evaluations section lists the current EERs which will be used to compute the “EER Points up to SED” total, which fall into a specific window of time as shown in article 3.A.7.b of reference (a).</p>	Evaluations				Effective Date	Competency Type	Total Points	Rating	2018-04-30	CON	0	S	2018-04-30	LEAD	25		2018-04-30	MIL	12		2018-04-30	PERF	19		2018-04-30	PROF	23		2017-10-31	CON	0	S	2017-10-31	LEAD	37		2017-10-31	MIL	10		2017-10-31	PERF	50		2017-10-31	PROF	44	
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Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action
20	<p data-bbox="336 463 472 495">Section 6:</p> <div data-bbox="336 495 1383 680" style="border: 1px solid black; padding: 5px;"> <p data-bbox="778 501 943 528" style="text-align: center;">PDE Verification</p> <p data-bbox="341 539 1347 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="341 647 884 674">Signature: _____</p> <p data-bbox="1050 647 1331 674" style="text-align: right;">Date: _____</p> </div> <p data-bbox="336 723 1347 869">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>
