Member: SWE PDE

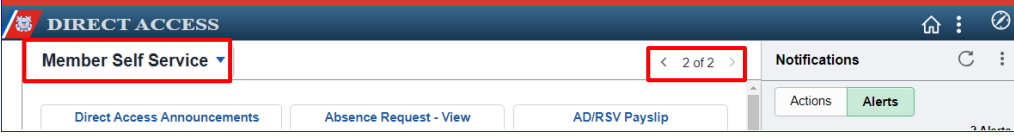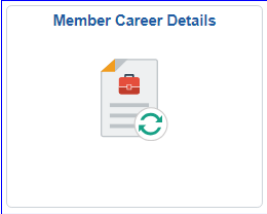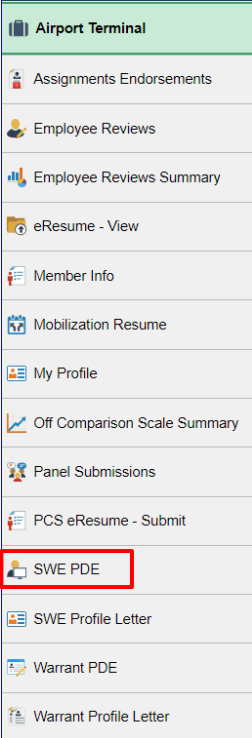|	
Introduction	This section provides the procedures for verifying and printing a PDE for the Servicewide Exam (SWE) in DA.
Information	All PDE's are updated prior to the exam cycle. Review the message for deadlines for PDE verifications and corrections.
Procedures	See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click on the **Member Career Details** tile.
3	Select the **SWE PDE** option.

Member: SWE PDE, Continued

Procedures,
continued

Step	Action
4	The summary will display. Click **Create Report**.
	Empl ID: 1234567 Sparrow, Jack
	Empl Record: 0
	Board Type Code: YN1
	Active Duty Reserve Indicator: A
	Sequence Number: 33
	Candidate Status: Eligible
	Start Date: 11/01/2022
	Create Report
	Return to Search
5	The PDE will open in a new window. Verify the data is correct. The next few steps breakdown the PDE into sections with descriptions.
	SWE Personal Data Extract (PDE) Rank Month Year:
	• Your Name and Employee ID.
	• Your Rank and current Department ID of your unit.
	• Exam Board Department ID is where the SWE will be sent. The unit SWE Officer must be an officer, master chief OIC, or GS9 or above to be authorized to receive, store, and administer SWEs. An incorrect Exam Board Department ID must be reported to PPC ADV Branch via a customer care ticket and may be changed up to, but no later than, the established PDE correction deadline date. After this date the unit SWE Officer must coordinate the transfer of SWEs per the "SWE Officer Handbook" provided with the shipment of SWEs.
	• Candidate Status shows whether you are Eligible or Not Eligible. The reason will be listed in the Eligibility Results section.

SWE PERSONAL DATA EXTRACT (PDE) YN1 NOV 2022			
Name:	Sparrow, Jack	**Employee ID:**	1234567
Rank:	YN2	**Department ID:**	006533 PPC TRAVEL BR
Exam Board Department ID:	000450 Shipwreck Cove	**Candidate Status:**	**ELIGIBLE**

Continued on next page

Member: SWE PDE, Continued

Procedures,
continued

Step	Action
6	**Points/Dates/Time:**
	• Points Start Date (PSD) see Points Start Date (PSD) Policy Explained
	• SWE Eligibility Date (SED) is 1 February preceding the May SWE.
	• Terminal Eligibility Date (TED) is the date that you will begin to be advanced from the SWE advancement lists following a SWE cycle. Time in Rating (TIR) and Time in Service (TIS) are computed up to this future date for SWE eligibility and for TIR and TIS points on the SWE. The TED is 1 January of the year following the May SWEs.
	• Date of Rank in Rating (DOR) is the date your current rank was obtained.
	• Sea Time for Points up to SED is credited at 2 points per year, or 0.166 points per month, retroactive to 1FEB1994. **NOTE:** Members assigned PCS on National Security Cutters (WMLS) on or after 1 January 2016 will receive credit for each full month of sea duty, not to exceed 2.333 points per year.
	• Surf Time for Points up to SED is credited 1 point per year, or 0.083 points per month, retroactive to 1JAN2000. The combination of sea and surf points may not exceed a maximum of 30 points in a career.
	• Award Points up to SED is the point value of all awards earned between your Points Start Date up to the SED.
	• EER Points up to SED is your current Enlisted Evaluation Report points.
	• Active Duty Base Date is your date of the hire or Oath of Office.
	• Time in Rating up to TED
	• Time in Service up to TED

Points/Dates/Time					
Points Start Date (PSD):	2009-02-02		**Award Points up to SED:**	3	
SWE Eligibility Date (SED):	2022-07-01		**EER Points up to SED:**	40.13	
Terminal Eligibility Date (TED):	2018-07-01		**Active Duty Base Date:**	2002-11-04	
Date of Rank in Rating (DOR):	2010-04-01		**Time in Rating up to TED:**	Yr: 8 / Mo: 3 / Day: 0	
Sea Time for Points up to SED:	Yr: 0	Mo: 0	**Time in Service up to TED:**	Yr: 19 / Mo: 7 / Day: 27	
Surf Time for Points up to SED:	Yr: 0	Mo: 0			

Member: SWE PDE, Continued

Procedures,
continued

Step	Action
7	**Evaluations** contains the Competency Type used to calculate points for the SWE cycle. <mark>If a current evaluation is not listed, you are ineligible for the SWE.</mark> The rating column will display S if Satisfactory or U if Unsatisfactory. Refer to <u>Enlistments, Evaluations, and Advancements, COMDINST M1000.2 (series), Sec. 3-A</u> for further guidance.

Evaluations

Effective Date	Competency Type	Total Points	Rating
2017-04-30	CON	0	S
2017-04-30	LEAD	33	
2017-04-30	MIL	10	
2017-04-30	PERF	42	
2017-04-30	PROF	43	
2016-10-31	CON	0	S
2016-10-31	LEAD	33	
2016-10-31	MIL	10	
2016-10-31	PERF	44	
2016-10-31	PROF	41	

Step	Action
8	The **Creditable Awards** section lists only the awards earned on/after your Point Start Date up to the SED which have SWE point values. Awards must be effective dated NLT 1 February preceding the May SWE.

Creditable Awards

Description	Award Points	Issue Date
CG Comdt Ltr of Comm Ribbon	1	2017-07-07
CG Good Conduct Medal	1	2014-11-03
CG Good Conduct Medal	1	2011-11-03

Step	Action
9	The **Eligibility Results** section will list the reason(s) you are not qualified to participate in the exam cycle or if qualified, the exam board location where the SWE will be sent. <mark>You must verify all the data on the PDE.</mark> If errors are found, note them on the printed copy of this form, sign it, and provide it to your admin personnel. It is your responsibility to ensure that incorrect or missing data is updated in DA prior to the PDE verification deadline date for the SWE.

Eligibility Results

YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 000450 Shipwreck Cove
CENTER LOCATED AT: PPC TRAVEL BR 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.

PDE Verification

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.

Signature: _____   Date: _____