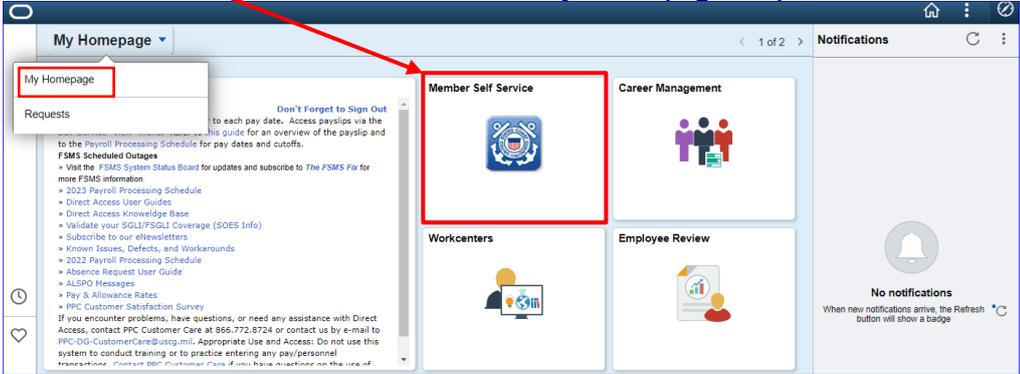
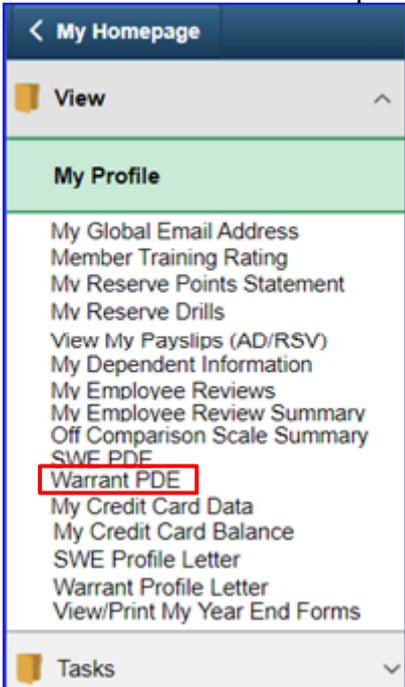


CWO Personal Data Extract

Introduction This guide provides the procedures for for a Chief Warrant Officer (CWO) to print their Personal Data Extract (PDE).

Information All PDE's are updated prior to each CWO Appointment cycle and are only viewable for a specified timeframe. Review the message for deadlines for PDE verifications and corrections.

Procedures See below.

Step	Action
1	<p>Click on Member Self Service from the My Homepage drop-down.</p> 
2	<p>Select the Warrant PDE option.</p> 

Continued on next page

CWO Personal Data Extract, Continued

Procedures,
continued

Step	Action																												
3	<p>The summary will display. Click Create Report.</p> <div style="border: 1px solid blue; padding: 5px;"> <table> <tr> <td>Empl ID:</td> <td>1234567</td> <td>Sparrow, Jack</td> <td></td> </tr> <tr> <td>Empl Record:</td> <td>0</td> <td></td> <td>PROM</td> </tr> <tr> <td>Board Type Code:</td> <td>PERS</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>23</td> <td></td> <td></td> </tr> <tr> <td>Board Candidate Status:</td> <td>Eligible</td> <td></td> <td></td> </tr> <tr> <td>Start Date:</td> <td>04/02/2022</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">Create Report</p> <p>Save  Return to Search</p> </div>	Empl ID:	1234567	Sparrow, Jack		Empl Record:	0		PROM	Board Type Code:	PERS			Active Duty Reserve Indicator:	A			Sequence Number:	23			Board Candidate Status:	Eligible			Start Date:	04/02/2022		
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4	<p>The PDE will open in a new window. Verify the data is correct. The next few steps breakdown the PDE into sections with descriptions.</p> <p>Warrant Personal Data Extract (PDE) PERS MO 20XX:</p> <ul style="list-style-type: none"> • Name and Employee ID of member. • Rank and current Department of unit. • SPO Department is Department ID and unit name for Servicing Personnel Office. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="background-color: #e0e0e0;">Warrant Personal Data Extract (PDE) PERS APR 2022</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Name:</td> <td style="width: 25%; border: 1px solid red;">Sparrow, Jack</td> <td style="width: 25%;">Employee ID:</td> <td style="width: 25%; border: 1px solid red;">1234567</td> </tr> <tr> <td>Rank:</td> <td>YNC</td> <td>Department:</td> <td style="border: 1px solid red;">008668 COMMANDANT (CG-LMJ)</td> </tr> <tr> <td>SPO Department:</td> <td colspan="3" style="border: 1px solid red;">042822 BASE NCR SPO (PS)</td> </tr> </tbody> </table>	Warrant Personal Data Extract (PDE) PERS APR 2022				Name:	Sparrow, Jack	Employee ID:	1234567	Rank:	YNC	Department:	008668 COMMANDANT (CG-LMJ)	SPO Department:	042822 BASE NCR SPO (PS)														
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CWO Personal Data Extract, Continued

Procedures,
continued

Step	Action																									
5	<p>Points/Dates/Times:</p> <ul style="list-style-type: none"> • Sea Duty Qualified: Y=Yes, N=No An entry of Yes or NO indicates if the member has met the sea duty eligibility requirement for the CWO Appointment Board. Candidates must have completed at least one year of sea duty as an E-6 or above by the 1 January deadline. This requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will meet the sea duty requirement by 30 June following the Board’s convening date. • AD Base Date – The date you entered active duty, or your adjusted ADBD from a Statement of Creditable Service (SOCS) following a break in service. • Time in Service (TIS) – The time in all branches of service up to the Terminal Eligibility Date (TED). • Marks Factor – The final marks multiple. • E6 Pt(s) – The time in grade calculated in months up until 1 July of the year of the CWO Appointment Board. One point is credited for each full month of active service as an E-6. The maximum credit for E-6 is 100 points. • E7 – E9 Pt(s) – The time in grade calculated in months up until 1 July of the year of the CWO Appointment Board. Two points is credited for each full month of active service as an E-7 or above. The total maximum credit for time as E-6 through E-9 is 175 points. • Terminal Eligibility Date (TED) – The Terminal Eligibility Date used to compute Time in Grade and Time in Service through 1 July of the year of the CWO Appointment Board. • Recommended for Advancement by CO: Y=Yes, N=No <table border="1" data-bbox="328 1424 1369 1554" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Points/Dates/Times</th> </tr> </thead> <tbody> <tr> <td style="width: 35%;">Sea Duty Qualified:</td> <td colspan="2">Y</td> <td style="width: 20%;">AD Base Date:</td> <td>2000-08-22</td> </tr> <tr> <td>Time in Service (TIS):</td> <td>Yr: 17</td> <td>Mo: 10</td> <td>Day: 9</td> <td>Marks Factor: 46.22</td> </tr> <tr> <td>E6 Pt(s):</td> <td colspan="2">65</td> <td>E7 - E9 Pt(s):</td> <td>44</td> </tr> <tr> <td>Terminal Eligibility Date (TED):</td> <td colspan="2">2022-07-01</td> <td>Recommended for Advancement by CO:</td> <td>Y</td> </tr> </tbody> </table>	Points/Dates/Times					Sea Duty Qualified:	Y		AD Base Date:	2000-08-22	Time in Service (TIS):	Yr: 17	Mo: 10	Day: 9	Marks Factor: 46.22	E6 Pt(s):	65		E7 - E9 Pt(s):	44	Terminal Eligibility Date (TED):	2022-07-01		Recommended for Advancement by CO:	Y
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CWO Personal Data Extract, Continued

Procedures,
continued

Step	Action																																																																																																																																								
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