
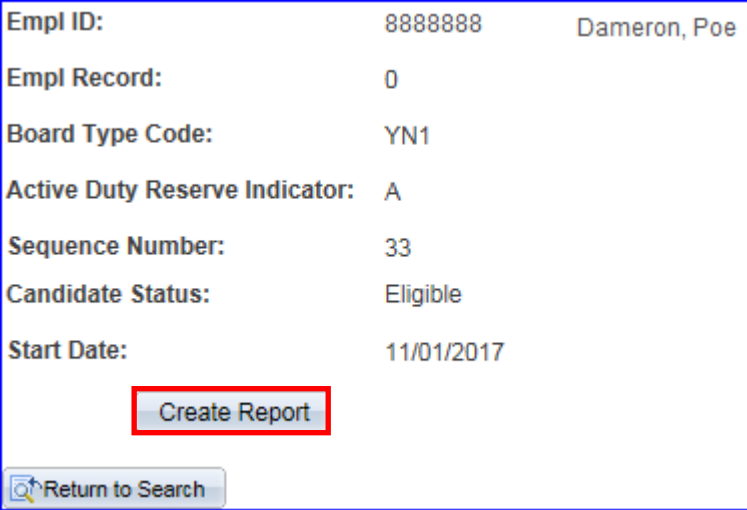


Servicewide Exam Personal Data Extract

Introduction The guide provides the procedures for verifying/printing a Personal Data Extract for the Servicewide Exam, using self-service in Direct Access.

Information All PDE's are updated prior to each Active and Reserve exam cycle. Review the message for deadlines for PDE verifications and corrections.

Procedures See below.

Step	Action																					
1	<p>Select the SWE PDE link in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with three columns: Profile, Tasks, and View. The 'SWE PDE' link is located in the 'View' column and is highlighted with a red box.</p>																					
2	<p>The summary will display. Click Create Report.</p>  <p>The screenshot shows a summary page with the following information:</p> <table border="1"> <tr> <td>Empl ID:</td> <td>8888888</td> <td>Dameron, Poe</td> </tr> <tr> <td>Empl Record:</td> <td>0</td> <td></td> </tr> <tr> <td>Board Type Code:</td> <td>YN1</td> <td></td> </tr> <tr> <td>Active Duty Reserve Indicator:</td> <td>A</td> <td></td> </tr> <tr> <td>Sequence Number:</td> <td>33</td> <td></td> </tr> <tr> <td>Candidate Status:</td> <td>Eligible</td> <td></td> </tr> <tr> <td>Start Date:</td> <td>11/01/2017</td> <td></td> </tr> </table> <p>The 'Create Report' button is highlighted with a red box.</p>	Empl ID:	8888888	Dameron, Poe	Empl Record:	0		Board Type Code:	YN1		Active Duty Reserve Indicator:	A		Sequence Number:	33		Candidate Status:	Eligible		Start Date:	11/01/2017	
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Servicewide Exam Personal Data Extract, Continued

Procedures,
continued

Step	Action																
3	<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>SWE Personal Data Extract (PDE) Rank Month Year:</p> <ul style="list-style-type: none"> • Name and Employee ID of member. • Rank and current Department ID of unit. • Exam Board Department ID is where the Servicewide Exam (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 ID must be reported to PPC ADV Branch via a customer care ticket. An Exam Board ID 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 a member is Eligible or Not Eligible. If “Not Eligible”, the reason will be listed in the Eligibility Results section. <table border="1" data-bbox="352 1048 1378 1200"> <thead> <tr> <th colspan="4" data-bbox="352 1048 1378 1086">SWE PERSONAL DATA EXTRACT (PDE) YN1 NOV 2017</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 1086 624 1115">Name:</td> <td data-bbox="624 1086 943 1115">DAMERON, POE</td> <td data-bbox="943 1086 1155 1115">Employee ID:</td> <td data-bbox="1155 1086 1378 1115">8888888</td> </tr> <tr> <td data-bbox="352 1115 624 1153">Rank:</td> <td data-bbox="624 1115 943 1153">YN2</td> <td data-bbox="943 1115 1155 1153">Department ID:</td> <td data-bbox="1155 1115 1378 1153">006533 PPC TRAVEL BR</td> </tr> <tr> <td data-bbox="352 1153 624 1200">Exam Board Department ID:</td> <td data-bbox="624 1153 943 1200">000450 REBEL BASE</td> <td data-bbox="943 1153 1155 1200">Candidate Status:</td> <td data-bbox="1155 1153 1378 1200">ELIGIBLE</td> </tr> </tbody> </table>	SWE PERSONAL DATA EXTRACT (PDE) YN1 NOV 2017				Name:	DAMERON, POE	Employee ID:	8888888	Rank:	YN2	Department ID:	006533 PPC TRAVEL BR	Exam Board Department ID:	000450 REBEL BASE	Candidate Status:	ELIGIBLE
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Servicewide Exam Personal Data Extract, Continued

Procedures,
continued

Step	Action																																										
4	<p>Points/Dates/Time:</p> <ul style="list-style-type: none"> • Points Start Date (PSD) see Points Start Date (PSD) Policy Explained • SWE Eligibility Date (SED) is 1 February preceding the May SWE, 1 August preceding the November SWE, and 1 July preceding the Reserve SWE. • Terminal Eligibility Date (TED) is the date that members 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 also for TIR and TIS points on the SWE. The TED is 1 January of the year following the October and May SWEs, and 1 July of the year following the November SWE. • Date of Rank in Rating is the date 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 the members Points Start Date up to the SED. <table border="1" data-bbox="352 1272 1370 1503"> <thead> <tr> <th colspan="6">Points/Dates/Time</th> </tr> </thead> <tbody> <tr> <td>Points Start Date (PSD):</td> <td>2009-02-02</td> <td>Award Points up to SED:</td> <td colspan="3">3</td> </tr> <tr> <td>SWE Eligibility Date (SED):</td> <td>2017-08-01</td> <td>EER Points up to SED:</td> <td colspan="3">40.13</td> </tr> <tr> <td>Terminal Eligibility Date (TED):</td> <td>2018-07-01</td> <td>Active Duty Base Date:</td> <td colspan="3">2002-11-04</td> </tr> <tr> <td>Date of Rank in Rating (DOR):</td> <td>2010-04-01</td> <td>Time in Rating up to TED:</td> <td>Yr: 8</td> <td>Mo: 3</td> <td>Day: 0</td> </tr> <tr> <td>Sea Time for Points up to SED:</td> <td>Yr: 0</td> <td>Mo: 0</td> <td>Time in Service up to TED:</td> <td>Yr: 15</td> <td>Mo: 7</td> </tr> <tr> <td>Surf Time for Points up to SED:</td> <td>Yr: 0</td> <td>Mo: 0</td> <td colspan="3"></td> </tr> </tbody> </table>	Points/Dates/Time						Points Start Date (PSD):	2009-02-02	Award Points up to SED:	3			SWE Eligibility Date (SED):	2017-08-01	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: 15	Mo: 7	Surf Time for Points up to SED:	Yr: 0	Mo: 0			
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5	<p>Evaluations contains the Competency Type used to calculate points for the SWE cycle. If a current evaluation is not listed, a member is ineligible for the SWE. The rating column will display S if Satisfactory or U if Unsatisfactory. Refer to Enlisted Accessions, Evaluations, and Advancements, COMDINST M1000.2 (series), Sec. 3-A for further guidance.</p> <table border="1" data-bbox="352 674 1375 1099"> <thead> <tr> <th colspan="4" data-bbox="352 674 1375 707">Evaluations</th> </tr> <tr> <th data-bbox="352 707 587 741">Effective Date</th> <th data-bbox="587 707 1007 741">Competency Type</th> <th data-bbox="1007 707 1185 741">Total Points</th> <th data-bbox="1185 707 1375 741">Rating</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 741 587 775">2017-04-30</td> <td data-bbox="587 741 1007 775">CON</td> <td data-bbox="1007 741 1185 775">0</td> <td data-bbox="1185 741 1375 775">S</td> </tr> <tr> <td data-bbox="352 775 587 808">2017-04-30</td> <td data-bbox="587 775 1007 808">LEAD</td> <td data-bbox="1007 775 1185 808">33</td> <td data-bbox="1185 775 1375 808"></td> </tr> <tr> <td data-bbox="352 808 587 842">2017-04-30</td> <td data-bbox="587 808 1007 842">MIL</td> <td data-bbox="1007 808 1185 842">10</td> <td data-bbox="1185 808 1375 842"></td> </tr> <tr> <td data-bbox="352 842 587 875">2017-04-30</td> <td data-bbox="587 842 1007 875">PERF</td> <td data-bbox="1007 842 1185 875">42</td> <td data-bbox="1185 842 1375 875"></td> </tr> <tr> <td data-bbox="352 875 587 909">2017-04-30</td> <td data-bbox="587 875 1007 909">PROF</td> <td data-bbox="1007 875 1185 909">43</td> <td data-bbox="1185 875 1375 909"></td> </tr> <tr> <td data-bbox="352 909 587 943">2016-10-31</td> <td data-bbox="587 909 1007 943">CON</td> <td data-bbox="1007 909 1185 943">0</td> <td data-bbox="1185 909 1375 943">S</td> </tr> <tr> <td data-bbox="352 943 587 976">2016-10-31</td> <td data-bbox="587 943 1007 976">LEAD</td> <td data-bbox="1007 943 1185 976">33</td> <td data-bbox="1185 943 1375 976"></td> </tr> <tr> <td data-bbox="352 976 587 1010">2016-10-31</td> <td data-bbox="587 976 1007 1010">MIL</td> <td data-bbox="1007 976 1185 1010">10</td> <td data-bbox="1185 976 1375 1010"></td> </tr> <tr> <td data-bbox="352 1010 587 1043">2016-10-31</td> <td data-bbox="587 1010 1007 1043">PERF</td> <td data-bbox="1007 1010 1185 1043">44</td> <td data-bbox="1185 1010 1375 1043"></td> </tr> <tr> <td data-bbox="352 1043 587 1077">2016-10-31</td> <td data-bbox="587 1043 1007 1077">PROF</td> <td data-bbox="1007 1043 1185 1077">41</td> <td data-bbox="1185 1043 1375 1077"></td> </tr> </tbody> </table>	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	
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Procedures,
continued

Step	Action					
7	<p>The Eligibility Results section will list the reason(s) not qualified to participate in the exam cycle or if qualified, the exam board location where the SWE will be sent. The member must verify all of the data on the PDE. If errors are found, note them on the 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 DA prior to the PDE verification deadline date for each SWE.</p> <table border="1" data-bbox="352 745 1372 1059"> <thead> <tr> <th data-bbox="352 745 1372 775">Eligibility Results</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 775 1372 869"> <p>YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 000450 - REBELBASE CENTER LOCATED AT: CRAITREBELSTRONGHOLD 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> </td> </tr> <tr> <th data-bbox="352 869 1372 913">PDE Verification</th> </tr> <tr> <td data-bbox="352 913 1372 1003"> <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> </td> </tr> <tr> <td data-bbox="352 1003 1372 1059"> <p>Signature: _____ Date: _____</p> </td> </tr> </tbody> </table>	Eligibility Results	<p>YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 000450 - REBELBASE CENTER LOCATED AT: CRAITREBELSTRONGHOLD 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>	PDE Verification	<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>
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