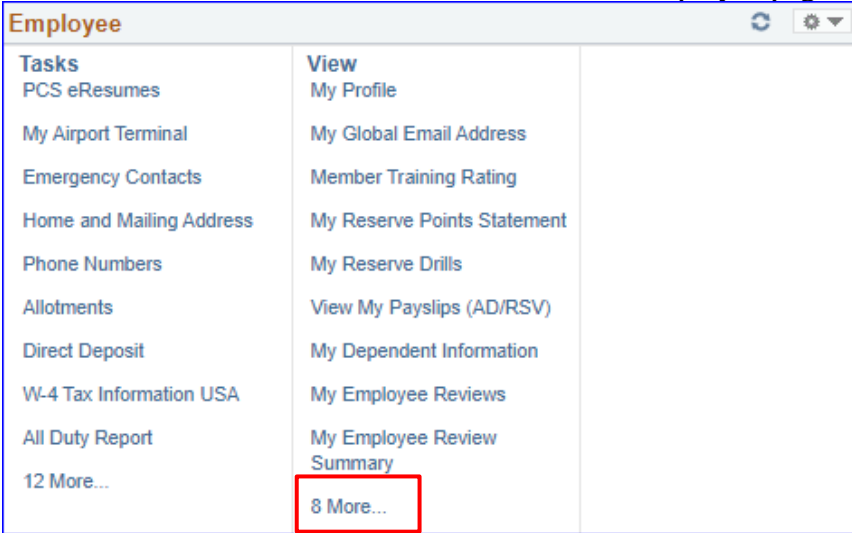
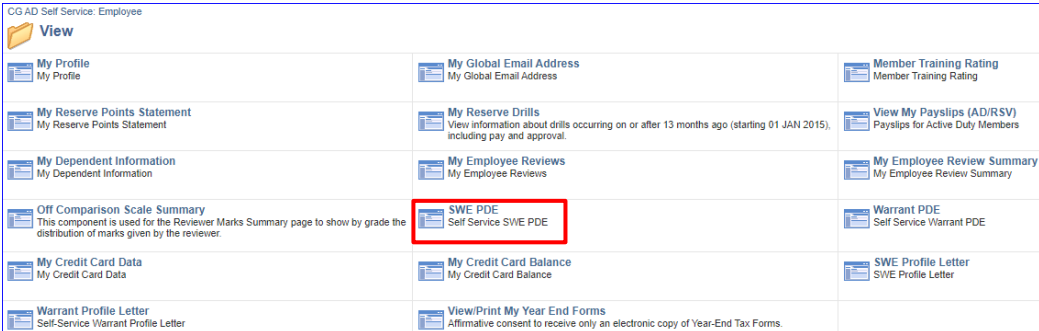


SWE Personal Data Extract

Introduction This guide provides the procedures for verifying/printing a Personal Data Extract for the Servicewide Exam (SWE), using self-service in Direct Access (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	<p>Click the # More link in the View column in the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with a 'View' column on the right. The 'View' column contains a list of links: My Profile, My Global Email Address, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, and 8 More... The '8 More...' link is highlighted with a red box.</p>
2	<p>Click the SWE PDE Link.</p>  <p>The screenshot shows a grid of links under the heading 'CG AD Self Service: Employee'. The grid contains various links such as 'My Profile', 'My Global Email Address', 'Member Training Rating', 'My Reserve Points Statement', 'My Reserve Drills', 'View My Payslips (AD/RSV)', 'My Dependent Information', 'My Employee Reviews', 'My Employee Review Summary', 'Off Comparison Scale Summary', 'SWE PDE Self Service SWE PDE', 'Warrant PDE Self Service Warrant PDE', 'My Credit Card Data', 'My Credit Card Balance', 'SWE Profile Letter SWE Profile Letter', and 'Warrant Profile Letter Self-Service Warrant Profile Letter'. The 'SWE PDE Self Service SWE PDE' link is highlighted with a red box.</p>

Continued on next page

SWE Personal Data Extract, Continued

Procedures,
continued

Step	Action																					
3	<p>The summary will display. Click Create Report.</p> <div style="border: 1px solid black; padding: 5px;"> <table> <tr> <td>Empl ID:</td> <td>1234567</td> <td>Sparrow, Jack</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>11/01/2022</td> <td></td> </tr> </table> <p style="text-align: center;">Create Report</p> <p>Return to Search</p> </div>	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	
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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>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 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 a member is Eligible or Not Eligible. If “Not Eligible”, the reason will be listed in the Eligibility Results section. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="background-color: #cccccc;">SWE PERSONAL DATA EXTRACT (PDE) YN1 NOV 2022</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Name:</td> <td style="width: 25%;">Sparrow, Jack</td> <td style="width: 25%;">Employee ID:</td> <td style="width: 25%;">1234567</td> </tr> <tr> <td>Rank:</td> <td>YN2</td> <td>Department ID:</td> <td>006533 PPC TRAVEL BR</td> </tr> <tr> <td>Exam Board Department ID:</td> <td>000450 Shipwreck Cove</td> <td>Candidate Status:</td> <td>ELIGIBLE</td> </tr> </tbody> </table>	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					
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Continued on next page

SWE Personal Data Extract, Continued

Procedures,
continued

Step	Action																																										
5	<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. • 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 May SWEs. • 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="327 1167 1369 1402"> <thead> <tr> <th colspan="6" data-bbox="327 1167 1369 1200">Points/Dates/Time</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 1200 630 1234">Points Start Date (PSD):</td> <td data-bbox="630 1200 853 1234">2009-02-02</td> <td data-bbox="853 1200 1109 1234">Award Points up to SED:</td> <td colspan="3" data-bbox="1109 1200 1369 1234">3</td> </tr> <tr> <td data-bbox="327 1234 630 1267">SWE Eligibility Date (SED):</td> <td data-bbox="630 1234 853 1267">2022-07-01</td> <td data-bbox="853 1234 1109 1267">EER Points up to SED:</td> <td colspan="3" data-bbox="1109 1234 1369 1267">40.13</td> </tr> <tr> <td data-bbox="327 1267 630 1301">Terminal Eligibility Date (TED):</td> <td data-bbox="630 1267 853 1301">2018-07-01</td> <td data-bbox="853 1267 1109 1301">Active Duty Base Date:</td> <td colspan="3" data-bbox="1109 1267 1369 1301">2002-11-04</td> </tr> <tr> <td data-bbox="327 1301 630 1335">Date of Rank in Rating (DOR):</td> <td data-bbox="630 1301 853 1335">2010-04-01</td> <td data-bbox="853 1301 1109 1335">Time in Rating up to TED:</td> <td data-bbox="1109 1301 1204 1335">Yr: 8</td> <td data-bbox="1204 1301 1300 1335">Mo: 3</td> <td data-bbox="1300 1301 1369 1335">Day: 0</td> </tr> <tr> <td data-bbox="327 1335 630 1368">Sea Time for Points up to SED:</td> <td data-bbox="630 1335 774 1368">Yr: 0</td> <td data-bbox="774 1335 853 1368">Mo: 0</td> <td data-bbox="853 1335 1109 1368">Time in Service up to TED:</td> <td data-bbox="1109 1335 1204 1368">Yr: 19</td> <td data-bbox="1204 1335 1300 1368">Mo: 7</td> </tr> <tr> <td data-bbox="327 1368 630 1402">Surf Time for Points up to SED:</td> <td data-bbox="630 1368 774 1402">Yr: 0</td> <td data-bbox="774 1368 853 1402">Mo: 0</td> <td colspan="3" data-bbox="853 1368 1369 1402"></td> </tr> </tbody> </table>	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	Surf Time for Points up to SED:	Yr: 0	Mo: 0			
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SWE Personal Data Extract, Continued

Procedures,
continued

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