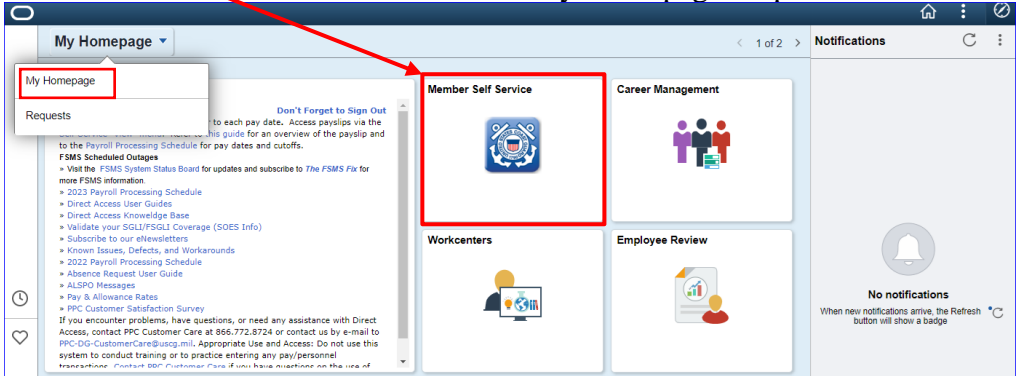
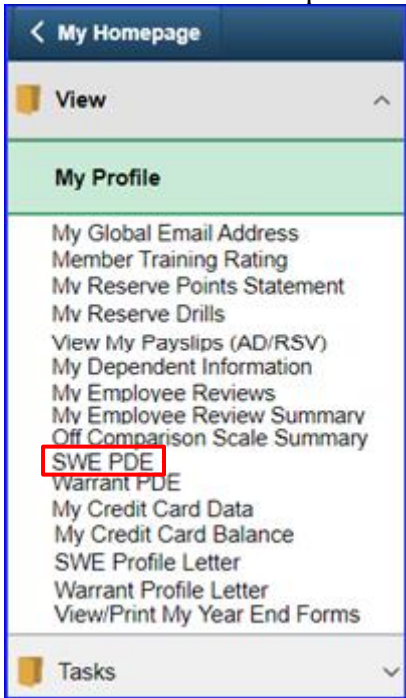


# SWE Personal Data Extract

**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 on <b>Member Self Service</b> from the My Homepage drop-down.</p> 
2	<p>Select the <b>SWE PDE</b> option.</p> 

*Continued on next page*

## SWE Personal Data Extract, Continued

Procedures,  
continued

Step	Action																					
3	<p>The summary will display. Click <b>Create Report</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Empl ID:</td> <td style="width: 30%;">1234567</td> <td style="width: 40%;">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; margin-top: 10px;"><span style="border: 1px solid red; padding: 2px 10px;">Create Report</span></p> <p style="margin-top: 10px;"><span style="border: 1px solid black; padding: 2px 10px;">Return to Search</span></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><b>SWE Personal Data Extract (PDE) Rank Month Year:</b></p> <ul style="list-style-type: none"> <li>• <b>Name and Employee ID</b> of member.</li> <li>• <b>Rank</b> and current <b>Department ID</b> of unit.</li> <li>• <b>Exam Board Department ID</b> 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.</li> <li>• <b>Candidate Status</b> shows whether a member is Eligible or Not Eligible. If “Not Eligible”, the reason will be listed in the Eligibility Results section.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="4" style="text-align: center; background-color: #e0e0e0;">SWE PERSONAL DATA EXTRACT (PDE) YN1 NOV 2022</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Name:</td> <td style="width: 30%;">Sparrow, Jack</td> <td style="width: 30%;">Employee ID:</td> <td style="width: 10%;">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><b>ELIGIBLE</b></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:	<b>ELIGIBLE</b>					
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## SWE Personal Data Extract, Continued

Procedures,  
continued

Step	Action																																										
5	<p><b>Points/Dates/Time:</b></p> <ul style="list-style-type: none"> <li>• <b>Points Start Date (PSD)</b> see <a href="#">Points Start Date (PSD) Policy Explained</a></li> <li>• <b>SWE Eligibility Date (SED)</b> is 1 February preceding the May SWE.</li> <li>• <b>Terminal Eligibility Date (TED)</b> 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.</li> <li>• <b>Date of Rank in Rating</b> is the date current rank was obtained.</li> <li>• <b>Sea Time for Points up to SED</b> is credited at 2 points per year, or 0.166 points per month, retroactive to 1FEB1994. <b>NOTE:</b> 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.</li> <li>• <b>Surf Time for Points up to SED</b> 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.</li> <li>• <b>Award Points up to SED</b> is the point value of all awards earned between the members Points Start Date up to the SED.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: center; background-color: #e0e0e0;">Points/Dates/Time</th> </tr> </thead> <tbody> <tr> <td style="width: 33%;">Points Start Date (PSD):</td> <td style="width: 16.5%;">2009-02-02</td> <td style="width: 33%;">Award Points up to SED:</td> <td colspan="3" style="width: 17.5%;">3</td> </tr> <tr> <td>SWE Eligibility Date (SED):</td> <td>2022-07-01</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: 19</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):	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

Step	Action																																																
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