

Personal Data Extracts (PDEs) by Department

Introduction This guide provides the procedures for a SPO or Personnel & Admin (P&A) Office to generate Personal Data Extracts (PDE) by Department in Direct Access (DA).

References (a) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2B](#)

Important Information The PDE provides each member a description of all the data in Direct Access that affects their eligibility and creditable points for the next Servicewide Exam (SWE) cycle. Approximately four months prior to the SWE, PSC (epm/rpm) will release an ALCGENL or ALCGRSV message announcing important information for the upcoming SWE cycle. This message will provide deadline dates for PDE corrections. Corrections to PDEs after the published deadline date will NOT be accepted except for extreme cases as described in the “waivers” section of the [SWE Guide](#).



The online PDE will display the current available data from DA for each member. It’s the member’s responsibility to review their PDE and report any discrepancies to their P&A Office or SPO. It is the P&A Office’s and/or SPO’s responsibility to review and process the corrections in a timely manner. The member will need to verify the corrections were made and if not, contact PPC directly PRIOR to the PDE correction deadline to generate a help ticket requesting their PDE be updated to reflect any necessary corrections (provide documentation where appropriate) and update the Candidate Status to Eligible. **Only members with a PDE showing “Eligible” will receive a SWE.**

Note: The user must have the CGSSCMD user role to run this report.

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

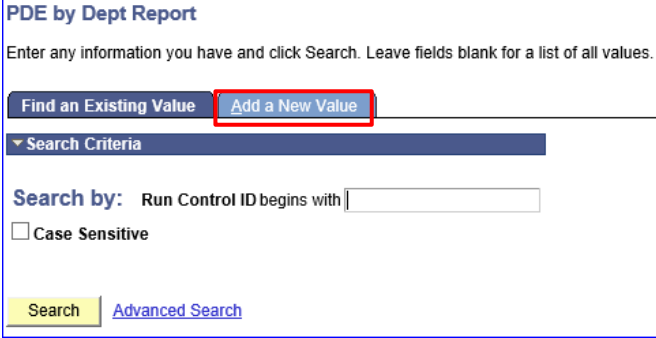
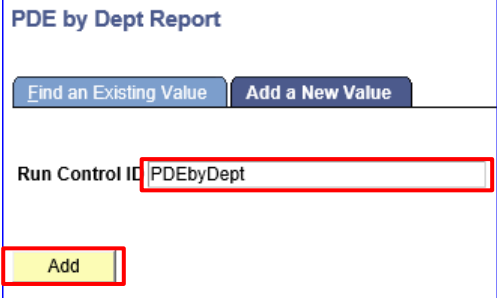
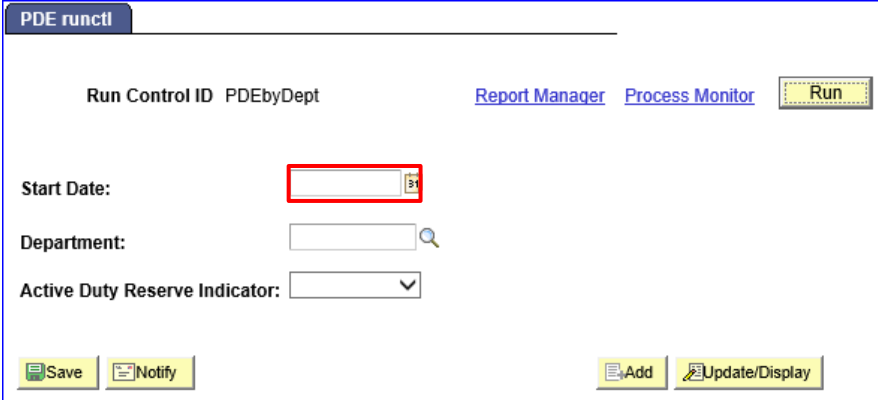
Procedures See below.

Step	Action
1	<p>Click on Self Service for Commands from the My Homepage drop-down.</p> 
2	<p>Select the PDE by Dept option.</p> 

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action								
3	<p>The PDE by Dept Report page will display. Select the Add a New Value tab.</p>  <p>PDE by Dept Report Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p>								
4	<p>In the Run Control ID field, enter a name for the report. Click Add.</p>  <p>PDE by Dept Report</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID <input type="text" value="PDEbyDept"/></p> <p>Add</p>								
5	<p>The report parameters page will display. Enter the Start Date. This will always be the first day of the month of the SWE. For example:</p> <table border="1" data-bbox="328 1290 810 1442"> <thead> <tr> <th>SWE</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>May SWE</td> <td>5/1/18</td> </tr> <tr> <td>October RSWE</td> <td>10/1/18</td> </tr> <tr> <td>November SWE</td> <td>11/1/18</td> </tr> </tbody> </table>  <p>PDE runcrl</p> <p>Run Control ID PDEbyDept Report Manager Process Monitor Run</p> <p>Start Date: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Active Duty Reserve Indicator: <input type="text"/></p> <p>Save Notify Add Update/Display</p>	SWE	Start Date	May SWE	5/1/18	October RSWE	10/1/18	November SWE	11/1/18
SWE	Start Date								
May SWE	5/1/18								
October RSWE	10/1/18								
November SWE	11/1/18								

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

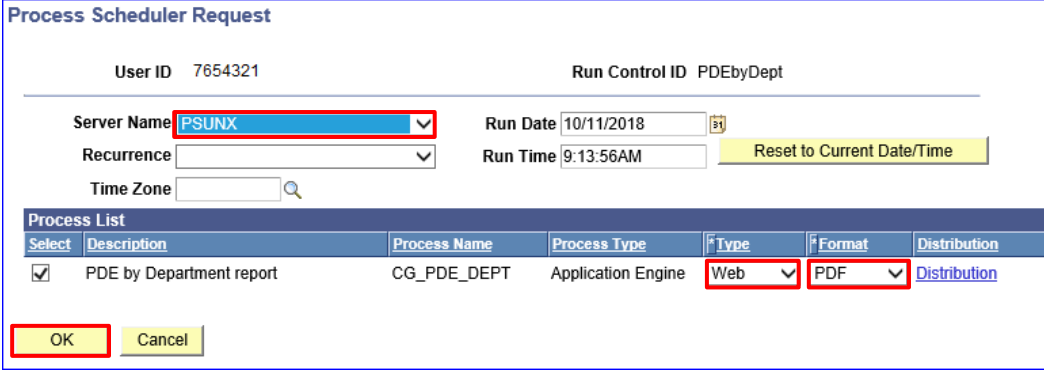
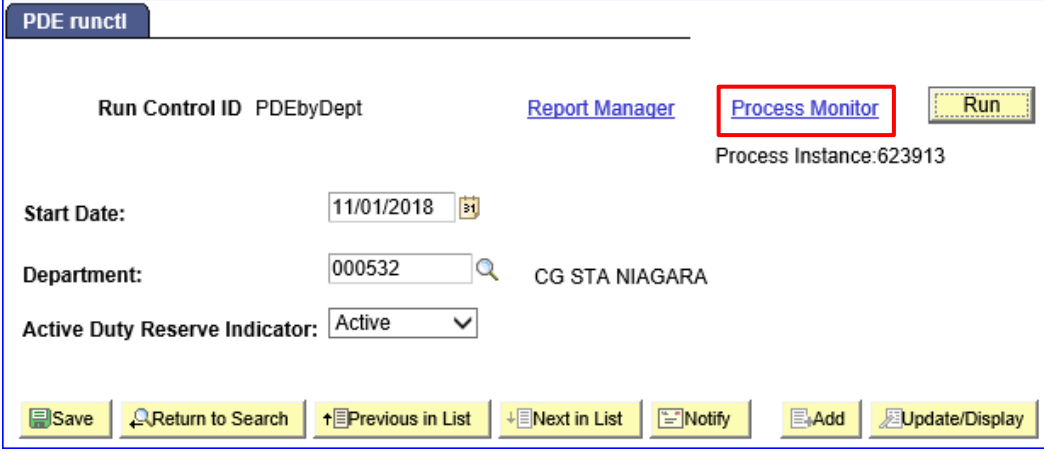
Procedures,
continued

Step	Action								
6	<p>Enter the Department ID number. A new report will need to be run for each department ID. From the drop-down, select the appropriate Active Duty Reserve Indicator. For example:</p> <table border="1" data-bbox="328 566 1310 719"> <thead> <tr> <th>If PDE is for the...</th> <th>Then Select</th> </tr> </thead> <tbody> <tr> <td>May SWE</td> <td>Active</td> </tr> <tr> <td>October RSWE</td> <td>Active Rsv</td> </tr> <tr> <td>November SWE</td> <td>Active</td> </tr> </tbody> </table>  <p>The screenshot shows the 'PDE runctf' interface. At the top, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there are input fields for 'Start Date' (11/01/2018), 'Department' (000532), and 'Active Duty Reserve Indicator' (Active). The 'Run' button is highlighted with a red border.</p>	If PDE is for the...	Then Select	May SWE	Active	October RSWE	Active Rsv	November SWE	Active
If PDE is for the...	Then Select								
May SWE	Active								
October RSWE	Active Rsv								
November SWE	Active								
7	<p>Click Run.</p>  <p>This screenshot is identical to the one in step 6, but the 'Run' button is highlighted with a red border, indicating it should be clicked.</p>								

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

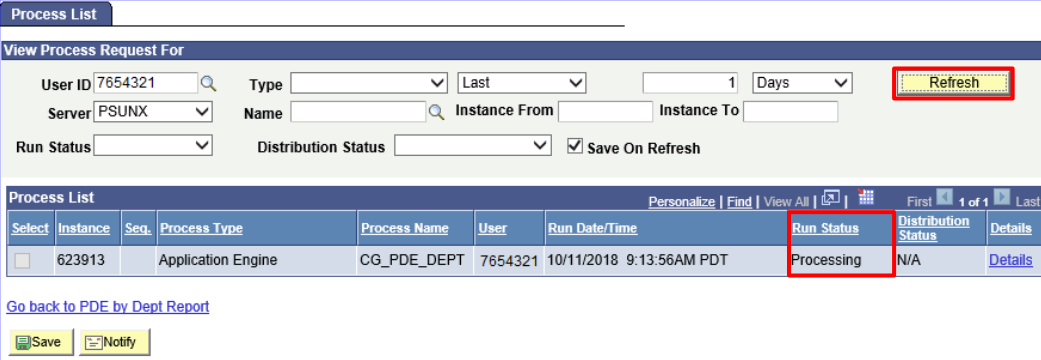
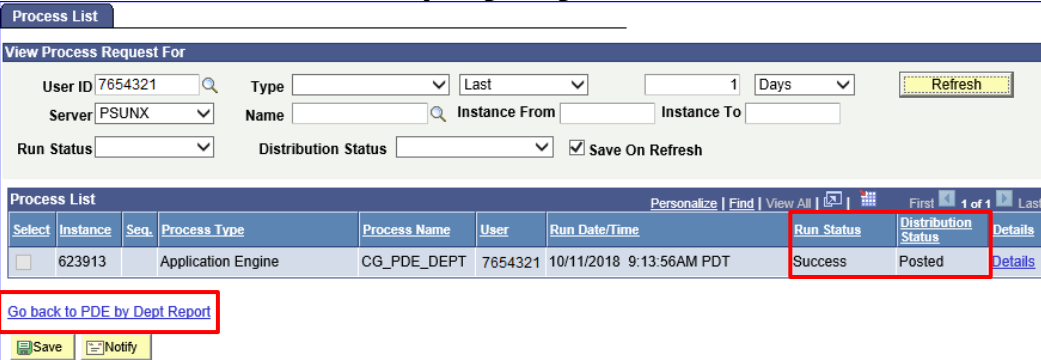
Procedures,
continued

Step	Action														
8	<p>The Process Scheduler Request will display. Using the drop-down, change the Server Name to PSUNX. Leave the *Type defaulted to Web and change the *Format to PDF. Click OK.</p>  <p>Process Scheduler Request</p> <p>User ID 7654321 Run Control ID PDEbyDept</p> <p>Server Name PSUNX Run Date 10/11/2018 Recurrence Recurrence Run Time 9:13:56AM Time Zone</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>PDE by Department report</td> <td>CG_PDE_DEPT</td> <td>Application Engine</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	PDE by Department report	CG_PDE_DEPT	Application Engine	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	PDE by Department report	CG_PDE_DEPT	Application Engine	Web	PDF	Distribution									
9	<p>The report parameters page will re-display with a Process Instance number. Click Process Monitor.</p>  <p>PDE runcntl</p> <p>Run Control ID PDEbyDept Report Manager Process Monitor Run</p> <p>Process Instance: 623913</p> <p>Start Date: 11/01/2018 Department: 000532 CG STA NIAGARA Active Duty Reserve Indicator: Active</p> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p>														

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

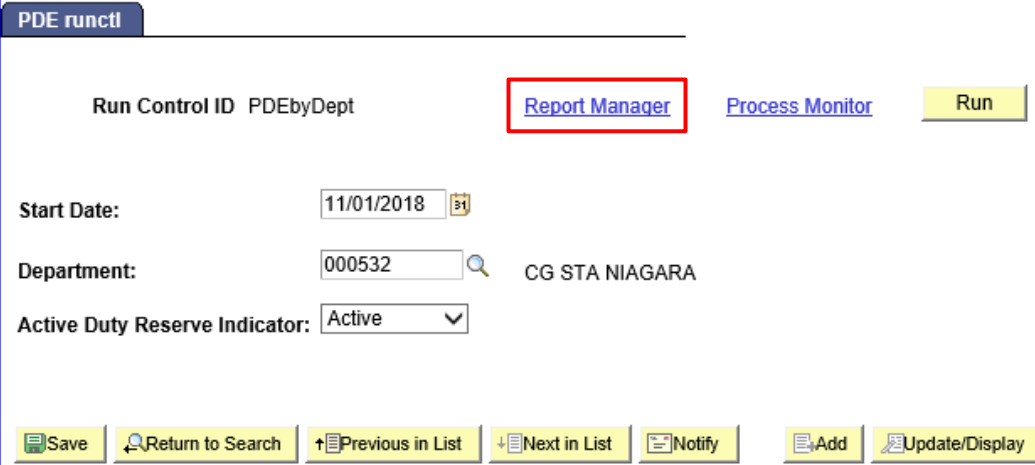
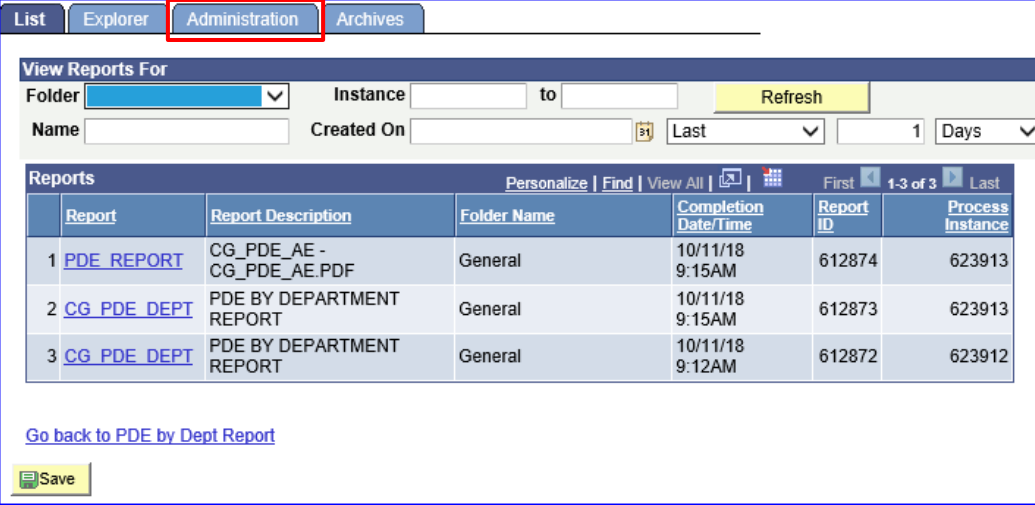
Procedures,
continued

Step	Action
<p>10</p>	<p>The Process List will display. The Run Status should initially indicate Queued or Processing. Click the Refresh button (this may take a few minutes/clicks depending on the size of the department) until the Run Status updates to Success.</p> <p>Note: If the Run Status shows No Success, you will need to exit the page and restart the report process (ensure you enter a valid date, Department ID, and appropriate Active Duty Reserve Indicator).</p>  <p>The screenshot shows the 'Process List' interface. At the top, there are search and filter options for 'View Process Request For', including 'User ID' (7654321), 'Type', 'Last', 'Days' (1), and a 'Refresh' button. Below this is a table with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains one row with Instance 623913, Process Type 'Application Engine', Process Name 'CG_PDE_DEPT', User '7654321', Run Date/Time '10/11/2018 9:13:56AM PDT', Run Status 'Processing', and Distribution Status 'N/A'. A 'Go back to PDE by Dept Report' link and 'Save'/'Notify' buttons are at the bottom.</p>
<p>11</p>	<p>Once the Run Status displays Success and the Distribution Status displays Posted, click Go back to PDE by Dept Report.</p>  <p>The screenshot shows the 'Process List' interface after a refresh. The 'Refresh' button is now disabled. The table row now shows Run Status 'Success' and Distribution Status 'Posted'. The 'Go back to PDE by Dept Report' link is highlighted with a red box.</p>

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

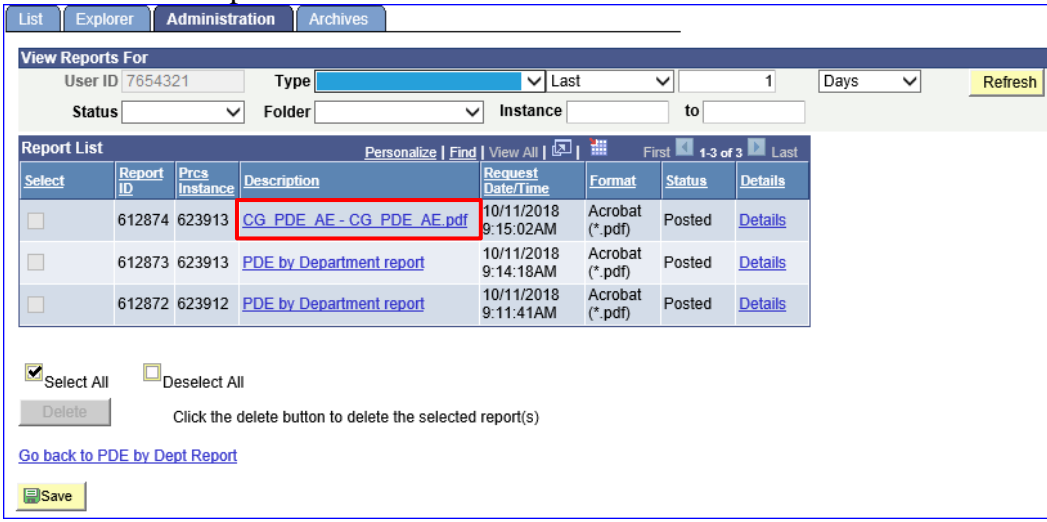
Procedures,
continued

Step	Action																								
12	<p>The report parameters page will re-display. Click Report Manager.</p> 																								
13	<p>A list of reports will display. Click the Administration tab.</p>  <table border="1" data-bbox="355 1173 1347 1391"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1 PDE REPORT</td> <td>CG_PDE_AE - CG_PDE_AE.PDF</td> <td>General</td> <td>10/11/18 9:15AM</td> <td>612874</td> <td>623913</td> </tr> <tr> <td>2 CG_PDE_DEPT</td> <td>PDE BY DEPARTMENT REPORT</td> <td>General</td> <td>10/11/18 9:15AM</td> <td>612873</td> <td>623913</td> </tr> <tr> <td>3 CG_PDE_DEPT</td> <td>PDE BY DEPARTMENT REPORT</td> <td>General</td> <td>10/11/18 9:12AM</td> <td>612872</td> <td>623912</td> </tr> </tbody> </table>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 PDE REPORT	CG_PDE_AE - CG_PDE_AE.PDF	General	10/11/18 9:15AM	612874	623913	2 CG_PDE_DEPT	PDE BY DEPARTMENT REPORT	General	10/11/18 9:15AM	612873	623913	3 CG_PDE_DEPT	PDE BY DEPARTMENT REPORT	General	10/11/18 9:12AM	612872	623912
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance																				
1 PDE REPORT	CG_PDE_AE - CG_PDE_AE.PDF	General	10/11/18 9:15AM	612874	623913																				
2 CG_PDE_DEPT	PDE BY DEPARTMENT REPORT	General	10/11/18 9:15AM	612873	623913																				
3 CG_PDE_DEPT	PDE BY DEPARTMENT REPORT	General	10/11/18 9:12AM	612872	623912																				

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action																																
14	<p>Select the PDE report link that ends with .PDF.</p>  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> Navigation tabs: List, Explorer, Administration, Archives Section: View Reports For Filters: User ID (7654321), Type (dropdown), Last (dropdown), 1 (input), Days (dropdown), Refresh button Form fields: Status (dropdown), Folder (dropdown), Instance (input), to (input) Report List table: <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>612874</td> <td>623913</td> <td>CG_PDE_AE - CG_PDE_AE.pdf</td> <td>10/11/2018 9:15:02AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>612873</td> <td>623913</td> <td>PDE by Department report</td> <td>10/11/2018 9:14:18AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>612872</td> <td>623912</td> <td>PDE by Department report</td> <td>10/11/2018 9:11:41AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Actions: Select All (checked), Deselect All, Delete button Text: Click the delete button to delete the selected report(s) Link: Go back to PDE by Dept Report Save button 	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	612874	623913	CG_PDE_AE - CG_PDE_AE.pdf	10/11/2018 9:15:02AM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	612873	623913	PDE by Department report	10/11/2018 9:14:18AM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	612872	623912	PDE by Department report	10/11/2018 9:11:41AM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details																										
<input type="checkbox"/>	612874	623913	CG_PDE_AE - CG_PDE_AE.pdf	10/11/2018 9:15:02AM	Acrobat (*.pdf)	Posted	Details																										
<input type="checkbox"/>	612873	623913	PDE by Department report	10/11/2018 9:14:18AM	Acrobat (*.pdf)	Posted	Details																										
<input type="checkbox"/>	612872	623912	PDE by Department report	10/11/2018 9:11:41AM	Acrobat (*.pdf)	Posted	Details																										

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action																																																																																																																																								
15	<p>All the existing PDEs for that department ID will open in a new window. It is very important for the members to verify all of the data within their PDE is correct. The PDE is broken out into 6 sections. See Steps 15 – 20 for a brief explanation of each section.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: left;">SWE PERSONAL DATA EXTRACT</td> <td colspan="2" style="text-align: right;">PRINT DATE: 10/11/2018</td> </tr> <tr> <td colspan="4" style="text-align: center;">SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018</td> </tr> <tr> <td>Name:</td> <td>Earp, Wynonna</td> <td>Employee ID:</td> <td>1234567</td> </tr> <tr> <td>Rank:</td> <td>MK2</td> <td>Department ID:</td> <td>000532 CG STA NIAGARA</td> </tr> <tr> <td>Exam Board Department ID:</td> <td>007510 SECTOR BUFFALO</td> <td>Candidate Status:</td> <td>ELIGIBLE</td> </tr> <tr> <td colspan="4" style="text-align: center;">Points/Dates/Time</td> </tr> <tr> <td>Points Start Date (PSD):</td> <td>2013-08-02</td> <td>Award Points up to SED:</td> <td>5</td> </tr> <tr> <td>SWE Eligibility Date (SED):</td> <td>2018-08-01</td> <td>EER Points up to SED:</td> <td>44.01</td> </tr> <tr> <td>Terminal Eligibility Date (TED):</td> <td>2019-07-01</td> <td>Active Duty Base Date:</td> <td>2010-03-01</td> </tr> <tr> <td>Date of Rank in Rating (DOR):</td> <td>2014-12-01</td> <td>Time in Rating up to TED:</td> <td>Yr: 4 Mo: 7 Day: 0</td> </tr> <tr> <td>Sea Time for Points up to SED:</td> <td>Yr: 0 Mo: 0</td> <td>Time in Service up to TED:</td> <td>Yr: 9 Mo: 4 Day: 0</td> </tr> <tr> <td>Surf Time for Points up to SED:</td> <td>Yr: 0 Mo: 0</td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">Evaluations</td> </tr> <tr> <td style="text-align: center;">Effective Date</td> <td style="text-align: center;">Competency Type</td> <td style="text-align: center;">Total Points</td> <td style="text-align: center;">Rating</td> </tr> <tr> <td>2018-04-30</td> <td>CON</td> <td>0</td> <td>S</td> </tr> <tr> <td>2018-04-30</td> <td>LEAD</td> <td>25</td> <td></td> </tr> <tr> <td>2018-04-30</td> <td>MIL</td> <td>12</td> <td></td> </tr> <tr> <td>2018-04-30</td> <td>PERF</td> <td>19</td> <td></td> </tr> <tr> <td>2018-04-30</td> <td>PROF</td> <td>23</td> <td></td> </tr> <tr> <td>2017-10-31</td> <td>CON</td> <td>0</td> <td>S</td> </tr> <tr> <td>2017-10-31</td> <td>LEAD</td> <td>37</td> <td></td> </tr> <tr> <td>2017-10-31</td> <td>MIL</td> <td>10</td> <td></td> </tr> <tr> <td>2017-10-31</td> <td>PERF</td> <td>50</td> <td></td> </tr> <tr> <td>2017-10-31</td> <td>PROF</td> <td>44</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">Creditable Awards</td> </tr> <tr> <td style="text-align: center;">Description</td> <td style="text-align: center;">Award Points</td> <td colspan="2" style="text-align: center;">Issue Date</td> </tr> <tr> <td>Army Achievement Medal</td> <td>2</td> <td colspan="2">2016-03-17</td> </tr> <tr> <td>CG Achievement Medal</td> <td>2</td> <td colspan="2">2016-03-07</td> </tr> <tr> <td>CG Good Conduct Medal</td> <td>1</td> <td colspan="2">2016-03-01</td> </tr> <tr> <td colspan="4" style="text-align: center;">Eligibility Results</td> </tr> <tr> <td colspan="4">YOUR MK1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 007510 - SECTOR BUFFALO LOCATED AT: 1 FUHRMANN BLVD, BUFFALO, NY. 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.</td> </tr> <tr> <td colspan="4" style="text-align: center;">PDE Verification</td> </tr> <tr> <td colspan="4">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.</td> </tr> <tr> <td colspan="2">Signature: _____</td> <td colspan="2">Date: _____</td> </tr> </table> </div>	SWE PERSONAL DATA EXTRACT		PRINT DATE: 10/11/2018		SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018				Name:	Earp, Wynonna	Employee ID:	1234567	Rank:	MK2	Department ID:	000532 CG STA NIAGARA	Exam Board Department ID:	007510 SECTOR BUFFALO	Candidate Status:	ELIGIBLE	Points/Dates/Time				Points Start Date (PSD):	2013-08-02	Award Points up to SED:	5	SWE Eligibility Date (SED):	2018-08-01	EER Points up to SED:	44.01	Terminal Eligibility Date (TED):	2019-07-01	Active Duty Base Date:	2010-03-01	Date of Rank in Rating (DOR):	2014-12-01	Time in Rating up to TED:	Yr: 4 Mo: 7 Day: 0	Sea Time for Points up to SED:	Yr: 0 Mo: 0	Time in Service up to TED:	Yr: 9 Mo: 4 Day: 0	Surf Time for Points up to SED:	Yr: 0 Mo: 0			Evaluations				Effective Date	Competency Type	Total Points	Rating	2018-04-30	CON	0	S	2018-04-30	LEAD	25		2018-04-30	MIL	12		2018-04-30	PERF	19		2018-04-30	PROF	23		2017-10-31	CON	0	S	2017-10-31	LEAD	37		2017-10-31	MIL	10		2017-10-31	PERF	50		2017-10-31	PROF	44		Creditable Awards				Description	Award Points	Issue Date		Army Achievement Medal	2	2016-03-17		CG Achievement Medal	2	2016-03-07		CG Good Conduct Medal	1	2016-03-01		Eligibility Results				YOUR MK1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 007510 - SECTOR BUFFALO LOCATED AT: 1 FUHRMANN BLVD, BUFFALO, NY. 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: _____	
SWE PERSONAL DATA EXTRACT		PRINT DATE: 10/11/2018																																																																																																																																							
SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018																																																																																																																																									
Name:	Earp, Wynonna	Employee ID:	1234567																																																																																																																																						
Rank:	MK2	Department ID:	000532 CG STA NIAGARA																																																																																																																																						
Exam Board Department ID:	007510 SECTOR BUFFALO	Candidate Status:	ELIGIBLE																																																																																																																																						
Points/Dates/Time																																																																																																																																									
Points Start Date (PSD):	2013-08-02	Award Points up to SED:	5																																																																																																																																						
SWE Eligibility Date (SED):	2018-08-01	EER Points up to SED:	44.01																																																																																																																																						
Terminal Eligibility Date (TED):	2019-07-01	Active Duty Base Date:	2010-03-01																																																																																																																																						
Date of Rank in Rating (DOR):	2014-12-01	Time in Rating up to TED:	Yr: 4 Mo: 7 Day: 0																																																																																																																																						
Sea Time for Points up to SED:	Yr: 0 Mo: 0	Time in Service up to TED:	Yr: 9 Mo: 4 Day: 0																																																																																																																																						
Surf Time for Points up to SED:	Yr: 0 Mo: 0																																																																																																																																								
Evaluations																																																																																																																																									
Effective Date	Competency Type	Total Points	Rating																																																																																																																																						
2018-04-30	CON	0	S																																																																																																																																						
2018-04-30	LEAD	25																																																																																																																																							
2018-04-30	MIL	12																																																																																																																																							
2018-04-30	PERF	19																																																																																																																																							
2018-04-30	PROF	23																																																																																																																																							
2017-10-31	CON	0	S																																																																																																																																						
2017-10-31	LEAD	37																																																																																																																																							
2017-10-31	MIL	10																																																																																																																																							
2017-10-31	PERF	50																																																																																																																																							
2017-10-31	PROF	44																																																																																																																																							
Creditable Awards																																																																																																																																									
Description	Award Points	Issue Date																																																																																																																																							
Army Achievement Medal	2	2016-03-17																																																																																																																																							
CG Achievement Medal	2	2016-03-07																																																																																																																																							
CG Good Conduct Medal	1	2016-03-01																																																																																																																																							
Eligibility Results																																																																																																																																									
YOUR MK1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 007510 - SECTOR BUFFALO LOCATED AT: 1 FUHRMANN BLVD, BUFFALO, NY. 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: _____																																																																																																																																							

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action																																										
16	<p>Section 1:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="4" style="text-align: center;">SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Name:</td> <td style="width: 20%;">Earp, Wynonna</td> <td style="width: 20%;">Employee ID:</td> <td style="width: 30%;">1234567</td> </tr> <tr> <td>Rank:</td> <td>MK2</td> <td>Department ID:</td> <td>000532 CG STA NIAGARA</td> </tr> <tr> <td>Exam Board Department ID:</td> <td>007510 SECTOR BUFFALO</td> <td>Candidate Status:</td> <td>ELIGIBLE</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Field</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>Member's name.</td> </tr> <tr> <td>Employee ID</td> <td>Member's employee ID number.</td> </tr> <tr> <td>Rank</td> <td>Member's current rate/paygrade.</td> </tr> <tr> <td>Department ID</td> <td>The department ID number and short title of member's unit.</td> </tr> <tr> <td>Exam Board Department ID</td> <td>The department ID number and short title of the unit where the member's SWE will be sent and administered.</td> </tr> <tr> <td>Candidate Status</td> <td>Indicates the member's eligibility status to take the SWE (Eligible or Not Eligible). The Eligibility Results section (section 5) of the PDE will provide further explanation of the member's eligibility status.</td> </tr> </tbody> </table>	SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018				Name:	Earp, Wynonna	Employee ID:	1234567	Rank:	MK2	Department ID:	000532 CG STA NIAGARA	Exam Board Department ID:	007510 SECTOR BUFFALO	Candidate Status:	ELIGIBLE	Field	Description	Name	Member's name.	Employee ID	Member's employee ID number.	Rank	Member's current rate/paygrade.	Department ID	The department ID number and short title of member's unit.	Exam Board Department ID	The department ID number and short title of the unit where the member's SWE will be sent and administered.	Candidate Status	Indicates the member's eligibility status to take the SWE (Eligible or Not Eligible). The Eligibility Results section (section 5) of the PDE will provide further explanation of the member's eligibility status.												
SWE PERSONAL DATA EXTRACT (PDE) SKI NOV 2018																																											
Name:	Earp, Wynonna	Employee ID:	1234567																																								
Rank:	MK2	Department ID:	000532 CG STA NIAGARA																																								
Exam Board Department ID:	007510 SECTOR BUFFALO	Candidate Status:	ELIGIBLE																																								
Field	Description																																										
Name	Member's name.																																										
Employee ID	Member's employee ID number.																																										
Rank	Member's current rate/paygrade.																																										
Department ID	The department ID number and short title of member's unit.																																										
Exam Board Department ID	The department ID number and short title of the unit where the member's SWE will be sent and administered.																																										
Candidate Status	Indicates the member's eligibility status to take the SWE (Eligible or Not Eligible). The Eligibility Results section (section 5) of the PDE will provide further explanation of the member's eligibility status.																																										
17	<p>Section 2:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="6" style="text-align: center;">Points/Dates/Time</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Points Start Date (PSD):</td> <td style="width: 15%;">2013-08-02</td> <td style="width: 20%;">Award Points up to SED:</td> <td colspan="3" style="width: 30%;">5</td> </tr> <tr> <td>SWE Eligibility Date (SED):</td> <td>2018-08-01</td> <td>EER Points up to SED:</td> <td colspan="3">44.01</td> </tr> <tr> <td>Terminal Eligibility Date (TED):</td> <td>2019-07-01</td> <td>Active Duty Base Date:</td> <td colspan="3">2010-03-01</td> </tr> <tr> <td>Date of Rank in Rating (DOR):</td> <td>2014-12-01</td> <td>Time in Rating up to TED:</td> <td>Yr: 4</td> <td>Mo: 7</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: 9</td> <td>Mo: 4</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):	2013-08-02	Award Points up to SED:	5			SWE Eligibility Date (SED):	2018-08-01	EER Points up to SED:	44.01			Terminal Eligibility Date (TED):	2019-07-01	Active Duty Base Date:	2010-03-01			Date of Rank in Rating (DOR):	2014-12-01	Time in Rating up to TED:	Yr: 4	Mo: 7	Day: 0	Sea Time for Points up to SED:	Yr: 0	Mo: 0	Time in Service up to TED:	Yr: 9	Mo: 4	Surf Time for Points up to SED:	Yr: 0	Mo: 0			
Points/Dates/Time																																											
Points Start Date (PSD):	2013-08-02	Award Points up to SED:	5																																								
SWE Eligibility Date (SED):	2018-08-01	EER Points up to SED:	44.01																																								
Terminal Eligibility Date (TED):	2019-07-01	Active Duty Base Date:	2010-03-01																																								
Date of Rank in Rating (DOR):	2014-12-01	Time in Rating up to TED:	Yr: 4	Mo: 7	Day: 0																																						
Sea Time for Points up to SED:	Yr: 0	Mo: 0	Time in Service up to TED:	Yr: 9	Mo: 4																																						
Surf Time for Points up to SED:	Yr: 0	Mo: 0																																									

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action	
17 (cont.)	Field	Description
	Points Start Date (PSD)	Start date from which the member will receive points for awards/sea/surf time. This date will normally be either the member's active duty base date, pay base date, or the first day following the eligibility date of the SWE from which the member was last advanced. If advanced since 01 Jan 2010, see the Points Start Date (PSD) Policy Explained for more information.
	SWE Eligibility Date (SED)	The deadline date for the current SWE cycle which the member MUST have completed all eligibility requirements by (May SWE – 1 February; Nov SWE – 1 August; Oct RSWE – 1 July).
	Terminal Eligibility Date (TED)	The date used to compute the member's time in service and time in rating/grade for eligibility and points.
	Date of Rank in Rating (DOR)	Date of member's last advancement to their current paygrade.
	Sea Time for Points up to SED	Years and months of sea time from 1 Feb 1994 or the member's PSD (whichever is later) up to the SED.
	Surf Time for Points up to SED	Years and months of surf time from the surfman competency date, the surf duty assignment date, 1 Jan 2000 or PSD (whichever is later), up to the SED.
	Award Points up to SED	The current number of points for creditable awards computed from the PSD up to the SED. Note: Awards entered into DA after the PDE's initial create date will automatically update on the PDE provided the award's effective date is on/prior to the SED.
	EER Points up to SED	The total point values of the EERs listed in the Evaluations section (section 3) of the PDE. Note: When EERs are submitted late, the member's EER points total on the PDE will not be recomputed until after the SWE but prior to the profile letters being released.
	Active Duty Base Date	Member's original or constructed active duty base date based on all periods of eligible service.
	Time in Rating up to TED	Time in current paygrade and rating computed up to the TED.
	Time in Service up to TED	Time in service (all branches) up to the TED.

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action																																																
<p>18</p>	<p>Section 3:</p> <table border="1" data-bbox="336 495 1382 853"> <thead> <tr> <th colspan="4" data-bbox="336 495 1382 528">Evaluations</th> </tr> <tr> <th data-bbox="336 528 580 562">Effective Date</th> <th data-bbox="580 528 1002 562">Competency Type</th> <th data-bbox="1002 528 1150 562">Total Points</th> <th data-bbox="1150 528 1382 562">Rating</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 562 580 595">2018-04-30</td> <td data-bbox="580 562 1002 595">CON</td> <td data-bbox="1002 562 1150 595">0</td> <td data-bbox="1150 562 1382 595">S</td> </tr> <tr> <td data-bbox="336 595 580 629">2018-04-30</td> <td data-bbox="580 595 1002 629">LEAD</td> <td data-bbox="1002 595 1150 629">25</td> <td data-bbox="1150 595 1382 629"></td> </tr> <tr> <td data-bbox="336 629 580 663">2018-04-30</td> <td data-bbox="580 629 1002 663">MIL</td> <td data-bbox="1002 629 1150 663">12</td> <td data-bbox="1150 629 1382 663"></td> </tr> <tr> <td data-bbox="336 663 580 696">2018-04-30</td> <td data-bbox="580 663 1002 696">PERF</td> <td data-bbox="1002 663 1150 696">19</td> <td data-bbox="1150 663 1382 696"></td> </tr> <tr> <td data-bbox="336 696 580 730">2018-04-30</td> <td data-bbox="580 696 1002 730">PROF</td> <td data-bbox="1002 696 1150 730">23</td> <td data-bbox="1150 696 1382 730"></td> </tr> <tr> <td data-bbox="336 730 580 763">2017-10-31</td> <td data-bbox="580 730 1002 763">CON</td> <td data-bbox="1002 730 1150 763">0</td> <td data-bbox="1150 730 1382 763">S</td> </tr> <tr> <td data-bbox="336 763 580 797">2017-10-31</td> <td data-bbox="580 763 1002 797">LEAD</td> <td data-bbox="1002 763 1150 797">37</td> <td data-bbox="1150 763 1382 797"></td> </tr> <tr> <td data-bbox="336 797 580 831">2017-10-31</td> <td data-bbox="580 797 1002 831">MIL</td> <td data-bbox="1002 797 1150 831">10</td> <td data-bbox="1150 797 1382 831"></td> </tr> <tr> <td data-bbox="336 831 580 864">2017-10-31</td> <td data-bbox="580 831 1002 864">PERF</td> <td data-bbox="1002 831 1150 864">50</td> <td data-bbox="1150 831 1382 864"></td> </tr> <tr> <td data-bbox="336 864 580 898">2017-10-31</td> <td data-bbox="580 864 1002 898">PROF</td> <td data-bbox="1002 864 1150 898">44</td> <td data-bbox="1150 864 1382 898"></td> </tr> </tbody> </table> <p data-bbox="336 891 1382 1003">The Evaluations section lists the current EERs which will be used to compute the “EER Points up to SED” total, which fall into a specific window of time as shown in article 3.A.7.b of reference (a).</p>	Evaluations				Effective Date	Competency Type	Total Points	Rating	2018-04-30	CON	0	S	2018-04-30	LEAD	25		2018-04-30	MIL	12		2018-04-30	PERF	19		2018-04-30	PROF	23		2017-10-31	CON	0	S	2017-10-31	LEAD	37		2017-10-31	MIL	10		2017-10-31	PERF	50		2017-10-31	PROF	44	
Evaluations																																																	
Effective Date	Competency Type	Total Points	Rating																																														
2018-04-30	CON	0	S																																														
2018-04-30	LEAD	25																																															
2018-04-30	MIL	12																																															
2018-04-30	PERF	19																																															
2018-04-30	PROF	23																																															
2017-10-31	CON	0	S																																														
2017-10-31	LEAD	37																																															
2017-10-31	MIL	10																																															
2017-10-31	PERF	50																																															
2017-10-31	PROF	44																																															
<p>19</p>	<p>Section 4:</p> <table border="1" data-bbox="336 1043 1382 1193"> <thead> <tr> <th colspan="3" data-bbox="336 1043 1382 1077">Creditable Awards</th> </tr> <tr> <th data-bbox="336 1077 1002 1111">Description</th> <th data-bbox="1002 1077 1150 1111">Award Points</th> <th data-bbox="1150 1077 1382 1111">Issue Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1111 1002 1144">Army Achievement Medal</td> <td data-bbox="1002 1111 1150 1144">2</td> <td data-bbox="1150 1111 1382 1144">2016-03-17</td> </tr> <tr> <td data-bbox="336 1144 1002 1178">CG Achievement Medal</td> <td data-bbox="1002 1144 1150 1178">2</td> <td data-bbox="1150 1144 1382 1178">2016-03-07</td> </tr> <tr> <td data-bbox="336 1178 1002 1211">CG Good Conduct Medal</td> <td data-bbox="1002 1178 1150 1211">1</td> <td data-bbox="1150 1178 1382 1211">2016-03-01</td> </tr> </tbody> </table> <p data-bbox="336 1234 1382 1350">The awards documented in the member’s awards record in DA with an effective date on or after the PSD up to the SED, which have point values as listed in article 3.A.3.f(2) of reference (a).</p>	Creditable Awards			Description	Award Points	Issue Date	Army Achievement Medal	2	2016-03-17	CG Achievement Medal	2	2016-03-07	CG Good Conduct Medal	1	2016-03-01																																	
Creditable Awards																																																	
Description	Award Points	Issue Date																																															
Army Achievement Medal	2	2016-03-17																																															
CG Achievement Medal	2	2016-03-07																																															
CG Good Conduct Medal	1	2016-03-01																																															
<p>20</p>	<p>Section 5:</p> <table border="1" data-bbox="336 1391 1382 1525"> <thead> <tr> <th data-bbox="336 1391 1382 1424">Eligibility Results</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1424 1382 1525">YOUR MK1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 007510 - SECTOR BUFFALO LOCATED AT: 1 FUHRMANN BLVD, BUFFALO, NY. 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.</td> </tr> </tbody> </table> <p data-bbox="336 1563 1382 1637">The Eligibility Results section will provide additional details of the member’s eligibility status.</p> <ul data-bbox="336 1637 1382 1832" style="list-style-type: none"> • If the member is Eligible, this section will indicate the exam board location. • If the member is Not Eligible, this section will provide a detailed reason(s) why the member is not eligible to take the SWE. If the ineligibility status is due to incorrect information on the PDE, corrections must be made prior to the deadline dates set by the ALCGENL or ALCGRSV message. 	Eligibility Results	YOUR MK1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 007510 - SECTOR BUFFALO LOCATED AT: 1 FUHRMANN BLVD, BUFFALO, NY. 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.																																														
Eligibility Results																																																	
YOUR MK1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 007510 - SECTOR BUFFALO LOCATED AT: 1 FUHRMANN BLVD, BUFFALO, NY. 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.																																																	

Continued on next page

Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action
21	<p data-bbox="336 463 472 495">Section 6:</p> <div data-bbox="336 495 1383 680" style="border: 1px solid black; padding: 5px;"> <p data-bbox="778 501 943 528" style="text-align: center;">PDE Verification</p> <p data-bbox="341 539 1347 618">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 data-bbox="341 647 884 674">Signature: _____</p> <p data-bbox="1050 647 1331 674" style="text-align: right;">Date: _____</p> </div> <p data-bbox="336 725 1347 864">The availability of online PDEs has made this section optional. PPC (ADV) recommends each command print the PDEs and require the member to review and sign the paper copy to ensure the PDE has been reviewed and the member is aware of their eligibility status.</p>
