

Servicewide Exam PDE by Member

Introduction This guide provides the procedures for a SPO or Personnel & Admin (P&A) Office to view and/or print a Personal Data Extract (PDE) by member 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.**

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Servicewide Exam PDE by Member, 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 SWE PDE option.</p> 

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Servicewide Exam PDE by Member, Continued

Procedures,
continued

Step	Action																					
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="328 495 1362 1167" style="border: 1px solid black; padding: 5px;"> <p>SWE PDE Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/> 🔍</p> <p>Board Type Code begins with ▼ <input type="text"/> 🔍</p> <p>Active Duty Reserve Indicator = ▼ <input type="text"/> ▼</p> <p>Board Candidate Status = ▼ <input type="text"/> ▼</p> <p>Board Month and Year (MMYY) begins with ▼ <input type="text"/></p> <p style="text-align: center;">Search Clear Basic Search 📄 Save Search Criteria</p> </div>																					
4	<p>The summary page will display with the member's information and eligibility status. Click Create Report.</p> <div data-bbox="328 1283 1177 1832" 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: 35%;">1234567</td> <td style="width: 35%;">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>45</td> <td></td> </tr> <tr> <td>Candidate Status:</td> <td>Eligible</td> <td></td> </tr> <tr> <td>Start Date:</td> <td>05/01/2025</td> <td></td> </tr> </table> <p style="text-align: center; margin-top: 10px;">Create Report</p> <p style="text-align: center; margin-top: 10px;">Return to Search</p> </div>	Empl ID:	1234567	Sparrow, Jack	Empl Record:	0		Board Type Code:	YN1		Active Duty Reserve Indicator:	A		Sequence Number:	45		Candidate Status:	Eligible		Start Date:	05/01/2025	
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Servicewide Exam PDE by Member, Continued

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5	<p>The member's PDE will open in a new window. It is very important for the member to verify all of the data within the PDE is correct. The PDE is broken out into 6 sections. See Steps 5 – 10 for a brief explanation of each section.</p> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="font-size: small;">SWE PERSONAL DATA EXTRACT FOR YN1 MAY 2025</td> <td colspan="2" style="text-align: right; font-size: small;">PRINT DATE: 2/6/2025</td> </tr> <tr> <th colspan="4" style="text-align: center; background-color: #f2f2f2;">SWE PERSONAL DATA EXTRACT (PDE) YN1 MAY 2025</th> </tr> <tr> <td style="width: 30%;">Name:</td> <td style="width: 20%;">*****</td> <td style="width: 20%;">Employee ID:</td> <td style="width: 30%;"></td> </tr> <tr> <td>Rank:</td> <td>YN2</td> <td>Department ID:</td> <td>006531 PPC RET & ANN SVCS BR</td> </tr> <tr> <td>Exam Board Department ID:</td> <td>000450 PAY AND PERSONNEL CENTER</td> <td>Candidate Status:</td> <td>ELIGIBLE</td> </tr> <tr> <th colspan="4" style="text-align: center; background-color: #f2f2f2;">Points/Dates/Time</th> </tr> <tr> <td>Points Start Date (PSD):</td> <td>2022-02-02</td> <td>Award Points up to SED:</td> <td>1</td> </tr> <tr> <td>SWE Eligibility Date (SED):</td> <td>2025-02-01</td> <td>Incentive Points up to SED:</td> <td>0</td> </tr> <tr> <td>Terminal Eligibility Date (TED):</td> <td>2026-01-01</td> <td>EER Points up to SED:</td> <td>43.94</td> </tr> <tr> <td>Date of Rank in Rating (DOR):</td> <td>2023-06-01</td> <td>Active Duty Base Date:</td> <td>2019-10-22</td> </tr> <tr> <td>Sea Time for Points up to SED:</td> <td>Yr: 0 Mo: 0</td> <td>Time in Rating up to TED:</td> <td>Yr: 2 Mo: 7 Day: 0</td> </tr> <tr> <td>Surf Time for Points up to SED:</td> <td>Yr: 0 Mo: 0</td> <td>Time in Service up to TED:</td> <td>Yr: 6 Mo: 2 Day: 9</td> </tr> <tr> <th colspan="4" style="text-align: center; background-color: #f2f2f2;">Evaluations</th> </tr> <tr> <th style="width: 20%;">Effective Date</th> <th style="width: 30%;">Competency Type</th> <th style="width: 20%;">Total Points</th> <th style="width: 30%;">Rating</th> </tr> <tr><td>2024-10-31</td><td>CON</td><td>0</td><td>S</td></tr> <tr><td>2024-10-31</td><td>LEAD</td><td>25</td><td></td></tr> <tr><td>2024-10-31</td><td>MIL</td><td>14</td><td></td></tr> <tr><td>2024-10-31</td><td>PERF</td><td>20</td><td></td></tr> <tr><td>2024-10-31</td><td>PROF</td><td>26</td><td></td></tr> <tr><td>2024-04-30</td><td>CON</td><td>0</td><td>S</td></tr> <tr><td>2024-04-30</td><td>LEAD</td><td>21</td><td></td></tr> <tr><td>2024-04-30</td><td>MIL</td><td>12</td><td></td></tr> <tr><td>2024-04-30</td><td>PERF</td><td>14</td><td></td></tr> <tr><td>2024-04-30</td><td>PROF</td><td>20</td><td></td></tr> <tr> <th colspan="4" style="text-align: center; background-color: #f2f2f2;">Creditable Awards</th> </tr> <tr> <th style="width: 60%;">Description</th> <th style="width: 20%;">Award Points</th> <th colspan="2" style="width: 20%;">Issue Date</th> </tr> <tr> <td>CG Good Conduct Medal</td> <td>1</td> <td colspan="2">2022-10-21</td> </tr> <tr> <th colspan="4" style="text-align: center; background-color: #f2f2f2;">Eligibility Results</th> </tr> <tr> <td colspan="4" style="font-size: x-small;">YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 000450 - PAY AND PERSONNEL CENTER LOCATED AT: 444 SE QUINCY ST, TOPEKA, KS. 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> <th colspan="4" style="text-align: center; background-color: #f2f2f2;">PDE Verification</th> </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. 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Servicewide Exam PDE by Member, Continued

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Procedures,
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Step	Action	
7 (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.	

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Step	Action																																																
<p>8</p>	<p>Section 3:</p> <table border="1" data-bbox="336 495 1351 840"> <thead> <tr> <th colspan="4">Evaluations</th> </tr> <tr> <th>Effective Date</th> <th>Competency Type</th> <th>Total Points</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>2024-10-31</td> <td>CON</td> <td>0</td> <td>S</td> </tr> <tr> <td>2024-10-31</td> <td>LEAD</td> <td>25</td> <td></td> </tr> <tr> <td>2024-10-31</td> <td>MIL</td> <td>14</td> <td></td> </tr> <tr> <td>2024-10-31</td> <td>PERF</td> <td>20</td> <td></td> </tr> <tr> <td>2024-10-31</td> <td>PROF</td> <td>26</td> <td></td> </tr> <tr> <td>2024-04-30</td> <td>CON</td> <td>0</td> <td>S</td> </tr> <tr> <td>2024-04-30</td> <td>LEAD</td> <td>21</td> <td></td> </tr> <tr> <td>2024-04-30</td> <td>MIL</td> <td>12</td> <td></td> </tr> <tr> <td>2024-04-30</td> <td>PERF</td> <td>14</td> <td></td> </tr> <tr> <td>2024-04-30</td> <td>PROF</td> <td>20</td> <td></td> </tr> </tbody> </table> <p>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	2024-10-31	CON	0	S	2024-10-31	LEAD	25		2024-10-31	MIL	14		2024-10-31	PERF	20		2024-10-31	PROF	26		2024-04-30	CON	0	S	2024-04-30	LEAD	21		2024-04-30	MIL	12		2024-04-30	PERF	14		2024-04-30	PROF	20	
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<p>9</p>	<p>Section 4:</p> <table border="1" data-bbox="336 1043 1351 1137"> <thead> <tr> <th colspan="3">Creditable Awards</th> </tr> <tr> <th>Description</th> <th>Award Points</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td>CG Good Conduct Medal</td> <td>1</td> <td>2022-10-21</td> </tr> </tbody> </table> <p>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	CG Good Conduct Medal	1	2022-10-21																																							
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<p>10</p>	<p>Section 5:</p> <table border="1" data-bbox="336 1364 1351 1494"> <thead> <tr> <th>Eligibility Results</th> </tr> </thead> <tbody> <tr> <td>YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 000450 - PAY AND PERSONNEL CENTER LOCATED AT: 444 SE QUINCY ST, TOPEKA, KS. 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>The Eligibility Results section will provide additional details of the member’s eligibility status.</p> <ul 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 YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 000450 - PAY AND PERSONNEL CENTER LOCATED AT: 444 SE QUINCY ST, TOPEKA, KS. 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.																																														
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Servicewide Exam PDE by Member, Continued

Procedures,
continued

Step	Action
11	<p data-bbox="336 461 472 495">Section 6:</p> <div data-bbox="336 495 1378 696" style="border: 1px solid black; padding: 5px;"> <p data-bbox="778 501 946 528" style="text-align: center;">PDE Verification</p> <p data-bbox="341 539 1358 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="341 647 887 674">Signature: _____</p> <p data-bbox="1051 647 1337 674" style="text-align: right;">Date: _____</p> </div> <p data-bbox="336 734 1347 880">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>
