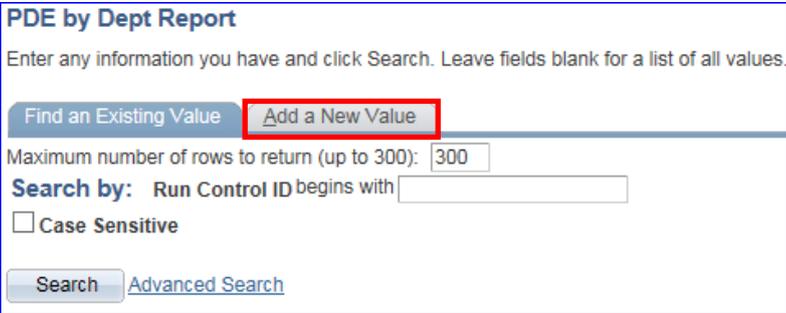
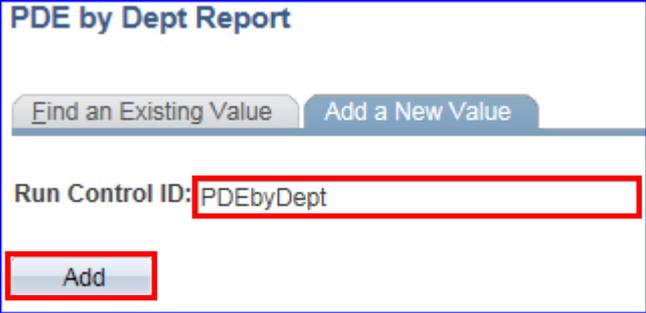


Personal Data Extracts (PDEs) by Department

Introduction This guide provides the procedures for running PDEs for a Department in Direct Access. The user must have the CGSSCMD user role to run this report.

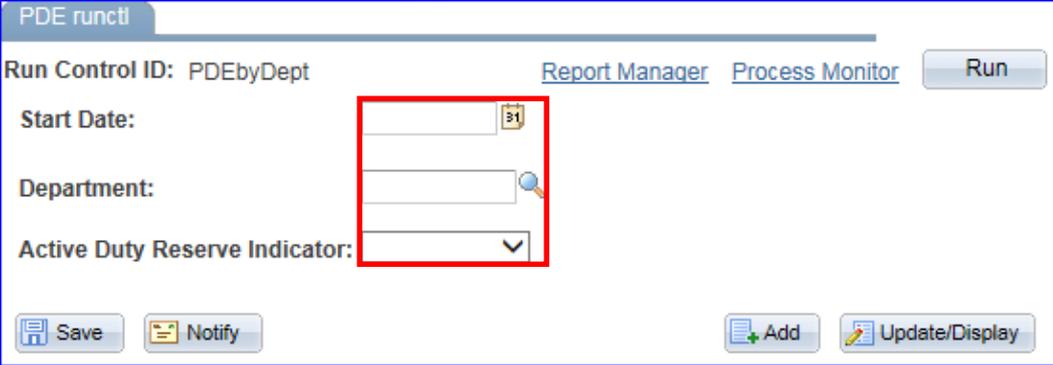
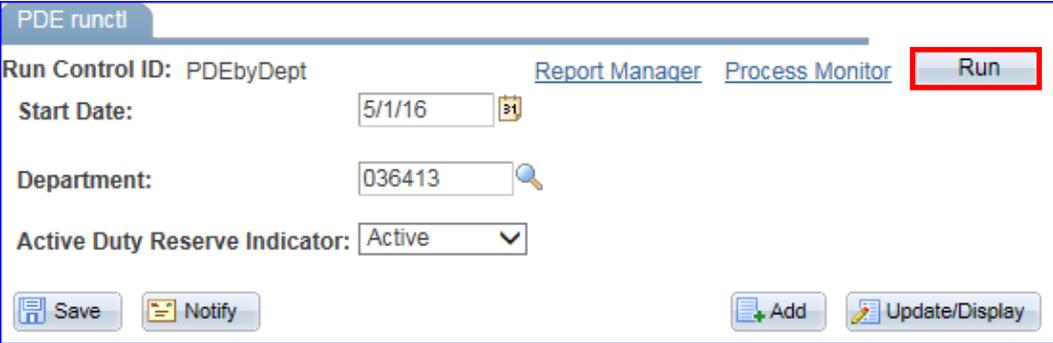
Procedures See below.

Step	Action
<p>1</p>	<p>Select the PDE by Dept link from the Self Service for Commands pagelet.</p>  <p>The screenshot shows a window titled "Self Service for Commands". Under the "Reports" section, there are several links: "Positions at a Department", "Member All Duty Report", "Member Info Report", "PDE by Dept" (highlighted with a red box), "SWE Profile Letter by Dept", "SWE Profile Letter by Member", and "SWE PDE". Under the "Use" section, there is a link for "Command Information".</p>
<p>2</p>	<p>Select the Add a New Value tab.</p>  <p>The screenshot shows the "PDE by Dept Report" search interface. It includes a search bar with the text "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the search bar are two tabs: "Find an Existing Value" and "Add a New Value" (highlighted with a red box). There is a field for "Maximum number of rows to return (up to 300):" with the value "300" entered. Below that is a "Search by:" field with the text "Run Control ID begins with" and an empty input field. There is also a "Case Sensitive" checkbox which is unchecked. At the bottom, there are "Search" and "Advanced Search" buttons.</p>
<p>3</p>	<p>Name the report something memorable for next time, then click Add.</p>  <p>The screenshot shows the "PDE by Dept Report" search interface. It includes the same search bar and tabs as in step 2. The "Add a New Value" tab is selected. Below the tabs is a field for "Run Control ID:" with the value "PDEbyDept" entered (highlighted with a red box). At the bottom, there is an "Add" button (highlighted with a red box).</p>

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Personal Data Extracts (PDEs) by Department, Continued

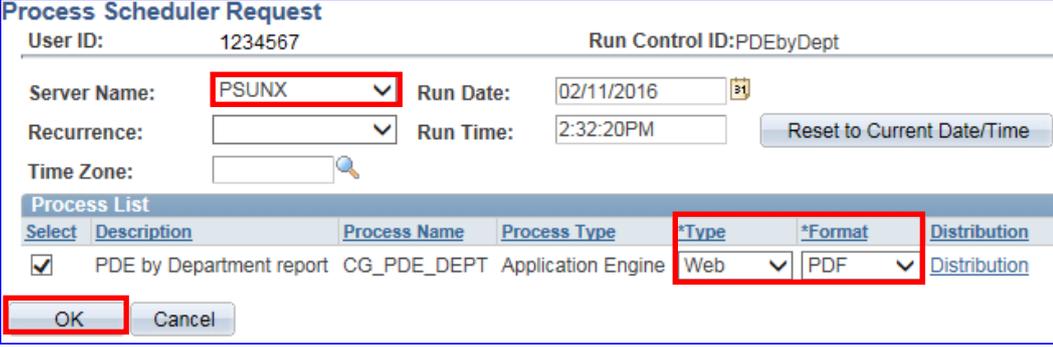
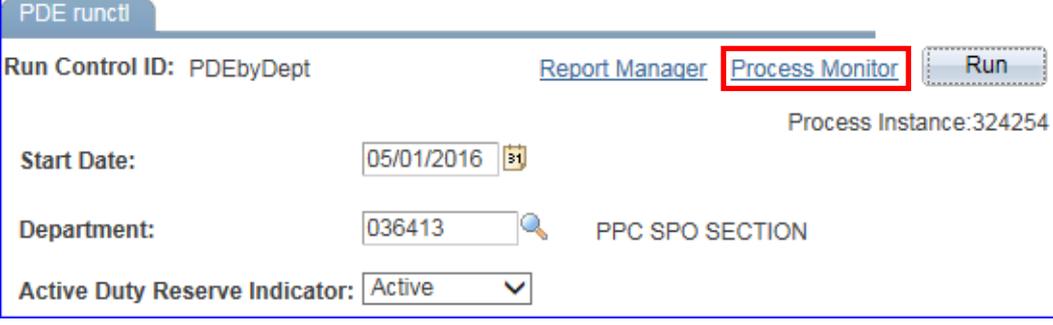
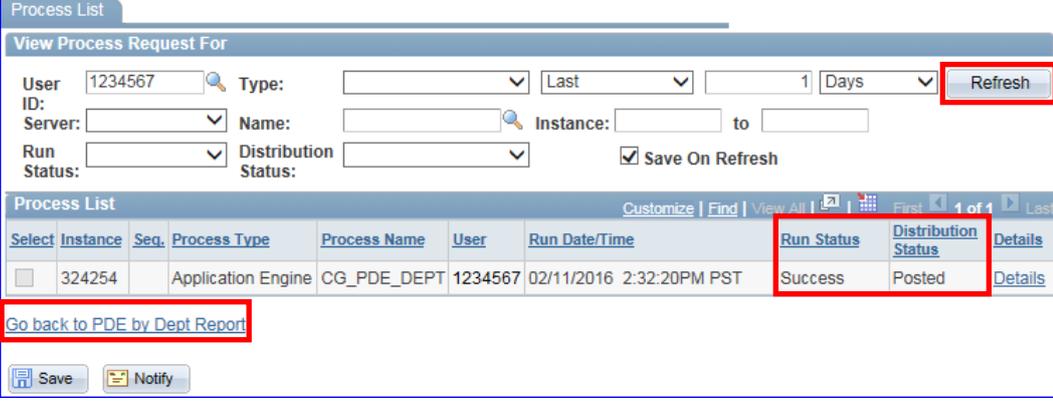
Procedures,
continued

Step	Action																
<p>4</p>	<p>The Report parameters will display.</p>  <p> Run Control ID: PDEbyDept Report Manager Process Monitor <input type="button" value="Run"/> </p> <p> Start Date: <input type="text"/> <input type="button" value="31"/> </p> <p> Department: <input type="text"/> <input type="button" value="Search"/> </p> <p> Active Duty Reserve Indicator: <input type="text" value="Active"/> <input type="button" value="v"/> </p> <p> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="+ Add"/> <input type="button" value="Update/Display"/> </p> <ul style="list-style-type: none"> • Enter the Start Date. It will always be the first day of the month of the SWE. For example: <table border="1" data-bbox="316 1003 805 1160"> <thead> <tr> <th>SWE</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>May SWE</td> <td>5/1/16</td> </tr> <tr> <td>October RSWE</td> <td>10/1/16</td> </tr> <tr> <td>November SWE</td> <td>11/1/16</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Enter the Department ID. This has to be run for each individual Department. • Select the appropriate Active Duty Reserve Indicator. (Inact Rsv is not used.) <table border="1" data-bbox="316 1272 1316 1429"> <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>	SWE	Start Date	May SWE	5/1/16	October RSWE	10/1/16	November SWE	11/1/16	If PDE is for the...	Then Select	May SWE	Active	October RSWE	Active Rsv	November SWE	Active
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<p>5</p>	<p>Now click Run.</p>  <p> Run Control ID: PDEbyDept Report Manager Process Monitor <input type="button" value="Run"/> </p> <p> Start Date: <input type="text" value="5/1/16"/> <input type="button" value="31"/> </p> <p> Department: <input type="text" value="036413"/> <input type="button" value="Search"/> </p> <p> Active Duty Reserve Indicator: <input type="text" value="Active"/> <input type="button" value="v"/> </p> <p> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="+ Add"/> <input type="button" value="Update/Display"/> </p>																

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Personal Data Extracts (PDEs) by Department, Continued

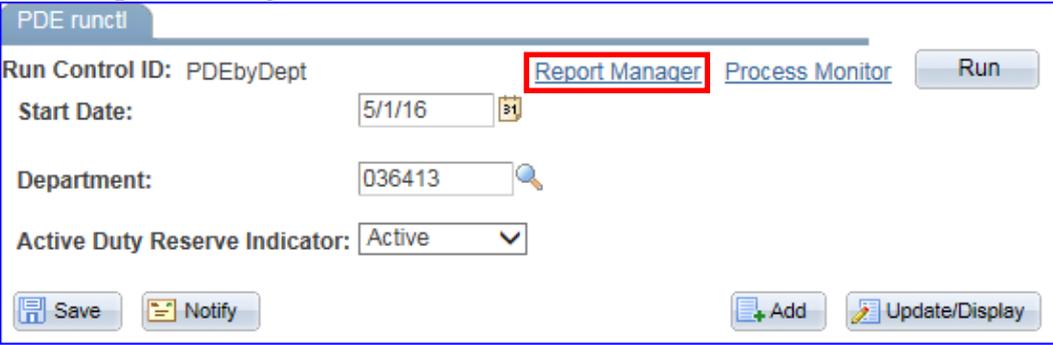
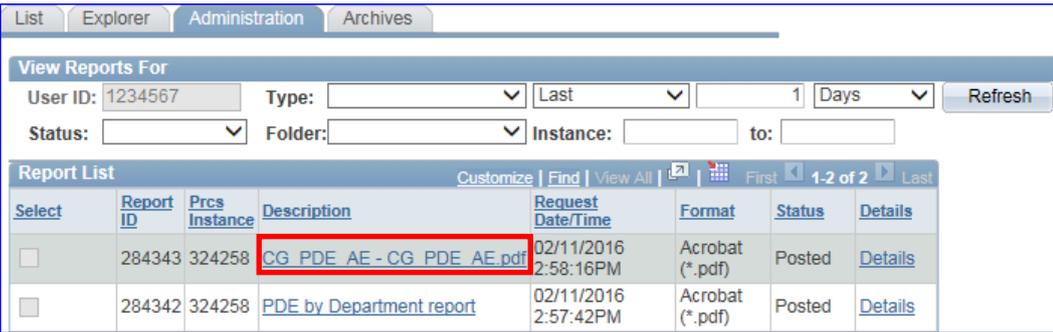
Procedures,
continued

Step	Action																				
6	<p>The Process Scheduler Request will display. Select PSUNX from the Server Name drop-down, leave the Type defaulted to Web and change the Format to PDF. Then click OK.</p>  <p>Process Scheduler Request User ID: 1234567 Run Control ID: PDEbyDept Server Name: PSUNX Run Date: 02/11/2016 Recurrence: Recurrence Run Time: 2:32:20PM Time Zone: Time Zone Process List <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> 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															
7	<p>Click on the Process Monitor link.</p>  <p>PDE runctrl Run Control ID: PDEbyDept Report Manager Process Monitor Run Process Instance: 324254 Start Date: 05/01/2016 Department: 036413 PPC SPO SECTION Active Duty Reserve Indicator: Active</p>																				
8	<p>Click the Refresh button until the Run Status displays “Success” and the Distribution Status displays “Posted”. Then click the Go back to PDE by Dept Report link.</p>  <p>Process List View Process Request For User ID: 1234567 Type: Last 1 Days Refresh Server: Name: Instance: to Run Status: Distribution Status: Save On Refresh <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>324254</td> <td></td> <td>Application Engine</td> <td>CG_PDE_DEPT</td> <td>1234567</td> <td>02/11/2016 2:32:20PM PST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> Go back to PDE by Dept Report Save Notify</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	324254		Application Engine	CG_PDE_DEPT	1234567	02/11/2016 2:32:20PM PST	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	324254		Application Engine	CG_PDE_DEPT	1234567	02/11/2016 2:32:20PM PST	Success	Posted	Details												

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Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action																								
<p>9</p>	<p>Click Report Manager.</p> 																								
<p>10</p>	<p>Select the link that ends with .PDF from the Administration tab.</p>  <table border="1" data-bbox="316 1102 1252 1272"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcls 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>284343</td> <td>324258</td> <td>CG_PDE_AE - CG_PDE_AE.pdf</td> <td>02/11/2016 2:58:16PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>284342</td> <td>324258</td> <td>PDE by Department report</td> <td>02/11/2016 2:57:42PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	284343	324258	CG_PDE_AE - CG_PDE_AE.pdf	02/11/2016 2:58:16PM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	284342	324258	PDE by Department report	02/11/2016 2:57:42PM	Acrobat (*.pdf)	Posted	Details
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Personal Data Extracts (PDEs) by Department, Continued

Procedures,
continued

Step	Action																																																																																																																																								
11	<p>All PDEs for that department will display in a new window.</p> <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: 2/11/2016</td> </tr> <tr> <td colspan="4" style="text-align: center;">SWE PERSONAL DATA EXTRACT (PDE) YN1 MAY 2016</td> </tr> <tr> <td>Name:</td> <td>JANET, JACKSON</td> <td>Employee ID:</td> <td>2222222</td> </tr> <tr> <td>Rank:</td> <td>YN2</td> <td>Department ID:</td> <td>036413 PPC SPO SECTION</td> </tr> <tr> <td>Exam Board Department ID:</td> <td>000450 CG PAY AND PERSONNEL CENTER</td> <td>Candidate Status:</td> <td>Not Eligible</td> </tr> <tr> <td colspan="4" style="text-align: center;">Points/Dates/Time</td> </tr> <tr> <td>Points Start Date (PSD):</td> <td>08/02/2014</td> <td>Award Points up to SED:</td> <td>2.00</td> </tr> <tr> <td>SWE Eligibility Date (SED):</td> <td>02/01/2016</td> <td>EER Points up to SED:</td> <td>45.5900</td> </tr> <tr> <td>Terminal Eligibility Date (TED):</td> <td>01/01/2017</td> <td>Active Duty Base Date:</td> <td>10/12/2010</td> </tr> <tr> <td>Date of Rank in Rating (DOR):</td> <td>09/01/2015</td> <td>Time in Rating up to TED:</td> <td>Yr: 1 Mo: 4 Day: 0</td> </tr> <tr> <td>Sea Time for Points up to SED:</td> <td>Yr: 0 Mo: 0 Day: 0</td> <td>Time in Service up to TED:</td> <td>Yr: 6 Mo: 2 Day: 19</td> </tr> <tr> <td>Surf Time for Points up to SED:</td> <td>Yr: 0 Mo: 0 Day: 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>10/31/2015</td> <td>CON</td> <td>0</td> <td>S</td> </tr> <tr> <td>10/31/2015</td> <td>LEAD</td> <td>44</td> <td></td> </tr> <tr> <td>10/31/2015</td> <td>MIL</td> <td>12</td> <td></td> </tr> <tr> <td>10/31/2015</td> <td>PERF</td> <td>52</td> <td></td> </tr> <tr> <td>10/31/2015</td> <td>PROF</td> <td>46</td> <td></td> </tr> <tr> <td>03/31/2015</td> <td>CON</td> <td>0</td> <td>S</td> </tr> <tr> <td>03/31/2015</td> <td>LEAD</td> <td>39</td> <td></td> </tr> <tr> <td>03/31/2015</td> <td>MIL</td> <td>12</td> <td></td> </tr> <tr> <td>03/31/2015</td> <td>PERF</td> <td>46</td> <td></td> </tr> <tr> <td>03/31/2015</td> <td>PROF</td> <td>47</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>CG Comdt Ltr of Comm Ribbon</td> <td>1.00</td> <td colspan="2">02/02/2015</td> </tr> <tr> <td>CG Comdt Ltr of Comm Ribbon</td> <td>1.00</td> <td colspan="2">10/01/2014</td> </tr> <tr> <td colspan="4" style="text-align: center;">Eligibility Results</td> </tr> <tr> <td colspan="4">As of 02/09/2016 you are not qualified for advancement due to the following reason(s):</td> </tr> <tr> <td colspan="4">-- COURSEBS-LAMS NOT Completed</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>	SWE PERSONAL DATA EXTRACT		PRINT DATE: 2/11/2016		SWE PERSONAL DATA EXTRACT (PDE) YN1 MAY 2016				Name:	JANET, JACKSON	Employee ID:	2222222	Rank:	YN2	Department ID:	036413 PPC SPO SECTION	Exam Board Department ID:	000450 CG PAY AND PERSONNEL CENTER	Candidate Status:	Not Eligible	Points/Dates/Time				Points Start Date (PSD):	08/02/2014	Award Points up to SED:	2.00	SWE Eligibility Date (SED):	02/01/2016	EER Points up to SED:	45.5900	Terminal Eligibility Date (TED):	01/01/2017	Active Duty Base Date:	10/12/2010	Date of Rank in Rating (DOR):	09/01/2015	Time in Rating up to TED:	Yr: 1 Mo: 4 Day: 0	Sea Time for Points up to SED:	Yr: 0 Mo: 0 Day: 0	Time in Service up to TED:	Yr: 6 Mo: 2 Day: 19	Surf Time for Points up to SED:	Yr: 0 Mo: 0 Day: 0			Evaluations				Effective Date	Competency Type	Total Points	Rating	10/31/2015	CON	0	S	10/31/2015	LEAD	44		10/31/2015	MIL	12		10/31/2015	PERF	52		10/31/2015	PROF	46		03/31/2015	CON	0	S	03/31/2015	LEAD	39		03/31/2015	MIL	12		03/31/2015	PERF	46		03/31/2015	PROF	47		Creditable Awards				Description	Award Points	Issue Date		CG Comdt Ltr of Comm Ribbon	1.00	02/02/2015		CG Comdt Ltr of Comm Ribbon	1.00	10/01/2014		Eligibility Results				As of 02/09/2016 you are not qualified for advancement due to the following reason(s):				-- COURSEBS-LAMS NOT Completed				PDE Verification				The member must verify all of the data on the PDE. 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