

# **Self Service for Command Servicewide Exam PDE by Member**



# View Servicewide Exam Personal Data Extract

## Introduction:

The PDE is provided to give the member a description of all the items in the database concerning their next servicewide exam cycle. It is updated prior to each active and reserve exam cycle. An message will be issued prior to each exam/appointment cycle. The message will include deadlines for PDE verification and correction.

The online PDE will display current available data for time in service, time in grade, and sea time. As a member completes their advancement eligibility requirements, the information is displayed on the PDE in real time. (e.g., A member's unit enters an award or a new employee review into Direct Access. When the member pulls up the online PDE, the PDE displays the current available data.) If the Coast Guard Institute updates a member's correspondence course file, the data will migrate to Direct Access and, when complete, display on the PDE.

Note: If there are changes to any data that effects eligibility status, the dated notes regarding the eligibility status will not display an update until the eligibility criteria is re-applied to the member.

See the Printing SWE PDE's by Department topic to print PDEs for all members at a unit.

## Procedure:

Start Internet Explorer, sign into Direct Access.

Step	Action
1	<p>Select the SWE PDE link in the Self Service for Commands group box</p> <p>Note: See Printing SWE PDE's by Department for the PDE by Dept instructions.</p>  <p>Enter the member's Employee ID (EmplID) number on the find an existing value page and click the Search button.</p>

Step	Action
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### SWE PDE

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:   

Board Type Code:   

Active Duty Reserve Indicator:

Board Candidate Status:

Board Month and Year (MMYY):

[Basic Search](#)



[Save Search Criteria](#)

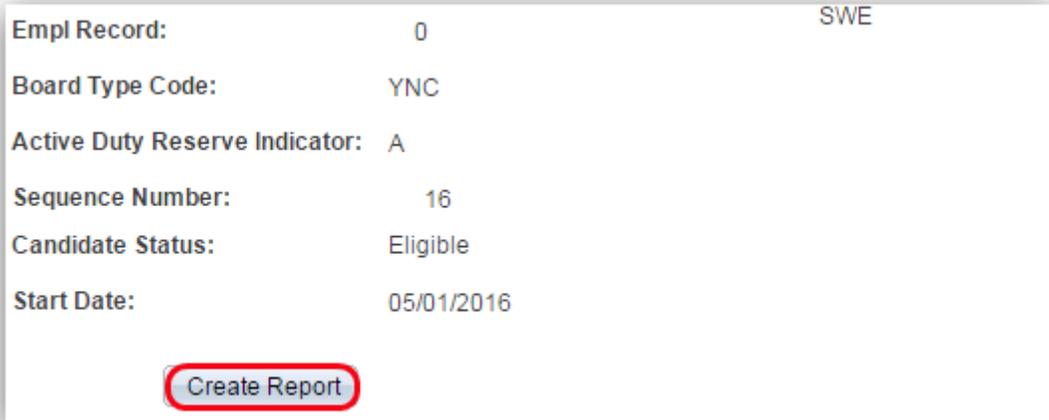
A list of PDEs for the member will display in the search results.

Board Type Code	Active Duty Reserve Indicator	Sequence Number	Board Candidate Status	Start Date
<a href="#">YNC</a>	<a href="#">Active</a>	<a href="#">16</a>	<a href="#">Eligible</a>	<a href="#">05/01/2016</a>
<a href="#">YNC</a>	<a href="#">Active</a>	<a href="#">15</a>	<a href="#">Not Elig</a>	<a href="#">05/01/2015</a>

First  1-2 of 2  Last

Click the link for the PDE you want to view.

**2** The summary will appear. Click the Create Report button:

Step	Action
	
3	<p>A new window will open and the PDE will display.</p> <p>Note: There is a brief delay while the system generates the file.</p> <p>Click the Internet Explorer Printer  Icon on the tool bar at the top of the window, or choose <b>File</b> &gt; <b>Print</b> from the menu bar to print the page.</p>
4	Verify the data (refer to the Field/Description table below for an explanation of the information on the PDE).
5	Mark requests for corrections, additions or change of exam board on the printout. Attach supporting documentation if available.
6	Have the member sign and date in the PDE verification section.
7	Make a copy for your unit files.
8	Forward the PDE printout to your Servicing Personnel Office (SPO).
9	Verify any requested corrections, by repeating the steps above, after the SPO acknowledges they have received and processed the PDE.

**PDE Field/Description Table:**

Field	Description
<b>Rate, Name</b>	Current rate and member's name (Last,First MI).
<b>EmpID</b>	Employee ID Number.
<b>Department ID</b>	Department ID and Name of unit for current assignment.
<b>Exam Board/</b>	The department ID and unit name for the unit where the exam will be administered. This is the unit to which your SWE will be sent. The unit must have an officer onboard to administer the exams. If the unit is incorrect notify PPC (ADV) by message or customer care ticket to correct the exam board ID. ID changes will be made by PPC (ADV) up to, but no later than, the established cutoff day for corrections to PDEs. After this date the unit ESO must coordinate the transfer of SWEs per the instruction book provided with the shipping package.
<b>Cand Status</b>	Candidate Status. Eligible or Not eligible will be displayed. If ineligible,

Field	Description
	<p>the reason(s) will be listed in the Eligibility Results section:</p> <p>If the member is ineligible due to CO's recommendation: This information is taken from the member's enlisted employee review. When a member receives a mark of recommended, a SWE can be sent if the member is otherwise qualified. Commands can change this recommendation if a member is marked not recommended to recommended by notifying PPC (ADV) by message. This change must be requested by the established cutoff date for corrections to members PDEs. A new evaluation should not be done for changing the CO recommendation. When a member transfers to a new command, the previous Approving Official and new Approving Official should confer with each other if a member's recommendation is in question or should be changed in order for a member to participate in the SWE process.  <b>Note:</b> The CO's recommendation can only be changed by the approving official who signed the original recommendation.</p> <p>If the member is ineligible due to insufficient sea time in rate: The minimum sea duty for advancement must be met by 1 February for the May SWE and 1 August for the November SWE. Waiver for this requirement will not be granted except in cases where the member is presently serving at sea or is under orders to sea duty and will meet the requirement prior to the Terminal Eligibility Date (TED, see below) for the given SWE. The member's command must request this waiver by message to PPC (ADV), info CGPSC(epm-2). For further guidance refer to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), Sect 3-A. This qualification is not required for reserves to participate in RSWE.</p> <p>If the member is ineligible due to incomplete courses: All required courses must be completed by 1 February for the May SWE, 1 August for the November SWE, and 30 June for the Reserve SWE. All requests for waivers of these deadlines will be sent via message to PPC (ADV). The criteria is published in the ALCGENL/ALCGRSV announcing the upcoming SWE/RSWE and its requirements. Members who take an End of Course Test (EOCT) within 1 week of the established deadline could have their PDE indicate courses incomplete. A copy of the course completion letter must be faxed to PPC(ADV). Waivers or deletions of any required course by CGPSC will be published in the ALCGENL/ALCGRSV announcing the upcoming SWE/RSWE. All personnel are encouraged to complete their required course(s) well in advance of the deadline.</p>
<b>POINTS START DATE (PSD):</b>	See <a href="http://www.uscg.mil/ppc/adv/PointStartDate.pdf">http://www.uscg.mil/ppc/adv/PointStartDate.pdf</a>
<b>SWE Eligibility Date (SED)</b>	SWE Eligibility Date (SED) is 1 February preceding the May SWE, 1 August for the November SWE, and 30 June for the Reserve SWE.
<b>Award Points up to SED</b>	Number of awards points listed for SWE computation. Only those awards with SWE point value are listed. Awards must be approved by SWE Eligibility Date (SED), which is 1 February preceding the May SWE, 1 August for the November SWE, and 30 June for the Reserve SWE.
<b>EER Points up</b>	Final Marks Multiple.

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Field	Description																								
<b>to SED</b>																									
<b>Terminal Eligibility Date (TED)</b>	<p>Terminal Eligibility Date. Used to compute Time in Service and Time in Rate points credit.</p> <ul style="list-style-type: none"> <li>• For the May SWE cycle the TED is 1 Jan of the following year.</li> <li>• For the Nov SWE cycle the TED is 1 Jul of the following year.</li> <li>• For the Reserve SWE the TED is 1 Jan of the following year.</li> </ul>																								
<b>Time in Service up to TED</b>	<p>Time in Service (computed through the Terminal Eligibility Date (TED), see below). All time in service requirements are calculated <u>to</u> the Terminal Eligibility Date (TED) from the Active Duty Base Date (ADBBD) for active duty, and from the Pay Base Date (PBD) for reserve.</p> <ul style="list-style-type: none"> <li>• For the May SWE cycle the TED is 1 Jan of the following year.</li> <li>• For the Nov SWE cycle the TED is 1 Jul of the following year.</li> <li>• For the Reserve SWE the TED is 1 Jan of the following year.</li> </ul> <p>For computation purposes use the 30<sup>th</sup> of the month preceding TED (even if other than the 30<sup>th</sup>), as shown below.</p> <table border="0"> <tr> <td>May</td> <td>2001 01 01 (TED)</td> <td>Nov</td> <td>2001 07 01 (TED)</td> <td>RES</td> <td>2001 01 01 (TED)</td> </tr> <tr> <td></td> <td>2000 12 30</td> <td></td> <td>2001 06 30</td> <td></td> <td>2000 12 30</td> </tr> <tr> <td></td> <td>1985 05 25</td> <td></td> <td>1985 05 25</td> <td></td> <td>1982 05 20</td> </tr> <tr> <td></td> <td>15 07 06</td> <td></td> <td>16 01 06</td> <td></td> <td>18 07 11</td> </tr> </table> <p>One inclusive day has been added to each computation.                      Minimum Active Duty needed for advancement to:                      E9 At least 12 years                      E8 At least 10 years</p> <p>Reserve TIS calculations:</p> <p>All reserve members competing for E7/E8/E9 must have 2 years of pay status remaining to sit for the Reserve SWE, and cannot be within 2 years of their 30 year PBD anniversary or reaching their maximum age for mandatory retirement of age sixty (60). Calculate from member's PBD to TED.</p> <p>E9 At least 12 years cumulative service in the Armed Forces as of TED. The 6 year period immediately preceding must be Coast Guard service in SELRES.</p> <p>E8 At least 10 years cumulative service in the Armed Forces as of TED. The 4 year period immediately preceding must be Coast Guard service in SELRES.</p>	May	2001 01 01 (TED)	Nov	2001 07 01 (TED)	RES	2001 01 01 (TED)		2000 12 30		2001 06 30		2000 12 30		1985 05 25		1985 05 25		1982 05 20		15 07 06		16 01 06		18 07 11
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	2000 12 30		2001 06 30		2000 12 30																				
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	15 07 06		16 01 06		18 07 11																				
<b>Active Duty Base Date (ADBBD)</b>	Active Duty Base Date.																								
<b>Time in Rating up to TED</b>	Time in Rate (computed through the Terminal Eligibility Date (TED), see below). Time in rate requirements are calculated from the member's Date of Rank to the TED for the given SWE cycle. If a member is																								

Field	Description
	<p>reduced and later advanced, TIR is calculated from the date of the most recent advancement. The time prior to the reduction is lost. Refer to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), Sec. 3-A, for further guidance.</p> <p>MAY 2001 01 01(TED) NOV 2001 07 01(TED) RES 2001 01 01(TED)  2000 12 30 2001 06  30 2000 12 30  1995 02 01 1995 02  01 1990 09 01  05 11 00 06 05  00 10 04 00</p> <p>One inclusive day has been added to each computation.  All members must meet the minimum TIR requirements in order to participate in the SWE process.  E-9 24 months in paygrade E-8  E-8 24 months in paygrade E-7  E-7 24 months in paygrade E-6  E-6 12 months in paygrade E-5  E-5 06 months in paygrade E-4</p>
<b>Date of Rank in Rating (DOR)</b>	Date of Rank in current rate
<b>Sea Time/Surf Time for Points up to SED</b>	<p>Credit for each full month of Coast Guard sea/surf duty earned, not to exceed 1 point per year,</p> <p>or 0.083 points per full month with a max of 15 points in a career.</p> <p>Combined points for sea duty and surf duty may not exceed 30 points in a career.</p>
<b>Evaluations</b>	This area contains the evaluations used to calculate points for the SWE cycle. If an evaluation is not listed, a member is ineligible for the SWE. The ALCGENL or ALCGRSV announcing the upcoming SWE will list the evaluation period for each paygrade. Refer to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), Sec. 3-A, for further guidance.
<b>Creditable Awards</b>	Lists awards for SWE computation. Only those awards with SWE point value are listed. Awards must be approved by 1 February preceding the May SWE, 1 August for the November SWE, and 30 June for the Reserve SWE.
<b>Eligibility Results</b>	Will list reason(s) not qualified to participate in the exam cycle or the type of exam and exam board location where the SWE will be sent.