

Verifying Personal Data Extract (PDE) 13-5.01-P

VERIFY the accuracy of your electronic PDE for the following, as presented in the E-PME Study Guide

- Time In Service
- Time in Pay Grade
- Award Points
- Creditable Sea Time
- Performance Evaluation
- Commanding Officer's Recommendation
- Completion of End of Course Test

***Verifying Personal
Data Extract
Accuracy***

The Personnel Support Center (PSC) coordinates the Servicewide Exam (SWE) process. They provide information to SWE candidates, adjudicate waiver requests, distribute the exam's score and the results, and publish the advancement eligibility list.

PDEs not reviewed may contain incomplete or inaccurate information that could prevent a member from being eligible for the SWE.

Each cycle, members discover (usually after exam results have been published) that they're not ranked where they thought they should be. This could be because they didn't get proper credit for awards, sea duty, or any number of other factors that help determine where the member stands on the advancement list.

PDEs are available in Direct Access.

***Verifying Personal
Data Extract
Accuracy
(continued)***

The PDE includes:

- Evidence of a CO's recommendation
- Any awards received
- Data from the enlisted evaluations
- An indication as to whether the member has sufficient sea duty
- Creditable sea time
- Time in service and rate
- End of course test results
- Relevant qualification codes
- Eligibility status

It is to your benefit that the information in the PDE be complete and accurate. Most of the problems relative to the PDE involve:

- Inaccuracy in sea duty points
- Missing data
- Missing award points

Many members fail to carefully review their PDE before signing. Attempts to later correct the PDE can be a lengthy process and, many times, the corrections fail to be properly and timely included.

***Verifying Your
Electronic PDE***

For this performance requirement, you need to verify the accuracy of your electronic PDE in the areas specified below. After completing this requirement, inform your supervisor of this action.

Time in Service

Ensure that your length of time in the Service is accurate. Be sure to include any applicable time served with another military branch. The following does NOT count as time served and must be deducted:

- Absence over leave, absence without leave, desertion
 - Absence from duty due to misconduct, to include injury, disease, or sickness resulting from excessive use of alcohol or drugs
 - Absence from duty due to arrest and serving sentence imposed by either civil or military authorities. However, if the arrest results in no conviction, time spent under arrest is NOT deductible.
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Award Points

Be sure that all the awards you received are credited as this area is often overlooked.

Creditable Sea Time The Commandant defines sea duty for this purpose. Since this is another area that is very often lax, ensure that you are credited for ALL the sea time you served.

Enlisted Employee Review Be sure to verify accuracy of the information and date of your last employee review. These evaluations scores can impact your SWE TBD (get chart).

Time in Pay Grade Check to see that the time recorded is correct.

Time in pay grade should only include your current rating and not just your pay grade. For example, if you were a YN3/E4 and are now a BM3/E4 going up for BM2, the time in grade only reflects time as a BM3 and not time as a YN3, even though you are an E4.

Commanding Officer's Recommendation Be sure that any CO recommendations you received are included in the document.

Completion of EOCT To be eligible for the SWE, you must have successfully completed the End of Course Test (EOCT). Be sure the PDE indicates this.

EPQs/E-PME Requirements *This element of the PDE is currently under development.*

When you have completed Enlisted Personnel Qualifications and/or Enlisted Professional Military Education Requirements, be sure your PDE includes this information.
