

## Accessing/Printing Unit Members PDE's

Field units now have the capability to view/print PDE's for their enlisted members. Once PSC(ADV) creates PDE's for a SWE cycle, the unit may follow the below steps. This process is available to DA users with "Self Service for Commands" access level and may be used on a For Official Use Only (FOUO) basis. The first method is to access a single PDE for an individual. The second is to run a report containing PDE's for members of a department or an entire command. Questions on these processes may be mailed to PSC-DG-ADV in MS Outlook Global.

### Accessing a PDE for an Individual

Follow the DA breadcrumbs: Home>Self Service>Self Service for Commands>Use>PDE. The below screen will appear:

[Home](#) > [Self Service](#) > [Self Service for Commands](#) > [Use](#) > **SWE PDE**

#### SWE PDE

---

#### Find an Existing Value

EmpID:	<input type="text"/>
Active Duty Reserve Indicator:	<input type="text" value="v"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Social Security #:	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/> <a href="#">Basic Search</a>

Complete any of the search options to bring up the members online PDE.

## Printing SWE PDE's by Department

PSC (ADV) will continue to print and mail PDE's to units for each SWE cycle. Eventually units may be given the option to receive printed PDE's from PSC or print their own. To print PDE's follow the below steps.

1. Log into DA using breadcrumbs: Home>Self Service>Self Service for Commands>Reports>PDE by Dept Report. The following screen will appear:

[Home](#) > [Self Service](#) > [Self Service for Commands](#) > [Reports](#) > **PDE By Dept Report**

### PDE by Department

<b>User:</b> DROSE	
<b>Report Parameter(s)</b>	
<b>Enter Department ID:</b> <input type="text"/> <input type="button" value="Q"/>	
<a href="#">View related subdepartments</a>	
<b>SWE Cycle</b> Active Duty MAY 2007	<b>Output Destination</b> <input checked="" type="radio"/> <b>Web</b> <input type="radio"/> <b>Email to</b> drose@hrrsic.uscg.mil

Note: The box titled "SWE Cycle" will show which SWE PDE's are currently available. Only PDE's for the current SWE cycle will be available. Review the SWE Announcement message for PDE availability date.

2. Select an output destination. The box titled Output Destination will give a choice of having the PDE's sent to a web page for printing or directly to your email inbox. Note that it will show your email address. If this is not current, update your address in your DA personal profile section in your self service area. This tutorial will give directions for using the web option. If you use the email option a file will be sent to your email containing a PDF file of the PDE's. However, if there are more than 50 PDE's you must use the web option because DA will not email a file larger than 50.

3. Enter Department ID field. This program uses department ID's rather than OPFAC's. A unit has only one OPFAC but may have numerous departments each with its own number. Each member is assigned to a department within a unit. Each unit also has a main or master department which will include all its sub-departments. So the main department ID may be selected to print all PDE's for the command, or individual

departments may be selected. If you know the department ID, type it in the “Enter Department ID” field shown on the above screen shot. If you don’t, click the lookup icon next to the empty field. The following screen will appear:

[Home](#) > [Self Service](#) > [Self Service for Commands](#) > [Reports](#) > **PDE By Dept Report** [New!](#)

### Lookup Enter Department ID

SetID: AUSCG

Department:

Description:

Company:

Location SetID:

Location Code:

Budget with Department:

Administrative Target Unit:

Operational Facility Code:

Department Type Code:

[Basic Lookup](#)

#### Search Results

[View All](#) First  1-8 of 8  Last

Department	Description	Company	Location SetID	Location Code	Administrative Target Unit	Operational Facility Code	Department Type Code
<a href="#">004084</a>	<a href="#">CG DAR PETALUMA</a>	<a href="#">CGA</a>	<a href="#">POSTL</a>	<a href="#">CA0230</a>	<a href="#">33</a>	<a href="#">75160</a>	<a href="#">MLC</a>
<a href="#">004881</a>	<a href="#">CG ESD PETALUMA</a>	<a href="#">CGA</a>	<a href="#">POSTL</a>	<a href="#">CA0303</a>	<a href="#">33</a>	<a href="#">53740</a>	<a href="#">ESD</a>
<a href="#">000500</a>	<a href="#">CG TRACEN PETALUMA</a>	<a href="#">CGA</a>	<a href="#">POSTL</a>	<a href="#">CA0044</a>	<a href="#">74</a>	<a href="#">61200</a>	<a href="#">TRACEN</a>
<a href="#">004082</a>	<a href="#">CG TRACEN PETALUMA - T</a>	<a href="#">CGA</a>	<a href="#">POSTL</a>	<a href="#">CA0229</a>	<a href="#">74</a>	<a href="#">66107</a>	<a href="#">UNDEFINED</a>
<a href="#">004502</a>	<a href="#">CGIS DET PETALUMA</a>	<a href="#">CGA</a>	<a href="#">POSTL</a>	<a href="#">CA0272</a>	<a href="#">47</a>	<a href="#">77100</a>	<a href="#">CGIS</a>
<a href="#">004433</a>	<a href="#">DD - ARMORY PETALUMA</a>	<a href="#">CGA</a>	<a href="#">POSTL</a>	<a href="#">CA0268</a>	<a href="#">21</a>	<a href="#">75150</a>	<a href="#">ARMORY DET</a>
<a href="#">006123</a>	<a href="#">DD TRACEN PETALUMA</a>	<a href="#">CGA</a>	<a href="#">POSTL</a>	<a href="#">CA0044</a>	<a href="#">60</a>	<a href="#">60100</a>	<a href="#">ACADEMY</a>
<a href="#">002371</a>	<a href="#">TRACEN PETALUMA PERSRU</a>	<a href="#">CGA</a>	<a href="#">POSTL</a>	<a href="#">CA0044</a>	<a href="#">74</a>	<a href="#">61200</a>	<a href="#">TRACEN</a>

4. On this screen you will look up the department ID. The above example shows a search being done using the “description” field by typing part of a name of a unit with a % on each end. This will search for any unit with these letters in it. You may then select a department ID from the list produced at the bottom. In this example “CG TRACEN PETALUMA” is the parent command for the other TRACEN Petaluma departments. Selecting the parent command will print PDE’s for all sub-departments. Or each sub-department may be selected individually. A search for department ID’s can also be done using the OFPAC or any other field. Click on the department ID link and the next screen will appear:

## PDE by Department

<b>User:</b> DROSE	
<b>Report Parameter(s)</b>	
<b>Enter Department ID:</b> <input type="text" value="000500"/> <input type="button" value="🔍"/>	CG TRACEN PETALUMA 74 61200
<a href="#">View related subdepartments</a>	
<b>SWE Cycle</b> Active Duty MAY 2007	<b>Output Destination</b> <input checked="" type="radio"/> Web <input type="radio"/> Email to drose@hrsic.uscg.mil

**Run Report**

5. If the screen shows the correct department, click the yellow “Run Report” button at the bottom left. The next screen will appear.

Report List

<b>View Reports For</b>			
<b>UserID:</b> <input type="text" value="DROSE"/>	<b>Process Type:</b> <input type="text"/>		
<b>Status:</b> <input type="text"/>	<b>Last:</b> <input type="text" value="20"/> <input type="text" value="Days"/>	<input type="button" value="Refresh"/>	

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4387227	4459088	USCG PDE Letter	03/21/2007 15:02:13	Acrobat (*.pdf)	Processing	<a href="#">Details</a>

**Delete** Click the delete button to delete the selected report(s)

**Save**

6. When the above screen appears, you can click the drop down menu of the “Status” field and select a blank from the list, then click the yellow refresh button. It should then show the report status. The above sample shows a status of “processing” on the lower right of the screen. You may continue to click the refresh button until it shows “posted”.

Once it does, click the “view” link at the lower right of the screen. The next screen will show:



---

<b>Instance:</b>	4459088	<b>Type:</b>	SQR Report
<b>Name:</b>	CGPDEALL	<b>Run Cntl ID:</b>	PDE_0507_000500dept_15.02.17
<b>Status:</b>	Success	<b>Submitted By:</b>	DROSE
<b>Server:</b>	PSUNX	<b>Recurrence:</b>	

---

## USCG PDE Letter

Name	File Size	File Creation Date
<a href="#">Message Log</a>	1364 bytes	2007-03-21 15:04:20
<a href="#">Trace File</a>	0 bytes	2007-03-21 15:02:33
<a href="#">cgpdeall_4459088.PDF</a>	523374 bytes	2007-03-21 15:04:20

7. Click on the link “[cgpdeall....PDF](#)” to open the file containing the PDE’s. After the Adobe file opens you may save and print the PDE’s.