

PDS Format

Section I: Personal Information

- SSN should be 123-45-6789
- All information should be in CAPITAL letters with the exception of:
 - o e-mail address: should be written as the e-mail address would appear
 - o Local address
 - o Home of Record
- If member is part of Battalion Staff, leave Platoon and Squad blank
- If a member is not married select "Single" and leave the Spouse's name blank, and place "0" for the number of dependents.

Section II: Sail Qualifications

- Write the month using the three-letter abbreviation followed by the year designated by the last two numbers
- The form will auto-correct the date to read "Aug-02"
- If the member has not qualified, leave blank

Section III: Swim Qualifications

- Select the appropriate Swim Class completed up to the current semester

Section IV: PRT/PFT

- Enter the PRT/PFT scores up to the current semester

* For both Swim Qualifications and the PRT/PFT sections, if the previous scores are unknown, you MUST have AT LEAST the current semester entered. Additionally, the most current semester/year for these two sections must correlate or points will be deducted.

* For any item that does not apply, leave blank.