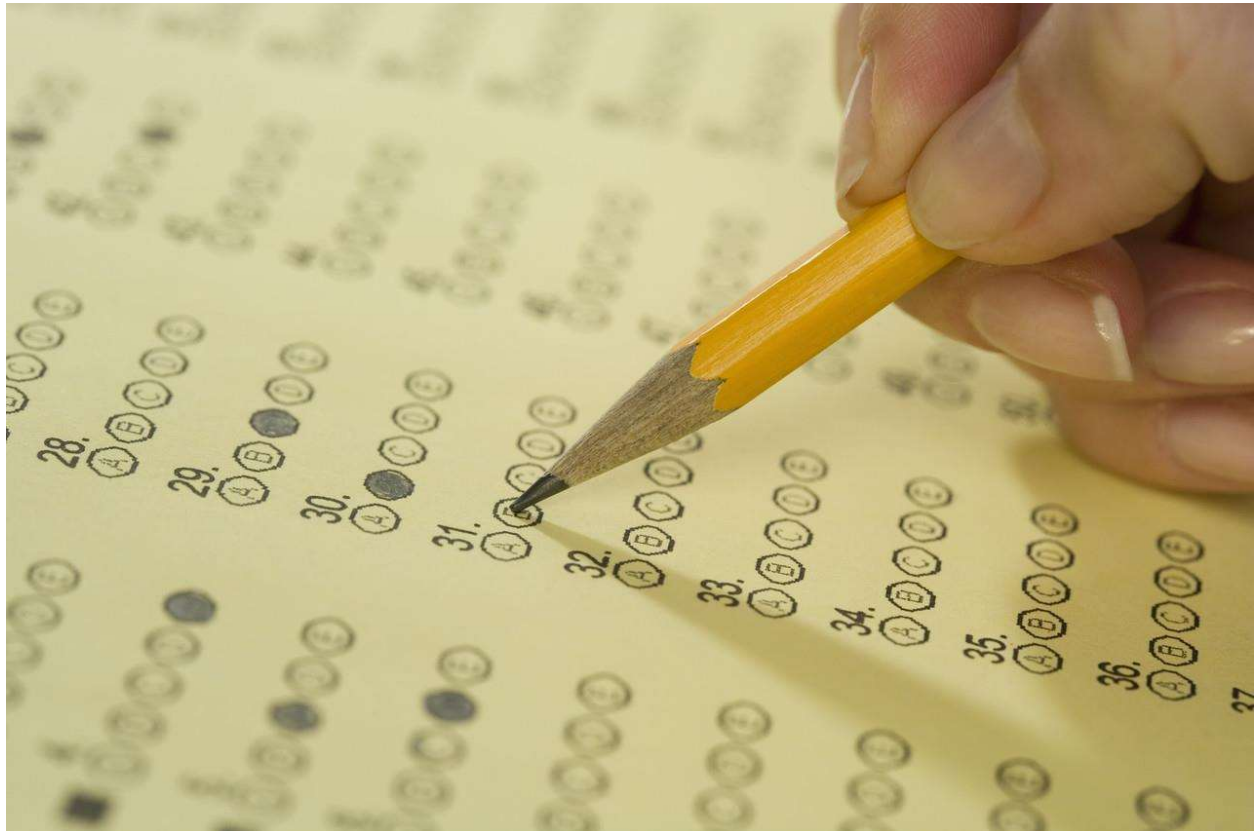


SERVICEWIDE EXAMINATION (SWE) GUIDE

(May 2024)

This guide provides detailed descriptions on how a SWE works along with what processes and procedures are required to be followed by members and their commands to ensure a successful SWE cycle.



Additional policies and procedures are found in these references:

- a) COMDTINST M1000.2C, EEA Manual
- b) COMDTINST M1001.28C, Reserve Policy Manual
- c) SWE Officer Handbook, PPC(ADV) Publication
- d) SWE Announcement Messages (released prior to each new SWE cycle)

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The SWE Process

Servicewide Exams & RKMs

Each of the three Training Centers (TRACEN) at Petaluma, CA, Yorktown, VA and ATTC Elizabeth City, NC have Test Development Managers and Rating Knowledge Managers (RKMs) assigned for the ratings trained at that facility. For the IV and ME rating the RKM is located at the MLE Academy (MLEA) at Charleston, SC. The PA RKM is assigned to COMDT (G-CP) in Washington, DC. The DV RKM is assigned to Liaison Naval, Panama City, FL.

RKMs are considered experts in their ratings and create all rating performance qualifications (RPQs), rating advancements tests (RATs), and servicewide exams (SWEs) for their rating. Once the servicewide exams are written, the RKM forwards the master copy of each exam to PPC (ADV). PPC (ADV) enters the answer keys for each exam into a database for future scoring and then prints and ships exam booklets to units for administration.

SWE Announcement Message

Approximately four months prior to each exam, PSC will release an ALCGENL or ALCGRSV message announcing the upcoming exam cycle. This “SWE announcement message” will provide:

- Test dates and times
- List of SWEs waived for specific ratings (if any)
- Timeline of SWE cycle events and deadline dates
- Other valuable SWE information

Every member/unit involved in the SWE process should closely review the SWE announcement message, ERATS messages, references (a), (b), and all official message traffic which discusses enlisted advancement requirements.

SWE Administration

The SWE announcement message provides the exact date for the exam. Exam booklets are shipped by PPC (ADV) to units designated as exam boards about one month prior to the scheduled exams. Active duty SWEs are scheduled for administration in the first week of May for regular active duty E5 thru E8. Reserve SWEs are scheduled for administration on the 4th Saturday of October for all reserves E5 thru E8.

Continued on next page

The SWE Process, Continued

Scoring Exams

Exam answer sheets are returned to PPC(ADV) and scored. The “raw” test scores are uploaded into the Direct Access (DA) database for members to view in DA Self Service. Raw scores are later converted to a standard score using an automated mathematical formula based on all scores of the entire population of candidates within the same rating and grade. The formula takes into account the population, mean, standard deviation, skew, and kurtosis in computing the standard score.

Final Multiple Score

The standard score received from the SWE will become part of the member’s final multiple score which consists of points for:

- SWE exam standard score
- Performance factor
- Time in service (TIS)
- Time in grade in present rating (TIR)
- Medals & awards
- Sea duty (active duty only)
- Surf duty (active duty only)

The amount of total possible points for each factor is discussed in reference (a) and in the “Profile Letter” section of this Instruction. The final multiple score will determine the enlisted member’s standing on published advancement eligibility lists.

Eligibility Lists

PPC (ADV) rank orders each member by rating and grade into advancement eligibility lists based on final multiple scores. The list is forwarded to PSC (epm) or (rpm) with a cover memo for approval. Once approved, PPC (ADV) publishes the cover memo and list on the PPC web page and provides a copy to the master chief gold/silver badge network for local distribution approximately two months after the SWE.

The Cutoff

An advancement cutoff point for active duty members is established for published eligibility lists for each rating and pay grade based upon anticipated vacancies at either the time the eligibility list is published or by ALCGENL message at a later date. Personnel below the cutoff should plan to participate in subsequent SWEs. Reserve eligibility lists do not have cutoffs since reserve members are advanced as the needs of the service dictate.

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The SWE Process, Continued

Advancements Each month PSC releases an enlisted personnel advancement announcement (EPAA) message or enlisted reserve advancement announcement (ERAA) message. The message lists the names of members authorized advancement the following month.

PPC (ADV) completes the advancement in DA effective the first day of the following month. PPC (ADV) also creates and forwards CPO certificates to units for formal presentation. Petty officer certificates are completed by the members' designated admin unit.

SWE Responsibilities

Background The SWE cycle is a multi-level process requiring all responsible parties to do their part to ensure success. Failure by a supervisor or supporting command to fulfill their responsibilities, per reference (a) and (b), is not justification for a waiver and may result in the member not qualifying to test. The chart below lists responsibilities pertaining to the SWE and enlisted advancements.

Responsible Party	Responsibility
Member	<ul style="list-style-type: none">• Meet the advancement eligibility requirements set forth in reference (a) and (b), and ERATS messages.• Receive an enlisted employee review (EER) with a new advancement recommendation specifically for the new SWE cycle. The EER effective date must be after the SWE eligibility date (SED) from the previous SWE and on or before the SED for the current SWE.• Verify the online personal data extract (PDE) in Direct Access Self Service and report any errors found to the unit admin support staff.• Ensure the PDE errors reported to the admin support staff are corrected and the online PDE has been updated to show a status of “eligible” prior to the PDE correction deadline date of 1APR for the May SWE, and 1SEP for the October RSWE.• If the PDE errors reported to the admin support are not corrected and the online PDE has not been updated prior to the PDE correction deadline, submit a trouble ticket to PPC (ADV) by phone at 785-339-2200, or by email to PPC-DG-CustomerCare@uscg.mil, prior to the PDE correction deadline.
Member’s Command	<ul style="list-style-type: none">• Ensure all EERs are submitted prior to deadlines listed in chapter 4 of reference (a).• If any member has failed to complete the most recent RPQ/EPQ sign offs, but their PDE shows “eligible,” notify PPC (ADV) via email to PPC-DG-CustomerCare@uscg.mil to prevent an exam from being shipped.• Provide administrative assistance to the member in correcting errors on PDE prior to deadline.• Notify PPC (ADV) via email to PPC-DG-CustomerCare@uscg.mil of eligibility changes or corrections prior to the published PDE correction deadline and request the PDE be updated to show a status of “eligible”.

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SWE Responsibilities, Continued

Responsible Party	Responsibility
SPO	<ul style="list-style-type: none"> Assist units as needed in correcting DA errors as reflected on the member's PDE. Notify PPC (ADV) of eligibility changes or corrections prior to deadline and request PDE updates to show a status of "eligible" on the online PDE.
Command Designated SWE Officer(s)	<ul style="list-style-type: none"> Follow the SWE policies and procedures outlined in the references, this directive and the "SWE Officer Handbook" provided with the shipment of SWEs.
PPC (ADV)	<ul style="list-style-type: none"> Create a draft SWE announcement message outlining critical dates, waivers, and SWE cycle procedures and provide to PSC for review/approval. Create and post online PDEs in DA Self Service. Review and make determinations on all waiver requests. Receive/assist in customer requests for all PDE and SWE related matters. Mail SWE test booklets, answer sheets, shipping lists, and instructions to the SWE Officer of the exam board unit. Receive challenged questions and SWE answer sheets. Forward challenged question forms to RKMs. Score all exams and post member raw scores in DA Self Service. Create advancement eligibility lists and provide to PSC with cover memo for approval. Publish and maintain the approved advancement eligibility list. Create and provide online profile letters in DA Self Service. Produce monthly enlisted personnel advancement announcements (EPAAAs) and enlisted reserve advancements announcements (ERAAs) for approval/release by PSC. Complete monthly advancement transactions in DA to promote members. Complete and forward CPO certificates to units for all E7-E9 advancements.

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SWE Responsibilities, Continued

Responsible Party	Responsibility
Rating Knowledge Manager (RKM)	<ul style="list-style-type: none">• Provide PPC (ADV) with camera-ready copies of SWEs for each rate/rank.• Review challenged questions and make determination.• Provide PPC (ADV) with challenged questions to be credited or modified.
PSC	<ul style="list-style-type: none">• Approve SWE announcement messages outlining SWE dates, waivers, and SWE cycle procedures.• Provide PPC (ADV) with signed eligibility list cover letter, cutoff numbers, and carry-overs.• Provide PPC (ADV) with number of advancements for monthly EPAAs and ERAAs.• Release authority for EPAA and ERAA messages.

Sequence of SWE Cycle Events

Background

Many procedures must be followed by the unit and member to make a SWE cycle successful. Below is an overview of the sequence of events that must occur. For details and specific dates of these events, refer to references (a) and (b), ERATS and SWE messages.

Step	Action
1	Member meets advancement eligibility requirements by the SWE Eligibility Date (SED). These dates are 1 February for the May SWE and 1 July for the October RSWE.
2	Commanding Officer recommends member for advancement on the enlisted employee review (EER) as per chapter 4 of reference (a). The EER effective date must be after the SWE eligibility date (SED) from the previous SWE and on or before the SED for the current SWE. If submitting a “SWE” EER, the effective date of the EER should be 92 days prior to the next regular EER to ensure the member stays on the normal EER schedule.
3	Unit receives ALCGENL or ALCGRSV SWE message, passes the message to all enlisted members and provides assistance as needed.
4	Member is given access to online PDE. Member verifies for accuracy and notifies admin support staff of missing data or errors needing correction.
5	Member follows up to ensure that PDE corrections are reflected on the online PDE in DA prior to published PDE Correction Deadline Date and PDE status is updated to “eligible”.
6	Unit notifies PPC (ADV) via email to PPC-DG-CustomerCare@uscg.mil of any waiver requests, changes to exam board department ID’s and changes of eligibility status of members prior to the PDE correction deadline date.
7	Unit SWE Officer receives shipment of SWEs and answer sheets via FEDEX.

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Sequence of SWE Cycle Events, Continued

Step	Action
8	Unit SWE Officer follows handling procedures in reference (a), and SWE Officer Handbook, notifies PPC (ADV) of any missing or incorrect exams, and publishes to local unit(s) a list of received exams. Note: Do not publish SSNs.
9	Unit SWE Officer administers SWE following pretest and posttest handling procedures provided in the SWE Officer Handbook and returns SWE answer sheets and question challenges to PPC (ADV).
10	PPC (ADV) receives and scans exam answer sheets, uploads scores into DA Self Service, and forwards challenges to RKMs.
11	PPC (ADV) ensures profile letters containing exam score and final multiple score are posted in members Self Service section of DA.
12	PSC approves the advancement eligibility list and PPC (ADV) publishes and posts on the ADV web page. PSC follows up with a separate message announcing the “cuts” for each rating.
13	PSC releases monthly advancement announcement messages with the names of members authorized advancement for the following month.
14	PPC (ADV) completes advancements in DA and completes and forwards CPO certificates to E7s and above.

PDE Description

Background

The personal data extract (PDE) is created by PPC (ADV) for every regular active duty and drilling reserve member. It indicates the member's eligibility for competing in the SWE. PDEs must be verified and/or corrected prior to the deadline date published in the ALCGENL or ALCGRSV message announcing the upcoming SWE. The PDE is posted in DA Self Service for members and commands approximately three months before the SWE. Units may also print PDEs locally if preferred.

Below is a description of the fields shown from left to right on the example online PDE. Where computations use the "SWE eligibility date" or "SED" (date member must meet all eligibility requirements), points are computed to the SED:

- 1 February preceding the May SWE
- 1 July preceding the October Reserve SWE

Where computations use the terminal eligibility date (TED) (date the eligibility list becomes effective), points are computed to:

- 1 January following the May SWE and October RSWE

PDE Sample

SWE PERSONAL DATA EXTRACT FOR YNCS MAY 2023

PRINT DATE: 10/10/2023

SWE PERSONAL DATA EXTRACT (PDE) YNCS MAY 2023						
Name:		Employee ID:				
Rank:		YNC		Department ID:		006533 PPC TRAVEL BR
Exam Board Department ID:		000450 PAY AND PERSONNEL CENTER		Candidate Status:		ELIGIBLE
Points/Dates/Time						
Points Start Date (PSD):		2013-02-02		Award Points up to SED:		8
SWE Eligibility Date (SED):		2023-02-01		Incentive Points up to SED:		0
Terminal Eligibility Date (TED):		2024-01-01		EER Points up to SED:		45.1
Date of Rank in Rating (DOR):		2014-06-16		Active Duty Base Date:		2000-08-14
Sea Time for Points up to SED:		Yr: 0	Mo: 0	Time in Rating up to TED:		Yr: 9 Mo: 6 Day: 15
Surf Time for Points up to SED:		Yr: 0	Mo: 0	Time in Service up to TED:		Yr: 23 Mo: 4 Day: 17
Evaluations						
Effective Date	Competency Type		Total Points	Rating		
2022-09-30	CON		0	S		
2022-09-30	LEAD		28			
2022-09-30	MIL		11			
2022-09-30	PERF		27			
2022-09-30	PROF		25			
2021-09-30	CON		0	S		
2021-09-30	LEAD		30			
2021-09-30	MIL		12			
2021-09-30	PERF		26			
2021-09-30	PROF		23			
Creditable Awards						
Description			Award Points	Issue Date		
CG Good Conduct Medal			1	2021-08-13		
CG Commendation Medal			3	2019-10-17		
CG Good Conduct Medal			1	2018-08-13		
CG Good Conduct Medal			1	2015-08-13		
CG Achievement Medal			2	2014-04-09		
Eligibility Results						
YOUR YNCS SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 000450 - PAY AND PERSONNEL CENTER LOCATED AT: 444 SE QUINCY ST, TOPEKA, KS. IF YOU WILL NOT BE AT THE EXAM UNIT LISTED ABOVE ON THE SCHEDULED SWE DATE DUE TO PCS/TDY/LEAVE/MEDICAL, PLEASE NOTIFY PPC (ADV) PRIOR TO THE PDE CORRECTION DEADLINE SO THAT YOUR EXAM CAN BE SHIPPED TO YOUR LOCATION.						
PDE Verification						
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.						

PDE Fields and Descriptions

The chart below lists the PDE fields and descriptions

Field Name	Description
Name	Member's last name, first name, MI
Employee ID	Member's employee I.D. number
Rank	Member's current rate
Department ID	Department ID and short title of current unit

Continued on next page

PDE Description, Continued

PDE Fields and Descriptions (continued)

Field Name	Description
Exam Board Department ID	Department ID and short title of exam board unit where SWE will be shipped to and administered
Candidate Status	Must show “eligible” by the PDE correction deadline for a SWE to be mailed.
Points Start Date (PSD)	Start date from which member will receive points for awards/sea/surf time. This date will normally be either the member’s active duty base date (ADBD), pay base date (PBD) (reserves only), or the first day following the eligibility date of the SWE from which last advanced, if advanced since 1JAN2010.
Award Points up to SED	Current number of points for creditable awards computed from the PSD up to the SED. Note: Awards entered into DA after PDE’s are initially created will automatically update on the PDE provided the award effective date is on/prior to the SED.
SWE Eligibility Date (SED)	The deadline date for this SWE cycle which the member must have completed all eligibility requirements by.
EER Points up to SED	EER points the member will receive for EERs in current grade which fall into the window described in reference (a). Note: When EERs are submitted late (after PDE’s are released) the members EER point total on the PDE will not be recomputed until after the SWE, but prior to profile letters being released.
Terminal Eligibility Date (TED)	Date used to compute the member’s time in service and time in rating or grade for eligibility and points.
Incentive Points up to SED	Current amount of incentive points computed from the PSD to the SED. Incentive Points will automatically update upon entry provided the effective date chosen is between the PSD and SED.
Active Duty Base Date (ADBD)	Member’s original or constructed ADBD based on all periods of eligible service.
Time in Rating up to TED	Time in current grade and rating computed up to the TED. Time in current grade up to TED for E5-E9 candidates.

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PDE Description, Continued

PDE Fields and Descriptions (continued)

Field Name	Description
Sea Time for Points up to SED	Years and months of sea time from 1FEB94 or the members Points Start Date (whichever is later) up to the SED.
Time in Service up to TED	Time in service computed from the ADBD (or PBD for reservists), up to the terminal eligibility date.
Surf Time for Points up to SED	Years and months of surf time from surfman competency date, surf duty assignment date, 1JAN2000 or PSD, whichever date is latest, up to the SED.
Evaluations	EERs within current grade which will be used to compute the “EER Points up to SED” total, which fall into a specific window of time as shown in reference (a).
Creditable Awards	Awards documented in the member’s awards record in DA with an effective date on or after the PSD up to the SED, which have point values as listed in reference (a).
Eligibility Results	Gives reasons for ineligibility or if eligible, shows address where SWE will be mailed along with instructions for members who will not be at their normal exam board on the date of the SWE.
PDE Verification Field	With the new online PDE, this field has become optional. PPC (ADV) recommends the command print the PDEs and requires signatures on paper copies created locally or may require visual confirmation online.

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PDE Description, Continued

PDE Verification Approximately four months prior to the SWE, PSC will release an ALCGENL or ALCGRSV message announcing the upcoming SWE cycle. It will give deadline dates for PDE corrections. Corrections to PDEs after the published deadline date will not be accepted for the cycle except for extreme cases as described in the “waivers” section of this instruction. Below is a list of responsible parties and required actions.

Responsible Party	Action
PPC (ADV)	<ul style="list-style-type: none">Creates and releases online PDEs in DA Self Service the week following the SWE eligibility date (SED).
Member	<ul style="list-style-type: none">Reviews online PDE for accuracy.Informs either Admin Staff/Unit/SPO of PDE discrepancies.Provides documentation for correction of any PDE errors or missing data.Verifies corrections to DA records.Contacts PPC (ADV) via email at “PPC-DG-CustomerCare@uscg.mil”, or by phone at 866-772-8724, to generate a help ticket requesting that the PDE status be updated to reflect the record corrections and show an “Eligible” SWE status. This must be done prior to the PDE correction deadline.Note: The member is ultimately responsible to ensure the online PDE is updated and shows a status of “Eligible” by the PDE correction deadline date of 1APR for the May SWE and 1SEP for the October RSWE. The member shall contact PPC directly as described in the previous bullet prior to the deadline if the PDE has not been updated. A SWE will not be shipped for any member with a PDE showing “not eligible” after the PDE correction deadline.
Unit	<ul style="list-style-type: none">Ensures each member of the unit receives/reviews a printed or online PDE.Assists member in record corrections and update to online PDE.Contacts PPC (ADV) via email at “PPC-DG-CustomerCare@uscg.mil”, or by phone at 866-772-8724, for any SWE-related customer assistance prior to the PDE correction deadline.
SPO	<ul style="list-style-type: none">Makes corrections in DA as needed by documentation received from unit.

Profile Letter Description

Background

The profile letter shows each candidate where they ranked on the exam compared to the other candidates who took the same exam. It also shows points used to compute the final multiple score which will determine ranking on the advancement eligibility list. It's posted online in the member's DA Self Service approximately two months after the exam. Below is a sample of the online profile letter:

U.S. COAST GUARD HUMAN RESOURCES

PRINT DATE: 6/1/2023

USCG EXAM PROFILE LETTER FOR THE YN1 MAY 2022 SWE

Rate, Name: YN2

Empl ID:

Perm Unit: 046947

PPC CALL CENTER SECTION

OPFAC: 79 47400

The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414(series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.

<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>
1 PAY AND PERSONNEL	55.88
2 TRAVEL AND TRANSPORTATION	63.64
3 ADMINISTRATION	69.7
4 RESERVES	72
5 EPME - E6	80
TOTAL TEST	67.33%
	RANK 9 OF 202

The Final Multiple Points which will determine your placement on the eligibility list are:

SERVICEWIDE EXAM:	69.6	TIR PRESENT PAYGRADE:	3
PERFORMANCE FACTOR (MARKS):	46.37	MEDALS/AWARDS:	1
TIME IN SERVICE:	8.17	CREDITABLE SEA/ INCENTIVE POINTS:	0
		SURF DUTY POINTS:	0
TOTAL FINAL MULTIPLE	128.14		

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Profile Letter Description, Continued

Fields and Description

Below is a list of fields from the profile letter and descriptions of each. Where computations use the SWE eligibility date or “SED” (date member must meet all eligibility requirements), points are computed to:

- 1 February preceding the May SWE
- 1 July preceding the October Reserve SWE

Where computations use the TED, points are computed to:

- 1 January following the May SWE
- 1 July following the November SWE
- 1 January following the October Reserve SWE

Field Name	Description
Identifying Data	The top section shows the member’s identifying data.
Exam Section	The middle section shows each section on the exam and the percentage of correct answers. It also shows how the member ranked on the exam against all others who took the same exam.
Points Section	<ul style="list-style-type: none">• Servicewide Exam points or the SWE standard score, is computed using a formula which takes the raw score and converts to a standard score based on test population, mean, standard deviation, skew and kurtosis.• Performance Factor is based on a calculation of your performance factor average from the in grade EER’s listed on the online PDE.• Time In Service points are credited based on 1 point per year computed to the TED using the active duty base date or pay base date for reservists.• TIR Present Pay Grade points are credited based on 2 points per year computed from the current date of rank to the TED.• Medals/Awards points are credited based on awards with point value earned from the member’s PSD up to the SED.• Creditable Sea Points/Incentive Points are awarded based on the years and months of sea pay earned from the member’s PSD up to the SED and the applicable incentive points.• Surf Duty Points are awarded based on years and months of surf duty served from the member’s PSD up to the SED.

Continued on next page

Profile Letter Description, Continued

Fields and Description (cont.)

Field Name	Description																
Total Final Multiple	Composed of the following factors: <table><tr><th>Factor</th><th>Maximum Credit</th></tr><tr><td>Examination Score</td><td>80</td></tr><tr><td>Performance Factor</td><td>50</td></tr><tr><td>Time In Service (TIS)</td><td>20</td></tr><tr><td>Time In Pay Grade (TIG) <i>(In Present Rating)</i></td><td>10</td></tr><tr><td>Medals & Awards</td><td>10</td></tr><tr><td>Sea Duty, Surf, Duty, Incentive Points</td><td>30</td></tr><tr><td>Total</td><td>200</td></tr></table>	Factor	Maximum Credit	Examination Score	80	Performance Factor	50	Time In Service (TIS)	20	Time In Pay Grade (TIG) <i>(In Present Rating)</i>	10	Medals & Awards	10	Sea Duty, Surf, Duty, Incentive Points	30	Total	200
Factor	Maximum Credit																
Examination Score	80																
Performance Factor	50																
Time In Service (TIS)	20																
Time In Pay Grade (TIG) <i>(In Present Rating)</i>	10																
Medals & Awards	10																
Sea Duty, Surf, Duty, Incentive Points	30																
Total	200																

Profile Letter Verification

Procedure

Members should review their online profile letter once it's made available in DA Self Service following the SWE. Any questions on profile letter contents should be sent via email to PPC-DG-CustomerCare@uscg.mil.

SWE Waivers

Procedure

Waivers of advancement eligibility requirements or completion deadlines are considered on a case-by-case basis per reference (a). Submit a request for waiver via email to PPC-DG-CustomerCare@uscg.mil and include the member's CO or XO in the Cc line. The request should include:

SUBJ: Waiver Request for (Rate/Rank, Full Name, EMPLID, USCG(R)

A: Enlisted Accessions, Evaluations, and Advancements. COMDTINST M1000.2B (series)

B. PPC SWE Guide

1. "A waiver of ***** is requested for SNM".
 2. Detailed explanation of the command's actions to ensure the member had fulfilled all responsibilities and how unusual circumstances, last minute operational schedule changes, etc., resulted in the member being ineligible through no fault of the member. The command must indicate how the member, unit, and/or SPO did everything that can be reasonably expected to ensure eligibility prior to the deadline for eligibility.
 3. POC: (Rate/Rank/Name, Phone#)
-

Change of Commanding Officer's Recommendation for Advancement (CORC)

Introduction

This section provides the procedure for the Commanding Officer to change a member's recommendation for advancement (CORC).

CORC Procedures

If the CO wishes to change an advancement recommendation, the CO must submit a Commanding Officer Recommendation Change (CORC) type EER per Article 4.D.3.i of reference (a).

- CORC EERs must be received not later than the PDE correction deadline.
 - Note, CORC EERs must have an effective date NLT eligibility deadline, and the CORC EER shall not be used to reverse the advancement recommendation of a discipline EER.
 - No waivers will be considered for any circumstance involving submission of a CORC EER with an effective date that falls after the eligibility deadline.
 - No waivers will be considered for any circumstance where a CORC EER was not submitted prior to the PDE correction deadline.
 - For any EER questions, including CORCs, contact HQS-SMB-CGPSCEPM-3-Evaluations@uscg.mil or visit the website at <https://cg.portal.uscg.mil/units/psc/psc-epm/SitePages/EPM-3.aspx>.
-

Changing Exam Board Location

Changing Exam Board Location

If the unit administration or SWE Officer knows a member will be TDY, PCS, or on leave on the scheduled test date, PPC (ADV) should be notified by email to PPC-DG-CustomerCare@uscg.mil prior to the PDE correction deadline. This will allow PPC to ensure the exam is shipped to the correct exam board location.

Units which learn of a member's departure after SWEs have been shipped will need to have their designated SWE officer forward the exam to the appropriate command as per guidance in reference (c).

For members TDY at locations which cannot accommodate administration of the SWE, follow the procedures on the following page for requesting a substitute SWE on an alternate date.

Substitute Exams

Procedure

All requests for substitute exams must come from the member's command and meet the policy requirements set forth in reference (a). Send substitute SWE requests by email (with CO or XO on the Cc line) to PPC-DG-CustomerCare@uscg.mil within 7 days after the scheduled SWE date, as shown below.

The date of administration should be the earliest date possible upon member's return to normal duty. Administration of substitute exams may not be delayed due to personal leave or convenience since members taking substitute exams shall not be afforded additional study time. All substitute exams must be administered and returned to PPC (ADV) within 35 days, or sooner, of the normal exam date. Sample text for request:

SUBJ: Request for Substitute SWE for (Rate, Name, EMPLID, USCG(R))

A. Enlisted Accessions, Evaluations, and Advancements. COMDTINST M1000.2B (series),

B. PPC SWE Guide

1. IAW reference (a), it is requested that a substitute SWE for SNM be forwarded to (Exam Board Unit Name), to be administered on (DATE).

2. (A detailed description of reason):

“Emergency leave due to”...;

“Illness or hospitalization due to...”

”Medical officer recommendation states...”

“Operations due to...”

“Circumstances beyond the member's control due to...”

3. POC: (rate, name, phone#)

SWE Officer Procedures

Description

Instructions for receipt, accounting, security, administration, packaging, and shipping of SWEs are contained in reference (c) and available online at: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/ADV/sweBooklet.pdf>

Chain of Custody and Proper Storage of Service Wide Exams

SWE Officers shall maintain positive custody of all Service Wide materials at all times when not secured in a GSA approved storage device. Access to the GSA approved storage device shall be limited to the designated SWE Officer, and SWE proctors, and at no time shall an enlisted member have access to the storage device.

Under no circumstances should enlisted members ever have unsupervised access to SWE materials before, after, or during the Service Wide Exam.

SWE officers shall maintain positive chain of custody of the Service Wide exams from the moment they arrive at the unit until the postal service or FEDEX takes possession, transferring custody of SWE material after the test is administered to an enlisted mail handler is prohibited.

Please report any concerns regarding SWE chain of custody the Pay and Personnel Center's Advancements branch.
