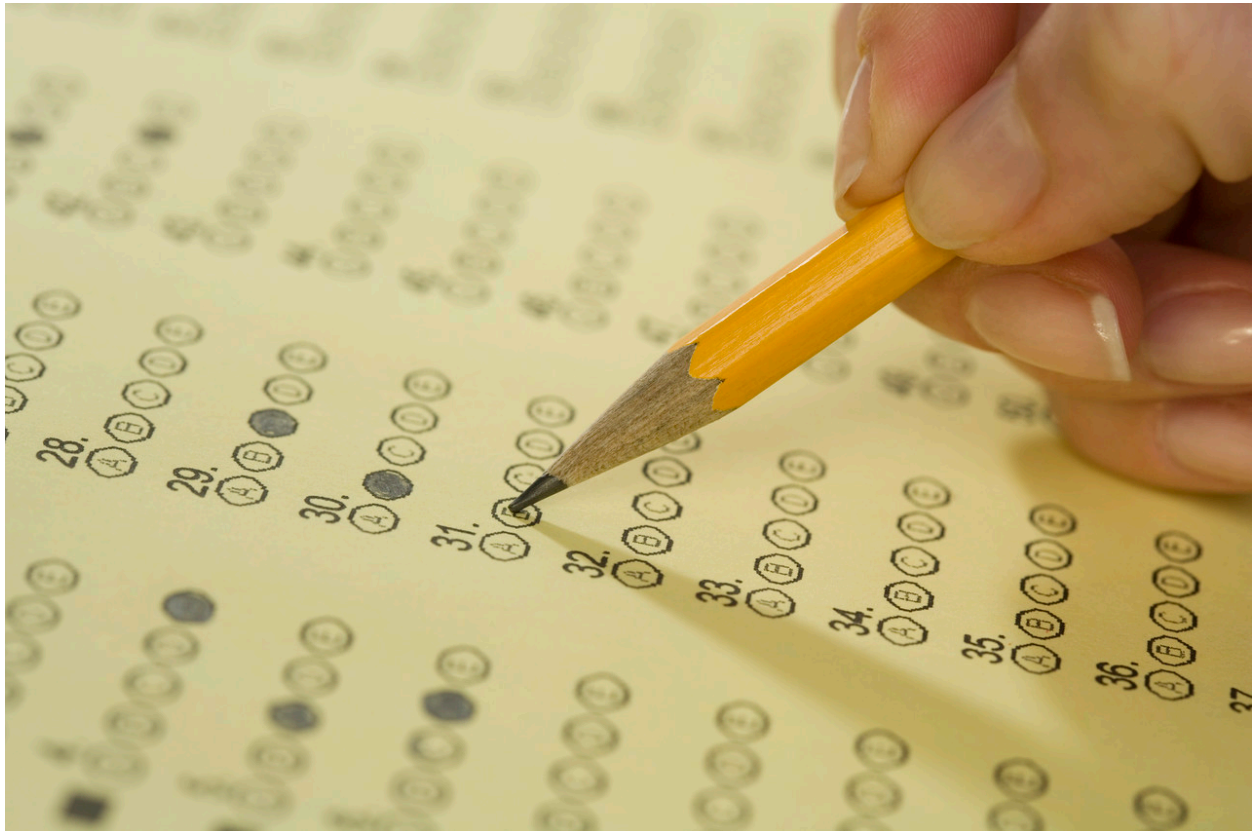


SERVICEWIDE EXAMINATION (SWE) GUIDE

(February 2020)

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.



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References

List of References

Additional policies and procedures are found in these references:

- (a) COMDTINST M1000.2B, 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 and the first week of November for regular active duty E5 thru E6. Reserve SWEs are scheduled for administration on the 4th Saturday of October for all reserves E5 thru E9.

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.

Continued on next page

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, 1SEP for the October RSWE, and 1OCT for the November SWE. • 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”.

Continued on next page

SWE Responsibilities, Continued

Background (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 (ERAAAs) 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.

Continued on next page

SWE Responsibilities, Continued

Background (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, 1 July for the October RSWE and 1 August for the November SWE.
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.

Continued on next page

Sequence of SWE Cycle Events, Continued

Background (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 August preceding the November 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
- 1 July following the November SWE

PDE Sample

SWE PERSONAL DATA EXTRACT (PDE) DC1 MAY 2016						
Name:	COASTIE, Ann M.		Employee ID:	1234567		
Rank:	BM2		Department ID:	012345 STA DREAM BILLET, AQUA BAY		
Exam Board Department ID:	054321 SECTOR AQUA BAY		Candidate Status:	Eligible		
Points/Dates/Time						
Points Start Date (PSD):	08/02/2012		Award Points up to SED:	3.00		
SWE Eligibility Date (SED):	02/01/2016		EER Points up to SED:	43.9100		
Terminal Eligibility Date (TED):	01/01/2017		Active Duty Base Date:	04/14/2009		
Date of Rank in Rating (DOR):	12/01/2013		Time in Rating up to TED:	Yr: 3	Mo: 1	Day: 0
Sea Time for Points up to SED:	Yr: 3	Mo: 5	Day: 17	Time in Service up to TED:	Yr: 7	Mo: 8
Surf Time for Points up to SED:	Yr: 0	Mo: 0	Day: 0			
Evaluations						
Effective Date	Competency Type		Total Points	Rating		
10/31/2015	CON		0	S		
10/31/2015	LEAD		40			
10/31/2015	MIL		12			
10/31/2015	PERF		48			
10/31/2015	PROF		47			
04/30/2015	CON		0	S		
04/30/2015	LEAD		40			
04/30/2015	MIL		12			
04/30/2015	PERF		47			
04/30/2015	PROF		46			
Creditable Awards						
Description			Award Points	Issue Date		
CG Good Conduct Medal			1.00	04/14/2015		
CG Achievement Medal			2.00	04/25/2014		
Eligibility Results						
YOUR BM1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 05432 - SECTOR AQUA BAY LOCATED AT: 100 OCEAN COVE, PERFECT BEACH, FL.						
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
Exam Board Department ID	Department ID and short title of exam board unit where SWE will be shipped to and administered

Continued on next page

PDE Description, Continued

PDE Fields and Descriptions (continued)

Field Name	Description
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.
Active Duty Base Date (ADBD)	Member’s original or constructed ADBD based on all periods of eligible service.
Date of Rank in Rating (DOR)	Date of last advancement to current grade in current rating. Date of rank in current grade for E5-E9 candidates.
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.
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.

Continued on next page

PDE Description, Continued

PDE Fields and Descriptions (continued)

Field Name	Description
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.

PDE Verification

Introduction This section outlines the PDE variation process.

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 785-339-2200, 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, 1SEP for the October RSWE and 1OCT for the November SWE. 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 785-339-2200, 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: 12/09/2015	
USCG EXAM PROFILE LETTER FOR THE MK1 NOV 2015 SWE			
Rate, Name: MK2	Diesel, Ivan B.	EmplID:	7865432
Perm Unit	000799 CGC SMOOTHRUNNER	OPFAC:	05 12345
<hr/>			
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	ADMINISTRATION SYSTEMS		46.67
2	ELECTRICAL & ELECTRONIC SYSTEM		50.00
3	HYDRAULIC SYSTEMS		25.00
4	DAMAGE CONTROL SYSTEMS		50.00
5	AUXILIARY EQUIPMENT SYSTEMS		41.67
6	PROPULSION EQUIPMENT SYSTEMS		40.43
7	EPME - E6		72.00
TOTAL TEST	47.33%	RANK	201 OF 475
<hr/>			
The Final Multiple Points which will determine your placement on the eligibility list are:			
SERVICEWIDE EXAM:	36.30	TIR PRESENT PAYGRADE:	4
PERFORMANCE FACTOR (MARKS):	41.08	MEDALS/AWARDS:	3
TIME IN SERVICE:	8.08	CREDITABLE SEA POINTS:	3.67
		SURF DUTY POINTS:	0
TOTAL FINAL MULTIPLE	96.13		

Continued on next page

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 August preceding the November 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 are awarded based on the years and months of sea pay earned from the member’s PSD up to the SED. • Surf Duty Points are awarded based on years and months of surf duty served from the member’s PSD up to the SED.

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Profile Letter Description, Continued

Fields and Description (continued)

Field Name	Description																
Total Final Multiple	Composed of the following factors: <table border="1" data-bbox="540 506 1208 852"><thead><tr><th data-bbox="540 506 898 541">Factor</th><th data-bbox="898 506 1208 541">Maximum Credit</th></tr></thead><tbody><tr><td data-bbox="540 541 898 577">Examination Score</td><td data-bbox="898 541 1208 577">80</td></tr><tr><td data-bbox="540 577 898 613">Performance Factor</td><td data-bbox="898 577 1208 613">50</td></tr><tr><td data-bbox="540 613 898 648">Time In Service (TIS)</td><td data-bbox="898 613 1208 648">20</td></tr><tr><td data-bbox="540 648 898 730">Time In Pay Grade (TIG) <i>(In Present Rating)</i></td><td data-bbox="898 648 1208 730">10</td></tr><tr><td data-bbox="540 730 898 766">Medals & Awards</td><td data-bbox="898 730 1208 766">10</td></tr><tr><td data-bbox="540 766 898 802">Sea Duty & Surf Duty</td><td data-bbox="898 766 1208 802">30</td></tr><tr><td data-bbox="540 802 898 852">Total</td><td data-bbox="898 802 1208 852">200</td></tr></tbody></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	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	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

Introduction This section provides the SWE waiver procedure.

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 Exam Board Location

Introduction

Provides the procedure for changing the 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

Introduction

This section provides the procedure for requesting a substitute SWE.

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 30 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

Introduction This section provides the location for 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>
