

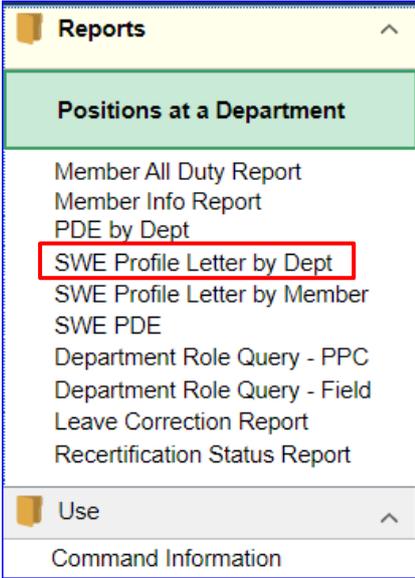
Servicewide Exam Profile Letters by Department

Introduction This guide provides the procedures for a SPO or Personnel & Admin (P&A) Office to generate Servicewide Exam (SWE) Profile Letters by Department in Direct Access (DA).

Important Information This report can only be run for individual Department IDs. Large departments with sub-departments will each need to be run separately. It is possible that the report may not run correctly.

- References**
- (a) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2C](#)
 - (b) [Servicewide Examination \(SWE\) Guide, PPC \(ADV\) Publication](#)

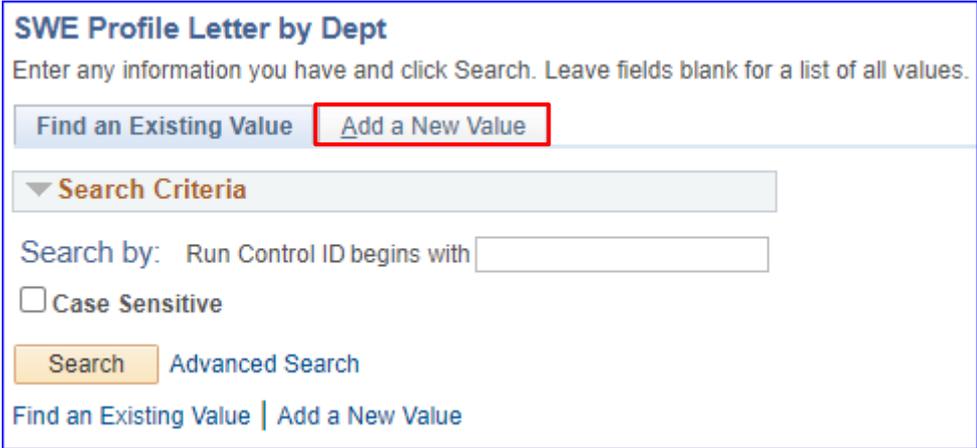
Procedures See below.

Step	Action
1	<p>Click on Self Service for Commands from the My Homepage drop-down.</p> 
2	<p>Select the SWE Profile Letter by Dept option.</p> 

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Servicewide Exam Profile Letters by Department, Continued

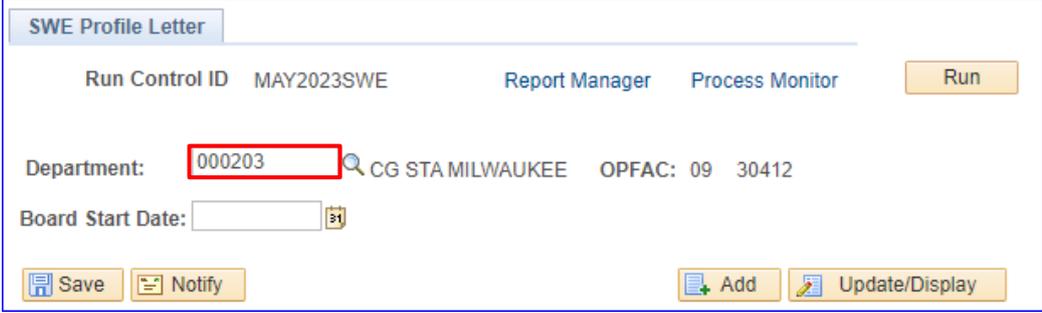
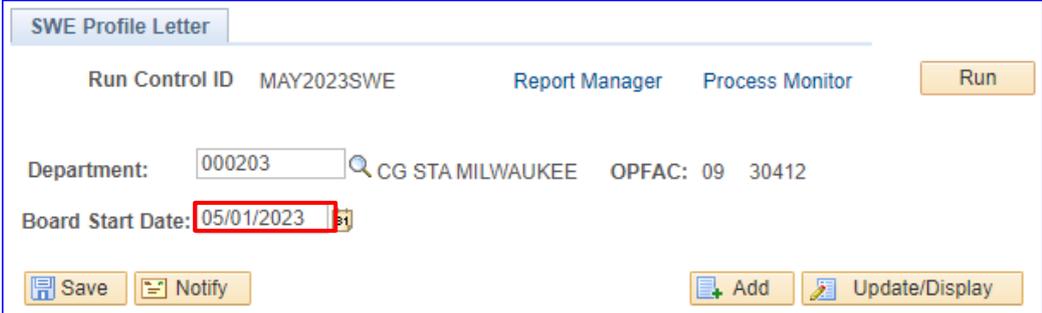
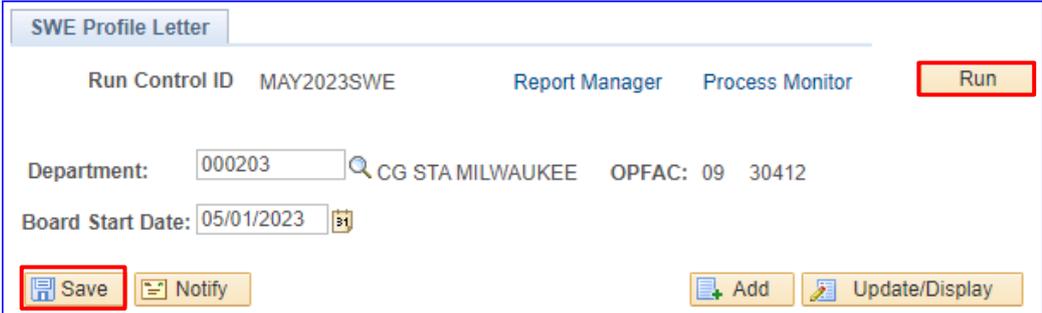
Procedures,
continued

Step	Action
3	<p>The SWE Profile Letter by Dept page will display. Select the Add a New Value tab.</p>  <p>The screenshot shows the 'SWE Profile Letter by Dept' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in red. Below the tabs is a 'Search Criteria' section with a dropdown arrow. Underneath, there is a 'Search by:' label followed by a text input field containing 'Run Control ID begins with'. There is also an unchecked checkbox for 'Case Sensitive'. At the bottom of the search section, there are 'Search' and 'Advanced Search' buttons. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>
4	<p>Run Control ID – Enter a name for the report. Click Add.</p>  <p>The screenshot shows the 'SWE Profile Letter by Dept' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in blue. Below the tabs is a text input field labeled '*Run Control ID' containing the text 'MAY2023SWE', which is highlighted in red. Below the input field is an 'Add' button, also highlighted in red. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>

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Servicewide Exam Profile Letters by Department, Continued

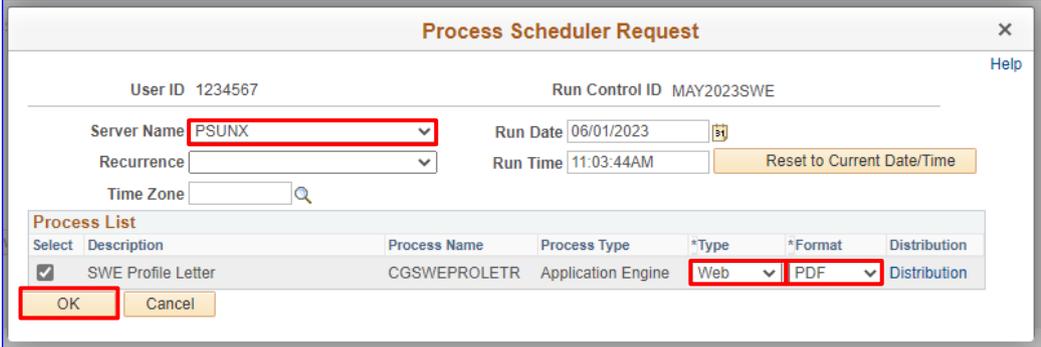
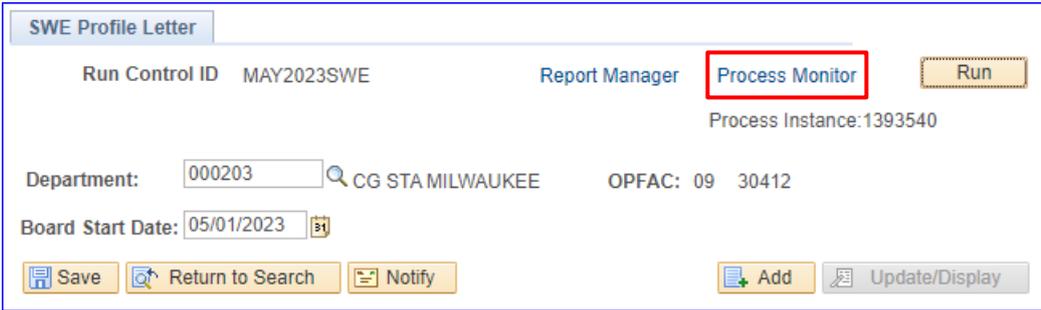
Procedures,
continued

Step	Action
5	<p>The report parameters page will display. Enter the Department ID number.</p>  <p>SWE Profile Letter</p> <p>Run Control ID MAY2023SWE Report Manager Process Monitor Run</p> <p>Department: 000203 CG STA MILWAUKEE OPFAC: 09 30412</p> <p>Board Start Date: []</p> <p>Save Notify Add Update/Display</p>
6	<p>Enter the Board Start Date. This will always be the first day of the month of the SWE (will be 05/01/20XX).</p>  <p>SWE Profile Letter</p> <p>Run Control ID MAY2023SWE Report Manager Process Monitor Run</p> <p>Department: 000203 CG STA MILWAUKEE OPFAC: 09 30412</p> <p>Board Start Date: 05/01/2023 []</p> <p>Save Notify Add Update/Display</p>
7	<p>Click Save, then click Run.</p>  <p>SWE Profile Letter</p> <p>Run Control ID MAY2023SWE Report Manager Process Monitor Run</p> <p>Department: 000203 CG STA MILWAUKEE OPFAC: 09 30412</p> <p>Board Start Date: 05/01/2023 []</p> <p>Save Notify Add Update/Display</p>

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Servicewide Exam Profile Letters by Department, Continued

Procedures,
continued

Step	Action
8	<p>The Process Scheduler Request will display. Using the drop-down, change the Server Name to PSUNX. Leave the *Type defaulted to Web and change the *Format to PDF. Click OK.</p> 
9	<p>The report parameters page will re-display with a Process Instance number. Click Process Monitor.</p> 

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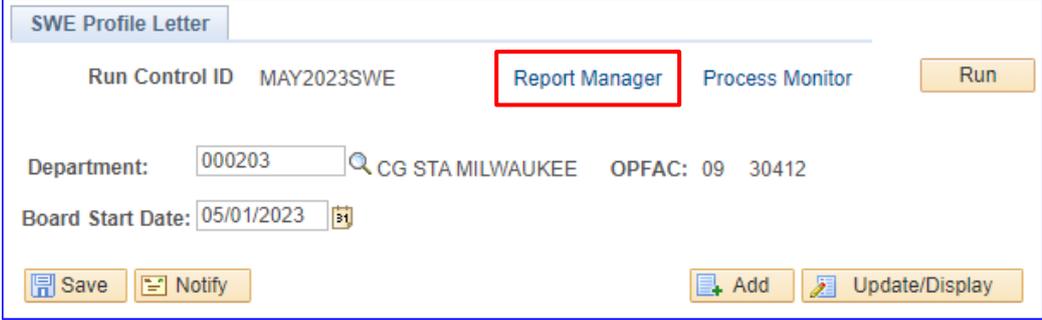
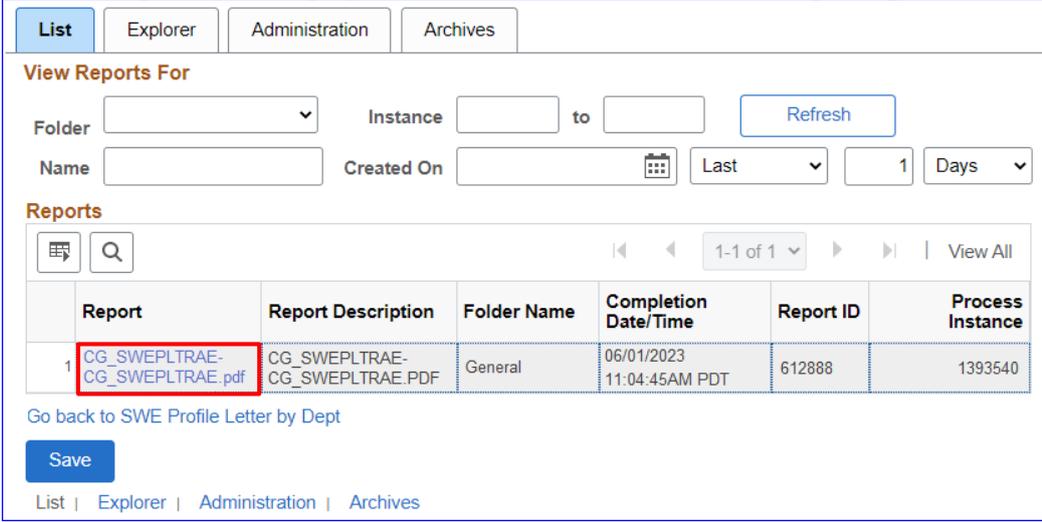
Servicewide Exam Profile Letters by Department, Continued

Procedures,
continued

Step	Action																																	
<p>10</p>	<p>The Process List will display. The Run Status should initially indicate Queued or Processing. Click the Refresh button (this may take a few minutes/clicks depending on the size of the department) until the Run Status updates to Success.</p> <p>NOTE: If the Run Status shows No Success, you will need to exit the page and restart the report process (ensure you enter a valid Department ID number and Board Start Date).</p> <div data-bbox="352 745 1394 1160"> <p>Process List</p> <p>View Process Request For</p> <p>User ID: 1234567, Type: Last, 1 Days, Refresh, Clear, Reset</p> <p>Server, Name, Instance From, Instance To, Run Status, Distribution Status, Save On Refresh, Report Manager</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1393540</td> <td></td> <td>Application Engine</td> <td>CGSWEPROLETR</td> <td>1234567</td> <td>06/01/2023 11:04:45AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1393539</td> <td></td> <td>Application Engine</td> <td>CGSWEPROLETR</td> <td>1234567</td> <td>06/01/2023 11:03:44AM PDT</td> <td>No Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> <p>Go back to SWE Profile Letter by Dept</p> <p>Save, Notify</p> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1393540		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:04:45AM PDT	Success	Posted	Details	▼ Actions	<input type="checkbox"/>	1393539		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:03:44AM PDT	No Success	Posted	Details	▼ Actions
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Servicewide Exam Profile Letters by Department, Continued

Procedures,
continued

Step	Action												
12	<p>The report parameters page will re-display. Click Report Manager.</p> 												
13	<p>A list of reports will display. Click the CG_SWEXXXXXXX.pdf report link.</p>  <table border="1" data-bbox="379 1173 1382 1283"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1 CG_SWEPLTRAE-CG_SWEPLTRAE.pdf</td> <td>CG_SWEPLTRAE-CG_SWEPLTRAE.PDF</td> <td>General</td> <td>06/01/2023 11:04:45AM PDT</td> <td>612888</td> <td>1393540</td> </tr> </tbody> </table>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 CG_SWEPLTRAE-CG_SWEPLTRAE.pdf	CG_SWEPLTRAE-CG_SWEPLTRAE.PDF	General	06/01/2023 11:04:45AM PDT	612888	1393540
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Procedures,
continued

Step	Action																																				
14	<p>The SWE Profile Letters will open in a new window. Each SWE Profile Letter is divided into 3 sections: Section 1 contains the member's identifying information including name, Emplid, and unit information; Section 2 contains the member's SWE results; and Section 3 contains the member's final multiple points. See Steps 15 & 16 for a brief explanation of sections 2 & 3.</p> <div style="border: 1px solid black; padding: 5px;"> <p>U.S. COAST GUARD HUMAN RESOURCES PRINT DATE: 6/1/2023</p> <p style="text-align: center;">USCG EXAM PROFILE LETTER FOR THE YN1 MAY 2022 SWE</p> <p>Rate, Name: YN2 Lovegood, Luna Empl ID: 1234567 Perm Unit: 046947 PFC CALL CENTER SECTION OPFAC: 79 47400</p> <hr/> <p>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.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SECTION TITLES OR QUAL REFERENCE</th> <th style="text-align: right;">% ANSWERS CORRECT</th> </tr> </thead> <tbody> <tr> <td>1 PAY AND PERSONNEL</td> <td style="text-align: right;">55.88</td> </tr> <tr> <td>2 TRAVEL AND TRANSPORTATION</td> <td style="text-align: right;">63.64</td> </tr> <tr> <td>3 ADMINISTRATION</td> <td style="text-align: right;">69.7</td> </tr> <tr> <td>4 RESERVES</td> <td style="text-align: right;">72</td> </tr> <tr> <td>5 EPME - E6</td> <td style="text-align: right;">80</td> </tr> <tr> <td>TOTAL TEST</td> <td style="text-align: right;">67.33%</td> </tr> <tr> <td></td> <td style="text-align: right;">RANK 9 OF 202</td> </tr> </tbody> </table> <hr/> <p>The Final Multiple Points which will determine your placement on the eligibility list are:</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>SERVICEWIDE EXAM:</td> <td style="text-align: right;">69.6</td> <td>TIR PRESENT PAYGRADE:</td> <td style="text-align: right;">3</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: right;">46.37</td> <td>MEDALS/AWARDS:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: right;">8.17</td> <td>CREDITABLE SEA/ INCENTIVE POINTS:</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td></td> <td>SURF DUTY POINTS:</td> <td style="text-align: right;">0</td> </tr> <tr> <td>TOTAL FINAL MULTIPLE</td> <td style="text-align: right;">128.14</td> <td></td> <td></td> </tr> </tbody> </table> </div>	SECTION TITLES OR QUAL REFERENCE	% ANSWERS CORRECT	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	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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Procedures,
continued

Step	Action																
15	<p>Section 2: This section shows a breakdown of the SWE section titles and the percentage of correct answers provided by the member within each section.</p> <ul style="list-style-type: none"> • Total Test is the percentage of overall correct answers. • Rank is the position the member attained compared to all others who completed the same exam (i.e., all YN2s who competed for YN1). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>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.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">SECTION TITLES OR QUAL REFERENCE</th> <th style="text-align: right; border-bottom: 1px solid black;">% ANSWERS CORRECT</th> </tr> </thead> <tbody> <tr> <td>1 PAY AND PERSONNEL</td> <td style="text-align: right;">55.88</td> </tr> <tr> <td>2 TRAVEL AND TRANSPORTATION</td> <td style="text-align: right;">63.64</td> </tr> <tr> <td>3 ADMINISTRATION</td> <td style="text-align: right;">69.7</td> </tr> <tr> <td>4 RESERVES</td> <td style="text-align: right;">72</td> </tr> <tr> <td>5 EPME - E6</td> <td style="text-align: right;">80</td> </tr> <tr> <td style="border: 2px solid red;">TOTAL TEST</td> <td style="text-align: right; border: 2px solid red;">67.33%</td> </tr> <tr> <td></td> <td style="text-align: right; border: 2px solid red;">RANK 9 OF 202</td> </tr> </tbody> </table> </div>	SECTION TITLES OR QUAL REFERENCE	% ANSWERS CORRECT	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
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Continued on next page

Servicewide Exam Profile Letters by Department, Continued

Procedures,
continued

Step	Action																				
16	<p>Section 3:</p> <p>The Final Multiple Points which will determine your placement on the eligibility list are:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">SERVICEWIDE EXAM:</td> <td style="width: 20%;">69.6</td> <td style="width: 30%;">TIR PRESENT PAYGRADE:</td> <td style="width: 20%;">3</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td>46.37</td> <td>MEDALS/AWARDS:</td> <td>1</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td>8.17</td> <td>CREDITABLE SEA/ INCENTIVE POINTS:</td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>SURF DUTY POINTS:</td> <td>0</td> </tr> <tr> <td colspan="2">TOTAL FINAL MULTIPLE</td> <td colspan="2">128.14</td> </tr> </table>	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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	Field	Description																			
	Servicewide Exam	Point credit based on the Total Test percentage when compared to the average score of all SWEs for that rate/rank. Maximum credit is 80 points.																			
	Performance Factors (Marks)	Point credit based on the performance factor average. Maximum credit is 50 points.																			
Time in Service	Point credit based on 1 point/year figured to the Terminal Eligibility Date (TED). Maximum credit is 20 points.																				
TIR Present Paygrade	(Time in Rate in Present Paygrade) Point credit based on 2 points/year figured to the TED. Maximum credit is 10 points.																				
Medals/Awards	Point credit based on the type of award. See reference (a) for a list of point totals for creditable awards. Maximum credit is 10 points.																				
Creditable Sea/ Incentive Points	Point credit is based on cumulative sea time or awarded incentive points computed through 1 February for the May SWE. If a member is receiving sea pay, they are earning sea time points. Accrual starts 1 February 1994 with a maximum credit of 30 points (see Surf Duty Points below).																				
Surf Duty Points	Members assigned to a designated surf station may earn point credits based on 1 point/year with a maximum of 15 points in a career. The combination of sea duty and surf duty points may not exceed a maximum of 30 points in a career.																				
Total Final Multiple	The final multiple is composed of all the points listed above for a maximum of 200 points. The maximum final multiple for the Reserve SWE is 170 (there is not a Reserve specific requirement for Sea duty or Surf duty and therefore, these do not apply to Reserves).																				