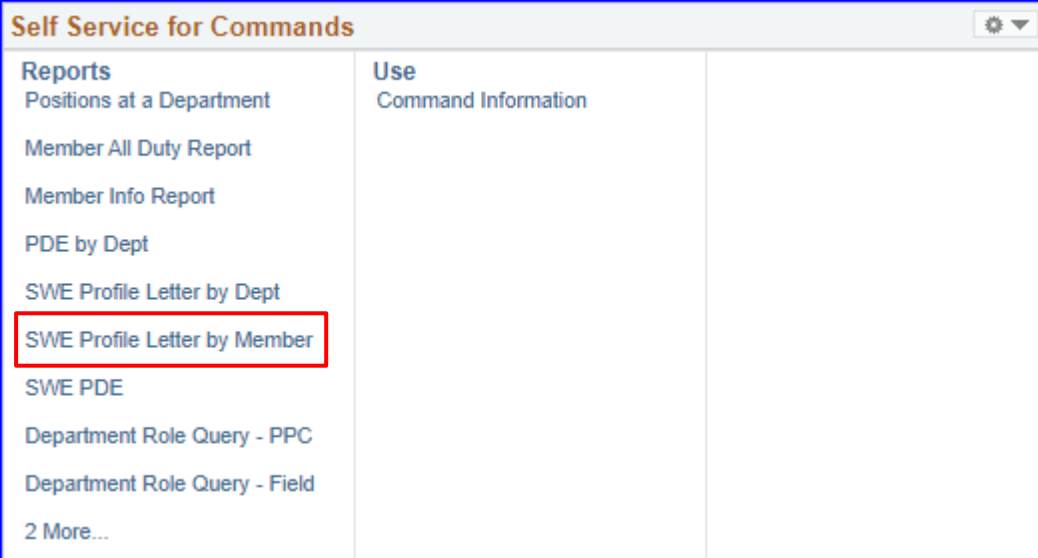
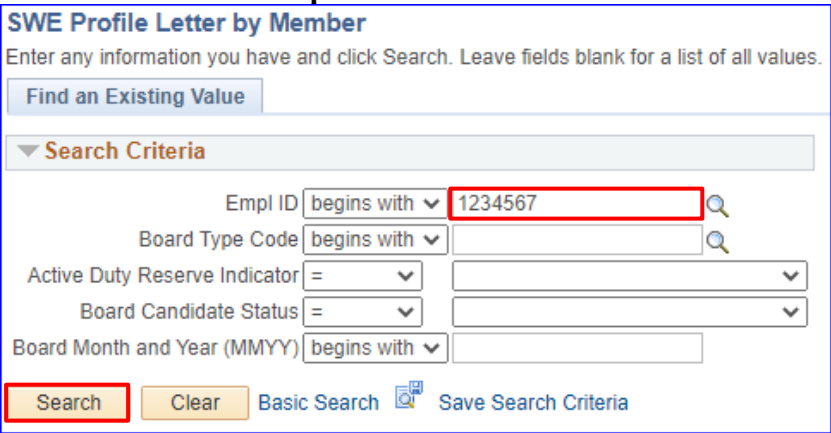


Servicewide Exam Profile Letter by Member

Introduction This guide provides the procedures for a SPO or Personnel & Admin (P&A) Office to view and/or print a member’s Servicewide Exam (SWE) Profile Letter in Direct Access (DA).

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

Procedures See below.

| Step | Action |
|-----------------|--|
| <p>1</p> | <p>Click SWE Profile Letter by Member under Reports in the Self Service for Commands pagelet.</p>  |
| <p>2</p> | <p>Enter the member’s Empl ID and click Search.</p>  |

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Servicewide Exam Profile Letter by Member, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------|--|----------------|---------|----------------|--|--------------|---|--|-----|------------------|-----|--|--|--------------------------------|---|--|--|------------------|----|--|--|-------------------|----------|--|--|-------------|------------|--|--|
| 3 | <p>The summary page will display with the member's information and eligibility status. Click Create Report.</p> <div data-bbox="327 562 1161 1102" style="border: 1px solid blue; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Empl ID:</td> <td style="width: 30%;">1234567</td> <td style="width: 30%;">Osbourne, June</td> <td style="width: 10%;"></td> </tr> <tr> <td>Empl Record:</td> <td>0</td> <td></td> <td>SWE</td> </tr> <tr> <td>Board Type Code:</td> <td>YN1</td> <td></td> <td></td> </tr> <tr> <td>Active Duty Reserve Indicator:</td> <td>A</td> <td></td> <td></td> </tr> <tr> <td>Sequence Number:</td> <td>42</td> <td></td> <td></td> </tr> <tr> <td>Candidate Status:</td> <td>Eligible</td> <td></td> <td></td> </tr> <tr> <td>Start Date:</td> <td>05/01/2022</td> <td></td> <td></td> </tr> </table> <p style="text-align: center; margin: 10px 0;"> <input type="button" value="Create Report"/> </p> <p style="margin: 10px 0;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> </p> </div> | Empl ID: | 1234567 | Osbourne, June | | Empl Record: | 0 | | SWE | Board Type Code: | YN1 | | | Active Duty Reserve Indicator: | A | | | Sequence Number: | 42 | | | Candidate Status: | Eligible | | | Start Date: | 05/01/2022 | | |
| Empl ID: | 1234567 | Osbourne, June | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Empl Record: | 0 | | SWE | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Board Type Code: | YN1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Active Duty Reserve Indicator: | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sequence Number: | 42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Candidate Status: | Eligible | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start Date: | 05/01/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Servicewide Exam Profile Letter by Member, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------------------------------|----------------|------------------|-------------------|-------------------------------|-----------------|---|--------------------------|---------------------|----|-----------------------------|-------|------------------|-------|------------|----|-------------|----|-------------------|---------------|-------------------|-------|-----------------------|-----|-----------------------------|-------|----------------|---|------------------|------|--------------------------------------|---|--|--|-------------------|---|-----------------------------|---------------|--|--|
| 4 | <p>The Profile Letter will open in a new window. The SWE Profile Letter is divided into 3 sections:</p> <ul style="list-style-type: none"> • Section 1 contains the member’s identifying information including name, Empl ID, and unit information • Section 2 contains the member’s SWE results • Section 3 contains the member’s final multiple points <p>See Steps 5 & 6 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: 11/18/2022</p> <p style="text-align: center;">USCG EXAM PROFILE LETTER FOR THE YN1 MAY 2022 SWE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Rate, Name: YN2</td> <td style="width: 33%;">Osbourne, June</td> <td style="width: 33%;">Empl ID: 1234567</td> </tr> <tr> <td>Perm Unit: 007895</td> <td>SEC CORPUS CHR ADMIN/PERS DIV</td> <td>OPFAC: 08 37180</td> </tr> </table> <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;"><u>SECTION TITLES OR OUAL REFERENCE</u></th> <th style="text-align: right;"><u>% ANSWERS CORRECT</u></th> </tr> </thead> <tbody> <tr> <td>1 PAY AND PERSONNEL</td> <td style="text-align: right;">50</td> </tr> <tr> <td>2 TRAVEL AND TRANSPORTATION</td> <td style="text-align: right;">48.48</td> </tr> <tr> <td>3 ADMINISTRATION</td> <td style="text-align: right;">51.52</td> </tr> <tr> <td>4 RESERVES</td> <td style="text-align: right;">60</td> </tr> <tr> <td>5 EPME - E6</td> <td style="text-align: right;">36</td> </tr> <tr> <td>TOTAL TEST</td> <td style="text-align: right;">49.33%</td> </tr> </tbody> </table> <p style="text-align: right;">RANK 111 OF 202</p> <hr/> <p>The Final Multiple Points which will determine your placement on the eligibility list are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>SERVICEWIDE EXAM:</td> <td style="text-align: right;">47.22</td> <td>TIR PRESENT PAYGRADE:</td> <td style="text-align: right;">6.5</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: right;">47.17</td> <td>MEDALS/AWARDS:</td> <td style="text-align: right;">4</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: right;">10.5</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;">115.39</td> <td></td> <td></td> </tr> </table> </div> | Rate, Name: YN2 | Osbourne, June | Empl ID: 1234567 | Perm Unit: 007895 | SEC CORPUS CHR ADMIN/PERS DIV | OPFAC: 08 37180 | <u>SECTION TITLES OR OUAL REFERENCE</u> | <u>% ANSWERS CORRECT</u> | 1 PAY AND PERSONNEL | 50 | 2 TRAVEL AND TRANSPORTATION | 48.48 | 3 ADMINISTRATION | 51.52 | 4 RESERVES | 60 | 5 EPME - E6 | 36 | TOTAL TEST | 49.33% | SERVICEWIDE EXAM: | 47.22 | TIR PRESENT PAYGRADE: | 6.5 | PERFORMANCE FACTOR (MARKS): | 47.17 | MEDALS/AWARDS: | 4 | TIME IN SERVICE: | 10.5 | CREDITABLE SEA/ INCENTIVE POINTS: | 0 | | | SURF DUTY POINTS: | 0 | TOTAL FINAL MULTIPLE | 115.39 | | |
| Rate, Name: YN2 | Osbourne, June | Empl ID: 1234567 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Perm Unit: 007895 | SEC CORPUS CHR ADMIN/PERS DIV | OPFAC: 08 37180 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>SECTION TITLES OR OUAL REFERENCE</u> | <u>% ANSWERS CORRECT</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 PAY AND PERSONNEL | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 TRAVEL AND TRANSPORTATION | 48.48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 ADMINISTRATION | 51.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 RESERVES | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 EPME - E6 | 36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL TEST | 49.33% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SERVICEWIDE EXAM: | 47.22 | TIR PRESENT PAYGRADE: | 6.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERFORMANCE FACTOR (MARKS): | 47.17 | MEDALS/AWARDS: | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TIME IN SERVICE: | 10.5 | CREDITABLE SEA/ INCENTIVE POINTS: | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | SURF DUTY POINTS: | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL FINAL MULTIPLE | 115.39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Servicewide Exam Profile Letter by Member, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | |
|---|---|---|--------------------------|---------------------|----|-----------------------------|-------|------------------|-------|------------|----|-------------|----|-------------------|---------------|------------------------|--|
| 5 | <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). <table border="1" data-bbox="328 712 1369 981"> <thead> <tr> <th data-bbox="328 712 1023 750"><u>SECTION TITLES OR QUAL REFERENCE</u></th> <th data-bbox="1023 712 1369 750"><u>% ANSWERS CORRECT</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="328 750 1023 788">1 PAY AND PERSONNEL</td> <td data-bbox="1023 750 1369 788">50</td> </tr> <tr> <td data-bbox="328 788 1023 826">2 TRAVEL AND TRANSPORTATION</td> <td data-bbox="1023 788 1369 826">48.48</td> </tr> <tr> <td data-bbox="328 826 1023 864">3 ADMINISTRATION</td> <td data-bbox="1023 826 1369 864">51.52</td> </tr> <tr> <td data-bbox="328 864 1023 902">4 RESERVES</td> <td data-bbox="1023 864 1369 902">60</td> </tr> <tr> <td data-bbox="328 902 1023 940">5 EPME - E6</td> <td data-bbox="1023 902 1369 940">36</td> </tr> <tr> <td data-bbox="328 940 1023 981">TOTAL TEST</td> <td data-bbox="1023 940 1369 981">49.33%</td> </tr> <tr> <td colspan="2" data-bbox="328 981 1369 1016">RANK 111 OF 202</td> </tr> </tbody> </table> | <u>SECTION TITLES OR QUAL REFERENCE</u> | <u>% ANSWERS CORRECT</u> | 1 PAY AND PERSONNEL | 50 | 2 TRAVEL AND TRANSPORTATION | 48.48 | 3 ADMINISTRATION | 51.52 | 4 RESERVES | 60 | 5 EPME - E6 | 36 | TOTAL TEST | 49.33% | RANK 111 OF 202 | |
| <u>SECTION TITLES OR QUAL REFERENCE</u> | <u>% ANSWERS CORRECT</u> | | | | | | | | | | | | | | | | |
| 1 PAY AND PERSONNEL | 50 | | | | | | | | | | | | | | | | |
| 2 TRAVEL AND TRANSPORTATION | 48.48 | | | | | | | | | | | | | | | | |
| 3 ADMINISTRATION | 51.52 | | | | | | | | | | | | | | | | |
| 4 RESERVES | 60 | | | | | | | | | | | | | | | | |
| 5 EPME - E6 | 36 | | | | | | | | | | | | | | | | |
| TOTAL TEST | 49.33% | | | | | | | | | | | | | | | | |
| RANK 111 OF 202 | | | | | | | | | | | | | | | | | |

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Servicewide Exam Profile Letter by Member, Continued

Procedures,
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| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|--------------------------------------|-------|-----------------------|-----|-----------------------------|-------|----------------|---|------------------|------|--------------------------------------|---|--|--|-------------------|---|----------------------|--------|--|--|-------|-------------|------------------|---|-----------------------------|--|-----------------|---|----------------------|---|---------------|---|----------------------------------|---|------------------|---|----------------------|---|
| 6 | <p data-bbox="327 488 1369 521">Section 3:</p> <div data-bbox="327 521 1369 828" style="border: 1px solid black; padding: 5px;"> <p data-bbox="338 528 1358 555">The Final Multiple Points which will determine your placement on the eligibility list are:</p> <table data-bbox="338 577 1358 817"> <tr> <td data-bbox="338 577 662 604">SERVICEWIDE EXAM:</td> <td data-bbox="678 577 821 604">47.22</td> <td data-bbox="845 577 1093 604">TIR PRESENT PAYGRADE:</td> <td data-bbox="1109 577 1157 604">6.5</td> </tr> <tr> <td data-bbox="338 638 662 665">PERFORMANCE FACTOR (MARKS):</td> <td data-bbox="678 638 821 665">47.17</td> <td data-bbox="845 638 1093 665">MEDALS/AWARDS:</td> <td data-bbox="1109 638 1133 665">4</td> </tr> <tr> <td data-bbox="338 698 662 725">TIME IN SERVICE:</td> <td data-bbox="678 698 821 725">10.5</td> <td data-bbox="845 676 1093 725">CREDITABLE SEA/ INCENTIVE POINTS:</td> <td data-bbox="1109 698 1133 725">0</td> </tr> <tr> <td></td> <td></td> <td data-bbox="845 736 1093 763">SURF DUTY POINTS:</td> <td data-bbox="1109 736 1133 763">0</td> </tr> <tr> <td data-bbox="406 797 646 824">TOTAL FINAL MULTIPLE</td> <td data-bbox="678 797 758 824">115.39</td> <td></td> <td></td> </tr> </table> </div> <table border="1" data-bbox="327 851 1369 1892"> <thead> <tr> <th data-bbox="327 851 614 884">Field</th> <th data-bbox="614 851 1369 884">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 884 614 996">Servicewide Exam</td> <td data-bbox="614 884 1369 996">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.</td> </tr> <tr> <td data-bbox="327 996 614 1064">Performance Factors (Marks)</td> <td data-bbox="614 996 1369 1064">Point credit based on the performance factor average. Maximum credit is 50 points.</td> </tr> <tr> <td data-bbox="327 1064 614 1131">Time in Service</td> <td data-bbox="614 1064 1369 1131">Point credit based on 1 point/year figured to the Terminal Eligibility Date (TED). Maximum credit is 20 points.</td> </tr> <tr> <td data-bbox="327 1131 614 1243">TIR Present Paygrade</td> <td data-bbox="614 1131 1369 1243">(Time in Rate in Present Paygrade) Point credit based on 2 points/year figured to the TED. Maximum credit is 10 points.</td> </tr> <tr> <td data-bbox="327 1243 614 1355">Medals/Awards</td> <td data-bbox="614 1243 1369 1355">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.</td> </tr> <tr> <td data-bbox="327 1355 614 1534">Creditable Sea/ Incentive Points</td> <td data-bbox="614 1355 1369 1534">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).</td> </tr> <tr> <td data-bbox="327 1534 614 1713">Surf Duty Points</td> <td data-bbox="614 1534 1369 1713">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.</td> </tr> <tr> <td data-bbox="327 1713 614 1892">Total Final Multiple</td> <td data-bbox="614 1713 1369 1892">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).</td> </tr> </tbody> </table> | SERVICEWIDE EXAM: | 47.22 | TIR PRESENT PAYGRADE: | 6.5 | PERFORMANCE FACTOR (MARKS): | 47.17 | MEDALS/AWARDS: | 4 | TIME IN SERVICE: | 10.5 | CREDITABLE SEA/ INCENTIVE POINTS: | 0 | | | SURF DUTY POINTS: | 0 | TOTAL FINAL MULTIPLE | 115.39 | | | 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. 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| SERVICEWIDE EXAM: | 47.22 | TIR PRESENT PAYGRADE: | 6.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERFORMANCE FACTOR (MARKS): | 47.17 | MEDALS/AWARDS: | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TIME IN SERVICE: | 10.5 | CREDITABLE SEA/ INCENTIVE POINTS: | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | SURF DUTY POINTS: | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL FINAL MULTIPLE | 115.39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |