
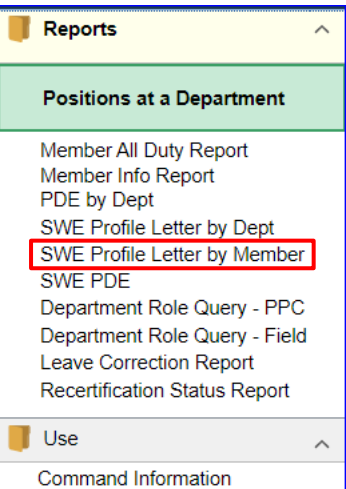
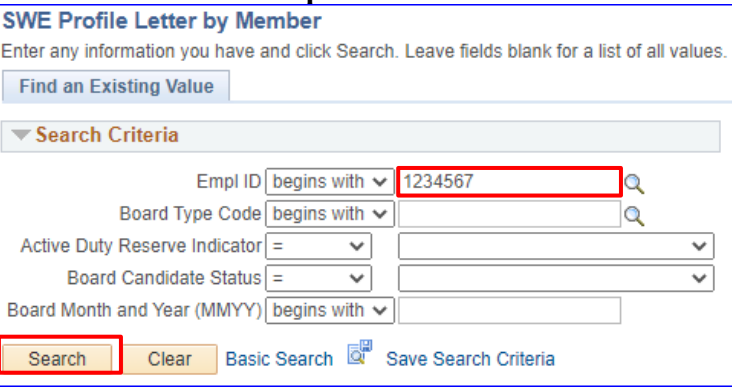


# Servicewide Exam Profile Letter by Member

**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><b>1</b></p>	<p>Click on <b>Self Service for Commands</b> from the My Homepage drop-down.</p>  <p>The screenshot shows a menu titled 'Self Service for Commands' with a tree icon representing a command structure.</p>
<p><b>1.5</b></p>	<p>Select the <b>SWE Profile Letter by Member</b> option.</p>  <p>The screenshot shows a 'Reports' dropdown menu. The 'SWE Profile Letter by Member' option is highlighted with a red box. Other options include Member All Duty Report, Member Info Report, PDE by Dept, SWE Profile Letter by Dept, SWE PDE, Department Role Query - PPC, Department Role Query - Field, Leave Correction Report, and Recertification Status Report.</p>
<p><b>2</b></p>	<p>Enter the member’s <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The screenshot shows the 'SWE Profile Letter by Member' search form. The 'Empl ID' field is set to '1234567' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. Other search criteria include Board Type Code, Active Duty Reserve Indicator, Board Candidate Status, and Board Month and Year (MMYY).</p>

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## Servicewide Exam Profile Letter by Member, Continued

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Procedures,  
continued

Step	Action																												
3	<p>The summary page will display with the member's information and eligibility status. Click <b>Create Report</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <table> <tr> <td>Empl ID:</td> <td>1234567</td> <td>Osbourne, June</td> <td></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;"><b>Create Report</b></p> <p>Save    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		
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## Servicewide Exam Profile Letter by Member, Continued

Procedures,  
continued

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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"> <li>• <b>Section 1</b> contains the member’s identifying information including name, Empl ID, and unit information</li> <li>• <b>Section 2</b> contains the member’s SWE results</li> <li>• <b>Section 3</b> contains the member’s final multiple points</li> </ul> <p>See <b>Steps 5 &amp; 6</b> for a brief explanation of sections 2 &amp; 3.</p> <div style="border: 1px solid black; padding: 5px;"> <p>U.S. COAST GUARD HUMAN RESOURCES <span style="float: right;">PRINT DATE: 11/18/2022</span></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>Rate, Name: YN2</td> <td>Osbourne, June</td> <td>Empl ID: 1234567</td> </tr> <tr> <td>Perm Unit: 007895</td> <td>SEC CORPUS CHR ADMIN/PERS DIV</td> <td>OFFAC: 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 QUAL 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><b>TOTAL TEST</b></td> <td style="text-align: right;"><b>49.33%</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>RANK 111 OF 202</b></td> </tr> </tbody> </table> <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><b>TOTAL FINAL MULTIPLE</b></td> <td style="text-align: right;"><b>115.39</b></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	OFFAC: 08 37180	<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	<b>TOTAL TEST</b>	<b>49.33%</b>		<b>RANK 111 OF 202</b>	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	<b>TOTAL FINAL MULTIPLE</b>	<b>115.39</b>		
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## Servicewide Exam Profile Letter by Member, Continued

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Procedures,  
continued

Step	Action																
5	<p><b>Section 2:</b> 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"> <li>• <b>Total Test</b> is the percentage of overall correct answers.</li> <li>• <b>Rank</b> is the position the member attained compared to all others who completed the same exam (i.e. all YN2s who competed for YN1).</li> </ul> <table border="1" data-bbox="328 712 1369 981"> <thead> <tr> <th data-bbox="336 719 1018 757"><u>SECTION TITLES OR QUAL REFERENCE</u></th> <th data-bbox="1018 719 1361 757"><u>% ANSWERS CORRECT</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="336 779 1018 808">1 PAY AND PERSONNEL</td> <td data-bbox="1018 779 1361 808">50</td> </tr> <tr> <td data-bbox="336 808 1018 837">2 TRAVEL AND TRANSPORTATION</td> <td data-bbox="1018 808 1361 837">48.48</td> </tr> <tr> <td data-bbox="336 837 1018 866">3 ADMINISTRATION</td> <td data-bbox="1018 837 1361 866">51.52</td> </tr> <tr> <td data-bbox="336 866 1018 896">4 RESERVES</td> <td data-bbox="1018 866 1361 896">60</td> </tr> <tr> <td data-bbox="336 896 1018 925">5 EPME - E6</td> <td data-bbox="1018 896 1361 925">36</td> </tr> <tr> <td data-bbox="336 947 603 976"><b>TOTAL TEST</b></td> <td data-bbox="603 947 1018 976">49.33%</td> </tr> <tr> <td colspan="2" data-bbox="1018 947 1361 976"><b>RANK 111 OF 202</b></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	<b>TOTAL TEST</b>	49.33%	<b>RANK 111 OF 202</b>	
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## Servicewide Exam Profile Letter by Member, Continued

Procedures,  
continued

Step	Action																				
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	<b>Field</b>	<b>Description</b>																			
	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 <a href="#">reference (a)</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).																				