
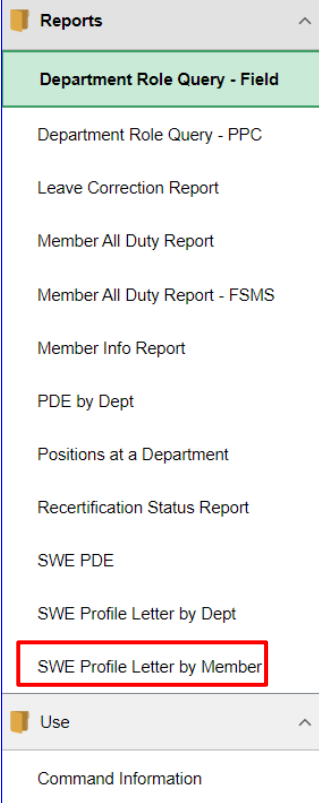


Servicewide Exam Profile Letter by Member

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](#)


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 Member option.</p> 

Continued on next page

Servicewide Exam Profile Letter by Member, Continued

Procedures,
continued

Step	Action																					
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="328 524 1374 1196" style="border: 1px solid black; padding: 5px;"> <p>SWE Profile Letter by Member</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/> 🔍</p> <p>Board Type Code begins with ▼ <input type="text"/> 🔍</p> <p>Active Duty Reserve Indicator = ▼ <input type="text"/> ▼</p> <p>Board Candidate Status = ▼ <input type="text"/> ▼</p> <p>Board Month and Year (MMYY) begins with ▼ <input type="text"/></p> <p>Search Clear Basic Search  Save Search Criteria</p> </div>																					
4	<p>The summary page will display with the member's information and eligibility status. Click Create Report.</p> <div data-bbox="328 1312 1171 1854" style="border: 1px solid black; padding: 5px;"> <table> <tr> <td>Empl ID:</td> <td>1234567</td> <td>Sparrow, Jack</td> </tr> <tr> <td>Empl Record:</td> <td>0</td> <td></td> </tr> <tr> <td>Board Type Code:</td> <td>YN1</td> <td></td> </tr> <tr> <td>Active Duty Reserve Indicator:</td> <td>A</td> <td></td> </tr> <tr> <td>Sequence Number:</td> <td>45</td> <td></td> </tr> <tr> <td>Candidate Status:</td> <td>Eligible</td> <td></td> </tr> <tr> <td>Start Date:</td> <td>05/01/2025</td> <td></td> </tr> </table> <p style="text-align: center;">Create Report</p> <p>Return to Search</p> </div>	Empl ID:	1234567	Sparrow, Jack	Empl Record:	0		Board Type Code:	YN1		Active Duty Reserve Indicator:	A		Sequence Number:	45		Candidate Status:	Eligible		Start Date:	05/01/2025	
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Servicewide Exam Profile Letter by Member, Continued

Procedures,
continued

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5	<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: 10/10/2024</p> <p style="text-align: center;">USCG EXAM PROFILE LETTER FOR THE YNCS MAY 2024 SWE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Rate, Name: YNC</td> <td style="padding: 2px;">Sparrow, Jack</td> <td style="padding: 2px;">Empl ID: 1234567</td> </tr> <tr> <td style="padding: 2px;">Perm Unit: 006533</td> <td style="padding: 2px;">PPC TRAVEL BR</td> <td style="padding: 2px;">OPFAC: 79 47400</td> </tr> </table> </div>	Rate, Name: YNC	Sparrow, Jack	Empl ID: 1234567	Perm Unit: 006533	PPC TRAVEL BR	OPFAC: 79 47400
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Servicewide Exam Profile Letter by Member, Continued

Procedures,
continued

Step	Action																
6	<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). <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 border="1" data-bbox="328 712 1369 1048"> <thead> <tr> <th data-bbox="328 842 847 864">SECTION TITLES OR QUAL REFERENCE</th> <th data-bbox="900 842 1139 864">% ANSWERS CORRECT</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 887 596 909">1 PAY & PERSONNEL</td> <td data-bbox="983 887 1043 909">84.21</td> </tr> <tr> <td data-bbox="395 909 687 931">2 TRAVEL & TRANSPORTATION</td> <td data-bbox="999 909 1027 931">50</td> </tr> <tr> <td data-bbox="395 931 584 954">3 ADMINISTRATION</td> <td data-bbox="983 931 1043 954">42.86</td> </tr> <tr> <td data-bbox="395 954 512 976">4 RESERVES</td> <td data-bbox="983 954 1043 976">46.15</td> </tr> <tr> <td data-bbox="395 976 523 999">5 EPME - E8</td> <td data-bbox="983 976 1043 999">38.57</td> </tr> <tr> <td data-bbox="395 1010 512 1032">TOTAL TEST</td> <td data-bbox="584 1010 655 1032">47.33%</td> </tr> <tr> <td colspan="2" data-bbox="940 1010 1094 1032">RANK 29 OF 46</td> </tr> </tbody> </table>	SECTION TITLES OR QUAL REFERENCE	% ANSWERS CORRECT	1 PAY & PERSONNEL	84.21	2 TRAVEL & TRANSPORTATION	50	3 ADMINISTRATION	42.86	4 RESERVES	46.15	5 EPME - E8	38.57	TOTAL TEST	47.33%	RANK 29 OF 46	
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continued

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7	<p>Section 3:</p> <div style="border: 1px solid black; padding: 10px;"> <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 style="width: 30%;">SERVICEWIDE EXAM:</td> <td style="width: 20%; text-align: center;">44.13</td> <td style="width: 30%;">TIR PRESENT PAYGRADE:</td> <td style="width: 20%; text-align: center;">10</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: center;">45.1</td> <td>MEDALS/AWARDS:</td> <td style="text-align: center;">8</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: center;">20</td> <td>CREDITABLE SEA/ INCENTIVE POINTS:</td> <td style="text-align: center;">0</td> </tr> <tr> <td></td> <td></td> <td>SURF DUTY POINTS:</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL FINAL MULTIPLE</td> <td></td> <td style="text-align: center;">127.23</td> </tr> </table> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Field</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td>Servicewide Exam</td> <td>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>Performance Factors (Marks)</td> <td>Point credit based on the performance factor average. Maximum credit is 50 points.</td> </tr> <tr> <td>Time in Service</td> <td>Point credit based on 1 point/year figured to the Terminal Eligibility Date (TED). Maximum credit is 20 points.</td> </tr> <tr> <td>TIR Present Paygrade</td> <td>(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>Medals/Awards</td> <td>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>Creditable Sea/ Incentive Points</td> <td>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>Surf Duty Points</td> <td>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>Total Final Multiple</td> <td>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:	44.13	TIR PRESENT PAYGRADE:	10	PERFORMANCE FACTOR (MARKS):	45.1	MEDALS/AWARDS:	8	TIME IN SERVICE:	20	CREDITABLE SEA/ INCENTIVE POINTS:	0			SURF DUTY POINTS:	0	TOTAL FINAL MULTIPLE			127.23	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).
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