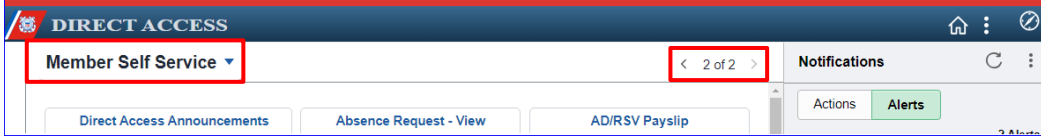
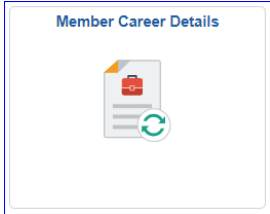
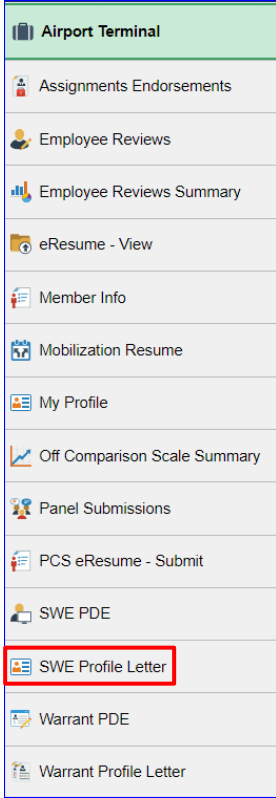


# SWE Profile Letter

**Introduction** This guide provides the procedures for viewing/printing a Profile Letter using self-service in Direct Access (DA).

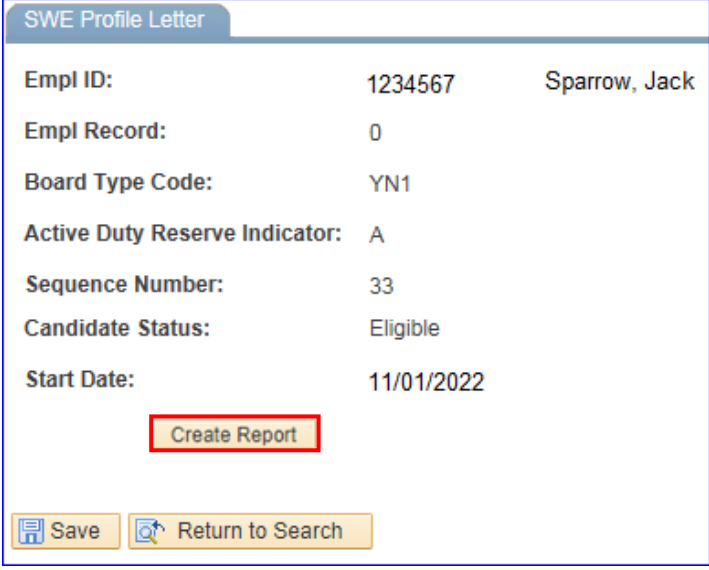
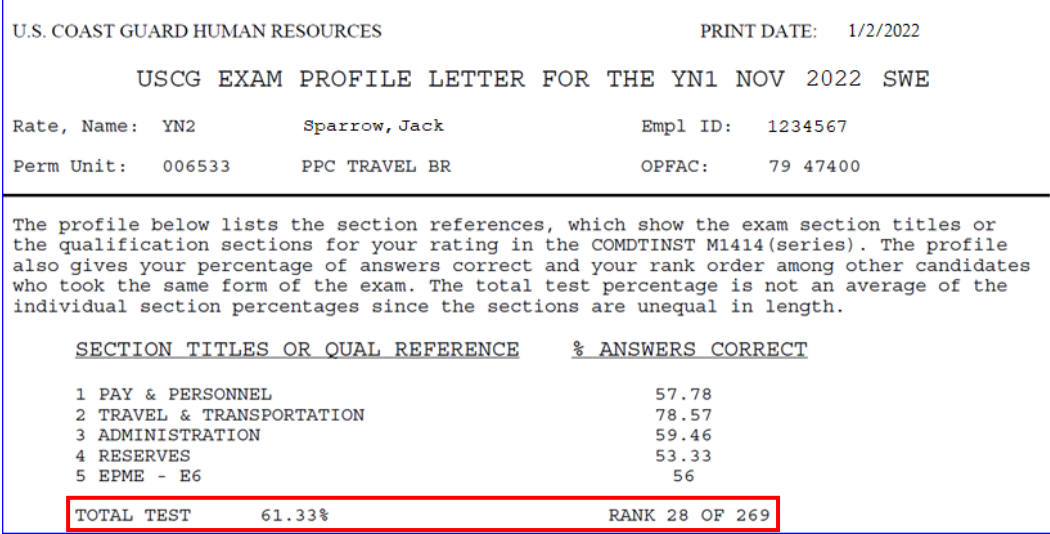
**Procedures** See below.

Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down or by page arrows.</p> 
2	<p>Click on the <b>Member Career Details</b> tile.</p> 
3	<p>Select the <b>SWE Profile Letter</b> option.</p> 

*Continued on next page*

# SWE Profile Letter, Continued

Procedures,  
continued

Step	Action																
4	<p>The Summary will display. Click <b>Create Report</b>.</p> 																
5	<p>The Profile Letter will display. Review the data and notify the administration office of any discrepancies. The next few steps breakdown the letter into sections with descriptions.</p> <ul style="list-style-type: none"> <li>• <b>Total Test</b> is the percentage of correct answers.</li> <li>• <b>Rank</b> is your position compared to all who completed the exam for that rate.</li> </ul>  <p>U.S. COAST GUARD HUMAN RESOURCES <span style="float: right;">PRINT DATE: 1/2/2022</span></p> <p style="text-align: center;">USCG EXAM PROFILE LETTER FOR THE YN1 NOV 2022 SWE</p> <p>Rate, Name: YN2 Sparrow, Jack <span style="float: right;">Empl ID: 1234567</span></p> <p>Perm Unit: 006533 PPC TRAVEL BR <span style="float: right;">OPFAC: 79 47400</span></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 border="1" 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 &amp; PERSONNEL</td> <td style="text-align: right;">57.78</td> </tr> <tr> <td>2 TRAVEL &amp; TRANSPORTATION</td> <td style="text-align: right;">78.57</td> </tr> <tr> <td>3 ADMINISTRATION</td> <td style="text-align: right;">59.46</td> </tr> <tr> <td>4 RESERVES</td> <td style="text-align: right;">53.33</td> </tr> <tr> <td>5 EPME - E6</td> <td style="text-align: right;">56</td> </tr> <tr> <td><b>TOTAL TEST</b></td> <td style="text-align: right;"><b>61.33%</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>RANK 28 OF 269</b></td> </tr> </tbody> </table>	SECTION TITLES OR QUAL REFERENCE	% ANSWERS CORRECT	1 PAY & PERSONNEL	57.78	2 TRAVEL & TRANSPORTATION	78.57	3 ADMINISTRATION	59.46	4 RESERVES	53.33	5 EPME - E6	56	<b>TOTAL TEST</b>	<b>61.33%</b>		<b>RANK 28 OF 269</b>
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*Continued on next page*

## SWE Profile Letter, Continued

Procedures,  
continued

Step	Action																				
6	<ul style="list-style-type: none"> <li>• <b>Servicewide Exam</b> – 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.</li> <li>• <b>Performance Factor (Marks)</b> – Point credit based on your performance factor average. Maximum credit is 50 points.</li> <li>• <b>Time in Service</b> – Point credit based on 1point/year figured to the Terminal Eligibility Date (TED). Maximum credit is 20 points.</li> <li>• <b>TIR Present Paygrade</b> – Point credit based on 2 points/year figured to the TED. Maximum credit is 10 points.</li> <li>• <b>Medals/Awards</b> – Point credit based on type of award. See the <a href="#">Enlistments, Evaluations, and Advancements, Chapter 3.A.3.f</a> for a list of point totals for creditable awards. Maximum credit is 10 Points.</li> <li>• <b>Creditable Sea/Incentive Points</b> – 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).</li> <li>• <b>Surf Duty Points</b> – 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.</li> <li>• <b>Total Final Multiple</b> – The final multiple is composed of all the points listed above for a maximum of 200 points. The maximum final multiple for Reservist exams is 170. Sea duty and Surf duty do not apply.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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 style="width: 40%;">SERVICEWIDE EXAM:</td> <td style="width: 15%; text-align: center;">47.22</td> <td style="width: 40%;">TIR PRESENT PAYGRADE:</td> <td style="width: 5%; text-align: center;">6.5</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: center;">47.17</td> <td>MEDALS/AWARDS:</td> <td style="text-align: center;">4</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: center;">10.5</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><b>TOTAL FINAL MULTIPLE</b></td> <td style="text-align: center;"><b>115.39</b></td> <td></td> <td></td> </tr> </tbody> </table> </div>	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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