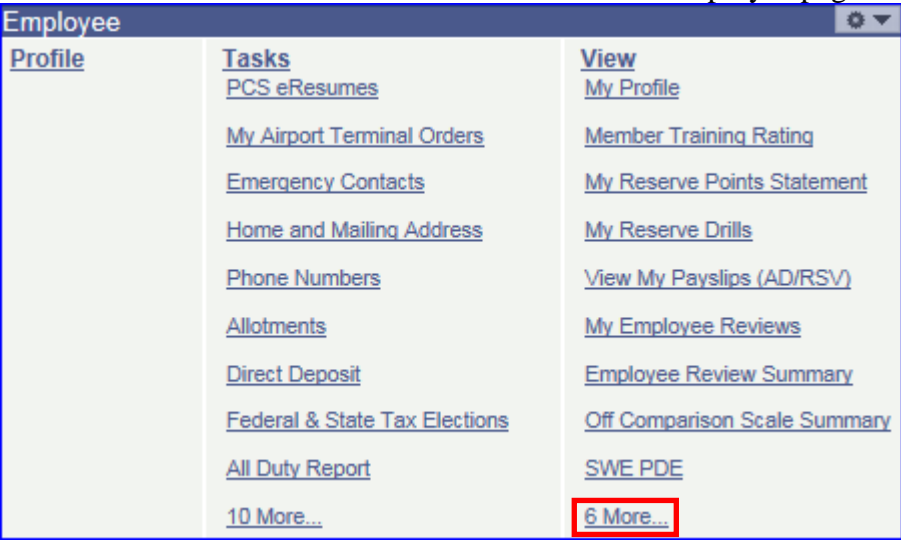
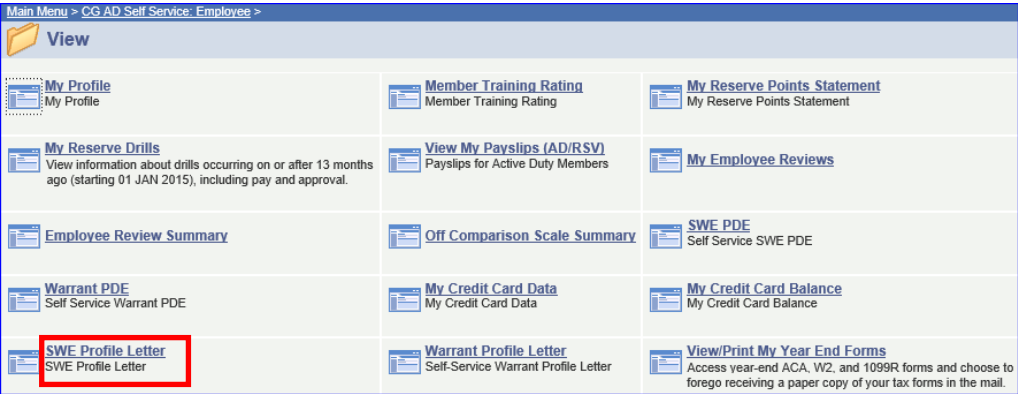


Servicewide Exam Profile Letter

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

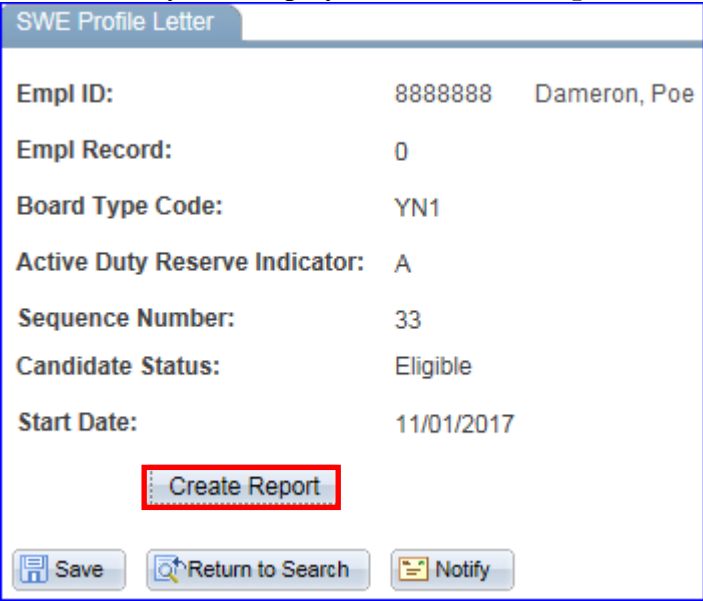
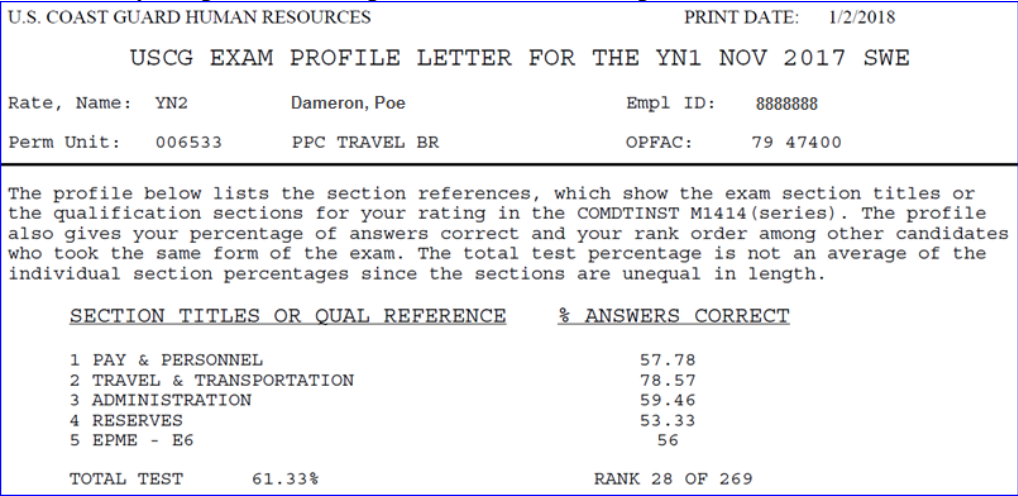
Procedures See below.

Step	Action
<p>1</p>	<p>Select the More link under the View column in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with three columns: Profile, Tasks, and View. The 'View' column contains several links, and a red box highlights the '6 More...' link at the bottom.</p>
<p>2</p>	<p>Select the SWE Profile Letter link.</p>  <p>The screenshot shows the 'View' section of the Employee pagelet with a grid of links. A red box highlights the 'SWE Profile Letter' link in the bottom-left corner.</p>

Continued on next page

Servicewide Exam Profile Letter, Continued

Procedures,
continued

Step	Action																
<p>3</p>	<p>The Summary will display. Click Create Report.</p> 																
<p>4</p>	<p>The Profile Letter will display. Review the data and notify the Servicing Personnel Office (SPO) through the administration office of any discrepancies. The next few steps breakdown the letter into sections with descriptions.</p> <ul style="list-style-type: none"> • Total Test is the percentage of correct answers. • Rank is your position compared to all who completed the exam for that rate.  <p>U.S. COAST GUARD HUMAN RESOURCES PRINT DATE: 1/2/2018</p> <p>USCG EXAM PROFILE LETTER FOR THE YN1 NOV 2017 SWE</p> <p>Rate, Name: YN2 Dameron, Poe Empl ID: 8888888</p> <p>Perm Unit: 006533 PPC TRAVEL BR OFFAC: 79 47400</p> <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"> <thead> <tr> <th>SECTION TITLES OR QUAL REFERENCE</th> <th>% ANSWERS CORRECT</th> </tr> </thead> <tbody> <tr> <td>1 PAY & PERSONNEL</td> <td>57.78</td> </tr> <tr> <td>2 TRAVEL & TRANSPORTATION</td> <td>78.57</td> </tr> <tr> <td>3 ADMINISTRATION</td> <td>59.46</td> </tr> <tr> <td>4 RESERVES</td> <td>53.33</td> </tr> <tr> <td>5 EPME - E6</td> <td>56</td> </tr> <tr> <td>TOTAL TEST</td> <td>61.33%</td> </tr> <tr> <td></td> <td>RANK 28 OF 269</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	TOTAL TEST	61.33%		RANK 28 OF 269
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Continued on next page

Servicewide Exam Profile Letter, Continued

Procedures,
continued

Step	Action																				
5	<ul style="list-style-type: none"> • 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 Factor (Marks): Point credit based on your 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: Point credit based on 2 points/year figured to the TED. Maximum credit is 10 points. • Medals/Awards: Point credit based on type of award. See the Enlisted Accessions, Evaluations, and Advancements, Chapter 3.A.3.f for a list of point totals for creditable awards. Maximum credit is 10 Points. • Creditable Sea Points: Point credit is based on cumulative sea time computed through 1 February for the May Servicewide Exam and 1 August for the November Servicewide Exam. 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 Reservist exams is 170. Sea duty and Surf duty do not apply. <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: 20%; text-align: right;">62.89</td> <td style="width: 20%;">TIR PRESENT PAYGRADE:</td> <td style="width: 20%; text-align: right;">10</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: right;">40.13</td> <td>MEDALS/AWARDS:</td> <td style="text-align: right;">3</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: right;">15.58</td> <td>CREDITABLE SEA 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;">131.6</td> <td></td> <td></td> </tr> </tbody> </table> </div>	SERVICEWIDE EXAM:	62.89	TIR PRESENT PAYGRADE:	10	PERFORMANCE FACTOR (MARKS):	40.13	MEDALS/AWARDS:	3	TIME IN SERVICE:	15.58	CREDITABLE SEA POINTS:	0			SURF DUTY POINTS:	0	TOTAL FINAL MULTIPLE	131.6		
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