


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
1	<p>Select SWE Profile Letter by Member under Reports in the Self Service for Commands pagelet.</p>  <p>The screenshot shows a web interface titled 'Self Service for Commands'. It features a 'Reports' section with a list of links: 'Positions at a Department', 'Member All Duty Report', 'Member Info Report', 'PDE by Dept', 'SWE Profile Letter by Dept', 'SWE Profile Letter by Member' (highlighted with a red box), 'SWE PDE', 'Department Role Query - PPC', 'Department Role Query - Field', and '1 More...'. There is also a 'Use Command Information' link in the 'Use' section.</p>

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Servicewide Exam Profile Letter by Member, Continued

Procedures,
continued

Step	Action																					
2	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="328 524 1216 1097" style="border: 1px solid blue; 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>																					
3	<p>The summary page will display with the member's information and eligibility status. Click Create Report.</p> <div data-bbox="328 1205 1265 1780" style="border: 1px solid blue; padding: 5px;"> <table> <tr> <td>Empl ID:</td> <td>1234567</td> <td>Skywalker, Luke</td> </tr> <tr> <td>Empl Record:</td> <td>0</td> <td>SWE</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>34</td> <td></td> </tr> <tr> <td>Candidate Status:</td> <td>Eligible</td> <td></td> </tr> <tr> <td>Start Date:</td> <td>05/01/2018</td> <td></td> </tr> </table> <p style="text-align: center;">Create Report</p> <p> Save Return to Search</p> </div>	Empl ID:	1234567	Skywalker, Luke	Empl Record:	0	SWE	Board Type Code:	YN1		Active Duty Reserve Indicator:	A		Sequence Number:	34		Candidate Status:	Eligible		Start Date:	05/01/2018	
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4	<p>The Profile Letter will open in a new window. The SWE Profile Letter is divided into 3 sections: Section 1 contains the member's identifying information including name, Emplid, and unit information; Section 2 contains the member's SWE results; and Section 3 contains the member's final multiple points. 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: 10/4/2018</p> <p style="text-align: center;">USCG EXAM PROFILE LETTER FOR THE YN1 MAY 2018 SWE</p> <p>Rate, Name: YN2 Skywalker, Luke Empl ID: 1234567</p> <p>Perm Unit: 062191 BASE TATT SPO (JH) OPFAC: 61 61050</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 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 & PERSONNEL</td> <td style="text-align: right;">69.23</td> </tr> <tr> <td>2 TRAVEL & TRANSPORTATION</td> <td style="text-align: right;">56.67</td> </tr> <tr> <td>3 ADMINISTRATION</td> <td style="text-align: right;">45.45</td> </tr> <tr> <td>4 RESERVES</td> <td style="text-align: right;">66.67</td> </tr> <tr> <td>5 EPME - E6</td> <td style="text-align: right;">52</td> </tr> <tr> <td>TOTAL TEST 58%</td> <td style="text-align: right;">RANK 81 OF 256</td> </tr> </tbody> </table> <hr/> <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>SERVICEWIDE EXAM:</td> <td style="text-align: right;">55.23</td> <td>TIR PRESENT PAYGRADE:</td> <td style="text-align: right;">7</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: right;">44.33</td> <td>MEDALS/AWARDS:</td> <td style="text-align: right;">2</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: right;">10.92</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;">119.48</td> <td></td> <td></td> </tr> </tbody> </table> </div>	<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>	1 PAY & PERSONNEL	69.23	2 TRAVEL & TRANSPORTATION	56.67	3 ADMINISTRATION	45.45	4 RESERVES	66.67	5 EPME - E6	52	TOTAL TEST 58%	RANK 81 OF 256	SERVICEWIDE EXAM:	55.23	TIR PRESENT PAYGRADE:	7	PERFORMANCE FACTOR (MARKS):	44.33	MEDALS/AWARDS:	2	TIME IN SERVICE:	10.92	CREDITABLE SEA POINTS:	0			SURF DUTY POINTS:	0	TOTAL FINAL MULTIPLE	119.48		
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continued

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