


# Servicewide Exam Profile Letters by Department

**Introduction** This guide provides the procedures for a SPO or Personnel & Admin (P&A) Office to generate Servicewide Exam (SWE) Profile Letters by Department in Direct Access (DA).

**Important Information** This report can only be run for individual Department IDs. Large departments with sub-departments will each need to be run separately.

- References**
- (a) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2B](#)
  - (b) [Servicewide Examination \(SWE\) Guide, PPC \(ADV\) Publication](#)

**Procedures** See below.

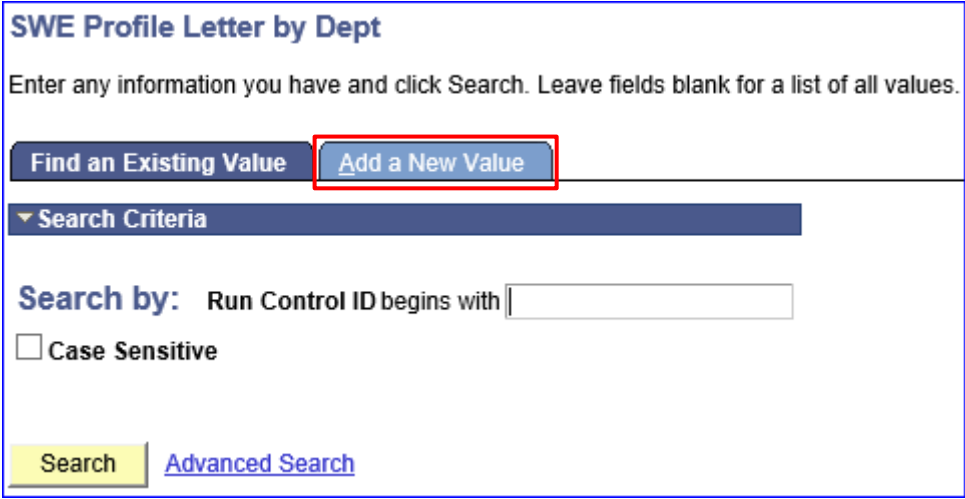
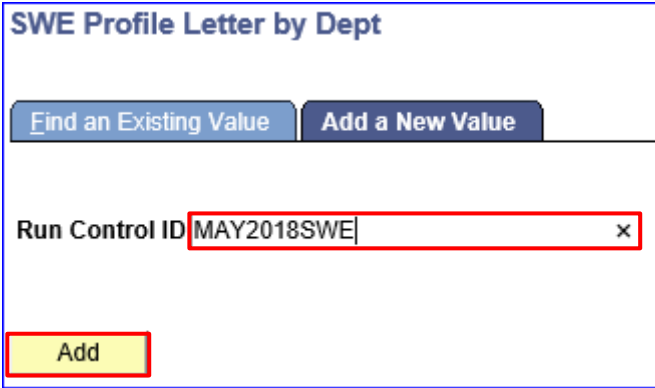
Step	Action
1	<p>Select <b>SWE Profile Letter by Dept</b> from the Self Service for Commands pagelet.</p>  <p>The screenshot shows a web interface titled 'Self Service for Commands'. It has two columns: 'Reports' and 'Use'. Under 'Reports', there are several links: 'Positions at a Department', 'Member All Duty Report', 'Member Info Report', 'PDE by Dept', 'SWE Profile Letter by Dept' (highlighted with a red box), 'SWE Profile Letter by Member', 'SWE PDE', 'Department Role Query - PPC', 'Department Role Query - Field', and '1 More...'. Under 'Use', there is a link for 'Command Information'.</p>

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## Servicewide Exam Profile Letters by Department, Continued

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Procedures,  
continued

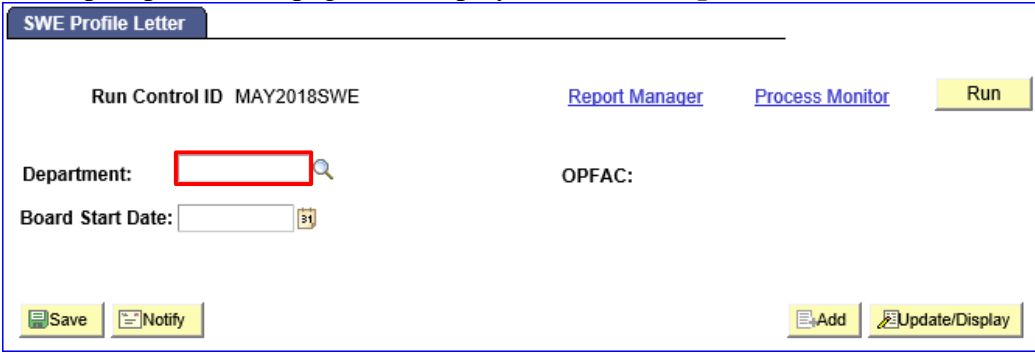


Step	Action
2	<p>The SWE Profile Letter by Dept page will display. Select the <b>Add a New Value</b> tab.</p>  <p><b>SWE Profile Letter by Dept</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value <b>Add a New Value</b></p> <p>▼ Search Criteria</p> <p><b>Search by:</b> Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search <a href="#">Advanced Search</a></p>
3	<p>In the <b>Run Control ID</b> field, enter a name for the report. <b>Click Add.</b></p>  <p><b>SWE Profile Letter by Dept</b></p> <p>Find an Existing Value <b>Add a New Value</b></p> <p>Run Control ID <input type="text" value="MAY2018SWE"/></p> <p>Add</p>

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## Servicewide Exam Profile Letters by Department, Continued

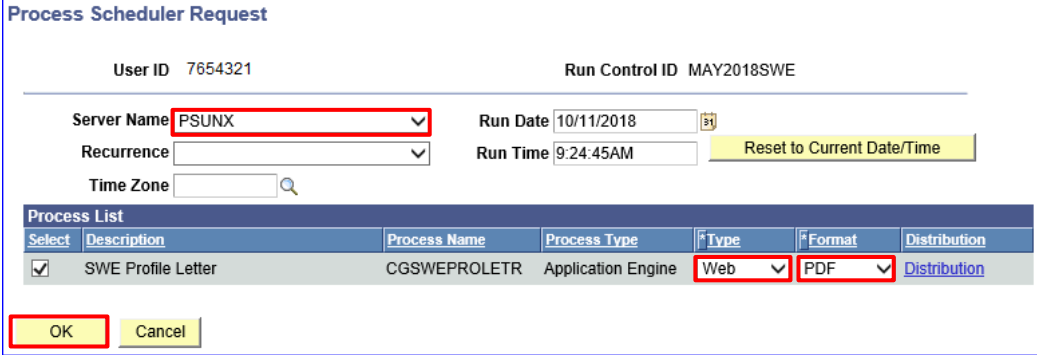
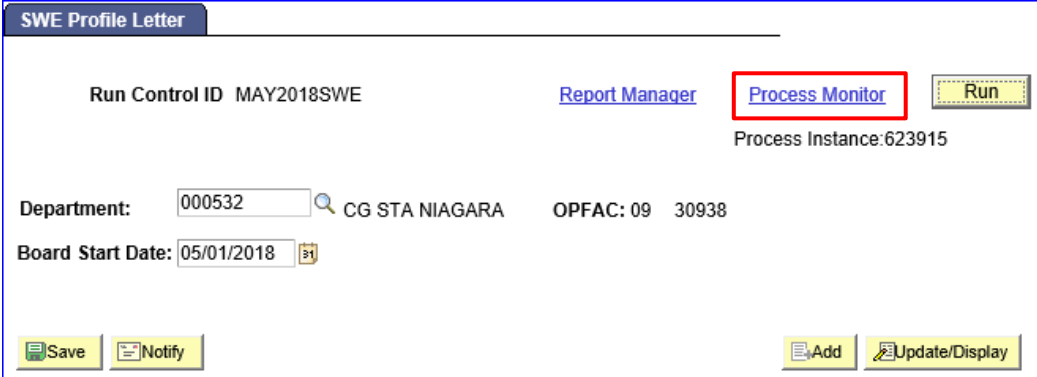
Procedures,  
continued

Step	Action								
4	<p>The report parameters page will display. Enter the <b>Department</b> ID number.</p> 								
5	<p>Enter the <b>Board Start Date</b>. This will always be the first day of the month of the SWE. For example:</p> <table border="1" data-bbox="352 972 837 1126"> <thead> <tr> <th>SWE</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>May SWE</td> <td>5/1/18</td> </tr> <tr> <td>October RSWE</td> <td>10/1/18</td> </tr> <tr> <td>November SWE</td> <td>11/1/18</td> </tr> </tbody> </table> 	SWE	Start Date	May SWE	5/1/18	October RSWE	10/1/18	November SWE	11/1/18
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6	<p>Click <b>Save</b>, then click <b>Run</b>.</p> 								

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## Servicewide Exam Profile Letters by Department, Continued

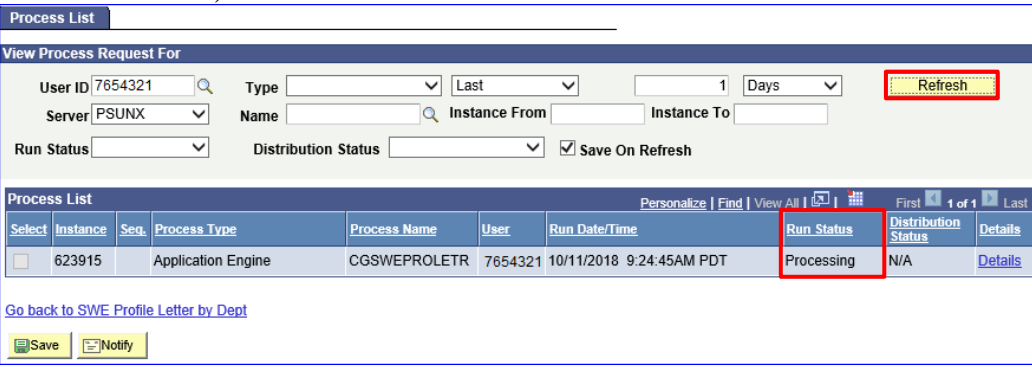
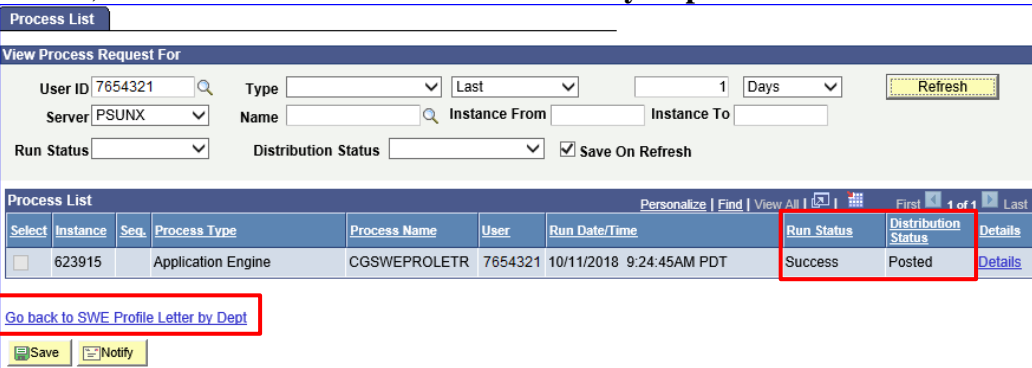
Procedures,  
continued

Step	Action														
7	<p>The Process Scheduler Request will display. Using the drop-down, change the Server Name to <b>PSUNX</b>. Leave the *Type defaulted to <b>Web</b> and change the *Format to <b>PDF</b>. Click <b>OK</b>.</p>  <p><b>Process Scheduler Request</b></p> <p>User ID 7654321 Run Control ID MAY2018SWE</p> <p>Server Name: PSUNX Run Date: 10/11/2018          Recurrence: Recurrence dropdown Run Time: 9:24:45AM          Time Zone: Time Zone dropdown</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>SWE Profile Letter</td> <td>CGSWEPROLETR</td> <td>Application Engine</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	SWE Profile Letter	CGSWEPROLETR	Application Engine	Web	PDF	Distribution
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8	<p>The report parameters page will re-display with a Process Instance number. Click <b>Process Monitor</b>.</p>  <p><b>SWE Profile Letter</b></p> <p>Run Control ID MAY2018SWE Report Manager Process Monitor Run          Process Instance: 623915</p> <p>Department: 000532 CG STA NIAGARA OPFAC: 09 30938          Board Start Date: 05/01/2018</p> <p>Save Notify Add Update/Display</p>														

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## Servicewide Exam Profile Letters by Department, Continued

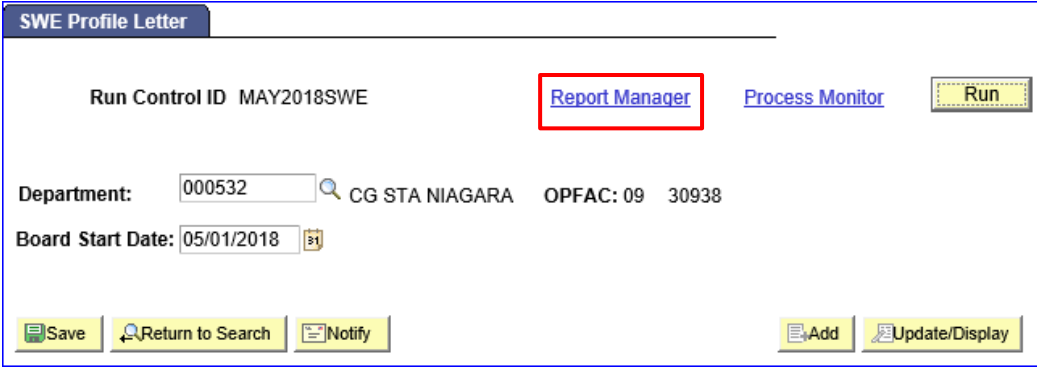
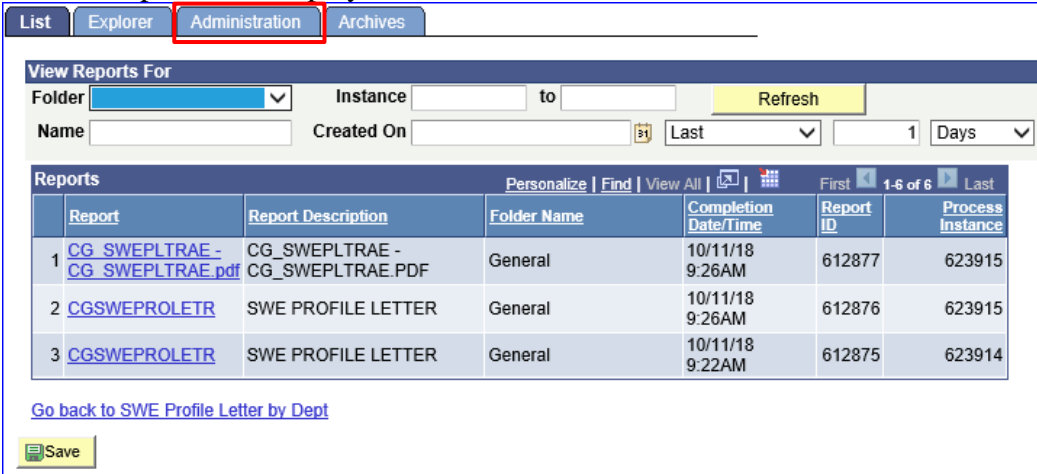
Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>The Process List will display. The Run Status should initially indicate <b>Queued</b> or <b>Processing</b>. Click the <b>Refresh</b> button (this may take a few minutes/clicks depending on the size of the department) until the Run Status updates to Success.</p> <p><b>Note:</b> If the Run Status shows <b>No Success</b>, you will need to exit the page and restart the report process (ensure you enter a valid Department ID number and Board Start Date).</p>  <p>The screenshot shows the 'Process List' interface. At the top, there are search filters for User ID (7654321), Type (Last), and Days (1). A 'Refresh' button is highlighted with a red box. Below the filters is a table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The 'Run Status' column for the first row is highlighted with a red box and contains the value 'Processing'. The 'Distribution Status' column contains 'N/A'. At the bottom, there are 'Save' and 'Notify' buttons.</p>
<p><b>10</b></p>	<p>Once the Run Status displays <b>Success</b> and the Distribution Status displays <b>Posted</b>, click <b>Go back to SWE Profile Letter by Dept.</b></p>  <p>The screenshot shows the 'Process List' interface after the process has completed. The 'Refresh' button is now disabled. In the table, the 'Run Status' column for the first row is highlighted with a red box and contains the value 'Success'. The 'Distribution Status' column contains 'Posted'. A red box highlights the link 'Go back to SWE Profile Letter by Dept.' at the bottom of the interface.</p>

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## Servicewide Exam Profile Letters by Department, Continued

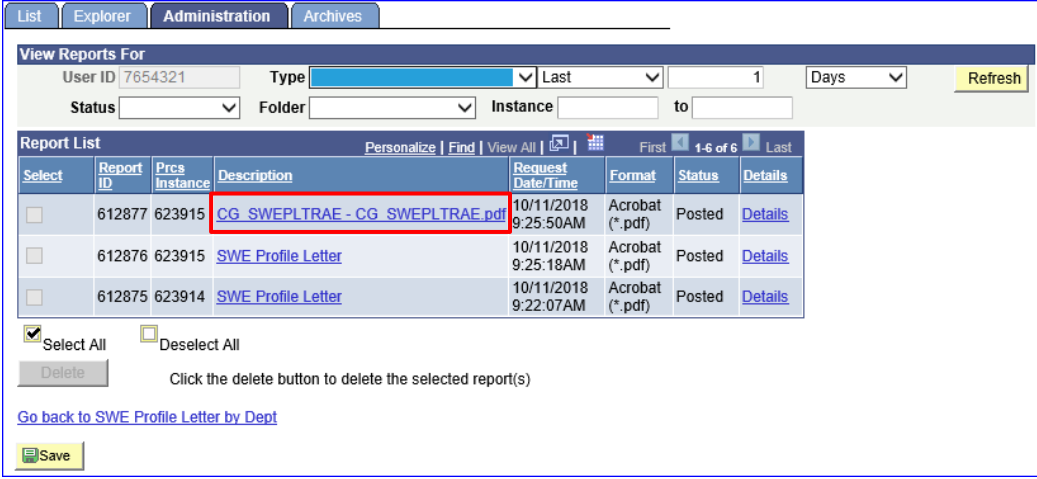
Procedures,  
continued

Step	Action
11	<p>The report parameters page will re-display. Click <b>Report Manager</b>.</p> 
12	<p>A list of reports will display. Click the <b>Administration</b> tab.</p> 

*Continued on next page*

## Servicewide Exam Profile Letters by Department, Continued

Procedures,  
continued

Step	Action
13	<p>Select the SWE Profile Letter report link that ends with <b>.PDF</b>.</p>  <p>The screenshot shows a web application interface for viewing reports. At the top, there are navigation tabs: List, Explorer, Administration, and Archives. Below this is a 'View Reports For' section with filters for User ID (7654321), Type, Last, 1 Days, Status, Folder, Instance, and a Refresh button. The main area is a 'Report List' table with columns: Select, Report ID, Proc Instance, Description, Request Date/Time, Format, Status, and Details. The first row is highlighted with a red box and contains the text 'CG_SWEPLTRAE - CG_SWEPLTRAE.pdf'. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button. A link 'Go back to SWE Profile Letter by Dept' is also present.</p>

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## Servicewide Exam Profile Letters by Department, Continued

Procedures,  
continued

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14	<p>The SWE Profile Letters will open in a new window. Each SWE Profile Letter is divided into 3 sections: <b>Section 1</b> contains the member's identifying information including name, Emplid, and unit information; <b>Section 2</b> contains the member's SWE results; and <b>Section 3</b> contains the member's final multiple points. See <b>Steps 15 &amp; 16</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: 10/11/2018</span></p> <p style="text-align: center;">USCG EXAM PROFILE LETTER FOR THE BM1 MAY 2018 SWE</p> <p>Rate, Name: BM2                      John Henry Holiday                      Empl ID: 1234567                      Perm Unit: 000532                      CG STA NIAGARA                      OFFAC: 09 30938</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 COMMAND</td><td style="text-align: right;">37.5</td></tr> <tr><td>2 TRAINING</td><td style="text-align: right;">66.67</td></tr> <tr><td>3 MAINTENANCE</td><td style="text-align: right;">6.67</td></tr> <tr><td>4 BOAT CREW</td><td style="text-align: right;">54.55</td></tr> <tr><td>5 NAVIGATION</td><td style="text-align: right;">60</td></tr> <tr><td>6 OPERATIONS &amp; SEAMANSHIP</td><td style="text-align: right;">70.59</td></tr> <tr><td>7 ORDNANCE</td><td style="text-align: right;">42.86</td></tr> <tr><td>8 ADMINISTRATION</td><td style="text-align: right;">75</td></tr> <tr><td>9 HONORS &amp; CEREMONIES</td><td style="text-align: right;">42.86</td></tr> <tr><td>10 EPME - E6</td><td style="text-align: right;">44</td></tr> <tr><td><b>TOTAL TEST</b></td><td style="text-align: right;"><b>50%                      RANK 321 OF 657</b></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;">48.78</td> <td>TIR PRESENT PAYGRADE:</td> <td style="text-align: right;">8.67</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: right;">42.13</td> <td>MEDALS/AWARDS:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: right;">16.92</td> <td>CREDITABLE SEA POINTS:</td> <td style="text-align: right;">2.67</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>120.17</b></td> <td></td> <td></td> </tr> </tbody> </table> </div>	<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>	1 COMMAND	37.5	2 TRAINING	66.67	3 MAINTENANCE	6.67	4 BOAT CREW	54.55	5 NAVIGATION	60	6 OPERATIONS & SEAMANSHIP	70.59	7 ORDNANCE	42.86	8 ADMINISTRATION	75	9 HONORS & CEREMONIES	42.86	10 EPME - E6	44	<b>TOTAL TEST</b>	<b>50%                      RANK 321 OF 657</b>	SERVICEWIDE EXAM:	48.78	TIR PRESENT PAYGRADE:	8.67	PERFORMANCE FACTOR (MARKS):	42.13	MEDALS/AWARDS:	1	TIME IN SERVICE:	16.92	CREDITABLE SEA POINTS:	2.67			SURF DUTY POINTS:	0	<b>TOTAL FINAL MULTIPLE</b>	<b>120.17</b>		
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## Servicewide Exam Profile Letters by Department, Continued

Procedures,  
continued

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## Servicewide Exam Profile Letters by Department, Continued

Procedures,  
continued

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16	<p><b>Section 3:</b></p> <p>The Final Multiple Points which will determine your placement on the eligibility list are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SERVICEWIDE EXAM:</td> <td style="width: 20%; text-align: right;">48.78</td> <td style="width: 30%;">TIR PRESENT PAYGRADE:</td> <td style="width: 20%; text-align: right;">8.67</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: right;">42.13</td> <td>MEDALS/AWARDS:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: right;">16.92</td> <td>CREDITABLE SEA POINTS:</td> <td style="text-align: right;">2.67</td> </tr> <tr> <td></td> <td></td> <td>SURF DUTY POINTS:</td> <td style="text-align: right;">0</td> </tr> <tr> <td colspan="2" style="text-align: left;">TOTAL FINAL MULTIPLE</td> <td style="text-align: right;">120.17</td> <td></td> </tr> </table>	SERVICEWIDE EXAM:	48.78	TIR PRESENT PAYGRADE:	8.67	PERFORMANCE FACTOR (MARKS):	42.13	MEDALS/AWARDS:	1	TIME IN SERVICE:	16.92	CREDITABLE SEA POINTS:	2.67			SURF DUTY POINTS:	0	TOTAL FINAL MULTIPLE		120.17	
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