

PDEs and Profile Letters for SWEs and CWO Boards

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View My Servicewide Exam Personal Data Extract

Introduction:

The PDE is provided to give the member a description of all the items in the database concerning their next servicewide exam cycle. It is updated prior to each active and reserve exam cycle. A message will be issued prior to each exam/appointment cycle. The message will include deadlines for PDE verification and correction.

The online PDE will display current available data for time in service, time in grade, and sea time. As a member completes their advancement eligibility requirements, the information is displayed on the PDE in real time. (e.g., A member's unit enters an award or a new employee review into Direct Access. When the member pulls up the online PDE, the PDE displays the current available data.) If the Coast Guard Institute updates a member's correspondence course file, the data will migrate to Direct Access and, when complete, display on the PDE.

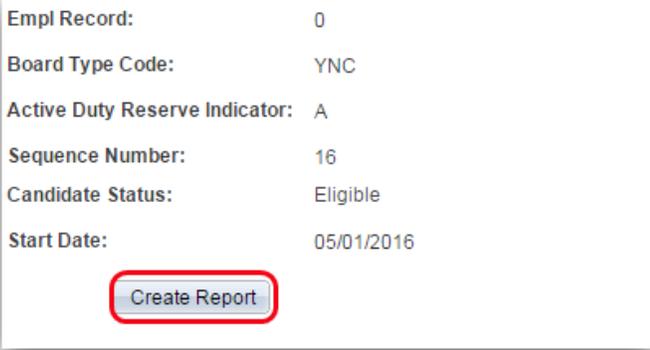
Effective with the May 2011 servicewide cycle, PPC will no longer automatically mail Paper PDEs to units.

Note: If there are changes to any data that effects eligibility status, the dated notes regarding the eligibility status will not display an update until the eligibility criteria is re-applied to the member.

PDEs and Profile Letters for SWEs and CWO Boards

Procedure:

Start Internet Explorer, sign into PeopleSoft and follow these steps to complete this procedure.

Step	Action																																	
1	<p>Select the SWE PDE link in the View column of the Self Service pagelet on the MyPortalDirect home page.</p>  <p>The screenshot shows a window titled "Employee" with three columns: Profile, Tasks, and View. The View column contains several links, with "SWE PDE" circled in red.</p> <table border="1"><thead><tr><th>Profile</th><th>Tasks</th><th>View</th></tr></thead><tbody><tr><td>Profile</td><td>PCS eResumes</td><td>My Profile</td></tr><tr><td></td><td>My Airport Terminal Orders</td><td>Member Training Rating</td></tr><tr><td></td><td>Emergency Contacts</td><td>My Reserve Points Statement</td></tr><tr><td></td><td>Home and Mailing Address</td><td>My Reserve Drills</td></tr><tr><td></td><td>Phone Numbers</td><td>View My Payslips (AD/RSV)</td></tr><tr><td></td><td>Allotments</td><td>My Employee Reviews</td></tr><tr><td></td><td>Direct Deposit</td><td>Employee Review Summary</td></tr><tr><td></td><td>Federal & State Tax Elections</td><td>Off Comparison Scale Summary</td></tr><tr><td></td><td>All Duty Report</td><td>SWE PDE</td></tr><tr><td></td><td>9 More...</td><td>5 More...</td></tr></tbody></table>	Profile	Tasks	View	Profile	PCS eResumes	My Profile		My Airport Terminal Orders	Member Training Rating		Emergency Contacts	My Reserve Points Statement		Home and Mailing Address	My Reserve Drills		Phone Numbers	View My Payslips (AD/RSV)		Allotments	My Employee Reviews		Direct Deposit	Employee Review Summary		Federal & State Tax Elections	Off Comparison Scale Summary		All Duty Report	SWE PDE		9 More...	5 More...
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2	<p>The summary will display. Click the Create Report</p>  <p>The screenshot shows a summary page with the following fields:</p> <table border="1"><tbody><tr><td>Empl Record:</td><td>0</td></tr><tr><td>Board Type Code:</td><td>YNC</td></tr><tr><td>Active Duty Reserve Indicator:</td><td>A</td></tr><tr><td>Sequence Number:</td><td>16</td></tr><tr><td>Candidate Status:</td><td>Eligible</td></tr><tr><td>Start Date:</td><td>05/01/2016</td></tr></tbody></table> <p>At the bottom of the page, there is a "Create Report" button circled in red.</p>	Empl Record:	0	Board Type Code:	YNC	Active Duty Reserve Indicator:	A	Sequence Number:	16	Candidate Status:	Eligible	Start Date:	05/01/2016																					
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3	<p>If your PDE is available it will display in a new window:</p> <table border="1"> <tr> <td colspan="2">SWE PERSONAL DATA EXTRACT</td> <td colspan="2">PRINT DATE: 2/11/2016</td> </tr> <tr> <td colspan="4" style="text-align: center;">SWE PERSONAL DATA EXTRACT (PDE) YN1 MAY 2016</td> </tr> <tr> <td>Name:</td> <td>JANET, JACKSON</td> <td>Employee ID:</td> <td>2222222</td> </tr> <tr> <td>Rank:</td> <td>YN2</td> <td>Department ID:</td> <td>036413 PPC SPO SECTION</td> </tr> <tr> <td>Exam Board Department ID:</td> <td>000450 CG PAY AND PERSONNEL CENTER</td> <td>Candidate Status:</td> <td>Not Eligible</td> </tr> <tr> <td colspan="4" style="text-align: center;">Points/Dates/Time</td> </tr> <tr> <td>Points Start Date (PSD):</td> <td>08/02/2014</td> <td>Award Points up to SED:</td> <td>2.00</td> </tr> <tr> <td>SWE Eligibility Date (SED):</td> <td>02/01/2016</td> <td>EER Points up to SED:</td> <td>45.5900</td> </tr> <tr> <td>Terminal Eligibility Date (TED):</td> <td>01/01/2017</td> <td>Active Duty Base Date:</td> <td>10/12/2010</td> </tr> <tr> <td>Date of Rank in Rating (DOR):</td> <td>09/01/2015</td> <td>Time in Rating up to TED:</td> <td>Yr: 1 Mo: 4 Day: 0</td> </tr> <tr> <td>Sea Time for Points up to SED:</td> <td>Yr: 0 Mo: 0 Day: 0</td> <td>Time in Service up to TED:</td> <td>Yr: 6 Mo: 2 Day: 19</td> </tr> <tr> <td>Surf Time for Points up to SED:</td> <td>Yr: 0 Mo: 0 Day: 0</td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">Evaluations</td> </tr> <tr> <td>Effective Date</td> <td>Competency Type</td> <td>Total Points</td> <td>Rating</td> </tr> <tr> <td>10/31/2015</td> <td>CON</td> <td>0</td> <td>S</td> </tr> <tr> <td>10/31/2015</td> <td>LEAD</td> <td>44</td> <td></td> </tr> <tr> <td>10/31/2015</td> <td>MIL</td> <td>12</td> <td></td> </tr> <tr> <td>10/31/2015</td> <td>PERF</td> <td>52</td> <td></td> </tr> <tr> <td>10/31/2015</td> <td>PROF</td> <td>46</td> <td></td> </tr> <tr> <td>03/31/2015</td> <td>CON</td> <td>0</td> <td>S</td> </tr> <tr> <td>03/31/2015</td> <td>LEAD</td> <td>39</td> <td></td> </tr> <tr> <td>03/31/2015</td> <td>MIL</td> <td>12</td> <td></td> </tr> <tr> <td>03/31/2015</td> <td>PERF</td> <td>46</td> <td></td> </tr> <tr> <td>03/31/2015</td> <td>PROF</td> <td>47</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">Creditable Awards</td> </tr> <tr> <td>Description</td> <td>Award Points</td> <td>Issue Date</td> <td></td> </tr> <tr> <td>CG Comdt Ltr of Comm Ribbon</td> <td>1.00</td> <td>02/02/2015</td> <td></td> </tr> <tr> <td>CG Comdt Ltr of Comm Ribbon</td> <td>1.00</td> <td>10/01/2014</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">Eligibility Results</td> </tr> <tr> <td colspan="4">As of 02/09/2016 you are not qualified for advancement due to the following reason(s):</td> </tr> <tr> <td colspan="4">-- COURSES-LAMS NOT Completed</td> </tr> <tr> <td colspan="4" style="text-align: center;">PDE Verification</td> </tr> <tr> <td colspan="4">The member must verify all of the data on the PDE. If errors are found, note them on a printed copy of this form, sign it and provide it to your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWE.</td> </tr> <tr> <td colspan="2">Signature: _____</td> <td colspan="2">Date: _____</td> </tr> </table>	SWE PERSONAL DATA EXTRACT		PRINT DATE: 2/11/2016		SWE PERSONAL DATA EXTRACT (PDE) YN1 MAY 2016				Name:	JANET, JACKSON	Employee ID:	2222222	Rank:	YN2	Department ID:	036413 PPC SPO SECTION	Exam Board Department ID:	000450 CG PAY AND PERSONNEL CENTER	Candidate Status:	Not Eligible	Points/Dates/Time				Points Start Date (PSD):	08/02/2014	Award Points up to SED:	2.00	SWE Eligibility Date (SED):	02/01/2016	EER Points up to SED:	45.5900	Terminal Eligibility Date (TED):	01/01/2017	Active Duty Base Date:	10/12/2010	Date of Rank in Rating (DOR):	09/01/2015	Time in Rating up to TED:	Yr: 1 Mo: 4 Day: 0	Sea Time for Points up to SED:	Yr: 0 Mo: 0 Day: 0	Time in Service up to TED:	Yr: 6 Mo: 2 Day: 19	Surf Time for Points up to SED:	Yr: 0 Mo: 0 Day: 0			Evaluations				Effective Date	Competency Type	Total Points	Rating	10/31/2015	CON	0	S	10/31/2015	LEAD	44		10/31/2015	MIL	12		10/31/2015	PERF	52		10/31/2015	PROF	46		03/31/2015	CON	0	S	03/31/2015	LEAD	39		03/31/2015	MIL	12		03/31/2015	PERF	46		03/31/2015	PROF	47		Creditable Awards				Description	Award Points	Issue Date		CG Comdt Ltr of Comm Ribbon	1.00	02/02/2015		CG Comdt Ltr of Comm Ribbon	1.00	10/01/2014		Eligibility Results				As of 02/09/2016 you are not qualified for advancement due to the following reason(s):				-- COURSES-LAMS NOT Completed				PDE Verification				The member must verify all of the data on the PDE. 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4	Click the Internet Explorer Printer  Icon on the tool bar at the top of the window, or choose File > Print from the menu bar to print the page.																																																																																																																																								
5	Verify the data (refer to the Field/Description table below for an explanation of the information on the PDE).																																																																																																																																								
6	Mark requests for corrections, additions or change of exam board on the printout. Attach supporting documentation if available.																																																																																																																																								
7	Sign and date in the PDE verification section.																																																																																																																																								
8	Make a copy for your personal files.																																																																																																																																								
9	Forward the PDE printout to your Servicing Personnel Office (SPO) via unit your unit administrative staff.																																																																																																																																								

PDE Field/Description Table:

Field	Description
Rate, Name	Current rate and member's name (Last,First MI).
EmplID	Employee ID Number.
Department ID	Department ID and Name of unit for current assignment .
Exam Board/	The department ID and unit name for the unit where the exam will be administered. This is the unit to which your SWE will be sent. The unit must have an officer onboard to administer the exams. If the unit is incorrect notify PPC (ADV) by message or customer care ticket to correct the exam board ID. ID changes will be made by PPC (ADV) up to, but no later than, the established cutoff day for corrections to PDEs. After this date the unit ESO must coordinate the transfer of SWEs per the instruction book provided with the shipping package.
Cand Status	<p>Candidate Status. Eligible or Not eligible will be displayed. If ineligible, the reason(s) will be listed in the Eligibility Results section:</p> <p>If the member is ineligible due to CO's recommendation: This information is taken from the member's enlisted employee review. When a member receives a mark of recommended, a SWE can be sent if the member is otherwise qualified. Commands can change this recommendation if a member is marked not recommended to recommended by notifying PPC (ADV) by message. This change must be requested by the established cutoff date for corrections to members PDEs. A new evaluation should not be done for changing the CO recommendation. When a member transfers to a new command, the previous Approving Official and new Approving Official should confer with each other if a member's recommendation is in question or should be changed in order for a member to participate in the SWE process.</p> <p>Note: The CO's recommendation can only be changed by the approving official who signed the original recommendation.</p> <p>If the member is ineligible due to insufficient sea time in rate: The minimum sea duty for advancement must be met by 1 February for the May SWE and 1 August for the November SWE. Waiver for this requirement will not be granted except in cases where the member is presently serving at sea or is under orders to sea duty and will meet the requirement prior to the Terminal Eligibility Date (TED, see below) for the given SWE. The member's command must request this waiver by message to PPC (ADV), info CGPSC(epm-2). For further guidance refer to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), Sect 3-A. This qualification is not required for reserves to participate in RSWE.</p> <p>If the member is ineligible due to incomplete courses: All required courses</p>

Field	Description																								
	must be completed by 1 February for the May SWE, 1 August for the November SWE, and 30 June for the Reserve SWE. All requests for waivers of these deadlines will be sent via message to PPC (ADV). The criteria is published in the ALCGENL/ALCGRSV announcing the upcoming SWE/RSWE and its requirements. Members who take an End of Course Test (EOCT) within 1 week of the established deadline could have their PDE indicate courses incomplete. A copy of the course completion letter must be faxed to PPC(ADV). Waivers or deletions of any required course by CGPSC will be published in the ALCGENL/ALCGRSV announcing the upcoming SWE/RSWE. All personnel are encouraged to complete their required course(s) well in advance of the deadline.																								
POINTS START DATE (PSD):	See http://www.uscg.mil/ppc/adv/PointStartDate.pdf																								
SWE Eligibility Date (SED)	SWE Eligibility Date (SED) is 1 February preceding the May SWE, 1 August for the November SWE, and 30 June for the Reserve SWE.																								
Award Points up to SED	Number of awards points listed for SWE computation. Only those awards with SWE point value are listed. Awards must be approved by SWE Eligibility Date (SED), which is 1 February preceding the May SWE, 1 August for the November SWE, and 30 June for the Reserve SWE.																								
EER Points up to SED	Final Marks Multiple.																								
Terminal Eligibility Date (TED)	Terminal Eligibility Date. Used to compute Time in Service and Time in Rate points credit. <ul style="list-style-type: none"> • For the May SWE cycle the TED is 1 Jan of the following year. • For the Nov SWE cycle the TED is 1 Jul of the following year. • For the Reserve SWE the TED is 1 Jan of the following year. 																								
Time in Service up to TED	Time in Service (computed through the Terminal Eligibility Date (TED), see below). All time in service requirements are calculated to the Terminal Eligibility Date (TED) from the Active Duty Base Date (ADBD) for active duty, and from the Pay Base Date (PBD) for reserve. <ul style="list-style-type: none"> • For the May SWE cycle the TED is 1 Jan of the following year. • For the Nov SWE cycle the TED is 1 Jul of the following year. • For the Reserve SWE the TED is 1 Jan of the following year. For computation purposes use the 30 th of the month preceding TED (even if other than the 30 th), as shown below. <table border="0" data-bbox="431 1570 1230 1671"> <tr> <td>May</td> <td>2001 01 01 (TED)</td> <td>Nov</td> <td>2001 07 01 (TED)</td> <td>RES</td> <td>2001 01 01 (TED)</td> </tr> <tr> <td></td> <td>2000 12 30</td> <td></td> <td>2001 06 30</td> <td></td> <td>2000 12 30</td> </tr> <tr> <td></td> <td>1985 05 25</td> <td></td> <td>1985 05 25</td> <td></td> <td>1982 05 20</td> </tr> <tr> <td></td> <td>15 07 06</td> <td></td> <td>16 01 06</td> <td></td> <td>18 07 11</td> </tr> </table> One inclusive day has been added to each computation. Minimum Active Duty needed for advancement to: E9 At least 12 years E8 At least 10 years Reserve TIS calculations:	May	2001 01 01 (TED)	Nov	2001 07 01 (TED)	RES	2001 01 01 (TED)		2000 12 30		2001 06 30		2000 12 30		1985 05 25		1985 05 25		1982 05 20		15 07 06		16 01 06		18 07 11
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PDEs and Profile Letters for SWEs and CWO Boards

Field	Description																															
	<p>All reserve members competing for E7/E8/E9 must have 2 years of pay status remaining to sit for the Reserve SWE, and cannot be within 2 years of their 30 year PBD anniversary or reaching their maximum age for mandatory retirement of age sixty (60). Calculate from member's PBD to TED.</p> <p>E9 At least 12 years cumulative service in the Armed Forces as of TED. The 6 year period immediately preceding must be Coast Guard service in SELRES.</p> <p>E8 At least 10 years cumulative service in the Armed Forces as of TED. The 4 year period immediately preceding must be Coast Guard service in SELRES.</p>																															
Active Duty Base Date (ABDD)	Active Duty Base Date.																															
Time in Rating up to TED	<p>Time in Rate (computed through the Terminal Eligibility Date (TED), see below). Time in rate requirements are calculated from the member's Date of Rank to the TED for the given SWE cycle. If a member is reduced and later advanced, TIR is calculated from the date of the most recent advancement. The time prior to the reduction is lost. Refer to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), Sec. 3-A, for further guidance.</p> <table border="0" data-bbox="431 1010 1227 1178"> <tr> <td>MAY 2001 01 01(TED)</td> <td>NOV 2001 07 01(TED)</td> <td>RES 2001 01 01(TED)</td> </tr> <tr> <td>2000 12 30</td> <td></td> <td>2001 06</td> </tr> <tr> <td>30</td> <td>2000 12 30</td> <td></td> </tr> <tr> <td></td> <td>1995 02 01</td> <td>1995 02</td> </tr> <tr> <td>01</td> <td>1990 09 01</td> <td></td> </tr> <tr> <td></td> <td>05 11 00</td> <td>06 05</td> </tr> <tr> <td>00</td> <td>10 04 00</td> <td></td> </tr> </table> <p>One inclusive day has been added to each computation. All members must meet the minimum TIR requirements in order to participate in the SWE process.</p> <table border="0" data-bbox="431 1325 1166 1446"> <tr> <td>E-9</td> <td>24 months in paygrade E-8</td> </tr> <tr> <td>E-8</td> <td>24 months in paygrade E-7</td> </tr> <tr> <td>E-7</td> <td>24 months in paygrade E-6</td> </tr> <tr> <td>E-6</td> <td>12 months in paygrade E-5</td> </tr> <tr> <td>E-5</td> <td>06 months in paygrade E-4</td> </tr> </table>	MAY 2001 01 01(TED)	NOV 2001 07 01(TED)	RES 2001 01 01(TED)	2000 12 30		2001 06	30	2000 12 30			1995 02 01	1995 02	01	1990 09 01			05 11 00	06 05	00	10 04 00		E-9	24 months in paygrade E-8	E-8	24 months in paygrade E-7	E-7	24 months in paygrade E-6	E-6	12 months in paygrade E-5	E-5	06 months in paygrade E-4
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Date of Rank in Rating (DOR)	Date of Rank in current rate																															
Sea Time/Surf Time for Points up to SED	Credit for each full month of Coast Guard sea/surf duty earned, not to exceed 1 point per year, or 0.083 points per full month with a max of 15 points in a career. Combined points for sea duty and surf duty may not exceed 30 points in a career.																															
Evaluations	This area contains the evaluations used to calculate points for the SWE cycle. If an evaluation is not listed, a member is ineligible for the SWE. The ALCGENL or ALCGRSV announcing the upcoming SWE will list the evaluation period for each paygrade. Refer to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), Sec. 3-A,																															

View My Servicewide Exam Personal Data Extract

Field	Description
	for further guidance.
Creditable Awards	Lists awards for SWE computation. Only those awards with SWE point value are listed. Awards must be approved by 1 February preceding the May SWE, 1 August for the November SWE, and 30 June for the Reserve SWE.
Eligibility Results	Will list reason(s) not qualified to participate in the exam cycle or the type of exam and exam board location where the SWE will be sent.

View My Warrant Personal Data Extract

Introduction:

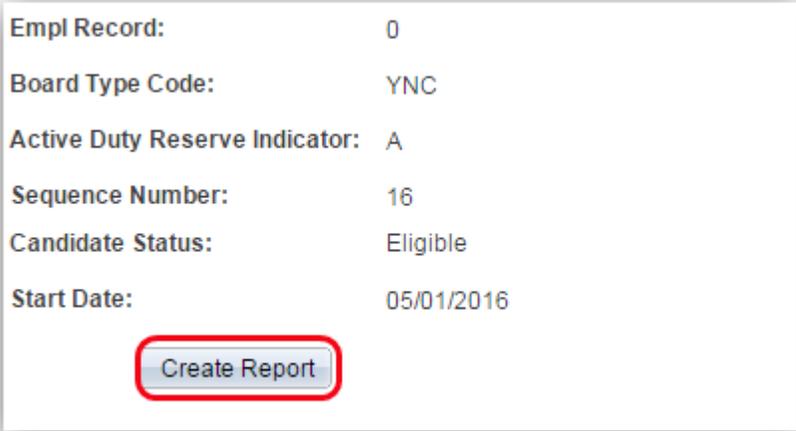
The PDE is provided to give the member a description of all the items in the database concerning the active or reserve CWO Appointment Board Cycle. It is updated each cycle. An ALCGPSC message will be issued prior to each active or reserve CWO Appointment Board Cycle. The message will include deadlines for PDE verification and correction

Reference:

Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), Sect 1-D

Procedure:

Start Internet Explorer, sign into PeopleSoft.

Step	Action												
1	<p>Select the Warrant PDE link in the View column (you may have to click the "...more.." link to see all the view options) of the Self Service pagelet on the MyPortalDirect home page.</p> <p>Or, select menu items in the following order: Enterprise Menu > Self-Service > Employee > View > Warrant PDE</p>												
2	<p>The summary will display. Click the Create Report</p> <div data-bbox="331 1167 1127 1598"><p>The screenshot shows a summary page with the following fields:</p><table><tr><td>Empl Record:</td><td>0</td></tr><tr><td>Board Type Code:</td><td>YNC</td></tr><tr><td>Active Duty Reserve Indicator:</td><td>A</td></tr><tr><td>Sequence Number:</td><td>16</td></tr><tr><td>Candidate Status:</td><td>Eligible</td></tr><tr><td>Start Date:</td><td>05/01/2016</td></tr></table><p>Below the fields is a button labeled "Create Report" which is highlighted with a red rectangular border.</p></div>	Empl Record:	0	Board Type Code:	YNC	Active Duty Reserve Indicator:	A	Sequence Number:	16	Candidate Status:	Eligible	Start Date:	05/01/2016
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CWO PDE Field/Description Table:

Field	Description
Name	Name (Last,First MI).
EmplID	Employee ID Number.
Rank	Current Rate
Department	Department ID and unit name for current assignment.
SPO Department	Department ID and unit name for Servicing Personnel Office
Recommended for Advancement by CO	Y=Yes, N=No This information is taken from the E-resume the member submitted to their Commanding Officer to apply for the CWO Appointment Board.
Sea Duty Qualified	Y=Yes, N=No. An entry of Yes or NO indicates if the member has met the sea duty eligibility requirement for the CWO Appointment Board. Currently there are only two CWO specialties that require sea time. BOSN and Naval Engineer. Candidate must have completed at least one year sea duty as an E-6 or above by the 1 January deadline. Please refer to Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), Art 1.D.2.a.12. This requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will meet the sea duty requirement by 30 June following the Board's convening date.
Marks Factor	Final Marks Multiple.
E6 Mo(s)	Time in grade is calculated in months as an E-6 and as an E-7 and above.
E7-E9 Mo(s)	TIG is calculated to 1 July of the year of the CWO Appointment Board. Thirty days equal one full month. After totaling all creditable period of time in grade, drop a remainder of fewer than 30 days. Refer to Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), Art 1.D.5.b for TIG computation rules. E-6 = One point for each full month of active service as an E-6. Maximum credit for E-6 is 100 points. E-7 = Two points for each full month of active service as an E-7 or above. Total maximum credit for time as E-6 through E-9 is 175 points
AD Base Date	Active Duty Base Date.
Time in Service (TIS):	Time in Service (computed through the Terminal Eligibility Date (TED-DT), see below).
Terminal Eligibility Date (TED)	Terminal Eligibility Date. Used to compute Time in Grade and Time in Service through 1 July of the year of the CWO Appointment Board.

Field	Description
Evaluations	This area contains the evaluations used to calculate points for the CWO cycle.
Tab 2 Comments Relating to Eligibility or Ineligibility	PDE Cont'd Awards-Comments This block has system-generated reason(s) regarding ineligibility and CGPSC (opm-1) remarks regarding eligibility or ineligibility.

View SWE Profile Letter

Introduction

The purpose of the Profile Letter is to show each candidate their final multiple points for an exam cycle.

Procedure

Start Internet Explorer, sign into PeopleSoft.

Step	Action
1	<p>Select the "...more" link in the View column of the Self Service pagelet on the MyPortalDirect home page.</p> 
2	<p>Then, Select the SWE Profile Letter link</p> 

Step	Action												
	<p data-bbox="293 237 951 275">The summary will display. Click the Create Report</p> <div data-bbox="354 321 1149 747"><table><tr><td>Empl Record:</td><td>0</td></tr><tr><td>Board Type Code:</td><td>YNC</td></tr><tr><td>Active Duty Reserve Indicator:</td><td>A</td></tr><tr><td>Sequence Number:</td><td>16</td></tr><tr><td>Candidate Status:</td><td>Eligible</td></tr><tr><td>Start Date:</td><td>05/01/2016</td></tr></table><p data-bbox="488 653 695 720"><input type="button" value="Create Report"/></p></div>	Empl Record:	0	Board Type Code:	YNC	Active Duty Reserve Indicator:	A	Sequence Number:	16	Candidate Status:	Eligible	Start Date:	05/01/2016
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2	<p data-bbox="293 814 1377 953">Your Profile Letter will display. Verify the data (refer to the Field/Description table below for an explanation of the information on the Profile Letter). Notify your servicing Personnel Reporting Unit (SPO), via the chain of command, of any discrepancies.</p>												

Profile Letter Field/Description Table:

Reference Refer to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), Sec. 3-A, for further guidance.

This section shows the final multiple points by factor. Terminal Eligibility dates are 1 January following the May SWE, 1 July following the November SWE, and 1 January following the Oct RSWE.

Profile Letter 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 factor	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, listed above. Maximum credit is 20 points.																
Time in Present Paygrade	Point credit based on 2 points/year figured to the Terminal Eligibility days, listed above. Maximum credit is 10 points.																
Medals/Awards	Point credit based on type of award. See the table in the CG Personnel Manual, 5.C.3.b.3 for list/point totals for creditable awards. Maximum credit is 10 points.																
Creditable Sea Duty Points	Point credit is based on cumulative sea time computed through 1 Feb for the May SWE and 1 Aug for the Nov SWE. If a member is receiving sea pay they are earning sea time points. Accrual starts 1 Feb 94 with a maximum credit of 30 points.																
Total Final Multiple	<p>The final multiple is composed of the following factors:</p> <table border="1" data-bbox="402 1289 889 1770"> <thead> <tr> <th>Factor</th> <th>Maximum Credit</th> </tr> </thead> <tbody> <tr> <td>Examination Score</td> <td>80</td> </tr> <tr> <td>Performance factor</td> <td>50</td> </tr> <tr> <td>Time in Service (TIS)</td> <td>20</td> </tr> <tr> <td>Time in pay grade in present rating</td> <td>10</td> </tr> <tr> <td>Medals and Awards</td> <td>10</td> </tr> <tr> <td>Sea Duty</td> <td>30</td> </tr> <tr> <td>Total:</td> <td>200</td> </tr> </tbody> </table>	Factor	Maximum Credit	Examination Score	80	Performance factor	50	Time in Service (TIS)	20	Time in pay grade in present rating	10	Medals and Awards	10	Sea Duty	30	Total:	200
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View CWO Profile Letter

Introduction

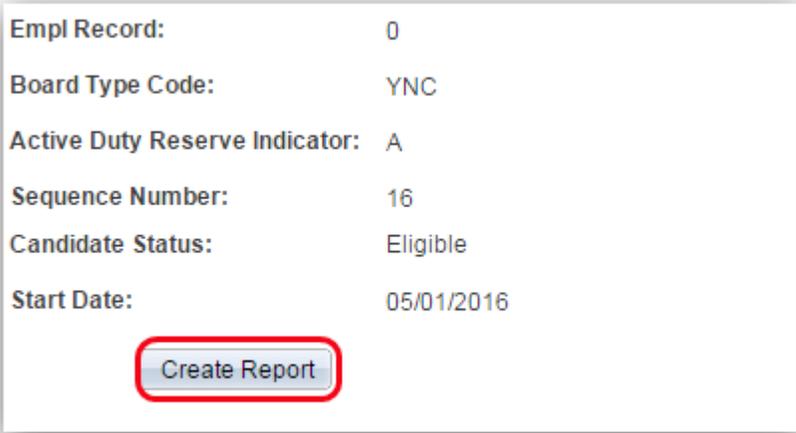
The purpose of the Profile Letter is to show each candidate their status for a CWO appointment cycle.

Reference:

- Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), Sec 1-D

Procedure

Start Internet Explorer, sign into PeopleSoft and follow these steps to complete this procedure.

Step	Action												
1	Select menu items in the following order: Enterprise Menu > Self Service > USCG Self Service > Warrant Profile Letter Or, select the Warrant Profile Letter link in the View column of the Self Service pagelet on the MyPortalDirect home page.												
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