

**Self Service for Command
Servicewide Exam Profile Letters
by Member**

Sevicewide Exam Profile Letter by Member

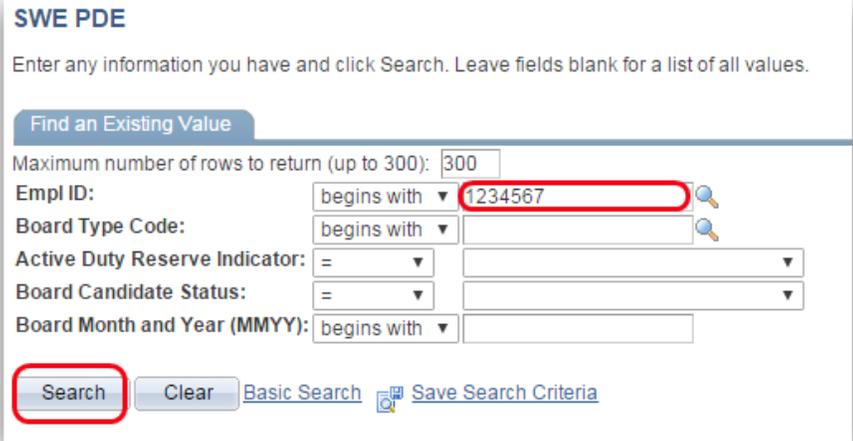
Introduction

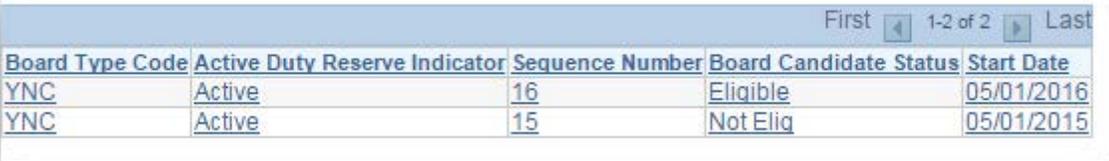
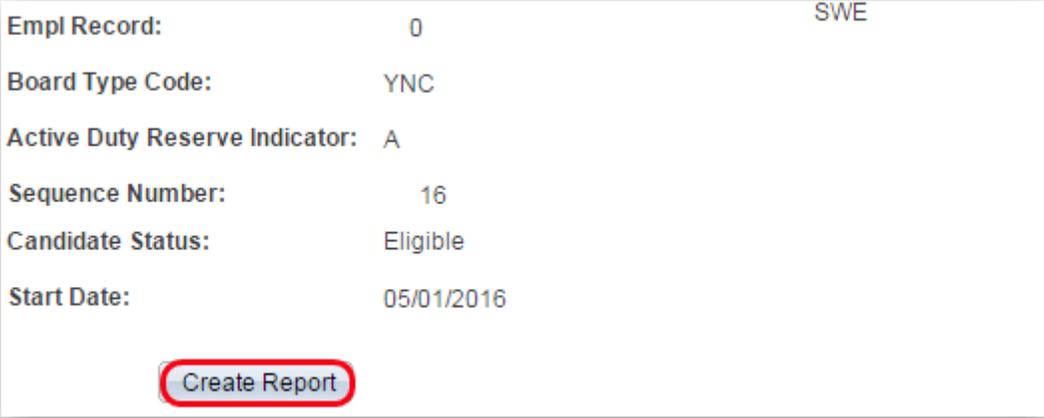
This topic provides the CG Command User (CGSSCMD) with step-by-step procedures to view a Servicewide Exam Profile Letter by Member.

See the Servicewide Exam Profile Letters by Department to view SWE letters for all members of a department or sub-department.

Direct Access Procedures for Command Users

Follow these steps to view an individual's SWE Profile Letter.

Step	Action
1	<p>Select the SWE Profile Letter by Member link from the Self Service for Commands pagelet.</p>  <p>The screenshot shows a web page titled "Self Service for Commands". It has two columns of links. The left column is titled "Reports" and includes links for "Positions at a Department", "Member All Duty Report", "Member Info Report", "PDE by Dept", "SWE Profile Letter by Dept", "SWE Profile Letter by Member" (circled in red), and "SWE PDE". The right column is titled "Use" and includes a link for "Command Information".</p>
2	<p>Enter the member's employee ID and click search.</p>  <p>The screenshot shows a search form titled "SWE PDE". It includes a search bar with the text "Find an Existing Value". Below the search bar, there are several fields: "Maximum number of rows to return (up to 300):" with a value of "300"; "Emp ID:" with a dropdown menu set to "begins with" and a text input field containing "1234567"; "Board Type Code:" with a dropdown menu set to "begins with" and an empty text input field; "Active Duty Reserve Indicator:" with a dropdown menu set to "=" and an empty text input field; "Board Candidate Status:" with a dropdown menu set to "=" and an empty text input field; and "Board Month and Year (MMYY):" with a dropdown menu set to "begins with" and an empty text input field. At the bottom of the form, there are buttons for "Search" (circled in red), "Clear", "Basic Search", and "Save Search Criteria".</p>

Step	Action															
3	<p>Select the letter you want to view from the search results.</p>  <table border="1" data-bbox="305 317 1414 478"> <thead> <tr> <th>Board Type Code</th> <th>Active Duty Reserve Indicator</th> <th>Sequence Number</th> <th>Board Candidate Status</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>YNC</td> <td>Active</td> <td>16</td> <td>Eligible</td> <td>05/01/2016</td> </tr> <tr> <td>YNC</td> <td>Active</td> <td>15</td> <td>Not Elig</td> <td>05/01/2015</td> </tr> </tbody> </table>	Board Type Code	Active Duty Reserve Indicator	Sequence Number	Board Candidate Status	Start Date	YNC	Active	16	Eligible	05/01/2016	YNC	Active	15	Not Elig	05/01/2015
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4	<p>The summary page will open. Click the "Create Report" button.</p>  <p>Empl Record: 0 SWE Board Type Code: YNC Active Duty Reserve Indicator: A Sequence Number: 16 Candidate Status: Eligible Start Date: 05/01/2016</p> <p>Create Report</p>															
5	<p>A new window will open with the member's SWE profile letter.</p> <p>Note: There is a brief delay while the system generates the file. Print and/or save the file as desired.</p>															

Known Issues

The following are known issues with Servicewide Exam Profile Letter by Member and Direct Access:
As of 12 February, 2016, there are no known issues with this procedure.

Frequently Asked Questions (FAQ)

Feedback

Contact the Pay & Personnel Center, Procedures & Development Branch, via e-mail to PPC-PF-PD@uscg.mil, with comments or questions about the content of this topic or the linked procedural guides.