



PPCINST M1418.1E
MAY 14, 2012

PAY & PERSONNEL CENTER INSTRUCTION M1418.1E

Subject **SERVICEWIDE EXAMINATION (SWE) GUIDE**

Reference (a) Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series), Chapter 3.A and 3.B
(b) Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 7.C
(c) SWE Officer Handbook, PPC(ADV) Publication
(d) SWE Announcement Message

Purpose To provide amplifying information to members, units and Servicing Personnel Officers (SPOs) concerning the SWE Process, SWE Sequence of Events, Responsibilities, PDE/Profile Letters, Waivers, CO Recommendations and Substitute SWEs.

Directives Affected PPCINST M1418.1D is hereby canceled.

Introduction Successful completion of the Servicewide Exam (SWE) process is the result of members and commands understanding how the process works and fulfilling their responsibilities within the process. This manual amplifies information in concert with the policies set forth in references (a) and (b). In the event of conflicting information, Commandant policy will be followed. Reference (c) is provided to SWE Officers with all SWE shipments and is available online at: <http://www.uscg.mil/ppc/adv/sweBooklet.pdf> . It provides SWE Officers step-by-step instructions for receipt, administration and post SWE handling procedures. Reference (d) is released prior to each SWE cycle.

Action Upon receipt of this manual all members involved with the enlisted advancement process should become familiar with its content.

Continued on next page

Environmental Aspect & Impact Considerations Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable

Forms Not applicable.

/s/

J. D. PHILLIPS

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The SWE Process

Servicewide Exams

Each rating in the Coast Guard has Subject Matter Specialists (SMSs) located at the three Coast Guard Training Centers in Petaluma, CA; Yorktown, VA; and Elizabeth City, NC. They're located at the TRACEN which hosts the Class "A" school for their rating. SMEs/SMSs are considered experts in their rating, and create all Institute Rating Courses and Servicewide Exams (SWEs) for their rating. Once the servicewide exam is written, the TRACENs forward the master copy of each exam to PPC (ADV) who enters the answer keys for each exam into a database for future scoring and then prints and ships exam booklets to units for administration.

Eligibility Requirements

Eligibility requirements for advancement are outlined in references (a) and (b) and by official messages to the field pending inclusion in future changes to the references. PPC (ADV) also publishes an eligibility criteria spreadsheet bringing current requirements for each rate to one document to assist the member. The spreadsheet is available at <http://www.uscg.mil/ppc/adv.asp> towards the bottom of the page under the heading "Advancements Requirements".

SWE Announcement Message

Approximately three months prior to each exam, PSC (epm) and (rpm) will release an ALCGENL or ALCGRSV message announcing the upcoming exam cycle. This "SWE Announcement Message" will provide:

- Test dates and times
- Waived SWEs
- Waived EOCTs
- Timeline of SWE cycle events and deadline dates
- Other valuable SWE information

Every member/unit involved in the SWE process should closely review the SWE Announcement Message, references (a) and (b), and all official message traffic which discusses enlisted advancement requirements.

SWE Administration

The SWE Announcement Message gives the exact date in the month for the exam. Exam booklets are shipped by PPC (ADV) to units designated as exam boards about one month prior to the scheduled exams. SWEs are normally scheduled for administration in the first week of:

- May - Active Duty Regular E5 thru E9
- November - Active Duty Regular E5 thru E6
- October - All Reserve E5 thru E9

Scoring Exams Exam answer sheets are returned and scored by a computer scanner at PPC (ADV) and “raw” test scores are uploaded into the Direct Access (DA) database for members to view in DA Self Service. Raw scores are later converted to a standard score using an automated mathematical formula based on all scores of the entire population of candidates within the same rating and grade. The formula takes into account the population, mean, standard deviation, skew and kurtosis in computing the standard score.

Final Multiple Score The standard score received from the SWE will become part of the member’s Final Multiple Score which consists of points for:

- SWE Exam Standard Score
- Performance Factor
- Time In Service (TIS)
- Time In Grade in Present Rating (TIR)
- Medals & Awards
- Sea Duty (active duty only)
- Surf Duty (active duty only)

The amount of total possible points for each factor is discussed in references (a) and (b) and in the “Profile Letter” section of this manual. The Final Multiple Score will determine an enlisted member’s standing on published advancement eligibility lists.

Eligibility Lists PPC (ADV) rank orders each member by rating and grade into advancement eligibility lists based on final multiple score. The list is forwarded to PSC (epm) or (rpm) with a cover memo for approval. Once approved, PPC (ADV) publishes the cover memo and list on their web page and provides a copy to the Master Chief Gold Badge Network for local distribution about two months after the SWE.

The Cutoff An advancement cutoff point for active duty members is established on published eligibility lists for each rating and pay grade based upon vacancies anticipated at either the time the eligibility list is made or by ALCOAST message at a later date. Personnel below the cutoff should plan to participate in subsequent SWEs. Reserve eligibility lists no longer have cutoffs. Reserve members are advanced as the needs of the service dictate.

Advancements Each month PSC (epm) and (rpm) will release an Enlisted Personnel Advancement Announcement (EPAA) message or Enlisted Reserve Advancement Announcement (ERAA) message. The message will list the names of members authorized for advancement on the upcoming first of the month.

PPC (ADV) completes the advancement in DA effective the first day of the upcoming month. PPC (ADV) also creates and forwards CPO certificates to units for formal presentation. Petty Officer certificates are completed by the members' SPO, PERSRU or designated admin unit.

Responsibilities

Background The SWE cycle is a multi-level process requiring all responsible parties to do their part to ensure success. Failure by a supervisor or supporting command to fulfill their responsibilities is not justification for a waiver, and may result in the member not qualifying to test. Special attention should be given to the deadline dates in the SWE Announcement message published for each cycle.

The chart below provides procedures to follow in addition to policy requirements described in references (a) and (b). The references and all message traffic should be closely monitored for additional information or possible changes.

Responsible Party	Responsibility
Member	Meet the qualifications set forth in reference (a) and (b) and ensure the following are completed: <ul style="list-style-type: none">• Enlisted Employee Review (EER) with a new advancement recommendation specifically for the new SWE cycle dated after the SWE Eligibility Date (SED) of the previous SWE cycle and on or before the SED of the current SWE cycle.• Verify the online Personal Data Extract (PDE), report errors on the PDE to the unit support staff and ensure the online PDE is updated to show a status of "eligible" prior to the PDE correction deadline.

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Responsible Party	Responsibility
Member's Command	<ul style="list-style-type: none"> • Ensure all EERs are submitted prior to deadlines listed in reference (a). • If any member has failed to complete their EPQs, but their PDE shows "eligible," notify PPC (ADV) via email to PPC-DG-ADV, or MSG to prevent an exam from being shipped. • Provide administrative assistance to member in correcting errors on PDE prior to deadline. • Notify PPC (ADV) of eligibility changes or corrections prior to deadline and request PDE update to show status of "eligible".
PERSRU or SPO	<ul style="list-style-type: none"> • Assist units as needed in correcting DA errors as reflected on the member's PDE. • Notify PPC (ADV) of eligibility changes or corrections prior to deadline and request PDE updates to show status of "eligible" on the online PDE.
Command Designated SWE Officer(s)	Follow the SWE policies and procedures outlined in the references, this directive and the "SWE Officer Handbook" Guide, which is provided with the shipment of SWEs.

Continued on next page

Responsible Party	Responsibility
PPC (ADV)	<ul style="list-style-type: none"> • Create a draft SWE Announcement Message outlining critical dates, waivers, and SWE cycle procedures and provide to PSC (epm) or (rpm) for review/approval. • Create and post online PDEs in DA Self Service. • Review and make determinations on all waiver requests. • Receive/assist in customer requests for all PDE and SWE related matters. • Mail SWE test booklets, answer sheets, shipping lists, and instructions to the SWE Officer of the exam board unit. • Receive and score SWE answer sheets. • Create and post online Profile Letters in DA Self Service. • Publish and maintain the Advancement Eligibility List. • Distribute Advancement Eligibility List to CMCs. • Produce monthly Enlisted Personnel Advancement Announcements (EPAAAs) and Enlisted Reserve Advancements Announcements (ERAAAs) for approval/release by PSC (epm) and (rpm). • Complete monthly advancement transactions in DA to promote members. • Complete and forward CPO certificates to units.
Subject Matter Specialists (SMSs)	<ul style="list-style-type: none"> • Provide PPC (ADV) with camera-ready copies of tests for each rate/rank. • Review challenged questions and make determination. • Provide PPC (ADV) with challenged questions to be credited or answer changed following exam.
PSC (epm-1) and/or (rpm-1)	<ul style="list-style-type: none"> • Approve SWE announcement messages outlining critical dates, waivers, and SWE cycle procedures. • Provide PPC (ADV) with signed Eligibility List cover letter, cutoff numbers, and carry-overs. • Provide PPC (ADV) with number of advancements for monthly EPAAAs and ERAAAs. • Release authority of EPAA and ERAA messages.

Sequence of SWE Cycle Events

Background Many procedures must be followed by the unit and member to make a SWE cycle successful. Below is an overview of the sequence of events that must occur. For details and specific dates of these events, refer to references (a) and (b), and (d).

Step	Action
1	Member meets advancement eligibility requirements by the eligibility date as outlined in reference (a) and (b).
2	Commanding Officer recommends member for advancement on the Employee Review as per reference (a). EER effective date must be after the SWE Eligibility Date (SED) from the previous SWE and on or before the SED for the current SWE.
3	Unit receives ALCGENL or ALCGRSV message announcing the upcoming SWE and passes the message to all enlisted members.
4	Member is given access to online PDE. Member verifies for correctness and notifies admin support staff of missing data or errors needing correction.
5	Member follows up to ensure that PDE corrections are reflected on the online PDE in DA prior to published PDE Correction Deadline Date and PDE status is updated to "eligible".
6	Unit notifies PPC (ADV) via message of any waiver requests, changes to Exam Board OPFAC, and changes of eligibility status of members prior to the PDE Correction Deadline Date.
7	Unit SWE Officer receives shipment of SWEs, answer sheets and booklet: "SWE Officer Handbook" via FEDEX.
8	Unit SWE Officer follows handling procedures in reference (a), and "SWE Officer Handbook" provided with exams, and notifies PPC (ADV) of any missing or incorrect exams.
9	Unit SWE Officer administers SWE following pre-test and post-test handling procedures provided in the "SWE Officer Handbook" and returns SWE answer sheets to PPC (ADV).
10	PPC (ADV) receives and scans test answer sheets and uploads scores into DA for inclusion in members' final multiple score.
11	PPC (ADV) ensures Profile Letters containing exam score and final multiple score are posted in members Self Service section of DA.

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Step	Action
12	PSC (epm) and (rpm) approves the Advancement Eligibility List and PPC (ADV) releases it to the field and posts on the ADV web page.
13	PSC (epm) and (rpm) release monthly Advancement Announcement messages with the names of members authorized advancement on the first day of the upcoming month.
14	PPC (ADV) completes advancements in DA and completes and forwards CPO certificates to E7s and above.

PDE Description

Background

The Personal Data Extract (PDE) is a form created by PPC (ADV) for every regular active duty and drilling reserve member. It contains information retrieved from DA used to determine the member's eligibility for competing in the SWE. PDEs must be verified and/or corrected prior to the deadline date published in the ALCGENL or ALCGRSV message announcing the upcoming SWE.

The PDE is made available by PPC (ADV) in DA self service for members and commands approximately two months before the SWE. Units may also create a printed version locally if preferred. Below is samples of the online PDE's followed by field descriptions.

continued on next page

Online PDE

PERSONAL DATA EXTRACT FOR BMC MAY 2011

Rate, Name:

EmplID:

Perm Unit:

OPFAC:

Exam Board:

OPFAC:

Cand Status: Eligible

Points Start Date (PSD): 02/25/2000
 SWE Eligibility Date (SED): 02/01/2011
 Terminal Eligibility Date (TED): 01/01/2012
 Active Duty Base Date (ADBD): 02/25/2000
 Date of Rank in Rating (DOR): 08/01/2009

Award Points up to SED: 9
 EER Points up to SED: 43.2800
 Time in Service up to TED: Yr: 11 Mo: 10 Da: 07
 Time in Rating up to TED: Yr: 02 Mo: 05 Da: 00
 Sea Time for Points up to SED: Yr: 1 Mo: 0
 Surf Time for Points up to SED: Yr: 0 Mo: 0

Evaluations			
Effective Date	Competency Type	Total Points	Rating
11/30/2010	CON		S
11/30/2010	MIL	12	
11/30/2010	LEAD	39	
11/30/2010	PROF	44	
11/30/2010	PERF	46	
05/31/2010	CON		S
05/31/2010	MIL	12	
05/31/2010	LEAD	37	
05/31/2010	PERF	50	
05/31/2010	PROF	46	

Creditable Awards		
Description	Award Points	Issue Date
Coast Guard Achievement Medal	2	12/08/2010
Achievement Medal	2	05/01/2009
CG Good Conduct Medal	1	03/31/2008
COMDT's Letter Of Commendation	1	12/07/2006
Coast Guard Achievement Medal	2	03/13/2003
CG Good Conduct Medal	1	12/01/2001

Your exam will be mailed to:

PDE Verification

The member must verify all data on this PDE. If errors are found, note them on a printed copy of this form and inform 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.

Certification: I have reviewed my PDE for accuracy. If any data is missing or incorrect, I have so noted it on this form and will ensure correction is made prior to the PDE correction deadline date.

Signature: _____

Date: _____

After signing, give this form to your unit admin personnel.

04/14/2011

[Next in List](#)
[Previous in List](#)

Continued on next page

Fields and Descriptions

Below is a description of fields shown from left to right on the above online PDE. Where computations use the “Eligibility Date” (date member must meet all eligibility requirements), points are computed to:

- 1 February preceding the May SWE
- 1 August preceding the November SWE
- 1 July preceding the October Reserve SWE

Where computations use the “Terminal Eligibility Date” (TED) (date the eligibility list becomes effective), points are computed to:

- 1 January following the May SWE
- 1 July following the November SWE
- 1 January following the October Reserve SWE

Field Name	Description
Rate, Name	Member’s Rate/Rank, Last Name, First Name, MI
EmplID	Member’s Employee I.D. Number
Perm Unit and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number
Exam Board and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number of the unit where the SWE will be mailed to and administered at.
Candidate Status	Must show “eligible” by the PDE correction deadline for a SWE to be shipped.
Point Start Date (PSD)	Start date from which member will receive points for awards/sea/surf time. This date will normally be either the members active duty base date (ADBD), pay base date (PBD) (reserves only), or the day following the eligibility date of the SWE from which last advanced, if advanced since 1JAN2010.
Award Points up to SED	Current number of points for creditable awards computed from the PSD up to the SED.
SWE Eligibility Date (SED)	The deadline date for this SWE cycle which the member must have completed all eligibility requirements by.
EER Points up to SED	How many EER points the member will receive for EERs in current grade which fall into the window described in article 3.A.6.b of reference (a).
Sea Duty Qualified	Shows “Y” or “N” and applies to rates requiring sea time.
Terminal Eligibility Date (TED)	Date used to compute the members time in service and time in rating or grade for eligibility and points.

**Fields and Descriptions,
*continued***

Field Name	Description
Time in Service up to TED	Time in all branches of service computed up to the terminal eligibility date.
Active Duty Base Date (ADBBD)	Members original or constructed ADBD based on all periods of active service.
Time in Rating up to TED	Time in current grade and rating computed up to the TED. Time in current grade up to TED for E7-E9 candidates.
Date of Rank in Rating (DOR)	Date of last advancement to current grade in current rating. Date of rank in current grade for E7-E9 candidates.
Sea Time for Points up to SED	Years and months of sea time from 1FEB94 up to the SED as shown in segments 07 and 69 in sea pay (JUMPS) records.
Surf Time for Points up to SED	Years and months of surf time from surfman competency date, surf duty assignment date, 1JAN2000 or PSD, whichever date is latest, up to the SED.
Evaluations	EER's within current grade which will be used to compute the "EER Points up to SED" total, which fall into window of time shown in article 3.A.6.b of reference (a).
Creditable Awards	Awards documented in the members awards record in DA with an effective date on or after the PSD up to the SED, which have point value as listed in article 3.A.3.b(3) of reference (a).
Information Field	Gives reasons for ineligibility or shows address where SWE will be mailed.
PDE Verification Field	With the new online PDE, this field has become optional. The command may print the PDE and require signatures on paper copies created locally or may require visual confirmation online.

PDE Verification

Background Approximately three months prior to the SWE, PSC (epm) and (rpm) will release an ALCGENL or ALCGRSV message announcing the upcoming SWE cycle. It will give deadline dates for PDE corrections. Corrections to PDEs after the published deadline date will not be accepted for the cycle except for extreme cases as described in the “waivers” section of this instruction.

Responsible Party	Action
PPC (ADV)	<ul style="list-style-type: none"> Creates and makes available, online PDE’s the week following the SWE Eligibility Date (SED).
Member	<ul style="list-style-type: none"> Reviews online PDE for accuracy. Informs either Admin Staff/Unit/SPO of PDE discrepancies. Provides documentation for correction of any PDE errors or missing data. Verifies corrections were posted to DA and that online PDE has been updated to a status of “eligible” prior to the PDE correction deadline. Contacts PPC (ADV) directly via email at PPC-DG-ADV, or by phone at 785-339-3400, for any SWE-related customer assistance prior to the PDE correction deadline.
Unit	<ul style="list-style-type: none"> Ensures that each member of the unit receives/reviews a printed or online PDE. Assists member in record corrections and update to online PDE. Contacts PPC (ADV) directly via email at PPC-DG-ADV, or by phone at 785-339-3400, for any SWE-related customer assistance prior to the PDE correction deadline. <p>Note: The member is ultimately responsible to ensure the online PDE is updated and shows a status of “eligible” by the PDE correction deadline date.</p>
PERSRU or SPO	<ul style="list-style-type: none"> Makes corrections in DA as needed by documentation received from unit.

Profile Letter Description

Background The Profile Letter is a form created by the DA database, which shows each candidate where they rank compared to the other candidates who took the same exam. It is posted online in the members DA Self Service approximately two months after the exam.

Below is a sample of the online Profile Letter with member data removed:

U.S. COAST GUARD HUMAN RESOURCES

PRINT DATE: 06/19/2009

Rate, Name:

EmplID:

Perm Unit

OPFAC:

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.

<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>
1 ADMINISTRATION & TRAINING	53.33
2 ELECTRICAL	23.08
3 PIPING SYS & MECHANICAL SKILLS	44.00
4 AUXILIARY EQUIPMENT I	50.00
5 ICE & MECHANICAL TRANS EQUIP	40.74
6 EPME - E5	60.00
TOTAL TEST 47.33%	RANK 68 OF 249

The Final Multiple Points which will determine your placement on the eligibility list are

SERVICEWIDE EXAM:	55.35	TIR PRESENT PAYGRADE:	3.33
PERFORMANCE FACTOR (MARKS) :	38.66	MEDALS/AWARDS:	1
TIME IN SERVICE:	2.83	CREDITABLE SEA POINTS:	2.83
		SURF DUTY POINTS:	0
TOTAL FINAL MULTIPLE	104		

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**Fields and
Description**

Below is a list of fields from the Profile Letter and descriptions of each. Where computations use the “Eligibility Date” (date member must meet all eligibility requirements), points are computed to:

- 1 February preceding the May SWE
- 1 August preceding the November SWE
- 1 July preceding the October Reserve SWE

Where computations use the TED, points are computed to:

- 1 January following the May SWE
- 1 July following the November SWE
- 1 January following the October Reserve SWE

Field Name	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 a calculation of your performance factor average. Maximum credit is 50 points.
Time In Service	Point credit based on 1 point per year figured to the TED. Maximum credit is 20 points.
TIR Present Pay Grade	Point credit based on 2 points per year figured to the TED. Maximum credit is 10 points.
Medals/Awards	<ul style="list-style-type: none"> • Point credit based on type of award earned by the Eligibility Date. Maximum credit is 10 points. • Note: As per ALCOAST 318/09, all members advanced on or after 1JAN2010 will receive SWE final multiple points on subsequent SWEs for awards earned only in their current grade vice entire career. Computation will be from the Point Start Date (PSD) to the SWE eligibility date (SED).

Continued on next page

**Fields and
Description**

Field Name	Description																
Creditable Sea Points	<ul style="list-style-type: none"> Point credited based on cumulative sea time on a sea pay eligible vessel, computed to the Eligibility Date at a rate of two (2) points per year or 0.166 points for each full month. Accrual of sea points starts with sea pay units served aboard from 01FEB94 up to the Eligibility Date. Maximum credit is 30 points. Note: As per ALCOAST 318/09, all members advanced on or after 1JAN2010 will receive SWE final multiple points on subsequent SWEs for sea time earned only in their current grade vice entire career. Computation will be from the Point Start Date (PSD) to the SWE eligibility date (SED). 																
Creditable Surf Points	<ul style="list-style-type: none"> IAW ALCOAST 153/04, surf duty points are awarded BMs for time assigned to a designated surf unit while holding the surfman competency code, at a rate of one (1) point per year or 0.083 points for each full month. Accrual of surf points starts with surf units to which the member is permanently assigned from 01JAN00 up to the Eligibility Date. Maximum credit is 15 points. The combination of sea duty and surf duty points may not exceed a maximum of 30 points in a career. Note: As per ALCOAST 318/09, all members advanced on or after 1JAN2010 will receive SWE final multiple points on subsequent SWEs for surf time earned only in their current grade vice entire career. Computation will be from the Point Start Date (PSD) to the SWE eligibility date (SED). 																
Total Final Multiple	<p>Composed of the following factors:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <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 (TIG) <i>(In Present Rating)</i></td> <td>10</td> </tr> <tr> <td>Medals & Awards</td> <td>10</td> </tr> <tr> <td>Sea Duty & Surf 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 (TIG) <i>(In Present Rating)</i>	10	Medals & Awards	10	Sea Duty & Surf Duty	30	Total	200
Factor	Maximum Credit																
Examination Score	80																
Performance Factor	50																
Time In Service (TIS)	20																
Time In Pay Grade (TIG) <i>(In Present Rating)</i>	10																
Medals & Awards	10																
Sea Duty & Surf Duty	30																
Total	200																

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Profile Letter Verification

Procedure Members should review their online Profile Letter once made available in DA Self Service following the SWE. If incorrect data is found due to a system error which was beyond the member, unit or PERSRUs control to fix during the PDE correction period, the unit may:

- Send an email or message to PPC (ADV) requesting corrections
- Provide supporting documentation via fax, if requested, to 785-339-3765.

PPC (ADV) will reply via email or message approving or disapproving the request. If approved, additional points will be authorized and the eligibility list will be adjusted accordingly.

Waivers

Procedure Waivers of advancement eligibility requirements or completion deadlines are considered on a case-by-case basis per article 3.A.4.g of reference (a). If the cause of ineligibility was due to operational or emergency reasons, submit a request for waiver via email to PPC-DG-ADV and include the members CO or XO in the Cc line of the email, or by message as shown below:

FM: (Unit PLAD)
TO: COGARD PPC Topeka KS//ADV//
BT
UNCLAS//N01418//
SUBJ: Waiver Request for (Rate/Rank, Full Name, EMPLID, USCG(R))
1. "A waiver of ***** is requested for SNM".
2. Detailed explanation of why the waiver is being requested.
3. POC IS (Rate/Rank/Name, TEL#)
BT

Change of CO's Recommendation

Procedure In accordance with reference (a), a Commanding Officer is authorized to change any mark they assigned to members still attached to the unit if the Approving Official receives additional information that applies to the particular employee review period. The Approving Official writes signs and sends a memorandum to PPC (ADV) to request the change. The memo may be attached to an email and sent to PPC-DG-ADV. Refer to ALCOAST 422/05 for details. If time critical, an advance copy of the signed memo may be faxed to PPC (ADV) at 785-339-3765.

Substitute Exams

Procedure All requests for substitute exams must come from the members command and meet the policy requirements set forth in article 3.B.3.b of reference (a). Send substitute SWE requests by email (with CO or XO on the Cc line) to PPC-DG-ADV, or by official message, within one week of the scheduled SWE date, as shown below:

FM: (UNIT PLAD)
TO: COGARD PPC TOPEKA KS//ADV//
BT
UNCLAS//N01418//
SUBJ: Request for Substitute SWE for (Rate, Name, EMPLID, USCG(R))
A. ART 3.B.3.b, EAEA Manual, COMDTINST M1000.2
B. PPCINST M1418.1E
1. IAW reference (a), it is requested that a substitute SWE for SNM be forwarded to (Exam Board Unit Name), (OPFAC XX-XXXXX) to be administered on (DATE).
2. (A detailed description of reason):
 "Emergency leave due to"...;
 "Illness or hospitalization due to...Medical officer recommendation states...";
 "Operations due to....";
 "Circumstances beyond the members control due to..."
3. POC is (rate, name, telephone).
BT