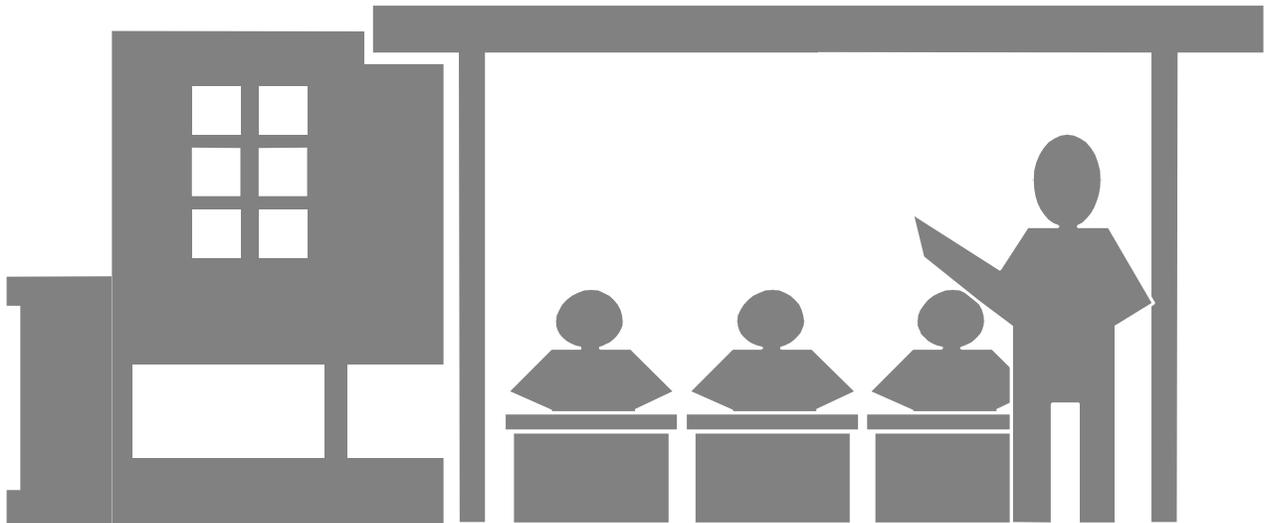




## SWE OFFICER HANDBOOK



**IMPORTANT: All SWE Officers and Exam Board members should read this booklet in its entirety prior to each service wide exam cycle. This booklet contains specific instructions on receipt, administration and post exam procedures. Latest changes to this booklet will be in bold print.**

U. S. Coast Guard  
Pay and Personnel Center (ADV)  
(Updated October 24, 2011)

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## General Information/Requirements for SWE Officers

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**Introduction** This section provides general information and requirements for Exam Board Units, SWE Officers and Proctors.

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**References** The following documents contain important information not discussed in this guide pertaining to the SWE process:

- a) The latest SWE Announcement Message (ALCGENL for regular SWE or ALCGRSV for reserve SWE) available online at:  
<https://cgportal.uscg.mil/delivery/Satellite/HQCOMMS/GMFARCHIVE>
- b) Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2, available online at:  
[http://cgweb2.comdt.uscg.mil/CGDIRECTIVES/CIM/CIM\\_1000\\_2.pdf](http://cgweb2.comdt.uscg.mil/CGDIRECTIVES/CIM/CIM_1000_2.pdf)
- c) PPCINST M1418.1 (series) available online at:  
<http://www.uscg.mil/ppc/adv/ppcinstm1418series.pdf>
- d) **COMDTINST M1500.10 (series), Encl (6), Performance, Training and Educational Manual.**  
[http://www.uscg.mil/directives/cim/1000-1999/CIM\\_1500\\_10C.pdf](http://www.uscg.mil/directives/cim/1000-1999/CIM_1500_10C.pdf)

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**Local Exam  
Boards &  
SWE Officers**

In accordance with reference (a), EAEA Manual, Art. 3.B.6, a commanding officer may receive and administer SWE's at her/his command or may chose to be a sub-unit of an exam board unit. A request may be sent to PPC (ADV) to establish an exam board unit. The commanding officer of the exam board unit will designate a SWE Officer(s) to receive and administer servicewide exams. A SWE Officer shall be a commissioned officer. **A Master Chief or Senior Chief Petty officer serving as Officer-in-Charge may be a SWE Officer if no commissioned officer is readily available. A request to change current policy is pending and expected to be approved, allowing GS employees (preferably GS-9 or above) as SWE Officers. There are currently GS employees in the field designated as full time ESO who are filling the role of SWE Officer.**

More than one SWE Officer may be designated for large exam board units if needed. The trend has been for CO's to assign their local Educational Service Officer (ESO) and/or Test Control Officer (TCO) to also be SWE Officer at the unit.

- An ESO administers CG Institute courses and exams.
- A TCO administers DANTES/CLEP and other distance learning courses and exams.
- A SWE Officer receives and administers only SWE's.

All three are separate designations with separate requirements. Care should be taken by commands not to assign an ESO or TCO as SWE Officer unless that member meets the grade requirements listed above and is trained in SWE procedures.

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**Monitors &  
Proctors**

Current policy in reference (a) EAEA Manual, Art. 3.B allows the SWE Officer to assign monitors or proctors to assist the SWE Officer during the SWE. A ratio of 1 monitor to every 25 testers during test administration is required to prevent collusion. A monitor or proctor may not be participating themselves in the current exam cycle and must be a:

- Chief petty officer
- Highly trusted senior petty officer
- Civilian employees

The SWE Officer must be present at all times during SWE administration and may not allow a monitor or proctor to administer or view the contents of SWE booklets. PPC (ADV) is requesting a change to this policy stating that only officers, civilian employees and E9 personnel may serve as monitors and proctors. This will prevent the possibility of an enlisted E8 or below from viewing SWE contents as they walk around the exam room. A lower grade SWE may have some EPME questions that could also appear in the higher

grade exam and therefore it should be prevented. It's recommended that SWE officers use only officers, civilians and E9 personnel as monitors and proctors.

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## **Action upon Receipt of SWE's**

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**Introduction** This section provides instructions to SWE Officers.

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**Background** This section will discuss:

- Checking Exam Packets
- Forwarding Exams
- Advising Candidates
- Preparing Exam Rooms
- Exam Materials
- Optional Items (calculators, slide rules, etc.)

---

**Checking Exam Packets**

- Review the package to ensure the inner envelope was not opened and that all exams are sealed in plastic.
- Review the enclosed shipping list and ensure an exam was received for each candidate on the list.
- If you did not receive a test for an eligible candidate, notify PPC (ADV) immediately by message traffic to COGARD PPC TOPEKA KS//ADV// or by email to PPC -DG-ADV.
- If you did not receive an exam for an eligible candidate who recently reported, contact the previous command and ask that they forward the SWE via FEDEX.

---

**Forwarding Exams**

If you receive a test for a member who has transferred PCS or TDY to another unit, forward the below items to the unit:

- Exam booklet(s)
- Answer sheet(s)
- Unmarked copy of shipping list page containing member's test data
- Photocopy of this SWE Guide

The forwarding SWE Officer shall annotate the "Remarks" field of the PPC copy of the shipping which is later returned to PPC with SWE answer sheets as follows:

- "Exam forwarded to OPFAC XX-XXXXX"

**Packaging Exams**

All exams forwarded to another OPFAC shall be:

- Packaged using an inner and outer cover (envelopes, wrap or cartons).
- For unclassified exams, the inner cover must be sealed and marked "SWE-FOUO".
- For classified exams, mark the most-inner envelope with the highest classification assigned to the exam (e.g. "Confidential"). If unsure of classification level, contact PPC (adv) at 785-339-3400. Mark the inner envelope containing the most-inner envelope with "Deliver Unopened To Classified Material Control Officer".
- The outer cover must be sealed and marked with the forwarding address only.

**Shipping & Delivery**

The following applies:

- SWEs may be hand-delivered by an officer. Enlisted members may obtain permission from PPC (ADV) to hand carry SWEs on a case-by-case basis.
- All SWE materials must be shipped via traceable means in the event of being lost in shipment. The preferred method of shipment is FEDEX as they have proven to have good tracking services at [www.fedex.com](http://www.fedex.com). Priority Mail may be used if a "Signature Confirmation" PS Form 153, sticker is added to the package. This optional form placed on the Priority Mail package creates the ability to track the package online at [www.usps.com](http://www.usps.com). Note: If a "flat rate" Priority Mail Envelope is used vice a normal Priority Mail Envelope, postage is based on a flat rate rather than by weight and not as costly. **DO NOT USE REGULAR MAIL, CERTIFIED MAIL or REGISTERED MAIL for normal SWE's as they cannot be tracked. Only use Registered Mail for classified exams marked "Confidential" or above.**
- All shipments must have a tracking number maintained by the shipping unit so that packages may be traced in the event they are lost in shipment.

**Advising  
Candidates**

Immediately upon receipt of SWEs, notify all candidates in writing of the exams received, date, time and location of their test. Use the Plan Of The Week, Electronic Bulletin Boards, Email, etc.

---

**Preparing  
Exam Rooms**

The exam room shall be under the direct supervision of a designated SWE Officer who will be present at all times during administration. Proctors who are senior to those being examined may assist the SWE Officer to maintain a ratio of one SWE Officer or Proctor to each 25 candidates. SWE Officers and Proctors must have a security clearance at least equal to classified (if any) exams being administered. The room should be:

- Quiet
- Comfortable (AC or Heat as appropriate)
- Well lit
- Properly ventilated

The candidates writing surface should be:

- Clean
  - Smooth
  - Large enough for booklets and answer sheets to lie flat
- 

**Exam Materials**

The SWE Officer shall provide the following to the candidates:

- Unopened exams (provided by PPC(ADV))
  - A blank answer sheet (PPC-4801) (provided by PPC (ADV))
  - Two sheets of scratch paper (more sheets if required)
  - Two sharpened #2 lead pencils with erasers
  - SWE Challenge Worksheets (see encl. (1) to this guide)
  - Extra answer sheet, if needed due to damage of first one
  - For BM candidates – Rolling Plotter (Weems), Compass, Divider, Maneuvering Board (Ntl. Stock #7642 01 400 9445 NIMA Ref No. WOBZP5090). BM candidates are responsible to obtain and bring these items unless the command elects to provide them. Candidates should be notified prior to exam if required to provide their own.
- 

**Optional Items**

Members may bring these optional items to the test room:

- Calculator – Strictly for numeric calculations. It may not have the ability to store, produce or reproduce text. Indicators of these type of calculators are keys labeled “QWERTY” or “ALPHA”
  - Nautical Slide Rulers – may be used if needed
  - For BM and OS candidates – Rolling Plotter, Compass, Divider, Maneuvering Board
-

**Prohibited Items**

Members may not bring these items into the test room:

- Electronic devices of any kind (except calculators described above) – this includes pocket organizers, PDAs, handheld or laptop computers, electronic writing pads, pen-input devices, etc.
  - Digital or other types of photographic devices
  - Watches or timers that emit sound – if a watch/timer does emit sound, but the sound can be turned off, it may be used as long as the sound *is* turned off
  - Mobile phones, pagers, walkie-talkies, etc.
- 

## Action during Examination

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**Introduction**

This section provides guidance for exam units during administration of service wide exams.

---

**Procedures**

The below procedures will guide the SWE Officer through:

- Seating of candidates
  - Assistance during examination
  - Discrepancies in examinations
  - Leaving during examinations
  - Substitute examinations
- 

**Seating of Candidates**

Follow these seating instructions.

<b>Step</b>	<b>Action</b>
1	Muster candidates and check military ID cards to ensure member is not taking a test for someone else.
2	No candidate is to do anything with the materials in the room until specifically told to do so by the SWE Officer. This includes, but is not limited to, writing on the blank scratch paper or entering any information on or in the exam materials provided by the test administrator before the test proctor says to “Open your test booklets and begin”.
3	Ensure that members taking the same test cannot see each other’s answer sheets. Also keep in mind that the E-PME section is the same across ratings for the same pay grade.
4	SWE Officer and proctors shall be alert to the progress of exams and forbid any type of communication between candidates during the exam.

5	The SWE Officer shall remain in the room at all times. Note: A proctor is not SWE Officer or exam board member.
6	There must be a ratio of not less than one SWE Officer and/or proctor for each 25 candidates.

**Assistance during Examination**

- The SWE Officer may explain the meaning of instructions to candidates, but shall NOT interpret questions, discuss exam topics, or assist in solving any problem or question.
- The SWE Officer and or proctors must watch for and report any collusion among candidates.
- Exams may NOT be administered orally unless specifically authorized by PPC (ADV) prior to the exam.

**Verbatim Instructions to Candidates**

When all candidates are seated and the exam materials have been distributed, the SWE Officer shall read aloud the “Verbatim Instructions To Candidates” found in this booklet, without deviation from the wording.

**Discrepancies in Examinations**

After reading the verbatim instructions and before the exam begins, candidates will be instructed to check their exam booklet for discrepancies. Follow the below steps for discrepancies listed:

Step	Action
1	<b>No Exam Booklet:</b> If a booklet is not available for a candidate, excuse them and follow the procedures for requesting a substitute exam as discussed in the references.
2	<b>Wrong Exam Booklet:</b> If the exam booklet with the members name sticker attached is for the wrong rating or pay grade and the correct booklet is not immediately available, the candidate will be excused and a substitute exam will be requested following the instructions discussed in the references. If an unused exam of the correct rating/grade is available due to another candidate not testing, it may be used. Notify PPC (ADV) of the discrepancy immediately following the exam.

3	<p><b>Missing Pages:</b> If the exam booklet is missing pages or has unreadable questions due to poor print quality or damage:</p> <ul style="list-style-type: none"> <li>• Have the candidate continue to complete the test, skipping the missing or unreadable questions. Explain to the member that the unanswered questions will be prorated.</li> <li>• Prorated means that the member gets the same percentage of items correct on the missing items as s/he answered correctly on the rest of the items in that section. For example, if there are 30 questions in the section and five questions are not readable or missing, the percentage of questions answered correctly for the 25 is given to the 5 unanswered questions.</li> <li>• If the number of missing or unreadable questions is greater than 50% of a section, prorating will be based on the number of correct items for the entire exam. Do not destroy the exam with the missing pages, but return it to PPC (ADV) with a memo explaining the discrepancy.</li> </ul>
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**Leaving During Examinations**

Candidates will not be permitted to leave prior to completing their examination, except for emergency reasons, and then only if accompanied by an escort designated by the SWE Officer. The escort shall keep the candidate in constant view until s/he returns to the exam room to ensure the member is not reviewing notes or discussing the exam with others. If this is not possible, the member will not be allowed to complete the exam. The SWE Officer shall assume possession of all examining materials during the candidate's absence. The command may request a substitute SWE if the member meets the criteria of 3.B.3.b. Any candidate leaving without the permission of the SWE Officer shall be disqualified.

**Arriving Late  
for the Exam**

- There is currently no official policy which prevents a member from being allowed to start a SWE after the locally scheduled exam time. The policy only states that the test be administered in the “a.m.” or “p.m.” as announced in the SWE Message for each cycle.
- It is suggested that the decision lie with the unit CO or XO on a case-by-case basis, and that favorable consideration be given for what’s considered a valid reason for arriving late. If approved, the SWE Officer must allow the late start and the normal 3 ½ hours to complete the exam.
- It is also suggested that no member be allowed to begin an exam more than one hour after the normal start time to reduce the possibility of the member discussing the exam with those who have already finished.
- The alternatives to starting late is denying the member an opportunity to compete or, requesting a substitute exam. However, substitute exams are normally approved only for operational or emergency situations which prevented completion of the scheduled exam. Therefore, a late start should be given careful consideration before denying the member late entrance to the exam room.

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**Substitute  
Examinations**

To request a substitute exam, follow the procedures outlined in references (b) and (c).

---

## Verbatim Instructions to Candidates

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**Introduction** This chapter provides verbatim instructions to the candidates to be read prior to administration of service wide exams.

---

**Procedures** Read aloud the instructions printed below to all candidates prior to their exam.

---

**Verbatim  
Instructions**

If you are sitting in close view to someone who is in the same grade and rating as yourself, please move to another table or desk at this time to prevent the possibility of seeing each others answer sheets.

With the exception of authorized calculators, if anyone has any electronic devices of any kind, please silence them and bring them to me. I will hold them until you have completed the exam.

You should have in front of you:

- An exam sealed in a plastic bag
- An answer sheet
- Two lead pencils
- Scratch paper
- A SWE Challenge Question Worksheet
- And possibly a hand-held calculator incapable of reproducing or storing any text.
- You may also have a nautical slide rule if needed.

In addition to these items, BM and OS Candidates may also have:

- Rolling or Weems plotter
- Parallel Ruler
- Compass
- Divider
- Maneuvering boards

Compare the information on the exam label with that in the upper right corner of your test book cover to ensure the exam ID number is the same in both places. If you find any differences, or if the exam is for the wrong rate, please raise your hand.

*Note: if a discrepancy exists, refer to section titled, "Discrepancies in Exams" after completing these verbatim instructions, and have the member with the discrepancy stand by until you assess the problem.*

Open the package at the seal and remove the booklet.

**Verbatim  
Instructions  
(cont.)**

Be sure to follow these instructions as I read them to you:

- Do not bend, fold, or tear your answer sheet. If you do, the extremely sensitive optical scanner which scores it may not be able to score your exam.
- Any unnecessary marks that appear on the answer sheet may also cause the scanner to score your answers incorrectly.
- If you have an older version of the answer sheet complete the top left section as it indicates. These instructions are for the latest version dated 04/2009 and later. In the upper left section of the answer sheet, write your:
  - Last Name, First Name and Middle Initial
  - Current Rate and Grade (e.g., DC3/E4, AMTCS/E8...)
  - Exam Rate and Grade (e.g., DC2/E5, AMTCM/E9...)
  - Exam Board Unit Name. Enter the "Exam Unit" name as it appears on the exam sticker label attached to the top right of your exam booklet.
  - Exam Board Unit OPFAC. Enter the "Exam Board OPFAC" as it appears on the exam sticker label attached to the top right of your exam booklet.
- In the upper right corner of your answer sheet, please write your social security number in the squares provided. You will be given time later to fill in the ovals.
- Next enter, the Examination Identification Number in the squares provided. The Examination Identification Number is the number *immediately* following your rate on the top line of the pre-printed label located in the top right corner of the examination booklet. Write these numbers exactly as they appear on your exam in the blocks provided.
- The SSN and Exam ID Numbers must be correct for the optical scanner to score your test. Please verify you have them correct and let me know if you have a question. (*pause for questions*)
- Now fill in the ovals for your SSN and the Exam Identification Number sections. Please make sure the ovals you darken match the numbers you wrote in the SSN and Exam Identification Number boxes. Notice that the top ovals are a zero, not a one. When you darken ovals you should **not** be able to read the preprinted numbers through your pencil mark. Your pencil mark should be dark enough to block them out.
- You will not be permitted to leave prior to completing your exam except to use the rest room or for emergency reasons, and then only if accompanied by an escort designated by the SWE Officer. The SWE Officer will hold all exam materials during your absence. Anyone leaving without permission will be disqualified.

**Verbatim  
Instructions  
(cont.)**

- Any evidence of misconduct during the exam will also cause your disqualification.
- If anything in your exam book is unreadable or missing, raise your hand for assistance.
- The SWE Officer and proctors may only explain the meaning of instructions to you; they may not interpret questions, define words, discuss exam topics, or assist in solving any problem or question.
- When you have finished, take your exam booklet, answer sheet, any challenged question sheets, scratch paper, pencils and plastic bag to the SWE Officer.
- This exam tests your knowledge of your rate and general military facts. Each item on the exam should be answered with the response that is correct on the job today. If there is a difference between your training materials and official procedures, select the answer that agrees with official procedures. If official procedures lead to an answer, which you feel, is not given, mark the answer which is closest to being correct.
- If you feel a question is incorrect and wish to challenge it, complete the worksheet provided. Each question challenged requires a separate worksheet. Raise your hand if you need additional worksheets.
- These exams contain 150 questions. You should answer all questions in sequence so that you do not get your answers mixed on the answer sheet. If you do skip items, be careful to mark your answers in the right place. If you make an error, be sure to erase it thoroughly. Answer all questions, even if you are unsure of the correct answer. No penalties are incurred for guessing.
- Are there any questions about the instructions you have been given?

*Note: After all questions have been answered, note the time and say:*

- Open your exam booklet and begin. You will have three and one-half hours to complete your exam. Good luck!

*Note: At the end of three and one-half hours, say:*

- Stop. Lay down your pencils and close your exam booklet. Do not get up and leave until the SWE Officer verified that your answer sheet has been properly completed.

*Note: As exam materials are collected or brought to the SWE Officer, check the Identifying Data at the top of the answer sheet to ensure Name, SSN and Test Id are properly filled out.*

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# Action after Examination

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**Introduction** This chapter provides guidance for exam units after administration of service wide exams.

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**Procedures** The below procedures will guide the SWE Officer through:

- Collecting exam materials after the SWE
- Preparing exam materials for return to PPC (ADV)
- Destroying exam booklets

---

**Collect Exam Materials** Follow the below steps following the exam:

Step	Action
1	<b>Exam Materials:</b> Collect from each candidate: <ul style="list-style-type: none"><li>• Exam booklet</li><li>• Answer sheet</li><li>• All scratch papers</li><li>• Challenge questions worksheets</li><li>• Exam plastic bag</li></ul>
2	<b>ID Blocks:</b> Verification of the top three blocks is critical to a test being properly scanned. Any exam (including RNA's) which do not have all ovals darkened in this section will not scan and score without manual intervention, which causes delays. Ensure all Exam ID data is filled in on form including: <ul style="list-style-type: none"><li>• Name Block</li><li>• SSN</li><li>• Exam ID</li></ul>
3	<b>Test Answers:</b> Check the answer sheet for: <ul style="list-style-type: none"><li>• Only one answer darkened for each question</li><li>• Ovals are dark enough that you cannot read the letter printed in the oval through the pencil mark (too light)</li><li>• Clean erasures of changed answers</li><li>• No unnecessary marks on the answer sheet</li></ul>

4	<p><b>Returned Not Administered</b> exams (RNA's) must have the top blocks of an answer sheet completed by the SWE Officer and ovals darkened as they're scanned along with administered exams to close out the DA exam file. Note: If a substitute exam is authorized for a member who missed the scheduled test date, no RNA answer sheet is required for the first exam shipped.</p>
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**Preparing Exam Materials for Return to PPC (ADV)**

Follow the below guidelines when returning test materials to PPC (ADV).

Step	Action
1	<p><b>Check Answer Sheets:</b></p> <ul style="list-style-type: none"> <li>• Ensure the top three sections are correctly completed.</li> <li>• Exam Board Unit Name/OPFAC: If the member did not copy the information from his exam booklet label (attached to the plastic cover of the exam booklet) to the answer sheet as instructed, enter that Exam Board Unit Name and OPFAC, if you still have the plastic exam booklet cover. If not, enter the Exam Board Unit Name and OPFAC which appears at the top of the shipping list that the members name appears on, into the fields on the top left of the answer sheet.</li> <li>• Do not staple, paper clip, fold, bend or wrinkle answer sheets.</li> <li>• Return all answer sheets at the same time.</li> <li>• Place answer sheets in a protective folder or box to prevent damage during shipping.</li> </ul>
2	<p><b>Shipping Lists:</b></p> <p>Annotate one copy of each shipping list (including those received with forwarded exams) to show the disposition of each exam:</p> <ul style="list-style-type: none"> <li>• ADMIN (administered)</li> <li>• RNA (returned not administered)</li> <li>• FWD TO OPFAC ##### (forwarded to another unit)</li> <li>• RCVD FM OPFAC #####(For exams received from other units, write in all identifying data on the shipping list for the exam)</li> <li>• SUBSTITUTE EXAM AUTH</li> <li>• Sign the shipping list as verification of data.</li> <li>• Print your name and phone number below your signature.</li> </ul>

<p style="text-align: center;">3</p> <p style="text-align: center;">NOTE</p>	<p><b>Inner Envelope:</b> Place the following items in an inner envelope in order (shown from top to bottom):</p> <ul style="list-style-type: none"> <li>• Annotated, signed Shipping List(s)</li> <li>• Protective folder containing the Administered and completed RNA answer sheets. Please <b>do not</b> separate administered from RNA answer sheets.</li> <li>• <b><u>Answer sheets must be sorted in shipping list order. If not, they will be set aside and scored last due to ADV having to sort them.</u></b></li> <li>• Completed SWE Challenge Questions Worksheets</li> <li>• Address change form if the address shown on the FEDEX shipping label, on the package sent to your command, is incorrect. See enclosure (2).</li> <li>• Mark the inner envelope with notification that it contains testing materials and FOUO”.</li> <li>• Answer sheets from classified exams should be placed in a separate protective folder and placed in the same envelope with the other answer sheets along with the annotated, signed shipping lists. No special markings are required, as answer sheets are not classified.</li> <li>• Only exam books containing classified questions are classified and should not be returned unless the booklet is missing pages or has unreadable questions as discussed on page 3-3. If so, mark most-inner envelope with the highest classification assigned to a classified exam question, (e.g.”<b>Confidential</b>”). If unsure of the classification, contact PPC (adv) at 785-339-3400. Then mark the inner envelope containing the most-inner envelope with “<b>Deliver Unopened to Classified Material Control Officer</b>”. The outer envelope should have only the address listed in step 4 below.</li> </ul> <p><i>Note: Do not return scratch paper, plastic bags or exam booklets (except for those with errors as noted in section titled “Action During Exams”).</i></p>
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4	<p><b>Outer Envelope:</b> Place the sealed inner envelope into an outer envelope or box and address to:</p> <p style="text-align: center;"><b>Commanding Officer (ADV)</b>  <b>Coast Guard Pay and Personnel Center</b>  <b>444 SE Quincy St.</b>  <b>Topeka, KS 66683-3591</b>  <b>785-339-3400</b></p> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>• Return SWE materials within 3 days of the exam date.</li> <li>• All SWE materials must be shipped via traceable means in the event of being lost in shipment. The preferred method of shipment is FEDEX as they have proven to have good tracking services at <a href="http://www.fedex.com">www.fedex.com</a>. Priority Mail may be used if a “Signature Confirmation” PS Form 153, sticker is added to the package. This optional form placed on the Priority Mail package creates the ability to track the package online at <a href="http://www.usps.com">www.usps.com</a> . Note: If a “flat rate” Priority Mail Envelope is used vice a normal Priority Mail Envelope, postage is based on a flat rate rather than by weight and not as costly. <b>DO NOT USE REGULAR MAIL, CERTIFIED MAIL or REGISTERED MAIL for normal SWE’s as they cannot be tracked. Only use Registered Mail for classified exams marked “Confidential” or above.</b></li> <li>• All shipments must have a tracking number maintained by the shipping unit so that packages may be traced in the event they are lost in shipment.</li> </ul>
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**Destroying  
Exam Booklets,  
Scratch Paper  
and Exam  
Labels**

The SWE Officer shall destroy all used and unused SWE booklets as soon as possible but not later than 10 days following the exam. Local shredding is the preferred method. If an exam booklet contains classified information as indicated on the booklet cover, it’s to be destroyed in accordance with the Classified Information Management Program, COMSTINST M5510.23 (series). Used scratch paper handed in by the examinees will also be destroyed as shall the exam labels containing SSN’s, affixed to the exams plastic wrapping.

# Reporting Lost or Opened Exams

**Introduction** This chapter provides guidance to SWE Officers on reporting lost servicewide exam booklets or booklets which have been opened by unauthorized personnel.

---

**Background** There are different circumstances which may result in a SWE being compromised:

- Lost exam booklet.
  - Exam booklet(s) which were shipped from PPC(ADV) but not received at the unit.
  - Exam booklet(s) which were received by the unit but have become lost.
- Opened exam booklet.
  - Exam booklet(s) received via FEDEX or Priority Mail by the SWE Officer where the package and exam booklet seal(s) were opened prior to delivery.
  - Exam booklet(s) received by the SWE Officer which were sealed, but have since been opened by unauthorized personnel.
  - Previously lost exam booklet(s) which have been recovered but found to have been opened.

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**Lost Exam Booklet(s)** If an exam booklet(s) is determined to be lost, the SWE Officer is to notify PPC (ADV) immediately. Email is recommended. Send email to the PPC (ADV) at “PPC-DG-ADV” (in Outlook Global) and provide details. PPC (ADV) will advise the SWE Officer on the proper action to take.

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**Opened exam booklet** Exams which have had the plastic seal broken by unauthorized personnel may require an administrative investigation and report of findings. This report will be provided to PPC (ADV) for determination if a compromise occurred.

Upon discovery of opened exams, notify PPC (ADV) immediately. Email is recommended. Send email to the PPC (ADV) Assistant Branch Chief, Mr. Doug Rose (in Outlook Global) and provide details. PPC (ADV) will advise the SWE Officer on the proper action to take. If PPC (ADV) determines that an administrative investigation is warranted, the below procedures will be followed.

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**Administrative Investigation**

An administrative investigation may be required by PPC (ADV) to help in determining if a compromise of a SWE occurred. A memorandum will be written by the Commanding Officer of the SWE Exam Board unit and sent to:

Commanding Officer (ADV)  
U.S. Coast Guard  
Pay and Personnel Center  
Federal Bldg., 444 SE Quincy Street  
Topeka, KS 66683-3591

The administrative investigation report shall contain the following information:

<b>Step</b>	<b>Action</b>
1	The exam booklet(s) which are lost or opened (i.e. 1-BM1, 3-YN2, 2-AETC...) and the exam identification numbers from each.
2	An explanation of the circumstances leading to the discovery of the possible compromised exam(s): <ul style="list-style-type: none"><li>• When the exam(s) were received</li><li>• Where the exam(s) were stored</li><li>• How/when it was discovered that exam seal(s) had been broken or exam booklet(s) lost.</li></ul>
3	What actions were taken after the discovery: <ul style="list-style-type: none"><li>• PPC (ADV) was contacted via email or phone</li><li>• Names of parties who were involved and questioned</li></ul>
4	Facts of findings.

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Upon receiving the memorandum, PPC (ADV) will review the details and make a determination of the appropriate action and reply to sender.

# SWE CHALLENGE QUESTION WORKSHEET

Name: \_\_\_\_\_ Exam Title: \_\_\_\_\_

Exam Board OPFAC: \_\_\_\_\_ Exam ID Number: \_\_\_\_\_

Question Number Being Challenged: \_\_\_\_\_ Found On Page: \_\_\_\_\_

Type of Question (check one) Rating \_\_\_\_\_ E-PME \_\_\_\_\_

Which Answer Did You Choose? \_\_\_\_\_

**Explain the discrepancy, as you see it, in the space below. (Do not copy or paraphrase the question, nor discuss any classified information from this test. This form is unclassified)**

Unit Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Email: \_\_\_\_\_

# ATTENTION

## IS YOUR SWE MAILING ADDRESS CORRECT?

Please check the unit address on the FEDEX package you received your SWE's in. If this address is incorrect fill out the below form and return it to PPC (ADV) with your SWE answer sheets so we can update our FEDEX address database. THANK YOU

UNIT OPFAC: \_\_\_\_\_

UNIT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

SWE OFFICER/ESO PHONE: \_\_\_\_\_