


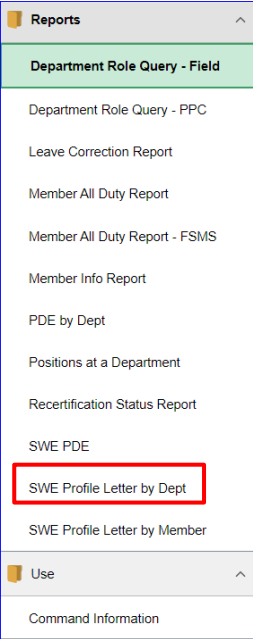
Servicewide Exam Profile Letters by Department

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

Important Information This report can only be run for individual Department IDs. Large departments with sub-departments will each need to be run separately. It is possible that the report may not run correctly.

References (a) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2C](#)

Procedures See below.

Step	Action
1	<p>Click on Self Service for Commands from the My Homepage drop-down.</p> 
2	<p>Select the SWE Profile Letter by Dept option.</p> 

Continued on next page

Servicewide Exam Profile Letters by Department, Continued

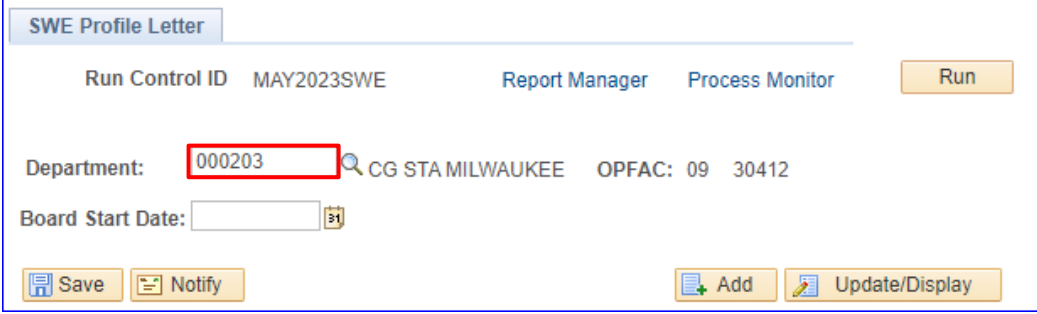
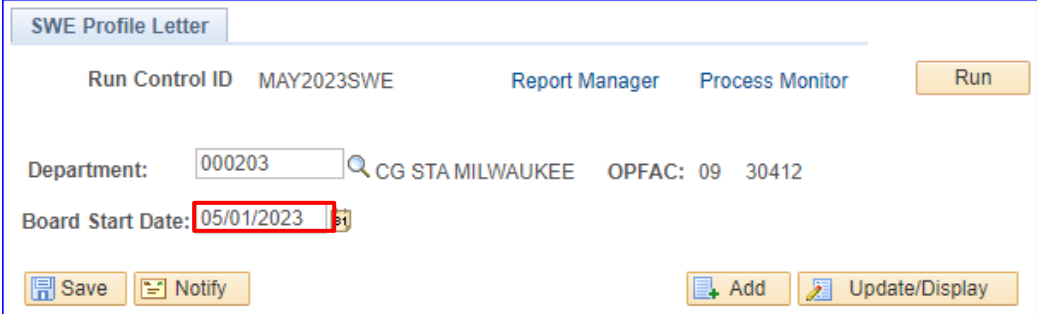
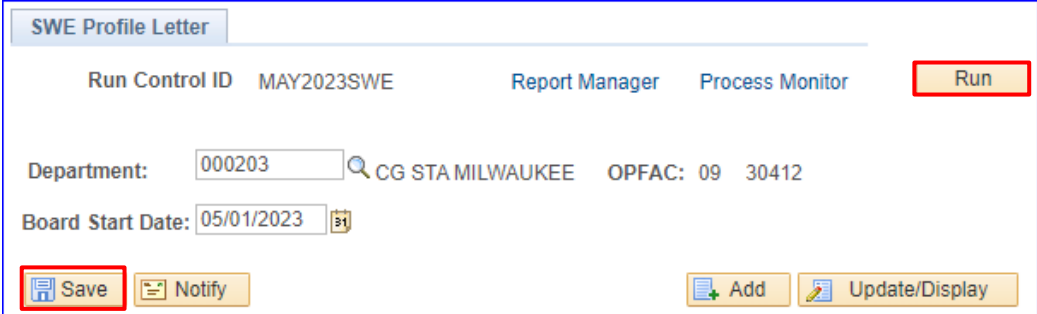
Procedures,
continued

Step	Action
3	<p>The SWE Profile Letter by Dept will display. Select the Add a New Value tab.</p> <div data-bbox="352 488 1390 1010" style="border: 1px solid black; padding: 5px;"> <p>SWE Profile Letter by Dept</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input style="width: 150px;" type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; margin-top: 5px;"> Search Advanced Search </div> <p style="font-size: small; margin-top: 10px;">Find an Existing Value Add a New Value</p> </div>
4	<p>Run Control ID – Enter a name for the report. Click Add.</p> <div data-bbox="352 1077 1390 1552" style="border: 1px solid black; padding: 5px;"> <p>SWE Profile Letter by Dept</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input style="width: 150px; border: 2px solid red;" type="text" value="May2024SWE"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; margin-top: 5px;"> Search Advanced Search </div> <p style="font-size: small; margin-top: 10px;">Find an Existing Value Add a New Value</p> </div>

Continued on next page

Servicewide Exam Profile Letters by Department, Continued

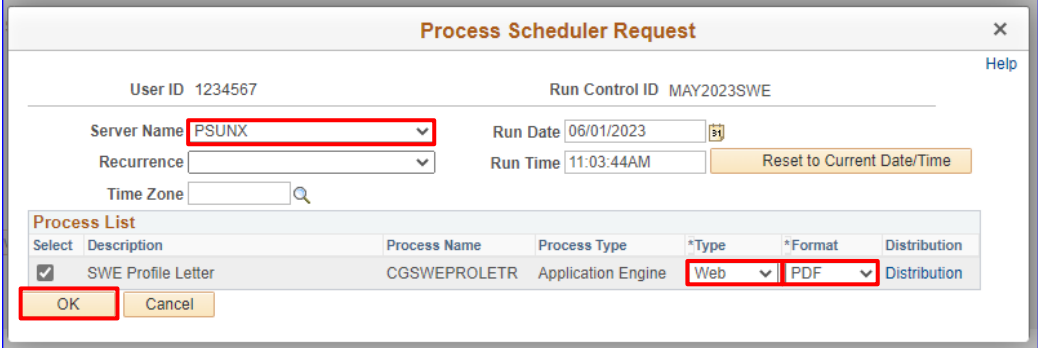
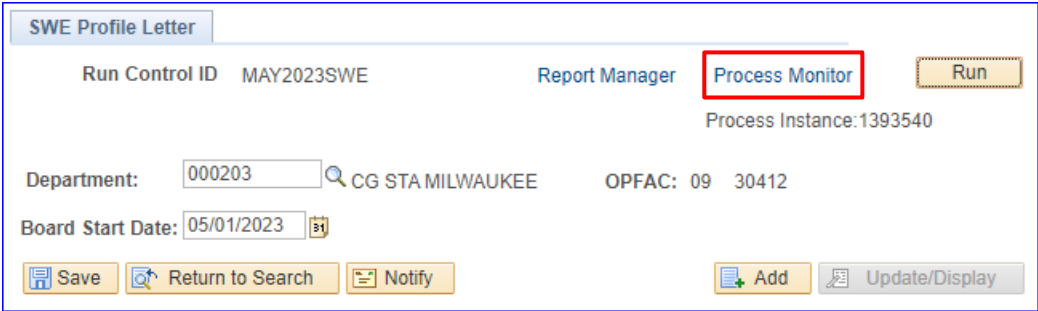
Procedures,
continued

Step	Action
5	<p>The report parameters page will display. Enter the Department ID number.</p>  <p>SWE Profile Letter</p> <p>Run Control ID MAY2023SWE Report Manager Process Monitor Run</p> <p>Department: 000203 CG STA MILWAUKEE OPFAC: 09 30412</p> <p>Board Start Date: <input type="text"/></p> <p>Save Notify Add Update/Display</p>
6	<p>Enter the Board Start Date. This will always be the first day of the month of the SWE (will be 05/01/20XX).</p>  <p>SWE Profile Letter</p> <p>Run Control ID MAY2023SWE Report Manager Process Monitor Run</p> <p>Department: 000203 CG STA MILWAUKEE OPFAC: 09 30412</p> <p>Board Start Date: 05/01/2023</p> <p>Save Notify Add Update/Display</p>
7	<p>Click Save, then click Run.</p>  <p>SWE Profile Letter</p> <p>Run Control ID MAY2023SWE Report Manager Process Monitor Run</p> <p>Department: 000203 CG STA MILWAUKEE OPFAC: 09 30412</p> <p>Board Start Date: 05/01/2023</p> <p>Save Notify Add Update/Display</p>

Continued on next page

Servicewide Exam Profile Letters by Department, Continued

Procedures,
continued

Step	Action
<p>8</p>	<p>The Process Scheduler Request will display. Using the drop-down, change the Server Name to PSUNX. Leave the *Type defaulted to Web and change the *Format to PDF. Click OK.</p> 
<p>9</p>	<p>The report parameters page will re-display with a Process Instance number. Click Process Monitor.</p> 

Continued on next page

Servicewide Exam Profile Letters by Department, Continued

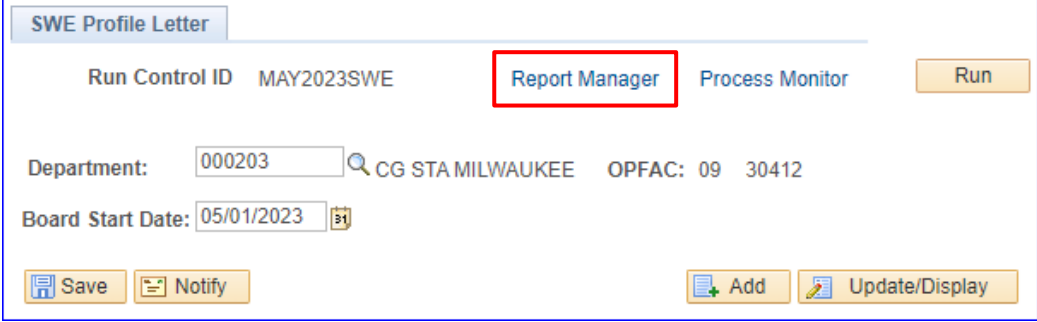
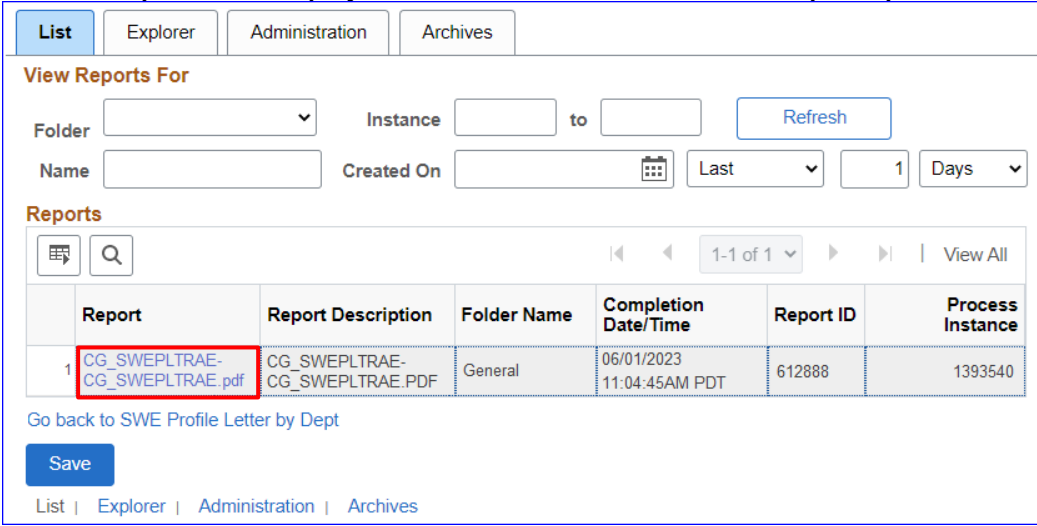
Procedures,
continued

Step	Action																																	
<p>10</p>	<p>The Process List will display. The Run Status should initially indicate Queued or Processing. Click the Refresh button (this may take a few minutes/clicks depending on the size of the department) until the Run Status updates to Success.</p> <p>NOTE: If the Run Status shows No Success, you will need to exit the page and restart the report process (ensure you enter a valid Department ID number and Board Start Date).</p> <div data-bbox="352 745 1394 1160"> <p>The screenshot shows the 'Process List' interface. At the top, there are search filters for User ID (1234567), Type, Last, 1 Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a red box. Below the filters is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1393540</td> <td></td> <td>Application Engine</td> <td>CGSWEPROLETR</td> <td>1234567</td> <td>06/01/2023 11:04:45AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1393539</td> <td></td> <td>Application Engine</td> <td>CGSWEPROLETR</td> <td>1234567</td> <td>06/01/2023 11:03:44AM PDT</td> <td>No Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> <p>At the bottom of the table, the 'Go back to SWE Profile Letter by Dept' link is highlighted with a red box. There are also 'Save' and 'Notify' buttons.</p> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1393540		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:04:45AM PDT	Success	Posted	Details	▼ Actions	<input type="checkbox"/>	1393539		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:03:44AM PDT	No Success	Posted	Details	▼ Actions
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions																								
<input type="checkbox"/>	1393540		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:04:45AM PDT	Success	Posted	Details	▼ Actions																								
<input type="checkbox"/>	1393539		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:03:44AM PDT	No Success	Posted	Details	▼ Actions																								
<p>11</p>	<p>Once the Run Status displays Success and the Distribution Status displays Posted, click Go back to SWE Profile Letter by Dept.</p> <div data-bbox="352 1267 1394 1682"> <p>The screenshot shows the 'Process List' interface. At the top, there are search filters for User ID (1234567), Type, Last, 1 Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is visible. Below the filters is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1393540</td> <td></td> <td>Application Engine</td> <td>CGSWEPROLETR</td> <td>1234567</td> <td>06/01/2023 11:04:45AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1393539</td> <td></td> <td>Application Engine</td> <td>CGSWEPROLETR</td> <td>1234567</td> <td>06/01/2023 11:03:44AM PDT</td> <td>No Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> <p>At the bottom of the table, the 'Go back to SWE Profile Letter by Dept' link is highlighted with a red box. There are also 'Save' and 'Notify' buttons.</p> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1393540		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:04:45AM PDT	Success	Posted	Details	▼ Actions	<input type="checkbox"/>	1393539		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:03:44AM PDT	No Success	Posted	Details	▼ Actions
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions																								
<input type="checkbox"/>	1393540		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:04:45AM PDT	Success	Posted	Details	▼ Actions																								
<input type="checkbox"/>	1393539		Application Engine	CGSWEPROLETR	1234567	06/01/2023 11:03:44AM PDT	No Success	Posted	Details	▼ Actions																								

Continued on next page

Servicewide Exam Profile Letters by Department, Continued

Procedures,
continued

Step	Action												
12	<p>The report parameters page will re-display. Click Report Manager.</p> 												
13	<p>A list of reports will display. Click the CG_SWEXXXXXXX.pdf report link.</p>  <table border="1" data-bbox="376 1173 1382 1283"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1 CG_SWEPLTRAE-CG_SWEPLTRAE.pdf</td> <td>CG_SWEPLTRAE-CG_SWEPLTRAE.PDF</td> <td>General</td> <td>06/01/2023 11:04:45AM PDT</td> <td>612888</td> <td>1393540</td> </tr> </tbody> </table>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 CG_SWEPLTRAE-CG_SWEPLTRAE.pdf	CG_SWEPLTRAE-CG_SWEPLTRAE.PDF	General	06/01/2023 11:04:45AM PDT	612888	1393540
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance								
1 CG_SWEPLTRAE-CG_SWEPLTRAE.pdf	CG_SWEPLTRAE-CG_SWEPLTRAE.PDF	General	06/01/2023 11:04:45AM PDT	612888	1393540								

Continued on next page

Servicewide Exam Profile Letters by Department, Continued

Procedures,
continued

Step	Action																																								
14	<p>The SWE Profile Letters will open in a new window. Each SWE Profile Letter is divided into 3 sections: Section 1 contains the member's identifying information including name, Emplid, and unit information; Section 2 contains the member's SWE results; and Section 3 contains the member's final multiple points. See Steps 15 & 16 for a brief explanation of sections 2 & 3.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">U.S. COAST GUARD HUMAN RESOURCES PRINT DATE: 10/10/2024</p> <p style="text-align: center; margin-top: 10px;">USCG EXAM PROFILE LETTER FOR THE YNCS MAY 2024 SWE</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Rate, Name: YNC</td> <td style="width: 33%;">Sparrow, Jack</td> <td style="width: 33%;">Empl ID: 1234567</td> </tr> <tr> <td>Perm Unit: 006533</td> <td>PPC TRAVEL BR</td> <td>OPFAC: 79 47400</td> </tr> </table> <hr style="border: 1px solid black;"/> <p>The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414(series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>SECTION TITLES OR QUAL REFERENCE</u></th> <th style="text-align: right;"><u>% ANSWERS CORRECT</u></th> </tr> </thead> <tbody> <tr> <td>1 PAY & PERSONNEL</td> <td style="text-align: right;">84.21</td> </tr> <tr> <td>2 TRAVEL & TRANSPORTATION</td> <td style="text-align: right;">50</td> </tr> <tr> <td>3 ADMINISTRATION</td> <td style="text-align: right;">42.86</td> </tr> <tr> <td>4 RESERVES</td> <td style="text-align: right;">46.15</td> </tr> <tr> <td>5 EPME - E8</td> <td style="text-align: right;">38.57</td> </tr> <tr> <td style="text-align: left;">TOTAL TEST</td> <td style="text-align: right;">47.33% RANK 29 OF 46</td> </tr> </tbody> </table> <hr style="border: 1px solid black;"/> <p>The Final Multiple Points which will determine your placement on the eligibility list are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SERVICEWIDE EXAM:</td> <td style="width: 33%; text-align: right;">44.13</td> <td style="width: 33%;">TIR PRESENT PAYGRADE:</td> <td style="text-align: right;">10</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: right;">45.1</td> <td>MEDALS/AWARDS:</td> <td style="text-align: right;">8</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: right;">20</td> <td>CREDITABLE SEA/ INCENTIVE POINTS:</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td></td> <td>SURF DUTY POINTS:</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: left;">TOTAL FINAL MULTIPLE</td> <td style="text-align: right;">127.23</td> <td></td> <td></td> </tr> </table> </div>	Rate, Name: YNC	Sparrow, Jack	Empl ID: 1234567	Perm Unit: 006533	PPC TRAVEL BR	OPFAC: 79 47400	<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>	1 PAY & PERSONNEL	84.21	2 TRAVEL & TRANSPORTATION	50	3 ADMINISTRATION	42.86	4 RESERVES	46.15	5 EPME - E8	38.57	TOTAL TEST	47.33% RANK 29 OF 46	SERVICEWIDE EXAM:	44.13	TIR PRESENT PAYGRADE:	10	PERFORMANCE FACTOR (MARKS):	45.1	MEDALS/AWARDS:	8	TIME IN SERVICE:	20	CREDITABLE SEA/ INCENTIVE POINTS:	0			SURF DUTY POINTS:	0	TOTAL FINAL MULTIPLE	127.23		
Rate, Name: YNC	Sparrow, Jack	Empl ID: 1234567																																							
Perm Unit: 006533	PPC TRAVEL BR	OPFAC: 79 47400																																							
<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>																																								
1 PAY & PERSONNEL	84.21																																								
2 TRAVEL & TRANSPORTATION	50																																								
3 ADMINISTRATION	42.86																																								
4 RESERVES	46.15																																								
5 EPME - E8	38.57																																								
TOTAL TEST	47.33% RANK 29 OF 46																																								
SERVICEWIDE EXAM:	44.13	TIR PRESENT PAYGRADE:	10																																						
PERFORMANCE FACTOR (MARKS):	45.1	MEDALS/AWARDS:	8																																						
TIME IN SERVICE:	20	CREDITABLE SEA/ INCENTIVE POINTS:	0																																						
		SURF DUTY POINTS:	0																																						
TOTAL FINAL MULTIPLE	127.23																																								

Continued on next page

Servicewide Exam Profile Letters by Department, Continued

Procedures,
continued

Step	Action																
15	<p>Section 2: This section shows a breakdown of the SWE section titles and the percentage of correct answers provided by the member within each section.</p> <ul style="list-style-type: none"> • Total Test is the percentage of overall correct answers. • Rank is the position the member attained compared to all others who completed the same exam (i.e., all YN2s who competed for YN1). <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">U.S. COAST GUARD HUMAN RESOURCES PRINT DATE: 10/10/2024</p> <p style="text-align: center;">USCG EXAM PROFILE LETTER FOR THE YNCS MAY 2024 SWE</p> <p>Rate, Name: YNC Sparrow, Jack Empl ID: 1234567</p> <p>Perm Unit: 006533 PPC TRAVEL BR OPFAC: 79 47400</p> <hr/> <p>The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414(series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>SECTION TITLES OR QUAL REFERENCE</u></th> <th style="text-align: right;"><u>% ANSWERS CORRECT</u></th> </tr> </thead> <tbody> <tr> <td>1 PAY & PERSONNEL</td> <td style="text-align: right;">84.21</td> </tr> <tr> <td>2 TRAVEL & TRANSPORTATION</td> <td style="text-align: right;">50</td> </tr> <tr> <td>3 ADMINISTRATION</td> <td style="text-align: right;">42.86</td> </tr> <tr> <td>4 RESERVES</td> <td style="text-align: right;">46.15</td> </tr> <tr> <td>5 EPME - E8</td> <td style="text-align: right;">38.57</td> </tr> <tr> <td style="border: 1px solid red;">TOTAL TEST</td> <td style="border: 1px solid red; text-align: right;">47.33%</td> </tr> <tr> <td></td> <td style="text-align: right; border: 1px solid red;">RANK 29 OF 46</td> </tr> </tbody> </table> </div>	<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>	1 PAY & PERSONNEL	84.21	2 TRAVEL & TRANSPORTATION	50	3 ADMINISTRATION	42.86	4 RESERVES	46.15	5 EPME - E8	38.57	TOTAL TEST	47.33%		RANK 29 OF 46
<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>																
1 PAY & PERSONNEL	84.21																
2 TRAVEL & TRANSPORTATION	50																
3 ADMINISTRATION	42.86																
4 RESERVES	46.15																
5 EPME - E8	38.57																
TOTAL TEST	47.33%																
	RANK 29 OF 46																

Continued on next page

Servicewide Exam Profile Letters by Department, Continued

Procedures,
continued

Step	Action																				
16	<p>Section 3:</p> <p>The Final Multiple Points which will determine your placement on the eligibility list are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SERVICEWIDE EXAM:</td> <td style="width: 20%; text-align: center;">44.13</td> <td style="width: 30%;">TIR PRESENT PAYGRADE:</td> <td style="width: 20%; text-align: center;">10</td> </tr> <tr> <td>PERFORMANCE FACTOR (MARKS):</td> <td style="text-align: center;">45.1</td> <td>MEDALS/AWARDS:</td> <td style="text-align: center;">8</td> </tr> <tr> <td>TIME IN SERVICE:</td> <td style="text-align: center;">20</td> <td>CREDITABLE SEA/ INCENTIVE POINTS:</td> <td style="text-align: center;">0</td> </tr> <tr> <td></td> <td></td> <td>SURF DUTY POINTS:</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="2" style="text-align: left;">TOTAL FINAL MULTIPLE</td> <td style="text-align: center;">127.23</td> <td></td> </tr> </table>	SERVICEWIDE EXAM:	44.13	TIR PRESENT PAYGRADE:	10	PERFORMANCE FACTOR (MARKS):	45.1	MEDALS/AWARDS:	8	TIME IN SERVICE:	20	CREDITABLE SEA/ INCENTIVE POINTS:	0			SURF DUTY POINTS:	0	TOTAL FINAL MULTIPLE		127.23	
SERVICEWIDE EXAM:	44.13	TIR PRESENT PAYGRADE:	10																		
PERFORMANCE FACTOR (MARKS):	45.1	MEDALS/AWARDS:	8																		
TIME IN SERVICE:	20	CREDITABLE SEA/ INCENTIVE POINTS:	0																		
		SURF DUTY POINTS:	0																		
TOTAL FINAL MULTIPLE		127.23																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Field</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td>Servicewide Exam</td> <td>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.</td> </tr> <tr> <td>Performance Factors (Marks)</td> <td>Point credit based on the performance factor average. Maximum credit is 50 points.</td> </tr> <tr> <td>Time in Service</td> <td>Point credit based on 1 point/year figured to the Terminal Eligibility Date (TED). Maximum credit is 20 points.</td> </tr> <tr> <td>TIR Present Paygrade</td> <td>(Time in Rate in Present Paygrade) Point credit based on 2 points/year figured to the TED. Maximum credit is 10 points.</td> </tr> <tr> <td>Medals/Awards</td> <td>Point credit based on the type of award. See reference (a) for a list of point totals for creditable awards. Maximum credit is 10 points.</td> </tr> <tr> <td>Creditable Sea/Incentive Points</td> <td>Point credit is based on cumulative sea time or awarded incentive points computed through 1 February for the May SWE. If a member is receiving sea pay, they are earning sea time points. Accrual starts 1 February 1994 with a maximum credit of 30 points (see Surf Duty Points below).</td> </tr> <tr> <td>Surf Duty Points</td> <td>Members assigned to a designated surf station may earn point credits based on 1 point/year with a maximum of 15 points in a career. The combination of sea duty and surf duty points may not exceed a maximum of 30 points in a career.</td> </tr> <tr> <td>Total Final Multiple</td> <td>The final multiple is composed of all the points listed above for a maximum of 200 points. The maximum final multiple for the Reserve SWE is 170 (there is not a Reserve specific requirement for Sea duty or Surf duty and therefore, these do not apply to Reserves).</td> </tr> </tbody> </table>	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 Factors (Marks)	Point credit based on the performance factor average. Maximum credit is 50 points.	Time in Service	Point credit based on 1 point/year figured to the Terminal Eligibility Date (TED). Maximum credit is 20 points.	TIR Present Paygrade	(Time in Rate in Present Paygrade) Point credit based on 2 points/year figured to the TED. Maximum credit is 10 points.	Medals/Awards	Point credit based on the type of award. See reference (a) for a list of point totals for creditable awards. Maximum credit is 10 points.	Creditable Sea/Incentive Points	Point credit is based on cumulative sea time or awarded incentive points computed through 1 February for the May SWE. If a member is receiving sea pay, they are earning sea time points. Accrual starts 1 February 1994 with a maximum credit of 30 points (see Surf Duty Points below).	Surf Duty Points	Members assigned to a designated surf station may earn point credits based on 1 point/year with a maximum of 15 points in a career. The combination of sea duty and surf duty points may not exceed a maximum of 30 points in a career.	Total Final Multiple	The final multiple is composed of all the points listed above for a maximum of 200 points. The maximum final multiple for the Reserve SWE is 170 (there is not a Reserve specific requirement for Sea duty or Surf duty and therefore, these do not apply to Reserves).		
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 Factors (Marks)	Point credit based on the performance factor average. Maximum credit is 50 points.																				
Time in Service	Point credit based on 1 point/year figured to the Terminal Eligibility Date (TED). Maximum credit is 20 points.																				
TIR Present Paygrade	(Time in Rate in Present Paygrade) Point credit based on 2 points/year figured to the TED. Maximum credit is 10 points.																				
Medals/Awards	Point credit based on the type of award. See reference (a) for a list of point totals for creditable awards. Maximum credit is 10 points.																				
Creditable Sea/Incentive Points	Point credit is based on cumulative sea time or awarded incentive points computed through 1 February for the May SWE. If a member is receiving sea pay, they are earning sea time points. Accrual starts 1 February 1994 with a maximum credit of 30 points (see Surf Duty Points below).																				
Surf Duty Points	Members assigned to a designated surf station may earn point credits based on 1 point/year with a maximum of 15 points in a career. The combination of sea duty and surf duty points may not exceed a maximum of 30 points in a career.																				
Total Final Multiple	The final multiple is composed of all the points listed above for a maximum of 200 points. The maximum final multiple for the Reserve SWE is 170 (there is not a Reserve specific requirement for Sea duty or Surf duty and therefore, these do not apply to Reserves).																				