

PSCINST M1418.1C
25 Feb 2005

PERSONNEL SERVICE CENTER INSTRUCTION M1418.1C

Subject **SERVICEWIDE EXAMINATION (SWE) GUIDE**

Reference (a) Personnel Manual, COMDTINST M1000.6 (series), ch. 5.C, 5.D and 10.B
(b) Reserve Policy Manual, COMDTINST M1001.28 (series), ch. 7.C

Purpose To provide procedural guidance to members, units, Servicing Personnel Offices (SPOs) and PERSRUs for the SWE cycles.

Directives Affected HRSICINST M1418.1B is hereby canceled.

Introduction Successful completion of the Servicewide Exam (SWE) process is the result of members and commands knowing and fulfilling their responsibilities within the process. This manual is a guide which outlines procedures to follow in concert with the policies set forth in references (a) and (b). In the event of conflicting information, Commandant policy will be followed.

Action Upon receipt of this manual, units, PERSRUs, SPOs, and members will become familiar with the procedures outlined within.

/s/

R. A. ROOTH

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A	1	1	1		1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1					
B	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
C	1	1	1	1	1	1	1	1	1		1	1	1	1	1		1	1	1	1	1	1	1	1	1	1
D	1	1	1	1	1			1	1			1	1			1	1		1	1	1	1	1			1
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The SWE Process

Background

Subject Matter Experts located at Coast Guard Training Centers create Servicewide Exams (SWEs) to test enlisted members' knowledge of their rating and general Enlisted Professional Military Education (E-PME). These written exams will be administered to members who meet all of the eligibility requirements for advancement as outlined in references (a) and (b). The score received from this exam will become part of the member's Final Multiple Score which consists of points for:

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

The amount of points for each factor is discussed in the references 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 Requirements

Eligibility requirements for advancement and participation in the SWE are outlined in references (a) and (b). In addition, approximately three months prior to each exam, CGPC (epm) and (rpm) will release an ALCGENL or ALPERSCOM message announcing the upcoming exam cycle. This message will provide:

- Test dates and times
- Waived SWEs
- Waived EOCTs
- Timeline of deadline dates
- Other valuable advancement information

Every member/unit involved in the SWE process should closely review references (a) and (b) and all official message traffic which discuss advancements and SWEs.

Continued on next page

Administration SWEs are scheduled for:

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

Scoring Exams Exams are scored by a computer scanner at PSC (ADV), and uploaded into the Direct Access (DA) database for inclusion in the member's Profile Letter, becoming part of the Final Multiple Score.

The Cutoff A cutoff point 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.

Advancement Each month CGPC (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.

PSC (ADV) will complete the advancement procedure in DA and forward CPO certificates to units.

Sequence Of Events

Background

Many procedures must be followed to make a SWE cycle successful. Below is a general overview of the sequence of events that must occur. For details and specific dates of these events, refer to the references and ALCGENL or ALPERSCOM messages announcing the particular SWE cycle.

Step	Action
1	Member meets advancement eligibility requirements outlined in Chapter 5-C of reference (a).
2	Commanding Officer recommends member for advancement on latest Employee Review as per Chapter 10-B of reference (a).
3	Unit receives ALCGENL or ALPERSCOM message announcing the upcoming SWE. Unit passes message info on EOCT and SWE waivers, timeline, and other important message data to members.
4	PSC (ADV) mails the Personal Data Extract (PDE) to the member's unit. The PDE is also viewable on-line in DA. Corrections to the PDE are initiated by member and completed by unit, SPO, or PERSRU.
5	Member follows up to ensure that PDE corrections are reflected in DA prior to PDE Correction Deadline Date.
6	Unit notifies PSC (ADV) via message of any waiver requests, changes to Exam Board OPFAC, and changes of eligibility status of members prior to PDE Correction Deadline Date.
7	PSC (ADV) sends SWE tests and instructions to the ESO or SWE Officer of the exam board unit via Federal Express (FEDEX).
8	The ESO or SWE Officer follows handling procedures in Chapter 5-D-4 of reference (a), and notifies PSC (ADV) of any missing or incorrect exams.
9	ESO or SWE Officer administers SWE and follows pre-test and post-test handling procedures provided in the booklet, "Instructions For the Administration of CG SWEs," and in Chapter 5-D of reference (a).
10	PSC (ADV) scans test answer sheets and uploads scores into DA for inclusion in member's final multiple score.
11	PSC (ADV) ensures Profile Letters containing exam score, and final multiple score are mailed to member's unit.
12	CGPC (epm) and (rpm) releases the Advancement Eligibility List.
13	CGPC (epm) and (rpm) releases monthly Advancement Announcement messages with the names of members authorized to promote on the first day of the upcoming month.
14	PSC (ADV) completes advancements in DA and completes and forwards CPO certificates to E7s and above.

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 summarizes the responsibility requirements of references (a) and (b). However, the references and all message traffic should be closely monitored for additional information or possible changes.

Responsible Party	Responsibility
Member	<p>Meet the qualifications set forth in chapter 5-C of reference (a) for their specific grade and rating, including:</p> <ul style="list-style-type: none"> • Enlisted Performance Qualifications (EPQs) • Rating and E-PME EOCTs and Advancement Qualification Exams (AQEs) • Rating specific competency codes • Required sea duty • Required Time In Service (TIS) • Required Time In Rating (TIR) • Ensure Enlisted Employee Review (EER) in current rate/rank and marking period are complete with CO's advancement recommendation • Verify the Personal Data Extract (PDE) • Report errors on the PDE to the unit support staff • Follow-up to ensure action was completed in DA to correct any PDE errors prior to deadline
Unit	<ul style="list-style-type: none"> • Ensure all EERs are submitted prior to deadlines listed in chapter 10-B-5 of reference (a). • Verify members have completed their EPQs by the deadline dates listed in chapter 5.C.4. of reference (a). If not, send a message to PSC (ADV) to cancel SWE mailing for any members otherwise qualified who failed to complete their EPQs. • Provide administrative assistance to member in correcting errors on PDE prior to deadline. • Notify PSC (ADV) of eligibility changes or corrections prior to deadline date in SWE announcement message.
PERSRU or SPO	Assist units as needed in correcting DA errors as reflected on the member's PDE.

Continued on next page

**Background
(cont.)**

Command Designated ESO or SWE Officer	<p>Follow the SWE policies and procedures outlined in Chapter 5-D of reference (a) including:</p> <ul style="list-style-type: none"> • Receipt, handling, and accountability of exams • Notifying crew of exams received • Scheduling exams • Establishing exam boards • Administration of exams • Administering substitute exams • Returning annotated shipping list with examination, answer sheets, and challenge questions to PSC (ADV).
PSC (ADV)	<ul style="list-style-type: none"> • Produce PDE in DA, print and mail to units; also mail a copy to home addresses for reservists. • Review all waiver requests. • Mail SWE test booklets, answer sheets, shipping lists, and instructions to ESO or SWE Officer of exam board unit. • Receive and score SWE answer sheets. • Produce Profile Letter in DA, print and mail to units. • Publish and maintain the Advancement Eligibility List. • Distribute Advancement Eligibility List to CMCs. • Produce Enlisted Personnel Advancement Announcements (EPAAAs) and Enlisted Reserve Advancements Announcements (ERAAAs) for approval/release by CGPC (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 PSC (ADV) with camera-ready copies of tests for each rate/rank. • Review challenged questions and make determination. • Provide PSC (ADV) with challenged questions to be credited or answer changed following exam.
CGPC (epm-1) and or (rpm)	<ul style="list-style-type: none"> • Draft, route, and approve SWE announcement messages outlining critical dates, waivers, and SWE cycle procedures. • Provide PSC (ADV) with signed Eligibility List cover letter, cutoff numbers, and carry-overs. • Provide PSC (ADV) with number of advancements for monthly EPAAAs and ERAAAs. • Release authority of EPAA and ERAA messages.

PDE Description

Background

The Personal Data Extract (PDE) is a form created by the DA database for every regular active and active reserve member. It contains the personnel data currently in 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 ALPERSCOM message announcing the upcoming SWE.

The PDE is currently printed and mailed to the member's unit by PSC (ADV), approximately two months before the exam. For reservists, an additional copy is mailed to the home address as shown on the member's LES. An online version is also available to the member in DA, Self Service. Below is a sample of the printed and online PDE.

Continued on next page

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Printed/mailed PDE

USCG PERSONAL DATA EXTRACT
FOR THE YNC MAY 2003 SWE

PERSRU ACTION (IF NECESSARY)
DATE RCVD: _____ PERSRU YN: _____
DATE CORRECTIVE ACTION TAKEN: _____
DATE RETURNED TO MEMBER: _____

Rate, Name: SK1 Smith, John T.
Perm Unit: 004939 CG RUITOFF KNOXVILLE
PERSRU: 000652 CG ISC ST LOUIS

EmplID: 1234567
OPFAC: 79 47901
OPFAC: 32 46700

IT IS YOUR RESPONSIBILITY TO REVIEW THE BELOW INFORMATION FOR ACCURACY

AWARD POINTS: 10 RECOMMENDED FOR ADVANCEMENT BY CO: Y
MARKS FINAL MULTIPLE: 41.23
CRED SWE SEA TIME - YR: 1 MO: 2 END OF COURSE TEST(S) COMPLETE: Y
AD BASE DATE: 01/02/1984 DCR: 01/01/1999

*TIS: 191130 *TIR: 050000 CRED SURF TIME - YR: MO:

(* COMPUTED TO THE TERMINAL ELIGIBILITY DATE OF 01/01/2004)

Evaluations:

Effective Date	Competency Type	Total Points	Rating
11/30/2002	CON	0	S
11/30/2002	LEAD	37	
11/30/2002	MIL	12	
11/30/2002	PROP	33	
11/30/2002	PERF	40	
05/31/2002	CON	0	S
05/31/2002	LEAD	34	
05/31/2002	PERF	38	
05/31/2002	MIL	10	
05/31/2002	PROP	32	
11/30/2001	CON	0	S
11/30/2001	LEAD	34	
11/30/2001	MIL	10	
11/30/2001	PROP	31	
11/30/2001	PERF	38	
05/31/2001	CON	0	S
05/31/2001	LEAD	35	
05/31/2001	MIL	12	
05/31/2001	PERF	40	
05/31/2001	PROP	33	

Creditable Awards:

Award	Award Points	Issue Date
CG Good Conduct Medal	1	01/01/2001
Coast Guard Achievement Medal	2	03/11/1999
CG Good Conduct Medal	1	01/01/1998
Coast Guard Achievement Medal	2	03/08/1995
CG Good Conduct Medal	1	01/01/1995
CG Good Conduct Medal	1	08/16/1990
Army Achievement Medal	2	07/15/1985
Army Achievement Medal	2	01/15/1983

ULTIMATE DETERMINATION OF YOUR QUALIFICATION LIES WITH YOUR COMMAND.
YOUR YNC SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD LOCATED AT:
000666 - CG MEO MEMPHIS OPFAC: 08 33204

IF YOU HAVE ANY QUESTIONS OR CORRECTIONS, SEE YOUR UNIT ADMIN PERSONNEL

I HAVE REVIEWED MY PDE AND LISTED ALL NECESSARY CHANGES ABOVE.
PERFORMANCE BASED QUALIFICATIONS WERE TO BE COMPLETED NLT 01-FEB-2003
I HAVE/HAVE NOT FULLY COMPLETED MY RATING AND MRN PERFORMANCE BASED QUALS.
(Circle one)

SIGNATURE: _____ DATE: _____

AFTER SIGNING YOUR PDE, GIVE TO YOUR UNIT ADMIN PERSONNEL

03/10/2003

Online PDE

PERSONAL DATA EXTRACT

Rate, Name

EmplID:

Perm Unit:

OPFAC:

Exam Board

OPFAC:

Cand Status: Eligible

Award Points: 10

Recommended for Advancement by CO: Y

Sea Duty Qualified: Y

Marks Final Multiple: 42.6000

Sea Time For Points Yr: 0 Mo: 0

End of Course Test(s) Complete: Y

Ad Base Dt: 09/29/1986

Dt of Rank: 09/01/1994

TIS: 180303 TIR: 100400 TED: 01/01/2005

Evaluations			
Effective Date	Competency Type	Total Points	Rating
10/31/2003	CON		S
10/31/2003	LEAD	36	
10/31/2003	MIL	11	
10/31/2003	PROF	33	
10/31/2003	PERF	38	
04/30/2003	CON		S
04/30/2003	LEAD	39	
04/30/2003	MIL	10	
04/30/2003	PERF	42	
04/30/2003	PROF	37	

Creditable Awards		
Award	Award Points	Issue Date
Joint Svc Commendation Medal	3	06/27/2003
CG Good Conduct Medal	1	09/28/2001
Coast Guard Achievement Medal	2	05/10/2000
CG Good Conduct Medal	1	09/28/1998
Coast Guard Achievement Medal	2	06/17/1997
CG Good Conduct Medal	1	09/28/1995
COMDT's Letter Of Commendation	1	11/24/1993
CG Good Conduct Medal	1	09/28/1992
CG Good Conduct Medal	1	09/28/1989

Surf Time For Points Yr: Mo:

YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD LOCATED AT: 000450 - CG PSC OPFAC: 53 47400

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.

11/23/2004

Continued on next page

**PDE
Description
(cont.)**

Below is a list of fields from the online PDE and descriptions of each. The printed PDE has the same information in a slightly different order. 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	Members Rate/Rank, Last Name, First Name, MI
EmplID	Members Employee I.D. Number
Perm Unit and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number
PERSRU and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number
Award Points	Current number of points for creditable awards
Recommendation for Advancement by CO	Shows "Y" or "N" for CO's recommendation on latest final/approved EER submitted into DA.
Sea Duty Qualified	Shows "Y" or "N" and applies to rates requiring sea time.
Marks Factor	Shows average of marks used as per ALPERSCOM which announced the upcoming SWE.
Cred Sea Time Yr: Mo:	Credit for each full month of Coast Guard sea duty earned after 01FEB94, not to exceed 2 points per year, or 0.1667 points per full month with a max of 30 points in a career. See Chapter 5-C-15 and 16 of reference (a). For members currently serving on sea pay eligible units, points are computed up to the Eligibility Date.
Cred Surf Time Yr: Mo:	Credit for each full month of Coast Guard surf duty earned after 01JAN00, not to exceed 1 point per year, or 0.083 points per full month with a max of 15 points in a career. See ALCOAST 153/04. Combined points for sea duty and surf duty may not exceed 30 points in a career.

Continued on next page

**PDE
Description
(cont.)**

End of Course Test(s) completed	Shows "Y" or "N" for all required EOCTs being completed and passed.
AD Base Date	Shows date or adjusted date of creditable active duty service.
DT of Rank	Shows date of advancement to current rank.
TIS	Shows Time In Service computed up to the TED.
TIR	Shows Time In Rank computed up to the TED.
TED DT	Date used as end date to calculate TIS and TIR.
Evaluations	Shows conduct and competency scores from the EERs, which will be used to compute the Marks Factor for this cycle.
Creditable Awards	Lists only those awards with point values that were entered into DA prior to the Eligibility Date. See Chapter 5-C-3 of reference (a).
Disqualifying Information	Provides details of why a member is not qualified.

PDE Verification

Background

Approximately three months prior to the SWE, CGPC (epm) and (rpm) will release an ALCGENL or ALPERSCOM message announcing the upcoming SWE cycle with details of verifying and correcting PDEs and the deadline dates for corrections. Corrections to PDEs after the published deadline date will not be accepted for the cycle except for extreme cases as described on page 18 of this instruction.

Responsible	Action
PSC (ADV)	<ul style="list-style-type: none"> Creates and mails the PDEs to the member's unit; also mails a copy to home address if reservist.
Member	<ul style="list-style-type: none"> Reviews PDE for accuracy. Annotates and informs unit of PDE discrepancies. Verifies corrections of SWE data in Direct Access prior to deadline date.
Unit	<ul style="list-style-type: none"> Ensures that each member of the unit receives their PDE. Takes corrective actions for the following PDE errors: <ul style="list-style-type: none"> Missing awards Missing EERs Change of CO's recommendation Provides documentation to the PERSRU or SPO for the following PDE corrections: <ul style="list-style-type: none"> Sea time Surf time Award points TIG/TIS Competency codes CPO Academy completion entries Any corrections requiring PERSRU or SPO action Sends message to PSC (ADV) for the following: <ul style="list-style-type: none"> Change of Exam Board OPFAC or mailing address of a members SWE Eligibility waiver requests Eligibility status changes of members Early mail of SWE for underway units Sends an email to PSC-ADV for the following: <ul style="list-style-type: none"> Change CO's recommendation on latest EER. The request must be in memo format from the CO, as an email attachment. Maintains a check-off system to ensure each member has reviewed their PDEs and that all corrective actions are completed prior to the published deadline date.
PERSRU or SPO	<ul style="list-style-type: none"> Makes corrections in DA as indicated by documentation received from unit.

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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 currently printed and mailed from PSC (ADV) to the unit approximately two months after the exam.

Below is a sample of the online Profile Letter. Currently, a printed version of the Profile Letter is being provided via mail. *(Some identifying information has been blanked out for privacy).*

U.S. COAST GUARD HUMAN RESOURCES		PRINT DATE: 07/12/2004	
USCG EXAM PROFILE LETTER FOR THE YNC MAY 2004 SWE			
Rate, Name:		EmplID:	
Perm Unit		OPFAC:	
<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>			
<u>SECTION TITLES OR QUAL REFERENCE</u>		<u>% ANSWERS CORRECT</u>	
1 COMPUTATIONS		50.00	
2 PAY & PERSONNEL		44.74	
3 ADMINISTRATION		32.14	
4 TRAVEL & TRANSPORTATION		53.85	
5 MILITARY REQUIREMENTS		80.00	
TOTAL TEST	51.33%	RANK 159 OF 216	
<p>The Final Multiple Points which will determine your placement on the eligibility list are:</p>			
SERVICEWIDE EXAM:	43.82	TIR PRESENT PAYGRADE:	10
PERFORMANCE FACTOR (MARKS):	43.38	MEDALS/AWARDS:	9
TIME IN SERVICE:	20	CREDITABLE SEA POINTS:	0
TOTAL FINAL MULTIPLE	126.2		

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**Profile Letter
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. (Not a raw score but a percentage). 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	Point credit based on type of award earned by the Eligibility Date. See Article 5.C.3.b.3 of reference (a) for award point chart. Maximum credit is 10 points.
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 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.
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 1 point per year or 0.083 points for each full month. • Accrual of surf points starts with surf units to which 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.

Total Final Multiple	Composed of the following factors:	
	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

Profile Letter Verification

Procedure

The unit will receive Profile Letters from PSC (ADV) and distribute them to their members. If incorrect data is found due to a system error which was beyond the member, unit or PERSRUs control to fix, the unit may:

- Send a message to PSC (ADV) requesting corrections
- Provide supporting documentation via fax, if requested, to 785-339-3765.

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

Common Problems

Background Each cycle there are members who expect to receive a SWE and do not. A chart showing the common problems associated with members and support personnel not fulfilling their responsibilities by the published deadline dates, and solutions to those common problems is shown below. Requests for corrections to errors shall be sent via message to PSC (ADV).

Problem	Possible Cause(s)	Solution
EER was not submitted in DA by deadline date.	<ul style="list-style-type: none"> Unit unaware that EER is due. Unit thought it was completed, yet it was never submitted. Submitted late. Unit failed to advise PSC (ADV) of an EER correction. 	Review Chapter 10-B of reference (a) and ensure EERs are completed and submitted on time. Contact PSC (ADV) at: 785-339-3400 or email to PSC-ADV for technical assistance with the DA, EER program.
EOCT not completed by deadline date.	<ul style="list-style-type: none"> Member waited until last moment to take the EOCT, resulting in the score being uploaded into DA after deadline date. 	EOCT ordered and administered at least two months prior to SWE deadline.
EOCT was obsolete.	<ul style="list-style-type: none"> Member did not act on obsolete notification from the CG Institute. Member did not enroll in updated course. 	Verify that the EOCT does not become obsolete prior to the SWE deadline.
Member is eligible, but PDE shows “not eligible” and no test was sent.	<ul style="list-style-type: none"> Member did not properly validate the PDE for correctness. Member did point out needed corrections to unit, but did not follow-up to ensure they were completed. Member/Unit submitted request for PDE correction after the PDE Correction Deadline Date published in ALCGENL or ALPERSCOM message. 	Ensure PDEs are corrected prior to published deadline date.
Member misses test date while on leave, TDY, or enroute PCS.	<ul style="list-style-type: none"> Member did not make arrangements to take the test at a CG Unit in the vicinity of temporary location. 	Member/Unit request that PSC (ADV) send the test to other than permanent unit.

Waivers

Procedure

Waivers of eligibility requirements are considered on a case-by-case basis. If the cause of ineligibility was beyond the member or supporting unit's control, submit a request for waiver via message as shown below:

```
FM: (UNIT PLAD)
TO: COGARD PSC TOPEKA KS//ADV//
BT
UNCLAS//N01418//
SUBJ: WAIVER REQ FOR (RATE/RANK, FULL NAME, EMPLID,
USCG(R)
1. REQ WAIVER OF ***** FOR SNM.
2. FULL 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 Article 10-B-10 of 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 PSC (ADV) to request the change. The memo may be attached to an email and sent to PSC-ADV. Refer to Article 10-B-10 of reference (a) for details. An advance copy of the signed memo may be faxed if time critical to PSC (ADV) at 785-339-3765.

Substitute Exams

Procedure

IAW Article 5-D-3 of reference (a) and Article 7-D-3 of reference (b), substitute SWEs are discouraged. The substitute SWEs delay the completion of the SWE cycle and publishing of Eligibility List and Profile Forms. The most prevalent reason for requesting substitute SWEs is TDY for training and/or deployment, even though in most cases the command/member knew of the TDY in advance of the SWE date. When possible, steps should be taken by the unit to ensure the member's SWE is forwarded to minimize the number of substitute SWEs. All requests for substitute exams must meet the requirements set forth in the applicable references noted above.

If tests absolutely cannot be administered on the scheduled date, send a substitute SWE request by message as soon as determination has been made as shown below:

FM: (UNIT PLAD)
TO: COGARD PSC TOPEKA KS//ADV//
BT
UNCLAS//N01418//
SUBJ: REQUEST FOR SUB SWE FOR (RATE, FULL NAME,
EMPLID, USCG(R))
A. ART 5-D-3, CG PERSMAN
B. PSCINST M1418.1C
1. IAW REF A REQ SUB SWE FOR SNM BE FORWARDED TO
EXAM BOARD OPFAC XX-XXXXX TO BE ADMIN ON (DATE)
AND RETURNED BY FASTEST MEANS.
2. (A FULL EXPLANATION OF WHY THE MBR MISSED THE TEST
DATE AND WHAT ACTION THE COMMAND TOOK TO ENSURE
THE MEMBER HAD AN OPPORTUNITY TO TAKE THE TEST).
3. POC IS (RATE, NAME, TEL#).
BT
