

# Administration of the Coast Guard Servicewide Exam

Presented by:

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# Agenda

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- Service Wide Exam (SWE) Policy
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# Advancement Overview

1. Member meets advancement requirements
2. CO recommends member for advancement via EER
3. SWE Announcement Message released via ALCGENL or ALCGRSV
4. Members online Personnel Data Extract (PDE) posted in DA showing eligibility status
5. 2 month window for PDE verification/correction
6. Unit SWE Officer receives shipment of SWEs

# Advancement Overview (cont.)

7. SWE's administered on designated dates
8. PPC(ADV) receives/scores exam answer sheets then posts members raw scores to their DA file.
9. PPC(ADV) computes final multiple score and released members online Profile Letters in DA.
10. PPC(ADV) publishes the Advancement Eligibility Lists of members rank ordered by final scores.
11. PSC(epm/rpm) authorizes monthly advancements from lists.

# Servicewide Exam (SWE) Policy

- COMDTINST M1000.6A, CG Personnel Manual (PERSMAN), Chapter 5.C, discusses:
  - Advancement through Servicewide Exam
  - Responsibilities of member, CO, OIC, PPC, PSC
  - Eligibility Requirements for advancement
  - Other advancement related policies
- Watch for the new COMDTINST M1000.2, Enlisted Accessions, Evaluations, and Advancements Manual due out soon. Chapter 5 of PERMAN will be moved to this new manual

# SWE Policy (cont.)

- PERSMAN, Chapter 5.D. discusses:
  - Establishing local exam boards
  - Receipt, handling and accountability of SWEs
  - Scheduling SWEs
  - Instructions for administration of SWEs
  - Personnel Data Extract (PDE)
  - Substitute SWEs
  - Other related policy

# SWE Dates & Deadlines

- SWE Eligibility Deadline (SED):
  - 1Feb-May SWE (E5 through E9 candidates)
  - 1Jul-Oct RSWE (E5 through E9 candidates)
  - 1Aug-Nov SWE (E5/E6 candidates)
- Terminal Eligibility Date (TED)
  - Date that advancements from the SWE eligibility list begin
    - 1 January following May/October SWE's
    - 1 July following November E5/E6 SWE
- SWE Announcement Message Lists:
  - Exam dates
  - PDE distribution/correction dates
  - Substitute exam deadlines, and more

# Personal Data Extract (PDE)

An online form generated by PPC(ADV) in DA for each E4 through E8 member showing their advancement eligibility status and any reasons for ineligibility.

- Online PDE – In Direct Access available to the member and the command to view.
- Paper PDE - Mailed to the members unit upon request, for units with connectivity issues

# PDE (cont.)

- Member verification of PDE is the most important step in SWE Process
- The member must:
  - Verify all data
  - Seek assistance in correcting errors
  - \*\*\*Verify corrections are posted to online PDE no later than the PDE correction deadline date.
  - Only those PDEs with a status of “Eligible” will receive an exam.

# PDE (Reasons for “ineligible” PDE)

- No current CO Rec this SWE Cycle
- No current EER for This SWE Cycle
- Last EER wrong grade
- EOCT not complete
- No EPME-6 and/or LAMS Course
- No EPME-8 Course
- No CPOA (Chiefs Academy)
- DWINTO Course (BM's)
- No DWO or CXSN Competency Code (BM1/BM2)
- OINC Ashore/Afloat Competency Code (BMCS/BMCM)
- Unsat Conduct
- Low Marks Average
- Lacks Sea Duty
- Time in Service
- Time in Rate
- Time in Grade
- Separation/Retirement Request

# Service-wide Exam Board

Definition: A Coast Guard unit or department that receives and administers SWE's for their unit and designated sub-units or sub-departments. Any CG department number may be designated as an exam board.

- PERSMAN 5.D.6.a.: Policy for establishing exam boards.
- Local units may form one exam board (recommended!).
- Notify PPC (ADV) if you wish to change where your exams are being shipped or which units/departments exams you wish to receive.

# SWE Officers

- Three separate designations:
  - A Servicewide Exam Board Officer (SWE Officer),
  - DANTES Test Control Officer (TCO)
  - Education Services Officer (ESO)
- Only a commissioned officer, civilian employee and OIC (E8 and above) may be designated as SWE Officer at an exam board unit.
- PPC recommends OIC's who are SWE Officers be E9.  
(Pending policy change)

# Shipping SWEs To Other Exam Boards

- PPC (ADV) will forward exams for your members who will be taking the SWE at a CG exam board other than the members normal exam board listed on their PDE.
- PPC (ADV) will not forward exams to units/locations which are not a designated exam board. The SWE Officer must forward exams to those locations if an officer at that location agrees to administer the exam.
- Ask PPC (ADV) to forward exams prior to deadline date given on the SWE MSG.
- After deadline, SWE Officer may forward exams IAW the “SWE Officer Handbook” provided with the SWE shipment.

# Receipt and Handling of SWE's

## Receipt of SWEs – PERSMAN 5.D.4

- Verify Shipping List CG-4320 and all exams received.
- Do not open plastic bag that exam is sealed in.
- Notify entire crew, not just those who received a SWE, of exams received. (*Plan of the Day, Morning Quarters, Email*)
- Notify PPC (ADV) of SWE's not received for “eligible” members or members expecting to receive one.

# Receipt and Handling of SWE's (cont.)

- SWE materials must be in the custody of the SWE Officer at all times.
- Exams stowed in a safe, vault, or other securely locked space fastened with a three-combination lock, accessible only to the SWE Officer. No sharing your safe with others.
- Treat all exams as FOUO unless marked higher, and handle accordingly.

# SWE Administration

## Before the Exam:

- Adequate exam room
  - Large enough for all examinees
  - Well ventilated and lit
  - Tables with elbow room
- Assign monitors/proctors if needed
  - Officers, CPO's (senior to those examined) and GS employees may help monitor or proctor exams (pending policy change to officers, E9 and civilians)
- Obtain needed materials
  - Pencils, scratch paper, time clock
  - OS/BM gear (plotter, compass, divider, maneuvering board) may be purchased by command or member.

# SWE Administration (cont.)

## Before the Exam:

- Administer on dates (a.m. or p.m.) as directed by the SWE Message.
- Never administer prior to the schedule.
- Vessels underway may delay up to 10 days only if communication between the crew and other candidates ashore can be prevented.
- Recommended exam start times:
  - Between 0800 and 0830 for a.m. session
  - Between 1300 and 1330 for p.m. session
- SWE Officer/Proctor/Monitor Ratio: At least 1 for every 25 examinees.

# SWE Administration (cont.)

## During the Exam

- Follow procedures in “SWE Officer Handbook” mailed with the exams.
- Read “verbatim” instructions to testers.
- Begin the exam, start the clock (3 ½ hours)
- Members arriving late, but while exam is in progress... (CO discretion). *Suggestion: Allow them to take it if member has a valid reason for lateness, no compromise is suspected and time permits.*
- Exam Pages/Questions missing – Continue w/test but let us know afterwards. PPC(ADV) will prorate the missing questions.
- Interruptions to exam – Example: Fire Drill. Collect/secure exams, notify PPC(ADV) to determine correct action.

# SWE Administration (cont.)

## After the Exam:

- Follow SWE Officer Handbook
- Complete RNA answer sheets
- Annotate Shipping List – ADMIN/ RNA/FWD to XX-XXXXX.
- Ship Answer Sheets via traceable means:
  - FedEx
  - Priority Mail w/Signature Confirmation Sticker (*PS Form 153*)
  - Registered Mail (only for “confidential” or above exams)
- Ship answer sheets within 3 days of administration.
- Shred or burn exam booklets within 10 days of exam.

# Common Examinee Errors

Answer sheets with errors will not scan. Typical Errors on SWE Answer Sheets:

- SSN/Test ID data incorrectly recorded
- Wrong ovals colored in Test ID data
- Ovals left blank or colored too lightly to scan
- Sloppy erasures which cannot be scanned
- Torn, wrinkled, folded answer sheets

# Common SWE Officer Errors

- SWE Officer Errors:
  - Not following procedures in SWE booklet provided
  - Not inventorying exams until exam day
  - Forgetting to forward exams for members away from the unit on exam day, prior to exam day
  - Not notifying entire crew of exams on board
  - Not completing and returning RNA answer sheets
  - Not returning answer sheets immediately after exam
  - Not shipping answer sheets via traceable means
  - Not putting answer sheets in shipping list order !!!

# Waivers and Substitute SWE'S

- Waivers – Operational or emergency reasons only. We don't waive eligibility requirements, but only completion dates.
- Substitute SWEs. Documented family emergency, medical or operational reasons only. Request within one week of SWE date and administer and return within 30 days of SWE date.
- Send waiver and substitute exam requests by email or message to PPC (ADV). E-mail must include CO on "Copy To" line.

# References

- PERSMAN, COMDTINST M1000.6A 5, Chap.5.
- “Service Wide Examination (SWE) Guide” PSCINST 1418.1D (<http://cgweb.psc.uscg.mil/adv.htm>).
- “SWE Officer Handbook” (mailed with exams each cycle)
- SWE MSG – (ALCGENL/ALCGRSV released approximately 3 months prior to each SWE).
- PPC (ADV) web page: <http://cgweb.psc.uscg.mil/adv.htm>.
- Semi-annual PPC(ADV) Newsletter (on PPC web page)

# Contact Info

- E-mail: PSC-DG-ADV (in global)
- Phone: (785) 339-3400
- MSG : COGARD PPC TOPEKA KS//ADV//

THE END

Questions / Comments

Thank You