



PLAIN TALK FOR SAILORS

The Basics of Advancement via Navy-Wide Advancement Examination (NWAE) Cycles

Advancement is an important part of a successful career. The information provided in this document will help Sailors prepare for the next Navy-Wide Advancement Exam cycle.

What actions will help you succeed?

- Verify eligibility to take the exam.
- Obtain your Bibliography via MyNavy Portal (MNP) or Navy COOL, then gather your references. If you are unable to locate a BIB reference, request assistance from your supervisor.
- Obtain the PMK-EE Bibliography, a List of Topics, and PMK-EE FAQs (E4-E7 only).
- Develop and execute your study plan.
- Be prepared for exam day.
- View exam results.

Do you want more detail?

The information below provides detailed information that will help you prepare for the Navy-Wide Advancement Examination cycle.

Verify Your Eligibility for Advancement

- Go to MyNavy Portal (MNP) at <https://www.mnp.navy.mil> to review your Advancement Dashboard and make sure all of your information is current and correct.
 - Under the 'Career & Life Events' dropdown menu, select 'Advancement & Promotion.'
 - On the left menu, select 'My Dashboard (E4-E6)', then select 'Advancement Dashboard.'

NOTE: Even though 'My Dashboard (E7-E9)' is not available at this time, E4-E9 candidates can select on 'My Dashboard (E4-E6)' to obtain advancement information.
- Review your Exam Profile Sheet (if you have previously taken a Navy-Wide Advancement Exam) to determine areas from the last exam you may want to study.

NOTE: You can sign up for profile sheet notification emails when you go to the Navy Enlisted Advancement System (NEAS) website to retrieve your profile sheet.
- Return to the Advancement Dashboard and select 'Continue' from the Advancement Policies and NAVADMINS tile to view the latest cycle NAVADMIN with exam dates and rating-specific information.

NOTE: You can also go to the Navy Personnel Command (NPC) website at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>. Select 'New Messages' (on the right) and search for 'EXAMINATIONS.'
- If you need to take the Professional Military Knowledge Eligibility Exam (PMK-EE), obtain the PMK-EE Bibliography, a List of Topics, and PMK-EE FAQs by selecting 'Continue' in the PMK-EE tile on the Advancement & Promotion > Overview page.

NOTE: You can also obtain this same information directly from Navy eLearning. Log in to <https://learning.nel.navy.mil>. On the 'Course Catalog' tab, scroll down to the 'Course Title' field, enter 'Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material' and hit enter. Enroll in the course to view study material for E4-E7 exams.
- For all candidates, E4-E9, eligibility is determined by Navy advancement policy detailed in BUPERSINST 1430.16G (Advancement Manual for Enlisted Personnel) and applicable cycle NAVADMINS. Requirements include:

- Meeting all eligibility requirements for the next higher rate.
- Meeting your service in paygrade (SIPG) requirement.
- Being recommended for promotion by your commanding officer (CO).
- For E4-E7 only, passing the Professional Military Knowledge Eligibility Exam (PMK-EE) (once each paygrade).

NOTE: Certain ratings and rates have additional mandatory requirements. Additionally, some ratings require an appropriate security clearance.

- Prior to exam day, your Enlisted Advancement Worksheet (EAW) must be validated and signed either electronically or with wet signature following the directions of your Educational Services Officer (ESO), Personnel Support Detachment (PSD), and/or your chain of command. Information pertaining to EAW can be found at:

<https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx>

IMPORTANT: Your worksheet must be accurate and completed, as it affects your Final Multiple Score.

- For E7 candidates, when exam results are released a profile sheet is generated that displays Selection Board eligibility status.

- ESOs must fix discrepancies prior to the Selection Board convening date.
- Candidates with discrepancies will not be reviewed by the Board.

IMPORTANT: Eligibility for an “in-theater” waiver is NOT automatic. For a candidate to be considered selection board eligible, the parent command must indicate in the EAW for a profile sheet to be created.

- For E8 and E9 candidates, although advancement does not require taking an exam, a profile sheet reflecting “selection board eligible” is required.

- Verify that you have a current profile sheet; if you do not, contact your chain of command.
- ESOs must fix discrepancies prior to the Selection Board convening date.
- Candidates with discrepancies will not be reviewed by the Board.

IMPORTANT for E7/8/9 candidates: If you receive a profile sheet that reflects you are selection board eligible, be aware that your eligibility status is continuously reviewed and can change. Therefore, you must periodically verify your status. If you do not have a profile sheet reflecting “selection board eligible” when the Selection Board convenes, your record will not be reviewed.

Prepare for the Navy-Wide Advancement Exam

Obtain your Bibliography and Topic/Subtopic Lists

Your bibliography, along with your Topics and Subtopics lists, provides a roadmap for developing your advancement exam study plan. Each bibliography is exam-specific and developed by Fleet subject matter experts (SMEs) in your rating. The bibliography provides a listing of all the references used to develop your advancement exam and is posted six months prior to exam administration.

- Go to MyNavy Portal (MNP) at <https://www.mnp.navy.mil>
 - Under the ‘Career & Life Events’ dropdown menu, select ‘Advancement & Promotion.’
 - On the left menu, select ‘My Dashboard (E4-E6)’, then select ‘Advancement Dashboard.’
 - Select ‘Continue’ from the Bibliographies tile.

NOTE: Even though ‘My Dashboard (E7-E9)’ is not available at this time, E4-E7 candidates can select ‘My Dashboard (E4-E6)’ to obtain bibliography information.

- From the Navy Advancement Center Bibliographies page, you can view and print

‘Bibliographies’ and ‘Rating Topics / Subtopics’ for your rating and paygrade by selecting on the corresponding link.

- When the page opens, locate your rating from the dropdown menu and select to view rating-specific information.

NOTE: You can also link to this information by selecting ‘Continue’ in the Navy COOL tile on the Advancement & Promotion > Overview page, or you can log in to Navy COOL directly at <https://www.cool.navy.mil>. Once at the site, select the ‘Navy COOL’ tab. Under ‘Find & Select Related Credentials’ select the Advancement Exam Bibliographies dropdown, then choose your rating. On the Rating page, select on desired paygrade and exam.

- ☐ Once you have your bibliography, gather the references listed on it for your rating and paygrade.
 - If you are unable to locate a bibliography reference, request assistance from your chain of command.
 - Occasionally, a reference may be updated or deleted. Revisit MNP periodically to verify that your bibliography has not changed.

Develop your Exam Strategy

- ☐ Develop and execute your preparation plan.
 - Review references and determine how much time you need to cover each one.
 - Organize references into similar topics and subtopics.
 - Break information into manageable chunks.
 - Schedule and maintain a routine (e.g., plan for 30-60 minute study periods).
 - Schedule regular breaks (at least one per hour) to reduce fatigue.
 - Start several months ahead of time and stick to your plan.
 - Preview – Read – Review
 - Preview
 - Preview the chapter by reading just the title, headings, and subheadings.
 - Examine pictures, diagrams, tables, or graphs.
 - Read the introductory and concluding paragraphs and the summary, if one is included.
 - Turn each title, heading, and subheading into a question about the material you will be reading.
 - Read
 - Do not try to read a reference from cover to cover.
 - Focus on one topic at a time.
 - Give attention to underlined, italicized, or bold words.
 - Make notes about the text in your own words.
 - Read out-loud to yourself to increase understanding and retention of hard topics.
 - Ask for help when information is confusing or difficult.
 - Review
 - Review what you have read at the end of each section in the chapter.
 - Create a summary sheet of highlighted material and review frequently.
 - Make flashcards from your notes or create a study sheet to help memorize formulas, numbers, vocabulary, and so forth.
 - Review the easy things first and then move to more advanced topics.
 - Review and discuss your study material with others as it applies to your job.
 - Request on-the-job training (OJT) and demonstrations from subject matter experts.
 - Ask for help when you need it.

IMPORTANT: Check with your Educational Services Officer (ESO) prior to exam day to determine if there are any specific rules and restrictions that apply to taking your exam.

Take the Exam

- Be early. If you are late, you will not be allowed to take your advancement exam. Typically, the command Plan of Week (POW) or Plan of the Day (POD) will indicate when and where your exam will be administered.
- Bring your military ID. At most exam sites, you must wear the Uniform of the Day.
- Leave your cell phone behind. BUPERSINST 1430.16G, paragraph 602, provides information on other unauthorized or authorized materials or instruments in the examination room.
- Be aware of the exam time and pace yourself accordingly. The examination session lasts exactly three (3) hours (180 minutes). It starts on time and it ends on time.
- Remain calm and deliberate. Trust your knowledge.
- Read each exam question carefully and answer every question. If you do not know the answer, do not waste time and build anxiety. Instead, go to the next question but be careful to mark where you left off so the answer sheet stays in alignment.
- If you do not know an answer, try to eliminate some of the alternative answers, then make an educated guess as to which remaining answer is correct.
- Double-check your answer sheet before turning it in.
 - Make sure the number on your answer sheet matches the number of the question you answered.
 - Make sure you bubble in only one answer per question.
 - Make sure you answer every question on your exam (there is no penalty for guessing).
 - If you change an answer, make sure your erasures are clean and complete.
 - Be careful about changing a multiple-choice answer without good reason. Your first intuition is often your best.

View the Advancement Results

- Your profile sheet is accessible on MyNavy Portal via Career & Life Events > Advancement & Promotion > My Dashboard (E4-E6) > Advancement Dashboard. BUPERSINST 1430.16G, Chapter 7, provides thorough information on profile sheets and advancement results.

IMPORTANT for E7/8/9 candidates: PERS-802 continues to review eligibility status until the Selection Boards convene. You should routinely monitor your profile sheet for updates.

If you are not selected for Advancement

- Request a Career Development Board (CDB)
 - Commands should conduct a CDB, concentrating on what you need to work on for your continued development and how to better prepare for the next advancement cycle. A CDB will help ensure that you have the proper tools to plan and study effectively.
- View resources provided on the NPC Selection Board website.
 - Go to <http://www.public.navy.mil/bupers-npc/boards/Pages/default.aspx>
 - Use the current Selection Board's precept to develop your career goals.