

## Admin Officer Guide: Educational Services Officer (ESO)

### INTRODUCTION

As the Educational Services Officer (ESO), the advancement exam process is an essential component of the enlisted career progression system. BUPERSINST 1430.16 series outlines the procedures and responsibilities associated with the advancement exams, ensuring eligible personnel are tested for advancement. As part of this process, the ESO or designated administrative personnel will often play a key role in ordering and managing these exams. Your responsibilities as an ESO could also include overseeing programs such as Tuition Assistance (TA), the Navy College Program, educational counseling, and career development. Additionally, you may be responsible for coordinating the educational services for the command, ensuring all personnel are aware of and can take full advantage of the educational opportunities provided to them.

**Points of Consideration:** The responsibility of ordering and administering these exams falls to the Command's ESO to ensure seamless administration during exams cycles, which are normally administered in March/September (E5-E6) and January (E7) for Active Duty and February/August (E5-E7) for Selected Reserve. NOTE: Refer to references for administration of exams outside the regularly scheduled dates. Professional Military Knowledge Eligibility Exam (PMK-EE) and Navy Enlisted Development Courses (ELDC) are required for candidates to be eligible for the Navy Wide Advancement Exam. Refer to NAVADMIN 237/23 for ELDC (E5-E6)/CPOLDC (E7-E9) information and applicable annual NAVADMINs for PMK-EE due dates. ESOs are responsible for non-examination advancement programs such as Meritorious Advancement Program, Apprentice Advancement Alignment, and all Accelerated Advancement Programs covered in BUPERSINST 1430.16. Apprentice Advancement Alignment is covered under NAVADMIN 168/23 with a fact sheet. The Commanding Officer (CO)/Officer in Charge (OIC) is overall responsible for strict adherence to established guidelines and any policy updates to include ensuring the proper security and administration of exams to recommended, eligible, and fully qualified candidates. Additionally, the CO/OIC must designate in writing an E-7 and above ESO with the appropriate clearance to handle classified exams.

### OVERVIEW

The key to success is two-fold: 1) early planning; and 2) good organization skills. Additionally, your responsibilities will include maintaining the proper administration of educational programs, counseling Sailors on their academic goals, and ensuring compliance and documentation for educational services, such as the TA program. It is essential to stay familiar with evolving educational policies and work with personnel and command leadership to create an educationally enriching environment. An ESO must be designated in writing and must be commissioned officers, E7/E8/E9, or designated Civilians and must hold a minimum clearance to handle classified Navy Wide Advancement Exams. Per NAVADMIN 274/22 effective immediately, the requirement for all AD and TAR E-4 candidates to take the NWAE to compete for advancement to E-4 is permanently eliminated. Sailors in the following ratings will be fully integrated into BBA starting in the March 2025 Advancement Cycle: ABE, ABF, ABH, AME, AO, CS, DC, EM, IC, GM, GSM, MM, QM, and RS. Starting in March 2025, BBA ratings will no longer take the Navy Wide Advancement Exam and will take the Rating Knowledge Exam (RKE) in its place.

The following is a list of items to consider when planning for advancement exam cycles. This list is in no particular order. While some tasks may be listed separately, you may find you can complete them in parallel:

## 1. Navy Advancement Policies

Familiarize yourself with the Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve and MILPERSMAN articles concerning advancements. Remain current on the advancement eligibility requirements for each rate via MyNavy HR and current versions of the Cycle/Exam information such as NAVADMIN releases AND Fact Sheets.

## 2. Eligibility Check

Eligibility Verification: Check eligibility of Sailors for the exam based on time in rate (TIR), time in service (TIS), and other prerequisites. This can be done via NEAS, FLTMPS, and NSIPS (ESO Access). Work to resolve all discrepancies prior to the regularly scheduled exam administration date.

PFA/Physical Readiness: Make sure Sailors are in compliance with Physical Readiness Test standards, as failure to meet physical requirements will disqualify candidates from advancement.

Security Clearances: Ensure required clearances are up to date, if applicable. Clearance information is populated on the Enlisted Advancement Worksheet (EAW) in NSIPS.

## 3. Exam Cycle Preparation

Exam Schedules: Be aware of and communicate exam dates to Sailors and command leadership.

Exam Materials: Ensure all Sailors have two #2 pencils and scratch paper, and Sailors possessing a calculator is limited to mathematical use only and is NOT programable.

Examination Room Reservation/Setup/Administration: If you do not have an adequate space for administration, utilize local resources for options (i.e., CVN if deployed, Installation leadership, etc.). Ensure a quiet, comfortable, and distraction-free environment for those taking the exam. Ensure a seating chart is prepared in advance that does not compromise classified material and personnel in the same rating are seated apart. Have all required materials ready, such as pencils, scratch paper, and current verbatim to read prior to beginning the exam. Administer the exam considering limitations and options listed in BUPERSINST 1430.16 (i.e., number of proctors per candidate, splitting exams, missing exam questions, etc.).

## 4. Advancement Results

Frocking Ceremony Planning: Prepare frocking/advancement letters and Administrative Remarks (Page 13), and plan ceremonies for those being frocked or advancing.

## 5. Rank-Specific Considerations

Advancement (E1-E4): all E-1 through E-4 advancements have transitioned on 1 July 2024 to a TIS-based construct. TIS requirements to advance from E-1 through E-4 will be as follows:

- a. E-1 - E-2: 9 months TIS
- b. E-2 - E-3: 18 months TIS
- c. E-3 - E-4: 30 months TIS

## 6. Timing and Deadlines

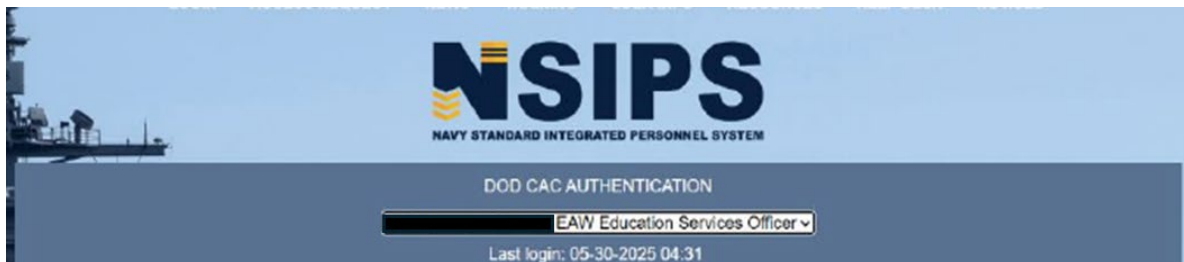
Deadlines for Applications/Requests: Ensure all requests for exams, PMKEE, ELD and TIR waivers are submitted well ahead of deadlines.

## 7. Special Cases

Resolve any requests for substitute exams on a case-by-case basis per BUPERSINST 1430.16.

## ADMIN OFFICER ACTION

- Gain access to NSIPS (Education Services Officer) functions. Ensure ESOs have a designated assistant ESO with NSIPS (Assistant ESO) access.



- Determine all NWAE eligible candidates and create a spreadsheet for tracking per the Advancement Manual and applicable MILPERMAN articles. Run your Apprentice Alignment Advancement reports monthly to ensure eligible Sailors are advanced to E-4.
- Generate EAWs for all eligible candidates under the NSIPS (Assistant ESO) function.
- Ensure all candidates verify worksheets prior to administering exam.
- Upon completion of exam, account for all inventoried materials, create destruction letter and transmittal letter, then mail all exams with transmittal letter to the address below:  
OMM CMF PENSACOLA  
ATTN: NETPDC N321  
210 WEST AVE SUITE A  
NAS PENSACOLA FL 32508  
\*File copies of each letter in your Standard Subject Identification Code files.
- Repeat these steps for all the associated cycles!

## REFERENCES

BUPERSINST 1430.16F ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. RESERVE

<https://www.mynavyhr.navy.mil/Portals/55/Reference/Instructions/BUPERS/BUPERSINST%201430.16.pdf?ver=1IP7X09h2Dm3s3RmSrCWyQ%3d%3d>

EAW User Roles in NSIPS (User guide to gain access)

Navy-Wide Apprentice (E1-E4) Advancement Changes Fact Sheet

Enlisted Leader Development Fact Sheet

Billet-Based Advancement Policy Update Fact Sheet

[https://www.mynavyhr.navy.mil/Portals/55/Messages/NAVADMIN/FACT\\_SHEETS/Fact\\_Sheet\\_NAV\\_112\\_25.pdf?ver=yBxuQACMMx9f6RaJO6WfTw==](https://www.mynavyhr.navy.mil/Portals/55/Messages/NAVADMIN/FACT_SHEETS/Fact_Sheet_NAV_112_25.pdf?ver=yBxuQACMMx9f6RaJO6WfTw==)

MYNAVY HR ADVANCEMENT LINK (Huge Resource for ESOs)

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/>

*This guide is published under the direction of the Administrative Limited Duty Officer/Chief Warrant Officer Board of Directors (BOD) and reflects the BOD's collective recommendations.*