



# Enlisted Advancement Worksheet (EAW)

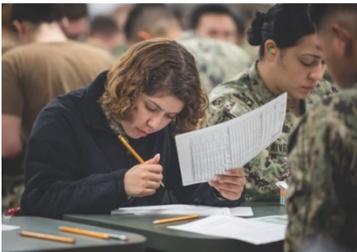
ESO Information Bulletin No. 1

*For NWAECycles 105 & 244*



3 September 2019

## For Reserve Cycle 105 (Aug 2019) and Active Duty Cycle 244 (Sept 2019):



To ensure all Sailors have an opportunity to participate in these two advancement cycles, you must administer an exam to any candidate considered eligible for advancement even when EAW has not been completed. After the exam, corrected eligibility data can be entered into a Sailor's record using the EAW Post-Exam Admin Changes (PAC) process in NSIPS.

It is critical that all Enlisted Advancement Worksheets (EAWs) are verified and completed prior to the worksheet close dates so that no Sailor is disadvantaged in the advancement process. The Final Multiple Score (FMS) will be calculated utilizing the candidate's EAW and if it is not updated, their advancement cycle record will fall into a discrepant status. Corrections to all discrepant advancement cycle records can only be made within EAW under Post-Exam Admin Changes (PAC). Correction letters, messages or e-mail will no longer be accepted as a means to correct discrepant advancement cycle records. **Educational Service Officers (ESOs) must ensure no verified eligible candidate will be denied the opportunity to participate in the Cycles 105 and 244 2019 Navy Wide Advancement Exams (NWAEC) and administer an exam even if their EAW has not been completed.**

### CYCLE 105 CLOSE DATE:

E4-E6 – Exams administered in August closed on September 2, 2019

### CYCLE 244 CLOSE DATES:

E6 – Exam Date of September 5 will close on September 6, 2019

E5 – Exam Date of September 12 will close on September 13, 2019

E4 – Exam Date of September 19 will close on September 20, 2019



In an effort for ESOs to complete all EAWs for candidates participating in the Fall 2019 advancement cycles, the following work-arounds are authorized for this cycle:

- Establishing Reporting Senior Cumulative Average (RSCA) Performance Mark Average (PMA): Every effort must be made to obtain the correct RSCA for each evaluation. If RSCA absolutely cannot be found, match the RSCA to the Individual Trait Average (ITA) and enter “NO RSCA – YYYY/MM/DD (ending date of evaluation)” for each evaluation without an RSCA. For example: “NO RSCA – 2019/08/31”. Matching the RSCA to the ITA gives no advantage to the candidate and a FMS can be calculated. Once the correct RSCA PMA can be verified, utilize the EAW Post-Exam Admin Changes to correct the RSCA PMA.

- The EAW ESO has the capability to override all other entries that are verified, but cannot be entered into EAW due to system restrictions. For each item required to be overridden, a corresponding comment must be made to justify the override. For example, the candidate holds an appropriate security clearance, but it is not yet updated in NSIPS. The EAW ESO can check “I hereby verify the information contained hereon and certify it to be correct”, change the “Member is:” drop down to “Eligible for Advancement”, check “Final ESO Verification of Eligibility”, make corresponding comments for each override and then click “Complete Advancement Worksheet”.

## Pre-exam Reminders

- Data is a snapshot in time. Commands must manually input Sailor status changes that occur after the EAW creation date.
- All “eligible” Sailors should sit for the exam. An EAW discrepancy due to administrative issues should not preclude a candidate from participating in an advancement cycle.
- For the current cycle, ESOs are allowed to let Sailors take the NWAEE without a RSCA PMA. RSCA PMA will be corrected after the exam via the NSIPS EAW Post-Exam Admin Changes (PAC) capability.
- Commands should upload an NTMPS screen shot of PMK-EE completions when a certificate is not available. EAW requires a document be uploaded.
- All awards not captured in EAW must be uploaded.
- For current NWAEE Cycle 105 and 244, wet-signature worksheets completed at the Command are not required to be scanned/uploaded into EAW. The worksheets should be stored locally in a suspense file for two years in accordance with the BUPERSINST 1430.16G (Advancement Manual).

## Post-exam updates

- A Sailor must have an EAW in the system in order to execute PAC capability.
- Post exam discrepancy adjudication must be accompanied by a CO Letter and justifying documentation uploaded in EAW. All discrepancies must be adjudicated in EAW; emails and messages will not be accepted.
- NEAS actions that will not be adjudicated in EAW: ETPs, Withholds, Withdrawals, Reinstatements, and mass file invalidations (MAP, Clearances, PRISE-R, etc.).

### **ESOs at Operational Commands with limited NSIPS web connectivity should: Prior to the exam**

1. Complete EAW hardcopy worksheets with Sailors’ ‘wet-signatures’
2. Store the worksheets locally in a suspense file for two years in accordance with the BUPERSINST 1430.16G (Advancement Manual)
3. Have Sailors transcribe necessary worksheet data on their answer sheets

### **After the exam**

1. Submit any eligibility data corrections via the new NSIPS EAW Post-Exam Admin Changes (PAC) capability

Note: PAC procedures are provided in the EAW tutorials accessed on the NSIPS Homepage.

For more information on EAW, go to <https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx>.

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