

Frequently Asked Questions (FAQs)

1. Can Commanding Officer (CO)/Officer-in-Charge (OIC) recommendation be delegated?

No. CO/OIC recommendation for advancement cannot be delegated. CO/OIC recommendation is the most important advancement eligibility requirement.

(BUPERSINST 1430.16G Page 2-1)

2. Is a security clearance required for all ratings prior to advancement?

No. Ratings requiring a security clearance are: AC, AE, AG, AO, ATI, ATO, AWF, AWO, AWR, AWS, AWV, AZ, CTI, CTM, CTN, CTR, CTT, EOD, ET, FC, FCA, GM, HT, IC, IS, IT, LN, MA, MC, MN, ND, OS, QM, SB, SO, STG, YN and all nuclear and submarine ratings.

(NWAE Cycle NAVADMIN)

3. Can a Sailor participate in the Navy-wide Advancement Exam (NWEA) without a final disposition of their security clearance?

Yes. The CO/OIC must grant the candidate an interim clearance. It must be entered in DISS prior to the 1st day of the month of the NWEA. Candidates must maintain security clearance eligibility throughout the advancement cycle to be eligible for advancement. If, for any reason, a clearance is denied, revoked, or not reflected in DISS, an exam is not authorized and commands will not allow candidates to take the exam until the discrepancy is corrected or a new clearance is granted and is properly reflected in the EAW of the candidate.

(BUPERSINST 1430.16G Page 2-3/NWAE Cycle NAVADMIN)

4. Does a request to transfer to Fleet Reserve (FLTRES) make me in-eligible for selection board?

Yes, if you are voluntarily transferring to FLTRES. No, if you are involuntarily transferring to FLTRES, i.e. High Year Tenure.

(BUPERSINST 1430.16G Page 2-9)

5. Am I able to regain eligibility to Selection Board if I cancel my voluntary FLTRES request?

Yes. As long as your FLTRES is canceled and profile sheet reflects "SEL BD ELIGIBLE" prior to the board convening.

6. Are Individual Augmentee (IA) points still counted as additional award points?

No. NAVADMIN 312/18 cancelled awarding IA points.

7. What if I have an error on my profile sheet, is there any way to correct the error?

Prior to the limiting date, the Command ESO can request to correct an error by submitting a Post Examination Advancement Worksheet (EAW) in Navy System Integrated Personnel System (NSIPS)

and upload Command letter for correction with all the key supporting documents (KSD) as enclosures. Example can be found in BUPERSISNT 1430.16G (FIGURE 3-2).

If it is past the limiting date, your Command will have to submit an Exception to Policy (ETP) request with all your KSDs. All ETP requests must be sent to Director, Military Personnel Plans and Policy (N13) and include an endorsement from the command's immediate superior in command (ISIC), email to NXAG_N132C@NAVY.MIL. Estimated time of determination will be 7 to 14 days. Once the final disposition has been determined, OPNAV N13 will email PERS 8031 and Naval Education and Training Professional Development Center (NETPDC) to take action. Example can be found in BUPERSISNT 1430.16G (FIGURE 1-1).

If it is past 6 month after the limiting date, the Sailor will need to submit a Board for Corrections of Naval Records (BCNR). Download the [DD Form 149](#), print it, fill it out COMPLETELY, and sign it. You must sign the application as BCNR cannot act on your behalf without your signature authorizing them, through the Privacy Act, to review your record. Identify the specific error or injustice you feel has been committed, submit sufficient information to permit BCNR to determine whether relief is warranted and include any other information you deem relevant. If in doubt, include it. That information could be what ultimately proves that an error or injustice exists. When you have completed the application, mail your application directly to BCNR to the appropriate address indicated on DD Form 149.

8. If I am a Navy Veteran, Other Service Veteran, or Career Intermission Program and advance with a break of service, can I receive credit for my prior service paygrade?

You will have to submit a NAVPERS 1070/613, example is on BUPERSISNT 1430.16G (FIGURE 2-1/2-2). Email your PG13 to ADVANCEMENTS-ACTIVE@NAVY.MIL or ADVANCEMENTS-RESERVE@NAVY.MIL for review and determination.

9. If a Sailor is reduced in rate (RIR) from E3 to E2 or E2 to E1 is the CO that reduced the Sailor the only authorized personnel to reinstate Sailor back to the next paygrade?

No. The Sailor's current CO has authority to reinstate Sailor to the next paygrade. CO can reinstate Sailor to E2/E3 any time after NJP. Command can submit an Administrative Remarks (NAVPERS 1070/613) (permanent) must be CO's signature and must include the following language:

(date): Effective this date, Service Member has been reinstated to E2/E3. Effective date of paygrade is _____ and time-in-rate date is _____.

- a. The effective date of paygrade will be the reinstatement date approved by the CO.
- b. The time-in-rate date will be applied as outlined in Section 201.
- c. The required Navy Standard Integrated Personnel System transaction must be completed to ensure proper reinstatement of the effected member.

Sailor can also submit a special request chit stating "Respectfully request to be reinstated to the next paygrade effective DD MMM YYYY." with the CO's signature. Once approved, submit KSDs to PERS 8031 email: ADVANCEMENTS-ACTIVE@NAVY.MIL.

NOTE: The most important requirement that needed is the CO's recommendation, which both the special request chit and NAVPERS 1070/613 will provide that requirement.

(BUPERSINST 1430.16G Page 2-19)

10. If the command fails to reinstate a Sailor from E2/E3 and it several months or years later, how can the command reinstate to the next paygrade and also backdate the reinstatement due to no fault of Sailor and/or command oversight?

Follow guidance from question #9. Sailor's current CO has authority to reinstate Sailor only one paygrade at any time after RIR. The effective date depends on the CO, when he/she feels that the Sailor has earned the next paygrade. Most common time period is 6 and 9 months after RIR.

Scenario: DCFA Smith was reduced in rate on 1 January 2020 to E1. It's now 1 June 2021, DCFR Smith questions why his pay has never changed. After a review of his LES it was discovered he is still an E1. If the command submits a request to reinstate DCFR Smith to E2 by using the 9 month after RIR, the effective date would be 1 October 2020 with a Time in Rate (TIR) 1 October 2020. Once the reinstatement of E2 posts in the NSIPS, NSIPS will then process auto advancement to E3, which would be 16 July 2021 with a TIR of 1 July 2021. This will make DCFN Smith eligible for the September 2021 NWAE.

(BUPERSINST 1430.16G Page 2-19)

11. I have a Sailor that has an auto advancement to E2/E3 that has passed, what could be the issue?

99.9 percent of the time the auto advancement was been put on delay from boot camp or "A" school for discipline issues. PERS 8031 does not retain and to resolve, follow guidance from question #9 answer.

12. Is my CO able to reinstate an advancement from a NWAE that has been withdrawn?

No. When a CO has withdrawn a NWAE advancement it is a permanent action for that NWAE cycle. The CO can reinstate Sailor's recommendation for any future NWAE cycle.

(BUPERSINST 1430.16G Page 7-26)

13. Is my CO able to reinstate an advancement from a NWAE that has been withheld after the limiting date?

No. The CO must reinstate advancement prior to the limiting date of the NWAE that the Sailor was advanced from.

If it is past the limiting date, your Command will have to submit an Exception to Policy (ETP) request with all your KSDs. All ETP requests must be sent to Director, Military Personnel Plans and Policy (N13) and include an endorsement from the command's immediate superior in command (ISIC), email to NXAG_N132C@NAVY.MIL. Estimated time of determination will be 7 to 14 days. Once the final disposition has been determined, OPNAV N13 will email PERS 8031 and Naval Education and Training Professional Development Center (NETPDC) to take action. Example can be found in BUPERSINST 1430.16G (FIGURE 1-1).

(BUPERSINST 1430.16G Page 7-26)

14. Can my CO withdraw or withhold an advancement from a NWAE after Sailor has been paid and advanced in NSIPS?

No. Failure to comply with the required actions prior to the advancement date will result in the member retaining advancement as scheduled.

(BUPERSINST 1430.16G Page 7-26)

15. CO wants to withhold/withdraw an advancement from a NWAEE prior to their advancement date or selectee status?

Submit an E-mail notification to NETPDC (N321)/NAVPERSCOM (PERS-803) to include the NAVPERS 1070/613, example is on BUPERSINST 1430.16G Page 7-26 and 27).

16. Can you explain why my advancement to E2/E3 is incorrect, to my knowledge advancement should be after 9 months after I entered the Navy. It reflects an additional month.

The date of rank (DOR) is computed by using the Time-in-Rate (TIR) TABLE 2-3 — TIR DATE ASSIGNMENTS. Most common calculation would be the Sailor entered the Navy between the 17th and the end of the month. There is misunderstanding on calculating TIR from the month the Sailor entered in the Navy vice on date enter in the Navy. Any date of entry of the Navy that falls from the 17th to the end of the month, your TIR will be the following 1st day of the month and that is where you will start your calculated.

Example: MASR Schuldt entered the Navy on 25 January 2020, NSIPS will reflect TIR 25 January 2020. MASR Schuldt calculation would be from 1 February 2020, per Table 2-3. All DOR will be 16th of month.

TIR calculation to E2.

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yymmdd
200201
+ 9 months
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201101
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MASR Schuldt will be advance to E2 effective 16 November 2020 with a TIR 1 November 2020.

(BUPERSINST 1430.16G Page 2-14)

17. If a Sailor is in a Congressionally designated combat zone or approved contingency operations area (CDCZ/ACOA), and is not able to compete in the NWAEE, how can they get credit for the NWAEE that they will missed?

Sailors' EAW will need to have the "Served CDCZ/ACOA > 90 Days" marked and when the answer sheets are mailed, FIGURE 6.1 will need to be fill out with the Sailor information. This will let NETPDC know to conduct a cycle comparison in the future once the Sailor takes the next NWAEE.

(BUPERSINST 1430.16G Page 6-12 through 19)

18. If a Sailor missed the NWAEE Cycle due to no fault of the Sailor, how can the Sailor get credit for the Cycle that the Sailor missed?

The command will need to submit an Exception to Policy (ETP) request for a cycle comparison for the NWAEE cycle that the Sailor has taken to be compared to the one that the Sailor missed. Guidance on ETP can be reviewed in policy below. Additional documents are needed to be added as an enclosure

both EAW cycles. If the ETP is approved, all information will be submitted to NETPDC to conduct a cycle comparison. If the Sailor advances under the missed NWAE cycle, NETPDC will forward information to PERS 8031 to process advancement in Enlisted Master File (EMF).

(BUPERSINST 1430.16G Page 1-10 and -1-11)

19. Profile sheet status states "BUPERS INVALID," what would be the reason for this?

The common reasons for advancement cycle invalidation could be due to failure to complete PMK-EE for the correct paygrade or the security clearance was not adjudicated per Cycle NAVADMIN authority.

20. I have a Sailor that was RIR to E3 from E4 and has multiple charges, are you able to be reinstated under the MPM 1430-020?

Yes. CO has the authority to reinstate the Sailor to E4 after a minimum of 6 months of RIR.

21. I have a Sailor that is eligible for advancement to E4 under the Accelerated Advancement Program (AAP) and has an EAOS for 5 years. Does Sailor need to extend an additional 12 months for AAP?

The Sailor would have a 5 year contract due to guaranteed "A" school. Since the Sailor excelled in "A" school then received AAP, policy stated an additional 12 months is required prior to advancing to E4.

(MPM 1430-010 Page 3 Para. f.)

22. I have a Sailor that received an advancement prior to coming in to the Navy (via NROTC, college credits) and it was not updated in NSIPS. How can I get my NSIPS updated to reflect the correct paygrade?

Email key supporting documents to PERS 8031 advancements-active@navy.mil for review and determination.

(CRUITMAN 1130.8K)

23. Does PMK-EE have to be completed for every NWAE?

No. PMK-EE is required to be completed once every paygrade.

(Cycle NAVADMIN)

24. I have a new accession Sailor that is eligible for the next NWAE, do I have to use 3.6 for Performance Mark Average (PMA)?

It is not required to use 3.6 for PMA. If the Sailor's reporting senior wants to submit an evaluation and give Sailor a higher PMA, the reporting senior has that authority.

25. I have a Sailor's profile sheet that has been updated to reflect advancement but nothing in NSIPS has been updated?

Command Pay and Personnel Administrator (CPPA) will need to submit profile sheet to local PSD, ESO section, and request to update advancement from NWAE.

26. I have a Sailor that advanced to the next paygrade, NSIPS is updated, but is not receiving the advancement pay. How can I get this resolved?

Command Pay and Personnel Administrator (CPPA) needs to send request to local PSD, MILPAY section, to submit a DWOW ticket to DFAS to update MD line to the next paygrade to match NSIPS paygrade information.

NOTE: DFAS has up to 30 days to address a DWOW ticket.