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NAVADMIN 109/25

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SUBJ/FALL 2025 (CYCLE 117) NAVY-WIDE ADVANCEMENT EXAMINATION FOR SELECTED
RESERVE E5 AND E6 CANDIDATES//

REF/A/DOC/BUPERS/07FEB22//
REF/B/MSG/CNO WASHINGTON DC/N1/201449ZDEC18//
REF/C/MSG/CNO WASHINGTON DC/N1/221540ZDEC22//
REF/D/MSG/CNO WASHINGTON DC/N1/201421ZNOV23//
REF/E/MSG/CNO WASHINGTON DC/201449ZDEC18//
REF/F/MSG/CNO WASHINGTON DC/N1/161157ZJUL20//
REF/G/OPS ALERT/NPPSC/15MAR21//
REF/H/MSG/CNO WASHINGTON DC/N1/031621ZOCT23//

NARR/REF A IS BUPERSINST 1430.16G CH-1, ADVANCEMENT MANUAL FOR ENLISTED
PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE.
REF B IS NAVADMIN 316/18, ENLISTED ADVANCEMENT WORKSHEET.
REF C IS NAVADMIN 288/22, HIGH YEAR TENURE PLUS PILOT.
REF D IS NAVADMIN 277/23, HIGH YEAR TENURE PLUS PILOT INDEFINITE EXTENSION.
REF E IS NAVADMIN 312/18, ADVANCEMENT POLICY UPDATE.
REF F IS NAVADMIN 201/20, PROFESSIONAL MILITARY KNOWLEDGE ELIGIBILITY EXAM
REVISED BUSINESS RULES.
REF G IS OPS ALERT 011-21, PMK-EE REQUIREMENTS FOR NEW E4 ACCESSIONS.
REF H IS NAVADMIN 237/23, UPDATES TO THE NAVY ENLISTED LEADER DEVELOPMENT
PROGRAM.

RMKS/1. This NAVADMIN announces the guidance for the administration of the
Fall 2025 (Cycle 117) Navy-Wide Advancement Exam (NWAE) for Selected Reserve
(SELRES) E5 and E6 candidates, to include those serving on voluntary recall,
mobilization, or as canvasser recruiters.

2. In line with references (a) and (b), the Enlisted Advancement Worksheet
(EAW) is the authoritative source of data used to determine Cycle 117
eligibility. Commands are to accurately validate, complete, and finalize all
EAWs in the Navy Standard Integrated Personnel System. EAW discrepancies
should be addressed via the Post-examination Administration Comment (PAC)
process after Cycle 117 worksheets are locked.

3. Cycle 117 Timeline:

- a. 30 June 2025: Professional Military Knowledge - Eligibility Exam
(PMK-EE) completion deadline.
- b. 31 July 2025: Enlisted Leader Development (ELD) course completion
deadline (as applicable).

- c. 1-31 August 2025: Exam administration.
 - d. 31 August 2025: EAW completion due date.
4. Cycle 117 specific eligibility requirements:
- a. Terminal Eligibility Date: E5 and E6 - 1 January 2026
 - b. Minimum Time-in-Rate (TIR):
 - (1) E6 - 1 January 2023
 - (2) E5 - 1 January 2025
 - c. E6 candidate TIR requirements for Early Promote (EP) can be waived by 1 year with Commanding Officer (CO)/Officer-In-Charge (OIC) approval, per reference (a). An EAW must be created manually for all who receive an EP TIR waiver. EP candidates are still bound by the same PMK-EE and ELD deadline as regular TIR candidates.
 - d. High-Year Tenure (HYT) and HYT Plus. In line with references (c) and (d), HYT Plus remains available, unless superseded by policy update. In the EAW, the "HYT Exceeded" entry may reflect "Yes" - when applicable, select "Yes" for "HYT Waived".
 - e. Candidates with an approved request for voluntary transfer to retire or Fleet reserve prior to mandated HYT are not eligible to advance.
 - f. Security/Interim clearance (if required). Ratings requiring a security clearance are AC, AE, AG, AO, AT, AWF, AWO, AWR, AWS, AZ, CTI, CTR, CTT, CWT, EOD, ET, ETV, FC, FCA, GM, HT, IC, IS, IT, ITR, ITN, LN, MA, MC, MMA, MN, ND, OS, QM, RW, SB, SO, STG, STS, and YN. All NWAEE candidates must have applicable adjudication (Top Secret or Secret) or interim clearance prior to 1 August 2025. If clearance is revoked, an exam is not authorized until the discrepancy is corrected. An eligibility determination of "No Determination Made" constitutes an unfavorable adjudication.
 - g. Performance Mark Average (PMA). Compute PMA for E5 candidates and Reporting Senior's Cumulative Average PMA for E6 candidates in line with references (a) and (e). Use all applicable evaluations in the current paygrade with an ending date that falls within the following periods:
 - (1) E5 candidates - 1 June 2024 to 31 July 2025
 - (2) E6 candidates - 1 August 2022 to 31 July 2025
 - h. In line with reference (a), for E4 new accession Sailors who have graduated from "A" School and are eligible for the upcoming E5 NWAEE, and who do not have a current evaluation in paygrade, a one-time PMA of 3.60 will be assigned by the Educational Services Officer (ESO) on their EAW and transposed to their answer sheet.
 - i. Use of EAW is mandatory, in line with reference (b).
 - j. In line with reference (f), PMK-EE remains mandatory once per paygrade for all E5 and E6 candidates to be eligible for exam cycle participation. Refer to reference (g) regarding special exemptions for E4 new accessions. Waivers are normally not approved without extraordinary circumstances.
 - k. In line with reference (h), Intermediate Leader Development Course completion is mandatory for all E6 candidates to be eligible for exam cycle participation. ELD course completion is not mandatory for E5 candidates. ELD waivers are normally not approved without extraordinary circumstances.
5. Exam Ordering:
- a. In line with reference (a), ordering dates and TIR listings for all NWAEEs are on the Navy Enlisted Advancement System (NEAS) website: <https://neas.ncdc.navy.mil/>. Select the Exam and Ordering Date Chart.
 - b. Sensitive Compartmented Information (SCI) exam orders not included on the initial TIR list must be ordered from

netpdc_cryptologic_products@us.navy.mil. Order examinations in line with reference (a).

c. Non-SCI exam orders not included on initial TIR list must be ordered on the NEAS website using Department of Defense Identification Number.

d. ESOs should verify exam order placement within 7-10 days of ordering at "View Previous Exam Orders" link via the NEAS website and should contact Naval Education and Training Professional Development Center, Fleet Services Branch (NETPDC N321) as needed for exam order inquiries and issues.

e. Reference (a) contains information for ordering exams for Sailors in Congressionally Designated Combat Zones and Approved Contingency Operations Areas (CDCZ/ACOA) or recalled reservists.

Exams will be ordered by the Active-Duty command Unit Identification Code (UIC) where the Sailor is assigned.

6. Exam Administration and Answer Sheet Returns. Administer exams and return answer sheets in line with chapter 6 of reference (a).

An exam tote board on the NEAS website displays the current status of received answer sheets.

a. When an exam is not used during the normally scheduled exam administration, do not destroy the exam prior to 1 October 2025 as the exam may be used for an authorized late exam administration prior to this date.

b. All SELRES late exam administration requests will be emailed to Navy Reserve Force ESOs at CNRFC_Reserve_Forces_ESO@us.navy.mil, carbon copy to Immediate Superior in Command ESO. Requests must include command name, UIC, number of Sailors affected, reason, and date of exam. The Navy Reserve Force ESOs will request authorization to administer late exams from NETPDC (N321).

7. Forwarding Answer Sheets. Reference (a), paragraph 611a, has been changed to the following Official Mail Manager (OMM) Consolidated Mail Facility (CMF) address:

OMM CMF PENSACOLA
ATTN: NETPDC N321
210 WEST AVE SUITE A
NAS PENSACOLA FL 32508

8. Discrepancy Correction:

a. A detailed discrepancy list can be found on the NEAS website.

b. Post-exam administration discrepancy correction correspondence with NETPDC (N321) is to be submitted using the EAW PAC function, in line with reference (b). All corrections must have a CO/OIC letter, and all required supporting documentation included as attachments. Education point corrections require a submission of the Joint Service Transcript indicating the degree type and date of completion.

c. For guidance on E5 and E6 candidates with missed exams due to CDCZ/ACOA, refer to reference (a).

9. NWAEE results will be available via NEAS profile sheets.

10. All additional information for this cycle is posted on the MyNavy HR advancements site, located at

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

11. Points of contact:

- a. For general or PMK-EE Mobile questions: MyNavy Career Center (MNCC) 1-833-330-MNCC (1-833-330-6622), or askmncc@navy.mil.
- b. PMK-EE completion score questions: ntmps.support@navy.mil.
- c. SCI orders and inquiries: (850) 473-5867/DSN 753, netpdc_cryptologic_products@us.navy.mil.
- d. Non-SCI orders and inquiries: (850) 473-6150/DSN 753, usn.pensacola.netpdc.mbx.netpdc-n321-exam-orders@us.navy.mil.
- e. NWAEE records or discrepancies: EAW PAC submissions.
- f. Pre/post examination administration inquiries: (850) 473- 6148/DSN 753 or usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil
- g. Navy Reserve Force ESOs: CNRFC_Reserve_Forces_ESO@us.navy.mil.

12. This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first.

13. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//

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