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NAVADMIN 112/25

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SUBJ/BILLET BASED ADVANCEMENT 2025 UPDATE//

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NARR/REF A IS NAVADMIN 280/21, DETAILING MARKETPLACE ASSIGNMENT POLICY (DMAP) .

REF B IS NAVADMIN 127/22, DETAILING MARKETPLACE ASSIGNMENT POLICY PHASE I UPDATE.

REF C IS NAVADMIN 228/22, DETAILING MARKETPLACE ASSIGNMENT POLICY PHASE II.

REF D IS NAVADMIN 109/23, DETAILING MARKETPLACE ASSIGNMENT POLICY PHASE III.

REF E IS NAVADMIN 017/24, DETAILING MARKETPLACE ASSIGNMENT POLICY PHASE IV DC AND ABE EXCLUSIVE.

REF F IS NAVADMIN 261/22, SENIOR ENLISTED MARKETPLACE - E9 BILLET BASED ADVANCEMENT.

REF G IS NAVADMIN 305/23, FY25 ACTIVE COMPONENT ADVANCEMENT AND SCREEN BOARDS FOR COMMAND MASTER CHIEF, MASTER CHIEF AND SENIOR CHIEF PETTY OFFICER.

REF H IS NAVADMIN 111/24, IMPLEMENTATION OF COMMAND ADVANCE TO POSITION.

REF I IS NAVADMIN 255/24, BILLET BASED ADVANCEMENTS 2025.

REF J IS BUPERSINST 1430.16G CH-1, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE.

RMKS/1. This NAVADMIN cancels references (a) through (g) to minimize source documents for Billet Based Advancement (BBA) and modifies references (h) and (i) until an update to reference (j) is published incorporating all updates.

2. Active Duty ABE, ABF, ABH, AME, AO, CS, DC, EM, IC, GM, GSM, MM, QM, and RS are now fully integrated into the BBA construct, with the first opportunity to enter the Detailing Marketplace in the August 2025 MyNavy Assignment (MNA) window. These ratings will participate in the Rating Knowledge Exam (RKE). If a Sailor has not advanced in a new position within 24 months, they must retake the RKE to ensure technical competency is

maintained. A Sailor may continue to participate in every exam cycle to improve their standard score.

The most recent score on an exam will be used within the MNA.

a. RKE Participation Criteria:

(1) Must have a periodic evaluation in the current paygrade recommending advancement. Frocked periodic evaluations establish eligibility for participation in the RKE. Special evaluations may not be used to establish initial eligibility or manipulate performance mark averages. A special evaluation may be used to reestablish advancement eligibility previously withdrawn.

(2) Time In Rate (TIR) is not required.

(3) Professional Military Knowledge Eligibility Exam completion for the current paygrade.

(4) Enlisted Leader Development, Intermediate Leader Development Course is required to take the E6 RKE.

b. BBA Paths of Advancement for E5 and E6. There are two paths of advancement within the BBA construct: Advance to Position (A2P) and Command Advance to Position (CA2P). A2P and CA2P both require successful participation in the RKE.

(1) A2P. Designed for Sailors to enter the Detailing Marketplace within the MNA system. Upon successful participation in the RKE, Sailors will be given a Detailing Marketplace Eligibility Indicator (DMEI) in MNA.

(a) The DMEI will be applied for 24 months to establish advancement eligibility in MNA.

(b) The DMEI will allow Sailors to apply for jobs in the next higher paygrade, regardless of Projected Rotation Date (PRD).

(c) Sailors will have the option to enter the MNA window prior to their established PRD; otherwise, Sailors will enter the normal distribution window at their established PRD.

(d) Sailors may be frocked upon receipt of orders, completion of any applicable screening requirements, and obtaining required obligated service for orders.

(e) A2P advancements are effective on the date the Sailor checks onboard their ultimate duty station and is placed into the next higher paygrade billet. TIR will remain in line with reference (j).

(2) CA2P for Sea Duty. Designed for Sailors on sea-duty, outside of their detailing window. Sailors that have entered their distribution window are not eligible for CA2P. CA2P allows commands to offer advancement of top performing Sailors that they would like to retain onboard or for Immediate Superiors in Command (ISIC) to move eligible Sailors to another activity that has a job available in the same geographic location.

(a) Requests may not be submitted for Sailors with orders, orders pending release, within 12 months of PRD order negotiation window, or billets that have a Prospective Gain (PG) or Tentative Gain (TG) identified. Sailors within 12 months of PRD must utilize the Detailing Marketplace.

(b) The incumbent billet must be valid, funded, currently vacant or will become vacant within 6 months of their PRD at the next higher paygrade to assign a Sailor. Billet must be aligned to Sailors' rating and Navy Enlisted Classification (NEC) if applicable.

(c) E4 Sailors identified for an E5 CA2P opportunity must have at least 18 months of current tour completed.

(d) E5 Sailors identified for an E6 CA2P opportunity must have at least 18 months of current tour completed.

(e) Sailor must be willing to extend onboard for 36 months from approval date, which incurs obligated service and PRD extension.

(f) CA2P requests may only be submitted in the MNA scrub phase. Requests received at any other time will be held until the next MNA scrub

phase. The MNA schedule is available at:

<https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/>.

(g) TIR will remain in line with reference (j).

(3) CA2P for Shore Duty. Designed for Sailors on shore duty, outside of their detailing window. Sailors that have entered their distribution window are not eligible for CA2P.

(a) Requests may not be submitted for Sailors with orders, orders pending release, within 12 months of their PRD order negotiation window, or billets that have a PG or TG identified.

Sailors within 12 months of their PRD must utilize the Detailing Marketplace.

(b) The incumbent billet must be valid, funded, currently vacant or will become vacant within 6 months of their PRD at the next higher paygrade to assign Sailor. The billet must be aligned to Sailors' rating and NEC if applicable. General duty billets at Recruit Training Command or Recruiting Duty must meet the vacant paygrade for CA2P, but will not be restricted to the source rating requirement of the billet.

(c) E4 Sailors identified for an E5 CA2P opportunity must have at least 18 months of current tour completed.

(d) E5 Sailors identified for an E6 CA2P opportunity must have at least 18 months of current tour completed.

(e) Sailor must be willing to incur obligated service to allow for a subsequent 36-month tour; PRD will not be adjusted.

(f) CA2P requests may only be submitted in the MNA scrub phase. Requests received at any other time will be held until the next MNA scrub phase. The MNA schedule is available at:

<https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/>

(g) TIR will remain in line with reference (j).

c. ISIC, Type Commanders (TYCOM), or Budget Submitting Offices (BSO) may submit CA2P for both sea duty and shore duty to move eligible BBA Sailors to another activity that has a job available in the next higher paygrade.

(1) These requests should be within the same geographic location and therefore cannot incur a permanent change of station cost.

(2) Requests will be submitted in MNA via a cross-deck or completion of tour personnel manning action request.

(3) Sailors moved from one shore duty activity to another shore activity retain their original PRD and will not have their shore tour extended. Sailor must incur obligated service to allow for a follow-on 36 month tour.

(4) CA2P requests may only be submitted in MNA scrub phase. Requests received at any other time will be held until the next MNA scrub phase. The MNA schedule is available at:

<https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/>.

3. Senior Enlisted Marketplace (SEM). Effective Fiscal Year (FY) 2026, board results will be expanded to board screened E6 Sailors selected for E7 to apply and be selected for an E7 billet. Screened E6 Sailors will be frocked on or around September 15th of each year as dictated by annual Chief Petty Officer (CPO) guidance.

a. SEM Exemptions. SEM does not apply to Command Senior Enlisted Leader Program, Submarine, Nuclear, Musician (E7 only), SEAL, Special Boat Operator, Training and Administration of the Reserve and Selective Reserve ratings.

b. SEM Paths of Advancement. There are two paths of advancement within SEM: A2P and Advancement Request Alignment (ARA).

A2P and ARA both require a Sailor to be screened from a FY screening board. ARA's are executed via Manning Realignment Request (MRR) within MNA.

(1) SEM A2P. Designed for Sailors to enter the distribution process known as the Detailing Marketplace within the MNA system. Upon being screened, Sailors will be given a DMEI.

(a) The DMEI will be applied for up to 24 months to establish advancement eligibility in MNA.

(b) The DMEI will allow Sailors to apply for jobs in the next higher paygrade, regardless of PRD.

(c) Sailors will have the option to enter the MNA window prior to established PRD; otherwise, Sailor will enter the normal distribution window at their established PRD. Frocked Chiefs who have not selected orders within 24 months will be direct- detailed.

(d) Sailors may be frocked to Senior Chief Petty Officer (SCPO) or Master Chief Petty Officer (MCPO) upon receipt of orders, passed any applicable screening requirements, and obtained required obligated service for orders.

(e) A2P advancements are effective on the date Sailor checks onboard their ultimate duty station and is placed into the next higher paygrade billet. TIR will remain in line with reference (j).

(2) SEM ARA Window. Gives commands the ability to advance on station when there is a valid, funded and vacant billet at the next higher paygrade to assign Sailor or if the Sailor is already filling a billet at the next higher paygrade.

(a) MCPO/SCPO. Window will be open immediately after current FY results release and will close at the end of Navy Personnel Command (NPC) requisition scrub phase in August of each year. Refer to MNA schedule for additional details.

(b) CPO. Window will be open from 16 September and will close at the end of NPC requisition scrub phase in October of each year. Refer to MNA schedule for additional details.

c. ARA Eligibility and Requirements.

(1) Available only to board screened Sailors who are not currently under orders or have pending orders.

(2) Requests may not be submitted for board-screened Sailors with orders, orders pending release, within 12 months of PRD order negotiation window, or billets that have a PG or TG identified. Sailors within 12 months of PRD must utilize the Detailing Marketplace.

(3) ARA requests cannot be submitted if a TG or PG is identified for the billet.

(4) General duty billets must meet the higher vacant paygrade requirement and will be restricted to the source rating requirement.

(5) For overseas tours, Sailors must extend to meet Department of Defense tour requirements.

(6) ARA for Sea duty. Sailors must incur obligated service and extend PRD 36 months from the advancement date.

(7) ARA for Shore duty. Sailor must incur 36 month obligated service for follow-on tour; PRD will not be extended.

d. ARA Processing. Commanding Officers (COs) or Officers in Charge (OICs) with billets available for the next higher paygrade may request onboard screened Sailors for ARA during the submission windows listed above and on the MNA schedule. Command ARA requests must be submitted using the following process:

(1) Verify the command and the Sailor agree with the MRR action and Sailor intends to obligate service.

(2) Verify billet training requirements are met.

(3) Submit the request in MNA via a MRR, using ARA as the request reason.

e. Intra-Unit ARA. ISICs, TYCOMs, or BSO may submit ARAs for both sea duty and shore duty to move eligible BBA Sailors to another activity that has a job available in the next higher paygrade. Both activities must have the same type of duty and be within the same geographic area. These requests will be submitted through MNA as a cross-deck or comp-tour, using ARA as the request reason. Obligated service remains as outlined in paragraph 2.

f. NPC Enlisted Distribution Division (PERS-40) action on ARA requests:

(1) Verify Eligibility. PERS-40 will confirm that the Sailor is screened for advancement and that the requested billet is valid and available. If the Sailor is not screened or the billet is invalid, the request will be disapproved.

(2) Approval. If the request is valid, PERS-40 will approve it. For onboard requests, the Sailor's PRD will be adjusted as outlined in paragraph 3(d). For requests to fill a billet at another activity, orders will be issued to the approved activity.

g. Processing Advancement Transactions. Once the ARA request is approved, COs or OICs will submit a letter certifying that all advancement requirements have been met, including a copy of MRR approval to Transaction Support Center. The advancement date will be based on the Sailor completing their obligated service, any necessary billet training, and, if applicable, reporting to the gaining command.

h. SEM Exception to Policy (ETP) Window:

(1) ETPs must be submitted by 30 June of each year for screened MCPOs and SCPOs, and by 15 September of each year for CPOs.

This timeline ensures adjudication before the start of the first SEM negotiation cycle.

(2) ETPs must include a positive endorsement from the first flag officer in the chain of command and will be submitted electronically to MyNavy Career Center (MNCC) via Salesforce. The first flag officer is delegated authority to disapprove requests.

(3) ETPs should address either a paygrade substitution or training requirement exception that impacts operational readiness for current mission. All other alignments refer to paragraph 3(2).

(4) ETPs approved by first flag officers will be forwarded to MNCC. Upon receipt through adjudication of ETP:

(a) Sailor will not be able to compete in the SEM.

(b) Billet listed in the ETP will be reserved and therefore not be advertised until adjudication.

(c) ETPs received outside of window will generally be disapproved.

4. BBA scoring criteria policy. Changes to the Sailor scoring criteria may occur at any time. Sailors, Career Counselors, and Fleet leaders are encouraged to monitor the MyNavy HR webpages for updates.

5. BBA frocking (E5-E9). Frocking may occur once orders are received, obligated service is completed, and all screenings as required by the orders have been completed. CPO frocking will be executed in line with paragraph 3.

6. BBA best practices (E5-E9). A2P opportunities exist for most ratings and vary in availability each MNA cycle. Sailors should check MNA in the next higher paygrade to ensure they consider applications for advancement opportunities.

7. CA2P for non-BBA ratings. Reference (h), NAVADMIN 111/24, expanded CA2P to all ratings assigned to type 2, 3, 4 and pre-commissioned sea duty units

with exception of nuclear trained Sailors. Reference (i), NAVADMIN 255/24, expanded CA2P to shore, with exceptions, for all ratings outside of BBA ratings. These changes remain in effect, enabling Sailors still participating in the Navy-Wide Advancement Exam to utilize CA2P.

8. For questions regarding SEM or BBA, please contact MyNavy HR at srenlistedmarket.fct@navy.mil or bba.fct@navy.mil.

9. This NAVADMIN will remain in effect until superseded or canceled, whichever comes first.

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

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