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NAVADMIN 223/25

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SUBJ/JANUARY 2026 CYCLE 270 ACTIVE DUTY AND TRAINING AND ADMINISTRATION OF  
THE RESERVES (TAR) E7 NAVY-WIDE ADVANCEMENT EXAMINATION//

REF/A/DOC/BUPERS/07FEB22//  
REF/B/MSG/CNO WASHINGTON DC/272057ZDEC18//  
REF/C/MSG/CNO WASHINGTON DC/N1/161157ZJUL20//  
REF/D/MSG/CNO WASHINGTON DC/N1/031621ZOCT23//  
REF/E/MSG/CNO WASHINGTON DC/N1/221540ZDEC22//  
REF/F/MSG/CNO WASHINGTON DC/201421ZNOV23//  
REF/G/MSG/CNO WASHINGTON DC/251840ZJUN25//  
REF/H/MSG/CNO WASHINGTON DC/201449ZDEC18//

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

REF B IS NAVADMIN 316/18, ENLISTED ADVANCEMENT WORKSHEET.

REF C IS NAVADMIN 201/20, PROFESSIONAL MILITARY KNOWLEDGE ELIGIBILITY EXAM  
REVISED BUSINESS RULES.

|REF D IS NAVADMIN 237/23, UPDATES TO THE NAVY ENLISTED LEADER DEVELOPMENT  
PROGRAM.

REF E IS NAVADMIN 288/22, HIGH YEAR TENURE PLUS PILOT.

REF F IS NAVADMIN 277/23, HIGH YEAR TENURE PLUS PILOT INDEFINITE EXTENSION.

REF G IS NAVADMIN 138/25, HIGH YEAR TENURE PLUS POLICY UPDATE FOR SELECTED  
RESERVE AND TRAINING AND ADMINISTRATION OF THE RESERVE ENLISTED COMMUNITIES.

REF H IS NAVADMIN 312/18, ADVANCEMENT POLICY UPDATE.//

RMKS/1. This NAVADMIN announces guidance for the administration of the  
January 2026 (Cycle 270) E7 Navy-Wide Advancement Examination (NWAE) for  
Active Duty and Training and Administration of the Reserves (TAR) Sailors.

2. In line with references (a) and (b), the Enlisted Advancement Worksheet  
(EAW) is the authoritative source of data used to determine Cycle 270 E7  
eligibility. Commands are to accurately validate, complete, and finalize all  
EAWs in the Navy Standard Integrated Personnel System (NSIPS). EAW  
discrepancies should be addressed via the Post-examination Administration  
Comment (PAC) process after worksheets are locked.

3. Cycle 270 timeline:

a. 30 November 2025: Professional Military Knowledge - Eligibility Exam  
(PMK-EE) completion deadline. In line with reference (c), PMK-EE remains  
mandatory once per paygrade for all E7 candidates to be eligible for NWAE

cycle participation, including Early Promote (EP) and limited duty officer candidates.

b. 31 December 2025: Enlisted Leader Development (ELD) Advanced Leader Development Course (ALDC) completion deadline. In line with reference (d), ALDC completion is mandatory for all E7 candidates to be eligible for NWAEE cycle participation.

c. 15 January 2026: Exam administration. EAW will close 1 week after the exam date on the worksheet.

d. Deviation from administration dates. In line with reference (a), commands that require rescheduling of NWAEE administration date (with valid reason) may request a deviation of NWAEE administration from Navy Personnel Command (PERS-803). If authorized, administration will be completed by 31 January 2026.

4. Eligibility requirements are in line with reference (a) and the following information applies for Cycle 270:

a. Terminal Eligibility Date (TED): 1 January 2027.

b. Time-in-Rate (TIR) date: On or before 1 January 2024.

c. EP TIR waiver date: On or before 1 January 2025. E7 candidate TIR requirements for EP can be waived by 1 year with Commanding Officer (CO) or Officer-In-Charge (OIC) approval. EAW must be created manually for all who receive an EP waiver. EP candidates are still bound by the same PMK-EE and ELD ALDC deadlines as regular TIR candidates.

d. High-Year Tenure (HYT) and HYT Plus: In line with references (e) and (f), unless superseded by policy updates, the HYT plus pilot program allows for Active Duty Sailors to continue their Navy careers beyond the HYT limits. As of 30 September 2025, HYT plus pilot indefinite extension has concluded for TAR Sailors in line with reference (g). Sailors may still serve past established HYT length of service gates, but must submit standard individual waiver requests. In the EAW, the "HYT Exceeded" entry may reflect "Yes" - when applicable, select "Yes" for "HYT Waived". References (e) through (g) should be read in their entirety.

e. Security/Interim security clearance (if required): Ratings requiring a security clearance are: AC, AE, AG, AO, AT, AWF, AWO, AWR, AWS, AWV, AZ, CTI, CTM, CTR, CTT, CWT, EOD, ET, FC, FCA, GM, HT, IC, IS, IT, LN, MA, MC, MN, ND, OS, QM, RW, SB, SO, STG and YN, as well as all nuclear and submarine ratings. All NWAEE candidates must have applicable adjudication (Top Secret or Secret) or CO/OIC Interim clearance dated prior to 1 January 2026. 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.

f. Reporting Senior's Cumulative Average Performance Mark Average (RSCA PMA). In line with reference (h), compute RSCA PMA for applicable E6 evaluations dated from 1 January 2023 to 31 December 2025.

g. Use of EAW is mandatory, in line with reference (b).

h. E7 PMK-EE remains a general eligibility requirement for all Sailors (regardless of EP TIR waiver status) in line with reference (c). Waivers are normally not approved without extraordinary circumstances.

i. ELD ALDC completion is a required prerequisite for taking a NWAEE in line with reference (d). Special Warfare Operator (SO) and Special Boat Operator (SB) Sailors must complete the Naval Special Warfare (NSW) Leading Petty Officer (LPO), or Naval Special Warfare Development Group (NSWDG) LPO courses in lieu of ALDC.

5. Exam Ordering:

a. In line with reference (a), NWAEE ordering dates and TIR listings are on the Navy Enlisted Advancement System (NEAS) website:

<https://neas.ncdc.navy.mil>. Select Exam and Ordering Date Chart.

b. Sensitive Compartmented Information (SCI) exam orders not included on initial TIR list must be ordered from NETPDC\_Cryptologic\_Products@us.navy.mil. Order exams in line with reference (a).

c. Non-SCI exam orders not included on the initial TIR list must be ordered on the NEAS website using the advancement candidates Department of Defense Identification (DOD ID) Number. On the initial TIR list, please select "Do Not Order" for each member who had an exam ordered in the early ordering window.

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

e. Deploying commands and candidates departing to Congressionally Designated Combat Zones and Approved Contingency Operation Areas (CDCZ/ACOA) can order exams up to 6 months prior to the scheduled exam date. For additional guidance, refer to chapter 4, paragraph 614 of reference (a).

f. Substitute Exams:

(1) The deadline for ordering SCI and non-SCI substitute exams is 31 January 2026.

(2) NETPDC N321 is the approval authority for all substitute exams.

(3) Substitute examinations may be administered with regular exam administration or in line with paragraph 606 of reference (a).

g. Submit Exception to Policy (ETP) requests for candidates in line with paragraph 104 of reference (a).

h. Below candidates are separated into competitive groups:

(1) CTI: Middle East/North Africa (Group 1), East/Far East (Group 2), Latin/South America (Group 3), Eastern Europe (Group 4).

(2) EMN, ETN and MMN: Submarine (Group 1), Surface (Group

2).

(3) MU: Premier Band (Group 1), Fleet Band (Group 2).

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 current status of received answer sheets.

7. Forwarding Answer Sheets. Reference (a), paragraph 611.a. 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, refer to reference (b). All corrections must have a CO/OIC letter, and all required supporting documentation included as attachments.

c. Screen/Selection board eligibility waivers should be conducted in line with reference (a). Modifications are as follows:

(1) CDCZ/ACOA Candidates. Submit a list of screen/selection board eligible candidates by activity in addition to E7 Letter of Transmittal, along with an "IA Waiver Granted" entry in "EAW Special Circumstances".

(2) Non-CDCZ/ACOA Candidates. Submit request for ETP for screen/selection board eligibility waiver in line with reference (a).

9. NWAEE results will be posted via BUPERS Online and profile sheets.

10. All additional information for this cycle will be posted on the MyNavy HR advancements site, located at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/> and on the NEAS website.

11. Points of Contact:

a. For general or PMK-EE Mobile questions, MyNavy Career Center (MNCC) is available 24/7 by phone at 1-833-330-MNCC (1-833-330-6622) or via e-mail at askmncc@navy.mil.

b. PMK-EE completion score questions: ntmps.support@navy.mil.

c. NEAS registration inquiries: (850) 473-6150/DSN 753, usn.pensacola.netpdc.mbx.netpdc-n321-neasuser-accounts@us.navy.mil.

d. SCI orders and inquiries: (850) 473-5867/DSN 753, NETPDC\_Cryptologic\_Products@us.navy.mil.

e. Non-SCI orders and inquiries: (850) 473-6150/DSN 753, usn.pensacola.netpdc.mbx.netpdc-n321-exam-orders@us.navy.mil.

f. NWAEE examination records or discrepancies: EAW-PAC submissions. Pre/post examination administration inquiries: (850) 473-6148/DSN 753, usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil.

g. Board Eligibility Concerns, including BUPERS INVALID profile sheet status: Selection Board Eligibility Branch (PERS 802): (901)- 874-4537/DSN 882, NPC\_enlisted\_selbd\_elig@navy.mil.

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

13. Released by Vice Admiral Jeffrey J. Czerewko, N1//

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