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SUBJ/MARCH 2026 (CYCLE 271) ACTIVE DUTY AND TRAINING AND ADMINISTRATION OF
THE RESERVE E5 AND E6 NAVYWIDE ADVANCEMENT EXAMINATIONS AND RATING KNOWLEDGE
EXAMS//

REF/A/MSG/CNO WASHINGTON DC/N1/192205ZDEC24//
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REF/D/MSG/CNO WASHINGTON DC/N1/272057ZDEC18//
REF/E/MSG/CNO WASHINGTON DC/N1/161157ZJUL20//
REF/F/OPS ALERT/NPPSC/15MAR21//
REF/G/MSG/CNO WASHINGTON DC/N1/031621ZOCT23//
REF/H/MSG/CNO WASHINGTON DC/221540ZDEC22//
REF/I/MSG/CNO WASHINGTON DC/201421ZNOV23//
REF/J/MSG/CNO WASHINGTON DC/N1/251840ZJUN25//
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NARR/REF A IS NAVADMIN 255/24, BILLET BASED ADVANCEMENTS 2025. REF B IS
NAVADMIN 221/25, ADVANCE CHANGE NOTICE TO ADVANCEMENT MANUAL FOR ENLISTED
PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE. REF C IS BUPERSINST
1430.16G, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S.
NAVY RESERVE, CHANGE 1. REF D NAVADMIN 316/18, ENLISTED ADVANCEMENT
WORKSHEET. REF E IS NAVADMIN 201/20, PROFESSIONAL MILITARY KNOWLEDGE
ELIGIBILITY EXAM REVISED BUSINESS RULES. REF F IS OPS ALERT 01121, PMKEE
REQUIREMENTS FOR E4 NEW ACCESSIONS. REF G IS NAVADMIN 237/23, UPDATES TO THE
ENLISTED LEADER DEVELOPMENT PROGRAM. REF H IS NAVADMIN 288/22, HIGH YEAR
TENURE PLUS PILOT. REF I IS NAVADMIN 277/23, HIGH YEAR TENURE PLUS PILOT
INDEFINITE EXTENSION. REF J IS NAVADMIN 138/25, HIGH YEAR TENURE PLUS POLICY
UPDATE FOR SELECTED RESERVE AND TRAINING AND ADMINISTRATION OF THE RESERVE
ENLISTED COMMUNITIES. REF K IS NAVADMIN 312/18, ADVANCEMENT POLICY UPDATE.//

RMKS/1. This NAVADMIN provides guidance for the March 2026 (Cycle
271) Navy-Wide Advancement Exams (NWAEE) and Rating Knowledge Exams
(RKE) for Active Duty and Training and Administration of the Reserve (TAR) E5
and E6 Sailors.

a. The following ratings for active duty E5 exam administration are now
fully integrated into BBA: ABE, ABF, ABH, AME, AO, CS, DC, EM, IC, GM, GSM,
MM, QM, and RS. BBA is also applicable for all Active duty
E6 ratings except for: Submarine (CSS1, ETV1, FT1, ITE1, ITN1, ITR1, LSS1,
MMA1, MT1, STS1, TM1, YNS1), Nuclear (EMN1, ETN1, MMN1), personnel currently
assigned within the Enlisted Aide Program, Flag Writer Program, Musicians
(MU), Special Warfare Operators (SO), Special Warfare Boat Operators (SB),

and TAR Sailors. Active-Duty exam rates in the BBA construct will no longer follow the NWAEE path of advancement. Sailors in the BBA construct will participate in an RKE and will exclusively follow the BBA path. RKEs will be consistent with NWAEEs as to the type and scope of questions and will be conducted using the same exam processes and timelines. Candidates in the expanded Active Duty E6 ratings must take an RKE for the March 2026, Cycle 271, and garner a passing exam score to establish a baseline score for BBA. RKE advancements will be conducted via Advance to Position (A2P) and Command Advance to Position (CA2P). References (a) and (b) should be read in their entirety for further information on BBA.

b. In line with reference (c), all other Active Duty and TAR Sailors will take NWAEEs to compete for advancement via NWAEE.

2. In line with references (c) and (d), the Enlisted Advancement Worksheet (EAW) is the authoritative source of data used to determine Cycle 271 E5 and E6 eligibility.

a. Commands are to accurately validate, complete, and finalize all EAWs in the Navy Standard Integrated Personnel System (NSIPS).

b. For some Sailors in BBA ratings, Education Services Officers (ESO) may be required to wait until the effective advancement date for the applicable paygrade to be updated before an electronic EAW can be created manually in NSIPS.

c. EAW discrepancies may be addressed via the Post-exam Administration Comment (PAC) process after worksheets are locked for the cycle.

3. Cycle 271 timeline:

a. 31 January 2026: Professional Military Knowledge Eligibility Exam (PMKEE) completion deadline.

b. 28 February 2026: Enlisted Leader Development (ELD) Intermediate Leader Development Course (ILDC) completion deadline (E6 candidates only).

c. 5 March 2026: E6 exam administration. EAW will close one week after the exam date on the worksheet.

d. 12 March 2026: E5 exam administration. EAW will close one week after the exam date on the worksheet.

e. Deviation from administration dates. In line with reference (c), commands that require rescheduling of exam administration date(s) (with valid reason) may request this deviation from Navy Personnel Command (PERS803). If authorized, administration will be completed by 31 March 2026.

4. General eligibility requirements are found in chapter 2 of reference (c). The following information is specific to Cycle 271:

a. Terminal Eligibility Date (TED): 1 July 2026.

b. In line with reference (a), there is no minimum Time-in-Rate (TIR) requirement for Sailors participating in an RKE. However, eligible E4 and E5 Sailors are required to have a Commanding Officer (CO) or Officer-in-Charge (OIC) periodic (including frocking) evaluation with a recommendation for advancement to participate in an RKE.

c. Minimum TIR for NWAEE Candidates:

(1) E6 - 1 July 2023.

(2) E5 - 1 July 2025.

(3) E6 candidate TIR requirements for Early Promote (EP) can be waived by 1 year with CO/OIC approval. EAW must be created manually for all who receive an EP TIR waiver. EP candidates are still bound by the same PMKEE and ELD ILDC deadline as regular TIR candidates.

d. In line with reference (e), PMKEE remains mandatory once per paygrade for all E5 and E6 candidates to be eligible for exam cycle participation. Refer to reference (f) regarding special exceptions for E4 new accessions. Waivers for PMKEE completion are normally not approved without extraordinary circumstances.

e. In line with reference (g), ELD ILDC completion is mandatory for all E6 candidates to be eligible for exam cycle participation. ELD course completion is not mandatory for E5 candidates. Waivers for ELD ILDC are normally not approved without extraordinary circumstances.

f. High-Year Tenure (HYT) and HYT Plus: Per references (h) and (i), 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, per reference (j). 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 (h) through (j) should be read in their entirety.

g. Security/Interim clearance (if required): Ratings requiring a security clearance are AC, AE, AG, AO, AT, AWF, AWO, AWR, AWS, AWV, AZ, CTI, CTM, CWT, CTR, CTT, 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 E5 and E6 exam cycle candidates must have applicable adjudication (Top Secret or Secret) or CO/OIC interim clearance dated prior to 1 March 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.

h. Performance Mark Average (PMA). Compute PMA for E5 candidates and Reporting Senior's Cumulative Average (RSCA) PMA for E6 candidates in line with references (c) and (k). Use all applicable evaluations in current paygrade with an ending date that falls within the following periods:

(1) E6 - 1 March 2023 to 28 February 2026.

(2) E5 - 1 December 2024 to 28 February 2026.

i. In line with reference (c), for E4 new accession Sailors who have graduated from A School and are eligible for the upcoming E5 NWAE, who do not have a current evaluation in paygrade, a one-time PMA of 3.60 will be assigned on their EAW and transposed to their answer sheet. This does not apply for BBA ratings.

j. Use of EAW is mandatory, in line with reference (d).

5. Exam Ordering:

a. In line with reference (c), ordering dates and TIR listings for all exams are on the Navy Enlisted Advancement System (NEAS) website: <https://neas.ncdc.navy.mil/>.navy.mil. Select the Exam & 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 exams in line with reference (c).

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

d. ESOs must verify placing exam orders 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 (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 and paragraph 614 of reference (c).

f. Substitute Exams:

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

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

(3) Naval nuclear propulsion program training graduates who are enroute to their first at sea assignment during the E5 examination date will have substitute examinations ordered for them by their ultimate duty station, if dates permit exam ordering before the published deadline.

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

g. Submit Exception to Policy requests for candidates per paragraph 104 of reference (c).

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), Training (Group 3).

6. Exam Administration and Answer Sheet Returns. Administer exams and return answer sheets in line with chapter 6 of reference (c). An exam tote board on the NEAS website displays current status of received answer sheets.

7. Forwarding Answer Sheets. Reference (c), para 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, in line with reference (d). All corrections must have a CO/OIC letter and include all required supporting documentation as attachments. Education point corrections require a submission of the Joint Service Transcript (JST) indicating the degree type and date of completion.

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

9. NWAEE and RKE results will be available via NEAS profile sheets. Profile sheets for Sailors in BBA ratings will only reflect Passed Not Advanced, Fail, Inval, or discrepancy status, since advancement is conducted via A2P and CA2P.

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 PMKEE mobile questions: MyNavy Career Center (MNCC) is available 24/7 by phone at (833) 330MNCC or (833) 3306622 or via email at askmncc@navy.mil.

b. PMKEE completion score questions: ntmps.support@navy.mil.

c. SCI orders and inquiries: (850) 4735867/DSN 753, NETPDC_Cryptologic_Products@us.navy.mil.

d. Non-SCI orders and inquiries: (850) 4736150/DSN 753, usn.pensacola.netpdc.mbx.netpdcn321examorders@us.navy.mil.

e. NWAEE/RKE records or discrepancies: EAW PAC submissions.

f. Pre/post exam administration inquiries: (850) 4736148/DSN 753 or usn.pensacola.netpdc.mbx.netpdcn321discrepancies@us.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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