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SUBJ/SEPTEMBER 2026 (CYCLE 272) ACTIVE-DUTY AND TRAINING AND ADMINISTRATION
OF THE RESERVE E5 AND E6 NAVY-WIDE ADVANCEMENT EXAMINATIONS AND RATING
KNOWLEDGE EXAMS//

REF/A/DOC/BUPERS/21JAN26//
REF/B/DOC/OPNAV/1APR26//
REF/C/MSG/CNO WASHINGTON DC/N1/031621Z OCT23//
REF/D/MSG/CNO WASHINGTON DC/N1/221540Z DEC22//
REF/E/MSG/CNO WASHINGTON DC/N1/201421Z NOV23//
REF/F/MSG/CNO WASHINGTON DC/N1/251840Z JUN25//

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

REF B IS OPNAVINST 5351.2C NAVY ENLISTED LEADER DEVELOPMENT CONTINUUM.

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

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

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

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

RMKS/1. This NAVADMIN provides guidance for the September 2026 (Cycle 272)
Navy-Wide Advancement Exams (NWAEs) and Rating Knowledge Exams (RKEs) for
Active-Duty and Training and Administration of the Reserve (TAR) E5 and E6
Sailors.

a. For Active-Duty E5 and E6 exam administration, the ratings ABE, ABF,
ABH, AME, AO, CS, DC, EM, IC, GM, GSM, MM, QM, and RS are fully integrated in
the Billet Based Advancement (BBA) framework.

The BBA framework 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), Flag Writer Program, Musicians (MU),
Special Warfare Operators (SO), Special Warfare Boat Operators (SB), and TAR
Sailors. Active-Duty exam rates in the BBA framework will no longer follow
the NWAEE path of advancement. Sailors in the BBA framework will participate
in an RKE and will exclusively follow the BBA path of advancement. RKEs will
be consistent with NWAEs 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 E-6 ratings must take an RKE 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). Reference (a) should be read in its entirety for further information on BBA.

b. In line with reference (a), non-BBA Active-Duty and TAR Sailors will take NWAEs to compete for advancement via NWAEE Advance to Vacancy legacy process.

2. In line with reference (a), the Enlisted Advancement Worksheet (EAW) is the authoritative source of data used to determine Cycle 272 E5 and E6 eligibility.

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

b. For some Sailors in BBA ratings, Educational Services Officers (ESOs) 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 closed for the cycle.

3. Cycle 272 timeline:

a. 31 July 2026: Professional Military Knowledge - Eligibility Exam (PMK-EE) completion deadline.

b. 31 August 2026: Enlisted Leader Development (ELD) Intermediate Leader Development Course (ILDC) completion deadline (E6 candidates only).

c. 3 September 2026: E6 exam administration. EAW will close one week after the exam date on the worksheet.

d. 10 September 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 (a), commands that require rescheduling of exam administration date(s) (with valid reason) may request this deviation from Navy Personnel Command (PERS-803). If authorized, administration will be completed by 30 September 2026.

4. General eligibility requirements are found in chapter 2 of reference (a). The following information is specific to Cycle 272:

a. Time-in-Rate (TIR) and Terminal Eligibility Date (TED).

(1) RKE Candidates. In line with reference (a), there is no minimum 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 or frocking evaluation with a recommendation for advancement to participate in an RKE.

(2) NWAEE Candidates. TED is 1 January 2027. Minimum TIR for NWAEE Candidates:

(a) E6 - 1 January 2024.

(b) E5 - 1 January 2026.

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

b. PMK-EE. In line with reference (a), PMK-EE remains mandatory once per paygrade for all E5 and E6 candidates to be eligible for exam cycle participation. Waivers are normally not approved without extraordinary circumstances.

c. ELD. In line with references (a) and (b), 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. Reference (b)

outlines requirements for ELD enrollment. Waivers are normally not approved without extraordinary circumstances.

d. High-Year Tenure (HYT) and HYT Plus.

(1) Active-Duty Sailors. Per references (c) and (d), unless superseded by policy updates, the HYT Plus Pilot program allows for Active-Duty Sailors to continue their Navy careers beyond the HYT limits. In the EAW, the "HYT Exceeded" entry may reflect "Yes" - when applicable, select "Yes" for "HYT Waived". References (c) and (d) should be read in their entirety.

(2) TAR Sailors. As of 30 September 2025, HYT Plus Pilot indefinite extension has concluded for TAR Sailors, per reference (e). Sailors may still serve past established HYT length of service gates but must submit standard individual waiver requests. High year tenure (HYT) date must be effective 1 January 2027 or later.

All HYT waivers must be approved prior to 1 September 2026.

e. 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, RP, 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 September 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. Performance Mark Average (PMA).

(1) Computation. Compute PMA for E5 candidates and Reporting Senior's Cumulative Average (RSCA) PMA for E6 candidates in line with reference (a). Use all applicable evaluations in current paygrade with an ending date that falls within the following periods:

(a) E6 - 1 September 2023 to 31 August 2026.

(b) E5 - 1 June 2025 to 31 August 2026.

(2) Special Evaluations.

(a) BBA RKE Candidates. Per reference (a), for BBA RKE participation, special evaluations may not be used to establish initial eligibility or manipulate PMAs, but a special evaluation may be used to reestablish advancement eligibility previously withdrawn.

(b) NWAEC Candidates. Follow procedures in reference (a), paragraph 308b.

(3) New Accession Sailors. In line with reference (a), E4 new accession Sailors who have graduated from "A" School and are eligible for the upcoming E5 NWAEC, 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.

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

5. Exam Ordering:

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

<https://neas.ncdc.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(at)us.navy.mil. Order exams 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 (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 should 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 six months prior to the scheduled exam date. For additional guidance, refer to chapter 4 and paragraph 614 of reference (a).

f. Substitute Exams:

(1) The deadline for ordering both SCI and non-SCI substitute exams is 30 September 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 (a).

g. Submit Exception to Policy (ETP) requests for candidates per 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), Training (Group 3).

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. In line with reference (a), submit answer sheet submission packages 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 (a). 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) Degree Awarded page indicating the degree type and date of completion.

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

9. NNAE and RKE results will be available via NEAS profile sheets. One week following Fleet release of NEAS profile sheets, exam profile data will be posted in NSIPS. 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 PMK-EE Mobile questions: MyNavy Career Center (MNCC) 1-833-330-MNCC (1-833-330-6622), askmncc(at)us.navy.mil.
- b. NEAS User Account inquiries or assistance: (850) 473- 6150/DSN 753, NETPDC_NEAS_User_Accounts@us.navy.mil.
- c. PMK-EE completion score questions or corrections: ntmps.support@navy.mil or (850) 473-6150, NETPDC_N321_PMK-EE_QUESTIONS@us.navy.mil.
- d. SCI orders, inquiries, or assistance: (850) 473-5867/DSN 753, NETPDC_Cryptologic_Products@us.navy.mil.
- e. Non-SCI orders and inquiries: (850) 473-6150/DSN 753, NETPDC_N321_Exam_Orders@us.navy.mil.
- f. NWAEE records or discrepancies: EAW PAC submissions.
- g. Pre/post examination administration inquiries or assistance: (850) 473-6148/DSN 753, NETPDC_N321_Discrepancies@us.navy.mil.
- h. ESO Resources and Updates. Refer to the MyNavy HR Advancement website for additional ESO resources and updates. The website is available at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/>.

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

13. Released by Rear Admiral Jennifer S. Couture, N13.//

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