



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

BUPERSINST 1430.16H
PERS-803
21 Jan 2026

BUPERS INSTRUCTION 1430.16H

From: Chief of Naval Personnel

Subj: ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S.
NAVY AND U.S. NAVY RESERVE

Ref: (a) See appendix C

Encl: (1) Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S.
Navy Reserve

1. Purpose. To provide procedures for administering the advancement in rate system for enlisted Service members serving in the U.S. Navy and U.S. Navy Reserve. This instruction is a complete revision and should be reviewed in its entirety. Major revisions include:

a. Chapter 1. Added rating knowledge exam (RKE) terminology. Changed the time in rate (TIR) to minimum time in service (TIS) for automatic advancement for E-2 through E-4. Updated exception to policy (ETP) responsibilities and processes.

b. Chapter 2. Incorporated the Navy Enlisted Leadership Development (ELD) Course completion requirements for all pay grades. Added ELD Course completion table 2-2. Expanded special requirements of certain rates and ratings. Added the implementation of Navy enlisted classification code (NEC) N33Z identifying nuclear engineering watch supervisor and propulsion plant watch supervisor qualification.

c. Chapter 3. Changed the Navy-wide advancement examination (NWAE)/RKE worksheet and the instructions for completing it. Made changes to the allowable awards and added individual augmentee points. Added reporting senior's cumulative average (RSCA) performance mark average (PMA) calculations for E-6 and E-7 candidates.

d. Chapter 7. Added table 7-4 Time in Service (TIS) Requirements. Updated figures 7-4 Sample NAVPERS 1070/613 E-2/E-3/E-4 Withhold of Advancement, figure 7-5 Sample E-2/E-3/E-4 Withhold of Advancement Request template to add E-4 Sailors. Added table 7-5 NWAE and Selection Board Effective Advancement Months.

e. Chapter 10. Renamed chapter 10 to Meritorious Advancement Program (MAP), Command Advance to Position (CA2P) (non-billet-based advancement (BBA)), Advance to position (A2P) non-BBA). Rewritten in its entirety to reflect MAP policy changes, codified multiple naval administrative messages (NAVADMIN) to establish policy and guidance on A2P and CA2P for non-BBA Sailors.

f. Chapter 13. Added new chapter 13 BBA. Policy and administrative procedures for ratings identified for BBA and Senior Enlisted Market Place (SEM). Established new TIR application policy for SEM.

2. Cancellation

a. BUPERSINST 1430.16G.

b. The following NAVADMINs are superseded by this instruction.

(1) NAVADMIN 221/25 - Advance Change Notice to Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(2) NAVADMIN 112/25 Billet-Based Advancement 2025 Update

(3) NAVADMIN 255/24 Billet-Based Advancements 2025

(4) NAVADMIN 111/24 Implementation of Command Advance to Position

(5) NAVADMIN 017/24 Detailing Marketplace Assignment Policy Phase IV – DC and ABE Exclusive

(6) NAVADMIN 168/23 Navy-Wide Apprentice (E-1 – E-4 Advancement Changes

(7) NAVADMIN 109/23 Detailing Marketplace Assignment Policy Phase III

(8) NAVADMIN 261/22 Senior Enlisted Marketplace – E-9 Billet-Based Advancement

(9) NAVADMIN 228/22 Detailing Marketplace Assignment Policy Phase II

(10) NAVADMN 172/22 Active Duty Enlisted Advance-to-Position Program Update

(11) NAVADMIN 127/22 Detailing Marketplace Assignment Policy Phase I Update

(12) NAVADMIN 201/20 Professional Military Knowledge Eligibility Exam Revised Business Rules

(13) NAVADMIN 280/21 Detailing Marketplace Assignment Policy (DMAP)

(14) NAVADMIN 230/19 Announcement of Active Duty Enlisted Advancement-To-Position Program

(15) NAVADMIN 316/18 Enlisted Advancement Worksheet

(16) NAVADMIN 313/18 Professional Military Knowledge Eligibility Exam Business Rules

(17) NAVADMIN 312/18 Advancement Policy Update

3. Scope and Applicability. This instruction is applicable to personnel of the Regular Navy and Navy Reserve on active duty and Selected Reserves (SELRES). Specifics on applicability for each category above are contained in enclosure (1), paragraph 101.

4. Discussion. This instruction supports the Chief of Naval Personnel (CHNAVPERS) advancement policies. It provides instructions for determining eligibility requirements for advancement, preparing necessary forms and messages, and effecting advancements and changes in rating. It also contains procedures for ordering, maintaining, and disposing of examinations.

5. Policy. Delineation of authority for the advancement of enlisted personnel in the U.S. Navy and U.S. Navy Reserve is as follows:

a. Authority to Advance Enlisted Personnel to the Pay Grades of E-7 through E-9. Enlisted personnel are advanced to the pay grades of E-7 through E-9 after selection by a board convened by CHNAVPERS or under special programs authorized in specific directives issued by CHNAVPERS. Therefore, CHNAVPERS is the sole authority for the advancement of personnel to the pay grades of E-7 through E-9 and the sole authority for the removal of enlisted personnel selected for advancement to E-7 through E-9 from a selection board list.

b. Authority to Advance Enlisted Personnel to the Pay Grades of E-2 Through E-6. Enlisted personnel may be advanced to the pay grades of E-2 through E-6 after meeting all criteria of the Navy Enlisted Advancement System (NEAS) outlined in enclosure (1). Advancements in these pay grades are not referred to CHNAVPERS. Commanding officers (CO) and officers in charge (OIC) have independent authority to advance personnel to the pay grades of E-5 and E-6 after meeting all requirements of this instruction and competing successfully in the NEAS. An OIC, for purposes of this instruction, is a commissioned officer who is ordered by competent authority to an "OIC" requirement designated on a valid manpower document for a commissioned or established unit. A unit is "commissioned" or "established" if it is listed in the Standard Navy Distribution List (SNDL). A reserve unit is "commissioned" or "established" if it has a Chief of Naval Operations (CNO)-approved reserve unit assignment document. An OIC, as defined above, has the same authority as a CO within the NEAS, unless otherwise noted in enclosure (1).

c. For guidance on reduction in rate of enlisted personnel due to incompetency, see Navy Military Personnel Manual (MILPERSMAN) article 1450-010.

6. Action. To ensure proper administration of NEAS, all personnel involved with the advancement of enlisted members must become thoroughly familiar with the contents of this instruction. Personnel responsible for preparation of worksheets and service record entries relating to advancement must read and comply with all aspects of this instruction.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, PERS-803 will review this instruction annually around the anniversary of its issuance date using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.

9. Forms. Forms used in the enlisted advancement process are identified in enclosure (1), appendix C.



K. M. KENNEDY

Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Bureau of Naval Personnel (BUPERS) Web site, <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.

BUPERSINST 1430.16H
21 Jan 2026

ADVANCEMENT MANUAL

FOR

ENLISTED PERSONNEL

OF THE U.S. NAVY

AND

U.S. NAVY RESERVE

TABLE OF CONTENTS

	PAGE
CHAPTER 1 NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS) GENERAL INFORMATION	
100. Purpose of the Advancement Manual	1-1
101. Applicability of the Advancement Manual	1-2
102. Concepts of NEAS	1-2
Table 1-1 Final Multiple Score (FMS) Computation	1-3
Table 1-2 Conversion Chart (Months to Decimal Value).....	1-4
Table 1-3 Non-Examination Advancement Programs	1-5
103. Responsibilities	1-6
104. Exception to Policy (ETP)	1-10
Figure 1-1 Sample Exception to Policy Request	1-11
CHAPTER 2 ELIGIBILITY REQUIREMENTS	
200. Commanding Officer or Officer in Charge (OIC) Recommendation	2-1
201. General Eligibility Requirements	2-1
Table 2-1 Basic Time in Rate (TIR) REQUIREMENTS	2-1
Table 2-2 PMK-EE/ELD Required Completion Dates.....	2-2
Table 2-3 ELD Course by Pay Grade	2-3
202. Path of Advancement.....	2-4
203. Special Requirements of Certain Rates and Ratings.....	2-4
Table 2-4 Ratings and Programs Requiring Security Clearance Eligibility/U.S. Citizenship	2-5
204. Required Service Schools	2-11
205. Evaluation Completed in Appropriate Exam Administration Cycle	2-12
206. Medical or Disciplinary Status.....	2-12
207. Commissioning Programs	2-12
208. Selection Board Eligibility for Approved Transfer to the Fleet Reserve (FLTRES) or Retired Reserve Requests	2-13
209. Documentation of Eligibility Requirements	2-14
210. Special Instructions for Exam Admin. While Personnel Are in Formal Training.....	2-14
211. Satisfactory Participation in the Navy Reserve	2-15

212. Service Requirements and Terminal Eligibility Date (TED).....2-16

 Table 2-5 TED Requirements2-16

 Table 2-6 TIR Date Assignments.....2-17

 Figure 2-1 Sample NAVPERS 1070/613 Entry for NAVET/OSVET/IRR/CIP TIR
 Same Pay Grade Recomputation2-18

 Figure 2-2 Sample NAVPERS 1070/613 Entry for NAVET/OSVET TIR Lower
 Pay Grade Recomputation2-19

 Figure 2-3 Sample NAVPERS 1070/613 Entry for Returning OCS TIR.....2-20

213. Exam Participation for LDO Application Purposes.....2-22

CHAPTER 3 NETPDC 1430/3 ADVANCEMENT IN RATE OR CHANGE OF RATING
(WORKSHEET)

300. Purpose and Preparation of the Worksheet.....3-1

 Figure 3-1 Example Advancement in Rate or Change of Rating Worksheet.....3-3

301. Name (Section 1)3-5

302. DoD ID Number (Section 2).....3-5

303. Exam Rate (Section 3)3-5

304. Exam Cycle (Section 4)3-5

305. Exam Serial Number (Section 5)3-5

306. Special Circumstances (Section 6).....3-5

307. Awards (Section 7)3-6

 Table 3-1 Award Point Values.....3-7

308. Performance Mark Average (PMA) (E-5) or RSCA PMA (E-6 and E-7) (Section 8).....3-8

309. Exam Date (Section 9).....3-11

310. Exam Results Unit Identification Code (UIC) (Section 10)3-11

311. Time In Grade (Section 11)3-11

312. Sections (A) Through (C) and Eligibility Computations, Signatures, and
 Member’s Eligibility Status3-11

313. Correcting Answer Sheet Errors3-12

314. Education Point Corrections3-14

 Figure 3-2 Sample Letter for Corrections3-14

315. Early Identification of Candidates with Exam Cycle Discrepancies3-15

CHAPTER 4 ORDERING NWAE AND RKE EXAMINATIONS

400. Methods to Order NWAEs and RKEs4-1
401. Timeline for Ordering Advancement and Knowledge Examinations.....4-2
 Figure 4-1 Sample Format for Ordering CTI/CTR/CWT SCI Early, Supplemental,
 and Supplemental or Substitute Examinations4-5

402. Address Maintenance.....4-4
 Figure 4-2 Navy Enlisted Advancement System (NEAS) Address File Input4-5

CHAPTER 5 HANDLING, ACCOUNTABILITY, AND STOWAGE OF NAVY-WIDE
ADVANCEMENT EXAMINATIONS (NWAEE) AND RATING KNOWLEDGE
EXAMINATIONS (RKE)

500. General.....5-1
501. Handling Advancement and Knowledge Examinations5-1
502. Accountability for Advancement and Knowledge Examinations.....5-2
 Figure 5-1 Advancement and Knowledge Examinations Packing List5-4
 Figure 5-2 Example of Transmittal for Forwarding Advancement and Knowledge
 Examinations.....5-7
 Figure 5-3 Example Letter of Endorsement for Receipt of Advancement and
 Examinations.....5-8

503. Stowage of Advancement and Knowledge Examinations and Related Materials.....5-8

CHAPTER 6 ADMINISTRATION OF NWAEEs AND RKEs

600. General.....6-1
601. Preparation for Administration6-1
602. Required Materials.....6-2
603. Candidates Without Auto-generated or Transfer of Custody EAW6-3
604. Administration Dates6-3
605. Deviation From Scheduled Administration Dates6-4
 Table 6-1 Advancement and Knowledge Examination Schedule.....6-5
606. Substitute Examinations or Late Administration of Examinations.....6-5
607. Splitting Advancement and Knowledge Examinations6-5
608. Missing Advancement and Knowledge Examination Questions.....6-6
609. Administration of Advancement and Knowledge Examinations.....6-7
610. Procedures For Erroneous Advancement and Knowledge Examination
 Administration or Incomplete Examinations6-9

611. Forwarding Answer Sheets6-9
612. Accountability for Advancement and Knowledge Examinations After Administration .6-12
613. Advancement and Knowledge Examinations Received Too Late to Administer.....6-12
614. Candidates Affected by Assignment to Congressionally Designated Combat Zones
and Approved Contingency Operations Areas (CDCZ/ACOA).....6-12
615. Candidates Affected by Unusual Circumstances6-15
616. E-8 and E-9 Candidate Validation Procedures6-15

Figure 6-1 Sample Letter of Transmittal for Forwarding Advancement and Knowledge
Examination Answer Sheets for E-5, E-6, and E-7 Candidates.....6-17
Figure 6-2 Sample Letter of Transmittal for Forwarding CDCZ/ACOA EAWS for
E-7 Selection Board or LDO Waivers6-19
Figure 6-3 Sample Letter Report of Advancement and Knowledge Examination
Destruction.....6-20

**CHAPTER 7 EFFECTING NAVY-WIDE ADVANCEMENT EXAMINATION AND
SELECTION BOARD ADVANCEMENTS/CHANGE IN RATE OR RATING**

700. General.....7-1
701. Navy-Wide Advancement Examination and Selection Board Cycles7-1
702. Navy-Wide Advancement Examination and Selection Board Eligibility Results.....7-1

Figure 7-1 Example of an Examination Status Verification Report (ESVR)7-3
Figure 7-2 Example of a Profile Sheet.....7-3
Figure 7-3 Example of a Rating Change Authorization (RCA)7-4

703. Review And Corrections of Navy-Wide Advancement Examination (NWAE) or
Selection Board Eligible (SBE) Results7-4

Table 7-1 RCA and ESVR Column Definitions7-8
Table 7-2 ESVR/Profile Sheet Status Definitions7-9
Table 7-3 Corrective Actions for Cycle Record Discrepancies.....7-11

704. Effecting Advancements to the Pay Grades of E-2/E-3/E-4.....7-13

Table 7-4 Time-In-Service (TIS) Requirements.....7-13

Figure 7-4 Sample NAVPERS 1070/613 E-2/E-3/E-4 Withhold of Advancement7-14
Figure 7-5 Sample E-2/E-3/E-4 Withhold of Advancement Request.....7-15
Figure 7-6 Sample NAVPERS 1070/613 Reinstatement of Service Member’s
Pay Grade7-15

705. Effecting NWAE and Selection Board Advancements to the Pay
Grades of E-5 Through E-9.....7-16

 Table 7-5 NWAE and Selection Board Effective Advancement Months.....7-16

706. Limiting Date.....7-16

 Table 7-6 NWAE and Selection Board Advancement Limiting Date.....7-17

707. Service Record Entries.....7-17

 Figure 7-6 Sample NAVPERS 1070/613 Advancement Under Special Programs7-17

708. Personnel Discharge or Released or Separated.....7-17

 Figure 7-7 Sample Request for Advancement Determination.....7-18

709. Career Intermission Program (CIP).....7-19

710. Frocking of Enlisted Personnel.....7-21

711. Removal of Authority to Be Frocked.....7-21

 Figure 7-8 Sample NAVPERS 1070/613 Removal of Authority to Be Frocked7-21

712. Members Declining Advancement7-21

 Figure 7-9 Sample Permanent Service Record (Page 13) Member Declining
 Advancement7-22

713. Active Duty Transferring to Fleet Reserve/Retired Reserve 2-Year Time-In-Grade
(TIG) Requirement For E-7 Through E-9.....7-22

 Figure 7-10 Sample NAVPERS 1070/613 Active Duty Transferring to Fleet
 Reserve/Retired Reserve 2-Year TIG Requirement7-23

714. Advancees on Temporary or Permanent Disability Retired List (TDRL/PDRL).....7-23

715. Personnel Ineligible for Advancement.....7-23

716. Invalidation of Candidates' Exam Administration Cycle Participation7-24

717. Disciplinary Status.....7-24

718. Medical Status.....7-25

719. Forced Change in Rating (Medical).....7-25

720. Changing Branch/Class Competitive Category7-25

721. Erroneous Advancement.....7-26

722. Withholding or Withdrawing Recommendation for Advancement.....7-26

Figure 7-11 Sample NAVPERS 1070/613 Withholding Authorized Advancement Request.....7-27
Figure 7-12 Sample Withholding Authorized Advancement Request7-28
Figure 7-13 Sample NAVPERESs 1070/613 Reinstating Authorized Advancement7-29
Figure 7-14 Sample Reinstating Authorized Advancement Request7-29
Figure 7-15 Sample Withdrawal of Recommendation for Advancement Request.....7-31
Figure 7-16 Sample NAVPERSs 1070/613 Withdrawal of Recommendation For Advancement7-31

723. Withholding of Advancement on Service Members Alleged to Have Committed Child Sexual Abuse.....7-33

CHAPTER 8 COMBAT MERITORIOUS ADVANCEMENT PROGRAM (CMAP)

800. General.....8-1
801. Eligibility8-1
802. Criteria8-1
803. Approval Authority8-2
804. Quotas8-2
805. Nominations.....8-2
806. Administrative Procedures for Approved CMAP Advancements.....8-3

Figure 8-1 Sample NAVPERS 1070/613 For Approved CMAP Advancements.....8-3
Figure 8-2 Sample CMAP Nomination Letter.....8-4

807. Approval Authorities8-4

CHAPTER 9 POSTHUMOUS ADVANCEMENTS

900. General.....9-1
901. Eligibility9-1
902. Responsibility9-1

CHAPTER 10 MERITORIOUS ADVANCEMENT PROGRAM (MAP) COMMAND ADVANCE TO POSITION (CA2P) (NON-BBA) ADVANCE TO POSITION (A2P) (NON-BBA)

1000. General.....10-1
1001. MAP Background10-1
1002. MAP Waivers.....10-1
1003. MAP Eligibility.....10-1
1004. MAP Quotas.....10-2
1005. MAP Processing.....10-2

1006. CA2P (Non-BBA).....	10-2
1007. CA2P Eligibility.....	10-2
1008. A2P (Non-BBA)	10-3
1009. A2P Eligibility	10-4

CHAPTER 11 NAVY ENLISTED SELECTION BOARDS (E-7 THROUGH E-9)

1100. Overview.....	11-1
1101. Eligibility	11-1
1102. Quotas	11-2
1103. Board Membership.....	11-3
1104. Guidance To the Board	11-3
1105. Documents Considered by The Board	11-3
1106. Corresponding With the Selection Board	11-3
1107. Record Review.....	11-4
1108. Deliberations	11-4
1109. Loss Of Advancement Recommendation	11-4
1110. Selection Board Candidates with Fleet Reserve/Retired Reserve Requests	11-5
1111. Frocking Authority for Enlisted Selection Board Selectees	11-5
1112. Enlisted Special Selection Boards	11-5
Figure 11-1 Sample Enlisted Selection Board Cover Letter.....	11-7
Figure 11-2 Sample Enlisted Special Selection Board Request	11-8

CHAPTER 12 NAVY-WIDE ADVANCEMENT EXAMINATION CYCLE COLLUSION OR COMPROMISED CASES

1200. General.....	12-1
1201. Background.....	12-1
1202. Requirements	12-1
1203. Adjudication.....	12-1
1204. Improper Handling, Accountability, and Stowage of The Navy-Wide Advancement Examinations (NWAE).....	12-2
1205. Missing, Lost, or Compromised Navy-Wide Advancement Examinations (NWAE)...	12-2

Chapter 13 BILLET-BASED ADVANCEMENTS (BBA)

1300. General.....	13-1
1301. Background.....	13-1
1302. Applicability	13-1
1303. General Advancement Eligibility Requirements For E-5 Through E-7 Candidates.....	13-1
1304. Additional Advancement Eligibility Requirements.....	13-2
1305. Paths Of Advancement For E-5 and E-6.....	13-3

1306. Senior Enlisted Marketplace (SEM) for E-7 Through E-9 Candidates 13-6
1307. Exemptions for E-7 Through E-9 Candidates..... 13-6
1308. General Eligibility Requirements For E-7 Through E-9 Candidates..... 13-6
1309. Additional Advancement Requirements 13-7
1310. Selection Board for Screening Eligibility for Candidates with Approved Fleet
Reserve Requests 13-7
1311. Selection Board for Screening and Screen Timeline 13-8
1312. SEM Paths of Advancement 13-8
1313. Time In Rate for Senior Enlisted Marketplace 13-11
1314. Billet-Based Advancement (BBA) Scoring Criteria Policy..... 13-12

APPENDICES

A NEAS Acronyms A-1
B Path of Advancement for Compressed Ratings B-1
C References and Forms Used in NEAS C-1
Table C-1 References..... C-1
Table C-2 Forms Used in NEAS C-3
Table C-3 Web sites..... C-4

CHAPTER 1
NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS)
AND GENERAL INFORMATION

Note for Navy Reserve Personnel: Enlisted advancement procedures may differ between active duty and Reserve components. Please read carefully. Direct questions to Navy Personnel Command (NAVPERSCOM) Enlisted Administrative Board Branch (PERS-803).

100. Purpose of the Advancement Manual

a. This manual outlines procedures for administering the Navy Enlisted Advancement System (NEAS) as follows:

- (1) Determining advancement eligibility requirements,
- (2) Preparing necessary forms,
- (3) Ordering, maintaining custody of, and disposing of Navy-wide advancement examinations (NWAE) and rating knowledge exams (RKE),
- (4) Administering NWAE and RKE,
- (5) Change of rating, and
- (6) Responsibilities and procedures relating to advancement.

Note: Naval administrative messages (NAVADMIN) are issued to supplement the advancement policies in this manual.

b. Definitions Used in NEAS. Understanding the Navy's rating structure and NEAS requires familiarity with terms such as occupational fields, petty officers, and related fleet initiatives. These initiatives include the Meritorious Advancement Program (MAP), Selective Reenlistment and Training (STAR), Advance-to-Position (A2P), Command Advance-to-Position (CA2P), and Senior Enlisted Marketplace (SEM), among others. Appendix A provides definitions for these and other relevant acronyms.

c. Compressed Ratings. Path of advancement for compressed ratings are listed in appendix B.

d. References, Forms, and Other Supplemental Information. Directives and forms used in support of NEAS are listed in appendix C.

101. Applicability of the Advancement Manual. This manual applies to the advancement of the following enlisted personnel:

a. Personnel of the Regular Navy and Navy Reserve on Active Duty

- (1) Regular United States Navy (USN) Active Duty,
- (2) Training and Administration of the Reserve (TAR), and
- (3) Fleet Reserve and retired enlisted personnel recalled to active duty with the Regular Navy.

b. Personnel of the Navy Reserve (Selected Reserves (SELRES))

- (1) Assigned to a Navy Reserve unit with a drilling requirement,
- (2) Recalled for Active Duty for Operational Support (ADOS)/One-Year Recall (OYR); Reserve Personnel, Navy (RPN) Recall; recalled under Presidential Recall Authority; or mobilization regardless of the cumulative amount of time served on active duty,
- (3) On annual training (AT)/active duty training (ADT)/initial active duty for training (IADT), and
- (4) Canvasser recruiter (CANREC).

102. Concepts of NEAS

a. This section provides the essential concepts for advancement of enlisted personnel to the pay grades of E-2 through E-9:

- (1) Advancement to E-2 through E-4
- (2) Final multiple score (FMS)
- (3) Advancement to E-5 and E-6
- (4) Advancement to E-7 through E-9
- (5) Special selection boards (SSB)
- (6) E-6 NWAE requirement for consideration for limited duty officer (LDO)
- (7) Other methods of advancement and or change in rating

b. Advancement to E-2 Through E-4. Personnel meeting minimum time in service (TIS) requirements will be automatically advanced to E-2, E-3, and E-4 without local action. A special performance evaluation is not required to document recommendation for advancement. Additional information for advancement to the pay grades of E-2, E-3, and E-4 is found in paragraph 704.

c. FMS. Candidates for advancement to E-5 through E-7 take either NWAEs or RKEs. These exams are a component of the FMS. Refer to table 1-1 for FMS computation and table 1-2 for converting months to decimal values.

d. Advancement to E-5 and E-6

(1) Some advancements to E-5 are obtained through the completion of school or by an accelerated advancement program (refer to table 1-3).

(2) E-5 and E-6 NWAЕ advancements are determined from quotas provided by the Chief of Naval Personnel (CHNAVPERS). The quotas established by CHNAVPERS are based primarily on manpower needs for each NWAЕ rate/competitive group. Each NWAЕ rate/competitive group is rank-ordered by FMS, and FMS cuts are set to match the quotas. Candidates who meet the FMS cut and have not failed the NWAЕ maintain advancement eligibility, provided their advancement cycle record has not been invalidated (refer to table 7-2).

(3) E-5 and E-6 RKE advancements are determined by CA2P or A2P billet-based advancement (BBA) policy set forth in chapter 13.

Factors	Pay grade	Computation	Max FMS Points and Percentage		
			E-5	E-6	E-7
Performance Mark Average (PMA) ¹	E-5	(PMA x 80) – 256	64 (38%)		
Reporting Senior's Cumulative Average (RSCA) PMA ²	E-6	(RSCA PMA x 30) - 60		114 (51%)	
	E-7	(RSCA PMA x 30) - 54			120 (60%)
Standard Score (SS) ³	E-5/6/7	Exam Score	80 (47%)	80 (36%)	80 (40%)
Awards (AWD) ⁴	E-5	Values in Advancement Manual	10 (6%)		
	E-6			12 (6%)	
Pass Not Advanced (PNA) ⁵	E-5	Top 25% SS and PMA get PNA Pts for last three advancement cycles	9 (6%)		
	E-6			9 (4%)	
Service in Pay Grade (SIPG) ⁶	E-5	SIPG/5	2 (1%)		
	E-6			3 (1%)	
Education (ED) ⁷	E-5	2 Pts. for AA/AS and 4 Pts for BA/BS or above	4 (2%)		
	E-6			4 (2%)	
Maximum FMS Possible(100%)			169	222	200

Table 1-1 FMS Computation

Notes:

- 1 Maximum performance mark average (PMA) = 4.00. Refer to chapter 3 for instructions on determining PMA.
- 2 Maximum RSCA PMA = 5.20. Refer to chapter 3 for instructions on determining RSCA PMA.
- 3 Standard Score: NWAE and RKE raw scores are converted to standard scores. The standard score is a numerical representation of a candidate's standing compared to peers taking the same NWAE or RKE. The range of the standard scores for the NWAE or RKE is 20 to 80.
- 4 Award Points: Refer to table 3-1. Maximum E-5 award points = 10. Maximum E-6 award points = 12.
- 5 PNA Points: Refer to subparagraph 703b(2). PNA points can be earned for passing the NWAE but not advancing in the advancement cycle. Maximum PNA points = 9 for the most recent 3 consecutive advancement cycles in the same pay grade. Refer to paragraph 709 for candidates returning from Career Intermission Program (CIP) participation. PNA points for an RKE are referred to as quality bonus points (QBP).
- 6 For SELRES, service in pay grade (SIPG) is drill service in pay grade (DSPG). Maximum E-5 SIPG or DSPG points are 2. Maximum E-6 SIPG or DSPG points are 3.
- 7 Education Points: Education points will be calculated and credited by the Joint Services Transcript (JST). Naval Education and Training Professional Development Center (NETPDC) will receive data from Navy College Management Information System (NCMIS) for calculations into the candidate's FMS. Do not include degree points in calculating award points. For further information, refer to subparagraph 703b(3).

MONTHS	DECIMAL	MONTHS	DECIMAL
1	.08	7	.58
2	.17	8	.67
3	.25	9	.75
4	.33	10	.83
5	.42	11	.92
6	.50		

Table 1-2 Conversion Chart (Months to Decimal Values)

PROGRAM	ID NUMBER	NOTES
Accelerated Advancement of Recruit Training, Class "A" School Graduates, and Ceremonial Guard	MILPERSMAN 1430-010	
Accelerated Advancement for Enlisted Musician (MU) Assignments to Navy Premier Bands	MILPERSMAN 1430-040	
Aircrew and Aviation Rescue Swimmer Programs	MILPERSMAN 1220-010	
Selective Training and Reenlistment (STAR) Program	MILPERSMAN 1160-100	
Advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field Programs	MILPERSMAN 1510-030	
Conversion Authorization	MILPERSMAN 1440-010	
Meritorious Advancement Program (MAP)	BUPERSINST 1430.16	chapter 10
Advanced Pay Grade Program	CNRCINST 1130.8Q (Volume IV)	chapter 3; Section 7

Table 1-3 Non-Examination Advancement Programs

e. Advancement to E-7 Through E-9. Advancement to E-7, E-8, and E-9 requires a selection board. To qualify for selection board consideration, candidates must meet eligibility requirements as stipulated in chapter 2 and be designated as selection board eligible (SBE) as reflected on the profile sheet on the NEAS Web site and stipulated in chapter 13.

(1) E-7 candidates are designated SBE by competing in an NWAEE and meeting the 60% FMS cut requirement for their examination rate/competitive group based on the rank-ordering of eligible candidates, with the exception of those waived per paragraph 614. E-7 candidates changing rate/competitive group must be in the new rate/competitive group 1 month prior to the scheduled board convening date for consideration in the new rate/competitive group. Refer to most recent fiscal year (FY) screen/selection board NAVADMIN for changing rate/competitive group deadline. Otherwise, the candidate will be considered in the prior rate/competitive group.

(2) E-8 and E-9 candidates are designated SBE or SEM-eligible based on commanding officer (CO) or officer in charge (OIC) recommendation and time in rate (TIR) eligibility. Selection boards are convened annually by CHNAVPERS. Refer to most recent FY selection board NAVADMIN for latest advancement policy updates.

f. SEM. SEM includes two phases that will result in advancement. In the first phase, all eligible E-7, E-8, and E-9 candidates will be reviewed by a selection board. The selection board for screening will operate in the same manner as the selection boards for advancement. In the second phase, the list of successfully screened E-7, E-8, and E-9 candidates will be eligible to apply for positions in the next pay grade. To advance to the next pay grade, successfully screened E-7, E-8, and E-9 candidates must be aligned to a billet in the next higher pay grade via MyNavy Assignment (MNA). Refer to chapter 13 for additional information regarding SEM.

g. Enlisted SSB. SSBs may be approved for candidates who have demonstrated they were precluded from consideration at the selection board or were considered at the selection board in the incorrect rate/competitive group, and the administrative error was beyond the candidate's control and not the direct or indirect result of their error, delay, or omission. All requests for SSBs must be received by PERS-803 no later than 2 years after the date the contested board results were made public. Requests received more than 2 years after the date the contested board results were made public will be treated as untimely and will normally be denied by Deputy Chief of Naval Personnel. A request beyond the 2-year requirement will be considered if justification is provided for the delay (Board for Correction of Naval Records (BCNR) or inspector general (IG) action). However, it may ultimately be denied if the reason for the delay is due to late submission of the initial BCNR or IG request. Refer to chapter 11 for additional information regarding SSB.

h. E-6 Taking E-7 Exams for LDO Consideration. E-6 personnel must pass the E-7 exam prior to submitting a package for the LDO selection board. OPNAVINST 1420.1B provides information on selection of senior enlisted personnel for appointments to commissioned officer status. Refer to paragraph 614 of this manual and the most recent NAVADMIN for LDO candidates pending deployment to or are deployed and operating in congressionally-designated combat zones and approved congressionally-designated combat zones and approved contingency operation areas (CDCZ/ACOA).

i. Other Methods of Advancement/Change in Rating. Special programs that provide for advancement/change in rating without participation in an NWAЕ are listed in table 1-3.

103. Responsibilities

a. CO and OIC Responsibilities. COs and OICs are responsible for the execution of the NEAS at the command level and will ensure strict adherence to current established guidelines, procedures, policies of NEAS, and this manual, including, but not limited to, the following:

(1) To properly administer NWAЕs and RKEs to recommended, eligible, and fully qualified candidates.

(2) To ensure verification of the examination status verification report (ESVR) for E-7, E-8, and E-9 candidates is completed as directed in the selection board NAVADMIN.

(3) To maintain proper security to prevent compromise of NWAЕ and RKE materials.

(4) To obtain and distribute NWAЕ and RKE materials. Some NWAЕ and RKE materials may be downloaded from Navy Credentialing Opportunities On-Line (COOL) and MyNavy portal.

Note: Advancement candidates will use the NWAЕ and RKE bibliography published by the Navy Advancement Center (NAC) as a single source for NWAЕ and RKE preparation. These bibliographies are NWAЕ and RKE-specific and are updated (as needed) by rating subject matter experts (SME). All other externally produced study guides and materials are not affiliated with NAC. Commands are not to develop, propagate, sponsor, or use exam study material other than the NAC-published bibliographies and exam topics.

(5) To ensure adherence to dates of NWAЕs and RKEs, deadlines for completion of requirements, and the requirement for routing and validating electronic enlisted advancement worksheets (EAW).

(6) To designate a command-level educational services officer (ESO) in writing. ESOs for NWAЕs and RKEs must be commissioned officers, E-7, E-8, or E-9s or designated civilians (GS-07 or senior) who hold the minimum clearance required to handle classified NWAЕs and RKEs for the ratings assigned to their command(s). Designated ESOs will be responsible under the CO for the following:

(a) Ordering, handling, accountability, and stowage of printed NWAЕs and RKEs.

(b) Access to electronic service records to act as the liaison between the command and NETPDC for corrections.

(c) Execution of the NEAS policies/procedures in this manual and end-to-end administration of the NWAЕ and RKE at the command-level.

(7) To forward NWAЕs and RKEs for those candidates on leave, temporary additional duty, or in a transient status because of permanent change of station (PCS) on the regularly scheduled NWAЕ or RKE administration date. Gaining commands, gaining or losing Sailors in a PCS status must ensure compliance with NEAS requirements including arrangements for administering NWAЕs or RKEs. Commands receiving transient Sailors will also ensure these exams are administered.

(8) Refer to paragraph 614 and the most current cycle NAVADMIN for guidance in administering NWAЕs and RKEs for candidates pending deployment to or deployed and operating in congressionally designated combat zones and approved contingency operations areas (CDCZ/ACOA).

(9) To ensure accuracy and completeness of Sailors' records (i.e., evaluations and awards posted to Navy Standard Integrated Personnel System (NSIPS), official military personnel file (OMPF), Navy Department Awards Web Services (NDAWS), performance summary record (PSR), etc.). Sailors E-6 through E-9 must follow guidance listed in MILPERSMAN 1616-040 regarding adverse matters.

(10) All NETPDC correspondence, including EAW post-examination administration comments (PAC), must include full name, exam rate, and ten-digit Department of Defense identification (DoD ID) number to identify assigned personnel.

(11) Sailors who are eligible for advancement are not required to participate in exam administration cycles. However, to optimize examination cycle statistics, maximum participation and best effort in answering each question are recommended. Additionally, Sailors can better their advancement opportunity by participating in each exam administration cycle. Sailors who refuse to take the NWAE or RKE must sign a permanent NAVPERS 1070/613 Administrative Remarks statement acknowledging their refusal to take the exam. The CO, OIC, or their designated representative must witness the Sailors' signature on NAVPERS 1070/613.

(a) NWAE: "You are being advised that your decision not to participate in cycle XXX will render you ineligible for advancement. You will remain at the current pay grade until you meet the requirements of a subsequent exam administration cycle."

(b) RKE: "You are being advised that your decision not to participate in cycle XXX will render you ineligible for advancement. You will remain at the current pay grade until you meet the requirements of a subsequent exam administration cycle" or "I have previously participated and passed cycle XXX and do not wish to participate in cycle XXX. I am hereby acknowledging and accepting my standard score from cycle XXX."

(12) To execute BBA Advancements: to effect CA2P and ARA in line with chapter 13.

b. NETPDC Responsibilities. NETPDC Navy Advancement Center (N3) has the following responsibilities:

(1) To develop, produce, and distribute NWAEs and RKEs to support rank-ordering candidates who are fully qualified for advancement;

(2) To maintain candidate records of NWAEs and RKEs, process NWAE and RKE answer sheets, and determine standard scores and FMS;

(3) To publish SBE, SEM-eligible, and NWAE advancement results;

(4) To provide exam cycle data in support of RKE and SEM advancement determinations;

(5) To act as rate change authorization (RCA) issuing authority for E-5 and E-6 NWAE advancement results and E-7 through E-9 selection board results.

(6) To collect and analyze NWAE and RKE statistical data to continually validate the advancement system.

(7) To maintain the official NEAS records, consisting of exam-related data, historical records of advancement candidate demographic data, individual examination answer sheet responses, profile sheet information, and any other relevant data and analysis results, as required to respond to inquiries from Sailors and higher authorities.

(8) To publish NWAE and RKE materials.

(9) To facilitate advancement-related events.

(10) To provide selected fleet SME schedules, forms, and security documents necessary to participate in advancement exam readiness reviews (AERR). Rating SMEs will create and review questions used to develop NWAEs and RKEs, as well as review other examination-related products.

(11) To be included as a member of all advancement policy related working groups.

c. Type Commanders (TYCOM) and Resource Sponsors Responsibilities. TYCOMs and resource sponsors have the following responsibilities:

(1) To recruit and select highly qualified rating fleet SMEs for AERR panels. The TYCOMS and resource sponsors will provide NETPDC N3 with their nomination and selection of highly qualified rating SMEs, who ensure broad coverage of rating-specific criteria (e.g., platform diversity, geographic distribution, and skill set/Navy enlisted classification (NEC)) for participation in advancement-related events.

(2) To inform NETPDC N3 of any major changes within the ratings for which they are responsible. Those changes include, but are not limited to, reference updates, equipment and technology changes, manning shifts, training modifications, and other activities that have the potential to impact advancement exam content.

d. Individual Sailor. All Sailors are responsible for reviewing their electronic records and EAWs for completeness and accuracy. Sailors are required to take the proactive steps necessary to inform their chain of command for assistance (as appropriate) to correct discrepancies.

104. Exception to Policy (ETP). COs and OICs may request an ETP for candidates as set forth in this manual. All ETP requests must be addressed to the Director, Military Personnel Plans and Policy (N13). Direct. Adherence to guidelines set forth in this manual will alleviate the need for ETPs.

a. SEM ETPs. SEM 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 as the authority to disapprove requests.

(1) ETPs for SEM should address either a pay grade substitution or training requirement exception that impacts operational readiness for current mission.

(2) Upon receipt through adjudication of ETP, Sailor will not be able to compete in the SEM. The billet listed in the ETP will be reserved and therefore not be advertised until adjudication.

b. All Other ETPs. Examples of reasons for requesting an ETP include the inability to participate in an exam, mishandled or lost completed answer sheets, those Sailors who were not properly validated for SBE and early promote (EP) TIR waiver, missed cycle due to assignment in an authorized CDCZ/ACOA, and or posthumous advancement which deviates from policy outlined in chapter 9 of this manual.

Note: The standard score comparison policy in chapter 6 is not applicable for the E-5 and E-6 active duty exam rates in the BBA construct.

c. EAW PAC function in NSIPS is the primary method to address discrepancies that often lead to ETP requests. Proper planning, execution, and use of the EAW PAC process will significantly minimize the need for an ETP.

d. ETPs must be submitted at the earliest opportunity after identifying the discrepancy. Refer to subparagraph 706a for advancement cycle limiting dates. The ETP submission deadline is 6 months after the advancement cycle limiting date. ETP requests submitted later than 6 months after the advancement cycle limiting date requires a BCNR submission.

e. E-7 ETP requests must be received 4 weeks prior to the regularly scheduled E-7 selection board. Refer to the current E-7 selection board NAVADMIN for selection board dates.

f. Address ETP requests with applicable supporting documentation enclosures to OPNAV N13. The primary and preferred method of ETP submission is via e-mail to NXAG_N132C@navy.mil. The secondary method of submission is via mail to the following address: Director, Military Personnel Plans and Policy (N13), 701 South Courthouse Road, Arlington, VA 22204. Submit ETPs using the format (modified for specific ETP submission) in figure 1-1.

g. Multiple personnel that require the same type of ETP may be submitted in one request, providing there is sufficient justification. Different types of ETPs must be sent via separate requests and cannot be combined. ETPs for professional military knowledge eligibility exam (PMK-EE) or enlisted leader development (ELD) requirements must clearly explain why a Sailor had no opportunity to complete it on time or why he or she did not know about this established Navy requirement.

From: Commanding Officer, USS DECATUR (DDG 73)
To: Office of the Chief of Naval Operations, Military Personnel Plans and Policy
OPNAV (N13)

Subj: EXCEPTION TO POLICY REQUEST IN THE CASE OF BM1 JOE A SMITH, USN
(or command name and number of members)

Ref: (a) BUPERSINST 1430.16H

Encl: (1) Enclosures as needed, but at minimum must include EAW for applicable cycle(s)
addressed in ETP
(2) EAW PAC (if applicable)

1. Enclosures (1) and (2) are forwarded for consideration
 - a. Cycle(s) addressed in ETP
 - b. Full name and DoD ID (for each member if multiple members)
 - c. Present rate(s) and exam rate(s)
 - d. EAW(s)
2. (Reason and background for request. Be specific and concise as to what is being requested in the ETP and include all details needed to make a determination). Example of requests: Request cycle 271 standard score comparison to cycle 268 for missed exam; request (E-7) selection board eligibility (SBE) waiver for missed cycle 270 E-7 exam.
3. Command point of contact for this matter is PSC Jane M. Sample who can be reached at COM: (XXX) XXX-XXXX or e-mail: jane.m.sample.mil@us.navy.mil.

I. M. SKIPPER

Copy to:
As needed

Figure 1-1 Sample Exception to Policy Request

CHAPTER 2

ELIGIBILITY REQUIREMENTS

200. Commanding Officer (CO) and Officer in Charge (OIC) Recommendation. The CO/OIC recommendation is the most important advancement eligibility requirement. The most recent evaluation is the sole source of recommendation for advancement. CO's and OIC's recommendations for advancement cannot be delegated. Newly reported personnel who have been recommended for advancement by their previous CO or OIC and are otherwise eligible for advancement may participate in the regularly scheduled Navy-wide advancement examination (NWAE) or rating knowledge examinations (RKE). Advancement may be withheld for cause, but not for lack of observation. A CO and or OIC may withhold or withdraw a recommendation for advancement per paragraph 722.

201. General Eligibility Requirements. Candidates must meet general eligibility requirements prior to the regularly scheduled exam administration dates as directed in the cycle naval administrative message (NAVADMIN).

a. Time in Rate (TIR). Basic TIR requirements are shown in table 2-1 for Sailors exempt from billet-based advancement (BBA). TIR date assignments are described in detail in subparagraph 212b.

PAY GRADE	E-1 to E-2	E-2 to E-3	E-3 to E-4	E-4 to E-5	E-5 to E-6	E-6 to E-7	E-7 to E-8	E-8 to E-9
TIR	9 Months		6 Months	12 Months	36 Months *Refer to subparagraph 212e for early promote (EP) waivers.			

Table 2-1 Basic TIR Requirements

Note: Sailors in the nuclear, advanced technical, and electronic fields who obligate additional service in order to advance to E-4 will advance in accordance with TIR requirements. Additionally, Sailors in the Professional Apprenticeship Career Track (PACT) Program will continue to earn rating designations and advancement to E-4 in line with the PACT Program requirements. Refer to table 7-4 for E-2, E-3, and E-4 TIS requirements for all other apprentice Sailors.

b. High Year Tenure (HYT). Unless superseded by most recent HYT or cycle NAVADMIN, MILPERSMAN 1160-120, or MILPERSMAN 1160-135 HYT, date for E-5 and E-6 candidates must exceed the terminal eligibility date (TED) outlined in paragraph 212 or approved HYT waiver must be prior to the first day of the examination month to be considered as an eligible candidate for each exam cycle. For E-7 through E-9 candidates, HYT date must be

on or after the first day of the exam administration cycle or approved HYT waiver must be prior to the board convening for consideration as an eligible candidate. For E-7 candidates, the first day of the exam administration cycle is 1 September of the year of the exam. For E-8 and E-9 candidates, the first day of the administration cycle is 1 July of the year of the board.

c. Professional Military Knowledge Eligibility Exam (PMK-EE). PMK-EE serves as an eligibility requirement to take an NWAEE or RKE for advancement to the pay grades of E-5 through E-7 or if taking an exam for participation in the Limited Duty Officer (LDO) Program. Sailors who are competing for advancement through a program (e.g., Meritorious Advancement Program) that does not require them to take an exam to advance, must successfully complete PMK-EE for the next-higher pay grade prior to advancing. PMK-EE completion deadline dates are shown in table 2-2. There is no pay grade requirement for completing PMK-EE for E-5 through E-7 (e.g., an E-3 Sailor can complete PMK-EE for E-5 through E-7 at any time). Successful completion of a PMK-EE per pay grade is only required once per pay grade.

Note: New E-4 accession Sailors who have recently graduated from “A” and or “C” school and are TIR eligible for advancement to E-5 must complete the PMK-EE as a mandatory E-5 exam eligibility requirement following the PMK-EE deadlines in table 2-2. Sailors advanced via TIS are not considered new accession Sailors.

d. Enlisted Leader Development (ELD). ELD Course completion is a requirement to take an NWAEE or RKE for E-6 and E-7 or if taking an exam for participation in the LDO Program as well as a requirement to be eligible for selection to E-8. ELD courses for Sailors in the pay grade of E-4 will still be available, but not a requirement for eligibility to advance to the pay grade of E-5. Refer to table 2-2 and table 2-3 for ELD course titles and completion deadlines. All ELD courses are meant to be attended once a Sailor is wearing the applicable rate and cannot be completed prior to being frocked or advanced.

EXAM PAY GRADE	STATUS	EXAM MONTH	PMK-EE COMPLETION DEADLINE	ELD COMPLETION DEADLINE
E-7	Active Duty (AD)/ Training and Administration of the Navy Reserve (TAR)	January	30 November of the previous year	31 December of the previous year
E-5 through E-7	Selected Reserves (SELRES)	February	31 December of the previous year	31 January of the same year
E-5 through E-6	AD/TAR	March	31 January of the same year	28 (or 29) February of the same year
E-5 through E-6	SELRES	August	30 June of the same year	31 July of the same year
E-5 through E-6	AD/TAR	September	31 July of the same year	31 August of the same year

Table 2-2 PMK-EE/ELD Required Completion Dates

Note: Refer to selection board NAVADMIN for Chief Petty Officer (CPO) Leadership Development Course (LDC) completion deadline for advancement to E-8.

Present Pay Grade	Course Title
E-3 and E-4	Foundational Leader Development Course (FLDC)
E-5	Intermediate Leader Development Course (ILDC)
E-6	Advanced Leader Development Course (ALDC)
E-7	Chief Petty Officer Leader Development Course (CPO-LDC)

Table 2-3 ELD Course by Pay Grade

Note: Naval Special Warfare (NSW) Course Equivalency. Special warfare operator (SO) and special boat operator (SB) Sailors in the pay grade of E-6 may complete the NSW Leading Petty Officer (LPO) or Naval Special Warfare Development Group (NSWDG) LPO Courses in lieu of ALDC. Further, SO and SB Sailors in the pay grade of E-7 may complete the NSW Platoon Leader or NSWDG Team Leader Courses in lieu of the CPO-LDC Course.

e. Senior Enlisted Academy (SEA). SEA Course completion is a prerequisite to be selection board eligible (SBE) for E-9. Sailors who have completed the course should verify their electronic service record (ESR) has been updated with the 8SEA Navy enlisted classification (NEC). If NEC 8SEA does not reflect in the ESR of an E-9 candidate, the requisite course completion certificate must be made available to Navy Personnel Command (NAVPERSCOM) Career Progression Eligibility Branch (PERS-802) via e-mail and the board president via letter to the board (LTB). LTBS are not made available to PERS-802. Failure to send the requisite course completion certificate to PERS-802 and to the board president via LTB will result in a candidate being not considered by the selection board.

f. Significant Problems or Progressing Evaluations. Any candidate with a most-recent evaluation with promotion recommendation of “Significant Problems” or “Progressing” is not eligible to participate in an NWAE, RKE, or selection board for advancement consideration to E-7 through E-9.

g. Senior Enlisted Continuation Board (SECB) or Enlisted Retention Board (ERB). Sailors not selected to continue from an SECB or ERB are ineligible for advancement. SECB and ERB fiscal year guidance (if applicable) will be issued via NAVADMIN.

h. Branch Class (BRCL) and Special Program Indicator (SPI) Code. TAR and SELRES Sailors on active duty must have an SPI code. SPI for BRCL 32 Sailors must be verified via the Billet-Based Distribution (BBD) System. BRCL 32 with a blank SPI code is invalid. Commands must correct the error via Navy Standard Integrated Personnel System (NSIPS) or the Sailor may seek relief by petitioning the Board for Correction of Naval Records (BCNR). Sailors whose SPI codes are invalid as of the E-7 through E-9 board convening dates will be invalidated.

202. Path of Advancement. Path of advancement is that path from E-1 through E-9 per NAVPERS 18068F Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards. Specific notes concerning path of advancement for PACT and rating conversion are provided in the following paragraphs:

a. Personnel who have changed ratings are eligible for NWAE or RKE participation in the new rating only if conversion was effective prior to the regularly scheduled exam administration date. Rating change deadlines for board participation are provided in the board NAVADMINS.

b. Personnel who are assigned to an “A” school as a student during the regular exam administration date are not authorized to participate in the exam administration cycle. (Refer to paragraph 210).

c. Personnel who have the nuclear NEC removed remain ineligible for advancement until released from the Nuclear Community and converted to a new rating, thereby restoring the path of advancement.

d. Personnel who are undergoing forced conversion are not authorized to participate in the exam administration cycle.

Note: For rating conversions in the same pay grade, enter the actual date of designation on NAVPERS 1070/613 Administrative Remarks via NSIPS only. Due to system information exchange complications, updates to the enlisted master file (EMF) or the Inactive Manpower and Personnel Management Information System (IMAPMIS) on the date of rate (DOR) should not be made. Entries should reflect original effective date of pay grade to prevent pay errors.

e. COs and OICs of Naval Education and Training Command (NETC) training activities will designate personnel who have graduated from Class “A” school to include PACT personnel. Designation of all other PACT personnel will be authorized by the enlisted community manager.

f. Career Waypoints qualification and Career Exploration Module provides this information. Strict adherence to directives is essential to prevent ineligible personnel from participating in exam cycles and to avoid invalidation of their exam.

203. Special Requirements of Certain Rates and Ratings

a. Security Requirements. Candidates in a rating requiring a security clearance as listed in table 2-4 must have a favorable investigation adjudication issued by the Defense Counterintelligence and Security Agency Central Adjudication Service (DCSA CAS) and it must be reflected properly in Defense Information System for Security (DISS) prior to the first day of the month of the regularly scheduled exam for E-5 and E-6 candidates and prior to board convening for E-7 through E-9 candidates. If the candidate’s CO grants an interim clearance, DISS must also be updated prior to first day of the month of the regularly scheduled exam for

E-5 through E-7 candidates and prior to board convening for E-8 and E-9 candidates. Candidates who have a clearance must maintain that clearance eligibility. If clearance is revoked, exam participation or board eligibility is not authorized until the discrepancy is corrected. An eligibility determination of "No Determination Made" constitutes an unfavorable adjudication. For a CO to grant interim access, the procedures in section 9-4 of SECNAV M-5510.30 Navy Personnel Security Program Manual must be followed. Unlike Top Secret, Secret, and Confidential interim clearances, per SECNAV M-5510.30, COs cannot grant temporary access for sensitive compartmented information (SCI). Temporary access for SCI may only be granted by DCSA CAS. SCI exams are only administered to the CTI, CTR, and CWT ratings.

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; all nuclear and submarine ratings.

Table 2-4 Ratings and Programs Requiring Security Clearance Eligibility/U.S. Citizenship

b. Citizenship Requirements. Certain rates and ratings require access to classified information. Therefore, immigrant aliens are not permitted entry into these ratings unless final naturalization proceedings are complete and citizenship is granted. Bureau of Naval Personnel Enlisted Community Management Branch (BUPERS-312) determines which rates and ratings (including related service rating or rating designation) require access to classified information and therefore U.S. citizenship (see table 2-4). Cycle records will be invalidated if a candidate participates in an examination for one of these rates or ratings without citizenship. Candidates in one of these rates or ratings are ineligible for selection boards without citizenship.

c. Special Requirements for the Air Traffic Controller (AC) Rating. All ACs must possess a valid Federal Aviation Administration (FAA) 7220-1, Air Traffic Control Specialist (ATCS) Certificate. They must also meet requirements established in NAVMED P-117 Manual of the Medical Department (MANMED) prior to advancement or laterally changing to the AC rating. The FAA 7220-1 will not be under suspension, nor will the annual physical be more than 12 months old. Members who have requested a waiver of medical standards by Navy Aerospace Medical Institute (NAMI) will remain eligible for advancement until adjudication of waiver request. Per NAVAIR 00-80T-114, ACs who have had their ATCS Certificate revoked by Naval Airspace and Air Traffic Control Standards and Evaluation Agency or are not physically-qualified (NPQ), as defined by NAVMED P-117 or are without a waiver of medical standards from NAMI, are not eligible for an exam, consideration by selection board, or advancement in the AC rating.

d. Special Requirements for the Naval Aircrewman (AW) Rating. All AWs must maintain aeromedical clearance and possess a current DD 2992 Medical Recommendation for Flying or Special Operational Duty. They must also meet medically unrestricted duty and aeromedical clearance requirements in NAVMED P-117 (MANMED) prior to advancement or lateral

conversion to the AW rating. Aircrew members who are no longer eligible for duty involving flight (i.e., duty involving flying/crewmember) and are revoked or removed per BUPERSINST 1326.4 and MILPERSMAN 1220-010 are not eligible for participation in a rating exam, consideration by a selection board, or advancement in any AW rating. Members who are awaiting a waiver of medical standards by NAMI will remain eligible to participate in an advancement exam or be eligible for a selection board but will not advance to the next pay grade until adjudication of waiver request. AWs who are considered by NAMI as NPQ and a waiver is not recommended are not eligible for participation in a rating exam, advancement selection board, or advancement in the AW rating.

e. Special Physical Requirements. NAVPERS 15560D Naval Military Personnel Manual contains special physical requirements for certain rates and ratings, including PACT Sailors. Failure to meet these special physical requirements will result in an inability to compete for advancement.

f. Special Requirements for Submarine-Trained Ratings. Personnel assigned to submarine source ratings must be physically fully qualified for submarine duty per MILPERSMAN 1220-040 or those Sailors approved for the Limited Waiver Program per COMSUBLANT/COMSUBPACINST 1306.1 will be eligible for advancement up to E-7 only. Personnel in the process of rating conversion to a non-submarine rating are also eligible for advancement. Submarine Sailors that are designated in training for submarine qualifications are allowed to participate in an exam.

g. Special Requirements for Nuclear Ratings

(1) Submarine Sailors in nuclear ratings eligible for advancement to E-7 must hold a supervisor NEC (3363, 3364, 3365, 3366 or N13S, N14S, N15S, N16S) prior to the E-7 board convening date. Additionally, submarine nuclear-trained personnel must have qualified as engineering watch supervisor (EWS). Acceptable documentation of EWS qualification includes an evaluation with "EWS" or a letter from the member's command forwarded to the board via the member's LTB which certifies EWS qualification. It is the command's responsibility to request invalidation of those SBE Sailors that do not hold the required nuclear submarine NEC and EWS qualifications as required.

(2) Surface Sailors in nuclear ratings eligible for advancement to E-7 must hold a supervisor NEC (3393, 3394, 3395, 3396 or N23S, N24S, N25S, N26S) prior to the E-7 board convening date. Additionally, surface nuclear-trained personnel must have qualified as EWS or propulsion plant watch supervisor (PPWS). Acceptable documentation of EWS or PPWS qualification includes an evaluation with "EWS" or "PPWS" or a letter from the member's command forwarded to the board via the member's LTB which certifies EWS or PPWS qualification. It is the command's responsibility to request invalidation of those SBE Sailors that do not hold the required nuclear surface NEC and EWS/PPWS qualifications as required.

(3) N33Z is a secondary NEC awarded after a Sailor qualifies EWS or PPWS and will be used in conjunction with the Sailors primary NEC. For Sailors to be assigned the N33Z NEC, the following are required:

(a) Submit NAVPERS 1221/6 NEC Change Request signed by the CO or reactor officer (RO) on a carrier vessel (nuclear-powered) (CVN) requesting assignment of N33Z NEC and the associated effective date in YYMM format. By direction signatures are not authorized.

(b) The *effective date* is defined as the year and month of the Sailor's initial qualification of EWS or PPWS. The effective date must be annotated in block 12 of the NAVPERS 1221/6.

(c) COs or ROs on CVNs must verify the effective date of qualification prior to submitting NAVPERS 1221/6.

(d) For commands with multiple Sailors who are qualified EWS or PPWS, a single NAVPERS 1221/6 must be submitted with an attached letter signed by the CO or RO on CVNs. This letter will identify the applicable Sailors' names (last name, first name, middle initial), rates/ratings, Social Security number, and the qualification effective dates. *REF ATTACHED* must be entered in blocks 3, 4, and 5 of NAVPERS 1221/6.

(e) No other documentation is required to be submitted to OPNAV Nuclear Enlisted Community Manager (OPNAV N133D).

(4) The N33Z NEC will be managed during re-qualifications as follows:

(a) Sailors must nominally requalify within 6 months of reporting onboard a submarine or CVN.

(b) ROs on CVNs must determine the appropriate requalification time periods for personnel to qualify PPWS for those who previously qualified EWS on a submarine or a nuclear power training unit.

(c) The removal of N33Z should be recommended by a CO when the Sailor fails to requalify in the allotted time described in subparagraphs 4g(4)(a) or (b) above and after failing to complete any upgrade programs. In these cases, the CO must also address the disposition of the primary NEC (NEC N1XO/N2XO or N1XS/N2XS) of the Service member. The removal of the N33Z NEC does not require removal of the supervisor NEC of the Service member for E-6 and below personnel but will result in removal of all nuclear NECs for E-7 and above. COs are required to submit NAVPERS 1221/6 requesting removal of the N33Z.

(5) The removal of NEC N33Z should be recommended when the CO considers the Sailor no longer suitable to carry out the duties and responsibilities associated with the N33Z NEC. In these cases, the CO must also address the disposition of the primary NEC (NEC N1XO/N2XO or N1XS/N2XS) of Service members. The removal of the N33Z NEC does not require removal of the supervisor NEC of Service members for E-6 and below personnel but will result in removal of all nuclear NECs for E-7 and above. COs are required to submit NAVPERS 1221/6 requesting removal of the N33Z.

(6) Submarine Sailors in nuclear ratings eligible for advancement to E-8 must hold a supervisor NEC (3363, 3364, 3365, 3366 or N13S, N14S, N15S, N16S). Personnel must also hold a secondary NEC (3302 or N32Z) (qualified nuclear engineering department master chief (EDMC)). NAVPERS 1221/6 requesting a secondary NEC of 3302 or N32Z must be submitted to OPNAV N133 via the respective force EDMC per COMSUBLANT/ COMSUBPACINST 1552.20.

(7) Surface Sailors in nuclear ratings eligible for advancement to E-8 must hold a supervisor NEC (3393, 3394, 3395, 3396 or N23S, N24S, N25S, N26S).

(8) Submarine Sailors in nuclear ratings eligible for advancement to E-9 must hold a supervisor NEC (3363, 3364, 3365, and 3366 or N13S, N14S, N15S, N16S). Personnel must also hold secondary NEC 3302 or N32Z and have served or be currently serving as an EDMC of a submarine. Acceptable documentation of EDMC service for review by the selection board includes an evaluation with "EDMC" designation or a letter from the CO via the member providing dates of EDMC service. Sailors without EDMC service documented in their service record must submit documentation with their LTB providing dates of EDMC service.

(9) Surface Sailors in nuclear ratings eligible for advancement to E-9 must hold a supervisor NEC (3393, 3394, 3395, 3396 or N23S, N24S, N25S, N26S). Personnel must also hold the secondary NEC 3301 or N31Z (reactor department master chief (RDMC)). Personnel must also have served or are currently serving as a division leading chief petty officer (DLCPO) of a nuclear division at sea (reactor mechanical, reactor electrical, reactor controls, or reactor propulsion, reactor training division officer (RT DIVO) at sea, or leading crew chief (LCC) of a prototype). Senior chief petty officers who are billeted as RDMC in lieu of DLCPO are also eligible for advancement to master chief petty officer. Acceptable documentation of DLCPO, RT DIVO, LCC, or RDMC service for review by the selection board includes an evaluation with DLCPO, RT DIVO, LCC, or RDMC or a letter from the CO via the member to the board providing dates of DLCPO, RT DIVO, LCC, or RDMC service. Sailors without DLCPO, RT DIVO, LCC, or RDMC service documented in the service record must submit documentation with the LTB providing dates of DLCPO, RT DIVO, LCC, or RDMC service.

(10) Nuclear electronics technician (ETN), nuclear electrician's mate (EMN), and nuclear machinist's mate candidates will take nuclear-specific rating exams. The same exam will be administered to both the nuclear surface and submarine candidates.

(11) Candidates in the nuclear training pipeline on the regularly scheduled exam administration date will take respective nuclear examinations and compete in the "trainee" competitive group.

h. Special Requirements for Active Duty Naval Special Warfare (NSW) Personnel

(1) While SOs and SBs may complete ELD of courses for Sailors in the pay grade of E-6 may complete the NSW leading petty officer (LPO), or Naval Special Warfare Development Group (NSWDG) LPO courses in lieu of ALDC. Further, SO and SB Sailors in the pay grade of E-7 may complete the NSW Platoon Leader or NSWDG Team Leader Courses in lieu of the CPO-LDC Course.

(2) The NSW alternative final multiple score (AFMS) will be used to determine selection board eligibility for the SO and SB ratings. All TIR eligible SO and SB personnel must review and verify their AFMS worksheet in NSIPS prior to taking an E-7 exam. Refer to the applicable NSW advancement cycle instruction for further guidance.

(3) It is the command's responsibility to request advancement cycle invalidation for those NSW SBE Sailors that fail to maintain eligibility as required.

i. Special Requirements for Navy Diver (ND) Personnel

(1) It is the command's responsibility to request advancement cycle invalidation for those ND board eligible Sailors that fail to maintain eligibility as required.

(2) Sailors eligible for advancement to E-8 must hold the master diver NEC (MMDV).

j. Special Requirements for Explosive Ordnance Disposal (EOD) Personnel

(1) It is the command's responsibility to request advancement cycle invalidation for those EOD SBE Sailors that fail to maintain eligibility as required.

(2) Sailors awarded NEC M00A and rated EODSN are eligible for automatic advancement to E-4 upon meeting TIS requirements in line with MILPERSMAN 1510-030.

(3) Sailors rated EOD whose primary NEC is M00A are not eligible to advance to E-5.

k. Navy Counselor (NC) Exams. Administer Navy counselor recruiter (NCR) examinations to NCs holding NEC 800R or 801R and assigned to recruiting duty as a member of the Career Recruiting Force (CRF). Administer NCC exams to all other Navy counselors.

1. Aviation Electronics Technician (AT) Exams. Administer AT intermediate (ATI) exams for intermediate maintenance personnel or AT organizational (ATO) exams for organizational maintenance personnel. To ensure the best possible candidates are selected for CPO, ATI and ATO board eligible personnel are merged into one selection pool.

m. Special Requirements for Cryptologic Technician Interpretive (CTI) Personnel

(1) All CTI Sailors must have official documentation of current, passing scores (minimum L2/R2) on the Defense Language Proficiency Test (DLPT) in their primary assigned language to be eligible for participation in the advancement cycle. CTIs scoring L3/R3 or higher on the DLPT are required to test at least every 2 years. CTIs scoring below L3/R3 are required to be tested every year. CTIs whose scores have expired must possess a valid waiver from the OPNAV Navy Language, Regional Expertise, and Culture Office (OPNAV N13F) to be eligible for advancement.

(2) CTIs being advanced to E-4 must have current passing scores (or valid waiver) in their primary assigned language at the time of advancement.

(3) CTIs testing for E-5 and E-6 must have current, passing scores (or valid waiver) in their primary assigned language at the time of the exam, at frocking, and at time of advancement.

(4) CTIs testing for E-7 must have current passing scores (or valid waiver) in their primary assigned language at the time of the exam, at the LTB deadline, at frocking, and at time of advancement.

(5) CTIs being considered for E-8 and E-9 must have current passing scores (or valid waiver) in their primary assigned language at the time of the LTB deadline, at frocking and at time of advancement.

(6) All CTIs must have documented current passing scores (or valid waivers) in their primary assigned language to participate in the advancement cycle and to be considered by the board. There are three acceptable forms of score documentation: official evaluation with language scores and date, Navy Foreign Language Testing Office (NFLTO) memo submitted via LTB by candidate, or a memo from OPNAV N13F (limited cases) submitted via LTB by candidate.

n. Special Requirements for Missile Technician (MT) Personnel. Sailors in the MT rating eligible for advancement to E-8 must hold the strategic weapon system master chief NEC (T38A) prior to the E-8 board convening date.

o. Competitive Groups. Active candidates in the following ratings are separated into the following competitive groups:

- (1) CTI (E-5, E-6, E-7, or E-8)
 - (a) Group 1 - Middle East/North Africa
 - (b) Group 2 - East/Far East
 - (c) Group 3 - Latin/South America
 - (d) Group 4 - Eastern Europe
- (2) EMN, ETN, and MMN (E-5, E-6, E-7, E-8, or E-9)
 - (a) Group 1 – Submarine
 - (b) Group 2 – Surface
 - (c) Group 3 - Training (E-5 only)
- (3) Musician (MU) (E-7, E-8, or E-9)
 - (a) Group 1 - Premier Band
 - (b) Group 2 - Fleet Band
- (4) Navy Counselor (NC) (E-8 or E-9 also TAR)
 - (a) Group 1 - Career Recruiter Force
 - (b) Group 2 – Fleet

204. Required Service Schools. Satisfactory completion of the following advanced schools is mandatory for participation in an exam for eligibility for E-7 and for E-8 or E-9 selection boards:

<u>Rate</u>	<u>School</u>
AGC	Aerographers Mate Class C-1 Course and hold the 7412 NEC
MUCS	Unit Leader Course (ULC) (A-450-0012) or Advanced Musician Course (A-450-0014); superseded course: Ceremonial Conductor/Drum Major (A-450-0016); or Waiver of “C” School requirement (A-450-0012) by NAVPERSCOM Navy Music Program (PERS-4014)

Rate School

MUCM Advanced Musician Course (A-450-0014) or Waiver of “C” School requirement (A-450-0012) by NAVPERSCOM (PERS-4014)

205. Evaluation Completed in Appropriate Exam Administration Cycle. An in-rating evaluation must be completed within the inclusive computation period for the appropriate exam administration cycle. Refer to the applicable cycle NAVADMIN announcement or guidelines posted on the MyNavy HR Web site: <https://www.mynavyhr.navy.mil/References/Messages/>.

206. Medical or Disciplinary Status. Service members who are otherwise eligible for advancement to the pay grades of E-2, E-3, or E-4; participation in NWAEs or RKEs (E-5 through E-7); or eligible for E-8 and E-9 will not be disqualified by reason of special medical or disciplinary status. The following guidelines apply:

a. Hospitalized Personnel. Service members recommended and qualified for advancement or change in rating before hospitalization, if not the result of their own misconduct, may participate in an exam if deemed capable by the CO of the hospital.

b. Personnel Awaiting Medical Board Action. Service members undergoing treatment at a medical facility or awaiting action of a clinical board, medical survey board, or a physical evaluation or re-evaluation board may participate in an exam, provided the ongoing treatment or board action is not the result of member's own misconduct.

c. Personnel in Limited Duty (LIMDU) Status. Personnel in a LIMDU status may participate in an exam if otherwise qualified, provided the medical condition that necessitated placement in LIMDU status was not the result of member's own misconduct.

d. Personnel in a Disciplinary Status. Personnel in a disciplinary status may, if recommended by the CO or OIC, participate in an exam provided all other qualifications are met.

e. Navy Reservists in Records Review Status. Reserve personnel in records review status are not eligible for participation in an exam while in that status, but may be advanced, if otherwise qualified, as a result of previous exam participation, provided transfer to records review was not due to member's own misconduct.

f. Physical Readiness. Personnel must meet requirements of OPNAVINST 6110.1L Physical Readiness Program.

207. Commissioning Programs. Candidates selected for the Seaman to Admiral (STA-21) Program, Medical Enlisted Commissioning Program, Medical Service Corps In-service Procurement Program, and Judge Advocate General Corps In-service Procurement Program

remain eligible for advancement consideration, regardless if in an exam rating in the BBA construct. Sailors in these programs will be required to submit an ETP via chain of command to OPNAV N13 for advancement determination. Selection to any other officer commissioning program renders candidates ineligible. Commands are required to request those candidates be invalidated by PERS-802 and NAVPERSCOM Enlisted Administrative Board Branch (PERS-803). Per OPNAVINST 1220.1F, nuclear candidates will be assigned NEC N59X/N89X upon transfer of a nuclear propulsion plant operator to a non-nuclear billet at sea or ashore, or to duty under instruction including special college education programs. Therefore, nuclear candidates transferred to a STA-21 duty station will not be SBE. Limited duty officer (LDO)/chief warrant officer (CWO) will not be advanced unless reporting to the next higher eligible pay grade billet.

208. Selection Board Eligibility for Approved Transfer to Fleet Reserve (FLTRES) or Retired Reserve Requests

a. Voluntary Active Duty/Reserve Duty Transfer to the FLTRES (Retired List)/Retired Reserve (with or without pay)

(1) Members who have an approved voluntary FLTRES/retired request to NAVPERSCOM are not SBE. Voluntary FLTRES requests are those not mandated by HYT. Members remain SBE provided their HYT date for the present pay grade is on or after the first day of the exam administration cycle (1 July for E-8 and E-9 candidates and 1 September for E-7 candidates) unless superseded by most recent HYT or cycle NAVADMINs, MILPERSMAN 1160-120, or MILPERSMAN 1160-135. An approved voluntary FLTRES/retirement request must be successfully canceled or modified to an involuntary date prior to the board convening to render a candidate SBE.

(2) For SELRES E-6 personnel, eligibility for participation in an E-7 exam may be restored if the request or authority for transfer to the FLTRES/Retired Reserve is successfully canceled or modified to an involuntary date by proper authority prior to the administration of an E-7 exam.

b. Involuntary, Based on HYT, Active Duty/Reserve Duty Transfer to the FLTRES (Retired List)/Retired Reserve (with or without pay). Submissions based on HYT are involuntary. Active/Reserve members who have involuntarily submitted formal written requests for transfer to the FLTRES/Retired Reserve remain eligible for further advancement consideration.

(1) Personnel over the established HYT for their present pay grade on the first day of the exam administration cycle (1 July for E-8 and E-9 candidates and 1 September for E-7 candidates), unless superseded by most recent HYT or cycle NAVADMINs, MILPERSMAN 1160-120, or MILPERSMAN 1160-135, are ineligible for advancement and will not be considered by selection boards unless the member has received an HYT waiver which takes them beyond the first day of the exam administration cycle.

(2) Personnel who submit involuntary requests to transfer to the FLTRES/Retired Reserve remain eligible for advancement if they meet all other advancement requirements.

209. Documentation of Eligibility Requirements

a. Satisfaction of Eligibility. Eligibility requirements must be met for both exam administration and selection board (as applicable).

b. Waiver of Eligibility Requirements Deadline. Waiver requests must be approved by OPNAV N13 prior to regularly scheduled exam for E-5 through E-7 candidates and prior to board convening for E-8 through E-9 candidates. Examinations taken without prior approval will be invalidated.

210. Special Instructions for Exam Administration While Personnel are in Formal Training

a. Class "A" School Instruction

(1) PACT personnel who have an approved "A" school request are not authorized to participate in an exam for any other rating.

(2) PACT personnel attending class "A" schools for ratings that do not require completion of "A" school, per MILPERSMAN 1306-618, who are TIR eligible and recommended for advancement, provided they have not classed-up, may compete for advancement in that rating via an exam. This does not apply to members attending class "A" schools that are mandatory for entry into that rating.

b. Class "A" School Rating Conversion

(1) Personnel under instruction for rating conversion on regular exam scheduled date are prohibited from taking any examination.

(2) If otherwise qualified, personnel approved for class "A" school for rating conversion may compete for advancement in their present rating until their class convening date; however, if selected for advancement, a request must be submitted to PERS-803 for authority to affect the advancement to the next pay grade in the new rating.

(3) Personnel who have enlisted/reenlisted in an accelerated advancement program (6-Year, Basic Underwater Demolition/SEAL, etc.) with an associated or impending advancement to the next higher grade are prohibited from participating in an exam for that higher grade. This is to ensure that limited advancement quotas are not expended on those with guaranteed advancements.

(4) Personnel who have reenlisted under the STAR Program for a class "C" school with an associated or impending automatic advancement to the next higher pay grade may participate in an exam for that higher pay grade while they wait to begin "C" school. However, if selected for advancement from an exam and paid for the next higher pay grade, the Sailor will not subsequently be automatically advanced to the next higher pay grade upon completion of "C" school.

c. Class "A" Schools with Lengthy Training. Personnel in the pay grades of E-1 through E-5 who are ordered to a class "A" school that incorporates a lengthy course of instruction must be converted in rating at an equal pay grade after successful completion of the basic or A-1 phase of that course of instruction. MILPERSMAN 1440-010 outlines the authorized exceptions to this policy and specify those points during training at which rating conversion may be affected. Upon actual conversion to the new rating, members may compete for advancement in the new rating provided they are otherwise eligible.

d. CTI-Pipeline Instruction. Personnel currently rated as CTI are authorized to participate in an exam while under instruction at the Defense Language Institute (DLI) or the Apprentice Cryptologic Language Analyst (ACLA) Course provided all other eligibility requirements are met. Personnel converting to CTI in the pay grades of E-4 and E-5 under instruction at the DLI or the ACLA Course are authorized to participate in an exam in their present rating. Personnel in the pay grade of E-6 who are converting to CTI are not authorized to test for E-7 in present current rating and may test for E-7 once rated as CTI and all other eligibility requirements are met. Candidates must possess a Top Secret clearance and must have completed all other advancement requirements.

211. Satisfactory Participation in the Navy Reserve

a. To participate in an exam administration cycle, a member must be assigned to a unit with a drilling requirement and maintain satisfactory drill participation as defined in BUPERSINST 1001.39.

b. All SELRES and recalled reservists are required to take a SELRES exam. However, authority is granted for these candidates to be administered exams with the command's active duty candidates. Refer to subparagraph 401j for SELRES late administration.

c. Members in the Individual Ready Reserve (IRR) assigned to a voluntary training unit, except those assigned because of HYT, are eligible for advancement. IRR active status pool (ASP) members are eligible for advancement while in a mobilized status if they do not exceed HYT. IRR-ASP members selected for advancement will maintain advancement, even if they are released from active duty prior to being paid for the selected pay grade. TIR and time in grade calculations will be from date the member would have advanced had they remained on active duty.

212. Service Requirements and TED

a. TED. TED is the date to which a candidate's service in pay grade (SIPG) is computed for advancement purposes. TED is not to be used to establish eligibility for automatic advancements. TEDs for each exam administration cycle are shown in table 2-5.

Examination Month/Eligibility	Advancement to	TED
February/March	E-5 and E-6	1 July of the same year
August/September		1 January of the next year
November	E-8 and E-9	1 October of the next year
January/February	E-7	1 January of the next year

Table 2-5 TED Requirements

b. TIR Date Assignments

(1) TIR requirements are shown in table 2-1. The TIR date is the date from which a candidate's total service in pay grade is considered to have commenced for the purpose of computing eligibility for the next higher pay grade for NWAЕ candidates or for tracking purposes within the BBA construct. TIR dates are assigned as shown in table 2-6.

(2) Calculate TIR by comparing TIR date for current pay grade to current date (or to an “as of” date).

c. TIR Date Assignment for Personnel Returning/Recalled to Active Duty or Drilling Reserve Status

(1) TIR Date for Navy Veterans (NAVET), IRR, and Career Intermission Program (CIP) Participants with a Break in Service. Break in service is applicable for NAVETs not under a Navy contract at time of re-entry to Navy service, Navy reservists attached to the IRR, or CIP participants. NAVETs returning to active duty or to drilling reserve status in the same pay grade held at discharge, release, or transfer to IRR after a break in service in excess of 24 hours will have an adjusted TIR. IRR/CIP time will not be included for TIR re-computation. Actual effective DOR for NAVET/IRR/CIP will be the date of reentry on active duty or re-affiliation to drilling reserve status. Compute adjusted TIR for NAVET/CIP on NAVPERS 1070/613 and ensure proper electronic service record entries are completed. Forward a copy of the NAVPERS 1070/613 to PERS-803. Figure 2-1 is a NAVPERS 1070/613 using a sample entry computation. TIR for IRR will be from date the member would have advanced had they remained on active service per paragraph 211.

Pay Grade	Advanced or Entry During the Period	Assign TIR Date
E-1	Any period	Date of entry in Navy (same as active duty service date)
E-2 – E-3	1st - 16th of month	1st day of month in which advanced or enlisted/reenlisted on active duty or date of Reserve affiliation. (Refer to subparagraph 704a for effective date of advancement)
	17th - end of month	1st day of month following month in which advanced or enlisted/reenlisted on active duty or date of reserve affiliation. (Refer to subparagraph 704a for effective date of advancement)
E-4 – E-6	1 Jan - 30 Jun	1 January of current year
	1 Jul - 31 Dec	1 July of current year
E-7	1 Sep - 31 Aug	1 September of advancement cycle
E-8 – E-9	1 Jul - 30 Jun	1 July of advancement cycle
E-1 – E-9	Reduction in rate (RIR)	Actual date of RIR

Table 2-6 TIR Date Assignments

(2) TIR Date on Reporting to Active Duty from Drilling Navy Reserve Status in the Same Pay Grade Held as a Drilling Navy Reservist. Service member will retain the same TIR as held in the Drilling Navy Reserve if no break in service. If there is a break in service, forward a copy of the NAVPERS 1070/613 to PERS-803. Figure 2-1 is a NAVPERS 1070/613 using a sample entry computation.

(3) Other Service Veterans (OSVET) Entering Naval Service in the Same Pay Grade Held in Other Service. OSVETs entering the naval service in the same pay grade held in other Service will be credited TIR held in prior service. Compute and record adjusted TIR on NAVPERS 1070/613. Forward a copy of the NAVPERS 1070/613 to PERS-803. Figure 2-1 is a NAVPERS 1070/613 using a sample entry computation.

USS UNDERWAY (AOE 0)		
01 MAR 26 NAVET/OSVET/IRR/CIP TIR re-computation per BUPERSINST 1430.16H.		
Rate at last discharge/RELACDU/transfer to IRR:	BM2	
Rate upon reenlistment/reentry/re-affiliation:	BM2	
Date of last discharge/RELACDU/transfer to IRR:	24JAN12	
Date of reenlistment/reentry/affiliation:	26FEB04	
Date of advancement (FM DD-214/NAVPERS 1070/604):	22SEP16	
Previous TIR date:	22JUL01	
<u>COMPUTATION:</u>		
Date of reenlistment/reentry/re-affiliation:	260204	
Date after discharge/release/transfer to IRR:	-240113	
Broken service:	1200211	
Previous TIR:	2207012	
Broken Service:	<u>+1200211</u>	
Computed date of advancement (CDA):	240722	
Adjust TIR to appropriate date per table 2-6 = 01JUL2024		
T. A. SAILOR, LT, PERSOFF By direction of the Commanding Officer		
(Compute adjusted TIR on NAVPERS 1070/613 and forward a copy to NAVPERSCOM (PERS-803.)		
NAVY, HAZE GREY	XXX-XX-6789	USN

Figure 2-1 Sample NAVPERS 1070/613 Entry for NAVET/OSVET/IRR/CIP
TIR Same Pay Grade Recomputation

(4) TIR Date for NAVETs/OSVETs Who Return in Lower Pay Grade Than Previously Held on Release from Active Duty, Drilling Reserve Status or Other Service. If reduction is administrative in nature, the member will be credited with TIR for service previously held in lower pay grade. Forward a copy of the NAVPERS 1070/613 to PERS-803. Figure 2-2 is a NAVPERS 1070/613 using a sample entry computation.

USS UNDERWAY (AOE 0)	
<u>01 NOV 25</u> NAVET/OSVET TIR recomputation for members reduced in rank for administrative purposes only per BUPERSINST 1430.16H.	
Period of creditable service:	01 FEB 15 – 24 MAR 23
Made E-5: 16 FEB 18	TIR: 01 JAN 18
Made E-6: 16 AUG 21	TIR: 01 JUL 21
Enlisted USN E-5:	04 OCT 25
Re-computation:	
Previous E-6 TIR	210701
Previous E-5 TIR	- <u>180101</u>
	030600
Adjusted TIR:	
Re-entry date	251024
Computed E-5 TIR	- <u>030600</u>
	220424
Adjust TIR to appropriate date per table 2-6: 220101	
T. A. SAILOR, LT PERSOFF By direction of the Commanding Officer	
Compute adjusted TIR on NAVPERS 1070/613 and forward a copy to NAVPERSCOM (PERS-803)	
NAVY, HAZE GREY	XXX-XX-6789
	USN

Figure 2-2 Sample NAVPERS 1070/613 Entry For NAVET/OSVET TIR Lower Pay Grade Recomputation

d. Special Situations

(1) TIR Date for Fleet Reserve or Retired/Temporary Disability Retirement List (TDRL) Members Recalled to Active Duty. Fleet Reserve or retired/TDRL members who return to active duty in the same pay grade held on date of transfer to the Fleet Reserve or retired/TDRL lists are assigned a TIR date per paragraph 212.

(2) TIR Date Adjustment for Lost Time. Lost time in excess of 15 days as a result of unauthorized absence, sick-misconduct, misconduct, or confinement is not creditable in computing SIPG. When cumulative lost time is in excess of 15 days in the same pay grade, adjust TIR date by adding the number of days lost. Send a letter to NAVPERSCOM Records Analysis Branch (PERS-312) with substantiating documentation to correct the TIR date in the EMF.

(3) TIR for Prior Enlisted Personnel Disenrolled From Officer Candidate School (OCS). Enlisted personnel selected for OCS from the fleet who are subsequently disenrolled and returned to enlisted active duty status in the same pay grade held when removed from enlisted status will be assigned the same TIR date held before removal from enlisted status and will be assigned the effective date of return to enlisted status upon drop from OCS. Forward a copy of the NAVPERS 1070/613 to PERS-803 (see sample entry computation in figure 2-3 NAVPERS 1070/613).

USS UNDERWAY (AOE 0)		
<u>01 JUN 26</u> TIR re-computation for prior enlisted personnel disenrolled from OCS per BUPERSINST 1430.16H.		
Advanced to YN3: 16 APR 25	TIR: 01 JAN 25	
OCS Start Date:	20 NOV 25	
Disenrolled date:	10 MAY 26	
Return to enlisted status effective date:	20 MAY 26	
New dates are as follows:		
Effective date of YN3 (date of return):	20 MAY 26	
Corrected TIR date (date held previously):	01 JAN 25	
T. A. SAILOR, LT PERSOFF By direction of the Commanding Officer		
(Compute adjusted TIR on NAVPERS 1070/613 and forward a copy to NAVPERSCOM (PERS-803).)		
NAVY, HAZE GREY	XXX-XX-6789	USN

Figure 2-3 Sample NAVPERS 1070/613 For Returning OCS TIR

(4) TIR Date for an Authorized Lateral Conversion. Members with an authorized lateral conversion will retain the TIR date assigned on advancement to current pay grade in the original rating.

(5) TIR Date for Members Who are Reduced in Rate. TIR date for members reduced in rate as the result of disciplinary action is the date of reduction.

Note: Service members are not required to complete advancement requirements for the next higher pay grade (except for TIR) unless the requirement has not been completed previously or there is a new mandatory requirement.

(6) TIR Date Based on Legal or Administrative Action. Service members reduced in rate by their CO or OIC or higher authority as the result of disciplinary action are assigned a TIR date as follows:

(a) The Reduction is Set Aside or Mitigated. Date of rate and TIR is restored to original dates.

(b) Reinstatement to the Pay Grades of E-2, E-3, and E-4. COs and OICs have the authority to reinstate members to E-2, E-3, or E-4 after 6 months at their reduced pay grade without referral to higher authority. TIR is assigned per table 2-6 based on the date of reinstatement.

(c) Reduction is Suspended. A member placed in a suspended reduction status retains the original TIR date, unless the suspension is vacated.

(d) Restoration in Rate to E-5 and E-6. TIR date is assigned per table 2-6 based on the effective date of restoration.

Note: Refer to MILPERSMAN 1430-020 for restoration authority to the pay grades of E-5 and E-6.

(e) TIR Date for Service Members Reduced in Rate as the Result of Erroneous Advancement (e.g., incorrect information reported to Naval Education and Training Professional Development Center (NETPDC) on answer sheet). When a member is reduced in rate as the result of an erroneous advancement, the previous TIR date is reassigned.

(7) Waiver of TIR Requirements for Early Promote (EP) for Non-BBA and or Exempt Sailors. COs and OICs may waive up to 1 year of the required TIR for Sailors in the pay grades of E-5 and E-6 who received a promotion recommendation of EP on the most recent periodic evaluation in the current pay grade. Personnel authorized an EP TIR waiver under this paragraph must be identified as such when ordering exams per subparagraphs 400a and 400b and or by filling in "EP TIR WAIVER" on the answer sheet. "EP TIR Waiver (E-6 and E-7)" should also be selected in the "Special Circumstances" section when completing an enlisted advancement worksheet (EAW). EAW will have to be manually created. Failure to identify candidates who have been granted EP TIR waivers will result in invalidation of an exam due to insufficient TIR prior to publication of exam results. Letter extensions and "Not Observed" evaluations do not affect this waiver. E-6 Sailors who have been granted a TIR waiver and are SBE must ensure their most recent periodic evaluation with an EP is available to the selection board prior to the regularly scheduled board convened date.

(a) COs may authorize the EP TIR waiver for up to two consecutive exam cycles covered by the most recent periodic evaluation report. Each waiver must be provided via separate letter for each exam cycle.

Note: A special evaluation may be used under circumstances requiring early annual reporting (e.g., hull swap) when the early annual reporting was specifically authorized by NAVPERSCOM Performance Evaluation Division (PERS-32) and the special evaluation falls within 3 months of when the periodic evaluation is due.

(b) An EP recommendation received on a special, detachment of individual (transfer), or detachment of reporting senior evaluation does not negate the ability to receive an EP waiver if the most recent observed period evaluation reflects a promotion recommendation of EP. However, a special detachment of individual (transfer), or detachment of reporting senior evaluation cannot be used to establish eligibility for a TIR waiver.

Note: In no case may the EP TIR waiver exceed two consecutive exam cycles from the date of the most recent periodic evaluation.

(c) A Sailor recommended for EP on the most recent periodic evaluation who later receives a special, transfer, or detachment of reporting senior evaluation before the next exam administration cycle with a promotion recommendation of other than EP is no longer eligible for this waiver.

(d) The end of the reporting period of the periodic evaluation on which the waiver is based must be before the month in which the regular exam is normally scheduled to be administered.

(e) EP TIR waiver is granted at the discretion of the CO or OIC and must not be considered automatic for every Sailor who could qualify.

213. Exam Participation for LDO Application Purposes. Per OPNAVINST 1420.1B, E-6 personnel who meet the eligibility requirements for the LDO Program and have completed all requirements for E-7, but do not meet the minimum E-7 TIR requirements, and plan on submitting an LDO application, are authorized to participate in an E-7 exam for LDO consideration. Personnel must have served as an E-6 for at least 1 year computed from their E-6 TIR date to 1 October of the year the LDO application is submitted. CO or OIC written approval is required to take an exam for LDO application purposes. Candidates participating in an E-7 exam for LDO purposes must be identified as such when ordering exams per subparagraphs 400a and 400b and or by filling in “LDO CANDIDATE” on the answer sheet. “LDO Candidate (E-7)” should also be selected in the “Special Circumstances” section when completing an EAW. The EAW will have to be manually created.

Example: YN2 Smith is a selectee for YN1 from the March 2025 exam administration cycle. YN2’s TIR for E-6 is on 1 July 2025. She will complete 1 year as an E-6 on 1 July 2026 and is eligible to participate in the January 2026 CPO administration cycle for LDO application purposes if she submits an LDO application for 1 October 2026.

CHAPTER 3

NETPDC 1430/3 ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET)

This chapter provides specific guidance for completing and verifying NETPDC 1430/3 Advancement in Rate or Change of Rating (Worksheet). An example of the worksheet is shown in figure 3-1. This chapter additionally provides instructions for clearing exam administration cycle corrections and discrepancies.

300. Purpose and Preparation of the NETPDC 1430/3 (Worksheet). The automated worksheet process within Navy Standard Integrated Personnel System (NSIPS) provides electronic enlisted advancement worksheets (EAW), leveraging authoritative data and creating an EAW more streamlined and accurate eligibility verification process. While the electronic EAW in NSIPS is the official worksheet, paper copies are available for download on the Navy Enlisted Advancement System (NEAS) Web site to assist the education services officer (ESO) in the electronic process. ESOs are responsible for completion and verification of the EAW for each candidate participating in an exam administration cycle (E-5 through E-7), including Limited Duty Officer (LDO) Program candidates. To do so, ESOs must establish an NSIPS EAW ESO account through the submission of an OPNAV 5239/14 System Access Authorization Request Navy (SAAR-N). As the NSIPS EAW is a role-based system, commands should ensure that at least one individual is assigned to the ESO and assistant ESO (AESO) user roles at all times. ESOs and candidates should also use the EAW as a check-off list. The EAW or EAW data sheet may be used for transferring information to NETPDC 1430/2 Navy-Wide Advancement Examination Answer Sheet during exam administration.

a. ESOs are required to accurately validate, complete, and finalize all NSIPS-generated EAWs, either to be eligible or ineligible in preparation for exam administration (see paragraph 601).

Note: ESOs are responsible for ensuring that each candidate's worksheet is prepared and reviewed for accuracy prior to the member signing the worksheet. If an EAW was not created automatically, it is the responsibility of the ESO user roles to create one.

b. Each candidate participating in an exam administration cycle will have an ESO responsible for electronic EAW processing. Command reviewers can assist candidates with data verification and document upload once the EAW has been routed to the candidates. Candidates can review, verify, enter comments, and attach documents to the EAW, but candidates cannot edit the EAW.

c. For active duty/Training and Administration of the Reserve (TAR), the EAW worksheet will “close” (lock) 1 week after the exam date. For SELRES candidates, the worksheet will “close” on the last day of the exam administration month. After the EAW “closes,” no more edits can be made to the worksheet. EAW routing from the ESO user roles to the candidate, then back to the ESO user roles, should be completed prior to the “close” dates. Any changes discovered after EAWs “close” will require submission via the NSIPS EAW post-examination administration comments (PAC) process to the Navy Education and Training Professional Development Center (NETPDC) records administrator role.

d. Eligible candidates are to sign the routed EAWs prior to taking a Navy-wide advancement examination (NWAE) or rating knowledge examination.

e. Candidates will be provided with an EAW or EAW Data Sheet during exam administration.

f. ESOs will hold any paper version of EAWs created in a suspense file for 2 years for each respective exam administration cycle.

CUI (when filled in)

Refer to the Advancement Manual BUPERSINST 1430.16 Series Chapter 3 for information on filling out the Advancement in Rate or Change of Rate Worksheet.

ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET)
NETPDC 1430/3 (Rev 11-25)

1. NAME (Last, First Middle)		2. DoD ID NUMBER (10 Digits)		3. EXAM RATE	4. EXAM CYCLE	5. EXAM SERIAL NO	6. Special Circumstances	
							<input type="checkbox"/> LDO Candidate (E7) <input type="checkbox"/> PEP <input type="checkbox"/> EP TIR Waiver (E6/E7) <input type="checkbox"/> Exam Missed Due to IA (E5/E6) <input type="checkbox"/> IA Waiver Granted (E7) <input type="checkbox"/> BBA Marketplace	
7. AWARDS <small>(Max for E5 = 10; E6 = 12.)</small>	8. PMA (E5) or RSCA PMA (E6/E7)	9. EXAM DATE <small>(YYMMDD on answer sheet)</small>	10. EXAM RESULTS UIC	11. TIME IN GRADE (YYMM) <small>Drilling Reservist Time</small>	PRESENT RATE	PRESENT PAYGRADE	EXAM PAYGRADE	
				<small>(Same as DSPG)</small>				
DUTY STATUS	Branch/Class Group	HIGHEST DEGREE LEVEL	Served CDCZ/ACOA > 90 Days <input type="radio"/> Yes <input type="radio"/> N/A		PERMANENT DUTY STATION UIC	PERSONNEL UIC	EXAM UIC	
(A) TIME-IN-RATE COMPUTATION			(B) ACTIVE DUTY W/RESERVE TIR COMPUTATION			(C) HIGH YEAR TENURE COMPUTATION		
TED (YYMMDD) <input type="text"/>			SIPG (YYMM) <input type="text"/>			HYT (YYMMDD) <input type="text"/>		
(-) TIR (YYMMDD) <input type="text"/>			(+/-) DSPG (YYMM) <input type="text"/>			(-) ADSD/PEBD (YYMMDD) <input type="text"/>		
(=) SIPG/DSPG (YYMM) <input type="text"/>			(-) TIR (YYMM) <input type="text"/>			(=) LOS/DTIS (YYMM) <input type="text"/>		
<small>(TED - TIR = DSPG for SELRES cycles.)</small>			<small>(Computation for Sailors in Active Duty cycle with Drilling Reservist Time; Use only if TIR is not met.)</small>			<small>(HYT-PEBD=DTIS for SELRES cycles. HYT years found in MILPERSMAN 1160-120 and 1160-133.)</small>		
ELIGIBILITY CHECK								
CO/OIC RECOMMENDED		<input type="radio"/> Yes <input type="radio"/> No						
CURRENT EVAL PROBLEM		<input type="radio"/> Yes <input type="radio"/> No		<small>(Missing PMA/RSCA PMA or Current Eval of Significant Problems/Progressing)</small>				
TIR MET (BLOCKS A OR B)		<input type="radio"/> Yes <input type="radio"/> No						
HYT EXCEEDED (BLOCK C)		<input type="radio"/> Yes <input type="radio"/> No		IF YES, HYT WAIVED		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
EP TIR WAIVER (E6 & E7)		<input type="radio"/> Yes <input type="radio"/> No						
WARFARE QUALIFICATIONS MET		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A						
PMK-EE COMPLETED		<input type="radio"/> Yes <input type="radio"/> No		COURSE PAYGRADE		FINAL SCORE		
				<input type="text"/>		<input type="text"/>		
ELD COMPLETED		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		ELD COMPLETED DATE		MM/DD/YYYY		
				<input type="text"/>		<input type="text"/>		
SECURITY CLEARANCE MET		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		CURRENT CLEARANCE		<input type="text"/>		
				<input type="text"/>				
IF NO, INTERIM CLEARANCE MET		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		CURRENT AUTH DATE		MM/DD/YYYY		
				<input type="text"/>		<input type="text"/>		
CITIZENSHIP MET		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		IF NO, CITIZENSHIP WAIVED		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
				<input type="text"/>		<input type="text"/>		
LATERAL CONVERSION		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		EXAM RATE		<input type="text"/>		
				<input type="text"/>				
PRISE-R		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		EXAM RATE		<input type="text"/>		
				<input type="text"/>				
CWAY-PACT DESIGNATION		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		APPROVED RATING		APPROVED PATH		
				<input type="text"/>		<input type="text"/>		
CWAY REENLISTMENT		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		STATUS		<input type="text"/>		
				<input type="text"/>				
Other Method of Advancement <input type="text"/>								
Force Management Initiatives <input type="text"/>								
MEMBER'S ELIGIBILITY STATUS <input type="radio"/> Eligible <input type="radio"/> Not Eligible								
CANDIDATE/ESO SIGNATURE								
"I HEREBY VERIFY THE INFORMATION CONTAINED HEREON AND CERTIFY IT TO BE CORRECT."								
<input type="text"/>			<input type="text"/>			<input type="text"/>		
Signature of Candidate			Date			Signature of ESO		

CUI (when filled in)

Controlled by: Department of the Navy
CUI Category: PRIVCY, MIL
Distribution/Dissemination Control: FEDCON
POC: usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil

Figure 3-1 Example NETPDC 1430/3 Advancement in Rate or Change of Rating (Worksheet)

CUI (when filled in)

REFERENCES		Block 45 Eval Conversion		TED Requirements			RSCA Computation																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">TIR Requirements</th> </tr> <tr> <td>E4 to E5</td> <td>1 Yr</td> </tr> <tr> <td>E5 to E6</td> <td>3 Yrs</td> </tr> <tr> <td>E6 to E7</td> <td>3 Yrs</td> </tr> </table>		TIR Requirements		E4 to E5	1 Yr	E5 to E6	3 Yrs	E6 to E7	3 Yrs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Early Promote</td> <td>4.00</td> </tr> <tr> <td>Must Promote</td> <td>3.80</td> </tr> <tr> <td>Promotable</td> <td>3.60</td> </tr> <tr> <td>Progressing</td> <td>3.40</td> </tr> <tr> <td>Significant Problems</td> <td>2.00</td> </tr> </table>		Early Promote	4.00	Must Promote	3.80	Promotable	3.60	Progressing	3.40	Significant Problems	2.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Feb/Mar</td> <td rowspan="2">E5 thru E6</td> <td>1 Jul of the same year</td> </tr> <tr> <td>Aug/Sep</td> <td>1 Jan of the next year</td> </tr> <tr> <td>Jan/Feb</td> <td>E7</td> <td>1 Jan of the next year</td> </tr> </table>			Feb/Mar	E5 thru E6	1 Jul of the same year	Aug/Sep	1 Jan of the next year	Jan/Feb	E7	1 Jan of the next year	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Pts above RSCA</th> <th>RSCA Calculation</th> </tr> <tr> <td>0.05 to 0.19</td> <td>0.20</td> </tr> <tr> <td>0.20 to 0.34</td> <td>0.40</td> </tr> <tr> <td>0.35 to 0.49</td> <td>0.60</td> </tr> <tr> <td>0.50 to 0.64</td> <td>0.80</td> </tr> <tr> <td>0.65 to 0.79</td> <td>1.00</td> </tr> <tr> <td>0.80 to 0.94</td> <td>1.20</td> </tr> <tr> <td>0.95 to 1.09</td> <td>1.40</td> </tr> <tr> <td>1.10 to 1.24</td> <td>1.60</td> </tr> <tr> <td>1.25 or greater</td> <td>1.80</td> </tr> </table>		Pts above RSCA	RSCA Calculation	0.05 to 0.19	0.20	0.20 to 0.34	0.40	0.35 to 0.49	0.60	0.50 to 0.64	0.80	0.65 to 0.79	1.00	0.80 to 0.94	1.20	0.95 to 1.09	1.40	1.10 to 1.24	1.60	1.25 or greater	1.80
TIR Requirements																																																						
E4 to E5	1 Yr																																																					
E5 to E6	3 Yrs																																																					
E6 to E7	3 Yrs																																																					
Early Promote	4.00																																																					
Must Promote	3.80																																																					
Promotable	3.60																																																					
Progressing	3.40																																																					
Significant Problems	2.00																																																					
Feb/Mar	E5 thru E6	1 Jul of the same year																																																				
Aug/Sep		1 Jan of the next year																																																				
Jan/Feb	E7	1 Jan of the next year																																																				
Pts above RSCA	RSCA Calculation																																																					
0.05 to 0.19	0.20																																																					
0.20 to 0.34	0.40																																																					
0.35 to 0.49	0.60																																																					
0.50 to 0.64	0.80																																																					
0.65 to 0.79	1.00																																																					
0.80 to 0.94	1.20																																																					
0.95 to 1.09	1.40																																																					
1.10 to 1.24	1.60																																																					
1.25 or greater	1.80																																																					
<p>Note: Refer to current BBA guidance and each cycle NAVADMIN for specific TIR eligibility.</p>																																																						
COMMENTS																																																						
ESO																																																						
Candidate																																																						
Command																																																						
AWARD SUMMARY (Total of applicable award points transfer to Block 7; Max for E5 = 10; E6 = 12.)																																																						
Award Description	Merit Begin Date	Merit End Date	Issue Date	No. of Award Pts	Max Pts for Award																																																	
1.																																																						
2.																																																						
3.																																																						
4.																																																						
5.																																																						
6.																																																						
7.																																																						
8.																																																						
9.																																																						
10.																																																						
EVALUATION SUMMARY (PMA average or RSCA PMA average of applicable evals transfer to Block 8; round to 2 decimal places.)																																																						
Evaluation Type	Occasion for Report	NOB (Y/N)	Paygrade	From Date	To Date	Use for PMA (Y/N)	Recommendation	Eval Value																																														
1.																																																						
RSCA for E6/E7 candidates:				Points Above RSCA	RSCA Calculation	+ Eval = Value	RSCA Eval Value																																															
2.																																																						
RSCA for E6/E7 candidates:						+ Eval = Value																																																
3.																																																						
RSCA for E6/E7 candidates:						+ Eval = Value																																																
4.																																																						
RSCA for E6/E7 candidates:						+ Eval = Value																																																
5.																																																						
RSCA for E6/E7 candidates:						+ Eval = Value																																																

CUI (when filled in)

Figure 3-1 Example Advancement in Rate or Change of Rating (Worksheet) (Cont'd)

301. Name (Section 1). Verify the candidate's name (last, first, and middle) on the electronic EAW.
302. Department of Defense Identification (DoD ID) Number (Section 2). Verify the candidate's 10-digit DoD ID number on the electronic EAW. The DoD ID is located on the back of the candidate's common access card (CAC) and is also available on the NEAS Web site. Refer to appendix C for the NEAS uniform resource locator (URL).
303. Exam Rate (Section 3). Verify the three or four-digit examination rate on the electronic EAW for which the candidate is participating. Enter the service rating or examination specialty where applicable (e.g., ATI, NCC, etc.). (In all cases, the examination rate will be identical to the examination rate shown on the exam booklet.)
304. Exam Cycle (Section 4). Verify the three-digit exam cycle number on the electronic EAW is the appropriate exam cycle for the candidate to participate in.
305. Exam Serial Number (Section 5). On the electronic EAW, enter the seven-digit exam serial that appears in the upper right of the candidate's exam booklet. This field is not required for eligibility.
306. Special Circumstances (Section 6). If applicable, select only one of the following entries on the electronic EAW:
- a. Limited Duty Officer (LDO) Candidate (E-7). This selection is used to identify E-7 LDO candidates only. If the candidate is time in rate (TIR) eligible and is participating for both LDO and board review, do not check this selection.
 - b. Personnel Exchange Program (PEP). This selection is used to identify PEP candidates currently assigned to or within 2 years after completion of a PEP tour. Provided an exam standard score of 50 or greater has been achieved, members are required to participate in only one exam during a PEP assignment. Refer to OPNAVINST 5700.7J and MILPERSMAN 1306-921.
 - c. Early Promote (EP) TIR Waiver (E-6 and E-7). This selection is used to identify candidates in the pay grades of E-5 and E-6 who received a promotion recommendation of EP on their most recent periodic evaluation in their current pay grade. Commanding officers (CO) and officers in charge (OIC) may waive up to 1 year of the required TIR.
 - d. Exam Missed Due to Individual Augmentation (IA) (E-5 or E-6). This selection is used to identify IA candidates who are otherwise eligible in all respects to participate in an exam administration cycle and assigned in congressionally designated combat zones and approved contingency operation areas (CDCZ/ACOA) but are not able to take the exam and will participate in the next regularly scheduled exam upon return to their originating command.

e. IA Waiver Granted (E-7). This selection is used to identify IA candidates for whom the exam requirement to participate in the E-7 exam for board review or LDO purposes is waived. The candidate, active duty, TAR, or SELRES, must be assigned to an authorized CDCZ/ACOA and be fully eligible by the provisions of this paragraph, even if a location has been certified as conducive to examination administration.

f. Billet-Based Advancement (BBA) Marketplace. This selection is used to identify E-5 and -E-6 candidates who are in a BBA Marketplace exam rate.

307. Awards (Section 7). Enter and or verify the total number of award points on the electronic EAW. Award points are entered as a two-digit number. Enter points only for awards approved or earned prior to the day of the regularly scheduled exam. Awards with only a month/year date are presumed to have an ending date on the last day of the respective month. Maximum award points authorized are 10 points for E-5 candidates and 12 points for E-6 candidates. Award point values are provided in table 3-1 but may be updated in the EAW guidance sheet. For purposes of crediting awards points, awards made by other Department of War (DOW) organizations are equivalent to those awarded by the U.S. Navy.

Note 1: Do not add education points in this section. NETPDC will obtain education points from the Joint Service Transcript (JST) and those additional points will be identified separately from award points.

Note 2: A 2-point increase for candidates awarded individual augmentee points are no longer factored into the E-5 and E-6 final multiple score (FMS) computation.

Note 3: Award points are not included in the FMS computation for E-7 candidates.

<u>Award</u>	<u>Number Points/Awards</u>	<u>Notes</u>
Medal of Honor	10	
Navy Cross	5	
Distinguished Service Medal or Cross	4	
Silver Star Medal	4	
Legion of Merit	4	
Distinguished Flying Cross	4	
Navy and Marine Corps Medal	3	
Bronze Star Medal	3	
Purple Heart	3	
Defense Meritorious Service Medal	3	
Meritorious Service Medal	3	
Air Medal (Strike/Flight)	3 (max 1)	(1)
Joint Service Commendation Medal	3	
Navy and Marine Corps Commendation Medal	3	
Executive Letter of Commendation	2 (max 1)	(1)
Joint Service Achievement Medal	2	
Navy and Marine Corps Achievement Medal	2	
Combat Action Ribbon	2	
Gold Life Saving Medal	2	
Letter of Commendation (Flag/Senior Executive Service)	1 (max 2)	(1)
Other Awards		(2)

Table 3-1 Award Point Values

Notes for Award Point Values Shown in Table 3-1

Note 1. A maximum of two points for letters of commendation signed by a flag, general, or senior executive service (SES) officer will be credited to the awards factor for E-5 and E-6 candidates only. A letter must be specifically identified as a letter of commendation and must describe significant noteworthy commendable accomplishments (beyond the usual requirements of duty) or exceptional displays of energy, judgement, or initiative. Command or unit awards (e.g., Battle “E,” Golden Helm Award, Robert S. Gray Award, NEY Awards, Golden Oak Leaf Award, etc.) subsequently issued as individual letters of commendation do not qualify for award point credit. A distinction must be made between personnel letters or certificates signed by a flag, general, or SES officer in recognition and appreciation for a task or project and a letter of commendation, which is distinctly awarded as a personal citation. Normally, printed certificates will not meet the criteria for award-point credits. Certificates should be titled “Letter of Commendation.” Executive Letter of Commendation awarded by the President, Vice President, Secretary of Defense, Secretary of any U.S. Military Service, or military heads of any U.S. Military Service (two points). Gold and Silver Wreath awards signed by flag officers are considered letters of commendation. A maximum of three points for an individual’s Air Medal will be credited to the awards factor for E-5 and E-6 candidates, regardless of the number of strikes.

Note 2. A comprehensive list of awards may be found on the cycle Guidance Sheet found within NSIPS EAW module.

308. Performance Mark Average (PMA) (E-5) or Reporting Senior's Cumulative Average (RSCA) PMA (E-6 and E-7) (Section 8). Enter and or verify the three-digit PMA or RSCA PMA on the electronic EAW.

a. Computing the PMA and RSCA PMA. A PMA or RSCA PMA is required for each candidate, with the exception of E-8 and E-9 candidates and those E-7 PEP candidates who have already achieved an exam standard score of 50 or greater and have been identified as selection board eligible (SBE). E-7 PEP candidates who have participated in an exam but did not attain a standard score of 50 or greater must have an RSCA PMA for subsequent exam administration cycles until they achieve a standard score of 50 or greater. E-5 PEP candidates require a PMA and E-6 PEP candidates require an RSCA PMA for every exam administration cycle they are competing in.

(1) PMA for E-5 candidates is computed in EAW as follows: All applicable NAVPERS 1616/26 Evaluation Report & Counseling Record (E1-E6) (active/inactive) in the respective pay grade, including frocked, for the computation period announced in the respective cycle NAVADMIN will be electronically or manually entered in EAW. The evaluation values from block 45 (using below conversions) will be added together and divided by number of evaluations. PMA will be rounded to two decimal places.

(2) RSCA PMA for E-6 and E-7 candidates is computed in EAW as follows: All applicable NAVPERS 1616/26 (active/inactive) in the respective pay grade, including frocked, for the computation period announced in the respective cycle NAVADMIN will be electronically or manually entered in EAW. For each evaluation value from block 45 (using below conversion), within the PMA computation period, the RSCA value is subtracted from the individual trait average (ITA) value. If the difference is negative or 0.04 or less, no additional points are added to the evaluation value. If the difference is 0.05 or more above RSCA, additional RSCA calculation points (as indicated below) will be added to the evaluation value to get an RSCA evaluation value. Each of the RSCA evaluation values will be added together and divided by the number of evaluations to get the RSCA PMA (rounded to two decimal places). If the RSCA value is missing for any of the evaluations in the PMA of the exam administration cycle computation period, then RSCA PMA will be equal to 0.00 and will be considered a discrepancy until resolved by the command.

Note 1: Reporting seniors must incorporate their post summary group (PSG) RSCA score for E-5 and E-6 reports into evaluation block 43 as a required admin comment. In cases where the RSCA value documented in evaluation block 43 differs from the RSCA provided by NSIPS after an evaluation has been accepted and processed by Navy Personnel Command (NAVPERSCOM) Performance Evaluation Division (PERS-32), ESOs must use the NSIPS electronic service record (ESR) RSCA value when computing the RSCA PMA.

Note 2: RSCA for evaluations from previous commands or reporting seniors can be found in NSIPS in the performance section under the fitness report (FITREP)/evaluation link or at

BUPERS Online (BOL) in the *ODC, OSR, PSR, ESR* section under the Evaluations Summary (1996 to present) link.

Note 3: For BBA rating knowledge exam (RKE) participation, E-5 and E-6 candidates are required to have an in-grade or frocked CO or OIC recommendation for advancement periodic evaluation.

BLOCK 45 CONVERSION	
Early Promote	= 4.0
Must Promote	= 3.8
Promotable	= 3.6
Progressing	= 3.4
Significant Problems	= 2.0

RSCA CALCULATION POINTS	
Points Above RSCA	Additional RSCA Calculation Points
0.05 to 0.19	0.20
0.20 to 0.34	0.40
0.35 to 0.49	0.60
0.50 to 0.64	0.80
0.65 to 0.79	1.00
0.80 to 0.94	1.20
0.95 to 1.09	1.40
1.10 to 1.24	1.60
1.25 or greater	1.80

b. Regular Evaluations Not Available for Computing PMA and RSCA PMA. For NWAE candidates, prepare a special evaluation if a member's ESR does not contain an evaluation report in the correct pay grade or with an ending date during the period specified in the current examination cycle NAVADMIN. For special evaluations prepared as the single evaluation for computing PMA or RSCA PMA or for special evaluations for students undergoing instructions who do not have a regular evaluation for the computation period, mark all trait blocks in which members can reasonably be evaluated, including block 45. 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 (see subparagraph 1303a). For new accession candidates who have graduated from "A" school and are eligible for the upcoming NWAE and do not have a current evaluation in pay grade, a one-time PMA or RSCA PMA of 3.60 will be selected in EAW. This PMA or RSCA PMA will be

used solely for the current exam administration cycle and will not be utilized in future PMA or RSCA PMA computations. Do not include supplemental evaluations (evaluations covering the same period as evaluations previously submitted). If “not observed” evaluations or performance information memorandums (PIM) are the only available source for PMA or RSCA PMA computations, a special evaluation must be prepared. Exam participation is not authorized for personnel without a PMA or RSCA PMA. Special evaluations prepared for exam participation must have the following end dates:

- (1) 31 December for the January examination
- (2) 31 January for the SELRES February examination
- (3) 28/29 February for the March examination
- (4) 31 July for the SELRES August examination
- (5) 31 August for the September examination

Note: It is the ESOs responsibility to ensure PMA and RSCA PMA computations are completed prior to the first day of the month of the exam administration cycle. If PMA or RSCA PMA is not established prior to this date and candidate does not meet paragraph 308 exceptions above, the member is not eligible to participate in the exam administration exam cycle. Exemption to policy (ETP) submission will be required to correct PMA or RSCA PMA established after the first day of the month of the exam.

c. Evaluations **Not** to be Used to Compute PMA and RSCA PMA

- (1) Evaluations prepared on or after the first day of the month of regularly scheduled exam administration date,
- (2) Evaluations with an ending date that does not fall within the computation period of the applicable exam administration cycle,
- (3) Evaluations in a lower pay grade,
- (4) Annual training/active duty training evaluations for Navy reservists,
- (5) Evaluations prepared for the sole purpose of raising the PMA and RSCA PMA (where an evaluation is already available for computation),

(6) Letter supplements submitted after the first day of the month in which an exam is scheduled to be administered (see BUPERSINST 1610.10H),

(7) Evaluation marked “Not Observed” for regular and Career Intermission Program (CIP) candidates, and

(8) Special evaluations for RKE participation may not be used to establish initial eligibility or manipulate PMAs.

Note: Concurrent reports are submitted to PERS-32 and made part of the Service member’s official record. However, these types of reports are not to be included in the PMA and RSCA PMA computation unless marked “INDIV AUG” in Block 21 or the regular reporting senior countersigned the evaluation and made the report a regular report (the day-to-day continuity must be considered prior to making the report a regular report). Refer to BUPERSINST 1610.10H, chapter 4, for concurrent reports procedures.

PMA Computation Note

- SELRES evaluations may be used to compute PMA and RSCA PMA for active duty/TAR, provided they fall within the prescribed computation period for the applicable exam administration cycle.
- Active duty/TAR evaluations may be used to compute PMA and RSCA PMA for SELRES, provided they fall within the prescribed computation period for the applicable exam administration cycle.

309. Exam Date (Section 9). If different than listed, enter the date the exam is administered (YYMMDD) on the electronic EAW. For active duty/TAR, the EAW worksheet will “close” (lock) 1 week after the exam date. For SELRES candidates, the worksheet will “close” on the last day of the exam administration month.

310. Exam Results Unit Identification Code (UIC) (Section 10). Verify the five-character UIC of the command to which the candidate is attached on the electronic EAW. For those candidates scheduled for transfer, the EAW must be transferred to the gaining command.

311. Time in Grade (TIG) (Section 11). Verify drilling reservist time in years and months (YYMM) on the electronic EAW. This section is used for all SELRES candidates when drilling reserve time is used for TIR credit and only by active duty candidates with drilling reservist time. Active duty TIR and SELRES TIG in same pay grade is combined.

312. Sections (A) Through (C) and Eligibility Computations, Signatures, and Member’s Eligibility Status

a. Time-in-Rate Computation Section (A). Verify computation of TIR. Refer to current guidance and each cycle NAVADMIN for specific TIR eligibility.

- b. Active Duty with Reserve Time-in-Rate Computation Section (B). Verify computation of drilling reservist time for Sailors in an active duty exam administration cycle.
- c. High Year Tenure (HYT) Computation Section (C). Verify computation of HYT. Refer to current guidance and each cycle NAVADMIN for specific HYT eligibility.
- d. Eligibility Check. Verify or update all eligibility checks on the EAW. See figure 3-1 and chapter 2 for eligibility checks.
- e. Candidate and ESO Signature. Completion is required. Member and ESO must sign worksheet prior to taking an NWAEE or RKE. Sailors in disconnected operations without connectivity to NSIPS Web site should wet-sign a hard copy for the ESO or AESO to upload.
- f. Member's Eligibility Status. ESOs should select the member's eligibility status, click "Final ESO Verification of Eligibility," complete, and finalize the EAW.

Note: Paragraphs 301 to 312 will also be followed when filling out the paper version of the worksheet.

313. Correcting Answer Sheet Errors

a. Errors Discovered Prior to Transmittal of Answer Sheet Returns. When errors are discovered in sections 1 through 11 on the NETPDC 1430/2 (Answer Sheet), it is the command ESO's responsibility to ensure corrections are made prior to forwarding answer sheets to NETPDC Fleet Services Branch (N321). In some cases, the ESO will be able to directly correct the EAW data. However, changing some data fields may require changing data in an authoritative Navy personnel system that provides data to the EAW.

Note: If time allots and the authoritative data system has been updated, ESOs will use the EAW "Refresh" functionality to update the electronic EAW.

b. Errors Discovered After Answer Sheets are Forwarded. When errors are discovered after answer sheets are forwarded to NETPDC N321, correction requests must be submitted to the NETPDC Records Administrator via the NSIPS EAW [mailto:](#) PAC process. EAW PAC submissions must include CO or OIC letter of correction and all supporting documentation. See figure 3-2 for sample letter for corrections.

Note: Changes made in NEAS via NSIPS EAW PAC process will not correct the authoritative data source. ESOs must ensure members' authoritative data source records are also corrected.

c. Answer Sheets Received Without a PMA/RSCA PMA. The candidate's exam record will be invalidated after publication if PMA or RSCA PMA is blank or contains 0.00 and is not corrected.

d. PMA/RSCA PMA Corrections. Corrections to the PMA/RSCA PMA because of errors in computation may be made using the following guidelines:

(1) RSCA and RSCA PMA requests must be submitted to NETPDC Records Administrator via the NSIPS EAW PAC process. EAW PAC submissions must include CO or OIC letter of correction and all supporting documentation including copies of all applicable evaluations or NSIPS performance evaluation reports containing evaluations in present pay grade, ensuring the entire computation period is covered. If evaluations are not available for the entire computation period, provide written justification for the missing periods per BUPERSINST 1610.10H. CO or OIC letter of correction and supporting documentation must contain member's full name and DoD ID (see figure 3-2 for sample letter for corrections).

(2) For E-6 and E-7 candidates, a copy of the RSCA PMA calculator must also be submitted listing all applicable evaluations and RSCA calculations. A copy of RSCA PMA calculator Excel can be downloaded from the NEAS Web site.

(3) Special evaluations can be used to establish PMA and RSCA PMA in pay grade (for NWAE only). In no other circumstance can special evaluations be used for PMA and RSCA PMA computation, unless approved by NAVPERSCOM Enlisted Administrative Branch (PERS-803).

e. Award Points Correction. Award point correction requests must be submitted to NETPDC Records Administrator via the NSIPS EAW PAC process. EAW PAC submissions must include CO or OIC letter of correction and all supporting documentation including official documentation proving all award points which are being used for the calculation. Official documentation includes a copy of NAVPERS 1070/604 Enlisted Qualification History, NAVPERS 1070/880 Awards Record, DD-214 Discharge from Active Duty, NAVPERS 1070/613 Administrative Remarks, award certificate(s), and award citation(s) which properly identify the individual concerned and indicate all awards (including previously reported awards). Always submit the flag letter of commendations (FLOC) citation to ensure the FLOC is to the individual and not a command, unit, or team. CO letter, CO or OIC letter of correction, and all supporting documentation must contain member's full name and DoD ID. See figure 3-2 for sample letter for corrections.

314. Education Point Corrections. NETPDC will obtain education points from JST. Education point correction requests must be submitted to NETPDC Records Administrator via the NSIPS EAW PAC process. EAW PAC submissions must include CO or OIC letter of correction, all supporting documentation, and a copy of the transcript from JST indicating the degree type and date of completion. CO or OIC letter of correction and all supporting documentation must contain member's full name and DoD ID. See figure 3-2 for sample letter for corrections.

Note: Highest degree level awarded may be populated on the EAW. The authoritative data source is JST.

(Command Letterhead)	
	1430 Ser: Date
From: Commanding Officer, (command name)	
To: Commanding Officer, NETPDC (N321)	
SUBJ: SEPTEMBER 2025 (CYCLE 268)264 EXAMINATION CYCLE CORRECTIONS IN CASE OF ET2 GABRIEL A SEA XXXXXXXXXXXX	
REF: (a) BUPERSINST 1430.16H	
ENCL: (1) Periodic Evaluation 16MAR22 to 15MAR23 (2) Periodic Evaluation 16MAR23 to 15MAR24 (3) Transfer Evaluation 16MAR24 to 15FEB25 (4) Corrected RSCA PMA Calculator – ET2 SEA (5) NAVPERS 1070/880 (from awards section of ESR) (6) Copy of Navy Achievement Medal Citation dtd 30AUG25 (7) Flag Letter of Commendation Citation (8) Joint Service Transcript	
1. ET2 Sea has incorrect reporting senior's cumulative average (RSCA)-performance mark average (PMA), award, and education points on his profile sheet.	
2. Per reference (a), enclosures (1)-(44) are forwarded to correct the member's RSCA PMA to 4.00.	
3. Per reference (a), enclosures (5)-(757) are forwarded to correct the member's award points to 11.	
4. Per reference (a), enclosure (8) is forwarded to correct the member's education points to four.	
5. Our command point of contact is PSC Taylor A. Sail, (850)123-4567, e-mail: taylor.a.sail.mil@us.navy.mil .	

Figure 3-2 Sample Letter for Corrections

315. Early Identification of Candidates with Exam Cycle Discrepancies. To minimize discrepancies at the time of initial publication of exam administration results, NETPDC N321 will identify cycle record discrepancies on the NEAS Web site (refer to appendix C). The candidate's name, DoD ID, present rate, examination rate, and type of discrepancy will be included in the discrepancy report. Commands are highly encouraged to review their command discrepancy list once published. For a listing of exam discrepancies and corrective actions, refer to table 7-3. To clear discrepancies, commands must submit correction requests to NETPDC records administrator via the NSIPS EAW PAC process. EAW PAC submissions must include CO or OIC letter of correction and all supporting documentation. CO or OIC letter of correction and supporting documentation must contain member's full name and DoD ID. See figure 3-2 for sample letter for corrections.

CHAPTER 4

ORDERING NWAE AND RKE EXAMINATIONS

400. Methods to Order Navy-Wide Advancement Examinations (NWAE) and Rating Knowledge Examinations (RKE)

a. Internet Exam Ordering. The preferred method for ordering NWAEs and RKEs is via verification of the time in rate (TIR) eligibility listing at the Navy Enlisted Advancement System (NEAS) Web site (**rError! Hyperlink reference not valid.**refer to appendix C). Educational services officers (ESO) may register for access on the Web site by selecting the “Apply for (Another) Fleet UIC Role.” For detailed NEAS and ESO exam ordering information, refer to the NEAS Web site homepage under “Resources.” ESOs verifying TIR lists should take the following actions as required:

(1) Eligible Candidates Not Listed. Commands must add candidates and appropriate NWAE or RKE to the TIR list. This includes billet-based advancement (BBA), limited duty officer (LDO), and early promote (EP) TIR waiver candidates who are not otherwise identified.

(2) Listed Candidates Who Are Not Eligible or Are No Longer Recommended For Advancement. Commands must scrub the TIR list to remove candidate exam orders.

(3) Candidates No Longer Attached to Command. Commands must remove the names from the TIR list or forward the NWAE or RKE to the appropriate command where the candidate will be tested (as applicable).

(4) Appropriate NWAE and RKE for Candidates. Commands must select the appropriate exam for rating conversions or separate competitive groups within ratings (e.g., NCC1/NCR1, AT11/ATO1).

(5) Non-sensitive Compartmented Information (SCI) Exam Orders Not Included on the Initial TIR List. Commands must order on the NEAS Web site using Department of Defense (DoD) identification (ID). These exams include early, supplemental, and substitute exams.

b. SCI E-mail Exam Ordering

(1) CTI/CTR/CWT SCI exam orders not included on initial TIR list, such as early, supplemental, and substitute exams, must be ordered via e-mail at: netpdc_cryptologic_products@us.navy.mil. Order exams in line with figure 4-1 (located on the NEAS Web site homepage under “Resources”).

(2) Commands must include their Department of Defense activity address code (DoDAAC) account number, point of contact (POC), the number of exams required, present rate, full name, DoD ID, and reason. Commands requesting the forwarding of exams should include the forwarding command as an info addressee on the submission.

(3) Use NETPDC 1400/1 NEAS Address File Input when ordering; list exams in alphabetical order by rating using the format in figure 4-2. When using these methods, LDO and EP TIR waiver candidates are identified.

401. Timeline NWAEE and RKEs

a. Ordering Advancement and Knowledge Exams. Ordering dates for early, initial TIR, supplemental, and substitute NWAEE and RKE exam orders are published on the NEAS Web site.

Note: Deploying commands and commands with candidates departing to congressionally designated combat zones and approved contingency operations areas (CDCZ/ACOA) may order NWAEEs and RKEs approximately 6 months early in order to receive exams prior to deployment.

b. Specific Instructions for Service Rating Exam Ordering. Refer to paragraph 203 when ordering exams for ratings with multiple examination identifications (e.g., ATI or ATO, NCC or NCR).

c. Commands Maintaining Electronic Service Records (ESR) for Other Activities. Commands maintaining ESRs for other activities will order and receive NWAEEs and RKEs for those activities unless otherwise authorized by NETPDC Fleet Services Branch (N321).

d. Exams for Recalled Reservists. Exams for recalled reservists will be ordered by the command maintaining the Service member's ESR. Authority is granted to administer exams to Selected Reserves (SELRES) candidates on active duty concurrently with their Regular Navy counterparts. However, these SELRES candidates are still required to take Reserve Component (RC) exams and not Active Component (AC) exams.

e. Exams for LDO Candidates. Exams for LDO candidates will be ordered by the command maintaining the members' ESR upon receipt of the commanding officer or officer in charge approved request.

f. Eligibility Requirements for Ordering Substitute NWAEEs and RKEs for Administration for AC Personnel Only. Substitute exams may be ordered for AC Sailors eligible in all respects for participation in the E-5 through E-7 NWAEEs and RKEs.

g. Ordering Substitute NWAEEs and RKEs for Early and Late Administration

(1) Prior to deployment date (to include the indoctrination and training pipeline, but not including any personal leave), commands may submit substitute exam orders.

(2) Non-SCI substitute exams are ordered via the NEAS Web site using DoD ID.

(3) SCI substitute exams are ordered using figure 4-1 (located on the NEAS Web site homepage under "Resources").

Note: Answer sheets must be returned to NETPDC N321 by fastest traceable means. Commands will indicate in the subject line of the transmittal letter that the answer sheet is being submitted for a substitute NWAE or RKE. Do not combine AC and RC answer sheets. Use separate transmittal letters for each.

(4) Requests should be made only for those candidates who, through no fault of their own, are or were unable to participate on the regularly scheduled exam administration date. A command's inability to determine a candidate's exact date of return to the command should not prevent the ordering of a substitute examination. NETPDC N321 is the approval authority for all substitute exams. The substitute examination should be administered as soon as possible after the candidate's return. Following are examples of valid reasons:

(a) Emergency/emergent leave, as defined in MILPERSMAN 1050-130.

(b) Sick in quarters or hospitalization (clarified). A statement by a medical officer must verify that taking the regularly scheduled examination would have been harmful to the candidate's health.

(c) Operational commitments (clarified). The commitment must be of such a nature that a short delay in the administration of the regular examination series was not feasible.

(d) Administrative error (clarified)

(e) Convalescent leave, as defined per MILPERSMAN 1050-180

(f) Other (permanent change of station, etc.) (clarified)

Note: If unable to order and administer a regular or substitute NWAE or RKE, an exception to policy may be submitted (refer to paragraph 104).

h. SELRES Late Administration of Exams. SELRES do not have substitute exams. SELRES exams are not authorized for administration later than the date specified in cycle NAVADMIN. All SELRES late exam administration requests will be e-mailed to Navy Reserve Force ESOs at cnrfc_reserve_forces_eso@us.navy.mil; copy to ISIC 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.

i. ESOs must verify the NWAЕ and RKE order/status via NEAS Web site under "View Previous Exam Orders" within 7 to 10 days of placing NWAЕ and RKE orders. If discrepancies are noted, contact NETPDC N321 as needed for exam order inquiries and issues.

From: Command Name, UIC, DoDAAC			
To: SCI Coordinator, netpdc_cryptologic_products@us.navy.mil			
Subj: REQUEST FOR (indicate EARLY or SUPPLEMENTAL or SUBSTITUTE) SCI EXAMINATIONS CYCLE XXX FOR UNIT IDENTIFICATION CODE XXXXX AND DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE XXXXXX			
Ref: (a) BUPERSINST 1430.16H			
1. Per reference (a), the following CTI/CTR/CWT SCI examinations are required for administration: (Note: <u>Only one cycle per request. Examination orders must be grouped into "Ship To" DoDAAC order and listed by exam rating order and pay grade order.</u>)			
Ship To: COMMAND NAME: USS COMMAND COMMAND UIC: 12345 DoDAAC: HKXXXX TOTAL EXAMS: 03			
Exam Rating	E-7	E-6	E-5
CTI	0	1	0
CTR	0	0	1
CWT	1	0	0
2. Examinations in paragraph 1 are for the following personnel with reason:			
PRATE	LNAME, FNAME MI	DOD ID	REASON
CTI1	SAILOR, IAM A	1234567890	Deploying; must receive exams prior to DDMMYYYY
CTR2	DOE, JOHN W	1122334455	Member has an approved EP TIR Waiver
CWTC	SMITH, JANE R	1987654321	Member not on initial TIR list
3. Command POC: PSC Able B. Sea, able.b.sea.mil@us.navy.mil , (123) 456-7890.			

Figure 4-1 Sample Format for Ordering
CTI/CTR/CWT SCI Early, Supplemental, and Substitute Examinations

402. Address Maintenance. Use figure 4-2 to fill in NETPDC 1400/1 (located on the NEAS Web site: <https://neas.ncdc.navy.mil/> under "Resources") to notify NETPDC of a change of address or addition of newly established UICs. Complete the applicable sections of this form and submit to NETPDC N321 e-mail address: usn.pensacola.netpdc.mbx.netpdc-n321-exam-orders@us.navy.mil.

Note: All exam ordering UICs must be registered in NEAS.

**Navy Enlisted Advancement System (NEAS)
Address File Input Form**

Use this form to notify NETPDC of a change of address or addition of a new UIC.
Send form to the following email address:

usn.pensacola.netpdc.mbx.netpdc-n321-exam-orders@us.navy.mil

Place an "X" next to the type of exams ordered by this Activity:

Active Duty	<input type="checkbox"/>
Reserve	<input type="checkbox"/>
Both	<input type="checkbox"/>

Type in the following Activity Information:

UIC	<input type="text"/>
DODAAC (for SCI)	<input type="text"/>
Title	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Country	<input type="text"/>
PLAD	<input type="text"/>

Place an "X" next to the type of Activity:

Parent	<input type="checkbox"/>
StandAlone	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Type in the UIC information that applies to the Activity:

Parent UIC	<input type="text"/>
Active Ship to UIC	<input type="text"/>
Reserve Ship to UIC	<input type="text"/>

DATE

AUTHORIZED OFFICIAL SIGNATURE

NETPDC 1400/1 (11/25)

[mailto:](#)Figure 4-2 NETPDC 1400/1 NEAS Address File Input Guidance

CHAPTER 5

HANDLING, ACCOUNTABILITY, AND STOWAGE OF NWAES AND RKEs

500. General. Each command and activity is responsible for proper handling, accountability, and stowage of Navy-wide advancement examinations (NWAEE) and rating knowledge examinations (RKE). To emphasize the importance of the required safeguards exercised in handling and administering NWAEEs and RKEs, the following is extracted from U.S. Navy Regulations, chapter 11, article 1145:

Article 1145. Service Examinations

1. Persons in the Department of the Navy, without proper authority, shall not:
 - a. have in their possession, obtain, sell, publish, give, purchase, receive, or reproduce any examination paper, or any copy thereof, or answer sheet thereto, for any examination whatsoever which has been, is, or is to be, administered within the Department of the Navy.
 - b. attempt or offer to have in their possession, obtain, sell, publish, give, purchase, receive or reproduce any examination paper, or any part or copy thereof, or answer sheet thereto, for any examination whatsoever which has been, is, or is to be, administered within the Department of the Navy.
2. Prior to, during or after any examination which is to be, is being or has been administered within the Department of the Navy, persons in the Department of the Navy shall not, without proper authority, disclose, or solicit the disclosure of, any information regarding questions or answers to questions on such examinations.
3. Persons in the Department of the Navy shall not engage in any unauthorized form of giving or accepting assistance or self-help during the administration of any examination within the Department of the Navy.

501. Handling NWAEE and RKEs. The integrity of Navy Enlisted Advancement System (NEAS) is dependent on the security of the NWAEEs and RKEs and is of paramount importance to equitable advancement opportunity. All echelons of command must be alert to the possibility of compromise by the disclosure of the contents of NWAEEs and RKEs. All commands and activities must initiate and monitor local custodial procedures to ensure maximum safeguarding and accountability of NWAEEs and RKEs, as well as all related exam material at all times.

a. Custody of NWAEEs and RKEs, Materials, and Answer Sheets. All NWAEEs, RKEs, materials, and completed answer sheets must be in the custody of a commissioned officer, or designated E-7, E-8, or E-9, or designated civilian (GS-07 or senior) who holds the minimum clearance required to handle classified NWAEEs and RKEs for the ratings assigned to their

command(s) as identified in paragraph 103. At no time should E-6 and below handle exam materials. In designating civilian employees to handle and administer NWAEs and RKEs, give consideration to the employees' possible affiliation with any Navy Reserve unit and the potential for their participation in a current or future exam administration cycle.

b. Custody Transfer of NWAEs and RKEs, Materials, and Answer Sheets. If an NWAEE or RKE is transferred to another activity, it must be carried by one of the above persons with custody authorization or transmitted by U.S. registered mail or the current holder of the General Services Administration (GSA) contract for overnight delivery as available. Special handling instructions for particular NWAEE and RKE series must have precedence over any conflicting handling instructions contained in this manual.

c. Security Clearance Requirements for Handling NWAEs and RKEs, Materials, and Answer Sheets. Military and civilian personnel designated to handle NWAEs and RKEs as outlined in subparagraphs 501a and 501b must possess a valid security clearance that meets or exceeds the security classification level of the NWAEs and RKEs being handled.

502. Accountability for NWAEs and RKEs

a. Receipt of NWAEs and RKEs, Materials, and Answer Sheets from Navy Education and Training Professional Development Center (NETPDC)

(1) Custody Transfer of NWAEs and RKEs, Materials, and Answer Sheets to Authorized Person. Upon receipt of NWAEs and RKEs from NETPDC Fleet Services Branch (N321), deliver the package(s) immediately to the person authorized to receive and maintain custody of NWAEs and RKEs. That person will immediately inspect the package(s) for evidence of tampering.

Note: Upon receipt of CTI/CTR/CWT SCI examinations, authorized personnel must sign and scan the enclosed inventory receipt and return it to NETPDC SCI Exam Development Branch (N333) within 5 working days via e-mail to netpdc_cryptologic_products@us.navy.mil.

(2) Receipt Inspection for NWAEs and RKEs, Materials, and Answer Sheets. Upon receipt and before administration of the exams, commands must inspect the packages for evidence of tampering. The number of exams included in the package must match the number listed on the Advancement and Knowledge Examination Packing List (see figure 5-1). Also, the examination serial numbers on the packing list and on the examination booklets must match. The preprinted endorsement on the last page of the receipt copy of the enclosed packing list must be signed and retained for 2 years. Do not send the signed packing list to NETPDC. All exams should be sealed in a clear plastic wrapper. Do not break the seal (plastic wrapping) on any NWAEE or RKE.

(3) Reporting Missing, Lost, or Compromised NWAE and RKEs, Materials, and Answer Sheets. Upon receipt and the day before administration, inspect all NWAE and RKE seals (plastic wrapping) for evidence of tampering. In the case of missing NWAEs and RKEs, evidence of tampering, or any other discrepancies, immediately submit a detailed e-mail or letter report to Navy Personnel Command (NAVPERSCOM) Enlisted Administrative Board Branch (PERS-803) with a copy to NETPDC N321.

(4) Stowing NWAE and RKE, Materials, and Answer Sheets. Stow NWAEs and RKEs unopened, along with materials and answer sheets, until used or transferred to another authorized activity. Only the individual candidate will open NWAEs and RKEs on the date of administration. See paragraph 503 for more information on stowage requirements for exams and related materials.

b. Receipt of NWAE and RKE, Materials, and Answer Sheets from Other Activities. NWAE, RKE, and associated materials and answer sheets may be transferred between activities for personnel transferred or departing on leave shortly before the regularly scheduled administration date or upon request from other activities for unused NWAEs and RKEs. NWAEs and RKEs with broken seals (plastic wrapping) must not be transferred. When NWAEs, RKEs, and associated materials and answer sheets are received from activities other than NETPDC N321, send a receipt to the forwarding command, as the NWAEs and RKEs remain charged to the original receiving activity. Receipt is acknowledged by an endorsement on the Transmittal for Forwarding Advancement and Knowledge Examinations (see figure 5-2 for forwarding advancement and knowledge examinations). Do not forward a copy of this transmittal letter to NETPDC N321 or PERS-803. Also, do not provide the immediate superior in command with copies of the letters, unless otherwise directed. Maintain a copy of the forwarding letter and return receipt in command and retain files for 2 years.

c. Regular NWAE and RKE Received After Regular Administration Date. Regular NWAEs and RKEs received after submission of the destruction report required by paragraph 612 must be destroyed and an additional destruction report completed (see figure 6-3). Maintain the destruction lists in command and retain files for 2 years.

d. Procedures for Transferring NWAE and RKE, Materials, and Answer Sheets

(1) Candidates Should Take the Regularly Scheduled NWAE and RKE. Candidates participating in an exam administration cycle should take NWAEs and RKEs on the regularly scheduled exam administration date (if possible). Personnel on leave and those in a transient status may take an NWAE or RKE at any Navy command. Commands transferring NWAEs and or RKEs for personnel in a transient or leave status must ensure the command to which they are forwarding the exam is staffed to administer the exams. Additionally, transfer custody of the NSIPS electronic EAW to the administering or gaining command. Prior liaison between the receiving and transferring commands is essential to ensure the member takes the regularly scheduled NWAE or RKE. Do not transfer NWAEs or RKEs to non-Navy activities/other Services without prior approval from PERS-803 (info NETPDC N321 on any e-mail request.

(2) Forwarding NWAE and RKE, Materials, and Answer Sheets for Transferred Personnel. If a candidate is scheduled to participate in an NWAE or RKE transfers or departs on leave prior to the regularly scheduled exam administration date, the transferring command must forward the candidate's exam, associated materials and answer sheet, along with the transfer custody of the Navy Standard Integrated Personnel System (NSIPS) electronic enlisted advancement worksheets, to the administering activity via the current holder of the GSA contract for overnight delivery. Take the following actions for personnel in a transfer or leave status:

- (a) Ensure receiving commands are authorized to administer the exams.
- (b) Inform the candidate(s) of the procedures, which include directing candidate(s) to notify the administering activity of where they can be contacted and of the location and time of the examination.
- (c) Direct the candidate(s) to arrange their itinerary in order to report at the administering activity on or before the regularly scheduled exam administration date.
- (d) Failure to report to the designated administering activity will normally disqualify the candidate(s) for the exam administration cycle. Unless extenuating circumstances prevail, the member(s) will not be eligible for a substitute exam.
- (e) Advise candidate(s) they must bear the expense of travel to the designated administering activity; such expenses are not reimbursable.

(f) Include a statement in the transmittal letter that each individual is eligible and recommended for NWAE or RKE participation. Candidate(s) should be instructed to contact the administering activity prior to the regularly scheduled exam administration date.

(g) Include in the transmittal letter for forwarding advancement and knowledge examinations (see figure 5-2) certification that the individual(s) have the required security clearance to participate in an NWAE or RKE.

(3) Listing NWAE and RKE Transferred and Ensuring Receipt. List all NWAEs and RKEs transferred to another activity by NWAE and RKE rate abbreviation and serial number in the transmittal letter for forwarding advancement and knowledge examinations (see figure 5-2). Responsibility for accountability rests with the original recipient; ensure receipt is acknowledged by an endorsement from the receiving activity (see figure 5-3 Letter of Endorsement for Receipt of Advancement and Knowledge Examinations).

(4) Requirements for NWAE and RKE, Materials, and Answer Sheets Mailing. Place the NWAE(s) and RKE(s), materials, answer sheets, and the transmittal letter in double envelopes.

(a) Inner Envelope. Permanently mark the inner envelope: “NAVY-WIDE ADVANCEMENT EXAMS AND RATING KNOWLEDGE EXAMS. DELIVER IMMEDIATELY TO A COMMISSIONED OFFICER. TO BE OPENED ONLY BY AN OFFICIAL WHO MEETS THE REQUIREMENTS OF BUPERSINST 1430.16H.” The inner envelope must also show the address and classification per DoDM-5200.01 Department of Defense (DoD) Information Security Program Instruction

(b) Outer Envelope. Address the sealed outer envelope in the normal manner and give no indication as to the contents of the package.

(Command Letterhead)		1418 Ser Date		
FEDEX TRACKING # or other traceable means (Appropriate markings such as CONFIDENTIAL or SECRET- (Unclassified upon removal of enclosure (1) or CUI [if NWAEs and RKEs contain no classified information])				
From: Commanding Officer, USS FREMONT (APA 44) (99999) To: Commanding Officer, USS HANSON (DD 832) (88888)				
Subj: FORWARDING OF NAVY-WIDE ADVANCEMENT EXAMINATIONS AND OR RATING KNOWLEDGE EXAMS				
Ref: (a) BUPERSINST 1430.16H				
Encl: (1) NWAE and or RKE Booklet(s) (2) Answer Sheets (3) Exam Materials and Copy of Leave papers/permanent change of station (PCS) orders (when applicable)				
1. Enclosures (1) through (3) are forwarded for the candidates listed below per reference (a). Candidate(s) indicated by an asterisk (*) have Navy Personnel Command (NAVPERSCOM) Enlisted Administration Board Branch (PERS-803) authorization to compete for change in rating:				
<u>NAME</u>	<u>DoD ID</u>	<u>PRESENT RATE</u>	<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>
1. JONES MARY P	XXXXXXXXXXXX	BM2	BM1	2710101
2. *SEAMAN JOHN P	XXXXXXXXXXXX	LS3	LS2	2710745
2. The above-named personnel are eligible for participation in the Navy-wide advancement examinations (NWAE) and or rating knowledge examinations (RKE) to be administered on <u>date</u> and <u>date</u> . ¹				
3. Request receipt of the above NWAE(s) and or RKE(s) be acknowledged by completing the first endorsement below.				
4. Command point of contact: PSC ABLE B. SEA, (850)123-4567, e-mail: able.b.sea.mil@us.navy.mil.				
 <hr style="width: 20%; margin: auto;"/> (Signature of CO/OIC or official with by direction authority)				

Figure 5-2 — Example Letter of Transmittal for Forwarding Advancement and Knowledge Examinations

¹ In case of a person in a transient or leave status who will take an NWAE or RKE containing classified information, add the certification of the candidate's eligibility for access to classified information.

(Command Letterhead)	1418 Ser Date
FIRST ENDORSEMENT on USS FREEMONT (APA 44) (99999) ltr 1418 Ser of _____	
From: Commanding Officer, USS HANSON (DD 832) (88888) To: Commanding Officer, USS FREEMONT (APA 44) (99999)	
Subj: FORWARDING OF NAVY-WIDE ADVANCEMENT EXAMINATIONS AND OR RATING KNOWLEDGE EXAMS	
1. Receipt of Navy-Wide Advancement Examinations (NWAE) and or Rating Knowledge Examinations (RKE) listed in paragraph 1 of the basic letter is acknowledged.	
2. Command point of contact is PSC Jane. C. Dea, (850) 765-4321, e-mail: jane.c.dea.mil@us.navy.mil.	
_____ (Signature of CO/OIC or official with by direction authority)	
2	

Figure 5-3 Example Letter of Endorsement for Receipt of
Advancement and Knowledge Examinations

503. Stowage of NWAEs and RKEs and Related Materials. To preclude loss or misplacement, stow NWAEs and RKEs, materials, and answer sheets separately from other documents and publications. The border color on the cover identifies the classification of NWAEs and RKEs: SECRET – RED, CONFIDENTIAL – BLUE, and CONTROLLED UNCLASSIFIED INFORMATION (CUI) – no border. Both upon receipt and before administration, inspect all NWAE and RKE envelopes for evidence of tampering. Stow NWAEs and RKEs, materials, and answer sheets in an appropriate safe, vault, or other securely locked space fastened with a three-tumbler combination lock accessible only to an official who meets the requirements of paragraph 501.

CHAPTER 6

ADMINISTRATION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS (NWAE) AND RATING KNOWLEDGE EXAMINATIONS (RKE)

600. General. The commanding officer (CO) or officer in charge (OIC) with responsibility for custody and administration of Navy-wide advancement examinations (NWAE) and rating knowledge examinations (RKE) will designate, in writing, those personnel authorized to accept, handle, and administer NWAEs and RKEs. Designated members, including assigned proctors, must possess current adjudicated security clearance eligibility of the type or level that permits administration of classified NWAEs or RKEs. Paragraph 501 outlines requirements for personnel assigned to handle NWAEs and RKEs.

601. Preparation For Administration

a. The education services officer (ESO) will review all directives pertinent to the exam administration system with all other designated personnel prior to NWAE and RKE administration to include cycle naval administrative messages (NAVADMIN), combined general and verbatim instructions (located on Navy Enlisted Advancement System (NEAS) Web site), operations alerts, etc.

b. In preparation for exam administration, the ESO will:

- (1) Assign adequate examination rooms;
- (2) Assign proctors to assist in administration;
- (3) Schedule examination times;
- (4) Provide materials required to administer the NWAEs and RKEs;
- (5) Provide secure storage for NWAEs and RKEs, and related exam materials;
- (6) Brief proctors and chain of command on contingency plans for emergencies such as fire, man-overboard, power failures, etc. (see subparagraph 609e);
- (7) Facilitate Navy public affairs and media efforts to cover non-classified NWAE and RKE administration, to include video and still photography as well as interviews, ensuring the coverage does not interfere with Sailor participation in exams or compromise exam content;
- (8) Ensure an electronic enlisted advancement worksheet (EAW) has been accurately validated, completed, and finalized for each eligible candidate (refer to chapter 3 for further directions and closing timelines);

(9) Ensure all NWAEs and RKEs are available and accounted for each eligible candidate. If unavailable, obtain an NWAЕ or RKE from local resources or comply with paragraph 607 concerning duplicate use or ordering a substitute exam; and

(10) Prepare a seating arrangement chart that will provide maximum comfort consistent with available facilities. Do not seat candidates taking NWAЕs or RKEs in the same rating next to or across from one another. Seat candidates where classified materials are not subjected to compromise. Seating charts will be maintained with applicable exam cycle records for 2 years.

c. Commands should revise watch bills/special duty assignments, etc., to prevent candidates from being penalized by lack of sleep, late reporting, etc., and to decrease or eliminate the need for substitute or late administered NWAЕs and RKEs.

602. Required Materials

a. The ESO will ensure each candidate is provided with the following materials:

(1) Printed copy of EAW or EAW data sheet,

(2) One unopened (sealed) NWAЕ or RKE for the appropriate rating and pay grade,

(3) Either assigned bar-coded answer sheet or blank answer sheet if no assigned bar-coded answer sheet is available,

(4) Scratch Paper. Do not provide blank-lined music sheets to musician (MU) test takers, as MU examination booklets contain blank lined music sheets. Candidates are not authorized to write on scratch paper prior to examination commencement.

(5) Two #2 soft black-lead pencils with erasers. Using a pencil other than #2 may cause the answer sheet to be improperly processed. Ensure the surface being used has a hard top upon which the answer sheets can be properly marked. Because the answer sheets are optically scanned when processed, ensure the answer sheet is not marked on any soft surface, such as tablecloths, table coverings, or oilcloths.

(6) Any other material designated in the cycle NAVADMIN and or the verbatim. Certain ratings require specialized materials for exam administration (e.g., bearing rate computer for fire control technician (FT) and sonar technician (submarine) (STS) ratings, maneuvering board paper for operations specialist (OS) and quartermaster (QM) ratings, etc.). If these materials are not readily available at the examination site, the ESO will notify examinees during the enlisted advancement worksheets (EAW) verification process to ensure they bring required materials with them on exam administration day.

Note 1. Candidates must provide their own calculator and ESO should verify their calculator is authorized for advancement or knowledge examination use prior to the exam administration date. “A” school-issued calculators may not be in compliance.

Note 2. All exam candidates may use solar or battery powered, hand-held electronic calculators of any key configuration as long as they can display only numeric and mathematical characters.

Note 3. Exam candidates are not authorized to use programmable calculators (able to perform automatic mathematical calculations from memory/storage), graphing calculators, calculators capable of displaying running text, mini-laptop computers, smart watches, smart cellular telephones, electronics with wireless, Bluetooth or Internet access capability, as well as similar items supporting information retrieval and storage.

Note 4. SEABEE calculator use: SEABEE ratings are not authorized to use preprogrammed construction, electrician, plumbing, or other calculators designed specifically for tradesman use (such as the Construction Master series calculators). Engineering aide (EA) candidates are authorized to use general scientific calculators that are not programmable.

Note 5. The day of the exam, proctors should satisfy themselves of each calculator's capabilities and functions to ensure the calculator is limited to mathematical use only and will not be used for retrieving or storing text.

b. No other exam material or instruments may be brought into the examination room except as authorized in the verbatim or cycle NAVADMIN. ESOs and proctors should pay particular attention to ensure there are no personal electronic devices brought into the examination area (e.g., cell phone, smart phone, smartwatch, wristwatch, tablet, personal digital assistant (PDA), wireless eyewear, or any other device(s) capable of receiving, recording, or transmitting data, etc.). Each ESO should provide the plan of the day notes and communications with command, stating that personal electronic devices, as well as wristwatches and smartwatches, are prohibited in the examination area. It is not the responsibility of the ESO or the proctors to maintain custody of unauthorized materials. Therefore, candidates are not permitted to enter the examination area with personal electronic devices.

Note: Unauthorized materials, instruments, or electronic devices discovered after examination commencement will result in immediate termination of an exam. Refer to subparagraph 609d for further ESO action.

c. Candidates are not authorized to write on scratch paper prior to NWAE or RKE commencement.

603. Candidate Without Auto-generated or Transfer of Custody EAW. Commands must make every effort to create or obtain electronic EAWs for individuals as soon as possible to allow participation in a regularly scheduled exam. Refer to chapter 3 for further directions. Ordering a substitute exam may be required when an EAW is not available at the time of the exam.

604. Administration Dates. NWAEs and RKEs will be administered per table 6-1 or as announced in the respective cycle NAVADMIN.

605. Deviation From Scheduled Administration Dates. Deviations from regularly scheduled exam administration dates may be made only in special circumstances as outlined below. Such deviations apply to all exams for a given pay grade for the unit involved. When deviations from the schedule are necessary in the case of individual candidates, request substitute exams.

a. An operational commander may authorize a delay of no more than 10 days in the administration of NWAEs or RKEs for sea-going or aviation units operating in company or based outside continental United States (OCONUS), provided candidates have no means of communicating with personnel who take the exams on the regularly scheduled exam administration date.

b. CO or OIC of ships proceeding independently may administer NWAEs or RKEs as soon as possible, but not more than 10 days past the regularly scheduled exam administration date, provided candidates have no means of communicating with personnel who take the exams on the regularly scheduled exam administration date.

c. When exam administration facilities are closed on regularly scheduled exam administration dates due to base closure, NWAEs and RKEs will be retained and administered as soon as feasibly possible. An alternate facility may be used if the facility meets exam administration guidelines. Navy Personnel Command (NAVPERSCOM) Enlisted Administrative Board Branch (PERS-803) and NETPDC Fleet Services Branch (N321) must be notified when a base closure impacts exam administration dates.

d. Commands that require rescheduling of exam administration date (with valid reason) may request a deviation of exam administration from PERS-803. If authorized, exam administration will be completed by the last day of the exam administration month.

e. Never administer NWAEs or RKEs prior to the regularly scheduled NWAEE administration date, unless specifically authorized by PERS-803 (with NETPDC N321 cognizance).

f. Late Administration of Selected Reserve (SELRES) Exams. Every attempt should be made to administer SELRES exams in the prescribed month of February or August according to the cycle NAVADMIN. When candidates cannot be tested in the regularly scheduled

administration months, do not destroy exams prior to the deadline date stated in the cycle NAVADMIN. Submit a CO or OIC e-mail request for late exam administration to Navy Reserve Force ESOs at: cnrfc_reserve_forces_eso@us.navy.mil with a copy to the immediate superior in command ESO. Requests must include command name, unit identification code, number of Sailors affected, reason, and date of late exam administration. The Navy Reserve Force ESOs will request authorization to administer late exams from NETPDC N321.

(Days below may be changed as announced.)				
PAY GRADE	ACTIVE DUTY		SELRES	
	March	September	February	August
E-6	1 st Thursday	1 st Thursday	During month	During month
E-5	2 nd Thursday	2 nd Thursday		
E-7	January		February	
	3 rd Thursday		During month	
Note: Training and Administration of the Reserve (TAR) personnel will take the active duty exam but compete for vacancies within the personnel allowance of the TAR Program.				

Table 6-1 Advancement and Knowledge Examination Schedule

606. Substitute Examinations or Late Administration of Examinations

a. Active duty substitute exams (NWAE or RKE) will be administered within 7 working days of receipt by the administering activity, unless specifically authorized an additional delay by NETPDC N321. Substitute examinations may be administered with regular exam administration.

b. Approved SELRES late exam administration must be completed by the last day of the month following the regularly scheduled exam administration month.

607. Splitting Advancement and Knowledge Examinations

a. If there is an eligible candidate without an NWAE or RKE and another candidate is taking the same NWAE or RKE, the exam booklet may be "split," with each half being designated as "A" or "B." "Split" exams may only be split between two candidates taking an exam at the same time. Separate the NWAE or RKE booklet into two equal parts (staple to prevent loss of pages), give each candidate one-half of the booklet, and administer the exam to each candidate simultaneously.

- b. “Split” exam administration is only authorized if the exam can be administered to both candidates on the scheduled date of administration.
- c. The candidates will have no more than 90 minutes to complete their half of the exam before the proctor must exchange halves to ensure each candidate is given a fair opportunity to finish the exam in the 3-hour time period. Proctors must notify candidates being administered “split” exam booklets of the 90-minute split-half exchange time limit before the exam begins.
- d. When both candidates have finished their respective halves, a proctor will examine each half, remove any markings made by the first user and exchange the halves. The proctor will ensure that candidates taking a “split” exam are beginning each part of the exam with the correct number sequence to prevent incorrect completion of the answer portion of the answer sheet.
- e. The proctor will return the unfinished half of the exam booklet to the candidate within the 3-hour testing window if time permits.
- f. In recording the exam serial number on the answer sheet, each candidate will use the same number. Denote duplicate, use only on the letter of transmittal by entering “DUP” after the exam serial number of both candidates.

Note: The splitting of examinations is for the purpose of sharing an exam between two candidates of the same rate/competitive group. Splitting an examination for use by more than two candidates is not authorized under any circumstance. In those cases where there are not enough examinations available to split to accommodate the number of candidates at the test site, the ESO will order a substitute examination for those candidates affected.

608. Missing Advancement and Knowledge Examination Questions. If questions are missing from an NWAEE or RKE booklet, the ESO will proceed as follows:

- a. Replace with another exam (if available) for the exam originally assigned to the candidate.
- b. Split exam with another candidate if no unused exam is available.
- c. If neither of the foregoing alternatives are possible and 10 questions or fewer are missing, have the candidate use the exam and complete the questions that are present. The missing items will be prorated. Submit a “Missing Exam Questions” e-mail to NETPDC N321 to include cycle number, exam rate, serial number, and list of missing questions.
- d. If more than 10 questions are missing, do not use the exam, but instead request a substitute exam by separate correspondence. Do not include requests for substitute exams in the letter of transmittal.

Note: In either case, do not return the exam booklet(s) to NETPDC, but maintain locally until exam issue is resolved, then destroy the exam(s) per local command destruction policy.

609. Administration of NWAE and RKE Examinations

a. Each NWAE or RKE examination room will be under the direct, continuous supervision of at least one CO or OIC-designated ESO. Proctors will be assigned to assist the ESO with exam administration to achieve a ratio of at least one proctor to each 25 candidates. ESOs and proctors for NWAEs and RKEs must be commissioned officers, E-7, E-8, or E-9s, or designated civilian (GS-07 or senior). The ESO or a designated proctor will read the exam verbatim to the candidates. The latest verbatim is located on the NEAS Web site.**Error! Hyperlink reference not valid.**

b. To avert cheating, ensure each candidate's common access card (CAC) is examined, the picture compared to the candidate's facial features, and the name and Department of Defense identification (DoD ID) are compared with the list of candidates before distributing candidate examination booklet and answer sheet.

c. Proctors may explain the meaning of the instructions on the face of the exam booklet, but they may not interpret examination questions, engage in a discussion about questions, or assist in any way to help the candidate in obtaining a solution. Proctors must never read examination questions to candidates.

d. If unauthorized material, instruments, or electronic devices are discovered after examination commencement, the ESO/proctor will immediately disqualify the candidate, terminate the exam, and collect all examination materials. Forward an e-mail requesting invalidation of exam and reporting circumstances to NETPDC N321.

e. Candidates will not leave before completing their exam (except for emergency reasons and if accompanied by a proctor). A proctor will assume possession of all exam materials during the candidate's absence. Any candidate leaving without the permission of a proctor will be disqualified. Forward an e-mail requesting invalidation of exam and reporting circumstances to NETPDC N321.

f. In case of an emergency (e.g., fire alarm) the candidates will place their EAW or EAW data sheets, answer sheets, and scratch paper inside their exam booklets and leave them on the table. Candidates will depart the examination area via designated exits and muster at a designated area. Ensure all candidates understand that no talking is permitted during the emergency and while waiting to return to the examination area. The proctors will collect all exam booklets, ensuring the EAWs or EAW data sheets, answer sheets, and scratch papers are in each booklet. Upon conclusion of the emergency, candidates will return to the examination area and re-commence exam administration with adjusted timeline.

- g. Proctors may provide extra pencils and scratch paper when needed.
- h. After each candidate has completed the NWAE or RKE, a proctor will collect exam, answer sheet, EAW or EAW data sheet, scratch paper (whether used or unused), and any other materials used in the examination area. ESO/proctor will ensure the answer sheet is complete and all incorrect EAW or EAW data sheet items circled by the candidate are clearly understood so that corrections or additions may be made by the ESO. To avoid possible shredding of answer sheets, do not put answer sheets in the exam booklets.
- i. Prior to forwarding answer sheets, the ESOs must verify the answer sheets against the EAW or EAW data sheet and check for completeness to ensure all required or corrected information has been correctly entered. ESOs must also ensure that responses on the answer sheets are correctly bubbled-in and that there are no unnecessary marks. In those cases where candidates have circled information on the EAW or EAW data sheet indicating they believe information is in error, the ESO is responsible for verifying and correcting this information before forwarding the answer sheets to the person designated to prepare the transmittal letter. If circled information on the EAW is incorrect, correction requests should be made (as applicable) to the “electronic” EAW in Navy Standard Integrated Personnel System (NSIPS) prior to EAW close date or via the EAW post-examination administration comments (PAC) feature in the EAW and routed to the NETPDC records administrator role.
- j. After verification of answer sheets and EAW corrections, answer sheets will be turned over to the person designated to prepare the transmittal letter, and applicable enclosures, for forwarding to NETPDC N321. The EAWs or EAW data sheet may be used to prepare the letter of transmittal. Only commissioned officers, designated E-7, E-8, or E-9s, and designated civilians (GS-07 or senior) may handle the answer sheets until they are mailed per paragraph 611. Give completed answer sheets the same handling and stowage afforded controlled unclassified documents.
- k. Oral administration of NWAEs and RKEs is reserved for members who are unable to read or write because of a temporary physical limitation. Request authorization for oral administration, with justification from a medical officer, of NWAEs and RKEs from PERS-803.
- l. Before, during, or after the exam, if there is evidence of cheating by a candidate, immediately take away the exam booklet, EAW or EAW data sheet, answer sheet, and all materials from the candidate. Send an e-mail to PERS-803, info NETPDC N321, with a brief description of the incident. Do not shred the exam booklet or other materials until a formal internal investigation has been conducted. After the investigation has been completed and final report submitted to PERS-803, info NETPDC N321, the exam booklet may be shredded if not being used for further disciplinary action. Refer to chapter 12 for guidance on exam collusion or compromise. The answer sheet should be forwarded to NETPDC N321 under a transmittal letter as outlined in paragraph 611. After the answer sheet has been mailed to NETPDC and processed, the candidate’s NEAS cycle record will be invalidated awaiting final adjudication from PERS-803.

610. Procedures For Erroneous Advancement and Knowledge Examination Administration or Incomplete Examinations

a. Once an NWAE or RKE has been administered, either in full or in part, an exam answer sheet must be forwarded to NETPDC. If it is determined locally that an exam should not have been administered for any reason, the command must still include the exam answer sheet in the regular transmittal letter to NETPDC. After the answer sheet is mailed to NETPDC, the command must request the cycle record be invalidated via the EAW PAC submission to the NETPDC records administrator role . (This procedure is necessary to protect the candidate. If an answer sheet is destroyed after administration and it is later discovered that the candidate was eligible, the answer sheet would not be available to revalidate results.) Once NETPDC has invalidated the cycle record, the command may request that a substitute NWAE or RKE be forwarded for administration (if appropriate).

b. If an NWAE or RKE is started, but the candidate is unable to complete the exam due to sickness or other emergency, the incomplete answer sheet must be forwarded to NETPDC along with the regular answer sheet transmittal. The command should then request that the cycle record be invalidated via the EAW PAC submission to the NETPDC records administrator role. The command may then request a substitute NWAE or RKE (if appropriate).

611. Forwarding Answer Sheets

a. After verifying all answer sheets for accuracy and completeness, prepare a letter of transmittal and applicable enclosures using the format in figure 6-1 for E-5, E-6, and E-7 candidates. The letter of transmittal must identify candidates by DoD ID. The ESO is responsible for ensuring the letter of transmittal matches the actual number answer sheets (see figure 6-1 enclosure 1) being mailed, and is properly prepared, signed, and forwarded with the answer sheets.

b. Prepare a separate letter of transmittal for each pay grade and each exam administration cycle, with the exception of SELRES candidates and E-5 and E-6 candidates administered substitute exams subsequent to regularly scheduled administration dates. When personnel from more than one activity are to be included, group the candidate names by activity (figure 6-1 enclosures (2) and (3) (if applicable)).

c. Package the original transmittal letter and answer sheets in an envelope (using a cardboard stiffener) or box. Do Not Seal the Entire Envelope or Box with Excessive Tape - Seal Only Edges and Seams. Do not fold, staple, spindle, cut, mutilate, or use permanent marker on answer sheets. Unless specifically directed by NETPDC N321, do not send exam booklets, packing lists, EAWs, EAW data sheets, or letters of destruction per subparagraph 612a.

d. Do not mix cycles together when returning answer sheets. Separate and mail each cycle individually. Active duty cycle answer sheets should be returned by pay grade with the exception when administering E-5 and E-6 substitute exams.

e. SELRES answer sheets should be transmitted after each drill weekend – Do not hold answer sheets. This enables NETPDC N321 to commence processing earlier.

f. For installations within the continental United States (CONUS), ships in port CONUS, and OCONUS shore commands, mail exam answer sheet packages via the fastest traceable means using mail procedures outlined in subparagraphs 611g(1) through (3) 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

g. Forward exam answer sheet packages for each pay grade in an exam cycle to NETPDC N321 no later than 7 days after each exam administration. All packages must be sent by fastest traceable means. Use the following guidelines when mailing packages:

(1) CONUS Installations and Ships In a Port CONUS. Send packages via fastest traceable means under current General Services Administration (GSA) contract. Retain a proof of delivery tracking number.

(2) OCONUS Shore Commands. Send packages via Priority Mail Express Military Service. Retain proof of delivery tracking number.

(3) Deployed Ships. Send exam answer sheets via registered mail to the servicing CMF in the deployed area. The mail is to be placed in a registered mail working bag and addressed to the CMF, attention to the postal officer, for the theater in which the deployed ship is located. The third line must be endorsed, “(ENLISTED EXAM ANSWER SHEETS ENCLOSED – DO NOT OPEN IN MAILROOM).” (It is important that this endorsement is placed on the third line of the address). The postal officer is to deliver the registered article to the official mail manager, who will place the unopened registered mail in an appropriate United States Postal Service shipping package, mailing it to NETPDC N321, to the address specified in subparagraph 611f.

(4) Below is a listing of CMFs that deployed ships are to use when mailing answer sheets. Always check with your postal officer ahead of time to ensure addresses are current.

Atlantic Theater
POSTAL OFFICER
FLEET MAIL CENTER – SIGONELLA
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –

DO NOT OPEN IN MAILROOM)
PSC 812 BOX 19
FPO AE 09627
POSTAL OFFICER
FLEET MAIL CENTER – ROTA
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 819 BOX 99
FPO AE 09645

POSTAL OFFICER
FLEET MAIL CENTER – NAPLES
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 817 BOX 99
FPO AE 09622

Southwest Asia
POSTAL OFFICER
FLEET MAIL CENTER – BAHRAIN
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 900 BOX 1
FPO AE 09838

Pacific Theater
POSTAL OFFICER
FLEET MAIL CENTER – YOKOHAMA
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 471 BOX 1
FPO AP 96347

POSTAL OFFICER
CONSOLIDATED MAIL FACILITY – GUAM
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 455 BOX 1
FPO AP 96540

h. In the case of mishandled/lost completed answer sheets at the command or during the mailing process and past the ordering deadline date published on the NEAS Web site, refer to

paragraph 104 for E-7 selection board eligibility waiver or E-5 and E-6 missed cycle ETP procedures/approval process.

i. Commands must verify receipt of exam answer sheets by NETPDC on the electronic toteboard located on the NEAS Web site: <https://neas.ncdc.navy.mil/public/ExamToteBoard.aspx>.

Note: Refer to subparagraph 614c(2) and figure 6-2 for E-7 selection board and limited duty officer (LDO) waiver letter of transmittal for congressionally designated combat zones and approved contingency operation areas (CDCZ/ACOA) candidates.

612. Accountability For Advancement and Knowledge Examinations After Administration

a. The CO or OIC is solely responsible for ensuring all NWAEE and RKE booklets and related testing materials are accurately accounted for and destroyed. After administering NWAEEs and RKEs, destroy all exam booklets (both used and unused) and scratch paper by burning or shredding per DoD M-5200.01 Information Security Program, volumes 1-3, in the presence of at least two personnel designated by the CO or OIC to handle NWAEEs and RKEs. After examination destruction, prepare a report of destruction (see figure 6-3). List all examinations, used, unused, or transferred on the destruction report indicating rate abbreviation, examination series, and examination serial number. Exams reported destroyed or transferred must match the total number in the accountability summary (paragraph 502 and figure 5-1). If regular series exams are received from other commands after the initial destruction report has been completed, the exams must be destroyed and a separate destruction letter must be completed. Do not send the report of destruction to NETPDC. Copies of reports of destruction and receipts for transfer of exams will be maintained locally at the command for 2 years.

b. Unused SELRES exams must be destroyed on the date specified in the cycle NAVADMIN, unless authority is received from NETPDC N321 to retain exams for later administration. Refer to subparagraph 605f for further instructions.

613. Advancement and Knowledge Examinations Received Too Late to Administer. If not approved to retain and administer by NETPDC N321, destroy regular NWAEEs and RKEs received after the administration date and retain a destruction report (figure 6-3) for 2 years. Do not forward destruction report or exam back to NETPDC. Contact NETPDC N321 when substitute exams are received beyond the substitute exam administration deadline.

614. Candidates Affected by Assignment to CDCZ/ACOA. The following exam administration policies apply to personnel assigned in an authorized CDCZ/ACOA. These guidelines will apply to E-5 through E-7/LDO exams for both active and reserve duty personnel.

a. Only candidates assigned in an authorized CDCZ/ACOA are affected. For a current list of approved CDCZ/ACOA areas, refer to the table listing designated combat zones, which may be found in DoD 7000.14-R Department of Defense Financial Management Regulation, Volume

BUPERSINST 1430.16H
21 Jan 2026

7A, Military Pay Policy - Active and Reserve Pay. If future mission requirements demand Sailors to operate in other potentially hostile geographic areas, eligible areas will be expanded as appropriate by Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

b. Exam Administration for E-5 Through E-7 Candidates Assigned in a CDCZ/ACOA

(1) If possible, administer regular exams and return to NETPDC N321 following instructions in chapter 6.

(2) Deviations from regularly scheduled exam administration dates may be requested per paragraph 605.

(3) For candidates assigned in an authorized CDCZ/ACOA requiring a substitute exam, refer to procedures contained in chapter 4, paragraph 606, and the applicable cycle NAVADMIN.

(4) EAWs must be completed for all E-5 through E-7 candidates in an exam administration cycle.

(a) For E-5 and E-6 missed cycles for non-billet-based advancement (BBA) rates, in EAW section 6, Special Circumstances, select “Exam Missed Due to IA (E-5 and E-6).”

(b) For E-7 missed cycle, in EAW section 6, Special Circumstances, select “IA Waiver Granted (E-7).”

c. Exams Missed Due to Assignment in CDCZ/ACOA

(1) E-5 and E-6 Candidates in Non-BBA Rates. Active duty, TAR, or SELRES Sailors, eligible in all respects to participate in an exam administration cycle who are assigned in an authorized CDCZ/ACOA, but not able to take an exam, will participate in the next regularly scheduled exam administration upon return to their originating command. Refer to subparagraph 614d for procedures for processing missed cycle exams for non-BBA E-5 and E-6 candidates.

(2) E-7 and LDO Exam Waiver Eligibility. The requirement for active duty, TAR, or SELRES Sailors eligible in all respects to participate in an exam administration cycle who are assigned in an authorized CDCZ/ACOA but not able to take an exam for E-7 board eligible or for LDO application purposes, is waived for those Sailors. Obtainment of selection board-eligible (SBE) or Senior Enlisted Marketplace-eligible profile sheet is still mandatory.

(a) SBE or SEM-eligible waivers will not affect the exam cycle final multiple score (FMS) minimum required cut calculation. Only the FMSs for candidates who participated in an exam cycle are used to set SBE or SEM eligible FMS minimum required cut.

(b) EAWs must be completed for E-7 and LDO CDCZ/ACOA candidates in an exam administration cycle. Figure 6-2 transmittal letter is to be submitted along with portable document format (PDF) copies of the EAWs to NETPDC N321 via e-mail to usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil.

(c) Transmittal letter e-mails must be sent promptly to allow processing in NEAS prior to the convening date of the applicable selection board. Refer to board NAVADMINs for convening dates. Upon final processing by NETPDC N321, an SBE or SEM eligible profile sheet will be generated. Commands and candidates should verify issuance of SBE profile sheet prior to board convening date.

(d) Failure to complete this action before the board convening date will deny an otherwise eligible member the opportunity for selection board consideration for the regularly scheduled board. In this case, parent commands must follow the procedures contained in paragraph 104 to request an exception to policy (ETP), waiving the exam, making the candidate SBE. If the ETP is approved, follow the guidance for an enlisted special selection board (SSB) request in paragraph 1112.

Note: If a Sailor participated in regularly scheduled or substitute exam administration and the answer sheet was submitted to NETPDC for processing, an E-7/LDO SBE or SEM eligible waiver is not authorized for a Sailor assigned in a CDCZ/ACOA.

d. Processing E-5 and E-6 Missed Exam(s) for Sailors in Non-BBA Rates Due to Assignment in an Authorized CDCZ/ACOA

(1) Identify E-5 and E-6 candidates in non-BBA rates in a separate enclosure (3) to the letter of transmittal (see figure 6-1). EAWs must be completed for all candidates in an exam administration cycle.

(2) After the exam record is scored, a standard score (SS) comparison will be utilized for the exam administration cycle(s) missed, starting with the earliest missed exam administration cycle. NETPDC N321 will apply the SS along with other FMS elements performance mark average, time in rate (TIR), award points, passed not advanced (PNA) points, and education points) as they would have been applied to the previous (missed) cycle(s) and if this score would have resulted in advancement when compared to the FMS required of the missed cycle(s), then NETPDC N321 will record the adjusted advancement date to the previous cycle, issue a rating change authorization, and notify NAVPERSCOM Career Progression Department (PERS-8), NAVPERSCOM Personnel Information Management Department (PERS-3), and NAVPERSCOM Reserve Personnel Management Department (PERS-9) to make appropriate adjustments to the affected areas of the Sailor's service record.

(3) Sailors in non-BBA rates who miss two or more exam administration cycles will be afforded the opportunity to have the FMS for the missed exam administration cycles computed

utilizing the SS comparison from the first exam taken after returning. For example: A PO2 is assigned to an authorized CDCZ/ACOA for the period December 2024 through November 2025, thus missing both the March 2025 and September 2025 exams. That Sailor may take the March 2026 PO1 exam and have it utilized for the March 2025 exam (the first cycle missed). If the FMS cut is met, the candidate will be advanced as described in the preceding paragraph above. If scored PNA or fail, the March 2026 exam will then be utilized for the September 2025 exam (the second cycle missed) with PNA points and service in pay grade accumulating (as appropriate). In the case of a qualifying FMS, the candidate will be advanced as described above. If the second exam is scored PNA or Fail, the Sailor competes normally in subsequent cycles.

(4) Missed exam cycle processing must be requested by either the missed cycle exam cycle limiting date or the ETP submission deadline date.

615. Candidates Affected by Unusual Circumstances. The following policy affects personnel who missed an exam administration cycle due to unusual circumstances outside of their control and no fault of the member. Such circumstances may include, but are not limited to, answer sheets that are lost in the mail, incorrect rating exam ordered, incorrect TIR date, or medical conditions not covered in this manual. These guidelines apply to E-5 and E-6 non-BBA and E-7/LDO exams for both active and Reserve personnel. Sailors who are otherwise eligible in all respects to participate in an exam administration cycle will request, through their command, an ETP per paragraph 104. Refer to paragraph 614d for explanation of the ETP SS comparison process for non- BBA candidates taking E-5 and E-6 exams.

616. E-8 and E-9 Candidate Validation Procedures. NAVPERSCOM Career Progression Eligibility Branch PERS-802 compiles and submits initial time in rate (TIR) eligibility list of candidates to NETPDC N321. NETPDC validates all personnel who are TIR eligible for E-8 and E-9, per the enlisted master file and Inactive Manpower and Personnel Management Information System (IMAPMIS), and creates cycle records. Approximately 3 months prior to the convening date of E-8 and E-9 selection boards, NETPDC will post examination status verification reports (ESVR) and SBE or SEM eligible profile sheets. E-8 and E-9 ESVRs will be accessible by ESOs and command-designated personnel via NETPDC NEAS Web site. The ESVR is the sole source for E-8 and E-9 TIR eligibility verification. Upon receipt, commands must verify the ESVR and (if needed) take the following actions:

a. If eligible candidates are not listed, contact PERS-802 at: NPC_enlisted_selbd_elig@navy.mil. PERS-802 will review and reply to the command and (if eligible) contact NETPDC N321 to add members as eligible candidates.

b. If candidates are listed in the wrong competitive category (rating, branch class, etc.), contact PERS-802 at: NPC_enlisted_selbd_elig@navy.mil with supporting documentation. PERS-802 will review and reply to command and (if change is required) contact NETPDC N321 to correct members' cycle record.

c. If listed candidates are ineligible or later become ineligible, contact PERS-802 at: NPC_enlisted_selbd_elig@navy.mil with supporting documentation. PERS-802 will review and reply to command and, if ineligible, contact NETPDC N321 to invalidate members' cycle record.

d. PERS-802 will continuously review all SBE and SEM eligible candidates to ensure continued eligibility up to board adjournment. If a member becomes ineligible, PERS-802 will notify command and contact NETPDC N321 to invalidate the member's cycle record.

Note: Individual candidates should view their board-eligible profile sheet on MyNavy portal. Candidates share equal responsibility with their command in ensuring their name appears on the board eligibility list. If the candidate's name still does not appear on the eligibility list after exhausting local resources, the candidate may contact PERS-802 prior to the board convening date. Failure to do so may affect approval of SSB requests.

(Command Letterhead)

1430
Ser
Date

(TRACKING NUMBER)

From: (Command)

To: Official Mail Manager Consolidated Mail Facility Pensacola, Attention: Naval Education and Training Professional Development Center (N321), 210 West Avenue Suite A, Naval Air Station Pensacola, FL 32508

Subj: CYCLE #___ ADVANCEMENT AND KNOWLEDGE EXAMINATION RETURNS FOR PAY GRADE

Ref: (a) BUPERSINST 1430.16H

Encl: (1) #_____ Examination Returns (answer sheets which are to be in order as listed on enclosure)
(2) Listing by Activity
(3) Listing by Activity of non-billet-based advancement (BBA) members assigned in an authorized CDCZ/ACOA (E-5 and E-6)

1. Enclosures (1) through (3) are forwarded per reference (a).
2. All plastic wrapping on examinations were given to the candidates with seals unbroken and opened by the candidate concerned in the examination room in the presence of a CO or OIC-designated educational services officer (ESO) and or proctor.
3. The candidates listed in enclosure (2) whose examination serial numbers are identified by (DUP) used the split method of exam administration. Test booklets were examined, and markings (if any) were removed before use by the second candidate.
4. (Strike out this paragraph if not applicable.) Enclosure (3) lists non-billet-based assignment candidates who were assigned in an authorized congressionally designated combat zone or approved contingency operations area (CDCZ/ACOA) during previous cycle administration dates and did not take the previous examination(s). These candidates meet the criteria outlined in reference (a), chapter 6.
5. The examinations of the personnel listed in enclosures (2) and (3) (if applicable) were conducted as outlined in reference (a), chapter 6.
6. Provide POC name, UIC, e-mail address, and contact numbers.

(Signature of CO/OIC
or official with by direction authority)

Figure 6-1 — Sample Letter of Transmittal for Forwarding Advancement and Knowledge Examination Answer Sheets for E-5, E-6, and E-7 Candidates

<u>LISTING BY ACTIVITY</u>					
ACTIVITY AND CODE			(3) ANSWER SHEETS		
USS FORMAT 11111					
<u>NAME (ALPHABETIC ORDER)</u>	DOD ID	PRESENT RATE	EXAM RATE	SERIES AND EXAM SERIAL NUMBER	BRANCH OF SERVICE
BOAT PAUL R	XXXXXXXXXX	IT3	IT2	2711078	USN
DOE JOHN T	XXXXXXXXXX	MU2	MU1	2710089 (DUP)	USN
DOOR WALTER D	XXXXXXXXXX	MU2	MU1	2710089 (DUP)	USN
ACTIVITY AND CODE			(2) ANSWER SHEETS		
USS NEVERSAIL 22222					
BRUSH THOMAS J	XXXXXXXXXX	PS3	PS2	2710456	TAR
HULL, JAMES P	XXXXXXXXXX	EO2	EO1	2710063	USN
Enclosure (2)					
<p>~~~~~</p> <p><u>LISTING BY ACTIVITY OF MEMBERS ASSIGNED IN AUTHORIZED CDCZ/ACOA</u></p>					
ACTIVITY AND CODE			(2) ENTRIES		
USS NEVERSAIL 22222					
<u>NAME (ALPHABETIC ORDER)</u>	DOD ID	PRESENT RATE	EXAM RATE	CYCLE OR CYCLES MISSED	BRANCH OF SERVICE
HULL, JAMES P	XXXXXXXXXX	EO2	EO1	Cycle 267 MAR 25	USN
HULL, JAMES P	XXXXXXXXXX	EO2	EO1	Cycle 268 SEP 25	USN
Enclosure (3)					

Figure 6-1 Sample Letter of Transmittal for Forwarding Advancement and Knowledge Examination Answer Sheets For E-5, E-6, and E-7 Candidates (Cont'd.)

(Command Letterhead)

1430
Ser
Date

(TRACKING NUMBER)

From: (Command)

To: Commanding Officer, Naval Education and Training Professional Development Center (N321)

Subj: CYCLE #__ E-7 BOARD OR LIMITED DUTY OFFICER WAIVER REQUESTS
FOR SAILORS WHO HAVE SERVED IN OR ARE SERVING IN CONGRESSIONALLY
DESIGNATED COMBAT ZONES OR APPROVED CONTINGENCY OPERATIONS AREAS

Ref: (a) BUPERSINST 1430.16H
(b) DoD 7000.14R

Encl: (1) #__ EAWs

1. Enclosure (1) is forwarded per congressionally designated combat zones (CDCZ)/approved contingency operations areas (ACOA) criteria outlined in reference (a), chapter 6.
2. Enclosure (1) contains enlisted advancement worksheets (EAW) for Sailors who served in or are serving in an authorized CDCZ/ACOA per reference (b). Accordingly, these Sailors are exempt from the cycle exam administration and will be waived for presentation to the E-7 board or for limited duty officer application purposes.
3. Provide POC name, UIC, e-mail address, and contact numbers.

(Signature of CO/OIC
or official with by direction authority)

Figure 6-2 Sample Letter of Transmittal for Forwarding
CDCZ/ACOA EAWS For E-7 Selection Board or LDO Waivers

(Command Letterhead)

1430
Date

MEMORANDUM FOR THE RECORD

From: Commanding Officer, USS EVERSAIL (DDG 99)

Subj: DESTRUCTION OF ADVANCEMENT AND KNOWLEDGE EXAMINATIONS

Ref: (a) BUPERSINST 1430.16H

Encl: (1) Listing of Used, Unused, and Transferred Examinations for Pay Grade E-5, Cycle 268

1. Per reference (a), I certify that the examination booklets and related testing materials listed in enclosure (1), with the exception of examinations listed as transferred, have been destroyed by (method of destruction) in the presence of the authorized personnel whose signatures follow.

A. B. SEA, LT, USN

W. T. DOOR, PSC, USN

C. O. CAPTAIN

CYCLE 268 USED EXAMINATIONS

<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>
YN2	2680056, 2680057

CYCLE 268 UNUSED EXAMINATIONS

<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>
OS2	2680587, 2680588

CYCLE 268 TRANSFERRED EXAMINATIONS

<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>	<u>TRANSFERRED TO (UIC)</u>
BM2	2680223	USS UNDERWAY (12345)

Enclosure (1)

Figure 6-3 – Sample Letter Report of Advancement and Knowledge Examination Destruction

CHAPTER 7

EFFECTING NWAЕ AND SELECTION BOARD ADVANCEMENTS/CHANGE IN RATE OR RATING

700. GENERAL. This chapter provides guidance and procedures effecting Navy-wide advancement examination (NWAЕ) advancements and change in rate or rating.

Note: Refer to chapter 13 regarding billet-based advancement (BBA) Advance-to-Position (A2P), Command Advance-to-Position (CA2P), and Senior Enlisted Marketplace (SEM) Programs policy.

701. NWAЕ Selection Board Cycles. There are two annual NWAЕ cycles for E-5 and E-6 candidates, one annual NWAЕ selection board eligible (SBE) cycle for E-7 candidates, and one annual SBE (non-exam) cycle for E-8 and E-9 candidates.

702. NWAЕ SBE Results. NWAЕ and SBE selection results will be issued as follows:

a. Online Access to NWAЕ or SBE Results. Access to NWAЕ or SBE results to the pay grades of E-5 through E-9 are available to education services officers (ESO) on the Navy Enlisted Advancement System (NEAS) Web site under “NEAS Reports – RCA & ESV”. The examination status verification reports (ESVR) will list all Sailors who participated in a cycle. Command profile sheets may also be obtained under “NEAS Reports – RCA & ESV” by selecting “Convert ESVR to Profile Sheet list for UIC in new tab”. Individual profile sheets may be obtained by selecting the candidate’s Department of Defense (DoD) identification (ID) (DoD ID) or under “NEAS Reports – Individual Profile Sheets”. Bureau of Naval Personnel (BUPERS) Online (BOL) will list a one-time snapshot of the selection board results for all E-7 through E-9 candidates and only the candidates selected for advancement for E-5 and E-6. **Error! Hyperlink reference not valid.** Individual Sailors may access their advancement results from their electronic service record (ESR) or MyNavy portal (MNP) Web site under “Career & Life Events.”

Note: Sailors may register for automatic profile sheet update notifications on the MNP profile sheet page.

b. E-5 and E-6 NWAЕ Results and Effective Dates of Advancement

(1) Naval Education and Training Professional Development Center (NETPDC) Fleet Services Branch (N321) will issue E-5 and E-6 NWAЕ results by Internet posting of the ESVR (figure 7-1) and profile sheet (figure 7-2). The ESVR is the official source for the results and must be verified for accuracy.

(2) NETPDC N321 will issue E-5 and E-6 effective dates of advancement and rating designation authorities via the rating change authorization (RCA) (figure 7-3) and profile sheets. (Refer to paragraph 705 for additional information on effective dates of advancement.)

c. E-7 NWAЕ Results, SBE Determinations, and Effective Dates of Advancement

(1) NETPDC N321 will provide NWAЕ results and SBE determinations by Internet posting of the ESVR (figure 7-1) and profile sheet (figure 7-2). The ESVR is the official source for the NWAЕ results and SBE determinations. The ESVR will list SBE candidates. ESOs and command-designated personnel must verify the ESVR for accuracy and re-verify weekly thereafter until the board convening date. If necessary, take corrective actions to ensure candidates who qualify for selection board consideration are designated as SBE prior to the board convening date.

(2) Upon conclusion of the selection board, Chief of Naval Personnel (CHNAVPERS) will release an official one-time snapshot list of personnel selected for advancement via naval administrative message (NAVADMIN). BOL will list a one-time snapshot of the selection board results for all E-7 candidates. NETPDC N321 will publish complete selection board results via ESVRs and profile sheets identifying members in a selectee, non-selectee, or selection board hold status based on board results.

(3) NETPDC (N321) will issue E-7 effective dates of advancement and rating designation authorities via the RCA (figure 7-3) and profile sheets. (Refer to paragraph 705 for additional information on effective dates of advancement.)

Note: Profile data for naval special warfare (NSW) exam rates for chief special operator (SEAL) and chief special warfare boat operator are located in the Navy Standard Integrated Personnel System (NSIPS). (Refer to the applicable NSW Alternative Final Multiple (AFMS) User Guide for further guidance.)

d. E-8 and E-9 SBE Determinations and Effective Dates of Advancement

(1) NETPDC (N321) will provide SBE status by Internet posting of ESVR (figure 7-1) and profile sheet (figure 7-2). ESOs and command designated personnel must verify the ESVR for accuracy and re-verify weekly thereafter until the board convening date and, if necessary, take the actions stated in paragraph 616.

(2) Upon conclusion of the selection board, CHNAVPERS will release an official one-time snapshot list of personnel selected for advancement via NAVADMIN. BOL will list a one-time snapshot of the selection board results for all E-8 and E-9 candidates. NETPDC N321 will publish complete selection board results via ESVRs and profile sheets identifying members in a selectee, non-selectee, or selection board hold status based on board results.

(3) NETPDC N321 will issue E-8 and E-9 effective dates of advancement and rating designation authorities via the RCA (figure 7-3) and profile sheets. (Refer to paragraph 705 for additional information on effective dates of advancement.)

e. Tables 7-1 and 7-2 define specific columns and processing codes used on these documents.

Exam Status Verification - 8 Records for this selection. (11:08:20)

NAME	DODID	PRES RATE	EXAM RATE	BR CL	CD	S	AW	ED	TAS	DTIS	SIPG	DSPG	PNA	GRP	PMA	EA	EFF DATE	PG
BOATE JOHN TUCKER	1111111111	IT2	IT1	USN		N	4	4	707	0	506		0		3.8		PNA-NO POINTS	
DOE JANE DALLAS	2222222222	YN2	YN1	USNRT		N	6	0	606	0	400		0		4.07		PNA-NO POINTS	
SEAMAN ABLE BLY	3333333333	YN2	YN1	USN		N	3	0	702	0	300		1.5		4.45		PNA-PTS 0.0/1.5	
CARRIER JAMES T	4444444444	IT2	IT1	USN		N	4	2	807	0	406		0		4.2		SELECTEE	*
SHIPP THOMAS BA	5555555555	YN2	YN1	USN		N	2	0	501	0	206		1.5		4.6		SELECTEE	

[Convert ESVR to Profile Sheet list for UIC in new tab](#)

Figure 7-1 — Example of an Examination Status Verification Report (ESVR)

DEPARTMENT OF THE NAVY									
NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT CENTER (N321)									
210 WEST AVENUE, SUITE A, NAS PENSACOLA, FL 32508									
05/30/2025									
FROM: COMMANDING OFFICER:		PRESENT	EXAM	BRANCH	SERIAL	DATE	UIC	PARENT	
TO: BOATE JON PAUL 1234567890		RATE	RATE	GROUP	CLASS	CYCLE	NO.	UIC	UIC
SUBJ: EXAMINATION PROFILE INFORMATION		HM3	HM2	USN	267	2671234	MAR 25	12345	12345

FINAL MULTIPLE FACTOR SCORE BREAKDOWN	Exam Standard Score	PMA (Eval Avg)	Serv. In Pay Grade (YYMM)	Awards	Education Points	PNA	Your Final Multiple	Minimum Multiple Req'd
YOUR multiple broken down by each factor	52.46	64.00 (4.00)	00.80 (0400)	4	2.00	4.50	127.76	126.30
AVERAGE of candidates advanced in your rate	65.44	60.46 (3.96)	00.66 (0303)	3		2.2	PAGE:	1

PNA POINT BREAKDOWN					CYCLE	CYCLE	CYCLE	CYCLE	CYCLE	TOTAL
PNA POINT EARNED FROM YOUR PREVIOUS EXAMS/PMA's THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE					264	263	260			
PNA POINTS EARNED FROM THIS EXAM ADMINISTRATION THAT WILL APPLY TOWARD YOUR FMS ON THE NEXT EXAM					1.5	1.5	1.5			4.5
					FROM EXAM STANDARD SCORE			FROM PMA		TOTAL

<p>EXAMINATION SCORE BREAKDOWN BY SECTION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO. TOPIC</th> <th>NUMBER OF QUESTIONS</th> <th>YOUR SCORE</th> <th>YOUR %ILE</th> </tr> </thead> <tbody> <tr> <td>1. HEALTH CARE ADMIN & PROGRAMS MANAGEMENT</td> <td>35</td> <td>17</td> <td>67</td> </tr> <tr> <td>2. PREVENTIVE MEDICINE PROGRAMS ADMIN</td> <td>36</td> <td>14</td> <td>29</td> </tr> <tr> <td>3. MEDICAL SUPPLY AND LOGISTICS MANAGEMENT</td> <td>16</td> <td>8</td> <td>70</td> </tr> <tr> <td>4. CLINICAL SUPPORT SERVICES</td> <td>23</td> <td>8</td> <td>47</td> </tr> <tr> <td>5. HEALTH CARE AND TREATMENT</td> <td>65</td> <td>33</td> <td>68</td> </tr> </tbody> </table>	NO. TOPIC	NUMBER OF QUESTIONS	YOUR SCORE	YOUR %ILE	1. HEALTH CARE ADMIN & PROGRAMS MANAGEMENT	35	17	67	2. PREVENTIVE MEDICINE PROGRAMS ADMIN	36	14	29	3. MEDICAL SUPPLY AND LOGISTICS MANAGEMENT	16	8	70	4. CLINICAL SUPPORT SERVICES	23	8	47	5. HEALTH CARE AND TREATMENT	65	33	68	<p>YOUR OVERALL PERCENTILE WAS 60. YOU SCORED HIGHER THAN 60 PERCENT OF THE CANDIDATES IN YOUR RATE WHO TOOK THIS EXAM</p> <p>Total number of exam questions may vary due to deletions.</p> <p>Exam questions may be deleted when equipment or procedures become obsolete between the time the exam is written and the time the exam is taken. Deletions do <u>NOT</u> change a candidate's chance for advancement. The standings are based on over 90% returned answer sheets. No change occurs with all returns in.</p>
NO. TOPIC	NUMBER OF QUESTIONS	YOUR SCORE	YOUR %ILE																						
1. HEALTH CARE ADMIN & PROGRAMS MANAGEMENT	35	17	67																						
2. PREVENTIVE MEDICINE PROGRAMS ADMIN	36	14	29																						
3. MEDICAL SUPPLY AND LOGISTICS MANAGEMENT	16	8	70																						
4. CLINICAL SUPPORT SERVICES	23	8	47																						
5. HEALTH CARE AND TREATMENT	65	33	68																						

STATUS: SELECTEE

1. SUBJECT CANDIDATE HAS BEEN SELECTED FOR ADVANCEMENT TO HM2. EFFECTIVE DATE OF ADVANCEMENT HAS NOT BEEN DETERMINED.

CONTACT YOUR ESO FOR MORE INFORMATION ABOUT THE DATA USED FOR YOUR FINAL MULTIPLE CALCULATION. THIS SHEET CONTAINS THE TOPICS THAT WERE USED FOR THIS SPECIFIC EXAM, AND THE SAME TOPICS MAY OR MAY NOT APPEAR ON FUTURE EXAMS. FUTURE EXAM TOPICS AND SUBTOPICS ARE POSTED WITH YOUR BIBLIOGRAPHY ON NAVY PORTAL.

Figure 7-2 Example of a Profile Sheet

Rate Change Authorization - 3 Records for this selection. (11:50:42)																		
NAME	DODID	PRES RATE	EXAM RATE	BR CL	CD	S	AW	ED	TAS	DTIS	SIPG	DSPG	PNA	GRP	PMA	EA	EFF DATE	PG
CARRIER JAMES T	4444444444	YN2	YN1	USN		N	4	2	807	0	406		0		4.2		12/16/2024	*
SHIPP THOMAS BA	5555555555	YN2	YN1	USN		N	2	0	501	0	206		1.5		4.6		12/16/2024	

Figure 7-3 Sample RCA

703. Review and Corrections of NWA E or SBE Results

a. E-5 Through E-7 NWA E or SBE Candidates. Upon receipt of the NWA E or SBE results from NETPDC N321, activities will review the continued eligibility of all personnel listed and verify all final multiple score (FMS) factors. After reviewing, take the following corrective actions:

(1) Report names of personnel not known by the activity to NETPDC N321 via e-mail to usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil.

(2) Report the names of personnel whose names should, but do not appear on the ESVR to NETPDC N321, via e-mail to: usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil with the following information from the enlisted advancement worksheet (EAW) or transmittal letter:

- (a) Cycle number
- (b) Candidate's full name
- (c) DoD ID
- (d) Present rate
- (e) Examination rate
- (f) Examination serial number
- (g) Examination activity
- (h) Date examination was administered
- (i) Exam results unit identification code (UIC)
- (j) Unit identification code (UIC) of current duty station

(k) Date and serial of the letter of transmittal

(l) Registered mail/tracking number under which examination answer sheet was mailed

(3) Submit a request for an NWAE SBE invalidation to NETPDC N321 via e-mail to: usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil, with copy to Navy Personnel Command (NAVPERSCOM) Enlisted Administrative Board Branch (PERS-803) for E-5 through E-9 candidates. NAVPERSCOM Career Progression Eligibility Branch (PERS-802) must also be notified for E-7 through E-9 selection board eligible candidates (see subparagraph 616c). Request cycle record invalidation and provide an explanation for those who:

(a) Were recommended in error (refer to subparagraph 721),

(b) Had advancement withheld (refer to subparagraph 722a),

(c) Had advancement withdrawn (refer to subparagraph 722b),

(d) Were reduced in rate (ensure reduction in rate has posted to the NSIPS – enlisted master file (EMF) or Inactive Manpower and Personnel Management Information System (IMAPMIS),

(e) Have been previously advanced under another advancement program, and

(f) Advanced from previous NWAE SBE cycle after resolution of a cycle record discrepancy, exception to policy (ETP), or Board for Correction of Naval Records (BCNR) action.

(4) Submit NWAE SBE cycle corrections for E-5 through E-7, as required by table 7-3, to NETPDC records administrator via the NSIPS EAW PAC process. EAW post-examination administration comments (PAC) submissions must include endorsed commanding officer (CO) or officer in charge (OIC) letter and all supporting documentation. Endorsed CO or OIC letter of correction and supporting documentation must contain member's full name and DoD ID. See paragraph 313 and figure 3-2 for sample letter for corrections. If unable to access NSIPS to submit an EAW PAC, submit e-mail to: usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil (see paragraph 313 and figure 3-2 for sample letter).

b. E-8 and E-9 SBE Candidates. Upon receipt of the SBE results from NETPDC N321, activities will review and verify the continued eligibility of all personnel listed. After review, refer to paragraph 616 for E-8 and E-9 candidate validation procedures.

c. Information for the Candidate. The profile sheet provides the candidate with information on exam cycle performance as compared with other candidates who took the same exam.

(1) Profile Sheet

(a) Following each NWAE SBE cycle, NETPDC N321 will post a profile sheet (figure 7-2) for all E-5 through E-9 candidates. Candidates may sign up for e-mail notification of profile sheet changes. Profile sheets cannot be re-generated once archived and removed from the NEAS Web site.

(b) E-5 through E-7 profile sheets report FMS factors, FMS, minimum multiple required for advancement, and advancement status. Additionally, E-7 through E-9 profile sheets report selection board, selection, or advancement status.

Note: Candidates can receive multiple profile sheets.

(c) Candidates will be provided with NWAE score breakdowns by section. The title of each section will be listed, followed by the number of questions in that section and the member's score and percentile.

(d) The profile sheet will be available for individuals to view in their NSIPS ESR and on the MNP Web site.

(2) Passed Not Advanced (PNA) Points

(a) PNA points are factored into the FMS for E-5 and E-6 candidates who achieve high standard scores (SS) on an NWAE or have high performance mark averages (PMA) during an exam administration cycle in which the candidates compete for advancement but were not advanced due to quota limitations.

(b) PNA points are only creditable from the three most recent NWAE cycle administrations in the same pay grade. In determining the total PNA points for an individual, the three most recent NWAE cycle administrations are inclusive of any exam a candidate failed or a cycle record that was invalidated. A candidate may receive a maximum of three PNA points for any one NWAE cycle administration.

Note: PNA points will be retained for Career Intermission Program (CIP) candidates through the CIP period (refer to paragraph 709).

(c) For each exam administration cycle, 1.5 PNA points are awarded to candidates in the top 25% of SS ($SS \geq 56.59$), as well as in the top 25% of PMAs who passed the exam but did not advance and were not invalidated. The maximum cumulative PNA point total that may be credited toward the FMS is 9.

Note: NETPDC N321 uses the DoD ID to track PNA point credit. It is not necessary to notify NETPDC to credit PNA points for candidates who have had name changes.

(d) Members undergoing rating conversions will have PNA points from the previous rating NWAE cycle administrations applied toward FMS credit for advancement in the new rating, provided they are competing in the same pay grade.

(e) PNA points from Selected Reserve (SELRES) NWAE cycle administrations will be used in computing PNA point credit for active duty cycles. PNA points from active duty NWAE cycle administrations will be used to compute PNA point credit for SELRES cycles.

(f) For Sailors returning from CIP, PNA points will be credited up to three of the last NWAE cycle administrations in the same pay grade, excluding the number of cycles missed during CIP participation.

(g) PNA points earned for a specific pay grade are deleted upon reduction in rank.

(3) Education Points

(a) Sailors competing for advancement to the pay grades of E-5 and E-6 will be awarded two points for an accredited associates degree and four points for an accredited baccalaureate degree or above. Education points will be awarded for the highest degree held and will increase the total overall FMS points with no reduction in points from other factors. Education points for multiple degrees are not cumulative; four points is the maximum that will be awarded (e.g., two associates degrees do not equate to a baccalaureate degree).

(b) Sailors must ensure transcripts with degree information are forwarded directly from their academic institution to the Joint Service Transcript (JST) Operations (OPS) Center (refer to the JST Web site: <https://jst@doded.mil> for guidance).

(c) JST OPS Center will validate the transcript and enter education data into Navy College Management Information System (NCMIS).

(1) NCMIS will update the JST and be used to calculate the E-5 and E-6 FMS. Do not include degree points in calculating award points.

(2) The JST OPS Center will also provide electronic verification of degrees which will update the performance summary record, part 1 for use by the E-7 through E-9 selection boards.

COLUMN	DEFINITION	COLUMN	DEFINITION
NAME	Candidate's name	AW	Award Points (E-5 and E-6 only)
DoD ID	Candidate's Department of Defense Identification Number	ED	Education Points
PRES RATE	Candidate's present rate	TAS	Total Active Service
EXAM RATE	Candidate's examination rate (ESVR only)	DTIS	Reserve Drill Time in Service
AUTH RATE	Candidate's authorized rate (RCA only)	SIPG	Service in Pay Grade
BRANCH CLASS (BR CL)	Candidate's branch class (competitive category) of Service indicated as follows:	DSPG	Drill Service in Pay Grade
	USN - Regular United States Navy Active Duty	PNA	Total PNA points earned from past advancement cycles and used in the FMS computation for E-5 and E-6 cycles
	USNRT - TAR		
	USNRI - SELRES	GRP	Competitive Group
CD	Special identification code for personnel as follows:	PMA	Performance Mark Average (E-5) and Reporting Senior's Cumulative average PMA (E-6 and E-7)
	B – musician (MU) E-7, E-8, or E-9 personnel attached to UIC 64377 or 0434A		
	P - Personnel Exchange Program	EA	Early Advancement (Null)
School (S)	School completion codes as follows:	EFF DATE	Effective Advancement Date (RCA) or Status (ESVR)
	A - Completion of Class "A" school	PG	Prospective Gain
	C - Completion of Class "C" school, or both Class "A" and "C" schools	-	
	N - No Class "A" or "C" school	-	

Table 7-1 — RCA And ESVR Column Definitions

Status as Reflected on ESVR/Profile Sheet	DEFINITION
1. Limited Duty Officer (LDO)-SEL BD ELIG/INELIG/FAIL	LDO candidate <u>only</u> ; no advancement authorized.
2. Passed Not Advanced (PNA) - NO PTS	Passed NWAE, but not advanced because of insufficient FMS and NWAE SS/PMA insufficient to receive PNA points.
3. PNA - PTS ___/___	Passed NWAE, but not advanced because of insufficient FMS; however, received PNA points as indicated for NWAE SS/PMA. PNA points are only creditable from the three most recent cycle administrations in the same pay grade.
4. SEL BD ELIGIBLE	E-7, E-8, and E-9 results forwarded to selection board for consideration.
5. SEL BD INELIGIBLE	E-7 pass; but did not achieve sufficient FMS to be considered by selection board.
6. SELECTEE	E-5 and E-6 selectee from FMS cut; E-7, E-8, and E-9 selectee from board decision.
7. NON-SELECTEE	E-7, E-8, and E-9 non-selectee from board decision.
8. FAIL	Scored below the minimum required raw score cut value. No FMS or FMS required is provided (see note 1).
9. C/R Qualified	Achieved sufficient NWAE standard score (SS) (SS = 37) to be authorized lateral change of rate (when applicable for SELRES only).
10. C/R Not Qualified	Did not achieve sufficient NWAE SS (SS < 37) to be authorized lateral change of rate (when applicable for SELRES only).
11. Advancement Previous Cycle ((XXX = Advancement Cycle in Which Advanced)	Cycle record invalidated. Candidate was advanced as a result of a previous advanced cycle.
12. INVAL – WPA	Cycle record invalidated. Candidate participated in an NWAE outside the normal path of advancement.
13. ADV WITHHELD	Cycle record invalidated. CO/OIC advancement withheld.
14. INVAL - SCHOOL REQ	Cycle record invalidated. Candidate lacks required school.
15. INVAL - INSUFF TIR	Cycle record invalidated. Candidate has insufficient TIR.
16. MBR DECLINED ADV	Cycle record invalidated. Candidate declined advancement.
17. BUPERS INVAL	Cycle Record Invalidated. NAVPERSCOM PERS-802 and PERS-803 have directed NETPDC N321 to invalidate the cycle record for reasons other than defined in 11 through 16 above. To include failure to meet security clearance requirements and collusion. Also applied if E-5, E-6, and E-7 candidates' NSIPS EMF or IMAPMIS record indicates advancement in another program, reduced in rate, restoration in a rate, and PMK-EE or Enlisted Leadership Development (ELD) not completed or completed after the CHNAVPERS authorized completion date.
18. ACTIVITY INVAL	Cycle Record Invalidated. Command has directed NETPDC N321 to invalidate the cycle record for reasons other than defined in 11 through 17 above. Also used for CO and OIC advancement withdrawal.

Table 7-2 ESVR/Profile Sheet Status Definitions

STATUS AS REFLECTED ON ESVR/PROFILE SHEET	DEFINITION
19. NETPDC INVAL	Cycle record invalidated. NETPDC N321 has taken action to invalidate the cycle record for reasons other than defined in 11 through 18 above. Invalidations may include duplicate record, answer sheets with patterns or that are blank, and no command response for posted discrepancy or lack of adjudication of professional military knowledge eligibility exam (PMK-EE) or enlisted leadership development (ELD) BUPERS hold.
20. REL FROM DUTY	Released from Service, either reserve or active duty. (Candidate record not in NSIPS EMF or IMAPMIS (as applicable) to the cycle.)
21. BUPERS HOLD	PERS-803 action pending on examination/advancement results (see note 2). Hold can include E-5, E-6, and E-7 candidates without proof of required PMK-EE or ELD completion.
22. NETPDC HOLD	NETPDC Statistical Analysis and Exam Support Branch (N322) action pending on examination/advancement results. Results for personnel in this category may be published or placed in BUPERS hold status as soon as NETPDC N322 makes final disposition.
23. SEL BD HOLD	PERS-802 and NAVPERSCOM Personnel Performance and Security Branch (PERS-833) action pending on selection board results. Selection board results for personnel in this category are placed in a hold status until resolution is determined.
24. FMS COMP PENDING	Indicator for mismatch in examination record. Results will be posted upon NETPDC N321 correction.
25. FOREIGN NAT HOLD	Discrepancy if a candidate participated in an NWAE requiring access to classified information and is a foreign national or immigrant alien with no record of U.S. citizenship or citizenship waiver from PERS-803 (see note 3).
26. CITIZENSHIP UNK	Discrepancy if a candidate participated in an NWAE requiring access to classified information and his or her citizenship is unknown.
27. INSUFF TIR	Discrepancy if a candidate has insufficient TIR. Error can also be generated for E-6 and E-7 candidates who have not been identified properly for early promote "EP" evaluation TIR waivers.
28. PERF MARK ERROR	Discrepancy if candidate has no PMA or reporting senior's cumulative average (RSCA) PMA recorded on answer sheet or EAW as well as if PMA or RSCA PMA is out of range.
29. SCHOOL REQUIRED	Discrepancy if candidate lacks a required school.
30. WRONG PATH ADV	Discrepancy if candidate has participated in an NWAE outside his or her normal path of advancement.
31. UNMATCH NAME/DOD ID	Discrepancy if name/Social Security number translated from DoD ID does not correspond with NSIPS EMF or IMAPMIS record.
32. PRATE ERROR XXXXX (XXXXX = Present Rate from EMF or IMAPMIS)	Discrepancy if present rate as recorded in the NSIPS EMF or IMAPMIS is not the same as the progression present rate recorded in NEAS.
33. NO EAW DATA	Discrepancy if candidate does not have an NSIPS EAW electronic record for the cycle loaded in NEAS.

Table 7-2 ESVR/Profile Sheet Status Definitions (Cont'd)

Note 1. A raw score cut value is applied to each NWAE rate to determine whether a candidate passed or failed to pass the NWAE. If a candidate's raw score (the number of questions answered correctly) falls below the applicable raw score cut value, then the candidate "fails" to pass the NWAE and is eliminated from competition for advancement. No FMS or FMS Required is provided for candidates in Fail status, since the status eliminates the candidate from advancement opportunity. Providing the FMS or FMS Required values could give misleading information if the FMS exceeds the FMS required.

Note 2. See guidelines in chapter 12 for collusion processes.

Note 3. Personnel who have recently obtained citizenship or completed a satisfactory background investigation (BI) may appear on the ESVR as a FOREIGN NAT HOLD (Immigrant Alien/Foreign National Hold). The indicated corrections to citizenship status or security data may not have been made. In addition, a person whose citizenship status has not been entered in the Manpower, Personnel, and Training Information System (MAPTIS) will appear on the ESVR as CITIZENSHIP UNK (Citizenship Unknown). NETPDC N321 will update candidate's cycle record when NSIPS EMF or IMAPMIS (as applicable) is updated.

Table 7-3 Corrective Actions for Cycle Record Discrepancies

DISCREPANCY	CORRECTIVE ACTION REQUIRED
<p>UNMATCH NAME/DoD ID</p> <p>Name/DoD ID does not match the NSIPS EMF/IMAPMIS or member is not currently in EMF/IMAPMIS.</p>	<p>NETPDC N321 will correct the candidate's cycle record if DoD ID or name on answer sheet was bubbled in incorrectly or name has changed.</p> <p>NETPDC N321 will invalidate the candidate's cycle record if candidate does not have a record in either NSIPS EMF or IMAPMIS.</p> <p>If candidate is missing an NSIPS EMF or IMAPMIS record for the applicable cycle, the EMF or IMAPMIS record must be updated for the candidate. NETPDC N321 will update candidate's cycle record when EMF or IMAPMIS is updated.</p>
<p>CITIZENSHIP UNK</p>	<p>Correct citizenship status of candidate in NSIPS (EMF or IMAPMIS). NETPDC N321 will update candidate's cycle record when EMF or IMAPMIS (as applicable) is updated.</p>
<p>FOREIGN NAT HOLD</p>	<p>Update citizenship status of candidate in NSIPS (EMF or IMAPMIS). Forward copy of authorized citizenship waiver to BUPERS 32/352. NETPDC N321 will update candidate's cycle record when EMF or IMAPMIS (as applicable) is updated.</p> <p>If candidate's NSIPS (EMF or IMAPMIS) record for the cycle is correct, NETPDC N321 will invalidate the candidate's cycle record.</p>

DISCREPANCY	CORRECTIVE ACTION REQUIRED
WRONG PATH ADV	<p>If candidate's NSIPS (EMF or IMAPMIS) record is incorrect, update candidate's NSIPS record. NETPDC N321 will update candidate's cycle record when EMF or IMAPMIS (as applicable) is updated.</p> <p>If candidate's NSIPS (EMF or IMAPMIS) record for the cycle is correct, such as advancement in another program, reduced in rate, or restoration in a rate, NETPDC N321 will invalidate the candidate's cycle record.</p>
SCHOOL REQUIRED	<p>Correct candidate's rate in NSIPS (EMF or IMAPMIS). NETPDC N321 will update candidate's cycle record when EMF or IMAPMIS (as applicable) is updated.</p>
INSUFF TIR	<p>1. Candidates in Active Duty/SELRES Cycle Administrations</p> <p>a. If candidate's NSIPS (EMF or IMAPMIS) TIR date is incorrect, update candidate's NSIPS record. Refer to paragraph 213 for computations, forward copy of Service record page (NSIPS 1070/688) and other pertinent documentation reflecting correct TIR date to NAVPERSCOM (PERS-803). NETPDC N321 will update candidate's cycle record when EMF or IMAPMIS (as applicable) is updated. For active duty, if creditable drill service in pay grade (DSPG) for TIR eligibility on answer sheet was not bubbled in on the candidate's answer sheet, submit DSPG correction via the EAW PAC and route to the NETPDC records administrator role. EAW PAC submissions must include CO letter and all supporting documentation. If unable to access NSIPS to submit an EAW PAC, submit e-mail to: usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil (see subparagraph 313d for additional information and figure 3-2 for sample letter).</p> <p>b. If TIR date is incorrect and member is a Navy veteran or other service veteran on first enlistment in same pay grade after a break in active service, refer to paragraph 213 for computations, forward copy of service record page (NAVPERS 1070/613), prepared per figure 2-1 to PERS-803. NETPDC N321 will update candidate's cycle record when EMF or IMAPMIS (as applicable) is updated.</p> <p>2. Individual Ready Reserve (IRR)/CIP Candidates – Recompute TIR date per subparagraph 213c(1) and update NSIPS record. NETPDC N321 will update candidate's cycle record when EMF or IMAPMIS (as applicable) is updated.</p>

DISCREPANCY	CORRECTIVE ACTION REQUIRED
<p>PERF MARK ERROR Generated if candidate has no PMA or RSCA PMA recorded on answer sheet or EAW as well as if PMA or RSCA PMA is out of range.</p>	<p>Submit PMA or RSCA PMA correction via the EAW PAC and route to the NETPDC records administrator role. EAW PAC submissions must include CO letter and all supporting documentation. For E-6 and E-7 candidates, a copy of the corrected RSCA PMA calculator must also be submitted listing all applicable evaluations and RSCA calculations. A copy of RSCA PMA calculator - Excel can be downloaded from the NEAS Web site. If unable to access NSIPS to submit an EAW PAC, submit e-mail to usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil (see paragraph 313d for additional information and figure 3-2 for sample letter).</p>
<p>PRATE ERROR XXXXX (XXXXXX = Present Rate from EMF or IMAPMIS)</p>	<p>If candidate's NSIPS (EMF or IMAPMIS) record is incorrect, update candidate's NSIPS record. NETPDC N321 will update candidate's cycle record when EMF or IMAPMIS (as applicable) is updated.</p> <p>If candidate's NSIPS (EMF or IMAPMIS) record for the cycle is correct, such as advancement in another program, reduced in rate, or restoration in a rate, NETPDC N321 will invalidate the candidate's cycle record.</p>
<p>NO EAW DATA</p>	<p>Create an NSIPS EAW electronic record for the cycle to include EP TIR waiver-eligible candidates (see chapter 3 and paragraph 601 for further guidance).</p>

Table 7-3 Corrective Actions for Cycle Record Discrepancies

704. Effecting Advancements to the Pay Grades of E-2, E-3, and E-4

a. Advancement to the Pay Grades of E-2, E-3, and E-4. Advancements to the pay grades of E-2, E-3, and E-4 are automatically posted on the 16th day of a month by NAVPERSCOM Selection Board Support Division (PERS-35) once the required time in service (TIS) has been reached per table 7-4.

(1) E-2, E-3, and E-4 advancements must be effected locally for personnel reduced in rate or if PERS-803 removed the prospective automatic advancement as requested.

(2) Exclusions. The TIS construct does not apply to nuclear, advanced technical, and electronic field Sailors who already obligate for additional service in line with MILPERSMAN 1510-030. Additionally, Sailors in the Professional Apprenticeship Career Track (PACT) Program will continue to earn rating designations and advancement to E-4 in line with the PACT Program requirements with a timeline that is similar to TIS-based advancements described above.

PAY GRADE	E-1 to E-2	E-2 to E-3	E-3 to E-4
TIS AT	9 MOS	18 MOS	30 MOS

Table 7-4 Time-In-Service (TIS) Requirements

Note: All personnel must meet the minimum TIS requirements outlined in the table above, regardless of their entry rate. Example: A Sailor who enlists at the E-2 pay grade must complete 18 months of TIS before advancing to E-3. Similarly, a Sailor who enters the E-3 pay grade must complete 30 months of TIS for advancement to E-4.

b. Delaying Advancement to E-2/E-3/E-4. All personnel who maintain a CO or OIC retention and promotion recommendation are considered eligible for advancement to E-2, E-3, and E-4 upon meeting TIS requirements. The prospective advancement will automatically post to the EMF/IMAPMIS and pay system when effective. To withhold TIS advancement, submit NAVPERS 1070/613 (see figure 7-4) and notify PERS-803 by e-mail (using figure 7-5) prior to the prospective advancement date. Once advancement is delayed, the command must effect the advancement to E-2/E-3/E-4 locally based on the date the delay was removed by the CO or OIC. Advancement cannot be delayed on or after the effective date. NETPDC does not require notification.

<p>NAVPERS 1070/613</p> <p>(Date): Advancement to E-2/E-3/E-4 withheld this date due to (give reason for withholding advancement).</p> <p style="text-align: center;">_____ CO/OIC SIGNATURE (Signature may not be delegated)</p> <p>“I have read the above and understand that authority for advancement to E-2/E-3/E-4 has been delayed. I have been informed of my rights for redress as provided under UCMJ, article 138. It is my decision to/not to seek review of this matter.”</p> <p style="text-align: center;">_____ Member’s signature and date</p>

Figure 7-4 Sample NAVPERS 1070/613 E-2/E-3/E-4 Withhold of Advancement

From: USS Underway
To: Advancements-Active@Navy.mil (or) Advancements-Reserve@Navy.mil
Subj: WITHHOLD OF AUTOMATED ADVANCEMENT TO E-2/E-3/E-4 ICO
(NAME, RATE)
Ref: (a) BUPERSINST 1430.16H
1. Request delete prospective automated advancement to E-2/E-3/E-4 ICO Service member. CO has withheld advancement in compliance with subparagraph 704b of reference (a).
2. Command POC: PSC Betty A. Sea, (850)123-4567, e-mail: Betty.A.Sea.mil@US.Navy.mil.
(Attach copy of required NAVPERS 1070/613 (page 13))

Figure 7-5 Sample E-2/E-3/E-4 Withhold of Advancement Request

c. Backdating Advancement to the Pay Grades of E-2 Through E-4. If an administrative error precludes the advancement of a member to pay grades of E-2, E-3, or E-4 on the earliest date on which the candidate is fully qualified, the advancement may be established "as of" the date the member would have been advanced had the error not occurred, provided the backdating does not, under any circumstance, exceed 6 months. For advancements greater than 6 months, notify PERS-803 by e-mail with the Sailor's name, DoD ID, and details of advancement delay to request advancement correction.

d. Sailors reduced in rate below E-4 will be required to serve 6 months at their reduced pay grade before becoming eligible for reinstatement. Sailors must receive their CO's advancement recommendation to be reinstated. COs may delay reinstatement until they deem the Sailor is ready.

(1) NAVPERS 1070/613 (Administrative Remarks) (permanent) must be completed by the command of the Service member and sent to NAVPERSCOM Enlisted Career Administration/Enlisted Boards Division (PERS-81). NAVPERS 1070/613 (CO's signature required) must include the following language:

NAVPERS 1070/613
(date): _____ Effective this date, Service member has been reinstated to E-2, E-3, or E-4. Effective date of pay grade is _____ and time-in-rate date is _____.

a. The effective date of pay grade will be the reinstatement date approved by the CO.
b. The time-in-rate date will be applied as outlined in section 201.
c. The required Navy Standard Integrated Personnel System (NSIPS) transaction must be completed to ensure proper reinstatement of the effected member.

Figure 7-6 Sample NAVPERS 1070/613 Reinstatement of Service Member's Pay Grade

(2) Sailors may petition the immediate superior in command (ISIC) of the unit after 12 months from the date of reduction if CO has not granted restoration.

705. Effecting NWAE and Selection Board Advancements to the Pay Grades E-5 Through E-9

PAY GRADE	NWAE AND SELECTION BOARD EFFECTIVE ADVANCEMENT MONTHS
E-5 and E-6	January - June July - December
E-7	September - August
E-8 and E-9	July - June

Table 7-5 NWAE and Selection Board Effective Advancement Months

a. The effective advancement date for members selected for advancement to the pay grades of E-5 and E-6 is determined by the Service member's FMS rank within the same rate/competitive group. The effective advancement date for members selected for advancement to the pay grades E-7 through E-9 is determined by the member's seniority in pay grade within the same rate/competitive group. Advancements will automatically be affected on the date authorized on the RCA/profile sheet. Refer to table 7-5 for effective months of advancement for NWAE and SBE cycles.

b. Personnel converted to a different rating subsequent to selection of advancement notification in the previous rating will retain their advancement and be advanced in their new rating on the date originally specified in the RCA/profile sheet. The command should contact PERS-803 to have the advancement affected. PERS-803 will coordinate with NETPDC N321, if required.

c. Personnel transitioning between branch/class components (e.g., AC to RC or RC to the Training and Administration of the Reserve (TAR)) subsequent to selection of advancement notification in the previous component will be advanced in the new component on the date authorized on the RCA/profile sheet. The command should contact PERS-803 to have the advancement affected. PERS-803 will coordinate with NETPDC N321 (if required).

706. Limiting Date

a. Advancement authority expires with the limiting date for the respective exam administration cycle. Limiting dates (in table 7-6) are as follows:

PAY GRADE	EXAM ADMIN CYCLE	LIMITING DATE
E-5 and E-6	February/March	31 December of the same year
E-5 and E-6	August/September	30 June of the next year
E-7	January/February	31 August of the next year
E-8 and E-9	N/A	30 June of the next year

Table 7-6 NWAEE and Selection Board Advancement Limiting Date

b. If an authorized advancement is not effected prior to the limiting date due to administrative error or oversight, ETP, or BCNR submission is required (see subparagraph 104c).

707. Service Record Entries. To effect an advancement, change in rate, or PACT designation, make the appropriate ESR entry. For Reserve personnel, after effective date of advancement, ensure NSIPS reflects correct TIR. For personnel advanced under special programs, document authority on NAVPERS 1070/613 (using figure 7-6):

<p>NAVPERS 1070/613:</p> <p>(Date): Advanced to _____ effective _____ for pay and precedence purposes. Authority: _____ (Reason for advancement and reference document/instruction authorizing advancement).</p> <p style="text-align: right;">_____ Signature with by direction authority</p>

Figure 7-6 – Sample NAVPERS 1070/613 Advancement Under Special Programs

708. Personnel Discharged or Released or Separated

a. COs and OICs will inform advancement selectees who are being discharged or released from duty (REL FROM DUTY) they may request an advancement determination from PERS-803 upon return to either active duty, TAR, SELRES, or affiliation in a SELRES drilling status (refer to figure 7-7).

b. For personnel who have separated prior to publication of the advancement results, commands are required to ensure cycle records are invalidated in order for all advancement quotas to be utilized. Members whose cycle records were invalidated because they were separated prior to publication of advancement results are not eligible for advancement.

(Command Letterhead)

From: Commanding Officer

To: Commander, Navy Personnel Command (PERS-803)

Subj: REQUEST FOR INDIVIDUAL ADVANCEMENT DETERMINATION AND AUTHORITY FOR
ADVANCEMENT

Ref: (a) BUPERSINST 1430.16H

Encl: (1) Copy of affiliation documentation (1326)

1. The candidate identified was selected for advancement from an exam administration cycle prior to converting to (select one: active duty, TAR, SELRES).

2. The following information is provided:

a. Name (Last, First MI):

b. Present rate:

c. Examination rate:

d. Month and year of last exam administration cycle:

e. Date separated (if applicable):

f. Date affiliated:

g. Unit to which attached:

3. Per paragraph 708 or 720 of reference (a), request advancement determination and (if eligible) authority for advancement.

4. Point of contact.

Signature of CO/OIC
or official with by direction authority

CUI – PRIVACY ACT SENSITIVE

Figure 7-7 Sample Request for Advancement Determination

Note 1. Results of the advancement determination will be forwarded to the activity listed on the letterhead of the request.

Note 2. Do not contact NETPDC for FMS comparison from respective active/reserve exam administration cycles.

709. Career Intermission Program (CIP)

a. Active duty/TAR E-5 through E-9 Service members entering CIP will retain their current component status in the advancement process as held upon entry into CIP. CIP participants who were selected for advancement prior to transitioning to the Individual Ready Reserve (IRR) will have advancement deferred until returned to the component status previously held. In the event the date of return to the component status previously held is prior to the effective date of advancement, then the advancement will occur on the original effective date of advancement. For all other CIP participants in a selectee status, advancement will be effective on the 16th day of the month following the date of return to the component status previously held. Active duty/TAR selectees E-5 through E-9 who return to a different component (active duty to TAR or TAR to active duty) will require Bureau of Naval Personnel (BUPERS) Enlisted Community Manager (ECM) (BUPERS-312) approval to retain selectee status into the new component.

b. Candidates E-5 and E-6 who participate in an NWAE or rating knowledge examinations (RKE) and enter CIP prior to advancement results determination will be invalidated for that cycle (due to candidates not in the EMF). Candidates entering CIP after advancement results determination will be included in the final multiple score rank-ordering process. Selectees will be included in the standard NEAS file transfer to NAVPERSCOM Information Management Department (PERS-3). PERS-3 will systematically place the E-5 and E-6 selectees in a hold status until return to component status previously held. NAVPERSCOM Reserve Personnel Management Department (PERS-9) will track the E-5 and E-6 selectee candidates in the CIP database and indicate date of return to active duty status. The date of return to the component status previously held will be provided to PERS-3 to effect post-CIP advancement. PERS-9 will also provide NETPDC N321 the date of return to component status previously held for all CIP participants. For those non-select CIP candidates returning with past PNA points, credit will be granted for the PNA points the three most recent exam cycle administrations in that pay grade not to include the cycles missed during CIP participation.

c. Candidates E-5 through E-7 who return from CIP and participate in an NWAE or RKE will not have evaluations covering the time in the IRR while participating in the program considered for PMA or RSCA PMA calculations.

d. Evaluations covering the CIP period, while the member is in the IRR, will not be used for calculating PMA. To calculate the PMA for E-5 and RSCA PMA for E-6 and E-7 advancement candidates who return from CIP and participate in an NWAE or RKE, use all evaluations in the current pay grade that cover the periods required, to include evaluations prior to the CIP period:

E-5 exam = 15 months
E-6 exam = 36 months
E-7 exam = 36 months

Example: An E-4 Sailor who is eligible to take the September exam for E-5 returns from a 12-month CIP period on 1 June 2024. This Sailor's E-4 TIR date at CIP transition was 1 January 2020. In order to adjust the Sailor's TIR for the CIP period, advance the new TIR using a day-for-day calculation for the time the Sailor was in CIP. In this instance, upon return to active duty, this Sailor's TIR is adjusted to 1 January 2021. To calculate the candidate's PMA, use all evaluations in the member's record from 1 June 2024 to 31 August 2024 before the September 2024 exam. In addition, use any pre-CIP period evaluations in the E-4 pay grade to cover the prescribed period above. Since the Sailor returned from CIP 3 months prior to 31 August 2024, the number of months of evaluations to be used in PMA calculations from the pre-CIP period will be the 9 months.

e. E-7 candidates who participate in an NWAEE and enter CIP prior to selection board eligible results will be invalidated for that cycle. These E-7 candidates will remain ineligible for advancement consideration until they return to component status previously held and participate in the next available NWAEE to obtain selection board eligibility status. E-7 candidates who become selection board eligible (SBE) and enter CIP prior to adjournment of the E-7 selection board will be invalidated from that current exam administration cycle. However, these candidates will retain SBE status upon return from CIP without taking an additional NWAEE. PERS-9 will track these E-7 SBE candidates in the CIP database and indicate date of return to component status previously held. PERS-9 will notify PERS-802 and PERS-803, NETPDC N321, and applicable commands of date of return from CIP for these E-7 candidates in order to authorize selection board waivers for the first available regularly scheduled E-7 selection board. Eligibility for the first available regularly scheduled selection board requires waived candidates' return from CIP at least 1 month prior to the selection board convening date. The selection board waiver is only authorized for the first available regularly scheduled selection board after the return to status previously held. Upon receipt of PERS-9 notification, NETPDC N321 will generate an SBE profile sheet.

f. E-8 and E-9 candidates who enter CIP prior to adjournment of the E-8 and E-9 selection boards will be invalidated for that cycle. These candidates will remain ineligible until they return to the component status previously held. PERS-9 will track these E-8 and E-9 SBE candidates in the CIP database and indicate date of return to component status previously held. PERS-9 will notify PERS-802, PERS-803, NETPDC N321, and applicable commands of date of return to status previously held for these E-8 and E-9 candidates in order to effect selection board eligibility for the first available regularly scheduled E-8 and E-9 selection board or to authorize selection board waivers for the first available regularly scheduled E-8 and E-9 selection board (as applicable). Eligibility for the first available regularly scheduled selection board requires candidates return from CIP at least 1 month prior to the selection board convening date.

NAVPERS 1070/613:

(Date): "I request to have my advancement results from cycle _____ removed this date and decline advancement to the higher pay grade.

I understand that this request is permanent and may not be reinstated. I further understand that I am not eligible to wear the uniform of the higher pay grade or receive the benefits thereof."

Signature of Member

WITNESSED: _____
CO/OIC Signature

Figure 7-9 Sample Permanent Service Record (Page 13) Member Declining Advancement

713. Active Duty Transferring to Fleet Reserve/Retired Reserve 2-Year Time-In-Grade (TIG) Requirement For E-7 Through E-9

a. DoD Instruction 1332.20 and OPNAVINST 1811.3A state "non-disability (voluntary) retirement for members serving in the pay grades E-7, E-8, and E-9 must require a minimum of 2 years of active duty in grade unless such members are entitled by law to a higher retired grade upon retirement." An advanced member, who desires to transfer to the Fleet Reserve or Retired Reserve (non-regular retirement) prior to completing 2 years TIG, must be reverted to the former pay grade. Notify NAVPERSCOM Enlisted Retirements Branch (PERS-836) and NAVPERSCOM Reserve Enlisted Status Branch (PERS-913) of personnel being advanced and transferred to the Fleet Reserve/Retired Reserve prior to completion of 2 years TIG. Service members who have completed 30 years or more of active service, that are placed on the active duty retired list prior to serving 2 years TIG, will be allowed to retire at the higher pay grade.

b. This 2-year TIG requirement for transfer to the Fleet Reserve/Retired Reserve at the current pay grade is independent of, and runs concurrent with, any other obligated service (OBLISERV) that may be incurred due to acceptance of advancement, orders, or any other personnel action requiring a commitment for additional service.

c. NAVPERS 1070/613 entry (figure 7-10) is required for all selectees advanced to the pay grades of E-7 through E-9:

NAVPERS 1070/613:

(Date): "I understand that I must serve a minimum of 2 years time-in-grade (TIG) prior to transferring to the Fleet Reserve or Retired Reserve. I further understand that the 2-year TIG commences upon my effective date of advancement and not on the date I was frocked."

(MEMBER'S SIGNATURE)/DATE

WITNESSED: _____
Signature with by direction authority

Figure 7-10 – Sample NAVPERS 1070/613 Active Duty Transferring to Fleet Reserve/
Retired Reserve 2-Year TIG Requirement

d. Requests for a waiver of a maximum of 1 year of the TIG requirement may be submitted to PERS-836 and PERS-913 with application for transfer to the Fleet Reserve or Retired Reserve.

714. Advances on Temporary or Permanent Disability Retired List (TDRL/PDRL). Those personnel who are selected for advancement but are transferred to TDRL/PDRL will be advanced effective the date of transfer to the TDRL/PDRL per 10 U.S.C. Advancements should be affected locally via appropriate NSIPS entry.

715. Personnel Ineligible for Advancement

- a. Prisoners of war/missing personnel, except by special action by the CHNAVPERS.
- b. Personnel who have been determined by administrative (i.e., non-judicial punishment (NJP) action, administrative discharge board, NETPDC investigation, etc.) or court-martial proceedings to have used, attempted, or conspired to use fraudulent means to obtain advancement are ineligible for advancement on the cycle for which fraud or collusion is substantiated and will remain ineligible until the CO reinstates advancement recommendation.
- c. Personnel in a deserter or unauthorized absence (UA) status.
- d. Personnel in a retired status, including disability retirements (see paragraph 714).
- e. Personnel in confinement as a result of civil conviction or sentence of court-martial on their authorized date of advancement.
- f. Personnel who have failed to meet physical readiness standards as outlined in OPNAVINST 6110.1L.

g. Personnel in a rating requiring security clearance eligibility who are not in receipt of a favorable adjudication from an official adjudicative authority or who are not in possession of temporary access (an “interim” clearance) granted by a CO or OIC while awaiting a formal determination by an official adjudicative authority on the regularly scheduled exam administration date or personnel who have had their clearance revoked prior to their advancement date.

Note: Personnel must maintain continuous security clearance through the effective date of advancement. In order for a CO or OIC to grant interim access, the procedures in paragraph 9-4 of SECNAV M-5510.30, the Navy Personnel Security Program, must be followed.

h. Personnel who have failed the examination (see table 7-2 note 1).

i. Personnel who have been selected by a retention board and have been selected for non-continuation (e.g., enlisted retention board (ERB), senior enlisted continuation board (SECB), etc.).

j. Nuclear-trained E-6 Sailors with an inactive Navy enlisted classification (NEC) are permitted to take the E-7 advancement examination. However, to advance, E-6 nuclear-trained Sailors must have an active NEC at the start of the advancement board. Additionally, nuclear-trained E-7 and E-8 Sailors must have an active NEC to advance.

716. Invalidation of Candidates' Exam Administration Cycle Participation. If, after exam administration, a candidate becomes ineligible for advancement for reasons other than withdrawal of the candidate's recommendation (e.g., reasons listed in paragraphs 703 and 715), the command must invalidate the candidate's cycle record participation. Notify NETPDC N321 and PERS-803 for E-5 and E-6 candidates and NETPDC N321 and PERS-802 for E-7 candidates, providing reason for invalidation.

Note: With the limited number of advancement quotas available, commands must give particular attention to avoid wasting quotas.

717. Disciplinary Status. COs and OICs have discretionary authority to effect authorized advancements of members who are in a disciplinary status.

a. If the CO or OIC does not affect the advancement of a member in a disciplinary status that has not been resolved prior to the limiting date, request determination from PERS-803.

b. Personnel in a suspended reduction status are eligible for advancement. The suspended punishment will not automatically withhold or withdraw prospective advancements. COs and OICs must comply with paragraph 722 to withhold or withdraw prospective advancements, otherwise the advancement will automatically post. A “suspended reduction in rate” status is automatically terminated when a member is subsequently advanced in rate.

718. Medical Status. Personnel undergoing medical treatment or awaiting action of a clinical board, medical survey board, or a physical evaluation or reevaluation board, including personnel on limited duty (LIMDU), or reservists in a transient personnel unit (TPU) may be advanced if otherwise qualified. Personnel receiving medical treatment as a result of their own misconduct and subject to disciplinary action are subject to the advancement restrictions in paragraph 715.

719. Forced Conversion/Change in Rating (Medical). If a member participated in an exam administration cycle or is selected by an enlisted advancement selection board and becomes medically disqualified (through no fault of member) after examination date or selection board adjournment, but prior to prospective date of advancement, member is authorized to advance in his or her current or new rating.

720. Changing Branch/Class Competitive Category. Personnel who participated in an exam administration cycle prior to changing branch/class competitive category may request advancement determination using the format shown in figure 7-7.

a. If an individual has Career Waypoints (C-WAY) approval to change branch/class competitive category which will take effect before the advancement results are released, the individual will take the NWAE in the new branch/class competitive category. Example: If the member is C-WAY-approved on 31 January 2025 to be released from active duty and enter the SELRES on 30 April 2025, the member will take the SELRES exam in March.

b. If an individual changes branch/class component after participation in an exam and prior to publication of cycle results, notify NETPDC to determine if the exam can be scored in the correct branch/class competitive category or if a new exam can be ordered. ETP submission may be applicable.

c. If an individual changes branch/class component after participation in an E-5 and E-6 exam and publication of cycle results, but before the effective date of advancement, the individual will be advanced in the new branch/class component on the date authorized on the RCA/profile sheet. The individual should submit a request for individual advancement determination (figure 7-7) to PERS-803 to have the advancement effected.

d. If an individual changes branch/class component while in a selectee or screen status for E-7, E-8, or E-9 prior to his or her effective date of advancement, the individual will retain status in the new branch/class component. Notify PERS-803 to retain selectee status. The individual should be advised that the effective advancement date may change.

e. If an individual selected for advancement to E-5 and E-6 changes branch/class component and has a break in service less than 6 months and advancement date has not been effected, the individual may contact PERS-803 to have his or her advancement effected in their new branch/class component, provided the request is made within the limiting date of the exam administration cycle in which the Sailor was selected for advancement. The individual should be advised that the effective advancement date may change. If an individual has a break in service

greater than 6 months or the limiting date of the cycle has passed, he or she may still request an advancement determination from PERS-803 provided he or she is affiliated within 1 year of separation and make the request within 6 months of affiliation. If the break in service is greater than 6 months or the limiting date has passed, these requests are subject to review by PERS-803 and are not guaranteed.

f. Rate determinations may only be requested within an exam administration cycle's limiting date (refer to paragraph 706 for clarification of limiting dates).

g. Before submitting a request for advancement determination (figure 7-7), a SELRES Sailor must have satisfactory drilling participation, be within 12 months of the date of released from active duty (RELACDU), and be within 6 months of date of affiliation in the Reserve.

721. Erroneous Advancement. If a Service member is advanced in error through no fault of the member and solely as a result of administrative error, notification of all circumstances surrounding the erroneous advancement must be forwarded to PERS-803 for review and final determination.

722. Withholding or Withdrawing Recommendation for Advancement. Withholding (temporary delay) or withdrawing (permanent action) a recommendation is an administrative action and may not be directed as punishment or used as an alternative action to the proper disposition of misconduct under the Uniform Code of Military Justice (UCMJ). Recommendation/ advancement authority cannot be withheld or withdrawn on or after the effective date of advancement. Failure to comply with the required actions prior to the advancement date will result in the member retaining scheduled advancement.

a. Withholding Authorized Advancement

(1) The CO or OIC may delay a Service member's authorized advancement up to the limiting date for the respective exam administration cycle. Make service record entries (using figure 7-11). E-mail notification to NETPDC N321 and PERS-803 may not be sent prior to completion of required NAVPERS 1070/613.

NAVPERS 1070/613:

(Date): AUTHORIZED ADVANCEMENT TO _____ WITHHELD THIS
DATE DUE TO (give reasons for withholding advancement).

CO/OIC SIGNATURE/DATE

"I have read the above and understand that authority for advancement to _____ has
been withheld. I have been informed of my rights to redress as provided under
article 138 of the UCMJ."

MEMBER'S SIGNATURE/DATE

Witnessed: _____
WITNESS' SIGNATURE/DATE

Figure 7-11 Sample NAVPERS 1070/613 Withholding Authorized Advancement

Note: NAVPERS 1070/613 must be signed by the Service member and the member's CO or OIC. The CO or OIC's signature may not be delegated. If the member refuses to sign, the signature block will be annotated "MEMBER NOTIFIED BUT REFUSED TO SIGN."

(2) Withholding advancements because of physical fitness assessment (PFA) failure must be accomplished in compliance with OPNAVINST 6110.1L. In addition to NAVPERS 1070/613, required by OPNAVINST 6110.1L, the member must sign the NAVPERS 1070/613 (using figure 7-11) prior to the withholding of advancement.

(3) Commands must notify NETPDC N321 via e-mail, with an information copy to PERS-803, at advancements-active@navy.mil or advancements-reserve@navy.mil when withholding an advancement and indicate compliance with subparagraph 722a (see figure 7-12.) Action cannot be completed if both NETPDC N321 and PERS-803 are not notified. NETPDC N321 will forward verification of withholding via profile sheet.

From: COMMAND
To: usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil
CC: ADVANCEMENTS-ACTIVE@NAVY.MIL

SUBJ: WITHHOLDING OF CYCLE __ ADVANCEMENT ICO (FULL NAME, BRANCH/CLASS, DOD ID #)

Ref: (a) BUPERSINST 1430.16H

1. Due to _____, CO has withheld cycle ____ advancement to (RATE). NAVPERS 1070/613 required in reference (a), subparagraph 722a complied with and filed in electronic service record (ESR).

2. Command point of contact: PSC ABLE B. SEA, (850)123-4567, E-mail: ABLE.B.SEA.MIL@US.NAVY.MIL

Figure 7-12 – Sample Withholding Authorized Advancement Request

(4) To reinstate a command-withheld advancement, CO or OIC must notify NETPDC N321 via e-mail [mailto: message](mailto:), with an info copy to PERS-803 prior to the exam cycle limiting date, that the advancement is no longer being withheld and request the advancement be effected (refer to figure 7-13 and figure 7-14 for e-mail notification to NETPDC N321 and PERS-803 and completion of required NAVPERS 1070/613).

Advancement/selectee status will be forwarded via profile sheet.

Note: ETP may be submitted if CO or OIC desires to reinstate a previously withheld advancement after the limiting date for the exam administration cycle (refer to paragraph 104). However, Sailors reduced in rate from E-4 and below by NJP for minor offenses, as outlined in article 15 of the UCMJ, may be eligible for reinstatement after a 6-month waiting period. Reinstatement to E-4 and below is at the discretion of the current CO and does not automatically occur after the 6-month waiting period (refer to subparagraph 213d(5)(d) for further instruction.

NAVPERS 1070/613:

(Date): AUTHORIZED ADVANCEMENT TO _____ REINSTATED THIS DATE.

CO/OIC SIGNATURE/DATE

"I have read the above and understand that authority for advancement to ____ has been reinstated."

MEMBER'S SIGNATURE/DATE

Witnessed: _____

WITNESS' SIGNATURE/DATE

Figure 7-13 Sample NAVPERS 1070/613 Reinstating Authorized Advancement

From: Command

To: usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil

CC: Advancements-Active@navy.mil

Subj: REINSTATING OF CYCLE ____ ADVANCEMENT ICO (FULL NAME, BRANCH/CLASS, DOD ID #)

Ref: (a) USS Will Sail (e-mail time/date)
(b) BUPERSINST 1430.16H

1. Per reference (a), CO reinstated Service member's recommendation for advancement on (Date). Advancement previously withheld by reference (b), subparagraph 722a(4).

2. POC: PSC Able B. Sea, (850)123-4567, e-mail: ABLE.B.SEA.MIL@US.NAVY.MIL

Figure 7-14 Sample Reinstating Authorized Advancement Request

(5) Personnel in a deserter or UA status will not be advanced. COs and OICs must withhold advancements per subparagraph 722a utilizing NAVPERS 1070/613 (see figure 7-12). Upon completion of NAVPERS 1070/613, CO or OIC must notify PERS-803 and NETPDC of compliance with NAVPERS 1070/613 as directed by this paragraph. Any prospective advancement, including prospective E-2/E-3/E-4 advancement (subparagraph 704b), must be withheld.

b. Withdrawal of Recommendation for Advancement. COs and OICs may withdraw a recommendation for advancement at any time, prior to the effective advancement date, if the member is determined to no longer qualify for advancement. Withdrawal of an advancement recommendation is the prerogative of the member's current CO or OIC and will be withdrawn whether or not the recommendation was made by the member's previous CO or OIC. COs and OICs are advised that the withdrawal of an advancement recommendation is a permanent action and the recommendation will remain withdrawn until recommendation is restored with a subsequent evaluation. An advancement recommendation that is withdrawn after notification of selection for advancement is a permanent action for that exam administration cycle, with no administrative recourse, regardless of a subsequent CO or OIC desiring to restore the advancement recommendation. When withdrawing a recommendation for advancement, CO and OICs must take the following actions:

(1) Prepare an enlisted evaluation with a "Significant Problems" promotion recommendation, removing members recommendation for advancement, which must be signed by the member and the member's CO or OIC (this authority may not be delegated). An evaluation is the sole means of withdrawing a member's recommendation for advancement and must be completed prior to requesting invalidation of an authorized advancement.

(2) Prepare e-mail notification to NETPDC N321 and PERS-803 (see figure 7-15.) For E-7 through E-9 candidates info copy NAVPERSCOM PERS-802 and NAVPERSCOM Personnel Performance and Security Branch (PERS-833). Do not send prior to completion of the required evaluation.

(3) NAVPERS 1070/613 service record entry (using figure 7-16) must be made.

From: Command
To: usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil
CC: ADVANCEMENTS-ACTIVE@NAVY.MIL
(Any other commands involved (i.e., TSC or parent command))

Subj: WITHDRAWAL OF CYCLE ____ ADVANCEMENT RECOMMENDATION
ICO (RATE, NAME, BRANCH/CLASS, DOD ID #)

Ref: (a) BUPERSINST 1430.16H

1. CO or OIC has withdrawn advancement recommendation for ____ (Rate) ICO Service member due to _____. Evaluation required in reference (a), subparagraph 722b was completed on (date) and filed in ESR. Request INVALID Cycle ____ (Rate member participated in/selected for (e.g., "PS2")) exam ICO Service member.

2. POC: PSC Able B. Sea, (850)123-4567, e-mail: ABLE.B.SEA.MIL@US.NAVY.MIL

Figure 7-15 Sample Withdrawal of Recommendation for Advancement Request

NAVPERS 1070/613:

(Date): RECOMMENDATION FOR ADVANCEMENT TO ____ WITHDRAWN THIS DATE DUE TO (give reasons for withdrawing recommendation).

CO/OIC SIGNATURE/DATE

"I have read the above and understand that recommendation for advancement to ____ has been withdrawn. I have further been informed of my rights to redress as provided under article 138 of the UCMJ. I understand that withdrawal of my advancement recommendation for ____ is a permanent action for this exam administration cycle, with no administrative recourse."

MEMBER'S SIGNATURE/DATE

Witnessed: _____
WITNESS' SIGNATURE/DATE

Figure 7-16 Sample NAVPERS 1070/613 Withdrawal of Recommendation for Advancement

(4) If a member has taken an E-5 through E-7 NWAE and the advancement results have not been published and recommendation is withdrawn, send e-mail notification to NETPDC N321 with information copy to PERS-803 requesting invalidation of the member's exam administration cycle and advise of compliance with subparagraph 722b (see figures 7-15 and 7-16).

(5) If member is a selectee for advancement to E-5 through E-9, send e-mail notification to NETPDC N321, with information copy to PERS-803, advising that withdrawal of advancement recommendation is in compliance with subparagraph 722b (see figures 7-15 and 7-16).

(6) If a member has been validated for E-8 and E-9 or is SBE for E-7, send e-mail notification to PERS-802, with information copy to NETPDC N321 and PERS-803, advising of withdrawal of advancement recommendation and compliance with subparagraph 722b (see figures 7-15 and 7-16).

(7) The member's signature is required on the adverse performance report (withdrawing advancement recommendation). If member is missing, deployed to another command, in an unauthorized absence status, in deserter status, etc. and cannot sign or refuse to sign, enter an explanatory phrase in the signature block. Forward the report to NAVPERSCOM Examining Branch (PERS-321), with copy to PERS-803. It is important that withdrawal action is completed prior to the effective date of the advancement; lack of member's signature due to unavailability or refusal should not impede such action.

c. Appeals. If a member believes that the withholding or withdrawal of his or her advancement is inaccurate, unjust, or wrongly submitted, article 1151 of the U.S. Navy Regulations provides authority to request mast, where questions may be raised with the CO or OIC. If this remedy has been exhausted, the member may request that such withholding or withdrawal be investigated, modified, removed, or replaced through one of the following appeal procedures:

(1) U.S. Navy Regulations, Article 1126 Correction of Naval Records. Under provisions of this article, a member may petition the BCNR. Petitions must be submitted on DD 149 Application for Correction of Military Record Under the Provisions of Title 10 U.S. Code, Section 1552 (refer to the MyNavy HR Web site).

(2) U.S. Navy Regulations, Article 1150 Redress of Wrong Committed by a Superior and Uniform Code of Military Justice, Article 138 Complaints of Wrongs. Under provisions of these articles, a member may submit a complaint against a superior officer.

723. Withholding of Advancement on Service Members Alleged to Have Committed Child Sexual Abuse. Using the guidelines contained in subparagraph 722a, the CO or OIC is required to withhold the prospective advancement of any member who is under administrative control of the Family Advocacy Program for alleged child sexual abuse. The nature of the program dictates that a member's case must be resolved. In cases determined to be unsubstantiated by local Case Review Committee, Headquarters Review Team, or Child Sexual Assault Review Board, the CO or OIC must notify PERS-803 upon release from administrative control by NAVPERSCOM Personnel Performance and Transition (PERS-83) to reinstate the original advancement date. Cases determined to be substantiated are required to be processed for administrative separation. If, after NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832) disposition of the administrative separation process a member is retained in the naval service, a request for reinstatement of advancement may, at the discretion of the CO or OIC, be forwarded to PERS-803.

CHAPTER 8

COMBAT MERITORIOUS ADVANCEMENT PROGRAM (CMAP)

800. General. This chapter provides policy, eligibility, and administrative procedures for the Combat Meritorious Advancement Program (CMAP). This program was established to advance Sailors in the pay grades of E-1 through E-5 in recognition of uncommon valor and extraordinary deeds demonstrated while engaged in, or in direct support of, combat operations. Advancement quotas under this program do not count against quotas authorized under the Meritorious Advancement Program (MAP).

801. Eligibility. Situations that may warrant direct advancement under this program include but are not limited to:

- a. Personnel actively participating in ground action or operations against an armed opponent;
- b. Personnel actively involved in offensive or defensive engagements against hostile seaborne watercraft (i.e., members directly involved in visit, board, search, and seizure operations as part of a boarding party or defense of an offshore oil facility);
- c. Active participation in ordnance clearing, removal, or render-safe operations; or
- d. Active involvement in anti-terrorism/force protection missions where armed engagement with an opposing force occurs.

802. Criteria. The following criteria will be used when determining Sailors' eligibility for CMAP advancement:

- a. Active or reserve, permanently or temporarily assigned to a command operating in a combat zone or direct support combat zone. Combat and direct support combat zones are designated per executive order and congressional action and are currently listed in DoD 7000.14-R Department of Defense Financial Management Regulation (DoD FMR).
- b. Currently serving in the pay grades of E-1 through E-5. Advancements to the pay grades of E-7 through E-9 are not authorized.
- c. Must display exceptional leadership and performance that clearly distinguishes them from their peers and is expected of the next higher pay grade.
- d. Must meet basic advancement eligibility requirements on the date the advancement is effective per this manual, with the exception of Navy-wide advancement examination (NWAE) participation and time in rate (TIR).

e. Professional Apprenticeship Career Track (PACT) E-3 Sailors must meet all requirements outlined in this manual and the additional requirements required by Career Waypoints (C-WAY). PACT Sailors will not be meritoriously advanced to a rating requiring special selection process (e.g., master-at-arms) or an “A” school.

803. Approval Authority. The Chief of Naval Personnel (CHNAVPERS) has overall authority for CMAP and has designated Commander, U.S. Naval Forces Central Command (COMUSNAVCENT); Commander, Naval Special Warfare Command (COMNAVSPECWARCOM); and Commander, U.S. Marine Corps Forces Command (MARFORCOM) as final approval authority for commands and units assigned to the respective area of responsibility. This authority may not be delegated to a lower level. CHNAVPERS is authorized to advance deserving Sailors who are assigned to other commands (joint, other Service, etc.) or require a waiver for special consideration.

804. Quotas. Each approval authority (COMUSNAVCENT, COMNAVSPECWARCOM, and MARFORCOM) is authorized the following quotas per quarter (JAN-MAR, APR-JUN, JUL-SEP, and OCT-DEC):

<u>Advancement</u>	<u>Number of Quotas</u>
to E-2	Unlimited
to E-3	6
to E-4	4
to E-5	2
to E-6	1

a. Quotas may not be carried over to the next quarter and pay grade substitutions are not authorized.

b. Submit all waiver requests for additional quotas to the Office of Chief of Naval Operations Military Personnel Plans and Policy (OPNAV N13) at the address listed in paragraph 805.

c. Approval authority from COMUSNAVCENT, COMNAVSPECWARCOM, and MARFORCOM must be submitted by the 15th of each month following each of the four quarter designations. The effective date of advancement must be within each of the quarters that the quotas were intended for.

805. Nominations. Nominations must be submitted within 1 year of the meritorious action/performance in combat. For any submissions that exceed the 1-year mark, an ETP request must be submitted to OPNAV N13. Nominations must be submitted to the operational commander where the combat action occurred. Navy commands must forward nominations to

COMUSNAVCENT or COMNAVSPECWARCOM as appropriate. Marine Corps units must forward nominations to MARFORCOM for consideration. Joint and other commands outside the chain of command of the designated approval authorities must forward nominations to:

OPNAV N132
701 S. Courthouse Road
Arlington VA 22204

a. Nominating command must submit nominations using the prescribed letter format (figure 8-2).

b. Nominations containing classified information must be submitted per SECNAV M-5510.30 Department of the Navy Personnel Security Program.

806. Administrative Procedures for Approved CMAP Advancements. To effect advancements, commands must ensure the following:

a. Prepare a NAVPERS 1070/613 Administrative Remarks entry as follows:

NAVPERS 1070/613: (Date): (Insert member's name) has been advanced this date to (rate) under the Combat Meritorious Advancement Program.” <p style="text-align: center;">_____ CO/OIC SIGNATURE</p> Acknowledged: _____ MEMBER'S SIGNATURE

Figure 8-1 Sample NAVPERS 1070/613 for Approved CMAP Advancements

Note: The date on the NAVPERS 1070/613 is the effective date of advancement, which is the date of approval by the approval authority.

(Command Letterhead)
From: Commanding Officer
To: (Designated Approving Authority)
Subj: NOMINATION FOR COMBAT MERITORIOUS ADVANCEMENT PROGRAM
Ref: (a) BUPERSINST 1430.16H
1. Per reference (a), SN Joe E. Sailor, USN is recommended for advancement under the Combat Meritorious Advancement Program.
2. All requirements of reference (a) for advancement have been met, and SN Sailor is fully qualified and eligible for advancement to (rate requested).
3. (Describe the action/performance that serves as the basis for the recommendation. The summary of action is critical and must describe the specific actions and or outstanding leadership of the Sailor that warrants such advancement).
Signature of CO (cannot be delegated)

Figure 8-2 Sample CMAP Nomination Letter

b. The NAVPERS 1070/613 must be acknowledged by the member and signed by the CO. This may not be delegated.

c. To affect advancement, the approval authority will forward the NAVPERS 1070/613 and advancement appointment letters to the member's parent command. Once in receipt, the parent command will submit the paperwork to the servicing transaction service center for the appropriate NSIPS entry. The CMAP advancement rate authorization code in NSIPS is "T," defined as a rate change as a result of special program advancement.

d. Retain copies of CMAP documents for 2 years.

807. Approval Authorities. Approval authorities will notify nominating commands of advancement selection via official correspondence and report the advancement to OPNAV N13 by message, info Navy Personnel Command (NAVPERSCOM) Enlisted Administrative Board Branch (PERS-803). The message will include the Sailor's rating, name, unit identification code, grade advanced to and effective date of advancement. Additionally, forward a copy of all electronic selection documentation to OPNAV Enlisted Force Plans and Policy Branch (N132).

CHAPTER 9

POSTHUMOUS ADVANCEMENTS

900. General. This chapter provides policy, eligibility, and administrative procedures for posthumous advancements. Posthumous advancement of Sailors provides an avenue for recognizing the contributions made by Sailors prior to their death.

901. Eligibility

a. Sailors who die while in a selectee or passed not advanced status may be advanced posthumously, to be made effective the date of death.

b. E-6, E-7, and E-8 personnel who are selection board eligible, but who are not selected for advancement to chief petty officer, senior chief petty officer, and master chief petty officer at the time of death, may not be considered for posthumous advancement as these advancements are decided by board action. If a member appears on the select/screened list prior to date of death, then member may be eligible for posthumous advancement per this chapter.

c. Refer to paragraph 104 for exception to policy consideration.

Note: Bonuses, gratuities, pay, and allowances are not changed by posthumous advancements.

902. Responsibility

a. Navy Personnel Command (NAVPERSCOM) Enlisted Administrative Board Branch (PERS-803) will:

(1) Review the personnel casualty report provided by NAVPERSCOM Navy Casualty Office (PERS-00C) and determine the advancement status of the deceased enlisted Sailor.

(2) Contact the Sailor's command to ensure there is no information held locally that would preclude posthumous advancement.

(3) Contact NAVPERSCOM Personnel Performance and Transition (PERS-83) to ensure the Sailor's record does not contain any information that would invalidate a posthumous advancement.

(4) PERS-803 is the approval/disapproval authority and will prepare a posthumous advancement determination letter and forward to PERS-00C for disposition.

(5) Notify NETPDC Fleet Services Branch (N321) to invalidate the Sailor's advancement cycle.

b. NETPDC N321 will invalidate the Sailor's advancement cycle.

c. PERS-00C will:

(1) Upon receipt of posthumous advancement determination, prepare a corrected final copy of DD 1300 Report of Casualty, indicating posthumous advancement as applicable.

(2) Update the Defense Casualty Information Processing System (DCIPS) accordingly.

(3) File the posthumous advancement determination letter in the casualty case file.

d. Command will:

(1) Provide commanding officer or officer in command recommendation for posthumous advancement to PERS-803 within 3 working days of notification.

(2) Determine if the command has any adverse information, misconduct, or if the member was/is under any investigation for any reason and provide a statement of same on the recommendation. Negative responses are required.

Note: Not all adverse information will preclude an authorization for posthumous advancement. Commands may make a statement in their recommendation as to the severity of any adverse findings.

CHAPTER 10

MERITORIOUS ADVANCEMENT PROGRAM (MAP) COMMAND ADVANCE TO POSITION (CA2P) (NON-BBA) ADVANCE TO POSITION (A2P) (NON-BBA)

1000. General. This chapter provides policy, eligibility, and administrative procedures for the Meritorious Advancement Program (MAP), Command Advance to Position (CA2P) and Advance to Position (A2P). This program grants authority to commanding officers (CO) and officers in charge (OIC) of commands awarded MAP quotas to advance eligible personnel in the pay grades of E-3, E-4, and E-5 to the next-higher pay grade. This program is intended to function in conjunction with, not to replace, the Navy's established advancement systems. Each fiscal year, if authorized, a MAP naval administrative message (NAVADMIN) will be released providing guidance.

1001. MAP Background. MAP was established in 2015 as one of the Navy's talent management initiatives that allows COs and OICs to recognize superior performance and advance our very best and most deserving Sailors.

1002. MAP Waivers. All MAP exceptions to policy must be signed by the CO or OIC and submitted to the Office of Chief of Naval Operations, Military Personnel Plans and Policy (OPNAV N13) (refer to paragraph 104).

1003. MAP Eligibility. The following criteria will be used when determining eligibility for MAP advancement:

a. Active duty and Training and Administration of the Reserve (TAR) personnel must be permanently assigned or temporarily assigned (minimum of 30 consecutive days) to the command certifying the meritorious advancement. If applicable, additional eligibility requirements for active duty and TAR ratings will be identified in the annual MAP NAVADMIN.

b. Meet all advancement requirements for the next higher pay grade per this instruction, with the exception of Navy-wide advancement exam (NWAE) participation. The time in rate requirements for MAP advancement will be provided annually in the MAP NAVADMIN.

c. Meet health and physical readiness requirements for advancement per OPNAVINST 6110.1L.

d. Any additional eligibility requirements will be included in the annual MAP NAVADMIN.

1004. MAP Quotas

a. Office of Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy (OPNAV N13) is responsible for the development of annual active duty MAP quotas, the Chief of Navy Reserve is responsible for the development of annual reserve MAP quotas.

b. Time frame when quotas can be used will be provided in the annual MAP NAVADMIN or all Navy Reserve Force messages.

1005. Map Processing. Execution of MAP is accomplished via the Navy Standard Integrated Personnel System (NSIPS). Commands must utilize the MAP tutorial located on the NSIPS homepage to learn the different roles and to properly execute advancements.

1006. CA2P (Non-Billet-Based Advancement (BBA)). CA2P (Non-BBA) applies only to active duty rates or ratings that are still participating in the NWAE as the primary method of advancement. Rates or ratings that have migrated to BBA and participate in the rating knowledge exam (RKE) refer to chapter 13 for guidance. This does not apply to nuclear personnel, personnel currently assigned within the Enlisted Aide Program, Flag Writer Program, musicians, special warfare operators, special warfare boat operators, TAR, or Selected Reserve.

1007. CA2P Eligibility

a. The primary eligibility criteria for CA2P (sea and shore): E-5 and E-6 eligible Sailors must have participated and passed but not advanced on the most recent NWAE or have been selected for and still awaiting advancement to be effected.

b. CA2P for sea duty is designed for Sailors on sea duty outside of their detailing window. Sailors that have entered their distribution window are not eligible for CA2P.

(1) Requests may not be submitted for Sailors with orders, orders pending release, within 12 months of projected rotation date (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.

(2) The billet must be valid, funded, currently vacant, or will become vacant within 6 months. Billet must be aligned to Sailors' rating and Navy enlisted classification (NEC) if applicable.

(3) For non-nuclear submarine ratings, the billet must be valid, funded, currently vacant or will become vacant within 14 months. The billet must be aligned to Sailors' rating and NEC if applicable.

(4) Sailors will be required to extend onboard (PRD extension) for 36 months from approval date. If Sailor already has 36 months still on contract, obligated service (OBLISERV) is satisfied.

(5) CA2P requests may only be submitted in the MyNavy Assignment (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/>.

c. CA2P for shore duty is designed for Sailors on shore duty, outside of their detailing window. Sailors that have entered their distribution window are not eligible for CA2P.

(1) 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 PG or TG identified. Sailors within 12 months of PRD must utilize the Detailing Marketplace.

(2) The billet must be valid, funded, currently vacant, or will become vacant within 6 months. 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 pay grade requirements but will not be restricted to the source rating requirement of the billet.

(3) For non-nuclear submarine ratings, the billet must be valid, funded, currently vacant or will become vacant within 12 months. The billet must be aligned to Sailors' rating and NEC if applicable.

(4) Sailors will be required to extend for 36 months beyond current PRD for a follow-on tour. If a Sailor already has over 36 months beyond PRD on contract, OBLISERV is satisfied. PRD will not be extended.

(5) 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/>.

d. CA2Ps are processed via manning realignment requests within MNA.

1008. A2P (Non-BBA). A2P (Non-BBA) applies to active duty rates or ratings, as identified in MNA, for Sailors that are still participating in the NWAE as the primary method of advancement. Rates or ratings that have migrated to BBA and participate in the RKE, refer to chapter 13 for guidance. The A2P Program will fill priority E-6 billets via an advancement incentive and is another step towards a modernized personnel system and future detailing marketplace intended to improve fleet readiness and manning through better distribution of our talent. Sailors selected for A2P billets will be advanced to E-6 and receive pay commensurate with that pay grade upon reporting to their ultimate duty station after successful completion of

any required training en route, unless advanced sooner via another advancement program. Selected Sailors will receive permanent change of station orders to report to an A2P billet in line with current detailing business rules. Applicants will only be considered for the specific A2P billets to which they have applied.

1009. A2P Eligibility

a. All applicants must be in the grade of E-5 in their detailing window for rotation, E-6 eligible, and have participated and passed, but not advanced in the most recent NWAE for which results have been published. This requirement is not waivable. The program is open to Active Component Sailors only.

b. Applicants must be qualified to fill the specific billets to which they apply. Sailors should contact their detailer if they have any questions regarding their ability to be detailed to an A2P billet.

c. Sailors may apply to sea duty A2P billets, regardless of sea/shore flow considerations. Sailors on shore duty who are due to rotate to sea duty will not be considered for shore duty A2P billets.

d. Billets identified for the A2P Program will appear in the *Advance to Position* category in MNA. Only a limited number of billets will be offered during each detailing cycle and not all rates will have billets advertised each cycle. To ensure billets available for this program are displayed, Sailors should verify the *Advance to Position* category is selected in the optional input portion of the MNA job search page. Sailors should submit applications to the billets in the same manner as standard cycle applications.

CHAPTER 11

NAVY ENLISTED SELECTION BOARDS (E-7 THROUGH E-9)

1100. Overview. Enlisted selection boards parallel statutory selection boards to the maximum extent possible. Enlisted selection boards are guided by precepts and convening orders that contain board membership and quotas.

1101. Eligibility. Candidates must meet the eligibility requirements outlined in chapter 2 prior to the scheduled board convening date or other date as prescribed via selection board naval administrative message (NAVADMIN). Requirements achieved after the scheduled board convening date or other date as prescribed via selection board NAVADMIN will be considered late and will not make a candidate eligible for the regularly scheduled board or entitle a candidate to an enlisted special selection board.

a. The authoritative source to determine selection board eligibility is the profile sheet. Because eligibility status can change without direct notification, candidates must verify their profile sheet on a continuous basis, and commands must verify their examination status verification report (ESVR) weekly through the projected board adjourn date. The profile sheet and ESVR are updated as changes are processed by Navy Personnel Command (NAVPERSCOM) Career Progression Eligibility Branch (PERS-802).

b. Candidates share equal responsibility with their parent commands to ensure:

(1) The candidate's name appears on the selection board eligibility list

(2) The candidate is listed in the correct competitive group

(3) The candidates official military personnel file (OMPF) field codes 30 through 38 and performance summary record (PSR) are up to date

c. If an eligible candidate is not listed, submit a completed NETPDC 1430/3 Advancement in Rate or Change in Rating (Worksheet) along with a letter of transmittal to NETPDC Fleet Services Branch (N321), copy to PERS-802.

d. If a listed candidate is ineligible or later becomes ineligible, submit a message to NETPDC N321 and PERS-802 requesting invalidation of the candidate's eligibility and provide explanation per subparagraph 722b.

e. If candidates are validated in the wrong competitive category, submit a message notification to NETPDC N321 and PERS-802 detailing the discrepancy.

f. Sailors not selected to continue from a senior enlisted continuation board (SECB) are ineligible for advancement.

g. Candidates who do not have a recommendation for advancement on the most recent evaluation will be invalidated. Evaluations that restore a recommendation for advancement must be made available to the selection board prior to the board convening date or other date as prescribed via selection board NAVADMIN.

1102. Quotas. The Office of Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy (OPNAV N13) establish the maximum select quota (active and Training and Administration of the Reserve (TAR)) for each rate/competitive group and includes this information in the convening order for the Chief of Naval Personnel's (CHNAVPERS) signature. The Chief of Navy Reserve establishes quotas for Selected Reserve (SELRES) personnel. Quotas will not be exceeded but may be returned. Advancement across the Navy is vacancy-driven. That applies not only to the E-7, E-8, and E-9 boards but also to E-4 through E-6 advancements. Several factors are taken into consideration when establishing quotas.

a. Current Inventory. The current inventory is the total end-strength population of a specific rating versus the CHNAVPERS requirement for that rating. The authorized daily average number of enlisted members on active duty (other than for training) in the pay grades of E-8 and E-9 in a fiscal year may not be more than 2.5 percent and 1.25 percent, respectively, of the number of enlisted members who are on active duty (other than for training) on the first day of that fiscal year except as noted in Title 10 of the U.S. Code section 517.

b. Total Projected Losses and Gains

(1) Losses reflect the personnel who will be leaving the enlisted force during the advancement cycle (e.g., Fleet Reserve, medical discharge, Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) Program, demotion, etc.).

(2) Gains reflect those who will enter a pay grade during the advancement cycle (e.g., voluntary recall to active duty, those remaining to be advanced from the previous advancement cycle, etc.). Advancement cycles are as follows:

a. E-7 - September through August

b. E-8 and E-9 - July through June

c. Growth and Contraction. This number reflects projected growth or contraction of the Navy's authorized allowance during the advancement cycle.

d. Funding Authorized. The number of personnel the Navy may pay, as authorized, during the advancement cycle.

1103. Board Membership. Each enlisted selection board consists of a flag officer who serves as president; a fleet, force, or command master chief who serves as the board senior enlisted advisor; a board recorder; and officers and master chief petty officers (and senior chief petty officers for E-7 boards) serving as board members. Additionally, a sufficient number of assistant recorders (chief and senior chief petty officers) are employed to ensure the smooth handling and accounting of records. Board membership is constructed into panels to best represent the records of the eligible ratings covered by the respective panels. Each panel will have a senior officer as the panel head. The board president(s) and senior enlisted advisor are not normally assigned to any panel (BUPERSINST 1401.5D provides additional information for selection board membership requirements).

1104. Guidance to the Board. Enlisted selection boards are convened by CHNAVPERS. Commander, Navy Personnel Command (COMNAVPERSCOM), Master Chief Petty Officer of the Navy, and Reserve Force Master Chief provide input for inclusion in the board precept and convening order. The precept and convening order outline the expected conduct of those serving on the board and provide the selection standard. Board members, recorders, and administrative support staff must not divulge board proceedings, deliberations, or recommendations of selection boards at any time, except as authorized by CHNAVPERS or higher authority, nor will the names of selectees be disclosed prior to the official release of the board results by CHNAVPERS.

1105. Documents Considered by the Board. Each candidate's permanent record is maintained in the Electronic Military Personnel Records System (EMPRS). Documents in official military personnel files (OMPF) field codes 30 through 38, the PSR, and the candidate's letter to the board (LTB) are provided to selection boards (refer to MILPERSMAN 1070-080 and BUPERSINST 1070.27). Each candidate is required to review his or her OMPF and performance summary record (PSR) and take action to ensure those records are updated to the maximum extent. Commands must take proactive steps to ensure candidates' records are properly updated and that candidates review their OMPF and PSR and submit LTBs as appropriate.

Note: Documents submitted to the selection board are not forwarded for inclusion in the OMPF.

1106. Corresponding with the Selection Board. Communication to the board must originate from the individual member and must be accompanied under the candidate's signed LTB. Figure 11-1 is an example LTB.

a. An LTB may address any information that the candidate considers important. Candidates should not include items in the LTB that are already included in the OMPF or PSR unless the OMPF version is unreadable or the PSR is incorrect. Submitting an LTB to only state that the candidates OMPF and PSR have been verified and is correct is not desired. Candidates may submit more than one LTB.

b. An LTB must either be digitally-signed using the candidate's military identity certificate or have a hand-written signature. Unsigned LTBs will not be presented to board members.

c. Third party correspondence is any communication to the board which is not accompanied by a candidate's signed LTB and will not be presented to the board. Commands are not authorized to submit a message to NAVPERSCOM requesting information be presented to the board.

d. Refer to the latest selection board announcement NAVADMIN for due dates, address, and other submission guidelines. Information received that is not under a signed LTB or not received at NAVPERSCOM by the deadline listed in the NAVADMIN will not be presented to the board.

1107. Record Review. Panel members review each candidate's OMPF, PSR, and properly submitted LTB. A candidate's entire history of OMPF and PSR is available for review.

a. The board precept and convening order direct board members on selection criteria. The enlisted career paths are also available for board member review. These career paths contain information and guidelines to inform the selection board members of specific requirements for qualification and typical career milestones of the candidates within each pay grade and rating. The information contained in the enlisted career paths is not a substitute for the guidance contained in the convening order and specifically must not alter the selection criteria contained in the board precept and convening order. It is not expected that every candidate will meet the typical career path and guidelines depicted in the enlisted career paths.

b. Prior to reviewing any records within a competitive group, one of the panel members will serve as the rating subject matter expert and provide a brief to the other panel members using the information provided in the enlisted career paths and his/her own personal knowledge of the rating. Each candidate's record is reviewed by at least one different panel member and given a score.

1108. Deliberations. Once all records in a competitive group are reviewed and scored, the candidates are arranged in score order and a "crunch zone" is established. Then, the panel deliberates those candidates in the crunch zone to determine the recommended selectees. The tank group votes to approve or disapprove the recommended selects and non-selects. Fifty-one percent approval is required to approve the recommended select list. After all the rates/competitive groups have been approved in the tank, a written report of the board's recommendations for selection is signed by at least two panel members for each rate/competitive group and submitted to CHNAVPERS for approval. The content of the report must certify that the board complied with all instructions and directions contained in the precept and convening order and that the board carefully considered the record of every candidate whose name was furnished for review. Upon CHNAVPERS approval of the selectees, a NAVADMIN is released to announce the selectees.

1109. Loss of Advancement Recommendation. Selection board candidates must maintain commanding officer's (CO) recommendation for advancement. If candidates for selection lose their advancement recommendation prior to or during the selection board for which they are competing, commands must take proactive action to inform NETPDC N321 and PERS-802 of the administrative action taken against the individual. If members selected by a selection board lose advancement recommendation prior to the effective date of advancement/rate, notify NETPDC N321, PERS-802, and NAVPERSCOM Enlisted Administrative Board Branch (PERS-803) by e-mail. Paragraphs 715 through 718 and 721 through 723 provide specific guidance to commands on invalidating advancement recommendations and advancement cycles.

1110. Selection Board Candidates with Fleet Reserve/Retired Reserve Requests. See paragraph 208. An approved or pending voluntary Fleet Reserve (FLTRES)/retirement request must be successfully disapproved, canceled, or modified to an involuntary date prior to the board convening to render a candidate selection board eligible (SBE). Commands must take proactive action to inform PERS-802 of a candidate's disapproved/cancelled FLTRES/retirement request.

1111. Frocking Authority for Enlisted Selection Board Selectees. CHNAVPERS is the approval authority of all enlisted selection board recommendations. The NAVADMIN is the official announcement made to individual Navy commands and must be in the command's possession prior to frocking selectees. Members screened to E-7, E-8, and E-9 must meet additional Senior Enlisted Marketplace (SEM) requirements as detailed in chapter 13. Commands must ensure all requirements prior to frocking.

1112. Enlisted Special Selection Boards (SSB). Enlisted SSBs are held as required to consider individuals who were not properly considered through the normal selection board process due to circumstances beyond their control. For example, being excluded from consideration at the selection board, considered at the selection board in the incorrect competitive category, or there was an administrative error that was not the direct or indirect result of the candidate's error, delay, or omission and could not have been addressed via LTB. Candidates approved for an enlisted SSB will be compared to candidates in the rate/competitive category from the regular enlisted selection board.

a. Eligibility

(1) Deputy (DEP CHNAVPERS) is the authority to determine an applicant's eligibility for an enlisted SSB. Decisions made by DEP CHNAVPERS regarding eligibility are final. CHNAVPERS is the authority for convening and approving the report of an enlisted SSB.

(2) Enlisted SSB eligibility terminates 2 years after the regular board results are made public. A pending Board for Correction of Naval Records (BCNR) request that was submitted within the 2-year window is the only exception.

b. Request Requirements. Applicants must submit a request for an enlisted SSB to PERS-803 via their commanding officers (see figure 11-2 for example request). Enlisted SSB requests must include the following information:

- (1) Applicant's full name and rate;
- (2) Specific regular board that did not consider or improperly considered the applicant (e.g., fiscal year (FY)-26 E-8 and E-9 selection board);
- (3) Summary of administrative error(s) that precluded the applicant's proper consideration and attempts made to correct the error(s);
- (4) A command endorsement to include why the applicant was not SBE or properly considered during the regular selection board, the steps taken by the command to correct the issue, and the date the command verified the member's ESVR. NAVPERSCOM will take no action without the command endorsement;
- (5) Contact information for the applicant's command master chief/senior enlisted leader.
- (6) Any documentation supporting the applicant's request.

c. Candidates selected for advancement by an enlisted SSB will have the same date of advancement as if they had been selected for advancement by the regular selection board.

	Date
From: IT1(SW) Phillip S. Selectme, USN, XXX-XX-XXXX	
To: President, FY-XX Active/Reserve E-7/E-8/E-9 Selection Board #XXX)	
Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD	
Ref: (a) NAVADMIN ____/____	
Encl: (1) Item 1 (2) Item 2 (3) Item 3	
<ol style="list-style-type: none">1. Per reference (a), enclosures (1) through (3) are forwarded for consideration.2. Upon review of my Official Military Personnel File (OMPF), I discovered two records of nonjudicial punishment proceedings from different enlisted personnel. These documents do not refer to me, and I have sent correspondence to Navy Personnel Command (NAVPERSCOM) Records Management Policy Branch (PERS-313) to have them removed from my OMPF.3. Upon review of my performance summary record (PSR), I discovered an erroneous promotion recommendation for my 2014NOV16 - 2015NOV15 evaluation. The "X" on that evaluation is in the Promotable block, but the OMPF image correctly reflects I was a Must Promote. I am working with NAVPERSCOM Performance Evaluation Division (PERS-32) to get my PSR corrected.	
(Legal Signature) P. S. SELECTME	

Figure 11-1 Sample Enlisted Selection Board Cover Letter

	Date
<p>From: IT1(SW) Phillip S. Selectme, USN, XXX-XX-XXXX To: Commander, Navy Personnel Command (PERS-803) Via: (Applicant's commanding officer)</p>	
<p>Subj: ENLISTED SPECIAL SELECTION BOARD REQUEST</p>	
<p>Ref: (a) BUPERSINST 1430.16H</p>	
<p>Encl: (1) Item 1 (2) Item 2 (3) Item 3</p>	
<p>1. Per reference (a), respectfully request an enlisted special selection board for FY-XX Active/Reserve EX board. Enclosures (1) through (3) are forwarded for consideration.</p>	
<p>2. (Summary of administrative error(s) that precluded the applicant's proper consideration and attempts made to correct the error(s). Include all details needed to make determination.)</p>	
<p>3. My point of contact for this matter is CMDCM Jane M. Sample. She can be reached at (XXX) XXX-XXXX or e-mail: jane.m.sample@ddg94.navy.mil.</p>	
<p>(legal signature) P. S. SELECTME</p>	

Figure 11-2 Sample Enlisted Special Selection Board (SSB) Request

CHAPTER 12
NAVY-WIDE ADVANCEMENT EXAMINATION CYCLE
COLLUSION OR COMPROMISED CASES

1200. General. This chapter provides policy and administrative procedures for suspected advancement cycle collusion cases. In the event collusion or compromise is suspected, the command must seek guidance from Navy Personnel Command (NAVPERSCOM) Enlisted Administrative Board Branch (PERS-803) and assistance from Naval Education and Training Professional Development Center (NETPDC).

1201. Background

a. Utilizing statistical evaluation standards, NETPDC Statistical Analysis and Exam Support Branch (N322) will screen all advancement cycle answer sheet returns for evidence of collusion or compromise. NETPDC N322 can place any member suspected of collusion or compromise in a hold status at any time during an advancement cycle.

b. Service members can be investigated when a command identifies suspected collusion or compromise. An e-mail is sent to PERS-803 and NETPDC N322 describing the suspected collusion activity. Anonymous information sent to PERS-803 and NETPDC N322 may also generate an investigation. Refer to the NAVPERSCOM and Navy Enlisted Advancement System (NEAS) Web sites for e-mail addresses.

c. NAVPERSCOM PERS-803 and NETPDC N322 will collaborate to identify, investigate, and adjudicate all cases identified as suspect of collusion or compromised. As applicable, NETPDC N322 will provide a statistical evaluation report to PERS-803.

1202. Requirements

a. PERS-803 will initiate the investigation, generally directing the member's command to execute a formal investigation. Commands are to correspond with PERS-803 throughout the entire investigatory process.

b. PERS-803 may also direct the member to retest on a parallel test. A standard score (SS) of 63 or higher on the parallel test may be used in the investigation to validate a candidate's original SS.

1203. Adjudication. Upon receipt of findings and recommendations from the command, PERS-803 will determine the appropriate course of action.

a. If evidence of collusion or compromise exists, PERS-803 will direct NETPDC N322 to invalidate the member's advancement cycle. Following this invalidation the member may still be subject to punishment under the Uniform Code of Military Justice as determined by the commanding officer (CO).

b. If no evidence of collusion or compromise exists, PERS-803 will direct NETPDC N322 to validate the member's advancement cycle. Back pay from the appropriate effective date will be granted for members in a selectee status.

1204. Improper Handling, Accountability, and Stowage of Navy-Wide Advancement Examinations (NWAE). Improper handling, accountability, and stowage of NWAEs should be reported to PERS-803 and NETPDC Fleet Services Branch (N321). Refer to chapter 5 for guidelines for proper handling, accountability, and stowage of NWAEs.

a. Collusion or compromise can occur well in advance of exam administration dates. Command actions to safeguard exam materials are paramount to a fair and accurate enlisted advancement process.

b. COs and officers in charge must ensure all NWAEs remain in the custody of a U.S. naval officer or designated master chief petty officer, senior chief petty officer, chief petty officer, or designated civilian as identified in subparagraphs 501a and 501b. At no time will an E-6 and below education services officer assistant handle exam materials.

1205. Missing, Lost, or Compromised NWAEs. For missing, lost, or compromised NWAEs, follow instructions in subparagraph 502a.

CHAPTER 13

BILLET-BASED ADVANCEMENT (BBA)

1300. General. This chapter provides policy and administrative procedures for ratings identified for billet-based advancement (BBA). BBA is the overarching policy concept that introduced Detailing Marketplace and the Senior Enlisted Marketplace (SEM).

1301. Background. BBA is the framework that serves to link enlisted advancements directly to billets, enabling active duty Sailors to advance to the next higher pay grade in a number of billets across the Fleet.

1302. Applicability. The following ratings for active duty E-5 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 E-6 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), Training and Administration of the Reserve (TAR), and Selected Reserve (SELRES). Active-duty exam rates in BBA will no longer follow the Navy-wide advancement examination (NWAE) path of advancement. Sailors in BBA will participate in the rating knowledge examination (RKE) and will exclusively follow the BBA path. 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. Exam administration will continue to be in March and September.

1303. General Advancement Eligibility Requirements for E-5 Through E-7 Candidates. As with the NWAE, all candidates under the BBA construct must meet the general eligibility requirements before participating in the RKE.

a. Commanding Officer (CO) and Officer in Charge (OIC) Recommendation. Must have an observed in-grade or frocked periodic evaluation in the current pay grade recommending advancement to participate in the RKE. Special evaluations may not be used to establish initial eligibility or manipulate performance mark averages (PMA). A special evaluation may only be used to reestablish advancement eligibility previously withdrawn. In line with BUPERSINST 1610.10H, a promotion recommendation of “promotable” or higher constitutes an official recommendation for advancement.

b. Time in Rate (TIR). TIR is not a requirement for participation in the RKE. While TIR is not a requirement for RKE or advancement, it is still applied and tracked based on the member’s effective date for administrative purposes.

c. Enlisted Leader Development (ELD). Current policy requires ELD completion for participation in the RKE for E-6 candidates. Refer to table 2-2 for due dates of completion.

(1) The Intermediate Leader Development Course (ILDC) for Sailors in the pay grade of E-5 (E-6 candidate).

(2) Within the ELD framework, Foundational Leader Development Course (FLDC) for Sailors in pay grades E-3 and E-4 is highly encouraged, but not an advancement eligibility requirement.

d. Professional Military Knowledge Eligibility Exam (PMK-EE). Current policy requires PMK-EE completion for participation in the RKE for E-5 through E-7 candidates. Refer to table 2-2 for due dates of completion.

Note: For other general advancement eligibility requirements and new E-4 accession Sailors refer to chapter 2 for further guidance.

1304. Additional Advancement Eligibility Requirements

a. All special requirements of certain rates and ratings are still applicable for advancement eligibility in line with paragraph 203.

b. Successful participation in an RKE is required to establish advancement eligibility in BBA for 24 months (last four most recent exam cycles). A passing score on an RKE, which is reflected on candidate's profile sheet, satisfies the successful participation requirement. If a Sailor has not advanced within 24 months of the last successful participation of the RKE, he or she must retake an RKE to ensure technical competency is maintained.

c. While a candidate is only required to pass an RKE once every 24 months, candidates are strongly encouraged to participate in every exam cycle to improve their standard score (SS) on the exam.

d. Sailors that do not wish to participate in an RKE after receiving a passing score on the exam, must still have a validated enlisted advancement worksheet (EAW) for each cycle, regardless of participation in the exam and a signed NAVPERS 1070/613 Administrative Remarks statement acknowledging they previously participated and received a passing score. The validation of the EAW serves as a means to verify eligibility and update other factors of the final multiple score (FMS), such as award points, PMA, and education points.

Notes:

(1) Refer to tables 1-1 and 1-2 for FMS computations. Passed not advanced points (PNA) for an RKE is referred to as quality bonus points (QBP).

- (2) Refer to chapter 1, paragraph 103, for levels of responsibility.
 - (3) Refer to chapter 2 for eligibility requirements not addressed in chapter 13.
 - (4) Refer to chapter 3 for EAW guidance.
 - (5) Refer to chapter 4 for exam ordering guidance.
 - (6) Refer to chapter 5 for handling, accountability, and stowage of exams.
 - (7) Refer to chapter 6 for administration of exams.
 - (8) Refer to figures 7-1 and 7-2, respectively, for examples of examination status verification report (ESVR) and profile sheet.
 - (9) Refer to table 7-1 for ESVR column definitions.
 - (10) Refer to table 7-1 for ESVR/profile sheet status definitions. Additional status definitions specific to BBA and SEM include BBA eligible, SEM eligible, and SEM ineligible. These definitions are:
 - (a) BBA Eligible – E-5 and E-6 Passed RKE, within the required timeframe and is eligible for BBA.
 - (b) SEM Eligible – E-7, E-8, and E-9 eligible for the selection board for screening.
 - (c) SEM Ineligible – E-7 passed RKE; but did not achieve sufficient FMS to be eligible for the selection board for screening.
 - (11) Refer to table 7-3 for corrective actions for discrepancies.
1305. Paths of Advancement for E-5 and E-6. There are two paths of advancement within the BBA construct for E-5 and E-6 Sailors, Advance to Position (A2P) and Command Advance to Position (CA2P). A2P and CA2P both require candidates to meet the general eligibility requirements and successful participation in the RKE.
- a. A2P. Designed for Sailors to enter the Detailing Marketplace within the MyNavy Assignment (MNA) System. Upon successful participation in the RKE, Sailors will be given a Detailing Marketplace Eligibility Indicator (DMEI) in MNA.
 - (1) The DMEI will be applied up to 24 months from most recent successful participation in the exam to establish advancement eligibility in MNA.

(2) The DMEI will allow Sailors to apply for jobs in the next higher pay grade, regardless of projected rotation date (PRD).

(3) 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.

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

(5) A2P advancements are effective on the date Sailors check onboard their ultimate duty stations and placed into the billet at the next higher pay grade. TIR application remains in line with paragraph 212.

b. CA2P - SEA. 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 billet available in the same geographic location.

(1) Request may not be submitted for Sailors with orders, orders pending release, within 12 months of their PRD 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.

(2) The billet must be valid, funded, currently vacant, or will become vacant within 6 months. Billet must be aligned to Sailors' rating and Navy enlisted classification (NEC) codes if applicable.

(3) E-4 and E-5 Sailors identified for an E-5 or E-6 CA2P will require CO or OIC recommendation and successful participation in the RKE prior to submission of request in MNA.

(4) Sailors will be required to extend onboard PRD extension) for 36 months from the approval date. If Sailor already has 36 months still on contract, OBLISERV is satisfied.

(5) 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/>.

(6) TIR application remains in line with paragraph 212.

c. CA2P - Shore. Designed for Sailors on shore duty, outside of their detailing window. Sailors that have entered their distribution window are not eligible for CA2P.

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

(2) The billet must be valid, funded, currently vacant or will become vacant within 6 months. 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 pay grade requirement but will not be restricted to the source rating requirement of the billet.

(3) E-4 and E-5 Sailors identified for an E-5 and E-6 CA2P will require CO or OIC recommendation and successful participation in an RKE.

(4) Sailors will be required to extend for 36 months beyond current PRD for a follow-on tour. If Sailor already has over 36 months beyond PRD on contract, OBLISERV is satisfied. PRD will not be extended.

(5) 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/>.

(6) TIR application remains in line with paragraph 212.

d. ISIC, Type Commanders (TYCOM) and Budget Submitting Offices (BSO)-Directed CA2P

(1) ISIC, TYCOMs, and BSOs may submit CA2P for both sea duty and shore duty to move eligible BBA Sailors to another activity that has a billet available in the next higher pay grade.

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

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

(c) 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 OBLISERV of 36 months.

(2) 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/>.

e. Effecting Advancements for E-5 and E-6

(1) A2P advancements are effective on the date a Sailor checks onboard his or her ultimate duty station and is placed into billet at the higher pay grade. Ensure permanent change of station (PCS) orders indicate advancement. Advancement will be made effective with activity gain submission to the transaction support center (TSC). TIR application remains in line with paragraph 212.

(2) CA2P requires an approved manning realignment request (MRR). Commands must submit approved MRR documentation, reenlistment, or extension paperwork to the TSC. TIR application remains in line with paragraph 212.

1306. SEM for E-7 Through E-9 Candidates. The SEM is a billet-based advancement process which aligns Sailors screened for E-7, E-8, and E-9 into billets of the next higher pay grade. SEM applies to all active duty E-7 to E-9 candidates not exempted by this instruction. See annual selection board NAVADMIN for any changes.

a. Under the SEM construct of BBA, selection boards for screening will review eligible E-7, E-8, and E-9 candidates in ratings under SEM. Sailors screened for E-7, E-8, and E-9 can then enter the marketplace to compete for orders to a billet of the next higher pay grade.

b. E-6 Sailors screened for E-7 who have completed chief petty officer (CPO) induction will be frocked on or around September 15th of each year as dictated by annual CPO guidance.

1307. Exemptions for E-7 Through E-9 Candidates. Sailors in the following ratings or programs are exempt from SEM: Command Senior Enlisted Leader Program, Nuclear (EMN, ETN, MMN); personnel currently assigned within the Enlisted Aide Program; Flag Writer Program; musician (MU) E-7 only); special warfare operators (SO); special warfare boat operators (SB); and Reserve Component (TAR and SELRES) Sailors.

1308. General Eligibility Requirements for E-7 Through E-9 Candidates. E-7 candidates must meet general eligibility requirements prior to the regularly scheduled NWAEE administration date as directed in this manual and on annual cycle NAVADMIN. E-8 and E-9 candidates must meet general eligibility requirements as directed in this manual and on annual cycle/board NAVADMINs.

a. Minimum TIR

(1) E-6 to E-7 – 36 months, refer to subparagraph 212 for early promote waivers

(2) E-7 to E-8 – 36 months

(3) E-8 to E-9 – 36 months

b. High Year Tenure (HYT). For E-7 through E-9 candidates, HYT date must be on or after the first day of the advancement cycle or approved HYT waiver must be prior to the board convening for consideration as an eligible candidate. For E-7 candidates, the first day of the advancement cycle is September 1st of the exam year. For E-8 and E-9 candidates, the first day of the advancement cycle is July 1st of the current board year. E-7 personnel who are at HYT for E-8 and E-8 personnel who are at HYT for E-9 are ineligible for advancement, regardless of any approved HYT waiver. (e.g., E-7 at 26 years; E-8 at 30 years on HYT waivers).

1309. Additional Advancement Requirements

a. ELD. ELD completion for E-7 and E-8 candidates

(1) The Advanced Leader Development Course (ALDC) for Sailors in the pay grade of E-6 (E-7 candidate).

(2) The Chief Petty Officer Leader Development Course (CPO-LDC) for Sailors in the pay grade of E-7 (E-8 eligible). CPO-LDC is not the replacement for the CPO Selectee Leadership Course and will not be conducted as part of CPO induction.

(3) Refer to selection board NAVADMIN for CPO-LDC completion deadline for advancement to E-8.

b. Professional Military Knowledge - Eligibility Exam (PMK-EE). Policy requires PMK-EE completion for E-7 candidates. Refer to table 2-2 for due dates of completion.

c. Senior Enlisted Academy (SEA). SEA Course completion is a prerequisite to be eligible for selection to E-9.

Note: For other general eligibility and special requirements of certain ratings, refer to chapter 2 for further guidance.

1310. Selection Board for Screening Eligibility for Candidates with Approved Fleet Reserve Requests

a. Voluntary Transfer to the Fleet Reserve. Members who have an approved voluntary Fleet Reserve request from NAVPERSCOM are not selection board eligible (SBE). Voluntary requests are those not mandated by HYT. Members remain eligible provided their HYT date for the present pay grade is on or after the first day of the advancement cycle (1 July for E-8 and E-9 candidates and 1 September for E-7 candidates). An approved Fleet Reserve request must be successfully cancelled or modified to an involuntary date prior to the board convening to render a candidate SBE. Commands may-contact NAVPERSCOM Career Progression Eligibility

Branch (PERS-802) at: NPC_enlisted_selbd_elig@navy.mil to verify a candidate's eligibility status. Sailors screened for E-7, E-8, E-9 that obtain a Fleet Reserve approval after board results are released will automatically waive their negotiation eligibility for advancement and will have their DMEI removed.

b. Involuntary Transfer to the Fleet Reserve, Based on HYT. Submissions based on HYT are involuntary. Members who have involuntarily submitted formal written requests for transfer to the Fleet Reserve remain eligible for further advancement consideration.

1311. Selection Board for Screening Results and Screen Timeline. NAVADMIN will announce those candidates successfully screened to participate in the SEM. Up to 15 percent of successfully screened E-8 and E-9 candidates and at least one per rate/competitive group may be designated as merit-screened or as detailed in the board's convening order. Candidates that are merit-screened will be annotated by having an asterisk next to their name on the NAVADMIN. There is no merit status for E-7 candidates. Sailors screened by an FY board will receive a DMEI up to 30 months from announcing NAVADMIN, which identifies their screen status of eligibility. They will have the option to enter the MNA window prior to their established PRD; otherwise, Sailor will enter the normal distribution window at their established PRD.

Note: Screened status does not authorize Sailors to bypass their established detailing window.

a. All Sailors successfully screened for E-8 and E-9-must align to a billet at the next higher pay grade within their eligibility window. If alignment at the next higher pay grade is not attained after 30 months, a Sailor's screened status will expire and be detailed in their current pay grade at PRD per current detailing policies. In such cases, a Sailor may be reconsidered at the next available board for screening if eligibility is maintained.

b. All Sailors successfully screened to E-7 may be frocked to CPO upon completion of CPO induction per annual CPO guidance and will follow the SEM paths to advancement outlined in paragraph 1312. If alignment at the next higher pay grade is not attained after 30 months, Sailor will be direct-detailed to an E-7 billet.

1312. SEM Paths of Advancement. There are two paths of advancement within SEM, A2P, and advancement request alignment (ARA). Both require a Sailor to be selected by a selection board for screening. ARAs are executed via MRR within MNA.

a. 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.

(1) DMEI will be applied up to 30 months to establish advancement eligibility in MNA.

(2) DMEI will allow Sailors to apply for jobs in the next higher pay grade, regardless of PRD.

(3) Sailors will have the option to enter the MNA window prior to established PRD; otherwise, Sailors will enter the normal distribution window at their established PRD. Frocked CPOs who have not selected orders within 30 months will be direct-detailed to a CPO billet. Non-nuclear submarine rating frocked CPOs who have not selected orders within 12-18 months will be direct-detailed.

(4) Sailors may be frocked to senior chief petty officer (SCPO) or master chief petty officer (MCPO) upon receipt of orders, completion of any applicable screening requirements, and obtain the required OBLISERV for orders.

(5) A2P advancements are effective on the date Sailors check onboard their ultimate duty stations and are placed into a higher pay grade billet.

b. SEM ARA Windows. Gives the commands the ability to advance board-screened Sailors on station when there is a valid, funded, and vacant billet at the next higher pay grade or will become vacant within 6 months or less (in the pay grade in which they screened for).

(1) ARA windows will open four times a year, starting the day after detailer selections and closing the day after TYCOM requisition review in the months of January, April, July, and October. This timeframe ensures ARAs are submitted in alignment with the Sailors selected for assignments through the MNA and TYCOM requisition review process allowing for efficient tracking and review. Refer to the MNA Schedule for additional details.

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

c. ARA Eligibility Requirements. Available only to board screened Sailors.

(1) Request may not be submitted for Sailors with orders or orders pending release. Sailors within 12 months of PRD (order negotiation window) must utilize the Detailing Marketplace.

(2) Request may not be submitted for billets that have a PG or TG identified. General duty billets must meet the higher vacant pay grade requirement and will be restricted to the source rating requirement.

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

(4) For ARA for sea duty, Sailors must incur OBLISERV and extend their PRD 36 months from the alignment/advancement date.

(a) Non-nuclear submarine ratings must also incur OBLISERV; however, they will only be required to extend their PRD 12 months from their current PRD.

(b) Due to the unique nature of the billet structure at sea, non-nuclear submarine Sailors will follow the normal ARA process with the following exceptions: from E-6 to E-7 (YNS, LSS) or E-7 to E-8 (ITR, ETV, STS, FT, TM, MMA), regardless of the billet pay grade. The member must be SEM-screened for the next higher pay grade, not be within 12 months of PRD, and be filling the leading billet onboard. Submarine personnel will not be allowed to ARA to E-9.

(5) For ARA for shore duty, Sailors will be required to extend for 36 months beyond current PRD for a follow-on tour. If Sailors already have over 36 months beyond PRD on contract, OBLISERV is satisfied. PRD will not be extended.

d. ARA Processing. Commanding officers (COs) or officers in charge (OIC) with billets available for the next higher pay grade may request onboard-screened Sailors for ARA during the submission windows listed below 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 the Sailor intends to obligate service.

(2) Verify billet and NEC training requirements are met (if applicable).

(3) During the ARA window, submit the request in MNA via an MRR, using ARA as the reason for request. All Sailors approved for ARA will be issued orders; however, if the ARA-approved billet has a required distribution NEC associated with the billet sequence code, only unit identification codes (UIC) designated as 'sea duty' will have training included in the orders.

e. Intra-Unit ARA. ISICs, TYCOMs, or BSOs 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 pay grade. 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. OBLISERV remains as outlined in this chapter.

f. NAVPERSCOM Enlisted Distribution Division (PERS-40) Action on ARA Requests

(1) Verification of 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 the request and issue a new set of orders.

g. Processing Advancement Transactions. COs or OICs will submit a new set of orders and certification that all advancement requirements have been met, to include a copy of the MRR approval to the TSC. The advancement date will be based on Sailors completing their OBLISERV, any necessary billet training, and executing orders as written.

h. SEM Exception to Policy (ETP) Window

(1) ETPs must be submitted by 30 June of each year for screened SCPOs and MCPOs, 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 e-mail at askmncc@navy.mil and tracked via their Salesforce case. The first flag officer is delegated authority to disapprove requests.

(3) ETPs should address either a pay grade substitution or training requirement exception that impacts operational readiness for current mission.

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

(a) Sailors will not be able to compete in SEM via MNA.

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

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

(d) ETPs will not be considered unless the take-up-month (TUM) for the requested billet is 6 months or less. This allows for the billet to advertise normally in the marketplace and will allow for all Sailors with eligibility to have an opportunity to compete for the billet if it does advertise. Billets with a TUM of 7 months or more are not considered ETP eligible.

(e) PERS-40 will return with no action (RNA) any submissions for ETPs that are ARA eligible. The primary alignment tool for advancement is MNA. The secondary tool is ARA and any special considerations that cannot be resolved are ETP considerations.

1313. TIR for SEM. TIR application for SEM will be the first of the month of the effective date of advancement. Example: If an SEM Sailor reports on board or receives ARA effective 26 Dec 2025, the TIR will be 01 December 2025.

1314. 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 Web pages for updates.

APPENDIX A
NEAS ACRONYMS

<u>ACRONYMS</u>	<u>FULL TITLE</u>
A2P	Advance-to-Position
AC	Active Component
ACOA	Approved Contingency Operations Areas
ADOS	Active Duty for Operational Support
ADSD	Active Duty Service Date
ADT	Active Duty Training
AEF	Advanced Electronic Field
AERR	Advancement Exam Readiness Review
AESO	Assistant Educational Services Officer
AFMS	Alternative Final Multiple Score
ALDC	Advanced Leader Development Course
ALNAVRESFOR	All Naval Reserve Force Message
AML	Additional Maternity Leave
APG	Advanced Pay Grade
AT	Annual Training
ATF	Advanced Technical Field
AWD	Awards
BBA	Billet-Based Advancement
BBD	Billet-Based Distribution
BCNR	Board for Correction of Naval Records
BI	Background Investigation
BOL	BUPERS Online
BRCL	Branch Class
CA2P	Command Advance to Position
CAC	Command Access Card
CANREC	Canvasser Recruiter
CDCZ	Congressionally Designated Combat Zones
CIP	Career Intermission Program
CMAP	Combat Meritorious Advancement Program
CMF	Consolidated Mail Facility
CNO	Chief of Naval Operations

CHNAVPERS	Chief of Naval Personnel
CNR	Chief of Navy Reserve
CO	Commanding Officer
COMUSNAVCENTCOM	Commander, U.S. Naval Forces Central Command
COMNAVSPECWARCOM	Commander, Naval Special Warfare Command
CONUS	Continental United States
COOL	Credentialing Opportunities On-Line
CPO	Chief Petty Officer
CPO-LDC	Chief Petty Officer Leader Development Course
CRF	Career Recruiting Force
CUI	Controlled Unclassified Information
C-WAY	Career Waypoints
CWO	Chief Warrant Officer
DCIPS	Defense Casualty Information Processing System
DCSA CAS	Defense Counterintelligence and Security Agency Central Adjudication Service
DISS	Defense Information System for Security
DLPT	Defense Language Proficiency Test
DoD AAC	Department of Defense Activity Address Code
DoD ID	Department of Defense Identification
DOR	Date of Rate
DSPG	Drill Service in Pay Grade
DTIS	Drill Time in Service
DUP	Duplicate
EAW	Enlisted Advancement Worksheet
ECM	Enlisted Community Manager
ECP	Enlisted Career Path
ECRC	Expeditionary Combat Readiness Center
ED	Education
EDMC	Engineering Department Master Chief
ELD	Enlisted Leader Development
EMF	Enlisted Master File
EMPRS	Electronic Military Personnel Records System
EP	Early Promote
ERB	Enlisted Retention Board
ESO	Educational Services Officer
ESR	Electronic Service Record

ESVR	Examination Status Verification Report
ETP	Exception to Policy
FAA	Federal Aviation Administration
FLDC	Foundational Leader Development Course
FLOC	Flag Letter of Commendation
FLTRES	Fleet Reserve
FMS	Final Multiple Score
GRP	Competitive Group
GSA	General Services Administration
HYT	High Year Tenure
IA	Individual Augmentee
IADT	Initial Active Duty Training
IG	Inspector General
ILDC	Immediate Leader Development Course
IMAPMIS	Inactive Manpower and Personnel Management Information System
IRR	Individual Ready Reserve
ISIC	Immediate Superior in Command
ITA	Individual Trait Average
JST	Joint Service Transcript
LDO	Limited Duty Officer
LIMDU	Limited Duty
LPO	Leading Petty Officer
LTB	Letter to the Board
MANMED	Manual of the Medical Department
MAP	Meritorious Advancement Program
MAPTIS	Manpower Personnel and Training Information System
MARFORCOM	Marine Corps Forces Command
MILPERSMAN	Military Personnel Manual
ML	Maternity Leave
MNA	MyNavy Assignment
MNP	My Navy Portal
MRR	Manning Realignment Request
NAC	Navy Advancement Center
NAVADMIN	Naval Administration Message
NAVET	Navy Veteran
NAVPERSCOM	Navy Personnel Command
NCMIS	Navy College Management Information System

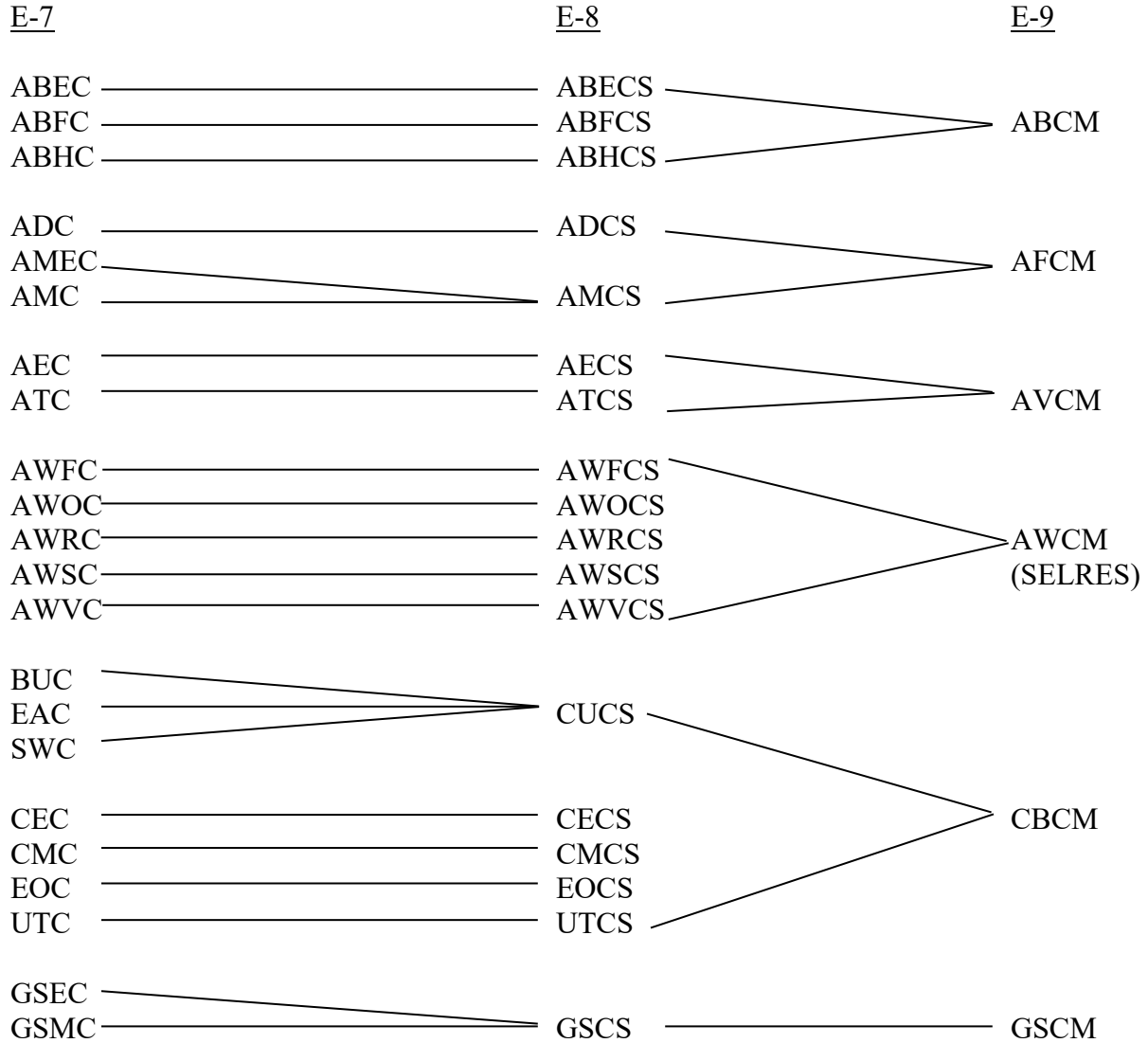
NDAWS	Navy Department Awards Web Services
NEAS	Navy Enlisted Advancement System
NEC	Navy Enlisted Classification
NETC	Naval Education and Training Command
NETPDC	Naval Education and Training Professional Development Center
NFLTO	Navy Foreign Language Testing Office
NJP	Non-Judicial Punishment
NOB	Not Observed
NPQ	Not Physically Qualified
NSIPS	Navy Standard Integrated Personnel System
NSW	Naval Special Warfare
NSWDG	Naval Special Warfare Development Group
NWAE	Navy-Wide Advancement Examinations
OBLISERV	Obligated Service
OCONUS	Outside Continental United States
OCS	Officer Candidate School
OIC	Officer in Charge
OMM	Official Mail Manager
OMPF	Official Military Personnel File
OPNAV	Office of the Chief of Naval Operations
OPS	Operations
OSVET	Other Service Veteran
OYR	One-Year Recall
PAC	Post-Examination Administration Comments
PACT	Professional Apprenticeship Career Track
PCR	Personnel Casualty Report
PCS	Permanent Change of Station
PDA	Personal Digital Assistant
PDRL	Permanent Disability Retirement List
PEP	Personnel Exchange Program
PFA	Physical Fitness Assessment
PG	Prospective Gain
PL	Paternity Leave
PMA	Performance Mark Average
PMEMS	Priority Mail Express Military Service
PMK-EE	Professional Military Knowledge Eligibility Exam
PNA	Pass Not Advanced

PO1SLC	Petty Officer First Class Selectee Leadership Course
PO2SLC	Petty Officer Second Class Selectee Leadership Course
POSLC	Petty Officer Selectee Leadership Course
POC	Point of Contact
PRD	Projected Rotation Date
PSG	Post Summary Group
PSR	Performance Summary Record
PTS	Points
QBP	Quality Bonus Points
RC	Reserve Component
RCA	Rate Change Authorization
RELACDU	Released From Active Duty
RIR	Reduction in Rate
RKE	Rating and Knowledge Exams
RNA	Return with No Action
RPN	Reserve Personnel, Navy
RSCA PMA	Reporting Senior's Cumulative Average Performance Mark Average
RUIC	Reserve Unit Identification Code
SAAR	System Access Authorized Request
SBE	Selection Board Eligible
SCI	Sensitive Compartmented Information
SEA	Senior Enlisted Academy
SEA2P	Senior Enlisted Advance to Position
SECB	Senior Enlisted Continuation Board
SELRES	Selected Reserve
SEM	Senior Enlisted Marketplace
SERB	Senior Enlisted Retention Board
SES	Senior Executive Service
SIPG	Service in Pay Grade
SIQ	Sick in Quarters
SME	Subject Matter Expert
SNDL	Standard Navy Distribution List
SPI	Special Program Indicator
SS	Standard Score
SSB	Special Selection Board
STA-21	Seaman to Admiral-21 Program
STAR	Selective Training and Reenlistment Program

TAR	Training and Administration of the Reserve
TAS	Total Active Service
TDRL	Temporary Disability Retirement List
TED	Terminal Eligibility Date
TEMADD	Temporary Additional Duty
TG	Tentative Gain
TIG	Time-In-Grade
TIR	Time-In-Rate
TPU	Transient Personnel Unit
TIS	Time in Service
TUM	Take Up Month
TYCOM	Type Commander
UA	Unauthorized Absence
UIC	Unit Identification Code
UCMJ	Uniform Code of Military Justice
URL	Uniform Resource Locator
USD (P&R)	Under Secretary of Defense for Personnel and Readiness
USN	United States Navy

APPENDIX B

PATH OF ADVANCEMENT FOR COMPRESSED RATINGS



APPENDIX C

REFERENCES AND FORMS USED IN NEAS

TABLE C-1 — REFERENCES

Reference	Subject
BUPERSINST 1001.39F	Administrative Procedures for Navy Reservists
BUPERSINST 1610.10H	Navy Performance Evaluation System
COMNAVRESFORINST 1001.39	Administrative Procedures for Navy Reservists
RESPERS M-1001.5	Reserve Personnel Manual (RESPERSMAN)
DoDI 1332.20	Minimum Service in Grade for Non-disability (Voluntary) Retirement in the Grades of W3-W5 and E7-E9
DoDI 5200.02	DoD Personnel Security Program
DJMS PTG	Defense Joint Military System Procedure Training Guide (DJMS PTG)
EPMAC Doc #1080 #4 UM-01	Enlisted Distribution Verification Report Users Manual (EDVRMAN)
JAGINST 5800.7	Manual of the Judge Advocate General (JAGMAN)
NAVMED P-117	Manual of the Medical Department (MANMED)
NAVPERS 15560D	Naval Military Personnel Manual (MILPERSMAN)
NAVPERS 18068	Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards – Volume I
NAVPERS 18068	Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards – Volume II
NAVSO P-6064 (MCM)	Manual for Courts-Martial, Uniform Code of Military Justice
OPNAVINST 1000.23	Pay/Personnel Administrative Support Systems (PASS) Management Manual (PASSMAN)
OPNAV1414.9	Navy Enlisted Warfare Classification Programs

Reference	Subject
OPNAVINST 1420.1	Enlisted to Officer Commissioning Programs Application Administrative Manual
OPNAVINST 1430.4	Navy Reserve Canvasser Recruiter (CANREC) Meritorious Advancement Program
OPNAVINST 5700.7	The U.S. Navy Personnel Exchange Program (PEP)
OPNAVINST 6110.1	Physical Readiness Program
OPNAVNOTE 5400	Standard Navy Distribution List (SNDL) Parts 1 and 2
SECNAVINST 1650.1	Navy and Marine Corps Awards Manual
OPNAVINST 1811.3A	Voluntary Retirement and Transfer to the Fleet Reserve of Members of the Navy Serving on Active Duty
SECNAVINST 5420.193	Board for Correction of Naval Records (BCNR)
DoDI-5200.01	Department of Defense (DoD) Information Security Program and Protection of Sensitive Compartmented Information (SCI)
DoDM 5200.01 Volume 1-3	DoD Information Security Program: Protection of Classified Information
U.S. Navy Regs.	United States Navy Regulations 1990
U.S.C. (Title 10)	United States Code
BIB	Bibliography for Navy-wide Advancement Examinations

TABLE C-2 — FORMS USED IN NEAS

The following DoD forms are available at: https://www.esd.whs.mil/Directives/forms/?utm_source=mynavyhr.

NUMBER	FORMS
DD 149	Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552
DD 1300	Report of Casualty
DD 2992	Medical Recommendation for Flying or Special Operational Duty

The following NAVPERS forms are available at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

NUMBER	FORMS
NAVPERS 1070/604 (NSIPS form)	Enlisted Qualification History (service record page 4) or Awards Record
NAVPERS 1070/613	Administrative Remarks (service record page 13)
NAVPERS 1070/880	Awards Record
NAVPERS 1221/6	Navy Enlisted Classification (NEC) Change Request
NAVPERS 1616/26	Evaluation Report and Counseling Record (E1-E6)

The following NETPDC forms are available at: <https://neas.ncdc.navy.mil/Homes/Downloads>.

NUMBER	FORMS
NETPDC 1400/1	NEAS Address File Input
NETPDC 1430/3	Advancement in Rate or Change of Rating (Worksheet)

TABLE C-3 — WEB SITES

NAVPERSCOM: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/>.

NEAS: <https://neas.ncdc.navy.mil/>

NEAS Tote Board: <https://neas.ncdc.navy.mil/public/ExamToteBoard.aspx>.

BCNR: <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/BCNR/>.

JST: <https://jst.doded.mil/>.

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