

MILPERSMAN 1401-020

ADVANCEMENT EXAM READINESS REVIEW (AERR)

Responsible Office	NETPDC (N33)	Phone: DSN COM	753-6169 (850) 473-6169
Point of Contact	Fleet Liaison	E-mail	sfly_netpdc_aerr@navy.mil
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) BUPERSINST 1430.16F
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1. **Purpose.** This article provides policies and procedures for developing advancement examinations through the advancement examination readiness review (AERR) process, and outlines the requirement for selecting fleet subject matter experts (FSME) to conduct an AERR. Upon completion, an AERR produces the required advancement examinations and products to support the Navy Enlisted Advancement System.

2. **Designation.** Naval Education and Training Professional Development Center (NETPDC) oversees the development of Navy enlisted advancement examinations and the execution of AERRs.

3. **Background.** The enlisted advancement process involves the development and administration of examinations consisting of multiple choice questions which measure occupational rating and professional military knowledge. Each occupational examination consists of 175 in-rate questions. Questions are developed by selected chief, senior chief, and master chief petty officers who take part in the AERRs. These FMSEs provide essential content knowledge and expertise that is not resident within NETPDC, and therefore, FMSEs are crucial to the success of enlisted examination processes. FMSEs should reflect the entirety of the rating to include major platforms, Navy enlisted classifications, and the future direction of their respective ratings. AERRs are typically 1 to 2 weeks in length, conducted every 1 to 2 years, and funded by NETPDC. The AERR process is designed to cover a wide diversity of rating experience and

expertise. The condition of each rating examination is directly dependent upon the quality of content produced by the FSMEs.

4. **Responsibilities**

a. **Type Commander (TYCOM)/Rating Resource Sponsor.**
Responsibility for the recruitment, identification, and selection of FSMEs for AERR panels is assigned to the rating sponsor listed below:

TYCOM/Rating Resource Sponsor	Responsible for Rates
Chief of Chaplains	RP
Commander, Naval Air Forces	ABE, ABF, ABH, AC, AD, AE, AM, AME, AO, AS, ATI, ATO, AWF, AWO, AWR, AWS, AWV, AZ, PR
Commander, United States Fleet Forces	MA, NC(C)
Office of the Judge Advocate General of the Navy	LN
Commander, Naval Supply Systems Command	CS, LS, SH
Commander, Naval Surface Force (COMNAVSURFOR)	BM, DC, EM, EN, ET, FC, FCA, GM, GSE, GSM, HT, IC, MM, MN, MR, OS, QM, STG (see note below)
Commander, Navy Recruiting Command	NC(R)
Commander, Submarine Forces (COMSUBFOR)	CSS, ETR, ETV, FT, ITS, LSS, MMA, MMW, MT, STG (See note below), STS, YNS
Commander, Naval Information Forces	AG, CTI, CTM, CTN, CTR, CTT, IS, IT
Commander, Naval Sea Systems Command (08)/Naval Reactors	EMN, ETN, MMN
Commander, Naval Special Warfare Command	SB, SO
Chief, Bureau of Medicine and Surgery	HM
Navy Chief of Information	MC
Commander, Navy Expeditionary Combat Command	BU, CE, CM, EA, EO, EOD, ND, SW, UT
Commander, Navy Personnel Command (PERS-2)	PS
Commander, Navy Personnel Command (PERS-4)	YN

United States Navy Band	MU
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Note: COMNAVSURFOR is assigned as the lead for the STG rating. However, because STGs work in both the surface and submarine environments, COMNAVSURFOR and COMSUBFOR should coordinate closely in FSME identification to ensure proper rating representation at each AERR.

b. TYCOM/Rating Resource Sponsor will:

(1) designate in writing a representative who will solely be responsible for managing recruitment and selection of AERR candidates for each respective rating under their cognizance, and

(2) review all AERR candidates and select the appropriately qualified number of FSMEs for the scheduled AERR, plus two alternates. AERR nominees must

(a) be advanced to the enlisted pay grade of E-7 or above. Frocked E-7 candidates will be considered with a strong endorsement from the candidate's chain of command;

(b) be recommended by their commanding officer or officer in charge;

(c) have no relative, by blood or marriage, eligible for advancement for the rating AERR for which they are applying;

(d) have a "MUST PROMOTE" or "EARLY PROMOTE" on their latest periodic evaluation, and no adverse evaluation as a chief in the last 3 years. A waiver may be granted by NETPDC for a "PROMOTABLE" evaluation;

(e) be within the Navy body composition standards, and have passed the most recent physical fitness assessment;

(f) not have a fleet reserve, retirement, or high-year tenure date within 1 year of the scheduled AERR. A waiver may be granted by NETPDC based on rating needs;

(g) have an active security clearance (if required) by the rating; and

(h) be stationed within the continental United States. A waiver may be granted by NETPDC for overseas nominees based on availability of funding and valid bona fide occupational qualification.

c. **NETPDC.** Responsible for AERR scheduling, FSME processing and travel, conducting AERRs, and developing advancement examinations.

(1) **Scheduling.** Per reference (a), NETPDC will

(a) develop and post schedules for AERRs;

(a) maintain an annual AERR schedule on MyNavy Portal at: <https://www.mnp.navy.mil/group/navy-advancement-center/mycpo>; and

(b) submit a quarterly naval administrative message (NAVADMIN) to Chief of Naval Personnel, announcing upcoming AERRs in advance of panel convening dates.

(2) **FSME Processing and Travel.** NETPDC will

(a) send an AERR information package to FSMEs who have been selected by their rating resource sponsor. The package provides the information needed to establish travel and lodging and verify a security clearance, and

(b) process all waiver approvals in an expedient manner.

(3) **Conducting AERRs.** Once an AERR commences, ensure the panel of FSMEs follow a structured syllabus that encompasses advancement examination reference list (AERL) review, test planning, rating bank review, question development, and examination construction.

(4) **AERL Review.** Ensure FSMEs validate all references used for examinations as current, accessible, and relevant to the rating.

(5) **Test Planning.** Each rating requires a test plan which lists the topics, subtopics, and number of questions to be tested at each pay grade. Ensure FSMEs review the current test plan and recommend changes based on rating needs.

(6) **Rating Bank Review.** Ensure FSMEs validate bank questions and supporting material for content correctness, relevance, currency, and importance. Outdated questions are removed from the bank. This validation process ensures each question meets quality characteristics, increasing the health of the bank, and improving exam reliability.

(7) **Question Development.** Ensure FSMEs develop questions based on rating occupational standards, job currency, and test plan requirements.

(8) **Examination Development.** Ensure FSMEs construct advancement examinations based on the approved test plan and established policies.

(9) **Non-Disclosure Statement.** Ensure FSMEs sign a nondisclosure statement using NAVPERS 1070/613 Administrative Remarks (Page 13). NAVPERS 1070/613 may be accessed using the following link: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

d. **FSMEs**

(1) **FSME Examination Material Security.** FSMEs will

(a) maintain the security of exams and exam materials at all times. Advancement examinations are developed in order to measure a Sailor's rating knowledge; therefore, any compromise of exam material could greatly diminish the Navy's ability to fairly rank order examination scores;

(b) sign non-disclosure statement provided by NETPDC; and

(c) not share examination questions or test plan weights with personnel outside of the AERR.

(2) **FSME Preparation.** The importance of advancement examinations require FSMEs to complete some vital foundational work before and during each AERR.

(a) NETPDC will provide FSMEs with rating-specific AERLs 30 days prior to the start of the AERR. FSMEs are required to review and provide feedback on the AERL (if applicable) 14 days before the AERR start date.

(b) FSMEs will dedicate their time to the advancement examination development process while on board NETPDC.