

3. Verify member completed any schools/NEC requirements required by orders, as applicable. Verify NEC completion against [Navy Standard Integrated Personnel System](#) (NSIPS) > Main Menu > Electronic Service Record > Inquire > Member Data Summary > scroll down to “NEC History.” If requirements have not been met, **refer case to NPPSC MILPERS Department for verification.**



Orders Information:

```

----- ULTIMATE ACTIVITY (M) -----
REPORT NOT LATER THAN 01 OCT 25          EDA: 01 OCT 25
TO ████████████████████████████████    UIC: ██████████
PERMANENT DUTY STATION ████████████████
FOR DUTY                                ACC: 100
ASSIGNED RATE: BMC   DNEC1: 8RDC  DNEC2:  PRD: 2803
- PERSONNEL ACCOUNTING SUPPORT: TSC PENSACOLA
                                           UIC: 43081
    
```

NSIPS ESR Member Data Summary > NEC History:

NEC History			
NEC	Effective Date	Grade Limit	Priority
8RDC	02/07/2025	I	7

4. Verify members Hard or Soft Expiration of Active Obligated Service (SEAOS) matches or exceeds PRD on orders. Verify EAOS information via NSIPS ESR Member Data Summary > scroll down to “Contract Information **OR** Contract Administration>Force Management>Inquire>Contract Information” If requirements have not been met, place case in CPPA Action Require status and indicate in the comments need for member to execute OBLISERV.

Orders Information:

```

----- ULTIMATE ACTIVITY (M) -----
REPORT NOT LATER THAN 01 OCT 25          EDA: 01 OCT 25
TO ████████████████████████████████    UIC: ██████████
PERMANENT DUTY STATION ████████████████
FOR DUTY                                4 ACC: 100
ASSIGNED RATE: BMC   DNEC1: 8RDC  DNEC2:  PRD: 2803
- PERSONNEL ACCOUNTING SUPPORT: TSC PENSACOLA
                                           UIC: 43081
    
```

NSIPS ESR Member Data Summary > Contract Information.

Contract Information	
CED:	10/25/2024
EAOS:	10/24/2027
Soft EAOS:	09/24/2028
EREN:	Soft EREN:

5. Process enlisted advancement in NSIPS. **Once all requirements are met**, clerk will navigate to NSIPS > Main Menu > Personnel Maintenance > Promotions/Advancements > Use > Enlisted Advance – Create. Input members SSN as Empl ID and click “Search.” If there are questions

5. Process Enlisted Advancement (cont.) regarding the advancement, **servicing TSC will contact NPPSC MILPERS Department for clarification prior to processing.** Fill out fields as outlined below.

- Appr Action: select Approve
- Rate Change Authority: select “T Special Program”
- Rank/Rate: fill in rate to which member will be advanced (ex. PS2)
- DOR/New: fill in report date (if advancement is based on reporting to new command), or date Member Realignment Request was approved (if member is already onboard the command).

NOTE ON ARA CASES REQUIRED KEY SUPPORTING DOCUMENTS (KSD). Per BUPERSINST 1430.16H paragraph 1312f(2) all ARA personnel are expected to receive new PCS orders. If a member does not receive PCS orders, contact NPPSC HQ for assistance.

• **TIR/New: Update the date to the first of the month in which member is being advanced (See BUPERSINST 1430.16H paragraph 1313. This only applies to ratings in the Senior Enlisted Marketplace. Per BUPERSINST 1430.16H paragraph 1307 these ratings are exempt from SEM CMDCS/CMDCM, EMN, ETN, MMN, personnel assigned as Enlisted Aides, Flag Writers, MU (E7 only), SO, SB, and Reserve Component (TAR and SELRES) Sailors.**

- Rate Change Authority Directive: fill in “BUPERS Orders XXXX.” BUPERS orders number are located on the subject of the members orders (see figure below)

SUBJ: BUPERS ORDER: 2955/XXX-XX- /PS3 PERS-4012
OFFICIAL CHANGE DUTY ORDERS FOR
, USN 791F/

- Rate Change Remarks: fill in “Advanced under SEM (or A2P) program.” Fill in SEM or A2P based on the program. ARAs fall under the SEM program.

**** New TIR will not auto update. Ensure it is updated to the first of the month the member is being advanced. ****

Once all information is complete, click “Save” and route to Supervisor for review and approval.

II. VERIFICATION OF CA2P ADVANCEMENTS

CA2P requests generally do not receive orders – primary KSD is command memo, which commands may download from the [MyNavy HR Billet Based Advancement website](#) (top right of page, under “BBA Supporting Documents”). Sample provided below.



DEPARTMENT OF THE NAVY
NAME OF ACTIVITY
ADDRESS
CITY STATE ZIP-4

SSIC
Code/Ser 001
Date

From: Commanding Officer, USS SHIP (DDG ##)
To: Transaction Support Center/Personnel Support Detachment, _____

Subj: COMMAND ADVANCEMENT TO POSITION (CA2P) ICO CS3 JOE A. SMITH, USN

Ref: (a) BUPERSINST 1430.16H

Encl: (1) (Any substantiating documents as needed)

- Per reference (a), enclosures (1) and (2) are forwarded to effect the advancement of CS3 Joe A. Smith to CS2 effective (date).
- The following requirements have been met:
 - PNA previous NWAE (Cycle 255)
 - PRD extended to (date)
 - EAOS has been extended or required OBLISERV has been met.

A Manpower Realignment Request (MRR) has been submitted and approved in My Navy Assignments (MNA) by PERS-4013. CS3 Smith has been aligned to the approved billet.

- Command point of contact (POC) for this matter is PSC Jane M. Sample who can be reached at COM: (XXX) XXX-XXXX or email: jane.m.sample@ddg##.navy.mil.

I. M. SKIPPER

Copy to:
As needed

A. CA2P Steps Summary:

- Verify command memo includes clear snapshot of MRR (parts 1 and 2)
- Verify Obligated Service (OBLISERV) has been met
- Process enlisted advancement in NSIPS.

B. CA2P Steps Outline:

- Verify command memo includes clear snapshot of MRR (parts 1 and 2). Effective date of advancement for CA2P is the MRR approval date, provided Sailor meets OBLISERV. See next page for required MRR snapshots.

- **Required KSD for CA2P:** Command Letter Required Enclosure #1

Member Realignment Request Details

Category:

Submitter's Comment
 Submitted on behalf of command.

Proposed Member													
Member Info							Current Billet Info						
Approved	Disapproved	Name	Rate/Rating	NEC1/2	DNEC1/2	MRT	BSC	Rate/Rating	PNEC/SNEC	Title	MRT	BSC	
<input checked="" type="radio"/>	<input type="radio"/>	[REDACTED]	[REDACTED]		V768	Funded	24980	ICSN		IC ELECTROCIAN	Funded	07690	

Reviewer's Comment
 [REDACTED]

MRR screenshot #1 show MRR approval status. If MRR screenshot is not legible or unavailable, place case back into CPPA Action and request clear screenshots.

- **Required KSD for CA2P:** Command Letter Required Enclosure #2

[REDACTED]		Single		Reviewed		Advancement Request Alignment (ARA)		Completed	
Responsibility	Name	Rating	Role	Recommendation	Date	Comment		Time Held (Day/Hr/Min)	
Submitter	[REDACTED]	CIV	Type Commander	N/A	25AUG2025 07:53	Command recommends ARA [REDACTED] agrees to OBLISERV for 36 months past [REDACTED] current PRD IAW NAVADMIN 112/25.		000:00:00	
Reviewer	[REDACTED]	CIV	Placement Coordinator	Reviewed	01NDV2025 09:10	[REDACTED]		010:01:16	

MRR Screenshot #2 shows the date of the MRR approval next to the Placement Coordinator "REVIEWED" block. Please note this screen will currently only reflect the word "REVIEWED." Screenshot #1 shows the MRR was approved. Both screen shots are required to determine MRR approval and approval date.

2. Verify Obligated Service (OBLISERV) has been met. Per NAVADMIN 221/25, required OBLISERV for CA2P is 36 months from the date of MRR approval. For example, if Sailor MRR is approved between 1-30 September 2025, required OBLISERV is SEP 2028 (Sailor's SEAOS must end in the month of September 2028).

3. Process enlisted advancement in NSIPS. **Once all requirements are met**, process enlisted advancement using the same guidance as step I.B.5 of this guide (Process enlisted advancement in NSIPS), with the following changes:
 - Rate Change Authority Directive: fill in "CA2P ltr dtd DD Mmm YY" (this is the date of command's letter that includes MRR approval).
 - Rate Change Remarks: fill in "Advanced under CA2P program."