



# CASE ROUTING GUIDANCE ADVANCEMENTS

9 February 2026

Effective Date: Immediately

**BLUF:** This routing guidance outlines submission procedures for Billet Based Advancements (BBA), Accelerated Advancements, Rank Reinstatement/Restoration, and Rate Change/Corrections. PersPay Request Type “ESO” has been disestablished and replaced with Request Type “Advancement” and Request Type “Avails.”

**INCLUDED ROUTING GUIDANCES:**

- |  |  |
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## Billet Based Advancements (BBA)

**DISCUSSION:** BBA allows Sailors to advance to the next higher paygrade by applying to and filling billets, via MyNavy Assignment rather than traditional advancement methods. Upon reporting to the ultimate duty station, and if all program requirements are met, Sailors will be permanently advanced to the next higher pay grade, via BBA. Command Pay and Personnel Administrators (CPPAs) at the gaining command will submit an activity gain case with all key-supporting documents (KSDs) to their servicing Transaction Service Center (TSC).

Refer to specific BBA program guidance (NAVADMIN, etc.) for program requirements. CPPAs may also refer to the [Billet Based Advancement Handbook](#) and the MyNavy HR [Detailing Marketplace resource page](#).

For BBAs effected as part of an activity gain, the effective date of paygrade will be the actual date of reporting and will be processed with the activity gain. For these programs, the permanent change of station (PCS) or permanent change of activity (PCA) orders are the authority for advancement.

For BBAs effected not in connection with an activity gain (such as CA2P or a SEM advancement where the Sailor is approved for a billet with their own command), refer to specific program guidance. CA2P is effective the date of Manning Realignment Request (MRR) approval by Commander, Navy Personnel Command (PERS-4). CPPAs will submit SEM, A2P, and CA2P cases to their servicing Center of Excellence, as applicable.

TSC Clerks shall refer to the NPPSC Desk Guide: Billet Based Advancements Transaction Processing guide, if necessary.

## BBA with PCS/PCA (A2P, SEM, ARA)

**PROCEDURE:** Submit case via eCRM/Salesforce using information below.

Case Drop-Down	Advancement eCRM Case Submission	
Effective Date	Date of advancement/report date	
Subject	A2P, ARA, SEM Rate/Rank Last Name, First Name	
Description	Please include clear comments related to the request. Add any additional details to expedite processing. Note: CPPAs must state whether advancement P-Text is/is not included in the PCS/PCA orders.	
Request Type	Activity Gains	
Problem Code	Receipts (Billet Based Advancements)	
Routed To	Select servicing TSC as appropriate.	TSC San Diego for COE-G&L West (including HI and AK) TSC Pensacola for COE-G&L East TSC Yokosuka for COE-G&L OCONUS AOR
Contact Name	This is the <b>Sailor’s information</b> , not the CPPA submitting the request.	

Note: When a BBA is to be processed with a member’s gain to a new command, CPPAs will see a change in sub-status to “Advancement Required.” This change occurs within the case to allow for processing of the advancement and to assist with case management and tracking.

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## BBA without PCS/PCA (CA2P)

**PROCEDURE:** Submit case via eCRM/Salesforce using information below.

Case Drop-Down		Advancement eCRM Case Submission	
Effective Date	Date of advancement/report date		
Subject	CA2P Rate/Rank Last Name, First Name		
Description	Please include clear comments related to the request. Add any additional details to expedite processing.		
Request Type	Advancement		
Problem Code	Billet Based Advancement - CA2P	Select as appropriate	
	Select servicing TSC as appropriate.		
	This is the <b>Sailor's information</b> , not the CPPA submitting the request.		
Routed To:	TSC San Diego for COE-G&L West (including HI and AK) TSC Yokosuka for COE-G&L OCONUS AOR TSC Pensacola for COE-G&L East		
Contact Name	This is the <b>Sailor's information</b> , not the CPPA submitting the request.		

**KEY SUPPORTING DOCUMENTS (KSD):**

- **BBA's where orders are issued:** Orders with the P-Text authorizing SEM, A2P advancement.  
Note: In cases where the Sailor's orders are missing the appropriate advancement program P-Text, servicing TSC will contact NPPSC to confirm Sailor's SEM advancement eligibility. Upon confirmation from NPPSC, the TSC will attach the e-mail received from NPPSC as a KSD via the eCRM case confirming the CA2P or ARA advancement is approved and valid.
- **CA2P:**
  - Memorandum from the Commanding Officer (CO) certifying completion of all CA2P requirements.
  - PERS-4 approval of the Manning Realignment Request (MRR) – include as enclosure to CO memorandum. See below screen shots for examples.

Member Realignment Request Details

Category:  Single  Current Onboard

Proposed Member						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]		V76B	Funded	24980	3CSN		IC ELECTRICIAN	Funded	07690

Reviewer's Comment: [Redacted]

Enclosure 1 for Command CA2P Letter

Responsibility	Name	Rating	Role	Recommendation	Date	Advancement Request Alignment (ARA)		Completed Time Held (Day/Hr/Min)
						Comment		
Submitter	[Redacted]	CIV	Type Commander	N/A	25AUG2025 07:53	Command recommends ARA [Redacted] agrees to OBLISERV for 36 months past current PRD JAW NAVADMIN 112/25		000:00:00
Reviewer	[Redacted]	CIV	Placement Coordinator	Reviewed	01NOV/2025 09:10			010:01:16

Enclosure 2 for Command CA2P Letter

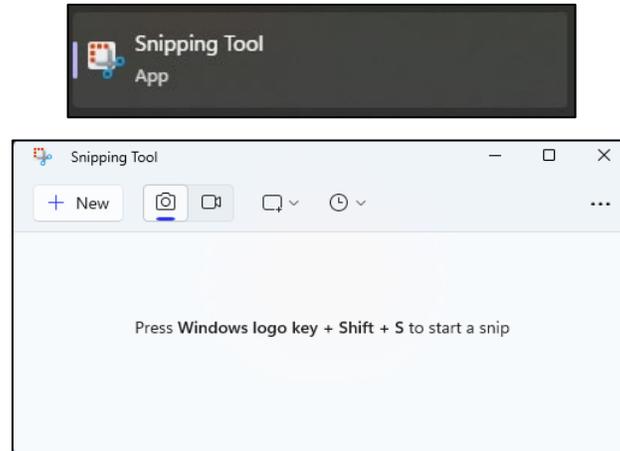


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## BBA without PCS/PCA (CA2P)(Cont.)

**BEST PRACTICE:** Most Navy computers have the “Snipping Tool” application which can be used to screenshot required MRRs.



Note: BBA advancements will be effected once all program requirements are met (i.e. OBLISERV, MRR approval, etc.). Ensure members complete requirements to avoid delay of advancement.



# CASE ROUTING GUIDANCE ADVANCEMENTS

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## Accelerated Advancement - AEF and ATF

**PROCEDURE:** Submit case via eCRM/Salesforce using information below.

Case Drop-Down	Advancement eCRM Case Submission	
Effective Date	Date of advancement	
Subject	<b>AEF or ATF Advancement</b> Rate/Rank Last Name, First Name	
Description	Please include clear comments related to the request. Add any additional details to expedite processing.	
Request Type	Advancement	
Problem Code	Accelerated Advancement - AEF/ATF	
Routed To	Select servicing TSC as appropriate.	TSC San Diego for COE-G&L West (including HI and AK) TSC Pensacola for COE-G&L East TSC Yokosuka for COE-G&L OCONUS AOR
Contact Name	This is the <b>Sailor's information</b> , not the CPPA submitting the request.	

**KEY SUPPORTING DOCUMENTS (KSD):**

- NAVPERS 1336/3 “Special Request Chit/Authorization” signed by the CO recommending advancement.
- NAVCRUIT 1133/52 “Enlistment Guarantees Annex”.

**SPECIAL NOTE FOR AEF/ATF ADVANCEMENTS:** Accelerated Advancements (AEF/ATF and Nuclear) Sailors are not subject to the Apprentice Advancement Alignment timelines per NAVADMIN 168/23 (i.e, E-1 to E-4: 30 months Time in Service). System changes to the NSIPS do not account for personnel who fall under these programs. CPPAs **must track these Sailors and submit for manual rank adjustments once all criteria have been met** for each Sailor under legacy advancement guidelines (i.e, E-1 to E-2: 9 months Time in Rate (TIR), E-2 to E-3: 9 (9 months TIR, E-3 to E-4: 6 months TIR).

Refer to [MILPERSMAN 1510-030](#) for program requirements.

## Accelerated Advancement - Nuclear

**PROCEDURE:** Submit case via eCRM/Salesforce using information below.

Case Drop-Down	Advancement eCRM Case Submission	
Effective Date	Date of advancement	
Subject	<b>Accelerated Advancement - Nuclear</b> Rate/Rank Last Name, First Name	
Description	Please include clear comments related to the request. Add any additional details to expedite processing.	
Request Type	Advancement	
Problem Code	Accelerated Advancement -Nuclear	
Routed To	TSC Great Lakes	
Contact Name	This is the <b>Sailor's information</b> , not the CPPA submitting the request.	

**KEY SUPPORTING DOCUMENTS (KSD):**

- Graduation list containing all members’ Full Name, SSN, and graduation date.
- MOU between NPPSC, NPTU, NNPTC authorizing mass transaction.

Note: This Problem Code is **only to be used by Nuclear Power Training Unit and Naval Nuclear Power Training Command**.  
 Note: If a Nuclear Sailor’s advancement is not processed prior to them reporting to their ultimate command and if all requirements are met, submit the request using the “Accelerated Advancement – Other” Problem Code.





# CASE ROUTING GUIDANCE ADVANCEMENTS

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## Accelerated Advancement – STAR

**(When Sailor did not meet Time-In-Paygrade at the time of Reenlistment)**

**PROCEDURE:** Submit case via eCRM/Salesforce using guidance below. This procedure is used if Sailor’s Time-In-Paygrade (TIPG) was not met at the time of reenlistment and advancement must be processed after reenlistment. When Sailors meets TIPG at the time of reenlistment, STAR advancement is processed by TSC Naples with the STAR reenlistment case.

Case Drop-Down	Advancement eCRM Case Submission	
Effective Date	Date of advancement	
Subject	<b>Star Advancement</b> Rate/Rank Last Name, First Name	
Description	Please include clear comments related to the request. Add any additional details to expedite processing.	
Request Type	Advancement	
Problem Code	Accelerated Advancement - STAR	
Routed To	Select servicing TSC as appropriate.	TSC San Diego for COE-G&L West (including HI and AK) TSC Pensacola for COE-G&L East TSC Yokosuka for COE-G&L OCONUS AOR
Contact Name	This is the <b>Sailor’s information</b> , not the CPPA submitting the request.	

**KEY SUPPORTING DOCUMENTS (KSD):**

- NAVPERS 1336/3 “Special Request Chit” signed by the CO recommending advancement.
- Certificate of Appointment to validate effective date of paygrade.
- NAVPERS 1070/613 “Administrative Remarks” for STAR Reenlistment Program

**NOTE FOR SELECTIVE TRAINING AND REENLISTMENT (STAR) ADVANCEMENT PROCESSING:**

- **Situation 1 – Sailor meets TIPG requirement at the time of reenlistment:** If reenlisting under STAR program and advancement eligibility requirements are met per MPM 1160-100, to include TIPG requirements, submit one case to TSC Naples to process reenlistment and STAR advancement. Refer to Retentions (Reenlistment, Extension, Retain in Service) Case Routing guidance for details.
- **Situation 2 – Sailor does NOT meet TIPG requirement at the time of reenlistment:** If reenlisting under STAR program and TIPG requirements are not met at the time of reenlistment, submit a case to TSC Naples for reenlistment purposes only, then submit a separate case (for STAR advancement only) to your servicing TSC once TIPG requirements are met – use Request Type “Advancement,” Problem Code “Accelerated Advancement – STAR.”





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## Accelerated Advancement – Other

**PROCEDURE:** Submit case via eCRM/Salesforce using information below.

Case Drop-Down	Advancement eCRM Case Submission	
Effective Date	Date of advancement	
Subject	<b>Accelerated Advancement - Other</b> Rate/Rank Last Name, First Name	
Description	Please include clear comments related to the request. Add any additional details to expedite processing.	
Request Type	Advancement	
Problem Code	Accelerated Advancement - Other	Recruit Training Top 10% / A School #1 grad / Accelerated Advancement Program (AAP) / Ceremonial Guard per MILPERSMAN 1430-010, Independent Duty Corpsman, Enlisted Musician assigned to Navy Premier Bands, Nuclear Sailors
Routed To	Select servicing TSC as appropriate.	TSC San Diego for COE-G&L West (including HI and AK) TSC Pensacola for COE-G&L East TSC Yokosuka for COE-G&L OCONUS AOR TSC Great Lakes COE for new accession Sailors
Contact Name	This is the <b>Sailor's information</b> , not the CPPA submitting the request.	

**KEY SUPPORTING DOCUMENTS (KSD):**

RTC / A School	o NAVPERS 1070/613 “Administrative Remarks” for Accelerated Advancement Program.
AAP	o NAVPERS 1070/613 “Administrative Remarks” for Accelerated Advancement Program. o NAVPERS 1070/621 / NAVPERS 1070/622 “Agreement to Extend Enlistment” or “Agreement to Recall or Extend Active Duty” (as appropriate), or verification via member’s ESR that OBLISERV has been met. Note: OBLISERV is additional to member’s current extensions (ex. 5-Year OBLIGOR).
Ceremonial Guard	o NAVPERS 1070/613 “Administrative Remarks” for Ceremonial Guard Accelerated Advancement.
Independent Duty Corpsman	o NAVPERS 1070/613 “Administrative Remarks” for Accelerated Advancement for Hospital Corpsmen Earning Independent Duty Corpsman (IDC) NEC.
Enlisted Musicians	o BUPERS PCS orders authorizing advancement in the special instructions section.

## Rank Reinstatement/Restoration

**PROCEDURE:** Submit case via eCRM/Salesforce using information below.

Case Drop-Down	Advancement eCRM Case Submission	
Effective Date	Date of advancement	
Subject	<b>Rank Reinstatement or Restoration</b> Rate/Rank Last Name, First Name	
Description	Please include clear comments related to the request. Add any additional details to expedite processing.	
Request Type	Advancement	
Problem Code	Reinstatement/Restoration	
Routed To	Select servicing TSC as appropriate.	TSC San Diego for COE-G&L West (including HI and AK) TSC Pensacola for COE-G&L East TSC Yokosuka for COE-G&L OCONUS AOR
Contact Name	This is the <b>Sailor's information</b> , not the CPPA submitting the request.	

**KEY SUPPORTING DOCUMENTS (KSD):**

- NAVPERS 1336/3 “Special Request Chit/Authorization” signed by the CO recommending advancement.



# CASE ROUTING GUIDANCE ADVANCEMENTS

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## Rate Change/Correction

**PROCEDURE:** Submit case via eCRM/Salesforce using information below.

Case Drop-Down	Advancement eCRM Case Submission	
Effective Date	Date of advancement	
Subject	<b>Rate Change/Correction</b> Rate/Rank Last Name, First Name	
Description	Please include clear comments related to the request. Add any additional details to expedite processing.	
Request Type	Advancement	
Problem Code	Rate Change/Correction	
Routed To	Select servicing TSC as appropriate.	TSC San Diego for COE-G&L West (including HI and AK) TSC Pensacola for COE-G&L East TSC Yokosuka for COE-G&L OCONUS AOR
Contact Name	This is the <b>Sailor's information</b> , not the CPPA submitting the request.	

**KEY SUPPORTING DOCUMENTS (KSD):**

- For Rate changes, approved rating/rate change authority. Examples provided below:
  - Letter from BUPERS-3 authorizing rating designation/advancement (PACT Sailors).
  - Approved NAVPERS 1306/7 “Enlisted Personnel Action Request”.
  - Selection Board results authorizing conversion (NC (CRF)).
  - “A” School graduation certificate for personnel reflecting the wrong rate in Naval systems.

Note: This Problem Code is used specifically for corrections or **APPROVED** conversions. Sailors will not apply for conversions using this Problem Code.

## Rank Correction

**PROCEDURE:** Submit case via eCRM/Salesforce using information below.

Case Drop-Down	Advancement eCRM Case Submission	
Effective Date	Date of advancement	
Subject	<b>Rank Correction</b> Rate/Rank Last Name, First Name	
Description	Please include clear comments related to the request. Add any additional details to expedite processing.	
Request Type	Advancement	
Problem Code	Rank Correction	
Routed To	Select servicing TSC as appropriate.	TSC San Diego for COE-G&L West (including HI and AK) TSC Pensacola for COE-G&L East TSC Yokosuka for COE-G&L OCONUS AOR
Contact Name	This is the <b>Sailor's information</b> , not the CPPA submitting the request.	

**KEY SUPPORTING DOCUMENTS (KSD):**

- For Rank corrections, approved rating/rate change authority. Examples provided below:
  - Leave and Earnings Statement
  - Exam Profile Sheet

Note: This Problem Code is used specifically for corrections (i.e. Sailors whose advancement is not up-to-date).