



Educational Services Officer (ES0)

Objectives



To provide an overview of the Navy Enlisted Advancement System, duties and responsibilities of an Educational Services Officer, and provide guidance on the ordering, handling, and administration of the Navy-Wide Advancement Exam.

Introduction



In this lesson we will cover:

- Obtaining required accesses (NSIPS, NEAS, BOL)
- Determining eligibility
- Enlisted Advancement Worksheet (EAW)
- Ordering examinations
- Handling of examinations
- Administering the Navy Wide Advancement Examination (NWAE)
- Disposing of examinations

Obtaining Required Accesses



NSIPS - [Navy Standard Integrated Personnel System](#):

- Educational Services Officer (active)
- Assistant Education Services Officer (ESO) - Active
- Educational Services Officer (reserve)
- Assistant Education Services Officer (ESO) - Reserve
- EAW Command Reviewer

NEAS - [Navy Enlisted Advancement System](#):

- NEAS ESO
- ESO Assistant

BOL - [BUPERS Online](#):

- Official Military Personnel File (OMPF) - Command View

Obtaining Required Accesses



Select "USER INFO"

Smart sheets and what's new pertaining to specific roles can be located under the "Smart Sheets and What's New For You User Communication"

Obtaining Required Accesses



Enlisted Advancement Worksheet (EAW)

EAW Frequently Asked Questions (FAQ's)
What's New For You EAW Sailor Self-Service Capability
What's New For You EAW ESO Capability
What's New For You EAW Command ESO
What's New For You EAW Command Reviewer
EAW User Roles

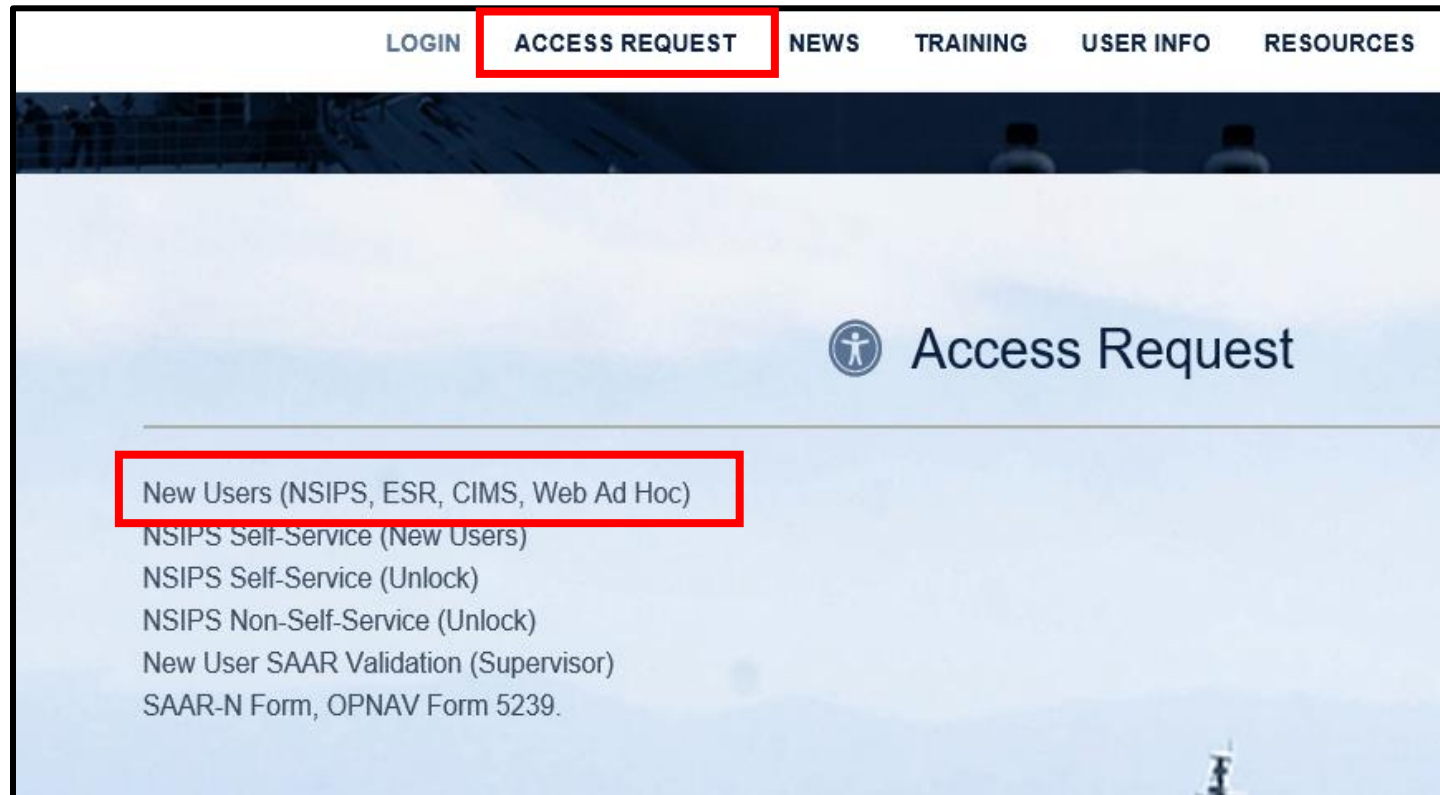
On the new window scroll down to the section labeled "Enlisted Advancement Worksheet(EAW)"

https://www.nsips.navy.mil/nsipsclo_landing/jsp/newForYou.jsp

Obtaining Required Accesses



NSIPS - Navy Integrated Standard Personnel System



- 1) From the NSIPS Home Page, click Access Request at the top or scroll down to the Access Request section.
- 2) Select New Users (NSIPS, ESR, CIMS, Web Ad Hoc).
- 3) Follow the “how to guide” located under USER INFO for each access needed in NSIPS.

Obtaining Required Accesses



Enlisted Advancement Worksheet (EAW)

EAW Frequently Asked Questions (FAQ's)

What's New For You EAW Sailor Self-Service Capability

What's New For You EAW ESO Capability

What's New For You EAW Command ESO

What's New For You EAW Command Reviewer

EAW User Roles

EAW Frequently Asked Questions- covers the "how to" request for different EAW roles within NSIPS.

EAW User Roles-gives a description of all EAW roles available in NSIPS.

Note: Under the User Information section can find
Smart Sheets (quick reference/ quick start guides)

What's New For You User Communications

Both of those have a large variety on the EAW program frequently asked questions and "how to" guides for all programs in NSIPS.

https://www.nsips.navy.mil/nsipsco_landing/documents/EAW_NSIPS_FAQs_Update1_Aug2019.pdf -FAQ

https://www.nsips.navy.mil/nsipsco_landing/documents/EAW_Roles_Rev_c_1-14-19.pdf -User roles



Determining Eligibility

Determining Eligibility



- CO/OIC recommendation is the most important advancement eligibility requirement.
- The most-recent evaluation is the sole source of recommendation for advancement.
- CO/OIC recommendation for advancement cannot be delegated.
- Newly-reported personnel, who have been recommended for advancement by their previous CO/OIC and are otherwise eligible for advancement, may participate in the regularly scheduled NWAEE
- Completion of paygrade appropriate PMK-EE
- Must meet Time in Rate (TIR) requirements
- Must meet Special Requirements of Certain Rates and Ratings
- Be in the proper path of advancement

For additional eligibility requirements refer to BUPERSINST 1430.16 series, chapter 2.

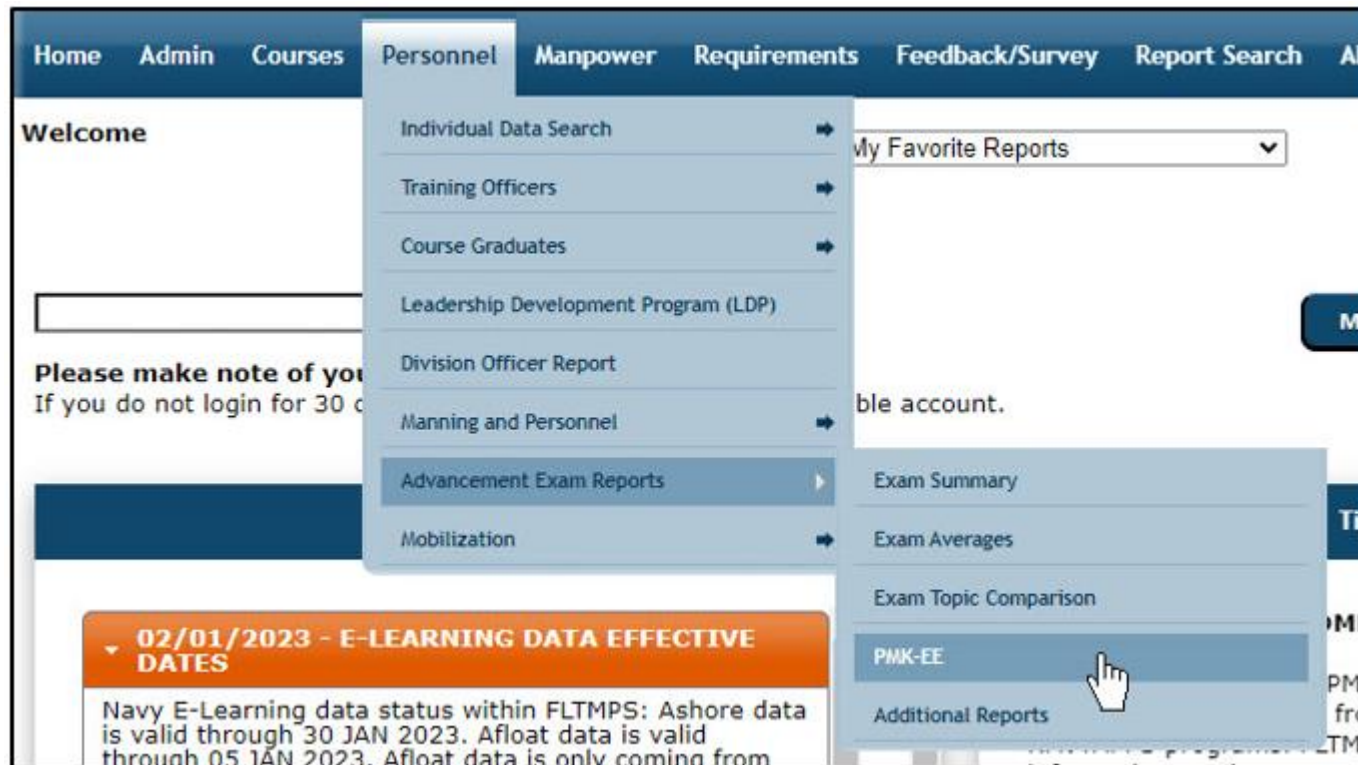
Determining Eligibility: Professional Military Knowledge Eligibility Exam (PMK-EE)



- Sailors are required to successfully pass PMK-EE only once per paygrade (P02s must complete P01, P01s must complete CP0, etc.)
- Sailors will be able to access the PMK-EE via My Navy Portal through the Learning Management System (LMS).
- FLTMPS can be used to determine individual Sailor eligibility for advancement.
- PMK-EE completion is required by the last day of two months prior to the examination cycle month.
- Sailors **MUST** complete PMK-EE for next paygrade prior to meritorious advancement (MAP/CMAP).
- Sailors promoted under an accelerated advancement program to E4 upon "A" school completion must complete PMK-EE prior to advancement.

For example, PMK-EE is due the last day of July for the September Examination. This was a change that has continued for the January 2022 Examination announced in NAVADMIN 104/21 (Sep 2021 Cycle). Prior to this examination it was the 1st day of the month prior and when initially rolled out it was the 1st day of the examination month.

PMK-EE Report



Log into FLT MPS and follow the path below:

Personnel > Advancement Exam Reports > PMK-EE

Then generate the report for your Command UIC.

PMK-EE Report



Activity	Activity Title	Name	Paygrade	Desig Grade Rate	PMK-EE E4	PMK-EE E5	PMK-EE E6	PMK-EE E7	PMK-EE SM	
			E6	PS1			2019-JUL-10			
			E6	PS1				2020-JAN-15		
			E6	YN1				2019-MAY-10		
			E5	YN2			2019-JUN-11			
			E5	PS2			2020-JUL-24			
			E5	YN2			2020-AUG-31			
			E5	PS2		2019-JAN-11	2019-APR-08			
			E5	PS2			2019-JUN-11			
			E5	PS2		2020-JUL-17				
			E5	PS2			2020-JUL-03	2022-DEC-08		
			E5	YN2			2020-JAN-31			

This report will allow you to see all personnel who have completed the PMK-EE for a paygrade.

Example: The first PS1 on the list, if eligible to take the E7 exam, has not completed the required PMK-EE for E7. This service member will still show as eligible due to TIR requirements; however, until this member completes the correct one (E7 PMK-EE), the service members must complete there PMK-EE prior to the cycle's deadline to be eligible for advancement.



TIR Requirements

TIR ELIGIBILITY:

Remember 9, 9, 6, 12, 36, unless member has a TIR waiver

TIR WAIVER:

E6 & E7 candidates may be waived up to 1 year of TIR requirement. Most recent periodic evaluation must be an EP and no other evaluation thereafter can have a lower recommendation.

PAYGRADE	E1-E2	E2-E3	E3-E4	E4-E5	E5-E6	E6-E7	E7-E8	E8-E9
TIR	9 MOS		6 MOS	12 MOS	36 MOS Refer to 214(e) for Early Promote(EP) Waivers			

TIR Advancement Dates



PAYGRADE	ADVANCED OR ENTRY DURING THE	ASSIGN TIR DATE
E1	Any period	Date of entry in Navy (Same as active duty service date (ADSD))
E2 - E3	1st - 16th of month	1st day of month in which advanced or enlisted/reenlisted on active duty or date of reserve affiliation. (Refer to paragraph 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 paragraph 704a for effective date of advancement)
E4 - E6	1 Jan - 30 Jun	1 January of current year
	1 Jul - 31 Dec	1 July of current year
E7	1 Sep - 31 Aug	1 September of advancement cycle
E8 - E9	1 Jul - 30 Jun	1 July of advancement cycle
E1 - E9	Reduction in rate (RIR)	Actual date of RIR

The TIR date is the date from which an advancement candidate's total service in paygrade is considered to have commenced for the purpose of computing advancement eligibility for the next higher paygrade.

Terminal Eligibility Date (TED)



The date to which an advancement 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 advancement cycle are shown below.

Examination month	Advancement to	Ted
February/march	E4-E6	1 July of the same year
August/September		1 January of next year
November	E8 and E9	1 October of next year
January/February	E7	1 January of next year

Example



- PS2 took the March exam of 2021, this would mean for TIR calculation would start 1 January of 2021. PS2 is not eligible for the March exam of 2021 since he must meet a TIR criteria of 12 MOS by the exam TED for march which is 1 July of the same calendar year and he would only have 7 MOS by 1 July.
- This does make PS2 eligible for the September exam of 2021 since the member will meet the TIR requirements for the September exam TED dates of 1 January of the following Calendar Year 1/1/2022, even though the exam will be held in September of the current calendar year 2021.

Special Requirements of Certain Rates and Ratings



In some instances eligibility by TIR is only the first step in determining eligibility. Some rates may require:

- Security requirements
- Citizen requirements

For additional information on special requirements, refer to BUPERSINST 1430.16 series, chapter 2, par. 203-204.

Some may have special requirements such as:

- Air Traffic Controller (AC) rating
- Special physical requirements
- Submarine-trained ratings
- Nuclear ratings
- active duty Naval Special Warfare (NSW) Personnel
- Navy Diver (ND) Personnel
- Explosive Ordnance Disposal (EOD) Personnel
- Navy Counselor (NC) NWAEE
- Aviation Electronics Technician (AT) NWAEE
- Cryptologic Technician Interpretive (CTI) Personnel



Enlisted Advancement Worksheet (EAW)

Enlisted Advancement Worksheet (EAW)



NAVADMIN 316/18 announced the deployment and pilot of the EAW (replaces paper worksheet with an automated process via NSIPS).

BLUF: Worksheets will be available for review/update when specific cycle routing guidance is released by NETPDTC (generally up to 3 months prior to exam). Do not wait to the last minute to review and validate your worksheets!

EAW Routing:

- Worksheets will be established within NSIPS after previous advancement cycle results publication.
- Worksheet data is not dynamic and must be manually updated by the ESO prior to exam date
*** command reviewers can assist Sailors with data verification ***
- Worksheets are routed from the ESO user role in NSIPS to Command ESO user role to the exam candidate, then back to the ESO – this must be completed prior to the exam date.
- After exam, EAW post-exam admin comments & discrepancy adjudication functionality must be used to correct candidate worksheets prior to advancement results publication.
- Worksheet data cannot be modified after EAW file is transferred to NEAS (occurs one week after the exam).

NOTE: Commands will no longer use e-mail, messages or letters to correct Sailor information in NEAS.

EAW Purpose and Preparation



- Command ESOs are responsible for ensuring that each candidate's worksheet is prepared and reviewed for accuracy prior to the member signing the worksheet.
- ESOs are required to prepare Worksheets for eligible candidates at least 1 month prior to the regularly scheduled NWAEE administration.
- Approximately 10 days prior to the regularly scheduled NWAEE administration date, the ESO will review the Worksheet for each candidate
- Candidates must verify and sign the Worksheets prior to taking the NWAEE
- ESOs will hold Worksheets in a suspense file for two years for each respective advancement cycle.

For more information regarding EAW worksheet please reference BUPERSINST 1430.16 series, chapter 3.

EAW Routing



NETPDTC Uploads exam information into NSIPS as outlined in the cycle NAVADMIN



ESOs (ESO User Role) can log into NSIPS and view exam worksheets
• Once Reviewed they will route them to command ESOs



Command ESOs route worksheets to Sailors and Designated Command Reviewers



Command ESO conducts final review of worksheets and routes to ESO
• Command ESO can upload attachments and make comments



Member marks worksheet as accurate and routes to Command ESO



Member and Command Reviewers review worksheets
• Any Discrepancies or comments. They can upload supporting docs at this time



ESO (ESO User Role) reviews comments and discrepancies. Once complete, the Worksheet is finalized and sent to NETPDTC
• ESOs can edit awards and eval data as necessary



Retrieving and Reviewing the EAW

Retrieving the EAW



Click the Tasks folder link listed below the Electronic Service Record folder.


Retrieving the EAW



- Click the EAW Home link listed below the EAW folder.
- The EAW Home Dashboard page displays.


Retrieving the EAW



**NSIPS**
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

EAW Home Dashboard

My Advancement Worksheets

View All |  First 1-2 of 2 Last

Exam Cycle	Name	Status	Date Created	# days in wrkFlow	View Worksheet
1 240	██████████	Draft	08/15/2018	21	View Worksheet
2 243	██████████	Draft	08/30/2018	6	View Worksheet

- Select a Worksheet to review by clicking the View Worksheet tab for the desired Exam Cycle listed under My Advancement Worksheets.
- The EAW Advancement Worksheet page for the selected Exam Cycle displays.

Reviewing the EAW



Review the Advancement in Rate or Change of Rating Worksheet selected.

EAW Advancement Worksheet

Worksheet Status: Draft

Name: _____ DOD ID Num: _____ Exam Cycle: 240 Exam Serial No. [] [] Member's Eligibility Status: _____

Present Rate: PS2 Exam Rate: PS1 Present Paygrade: E05 Exam Paygrade: E06 Duty Status: FTS Branch/Class Group: 32 Exam Date: 09/06/2018

Highest Degree Level: No Degree Served CDCZ/ACOA > 90 Days: N/A Special Circumstance: _____

Awards: 5 [Award Summary](#)

Exam Results UIC: 62980 CNAVPERSCOM MILL Exam UIC: 62980 CNAVPERSCOM MILL

PMA [Eval Summary](#)

Permanent Duty Station UIC: 62980 CNAVPERSCOM MILL Personnel UIC: 43322 PSD MEMPHIS

Refer to the Cycle NAVADMIN for date ranges

Time-in-Rate Check:	Active Duty w/Reserve Time-in-Rate Check:	High Year Tenure Check:
TED: 01/01/2019	SIPG: 0306 YYMM	TED: 01/01/2019
(-) TIR: 07/01/2015	(*) DSPG: [] YYMM	(-) ADSD: 05/21/2012
(=) SIPG: 0306 YYMM	(-) TIR: [] YYMM	(-) LOS: 0607 YYMM

Eligibility Check:

CO/OIC Recommended	<input type="radio"/> Yes <input checked="" type="radio"/> No
Current Eval Problem	<input type="radio"/> Yes <input checked="" type="radio"/> No
TIR Met	<input checked="" type="radio"/> Yes <input type="radio"/> No
HYT Exceeded	<input type="radio"/> Yes <input checked="" type="radio"/> No
HYT Waived	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
EP TIR Waiver (E6&E7)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Warfare Qualifications Met	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
Security Clearance Met	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
Interim Clearance Met	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
Citizenship Met	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A

Reviewing the EAW



- Following worksheet retrieval and verification the candidate may add comments.
- Once desired comments are made click save and exit.
- Selecting save will allow the member to remain in the worksheet to upload a file and/or route to the ESO.

EAW Advancement Worksheet

HYT Exceeded	<input type="radio"/> Yes <input checked="" type="radio"/> No	
HYT Waived	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
EP TIR Waiver (E6&E7)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Warfare Qualifications Met	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
Secret Security Clearance Met	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Current Clearance Top Secret - SCI Clearance Auth Dt 09/14/2012 Eligible
Interim Clearance Met	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
Citizenship Met	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
Citizenship Waived	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
Lateral Conversion	<input type="radio"/> Yes <input checked="" type="radio"/> N/A	for Exam Rate <input type="text"/>
PRISE-R	<input type="radio"/> Yes <input checked="" type="radio"/> N/A	for Exam Rate <input type="text"/>
CWAY-PACT Designation	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	Approved Rating <input type="text"/> Approved Path <input type="text"/>
CWAY-Reenlistment	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	Status ACTIVE IN-RATE APPROVAL

Other Method of Advancement

Force Management Initiatives

ESO Comments

Candidate Comments

Command Comments

I hereby verify the information contained hereon and certify it to be correct. ☐

ESO's Authorization	Member's Authorization	Command ESO Authorization
Certified to be correct: <input type="checkbox"/>	EOD2 Certified to be correct: <input type="checkbox"/>	Date 10/03/2018
Date 10/03/2018	Date	

Member Certification and Routing of the EAW



I hereby verify the information contained hereon and certify it to be correct. ☒

ESO's Authorization	Member's Authorization	Command ESO Authorization
Certified to be correct: <input type="checkbox"/> Date 10/03/2018	Certified to be correct: <input checked="" type="checkbox"/> Date 10/03/2018	Date 10/03/2018

Save and Exit **Save** **Cancel** **Route** **Print** **View/Upload Attachments**

Review the Advancement in Rate or Change of Rating Worksheet selected.

I hereby verify the information contained hereon and certify it to be correct. ☐

ESO's Authorization	Member's Authorization	Command ESO Authorization
Certified to be correct: <input type="checkbox"/> Date 10/03/2018	EOD2 Certified to be correct: <input type="checkbox"/> Date	Date 10/03/2018

Save and Exit **Save** **Cancel** **Route** **Print** **View/Upload Attachments**

Route Advancement Worksheet

Select the role to route to: **Command ESO**

OK **Cancel**

EAW Example



ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET) NETPDC 1430/3 (Rev. 06-16)				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.																																																																															
1. NAME: (Last, First, Middle) _____ _____		2. DoD ID NUMBER (10 Digits) _____ _____		3. EXAM RATE PS3	4. CYCLE 232	5. EXAM SERIAL NUMBER 232 0123																																																																													
6. FILL IN IF APPLICABLE (Check only one) <input type="checkbox"/> LDO Candidate <input type="checkbox"/> PEP <input type="checkbox"/> EP TIR Waiver		7. AWARDS 02	8. PMA (Block 45 of Eval) 3.80 (Refer to the Cycle NAVADMIN for date ranges.)	9. EXAM DATE 160915 YYMMDD	10. PERMANENT DUTY STATION UIC (UIC to post results) 12345	11. TIME IN GRADE (Drilling Reservist Time) _____ YYMM (DSPG in Years and Months for Active Duty cycles.)	(A) ES/S CANDIDATES (Check only one) <input type="checkbox"/> ACTIVE DUTY USN/USNR <input type="checkbox"/> FTS <input type="checkbox"/> SELRES																																																																												
(B) TIME-IN-RATE CHECK TED: 17 01 01 Yr Mo Da (-) TIR: 16 01 01 Yr Mo Da = SIPG: 01 00 Yrs Mos (Used to ensure TIR is met.)		(C) ACTIVE DUTY WITH RESERVE TIME-IN-RATE CHECK (Use DSPG in Block 11) SIPG: _____ Yrs Mos (+) DSPG: _____ Yrs Mos = TIR: _____ Yrs Mos (Computation for Sailors in Active Duty cycle with Drilling Reservist Time; Use only if TIR is not met.)		(D) HIGH YEAR TENURE CHECK TED: 16 01 01 Yr Mo Da (-) ADSD: 14 03 21 Yr Mo Da = LOS: 01 09 Yrs Mos (TED - PEED = DTIS for SELRES cycles; Used to ensure HYT is not exceeded. HYT years found in MILSPERMAN 1160-120.)																																																																															
(E) CANDIDATE / ESO SIGNATURE "I hereby verify the information contained hereon and certify it to be correct." Signature of Candidate / Date _____ Signature of ESO / Date _____																																																																																			
(F) ELIGIBILITY CHECK This list is used to assist the ESO with eligibility requirements that may apply: (Check if 'Yes') <table border="1"><tr><td>CO/IOC Recommended</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Current Eval = 2.00 or 3.40</td><td><input checked="" type="checkbox"/></td></tr><tr><td>TIR Met [Blocks (B) or (C)]</td><td><input checked="" type="checkbox"/></td></tr><tr><td>HYT Exceeded [Blocks (D)]</td><td><input type="checkbox"/></td></tr><tr><td>HYT Waived</td><td><input type="checkbox"/></td></tr><tr><td>IA Waiver Granted</td><td><input type="checkbox"/></td></tr><tr><td>Prior Exam Due to IA Missed</td><td><input type="checkbox"/></td></tr><tr><td>Warfare Qualifications Met</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Security Clearance Met</td><td><input type="checkbox"/></td></tr><tr><td>Citizenship Met</td><td><input type="checkbox"/></td></tr><tr><td>Citizenship Waived</td><td><input type="checkbox"/></td></tr><tr><td>Lateral Conversion for _____ (exam rate)</td><td><input type="checkbox"/></td></tr><tr><td>PRISE-R for _____ (exam rate)</td><td><input type="checkbox"/></td></tr><tr><td>CWAY-PACT Designation PS3 (exam rate)</td><td><input checked="" type="checkbox"/></td></tr><tr><td>CWAY-Reenlistment Code _____</td><td><input type="checkbox"/></td></tr><tr><td>PFA - Last three entries (PP) _____</td><td><input type="checkbox"/></td></tr></table> <table border="1"><caption>Maximum Award Points</caption><tr><td>E4/ES</td><td>10</td></tr><tr><td>E4/ES with IA</td><td>12</td></tr><tr><td>E6</td><td>12</td></tr><tr><td>E6 with IA</td><td>14</td></tr></table> <table border="1"><caption>Block 45 Eval Conversion</caption><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> <table border="1"><caption>TED Requirements</caption><tr><th></th><th>E4 thru E6</th><th>1 Jul of the same year</th></tr><tr><td>Feb/Mar</td><td></td><td></td></tr><tr><td>Aug/Sep</td><td></td><td>1 Jan of the next year</td></tr><tr><td>Nov</td><td>E6 and 6</td><td>1 Oct of the next year</td></tr><tr><td>Jan/Feb</td><td>E7</td><td>1 Jan of the next year</td></tr></table> <table border="1"><caption>TIR Requirements</caption><tr><th></th><th>E3 to E4</th><th>6 Mos</th></tr><tr><th></th><th>E4 to E5</th><th>1 Yr</th></tr><tr><th></th><th>E5 to E6</th><th>3 Yrs</th></tr><tr><th></th><th>E6 to E7</th><th>3 Yrs</th></tr></table>							CO/IOC Recommended	<input checked="" type="checkbox"/>	Current Eval = 2.00 or 3.40	<input checked="" type="checkbox"/>	TIR Met [Blocks (B) or (C)]	<input checked="" type="checkbox"/>	HYT Exceeded [Blocks (D)]	<input type="checkbox"/>	HYT Waived	<input type="checkbox"/>	IA Waiver Granted	<input type="checkbox"/>	Prior Exam Due to IA Missed	<input type="checkbox"/>	Warfare Qualifications Met	<input checked="" type="checkbox"/>	Security Clearance Met	<input type="checkbox"/>	Citizenship Met	<input type="checkbox"/>	Citizenship Waived	<input type="checkbox"/>	Lateral Conversion for _____ (exam rate)	<input type="checkbox"/>	PRISE-R for _____ (exam rate)	<input type="checkbox"/>	CWAY-PACT Designation PS3 (exam rate)	<input checked="" type="checkbox"/>	CWAY-Reenlistment Code _____	<input type="checkbox"/>	PFA - Last three entries (PP) _____	<input type="checkbox"/>	E4/ES	10	E4/ES with IA	12	E6	12	E6 with IA	14	Early Promote	= 4.00	Must Promote	= 3.80	Promotable	= 3.60	Progressing	= 3.40	Significant Problems	= 2.00		E4 thru E6	1 Jul of the same year	Feb/Mar			Aug/Sep		1 Jan of the next year	Nov	E6 and 6	1 Oct of the next year	Jan/Feb	E7	1 Jan of the next year		E3 to E4	6 Mos		E4 to E5	1 Yr		E5 to E6	3 Yrs		E6 to E7	3 Yrs
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	E4 to E5	1 Yr																																																																																	
	E5 to E6	3 Yrs																																																																																	
	E6 to E7	3 Yrs																																																																																	
<small>Privacy Act Statement: AUTHORITY: 50 U.S.C. 3013, Secretary of the Navy, and E.O. 9397 (RNN). PURPOSE(S): To assist in the administration, management, and supervision of Navy enlisted personnel and the operation of personnel affairs and functions. ROUTINE USE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(2). DISCLOSURE: Disclosure of this information is mandatory in order to process this request.</small>																																																																																			

Performance Mark Average (PMA)



PMA Point Breakdown

Promotion Recommendation	Points
Early Promote (EP)	4.00
Must Promote (MP)	3.80
Promotable (P)	3.60
Progressing (not a recommendation)	3.40
Significant Problems (SP) (not recommended)	2.00

NOTE:

- EP, MP & P are recommendations for promotion/ advancement.
- Progressing is making progress but not yet ready to be recommended for promotion.
- SP is a recommendation against promotion/ advancement.

Individual Trait Average (ITA) & Reporting Senior Cumulative Average (RSCA) Point Breakdown (E6/7 Candidates Only)

ITA Points Above RSCA	Add 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

NOTE: For each evaluation within the PMA computation period, subtract the RSCA value from the 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, the additional RSCA calculation points as indicated above will be added to the evaluation value to get a RSCA evaluation value.

PMA Computation Dos and Don'ts



- NOB evals are NOT used to compute PMA and CANNOT be used for the advancement recommendation.
- Evaluations dated prior to the evaluation computation period in the exam cycle NAVADMIN CANNOT be used to compute PMA.
- Evaluations not in current paygrade CANNOT be used to compute PMA even if said evaluations fall within the evaluation computation period announced in the cycle NAVADMIN. **Very common mistake**
- Special evaluations for advancement purposes must have an ending date on the last day of the month prior to the exam month, i.e. March Exam special evals must have the last day of February as the end date of the evaluation in order to be counted as a special evaluation to establish PMA.
- Concurrent reports are NOT to be included in PMA computation unless Marked INDV AUG in Block 21

Example: If 5 evals in the current paygrade fall within the exam computation period and 1 of them is a NOB and the remaining 4 have promotion recommendations (EP, MP, P, PG, SP) then add the point value of the 4 and divide by 4 NOT 5. If you divide by 5 in this scenario you will drastically reduce the PMA points counted towards the final multiple.

For more information on Concurrent reports please refer to BUPERSINST 1430.16 series, chapter 3, par. 308.

Education Points



Only appears on the profile sheet following examination results, not entered on to the answer sheet from the worksheet.

Degree must be posted in the candidate's Joint Service Transcript (JST), formerly known as the SMART.

Points:

- Associate's Degree: 2 points.
- Bachelor's Degree or above: 4 points.

Procedures to add a degree to the JST:

Sailor has official transcripts sent from the school directly to the JST Operations Center:

Commanding Officer
NETC N644
ATT: JST Operations Center
6490 Saufley Field Road
Pensacola, Florida 32509
jst@doded.mil

The JST Operations Center may be reached via email at jst@doded.mil.

Website: https://jst.doded.mil/jst/?utm_source=mnnp%20public

It is the service members responsibility to ensure any education information is submitted and accounted for in there JST, this cannot be corrected by the ESO; it must reflect under the Sailor's JST.

Awards Points



Enter points only for awards approved or earned prior to the day of the regularly scheduled NWAEE

PayGrade	MAX Points
E4 candidates	10
E5 candidates	
E6 candidates	12

For more information regarding specific awards please see BUPERSINST 1430.16 series, chapter 3.

TABLE 3-1 — AWARD AND IA POINT VALUES

<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)
IA POINTS		
Greater than 90 consecutive days of service in CDCZ/ACOA (Service after 24 October 2001)	2	(2)

*SEE NOTES ON NEXT PAGE FOR EXPLANATION OF NOTES ON TABLE 3-1

PNA Points and SIPG



Passed Not Advanced (PNA)-PNA points are factored into the FMS for E4 through E6 candidates who achieve high NWAE standard scores on a NWAE or have high PMAs during an advancement cycle in which the candidates compete for advancement but were not advanced due to quota limitations.

Service in Paygrade (SIPG)- a factor of the Final Multiple Score, are awarded to Sailors (competing for E4/5/6 only) to account for experience serving in the same rating and paygrade.

For more information regarding PNA Points please see BUPERSINST 1430.16 series, chapter 7, par. 703b(2).
For SIPG please see BUPERSINST 1430.16 series, chapter 2.



Ordering Examinations

Ordering Exams



ESOs verifying TIR lists should take the following actions as required:

Eligible candidates not listed :

- Commands must add candidates and appropriate NWAEE to the TIR list. This includes LDO and EP TIR waiver candidates not otherwise identified.

Listed candidates who are not eligible or are no longer recommended for advancement:

- Commands must click "no" and "submit" buttons to delete names from the TIR list.

Candidates no longer attached to command:

- Commands must delete the names from the TIR list or order and forward the NWAEE to the appropriate command where the candidate will be tested, as applicable.

Appropriate NWAEE for candidates:

- Commands must select the appropriate NWAEEs for rating conversions or separate competitive groups within ratings (i.e. NCC1/NCR1, ATI1/ATO1).

Message or E-mail:

- The alternative methods that are authorized to order NWAEEs are by naval message or e-mail. **Only use one method; do not submit both.** These methods should only be used when ordering substitute NWAEEs, or additional regular NWAEEs if a command is unable to use the TIR listing.

NEAS Resources Page and User Guide -
<https://neas.ncdc.navy.mil/Homes/Downloads>



Handling, Accountability, and stowage of Navy-Wide Advancement Examinations

Handling, Accountability, and Stowage



Each command and activity is responsible for proper handling, accountability, and stowage of NWAEs.

Security Clearance Requirements



Military and civilian personnel designated to handle NWAEs must possess a valid security clearance that meets or exceeds the security classification level of the NWAEs being handled.

THERE ARE NO EXCEPTIONS

Handling of the NWAEE



All commands and activities shall initiate and monitor local custodial procedures to ensure maximum safeguarding and accountability of NWAEEs and all related NWAEE material at all times.

Custody of NWAEE:

- All NWAEEs and completed answer sheets shall be in the custody of a U.S. naval officer, or designated E7/E8/E9, or designated civilian.
- At no time should E6 and junior ESO assistants handle exam materials.
- Special handling instructions for particular NWAEE series shall have precedence over any conflicting handling instructions contained in this manual.
- Military and civilian personnel designated to handle NWAEEs must possess a valid security clearance that meets or exceeds the security classification level of the NWAEEs being handled.

Handling of the NWAE



Things you must do once you acquire NWAEs:

- Immediately open boxes upon receipt and check the individual NWAEs against the packing list(s) provided with the shipment
- Verify the NWAEs match the NWAEs ordered
- Ensure serial numbers on the packing list and the NWAE booklets match
- Verifying the contents of the package on the packing list,
- Sign and date the packing list
- Maintain the original in command retain files for a period of 2 years.

Handling of the NWAE



On the date the NWAE packages are received and the day before the administration of the exam the recipient is to inspect all NWAE seals (plastic wrapping) for evidence of tampering

What to do in case of missing, lost or compromised NWAE?

- Submit a detailed e-mail or letter report to NETPDC (N321), with a copy to NAVPERSCOM (PERS-803)

Stowage of the NWAE



- Stow NWAE booklets separately from other documents and publications.
- Upon receipt and before administration, inspect all NWAE envelopes for evidence of tampering.
- Stow NWAEs and completed 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.

For more information on who meets the requirements see slide 49 of this training or paragraph 501 in BUPERSINST 1430.16 series, chapter 5.



Administration of the Navy-Wide Advancement Exam (NWAE)

Administration of the NWAEE



Prior to the administration of the NWAEE the ESO shall:

- Assign adequate examination rooms
- Assign proctors to assist in administration
- Schedule examination times
- Provide materials required to administer the NWAEEs
- Provide secure stowage for NWAEEs and related NWAEE materials
- Brief proctors and chain of command on contingency plans for emergencies such as fire, man-overboard, power failures, etc.

Administration Dates



NWAEs will be conducted on the dates specified on the current advancement cycle NAVADMIN

Any deviation from the regular scheduled dates may be made only in the special circumstances outlined in BUPERSINST 1430.16 series Chapter 6 paragraph 605

Late/ Substitute Examinations

- will be administered within 7 working days of receipt unless specifically authorized by NETPDC (N321).

Preparing for the NWAEE



The ESO is responsible to ensure 10 days prior to the to the scheduled NWAEE :

- Ensure a NWAEE is available for each candidate
- Ensure all NWAEEs are accounted for
- Ensure Seating arrangement chart is made
- Ensure not to seat personnel of the same rating next to or across from one another
- Ensure seating arrangements do not compromise classified material

Note: seating charts will be maintained until advancement cycles Limiting Date.

NWAE Required Materials



ESO will ensure the following materials are provided to each candidate:

- candidate's completed Worksheet
- one unopened (sealed) NWAE for the appropriate rating and paygrade
- candidate's bar-coded answer sheet or blank answer sheet if no assigned bar-coded answer sheet is available
- scratch paper (2)
- two lead #2 pencils
- any other material designated in the BUPERSINST 1430.16 and NAVADMIN for the current advancement cycle and/or the verbatim

Calculator Use



- Candidates may use solar or battery powered, hand-held electronic calculators of any key configuration so long as they are capable of displaying only numeric and mathematical characters. Exam candidates are NOT AUTHORIZED to use programmable calculators (able to
- Perform automatic mathematical calculations from memory/storage)
- SEABEEs - 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) - are authorized to use general scientific calculators that are not programmable

Notes:

- Candidates must provide their own calculator and should verify their calculator is authorized for Navy-wide advancement examination use with the administering ESO prior to the exam administration date.
- If the ESO is unsure the candidates calculator meets the criteria outlined in BUPERSINST 1430.16, have the authority to take the candidates calculator.

What is Not Authorized



Candidates are not permitted to enter the examination area with personal electronic devices.

- programmable calculators
- graphing calculators
- mini-laptop computers
- smart watches
- smart cellular telephones
- electronics with wireless
- Bluetooth or internet access capability

Unauthorized material, instruments, or electronic devices discovered after examination commencement will result in immediate termination of NWAEE.

Note: It is not the responsibility of the ESO or the proctors to maintain custody of unauthorized materials.

Splitting the NWAE



- The splitting of examinations is for the purpose of sharing an exam between two candidates of the same paygrade and competitive category
- Splitting the examination cannot happen to more than two candidates under any circumstance.

Splitting of NWAE should be avoided if possible by following correct procedures on ordering of the NWAE.

Note: For more information in regards to splitting of NWAE please refer to BUPERSINST 1430.16 series, chapter 6, par. 607.

Assignment of Proctors



1 Proctor per 25 candidates.

ESO's and proctors must be:

- Officers
- E7/8/9
- Designated civilians

Note: ESO will be in charge of briefing the proctors of their roles and responsibilities prior to and on the examination date. ESO should familiarize themselves with BUPERSINT 1430.16 series, chapter 6, par. 609a-i and inform all proctors on proper procedures prior and on the date of the NWAE prior to starting.

Destruction of Examinations



The CO/OIC is solely responsible to ensure all NWAE booklets and related testing materials are accurately accounted for and destroyed.

After administering NWAEs:

- Destroy all NWAE booklets (both used and unused) and scratch paper by burning or shredding per SECNAV M-5510.36.
- Destruction of NWAE will be done in the presence of at least two personnel designated by the CO/OIC to handle NWAEs.
- Prepare a report of destruction.
- NWAEs reported destroyed or transferred must match the total number in the accountability summary.

Destruction of Examinations



(Command Letterhead)

1430
22 Sep 16

MEMORANDUM FOR THE RECORD

From: Commanding Officer,

Subj: DESTRUCTION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS

Ref: (a) BUPERSINST 1430.16G

Encl: (1) Listing of Used, Unused, and Transferred Examinations for Paygrade E4, Cycle 232

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:

_____, LT, USN _____, PSC, USN

C. O. CAPTAIN

CYCLE 232 USED EXAMINATIONS

<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>
YN3	2320056, 2320057

CYCLE 232 UNUSED EXAMINATIONS

<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>
OS3	2320587, 2320588

CYCLE 232 TRANSFERRED EXAMINATIONS

<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>	<u>TRANSFERRED TO (UIC)</u>
BM3	2320223	

Enclosure (1)

Examples of memos the ESO might have to draft can be found in BUPERSINST 1460.16 series, chapter 6.

Forwarding Answer Sheets



Forward examination answer sheet returns for each paygrade to NETPDC by U.S. registered mail or government contracted overnight delivery within 7 working days after the administration of the examinations. After verifying all answer sheets for accuracy and completeness, prepare a letter of transmittal using the format in Figure 6-1 for E4/5/6/7 candidates

For CONUS installations, ships in port CONUS, and overseas shore commands, mail NWAE answer sheet packages via the fastest traceable means to:

COMMANDING OFFICER NETPDC
(N321) BLDG 2435 RM 1167
6490 Saufley Field Road
Pensacola, FL 32509

For more information in regards to mailing outlines and the forwarding of answer sheets please refer to BUPERSINST 1430.16 series, chapter 6, par. 611.

Forwarding Answer Sheets



FIGURE 6-1 — SAMPLE LETTER OF TRANSMITTAL FOR FORWARDING NAVY-WIDE ADVANCEMENT EXAMINATION ANSWER SHEETS FOR E4/5/6/7 CANDIDATES

(Command Letterhead)	1430 Ser Date
(TRACKING NUMBER)	
From: (Command)	
To: Commanding Officer, Naval Education and Training Professional Development Center (N321), 6490 Saufley Field Road, Pensacola, FL 32509	
Subj: CYCLE # ___ NAVY-WIDE ADVANCEMENT EXAMINATION RETURNS FOR PAYGRADE E ___	
Ref: (a) BUPERSINST 1430.16G	
Encl: (1) # ___ Examination Returns (answer sheets which are to be in order as listed on enclosure) (2) Listing by Activity (3) Listing of Congressionally Designated Combat Zones and Approved Contingency Operations Areas (4) # ___ Worksheet(s) for missed exams identified in Enclosure (3)	
1. Enclosures (1) through (4) 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 member designated by the CO/OIC.	
3. The candidates listed in enclosure (2) whose examination serial numbers are identified by (DUP) used the duplicate method of examination. Test booklets were examined and markings, if any, were removed before use by the second candidate.	
4. (Strike out this paragraph, if not applicable.) Enclosures (3) and (4) list candidates and their worksheets who were in Congressionally designated combat zones or approved contingency operations areas during previous advancement cycle dates and did not take the previous examination. These candidates meet the criteria as outlined in Chapter 6 of reference (a). Enclosure (4) includes worksheets for appropriate cycle member missed while "in country", filled out with applicable award points for each advancement cycle missed and the correct Performance Mark Average (PMA) per the computation period announced in the applicable cycle NAVADMIN. Also indicate the cycle Individual Augmentee (IA) points would have first been awarded.	
5. The examinations of the personnel listed in enclosures (2) and (3) (if applicable) were conducted as outlined in Chapter 6 of reference (a).	
6. Provide POC name, UIC, e-mail address, and contact numbers.	
(Signature of CO/OIC or official with by direction authority)	

Examples of the letter can be found in BUPERSINST 1460.16 series, chapter 6, figure 6-1.

Best Practices



- Ensure you read over the BUPERSINST 1430.16
- Run various reports apart from the TIR eligibility report and PMKEE report to verify candidates are eligible for advancement prior to the NWAE date as outlined in the NAVADMIN and BUPERSINST 1430.16
- Ensure you meet deadlines with ordering, forwarding and the destruction of the NWAE and all materials used per the guidance outlined in BUPERSINST 1430.16
- Ensure you visit the EAW guides and routing guidance for proper flow of worksheets

- 
- MyNAVYHR
Serving Sailors 24/7



Questions?



You have reached the end of the Basic Educational Services Officer (ESO) Training.

Thank you for your participation!