



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 001-20

Procedure Update: **EAW PROCEDURAL UPDATES**
Release Date: 01/14/2020 Effective Date: 01/14/2020

BLUF: For clarification purposes the following Enlisted Advancement Worksheet (EAW) challenges are addressed:

1. ESOs shall not complete final verification of EAW for candidates that will not test with them.
2. When a candidate is participating in the Navy Wide Advancement Exam (NWAE) for the purpose of qualifying to compete in the LDO program do not manipulate TIR.
3. When updating PMK-EE course completion, it is no longer required to upload the completion certificate.

Discussion:

1. ESOs shall ensure that they complete the final verification process for eligible candidates only if they will be testing with them. The ESO shall not complete final verification for candidates testing under a different Exam UIC. When changing the Exam Results UIC and Exam UIC, the Permanent Duty Station UIC and Personnel UIC will not change until the candidate gain reflects in NSIPS. In this case both the gaining and losing ESO will have access to the candidate's EAW and will reflect in both "Pending My Review" queues. Do not complete the EAW just to clear your queue. When ESOs complete final verification of EAWs, it is difficult for the gaining ESO to find and complete the final verification on an EAW candidate.
2. When completing an EAW for a candidate participating in the NWAE for LDO purposes, under "Special Circumstance" select "LDO Candidate (E7)". In the "Time-in-Rate Check" box enter actual Time in Rate (TIR) date, mark "No" for "TIR Met" and enter a comment indicating the candidate is participating for LDO purposes. When the EAW is forwarded to the member for verification, it will be designated "Potentially ineligible" and the status will be "SM Review" (Service Member Review). With this status, the member will not be able to verify the EAW. Inform the candidate to enter a comment they have verified the EAW and are participating for LDO purposes. The ESO will perform the final verification to make the candidate eligible.
3. It is the responsibility of the candidate to complete the required PMK-EE course prior to the deadline directed by the cycle NAVADMIN. The minimum required score is 80. Once the course has been satisfactorily completed the ESO or Command ESO may enter the data in EAW. It is no longer required to upload the completion certificate. The true completion date for PMK-EE is 31 Dec 2019 for Cycle 246 and 31 Jan 2020 for Cycle 106 and 29 Feb 2020 for Cycle 247. EAW will not accept entries dated 01 Jan 2020 for Cycle 246 or 01 Feb 2020 for Cycle 106 or 1 Mar 2020 for Cycle 24. However, ESOs may override EAW to make the candidate "Eligible" for these dates only. There are NO waivers for completing the required PMK-EE after 1 Jan 2020 for Cycle 246; 1 Feb 2020 for Cycle 106 or 1 Mar 2020 for Cycle 247.

What this means to you:

1. Ensuring that candidates are finalized properly will make the EAW process easier for all ESOs.
2. Manipulating TIR dates in EAW to make LDO candidates "Potentially Eligible" to allow them capability to electronically sign their EAW may result in incorrect data being transmitted to NEAS.
3. This procedural update eliminates the PMK-EE upload requirement which reduces EAW process time significantly.

****Disseminate to all tenant commands under your AOR****

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