



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 009-20

Procedure Update: **EAW PROCEDURAL UPDATES**

Release Date: 03/09/2020

Effective Date: 03/09/2020

BLUF: New E3 accessions who have graduated from “A” School and are time-in-rate (TIR) eligible for advancement to E4 may have arrived at a command without completing the Professional Military Knowledge Eligibility Exam (PMK-EE) requirement by the 01 March 2020 deadline date. This OPS ALERT permits these candidates to take the Navy-Wide Advancement Exam (NWAE) only if the PMK-EE E4 is completed prior to the E4 NWAE administration date (i.e., prior to 19 March 2020).

Discussion:

Several Sailors who went directly from Boot Camp to an “A” School have arrived at their first fleet command after the deadline for completing the PMK-EE. Some of these Sailors were unaware of the requirement to complete PMK-EE in order to take the NWAE. This issue is being addressed, but for the March 2020 NWAE (Cycle 247) these Sailors are waived from PMK-EE completion requirement of 01 March 2020. For the Cycle 247 E4 NWAE the date of PMK-EE E4 completion must be prior to Thursday, 19 March 2020 for new E3 accession Sailors that recently reported from “A” School only. ESOs may override the Enlisted Advancement Worksheet (EAW) to make these E4 “A” School graduate candidates “Eligible”. Since EAW will not allow a PMK-EE completion date of 01 March 2020 or greater to be entered, ESOs will be required to include in the comment section that the candidate is an “A” school graduate and to provide a PMK-EE completion date.

What this means to you:

1. Ensures “A” School graduates are treated fairly and given the opportunity to participate for advancement if they are TIR eligible.
2. ESOs may only override EAW to make “A” School graduates “Eligible” for the March E4 NWAE.
3. Use the EAW Post-exam Administrative Comments (PAC) section to adjudicate the candidate discrepancy. Upload the Sailor’s PMK-EE certificate and include a CO’s letter per BUPERSINST 1430.16G, Section 313 Figure 3-2.

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

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