



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 020-20

**Procedure Update: NAVY-WIDE ADVANCEMENT EXAMINATION (NVAE) WAY AHEAD
FOR E-4 THROUGH E-6 MARCH 2020 (CYCLE 247) ACTIVE DUTY**

Release Date: 04/29/2020 Effective Date: 04/29/2020

BLUF: 1. Command ESOs will be given 10 working days, from 21 May 2020 through 3 June 2020, to administer Cycle 247 E-5 and E-6 substitute exams. The cycle 247 E-4 exam has been canceled, but ESOs must adjudicate all E-4 EAWs by 21 May 2020.

2. There are approximately 20,000 Cycle 247 E-4 NVAEs that were not administered due to the COVID-19 Pandemic. The E-4 NVAE was rescheduled for 21 May 2020, however, execution of the exam in May presents high risk to the force. Due to the large number of Sailors eligible to participate in this exam and the added difficulty of administering the exam to all of these Sailors while implementing Force Health Protection Guidance (FHPG) measures, the Navy has determined that it is in the best interest and safety of our Sailors to NOT administer the E-4 exam.

DISCUSSION: 1. Cycle 247 E-5 and E-6 substitute exam administrations are approved for 21 May through 3 June 2020. ESOs must clearly publish and communicate Cycle 247 E-5 and E-6 exam administration schedules so Sailors are made aware of testing dates and administration sites in advance of this testing window. Commands should implement precautionary measures to ensure FHPG measures are met in line with NAVADMIN 116/20 to include social distancing requirements. This may include providing multiple Cycle 247 E-5 and E-6 exam administration sites to reduce the number of, and spread-out, exam-takers at each site. To minimize the risk of Sailor collusion, ESOs are highly encouraged to administer exams for like ratings on the same day.

2. Cycle 247 E-4 exams have been cancelled. Final Multiple Score rank-ordering will be dependent on the accuracy of the Enlisted Advancement Worksheets (EAWs). It is vital that EAWs are validated and completed by ESOs by 21 May 2020.

WHAT THIS MEANS TO YOU: 1. Coordinate and announce your Cycle 247 E-5 and E-6 NVAE substitute exam dates implementing precautionary measures to ensure FHPG measures are met in line with NAVADMIN 116/20 to include social distancing requirements. Following the completion of substitute exams, ESOs must expeditiously mail all answer sheets to the Navy Education and Training Professional Development Center (NETPDC) in accordance with BUPERSINST 1430.16G.

2. ESOs are directed to adjudicate all Cycle 247 E-4 EAWs to reflect the correct eligibility status for their respective Sailors by 21 May 2020. EAW accuracy is particularly important since traditionally, NETPDC uses the candidate exam answer sheet to create a candidate record and establish the advancement eligible population. However, with the Cycle 247 E-4 exam cancellation, NETPDC will not receive answer sheets and will rely on the completed EAW to establish advancement eligibility.

*Note: For Cycle 246 E-7 candidates, additional guidance will be promulgated in a future NAVADMIN, which will detail a revised selection board schedule for all chief petty officer boards.

**Refer to NAVADMIN 121/20 for details.

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