



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 023-20

Procedure Update: **CYCLE 247 E-4 ENLISTED ADVANCEMENT WORKSHEET (EAW)
VERIFICATION GUIDANCE AND UPDATE**

Release Date: 05/08/2020 Effective Date: 05/08/2020

BLUF: Per NAVADMIN 121/20 and OPS Alert 020-20, it is in the best interest and safety of our Sailors to NOT administer the E-4 exam. Calculation of Final Multiple Score (FMS) will be dependent on the accuracy of the EAWs. To expedite the fleet finalization process, over 9,000 invalid Cycle 247 E-4 pending EAWs will be marked "Complete".

Discussion: In an effort to sanitize the EAW verification process, invalid EAWs were identified and status updated to "Complete". These EAWs included Sailors who were not yet designated, Sailors who were no longer on Active Duty, Sailors who are no longer an E-3 (Reduction in Rate (RIR) or advanced), and Sailors who have been designated in one of the 20 auto-advance ratings.

Each "Complete" EAW will be tagged with one of the following four statements so the reason for the action taken will be understood:

NON RATED - Closed by system member shows as NON -RATED

AEF-ATF-NUC - Closed by system member will be advanced automatically

NO LONGER E-3 - Closed by system member was Advanced or reduced in rate

NO LONGER ON AD - Closed by system member released from active duty

A final list of the number of EAWs that remain pending for each command will be published to assist fleet commands in completing required EAW finalization actions.

To accurately process the E-4 results, all candidates must have a completed EAW showing correct candidate eligibility. After the worksheet has been verified, click "I hereby verify the information contained hereon and certify it to be correct." Next, click "Final ESO Verification of Eligibility" and select the final eligibility status of the candidate from the pull down that appears. ESOs can override Member's Eligibility Status at the top of the worksheet and any inaccurate Eligibility Checks. Once the member's final eligibility is determined, complete the worksheet by selecting "Complete Advancement Worksheet."

If a worksheet is in a "Complete" status, but needs additional changes prior to 21 May 2020, ESOs can open the worksheet by unclicking "Final ESO Verification of Eligibility." After corrections are made, follow the process to verify and complete the worksheet again.

What this means to you: ESOs will not have to manually "Complete" over 9,000 invalid Cycle 247 E-4 pending EAWs. This will allow for adhoc reports of pending valid EAWs to be pulled and sorted first by Command ESO UIC and then by Pay and Personnel Support UIC (PPSUIC). These reports can be shared with Navy leadership to report the status of outstanding EAWs. **It is vital that EAWs are validated and completed by ESOs by 21 May 2020.**

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

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