



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 035-20

Procedure Update: **LEARNING CENTER/NEW ACCESSIONS "A" SCHOOL GRADUATES PMK-EE REQUIREMENT**

Release Date: 07/08/2020

Effective Date: Immediately

BLUF: E3 accessions who graduate from "A" School and are time-in-rate (TIR) eligible for advancement to E4 must complete the Professional Military Knowledge Eligibility Exam (PMK-EE) as a mandatory Active Duty E4 advancement requirement by the cycle deadline date (31 January for the Spring cycle; 31 July for the Fall cycle). This OPS ALERT:

- ✚ Strongly recommends Learning Centers and commands include PMK-EE completion requirements in their INDOC briefs to cover all exam pay grades.
- ✚ Permits these E4 candidates to take the Active Duty Navy-Wide Advancement Exam (NWAE) only if the PMK-EE E4 is completed prior to the regular E4 NWAE administration date. Questions regarding completion of the PMK-EE requirement should be forwarded to NXAG_N132C@navy.mil.
- ✚ Remains in effect until a long-term solution to address this issue is implemented.

DISCUSSION: Sailors who go directly from Boot Camp to an "A" School sometimes arrive at their first fleet command after the deadline for completing the PMK-EE. Some of these Sailors are unaware of the requirement to complete PMK-EE in order to take the NWAE. This issue is being addressed, but in the interim, these Sailors are waived from PMK-EE completion deadline and are permitted to take the E4 NWAE only if the PMK-EE E4 completion date is prior to the regular Active Duty NWAE administration date. This waiver applies only for new E3 accession Sailors that recently reported from "A" School and who have not completed the PMK-EE by the deadline. ESOs will be required to include in the EAW comment section that the candidate is an "A" school graduate and to provide a PMK-EE completion date.

WHAT THIS MEANS TO YOU:

- Ensures "A" School graduates are treated fairly and given the opportunity to participate for advancement when TIR eligible.
- Learning Centers and commands need to include PMK-EE completion requirements and waiver information in command INDOC briefs.
- ESOs may override EAW to make "A" School graduates "Eligible" for the E4 Active Duty NWAE as long as PMK-EE is completed prior to the regular Active Duty NWAE administration date.
- ESOs are to use the EAW Post-exam Administrative Comments (PAC) section to submit PMK-EE discrepancy corrections. Verify the Sailor's PMK-EE completion date and score in Fleet Training Management and Planning System (FLTMPs). Attach a CO's letter in EAW PAC with the PMK-EE completion date and score.

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

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