



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 011-21

## PROCEDURE UPDATE: PMK-EE REQUIREMENTS FOR NEW E4 ACCESSIONS

Release Date: 03/15/2021      Effective Date: Immediately

**BLUF:** New E4 accession Sailors who have recently graduated from “A” and/or “C” School and are time-in-rate (TIR) eligible for advancement to E5 must complete the Professional Military Knowledge Eligibility Exam (PMK-EE) as a mandatory E5 advancement requirement for Active Duty/Full-Time Support (AD/FTS) prior to 1 February for the Spring cycle and 1 August for the Fall cycle; Selected Reserve (SELRES) prior to 1 January for the Spring cycle and 1 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 E5 candidates to compete for advancement only if the PMK-EE E5 is completed no later than the last day of the regularly scheduled advancement exam month. Questions regarding completion of the PMK-EE requirement should be forwarded to NXAG\_N132C@navy.mil.
- ✚ Remains in effect until PMK-EE completion requirement solution is implemented.

**DISCUSSION:** E4 Sailors who go directly from Boot Camp to an “A” and/or “C” 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 compete in the current advancement cycle. This issue is being addressed, but in the interim, these Sailors are waived from PMK-EE completion deadline and are permitted to compete in the E5 advancement cycle only if the PMK-EE E5 is completed no later than the last day of the regularly scheduled advancement exam month. This waiver applies for new E4 accession Sailors who recently reported from “A” and/or “C” School and who have not completed the PMK-EE prior to the deadlines stated in NAVADMIN 201/20. ESOs will be required to include in the EAW comment section that the candidate is an E4 “A” and/or “C” School graduate and to provide a PMK-EE completion date.

### WHAT THIS MEANS TO YOU:

- ESOs may override EAW to make E4 “A” and/or “C” School graduates “Eligible” for advancement as long as PMK-EE is completed no later than the last day of the regularly scheduled advancement exam month (AD/FTS – March or September; SELRES – February or August).
- To submit an EAW Post-exam Administrative Comment (PAC) for PMK-EE discrepancy corrections, ESOs are to verify the Sailor’s PMK-EE completion date and score in Fleet Training Management and Planning System (FLTMPS) and attach a CO’s letter in EAW PAC with the PMK-EE completion date and score.
- Learning Centers and commands need to include PMK-EE completion requirements and waiver information in command INDOC briefs.
- **All OPS ALERTS and CPPA RESOURCES can be found on the following:**
  - <https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx>
  - <https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPA-Resources>

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

### POC:

Wes Edelo

(901)874-3635

[wesley.edelo@navy.mil](mailto:wesley.edelo@navy.mil)