



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 001-22

**UPDATE: BUPERSINST 1430.16, ADVANCEMENT MANUAL CHANGE WITH REGARD TO
EXCEPTION TO POLICY (ETP) REQUESTS FOR ENLISTED ADVANCEMENTS AND
PROFESSIONAL MILITARY KNOWLEDGE ELIGIBILITY EXAM (PMK-EE)**

Release Date: 02/01/2022 Effective Date: Immediately

BLUF: Update to information and format for submission of enlisted advancement ETP requests to Director, Military Personnel Plans and Policy (OPNAV N13) based on forthcoming changes to BUPERSINST 1430.16.

ENLISTED ADVANCEMENT EXCEPTION TO POLICY GUIDANCE

Enlisted Advancement Worksheet – Post-exam Administrative Changes (EAW-PAC). Prior to administration of a Navy Wide Advancement Exam (NWAE), Enlisted Advancement Worksheet (EAW) accuracy is the primary focus for all Educational Service Offices (ESOs) and members. The Enlisted Examination Worksheet-Post-Exam Admin Change (EAW-PAC) remains the primary means to address exam corrections and discrepancies within prescribed limiting dates outlined in BUPERSINST 1430.16G. ESOs should be using EAW-PAC as applicable in a timely manner (e.g. before the exam cycle limiting date) to avoid routing exception to policies (ETPs) due to expired limiting dates.

ETP Timelines. The advancement ETP limiting date is six months **after** an NWAE Cycle limiting date (e.g. a NWAE Cycle limiting date of 31 December in the current year will have an ETP limiting date of 30 June the following year). ETPs for exam discrepancy corrections **within** NWAE Cycle limiting dates must be addressed via an EAW-PAC. ETPs received for actions that can be accomplished via EAW-PAC will be “returned, no action”, redirecting action back to the Sailor and ESO. If the command cannot resolve the ETP using the EAW-PAC, and has not yet reached the advancement ETP limiting date (6 months after the NWAE cycle limiting date), they can submit an ETP to OPNAV N132. ETPs received after the ETP limiting date will be “returned, no action”, redirecting action (as desired) for the Board for Correction of Naval Records to consider, which may take 12 to 18 months depending on the complexity of the case and/or case backlog.

ETP Process to resolve issues outside of the EAW-PAC process.

There is no longer a requirement to submit DD Form 149 with ETPs. The latest enlisted advancement ETP format letter (figure 1-1 of BUPERSINST 1430.16G) is attached. ETP enclosures must include (at a minimum) a copy of the applicable NWAE EAW. ETPs and enclosures shall include the Sailor’s DoD ID number and specific exam cycle(s) where applicable. ETPs submitted with SSNs or cycles and requested action not clearly delineated, will be returned with no action.

If all Sailors at one command need the same exception, they can be placed in one ETP request; however, if one Sailor needs an exception for one policy (e.g., PMK-EE, Award, PMA, etc.) and another Sailor needs an exception for another policy (e.g., standard score comparison), then two separate ETPs must be submitted. Unless the operational environment prevents it, Commands should submit ETP requests via email as regular mail delays are significant. OPNAV N132 will send a confirmation of receipt email for all ETPs received. ETP requests should be emailed to: NXAG N132C@navy.mil

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COMMAND PMK-EE GUIDANCE

Commanders and command leaders should ensure their Sailors complete the PMK-EE on time. ETPs for untimely completion are no longer approved regularly, especially for experienced Sailors in paygrades E4 and above who are not covered under OPS Alert 011-21 as new accession Sailors. **Every cycle, SELRES and AC Sailors are not afforded advancement opportunity simply because they have not completed their PMK-EE on time.**

PMK-EE due dates are specified in each individual Navy-Wide Advancement Exam (NWAE) Cycle NAVADMIN which is the sole authoritative source for guidance on due dates.

It is highly encouraged that Sailors complete PMK-EE as soon as possible. Sailors can complete PMK-EE for higher paygrades, regardless of eligibility status. For example, an E2 can complete PMK-EE for E4 through E7, satisfying all future exam requirements.

PMK-EE needs to be completed only once for each paygrade. Passing the course with a minimum score of 80 and receiving a completion certificate constitutes completion.

PMK-EE completed through mobile application. It is the Sailor's responsibility to ensure that the mobile application has properly recorded completion in Fleet Training Management and Planning System (FLTMPS) by the due date specified in the current NWAE Cycle NAVADMIN. It is highly encouraged to save a digital copy of the PMK-EE. PDF completion certificate to a retrievable file for all PMK-EE requirements. Simply failing to save a digital copy and ensuring that completion is reflected in FLTMPS prior to the due date does not normally justify submitting an ETP.

WHAT THIS MEANS TO YOU:

- ✚ These changes are effective immediately. Be on the lookout for the new BUPERSINST 1430.16 administrative change that will be published in the coming weeks.
- ✚ **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 and CPPAs within your AOR******

POC:
OPNAV N132
NXAG_N132C@navy.mil

Figure 1-1 - SAMPLE EXCEPTION TO POLICY REQUEST

From: Commanding Officer, USS NITZE (DDG 94)
To: Director, Military Personnel Plans and Policy (N13)
Via: ISIC

Subj: EXCEPTION TO POLICY REQUEST ICO (Sailors Name), USN

Ref: (a) BUPERSINST 1430.16G

Encl: (1) Enclosures as needed, but a minimum, must include EAW for NWAE Cycle(s) addressed in ETP;
(2) EAW-PAC(if applicable)

1. Enclosures (1) and (2) are forwarded for consideration

- a. DODID
- b. Cycle(s) addressed in ETP

2. (Reason and background for request. Be specific as to what is being requested in the ETP and include all details needed to make a determination). Example of requests: Request Standard Score Comparison of Cycle 248 against Cycle 247 for missed exam; Request selection board eligibility waiver for missed Cycle 246 exam.

3. Command point of contact (POC) for this matter is PSC (Sailors Name) who can be reached at COM: (XXX) XXX-XXXX or email: xxxx@ddg94.navy.mil.

CO NAME

Copy to:
As needed