



# NAVY PAY AND PERSONNEL SUPPORT CENTER

## OPS ALERT

Ser: 003-26

### **Procedure Update: EFFECTING ADVANCEMENT OF E5 SAILORS CONVERTING INTO THE NAVY COUNSELOR (COUNSELOR) RATING**

Release Date: 01/28/2026

Effective Date: Immediately

**BLUF:** By direction of Chief of Naval Operations (OPNAV) Enlisted Plans and Policy Branch (OPNAV N132), this OPS Alert establishes procedures for effecting the advancement of E5 Sailors who have been approved for conversion to the Navy Counselor (Counselor) (NC(C)) community and have participated in a recent E6 Navy-wide Advancement Examination (NWAE) Rating Knowledge Examination (RKE) in their current rating.

**DISCUSSION:** E5 Sailors approved for conversion into the NC(C) rating will have advancement effected by Transaction Service Center (or servicing personnel office for non-TSC supported activities) using the procedures below:

- **FROCKING.**

- Sailors who passed the most recent PO1 RKE/were selected for advancement on the most recent PO1 NWAE in their current rating **AND** have already attained the NC 806R Navy Enlisted Classification (NEC) prior to their conversion approval are authorized frocking to NC1 upon completion of required screenings and obligating service (OBLISERV) for their NC1 orders.
- Sailors who passed the most recent PO1 RKE/were selected for advancement on the most recent PO1 NWAE in their current rating **but must attend NC "A" school** are authorized frocking to NC1 upon successful graduation of "A" school, provided all other requirements have been met (OBLISERV, screenings, etc.).

- **EFFECTING ADVANCEMENT AND DATE OF RANK.**

- Advancement to NC1 is effected upon reporting to their permanent billet via permanent change of station (PCS)/permanent change of activity (PCA) orders or CA2P if an open billet is available at current command, provided all other eligibility requirements have been met (OBLISERV, screenings, etc.).
- Effective date of rate is the date of reporting to new command (if PCS/PCA), or date of approved member realignment request (MRR). Refer to the latest Billet-Based Advancement Case Routing Guidance on the MyNavy HR CPPA Resources Page for eCRM/Salesforce case submission procedures.

**NOTE:** Sailors whose situations do not align with the criteria above (e.g., due to waivers) will submit an exception to policy (ETP) request to OPNAV N132 at [NXAG\\_N132C@navy.mil](mailto:NXAG_N132C@navy.mil), copy to Navy Total Force (N1) Fleet Counselor at [n1fltcc@us.navy.mil](mailto:n1fltcc@us.navy.mil) for determination.

### **WHAT THIS MEANS TO YOU:**

- **CPPAs:** Ensure procedures in this OPS Alert are followed when submitting advancement cases to Transaction Service Centers (TSC) for processing.
- Find your Regional Support Center (RSC) contact information on the [MyNavy HR CPPA Resources Page > RSC Contacts](#). Find RSC Training Schedules and additional info on the [RSC SharePoint Pages](#).
- OPS Alerts and CPPA Resources can be found on:  
<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/>

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### **POC:**

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