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NAVADMIN 100/25

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SUBJ/FISCAL YEAR 2026 NAVY ACTIVE DUTY AND RESERVE COMPONENT ENLISTED  
ADVANCEMENT SELECTION AND SCREEN BOARDS FOR CHIEF PETTY OFFICER//

REF/A/MSG/CNO WASHINGTON DC/192205ZDEC24//  
REF/B/DOC/BUPERS/07FEB22//  
REF/C/MSG/CNO WASHINGTON DC/221540ZDEC22//  
REF/D/MSG/CNO WASHINGTON DC/201421ZNOV23//  
REF/E/MSG/CNO WASHINGTON DC/102127ZDEC20//  
REF/F/DOC/MILPERSMAN/14JUN18//  
REF/G/MSG/CNO WASHINGTON DC/271415ZSEP19//

NARR/REF A IS NAVADMIN 255/24, BILLET BASED ADVANCEMENTS 2025.  
REF B IS BUPERSINST 1430.16G, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF  
THE U.S. NAVY AND U.S. NAVY RESERVE, CHANGE 1.  
REF C IS NAVADMIN 288/22, HIGH YEAR TENURE PLUS PILOT.  
REF D IS NAVADMIN 277/23, HIGH YEAR TENURE PLUS PILOT INDEFINITE EXTENSION.  
REF E IS NAVADMIN 320/20, IMPLEMENTATION OF NAVY ENLISTED CLASSIFICATION CODE  
N33Z IDENTIFYING NUCLEAR ENGINEERING WATCH SUPERVISOR AND PROPULSION PLANT  
WATCH SUPERVISOR QUALIFICATIONS.  
REF F IS MILPERSMAN 1220- 040, SUBMARINE QUALIFICATIONS DESIGNATION FOR  
ENLISTED MEMBERS.  
REF G IS NAVADMIN 220/19, ELECTRONIC SUBMISSION OF LETTERS TO PROMOTION AND  
SELECTION BOARDS THROUGH MYNAVY PORTAL.//

RMKS/1. This NAVADMIN provides guidance for the Fiscal Year (FY)  
2026 Navy Active and Reserve Component Enlisted Advancement Selection and  
Screen Boards for Chief Petty Officer. The Active Component (AC) and  
Training and Administration of the Reserves (TAR) Cycle is 266 and the  
Selected Reserve (SELRES) Cycle is 116. For board purposes, the Reserve  
Component (RC) board will consider TAR under Cycle 266, SELRES and those  
serving on voluntary and involuntary recall and mobilization orders under  
Cycle 116.

Mobilized individual ready reserve and canvasser recruiter personnel are  
considered under the SELRES requirements for advancement.

2. Unless exempted in line with reference (a), AC eligible candidates will  
participate in the Senior Enlisted Marketplace (SEM) screening board.  
Exempted candidates will participate in enlisted advancement selection  
boards. SEM does not apply to Submarine, Nuclear, Musician, Special Warfare  
Operator, Special Warfare Boat Operator, TAR, and SELRES ratings. Reference  
(a) should be read in its entirety.

3. Examination status verification reports will be available on the Navy Enlisted Advancement System (NEAS) website <https://neas.ncdc.navy.mil> or via MyNavy Portal (MNP) at <https://mn3p.navy.mil/web/advancement-and-promotion/navy-advancement-center>. Select "Advancement Profile Sheet - ESO" under "NEAS Resources".

4. RC timeline:

- a. 22 May 2025, 2359 CST: Letter to the Board (LTB) deadline.
- b. 2 June 2025: Board convenes.
- c. 13 June 2025: Board adjourns.

5. AC Timeline:

- a. 23 May 2025: Rating change deadline.
- b. 12 June 2025, 2359 CST: LTB deadline.
- c. 23 June 2025: Board convenes.
- d. 18 July 2025: Board adjourns.

6. Eligibility Criteria. Candidates must meet and maintain the eligibility requirements outlined in chapters 2 and 11 of reference

(b) and this NAVADMIN prior to and through the scheduled board convening date. The authoritative sources required to reflect candidate eligibility are the Enlisted Master File for Active Duty and TAR and the Navy Standard Integrated Personnel System for SELRES and those serving on voluntary and involuntary recall and mobilization orders, mobilized individual ready reserve and canvasser recruiter personnel. Refer to paragraph 616 of reference (b) for candidate validation procedures. Eligibility requirements include:

a. Candidates must be selection board eligible in the correct competitive rate and group on their profile sheet. Candidates should register for e-mail notification for profile sheet updates via MNP at <https://mn3p.navy.mil/en/web/advancement-and-promotion/navy-advancement-center>. Select "Advancement Profile Sheet - Individual email notification" under the "NEAS Resources" card. Information may change on a weekly basis and both command and Sailor should continue to verify. Sailor access to profile sheets are available via MNP at <https://mn3p.navy.mil/en/web/advancement-and-promotion/navy-advancement-center>. Select "Advancement Profile Sheet - Individual" under "NEAS Resources".

b. Terminal eligibility date: 1 January 2026.

c. Time-In-Rate date (TIR): 1 January 2023. If an Early Promote (EP) TIR waiver is granted, the evaluation used to grant the EP TIR must either be in the Official Military Personnel File (OMPF) or submitted via LTB and to the Navy Personnel Command Active and Reserve Enlisted Boards Branch (PERS-802). Waiver must be made available to the board and PERS-802. If not in the OMPF, the evaluation must be submitted to the board president via LTB and to PERS-802 via email. LTBs are not made available to PERS-802.

d. High year tenure (HYT) and HYT Plus. In line with references (c) and (d), all fleet reserve requests are considered voluntary unless superseded by policy update.

e. As a modification to reference (b), Sailors with approved fleet reserve requests will not be considered by the selection board.

f. Security clearance requirements. Ratings requiring a security clearance are AC, AE, AG, AO, AT, AWF, AWO, AWR, AWS, AWV, AZ, CTI, CTM, CWT, CTR, CTT, EOD, ET, FC, FCA, GM, HT, IC, IS, IT, LN, MA, MC, MN, ND, OS, QM, RW, SB, SO, STG and YN, as well as all nuclear and submarine ratings. An

eligibility determination of "No Determination Made" constitutes an unfavorable adjudication.

g. Rate specific and competitive group eligibility requirements. Candidates must meet special requirements for certain ratings, as outlined in paragraph 203 of reference (b).

(1) Nuclear trained Sailors must hold additional Navy Enlisted Classification N33Z to indicate engineering watch supervisor or propulsion plant watch supervisor qualification in line with reference (e).

(2) Non-nuclear submarine Sailors designated "SG" or "SP" as of board convening date are not eligible for advancement consideration. Refer to reference (f) for submarine qualification designations.

7. Record review and communication with selection board: refer to reference (g).

a. LTBs should be submitted via the Electronic Submission of Selection Board Documents (ESSBD). If unable to use ESSBD and for more information on LTBs, visit the following link: <https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Enlisted/General-Information/>.

b. All LTBs and each enclosure must contain the candidates full name and 10-digit Department of Defense Identification number. Candidates must verify that the correct board number is on their signed cover letter. Board numbers are:

- (1) Board #335 for SELRES.
- (2) Board #336 for TAR.
- (3) Board #360 for AC SEM screen board.
- (4) Board #361 for AC SEM exempted ratings.

8. Board results will be posted via BUPERS Online and released by subsequent NAVADMIN, with follow-on guidance for the MyNavy Assignments process for Sailors screened to compete in the marketplace. Board selectee profile sheets will be published by Naval Education and Training Professional Development Center (NETPDC) and displayed in both NEAS and MNP websites. Additional guidance for Sailors screened for SEM will be promulgated via separate NAVADMIN.

9. Additional information regarding this cycle will be posted on the MyNavy HR website.

a. AC boards: <https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Enlisted/CPO-Selection-Boards/>.

b. RC boards: <https://www.mynavyhr.navy.mil/Career-Management/Boards/Reserve-Enlisted/CPO-Selection-Boards/>.

10. Points of Contact (Do not utilize to submit LTBs)

a. MyNavy Career Center, (833) 330-6622 or via e-mail at askmnc@navy.mil.

b. Board eligibility concerns, including "BUPERS INVALID" profile sheet status and the submission of evaluations in support of EP TIR waivers: PERS-802: (901) 874-4537/DSN 882 e-mail at NPC\_enlisted\_selbd\_elig.fct@navy.mil.

c. NETPDC (N321), (850) 473-6148/DSN 753 or via e-mail at usn.pensacola.netpdc.mbx.netpdc-n321-discrepancies@us.navy.mil.

11. This message will remain in effect until superseded or canceled, whichever occurs first.

12. Released by Ms. Lisa M. St. Andre, Acting N1.//

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