DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1430.16G
PERS-803
19 Sep 2018

BUPERS INSTRUCTION 1430.16G

From: Chief of Naval Personnel

Subj: ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE

Encl: (1) Advancement Manual for Enlisted Personnel of U.S. Navy and U.S. Navy Reserve

1. Purpose. To provide procedures for administering the advancement in rate system for enlisted members serving in the U.S. Navy, or U.S. Navy Reserve. This instruction is a complete revision and should be reviewed in its entirety. Major revisions to this instruction are summarized as follow:

a. Chapter 1. Changed the Final Multiple Score (FMS) Computation Table for education and individual augmentee points for E4-E6 FMS and changed the E4-E7 FMS to reflect the new calculation of evaluations, service in paygrade (SIPG), and passed not advanced (PNA) factors for E4-E6. Identified the responsibilities of the Manpower Training and Education (MPTE) Center for Excellence. Removed the responsibilities of Naval Personnel Development Command. Changed responsibility of recruiting and selecting fleet subject matter experts for advancement exam rating review panels to type commanders (TYCOM) and resource sponsors. Revised table 1-3 – Non Examination Advancement Programs. Removed table 1-4 – Sample NEAS Administrative Checklist. Removed the section on temporary limited duty officers (LDO) on active duty. Moved special selection board (SSB) guidance to chapter 11. Provided clarification of exception to policy (ETP) responsibilities and processes.

b. Chapter 2. Expanded the Navy Leadership Development Course completion requirements for all paygrades. Expanded special requirements of certain rates and ratings. Made changes to high year tenure, security clearance, citizenship, and cryptologic technician requirements. Clarified early promote (EP) time-in-rate (TIR) waiver policy. Clarified TIR date assignments. Removed total active federal military service (TAFMS) requirement.

c. Chapter 3. Changed the NWAE worksheet and the instructions for completing it. Made changes to the allowable awards and added individual augmentee points. Added provisions for performance mark average (PMA) of 3.60 for new “A” school accessions without an evaluation.

d. Chapter 4. Expanded guidance on ordering substitute NWAEs. Provided guidance for ordering substitute exams for members on additional maternity leave (AML).

e. Chapter 6. Changed guidelines for administration of NWAE for Sailors deployed to, or deploying to congressionally-designated combat zones (CDCZ) and approved contingency operations areas (ACOA). Clarified the use of calculators authorized during NWAE administration. Clarified process for splitting NWAEs.

f. Chapter 7. Added guidelines to outline the procedures for adding education points to the E4-E6 FMS. Changed procedures for awarding PNA points. Provided guidance for candidates affected by Career Intermission Program (CIP). Changed profile sheet layout and updated status definitions. Removed advancement to permanent enlisted rates of temporary officers.

g. Chapter 9. Clarified eligibility requirements and responsibilities for posthumous advancement. Changed posthumous advancement determination from Navy Personnel Command (NAVPERSCOM) Navy Casualty Division (PERS-00C), formerly (PERS-13), to NAVPERSCOM Enlisted Administrative Board Branch (PERS-803).

h. Chapter 10. Merged with chapter 11 and renamed the Meritorious Advancement Program (MAP). Rewritten in its entirety to reflect MAP policy changes.

i. Chapter 11. Merged with chapter 10 and renamed Navy Enlisted Selection Boards (E7 through E9). Relocated SSB guidance to this chapter. Major rewrite.

j. Chapter 12. Removed the early selectee quota limitations and renumbered to chapter 11 after the merging of capters 10 and 11.

k. Chapter 12. New chapter, Navy-wide Advancement Examination Cycle Collusion or Compromised Cases which provides processing guidance.

l. Appendix A. Added acronyms and removed NEAS glossary.

m. Appendix B. Moved “Path of Advancement for Compressed Ratings” from appendix A to appendix B.

n. Appendix C. Created new appendix C. Moved “References and Forms Used in NEAS” to appendix C. Added a table of Web sites.

2. <u>Cancellation</u>

a. BUPERSINST 1430.16F

b. The following NAVADMINs are superseded by this instruction:

(1) NAVADMIN 200/17 – Commanding Officer Authority To Reinstate Up To E4 Rank and elimination of E4 advancement exams for 20 ratings with accelerated advancement

(2) NAVADMIN 114/14 - Advancement Policy Update

(3) NAVADMIN 367/10 - TIR Calculation

(4) NAVADMIN 259/10 - Naval Special Warfare Alternative Final Multiple Score Implementation in FY11

(5) NAVADMIN 215/10 - Performance Evaluation and Advancement Guidance for IA Sailors

(6) NAVADMIN 083/10 - Revised Performance and Advancement Policy

(7) NAVADMIN 292/09 - Selected Reserve E1 through E6 High Year Tenure Adjustment

(8) NAVADMIN 167/09 - Increase to Maximum Allowed Award Points on the E4-E6 FMS with In-theater Service

(9) NAVADMIN 272/08 - Enlisted Navy Leadership Development Before Frocking

(10) NAVADMIN 336/07 - Administration of NWAE for Sailors in Iraq, AFG, & HOA

(11) NAVADMIN 301/07 - Education Points for E4-E6 FMS

3. Scope and Applicability. This instruction is applicable to personnel of the Regular Navy and Navy Reserve on active duty and Selected Reserve (SELRES). Specifics on applicability for each category above is contained in enclosure (1), paragraph 101.

4. Discussion. This instruction supports the Chief of Naval Personnel (CHNAVPERS) advancement policies. It provides instructions for determining eligibility requirements for advancement, preparing necessary forms and messages, and effecting advancements and changes in rating. It also contains procedures for ordering, maintaining, and disposing of Navy-wide advancement examinations (NWAE).

5. Policy. Delineation of authority for the advancement of enlisted personnel in the U.S. Navy and U.S. Navy Reserve is as follows:

a. Authority to Advance Enlisted Personnel to Paygrades E7 through E9. Enlisted personnel are advanced to paygrades E7 through E9 after selection by a board convened by CHNAVPERS or under special programs authorized in specific directives issued by CHNAVPERS. Therefore, CHNAVPERS is the sole authority for the advancement of personnel to paygrades E7 through E9 and the sole authority for the removal of enlisted personnel selected for advancement to E7 through E9 from a selection board list.

b. Authority to Advance Enlisted Personnel to Paygrades E2 through E6. Enlisted personnel may be advanced to paygrades E2 through E6 after meeting all criteria of the Navy Enlisted Advancement System (NEAS) outlined in enclosure (1). Advancements in these paygrades are not referred to CHNAVPERS. Commanding officers (CO) and officers in charge (OIC) have independent authority to advance personnel to paygrades E4 through E6 after meeting all requirements of this instruction and competing successfully in the NEAS. An OIC, for purposes of this instruction, is a commissioned officer who is ordered by competent authority to an "OIC" requirement designated on a valid manpower document for a commissioned or established unit. A unit is "commissioned" or "established" if it is listed in the Standard Navy Distribution List (SNDL). A reserve unit is "commissioned" or "established" if it has a Chief of Naval Operations (CNO)-approved reserve unit assignment document (RUAD). An OIC, as defined above, has the same authority as a CO within the NEAS, unless otherwise noted in enclosure (1).

c. For guidance on reduction in rate of enlisted personnel due to incompetency, see Navy Military Personnel Manual (MILPERSMAN) article 1450-010.

6. Action. To ensure proper administration of NEAS, all personnel involved with the advancement of enlisted members must become thoroughly familiar with the contents of this instruction. Personnel responsible for preparation of worksheets and service record entries relating to advancement must read and comply with all aspects of this instruction.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVPERSCOM Career Administration Division (PERS-803) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the

interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms. Forms used in the enlisted advancement process are identified in enclosure (1), appendix C.

J.W. HUGHES
Deputy Chief of Naval Personnel

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Bureau of Naval Personnel (BUPERS) Web site,
http://www.public.navy.mil/bupers-npc/reference/instructions BUPERSInstructions/Pages/default.aspx

ADVANCEMENT MANUAL

FOR
ENLISTED PERSONNEL

OF THE U.S. NAVY AND

U.S. NAVY RESERVE

TABLE OF CONTENTS

PAGE

CHAPTER 1 – NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS) GENERAL INFORMATION

100. PURPOSE OF THE ADVANCEMENT MANUAL.....1-1
101. APPLICABILITY OF THE ADVANCEMENT MANUAL.....1-2
102. CONCEPTS OF NEAS.....1-2
TABLE 1-1 - FINAL MULTIPLE SCORE (FMS) COMPUTATION.....1-4
TABLE 1-2 - CONVERSION CHART (MONTHS TO DECIMAL VALUES)……...1-5
TABLE 1-3 - NON EXAMINATION ADVANCEMENT PROGRAMS.....1-6
103. RESPONSIBILITIES.....1-7
104. EXCEPTION TO POLICY (ETP).....1-10
FIGURE 1-1 - SAMPLE EXCEPTION TO POLICY REQUEST.....1-11

CHAPTER 2 – ELIGIBILITY REQUIREMENTS

200. CO/OIC RECOMMENDATION.....2-1
201. GENERAL ELIGIBILITY REQUIREMENTS.....2-1
TABLE 2-1 - BASIC TIME-IN-RATE (TIR) REQUIREMENTS.....2-1
202. PATH OF ADVANCEMENT.....2-2
203. SPECIAL REQUIREMENTS OF CERTAIN RATES AND RATINGS.....2-3
204. REQUIRED SERVICE SCHOOLS.....2-7
205. EVALUATION COMPLETED IN APPROPRIATE ADVANCEMENT CYCLE.....2-8
206. MEDICAL OR DISCIPLINARY STATUS.....2-8
207. COMMISSIONING PROGRAMS.....2-9
208. SELECTION BOARD ELIGIBILITY FOR SUBMITTED/APPROVED FLEET RESERVE (FLTRES) OR RETIRED RESERVE REQUESTS.....2-9
209. DOCUMENTATION OF ELIGIBILITY REQUIREMENTS.....2-10
210. NAVY LEADERSHIP DEVELOPMENT.....2-11
211. ENLISTED WARFARE QUALIFICATIONS.....2-11
212. SPECIAL INSTRUCTIONS FOR NWAE ADMINISTRATION WHILE PERSONNEL IN FORMAL TRAINING.....2-11
213. SATISFACTORY PARTICIPATION IN THE NAVY RESERVE…….....2-13
214. SERVICE REQUIREMENTS AND TERMINAL ELIGIBILITY DATE.....2-13
TABLE 2-2 - TERMINAL ELIGIBILITY DATE (TED) REQUIREMENTS……..2-13
TABLE 2-3 - TIR DATE ASSIGNMENTS.....2-14
FIGURE 2-1 - PAGE 13 ENTRY FOR NAVET/OSVET/CIP TIR SAME PAYGRADE RECOMPUTATION.....2-15

FIGURE 2-2 - PAGE 13 ENTRY FOR NAVET/OSVET TIR LOWER PAYGRADE RECOMPUTATION....2-16
FIGURE 2-3 - PAGE 13 ENTRY FOR RETURNING OCS TIR....2-18
215. NWAE PARTICIPATION FOR LDO PURPOSES....2-20

CHAPTER 3 – ADVANCEMENT-IN-RATE OR CHANGE OF RATING (THE WORKSHEET)

300. PURPOSE AND PREPARATION OF THE WORKSHEET....3-1
FIGURE 3-1 - EXAMPLE WORKSHEET....3-2
301. NAME (SECTION 1)....3-3
302. DOD ID NUMBER (SECTION 2)....3-3
303. EXAM RATE (SECTION 3)....3-3
304. CYCLE (SECTION 4)....3-3
305. EXAM SERIAL NUMBER (SECTION 5)....3-3
306. FILL IN IF APPLICABLE (SECTION 6)....3-3
307. AWARDS (SECTION 7)....3-3
TABLE 3-1 - AWARD AND IA POINT VALUES....3-4
308. PMA (SECTION 8)....3-5
309. EXAM DATE (SECTION 9)....3-7
310. PERMANENT DUTY STATION UIC (SECTION 10)....3-7
311. TIME IN GRADE (SECTION 11)....3-8
312. SECTIONS (A) THROUGH (E)....3-8
313. CORRECTING ANSWER SHEET ERRORS....3-8
314. EDUCATION POINT CORRECTIONS....3-10
FIGURE 3-2 - SAMPLE LETTER FOR CORRECTIONS....3-10
315. EARLY IDENTIFICATION OF CANDIDATES WITH ADVANCEMENT CYCLE DISCREPANCIES....3-10

CHAPTER 4 – ORDERING NAVY-WIDE ADVANCEMENT EXAMINATIONS

400. METHODS TO ORDER NAVY-WIDE ADVANCEMENT EXAMINATIONS....4-1
401. TIMELINE FOR ORDERING NAVY-WIDE ADVANCEMENT EXAMINATIONS....4-2
FIGURE 4-1 - SAMPLE FORMAT FOR ORDERING NON-SCI REGULAR OR ADDITIONAL NAVY-WIDE ADVANCEMENT EXAMINATIONS....4-4
FIGURE 4-2 - SAMPLE FORMAT FOR ORDERING NON-SCI SUBSTITUTE NAVY-WIDE ADVANCEMENT EXAMINATIONS....4-5
FIGURE 4-3 - SAMPLE FORMAT FOR ORDERING CTI/CTN/CTR SCI REGULAR OR ADDITIONAL NAVY-WIDE ADVANCEMENT EXAMINATIONS....4-5
FIGURE 4-4 - SAMPLE FORMAT FOR ORDERING CTI/CTN/CTR SCI

SUBSTITUTE NAVY-WIDE ADVANCEMENT EXAMINATIONS....4-6
402. ADDRESS MAINTENANCE....4-7
FIGURE 4-5 - NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS) ADDRESS FILE INPUT FORM....4-8

CHAPTER 5 – HANDLING, ACCOUNTABILITY, AND STOWAGE OF NAVY-WIDE ADVANCEMENT EXAMINATIONS

500. GENERAL....5-1
501. HANDLING NAVY-WIDE ADVANCEMENT EXAMINATIONS....5-1
502. ACCOUNTABILITY FOR NAVY-WIDE ADVANCEMENT EXAMINATIONS....5-2
FIGURE 5-1 - NAVY-WIDE ADVANCEMENT EXAMINATION PACKING LIST....5-4
FIGURE 5-2 - EXAMPLE LETTER OF TRANSMITTAL FOR FORWARDING NAVY-WIDE ADVANCEMENT EXAMINATIONS....5-6
FIGURE 5-3 - EXAMPLE LETTER OF ENDORSEMENT FOR RECEIPT OF NAVY-WIDE ADVANCEMENT EXAMINATIONS....5-7
503. STOWAGE OF NAVY-WIDE ADVANCEMENT EXAMINATIONS AND RELATED MATERIALS....5-8

CHAPTER 6 – ADMINISTRATION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS

600. GENERAL....6-1
601. PREPARATION FOR ADMINISTRATION....6-1
602. REQUIRED MATERIALS....6-2
603. CANDIDATES WITHOUT WORKSHEETS....6-3
604. ADMINISTRATION DATES....6-3
605. DEVIATION FROM SCHEDULED ADMINISTRATION DATES....6-3
TABLE 6-1 - NAVY-WIDE ADVANCEMENT EXAMINATION SCHEDULE....6-5
606. ADMINISTRATION OF LATE/SUBSTITUTE NAVY-WIDE ADVANCEMENT EXAMINATIONS....6-5
607. SPLITTING NAVY-WIDE ADVANCEMENT EXAMINATIONS....6-5
608. MISSING NAVY-WIDE ADVANCEMENT EXAMINATION QUESTIONS....6-6
609. ADMINISTRATION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS....6-6
610. PROCEDURES FOR ERRONEOUS NAVY-WIDE ADVANCEMENT EXAMINATION ADMINISTRATION OR INCOMPLETE EXAMINATIONS....6-8
611. FORWARDING ANSWER SHEETS....6-8
612. ACCOUNTABILITY FOR NAVY-WIDE ADVANCEMENT EXAMINATIONS AFTER ADMINISTRATION....6-11
613. NAVY-WIDE ADVANCEMENT EXAMINATIONS RECEIVED TOO LATE

TO ADMINISTER.....6-11
614. CANDIDATES AFFECTED BY ASSIGNMENT TO CONGRESSIONALLY DESIGNATED COMBAT ZONES AND APPROVED CONTINGENCY OPERATIONS AREAS (CDCZ/ACOA).....6-12
615. CANDIDATES AFFECTED BY UNUSUAL CIRCUMSTANCES.....6-16
616. E8/9 CANDIDATE VALIDATION PROCEDURES.....6-16
FIGURE 6-1 - SAMPLE LETTER OF TRANSMITTAL FOR FORWARDING NAVY-WIDE ADVANCEMENT EXAMINATION ANSWER SHEETS FOR E4/5/6/7 CANDIDATES.....6-18
FIGURE 6-2 - SAMPLE LETTER OF TRANSMITTAL FOR FORWARDING CDCZ/ACOA WORKSHEETS FOR E7 SELECTION BOARD OR LDO WAIVERS.....6-20
FIGURE 6-3 - SAMPLE LETTER REPORT OF NAVY-WIDE ADVANCEMENT EXAMINATION DESTRUCTION.....6-21

CHAPTER 7 – EFFECTING ADVANCEMENTS/CHANGE IN RATE OR RATING

700. GENERAL.....7-1
701. ADVANCEMENT CYCLES.....7-1
702. ADVANCEMENT RESULTS.....7-1
703. RECEIPT OF ADVANCEMENT OR SELECTION BOARD RESULTS…….....7-2
FIGURE 7-1 - EXAMPLE OF AN EXAMINATION STATUS VERIFICATION REPORT (ESVR) FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE.....7-4
FIGURE 7-2 - EXAMPLE OF A PROFILE SHEET.....7-5
FIGURE 7-3 - EXAMPLE OF A RATING CHANGE AUTHORIZATION (RCA) FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE……7-6
TABLE 7-1 - RCA AND ESVR COLUMN DEFINITIONS.....7-7
TABLE 7-2 - ESVR/PROFILE SHEET STATUS DEFINITIONS.....7-8
TABLE 7-3 - CORRECTIVE ACTIONS FOR ADVANCEMENT CYCLE DISCREPANCIES.....7-11
704. EFFECTING ADVANCEMENTS TO PAYGRADES E2 AND E3.....7-14
705. EFFECTING ADVANCEMENTS E4 THROUGH E9.....7-15
706. LIMITING DATE.....7-16
707. SERVICE RECORD ENTRIES.....7-16
708. PERSONNEL IN THE PROCESS OF SEPARATION, TRANSFERRING FOR SEPARATION, OR SEPARATION.....7-17
709. CAREER INTERMISSION PROGRAM (CIP).....7-17
710. FROCKING OF ENLISTED PERSONNEL.....7-19
711. REMOVAL OF AUTHORITY TO BE FROCKED.....7-19
712. MEMBERS DECLINING ADVANCEMENT….....7-20
713. TIME-IN-GRADE (TIG) REQUIREMENT FOR E7 THROUGH E9.....7-20

714. ADVANCEES ON TEMPORARY OR PERMANENT DISABILITY RETIRED LIST (TDRL/PDRL)....7-21
715. PERSONNEL INELIGIBLE FOR ADVANCEMENT....7-21
716. INVALIDATION OF CANDIDATES' ADVANCEMENT CYCLE PARTICIPATION....7-22
717. DISCIPLINARY STATUS....7-22
718. MEDICAL STATUS....7-23
719. FORCED CHANGE IN RATING (MEDICAL)....7-23
720. CHANGING BRANCH/CLASS COMPETITIVE CATEGORY....7-23
721. ERRONEOUS ADVANCEMENT....7-24
FIGURE 7-4 - SAMPLE REQUEST FOR ADVANCEMENT DETERMINATION....7-25
722. WITHHOLDING OR WITHDRAWING RECOMMENDATION FOR ADVANCEMENT....7-26
723. WITHHOLDING OF ADVANCEMENT ON MEMBERS ALLEGED TO HAVE COMMITTED CHILD SEXUAL ABUSE....7-30

CHAPTER 8 – COMBAT MERITORIOUS ADVANCEMENT PROGRAM (CMAP)

800. GENERAL....8-1
801. ELIGIBILITY....8-1
802. CRITERIA....8-1
803. APPROVAL AUTHORITY....8-2
804. QUOTAS....8-2
805. NOMINATIONS....8-2
806. ADMINISTRATIVE PROCEDURES FOR APPROVED CMAP ADVANCEMENTS....8-3
FIGURE 8-1 - SAMPLE CMAP NOMINATION LETTER....8-4
807. APPROVAL AUTHORITIES....8-4

CHAPTER 9 – POSTHUMOUS ADVANCEMENTS

900. GENERAL....9-1
901. ELIGIBILITY....9-1
902. RESPONSIBILITY....9-1

CHAPTER 10 – MERITORIOUS ADVANCEMENT PROGRAM (MAP)

1000. GENERAL....10-1
1001. BACKGROUND....10-1
1002. WAIVERS....10-1
1003. ELIGIBILITY....10-1
1004. COMMAND REQUIREMENTS....10-2

1005. QUOTAS.....10-2
1006. QUOTA LIMITATIONS.....10-2
1007. CERTIFICATION.....10-3
FIGURE 10-1 - SAMPLE MAP ANNUAL CERTIFICATION LETTER……..10-4

CHAPTER 11 – NAVY ENLISTED SELECTION BOARDS (E7 THROUGH E9)

1100. OVERVIEW.....11-1
1101. ELIGIBILITY.....11-1
1102. QUOTAS.....11-2
1103. BOARD MEMBERSHIP.....11-2
1104. GUIDANCE TO THE BOARD.....11-3
1105. DOCUMENTS CONSIDERED BY THE BOARD.....11-3
1106. CORRESPONDING WITH THE SELECTION BOARD.....11-3
1107. RECORD REVIEW.....11-4
1108. DELIBERATIONS.....11-4
1109. LOSS OF ADVANCEMENT RECOMMENDATION.....11-4
1110. SELECTION BOARD CANDIDATES WITH FLEET RESERVE/
RETIRED RESERVE REQUESTS.....11-5
1111. FROCKING AUTHORITY FOR ENLISTED SELECTION BOARD
SELECTEES.....11-5
1112. ENLISTED SPECIAL SELECTION BOARDS.....11-5
FIGURE 11-1 - SAMPLE ENLISTED SELECTION BOARD COVER
LETTER.....11-7
FIGURE 11-2 - SAMPLE ENLISTED SPECIAL SELECTION BOARD
REQUEST.....11-8

CHAPTER 12 – NAVY-WIDE ADVANCEMENT EXAMINATION CYCLE COLLUSION OR COMPROMISED CASES

1200. GENERAL.....12-1
1201. BACKGROUND.....12-1
1202. REQUIREMENTS.....12-1
1203. ADJUDICATION.....12-1
1204. IMPROPER HANDLING, ACCOUNTABILITY, AND STOWAGE OF THE
NAVY-WIDE ADVANCEMENT EXAMINATIONS.....12-2
1205. MISSING, LOST, OR COMPROMISED NAVY-WIDE ADVANCEMENT
EXAMINATIONS.....12-2

APPENDICES

A. NEAS ACRONYMS.....A-1
B. PATH OF ADVANCEMENT FOR COMPRESSED RATINGS.....B-1

C. REFERENCES AND FORMS USED IN NEAS.....C-1
TABLE C-1 - REFERENCES.....C-1
TABLE C-2 - FORMS USED IN NEAS.....C-3
TABLE C-3 - WEBSITES.....C-4

CHAPTER 1

NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS) GENERAL INFORMATION

NOTE FOR NAVY RESERVE PERSONNEL

There will be instances where administration of enlisted advancement differs between Active and Reserve components. Please read carefully. Direct questions to Navy Personnel Command (NAVPERSCOM) (PERS-803).

100. PURPOSE OF THE ADVANCEMENT MANUAL. This manual provides instructions for administering NEAS, as follows:

- Determining advancement eligibility requirements
- Preparing necessary forms
- Ordering, maintaining custody, and disposing of Navy-wide advancement examinations (NWAEs)
- Administering the NWAE
- Changing of rating.
- Responsibilities and procedures relating to advancement

NOTE: Naval administrative messages (NAVADMINs) are issued to supplement the advancement policies in this manual.

a. Definitions Used in NEAS. Definitions basic to an understanding of Navy rating structure and NEAS include such terms as occupational fields, petty officers, and apprenticeships (Professional Apprenticeship Career Track (PACT) Sailors). These and other acronyms are provided in Appendix A.

b. Compressed Ratings. Path of advancement for compressed ratings are listed in Appendix B.

c. References, Forms, and Other Supplemental Information. Directives and forms used in support of NEAS are listed in Appendix C.

101. APPLICABILITY OF THE ADVANCEMENT MANUAL. This manual applies to the advancement of the following enlisted personnel:

a. Personnel of the Regular Navy and Navy Reserve on Active Duty

(1) Regular United States Navy (USN) Active Duty

(2) Full Time Support (FTS)

(3) Canvasser Recruiter (CANREC) personnel recalled with obligated service for 1 year or more. Less than 31-day break between periods of active duty constitutes continuous active service. Such personnel will participate in the active duty NWAE process. CANREC personnel are ineligible for advancement to E7 and are only authorized to take the E7 NWAE for Limited Duty Officer (LDO) purposes.

(4) Fleet Reserve and retired enlisted personnel recalled to Active Duty with the Regular Navy

b. Personnel of the Navy Reserve (Selected Reserve – SELRES)

(1) Assigned to a Navy Reserve unit with a drilling requirement

(2) Recalled for Active Duty for Special Work (ADSW)/One-Year Recall (OYR), Reserve Personnel, Navy (RPN) Recall, recalled under Presidential Recall Authority, or Mobilization regardless of the cumulative amount of time served on active duty.

(3) On Annual Training (AT)/Active Duty for Training (ADT)/Initial Active Duty for Training (IADT)

102. CONCEPTS OF NEAS. This section provides the essential concepts for advancement of enlisted personnel to paygrades E2 through E9.

- Advancement to E2 and E3
- Final Multiple Score (FMS)
- Advancement to E4 through E6
- Advancement to E7 through E9
- Special Selection Boards (SSB)

- E6 NWAE requirement for consideration for LDO

- Other methods of advancement/change in rating

a. Advancement to E2 and E3. Personnel meeting minimum time-in-rate (TIR) requirements will be automatically advanced to E2 and E3 without local action. A special performance evaluation is not required to document recommendation for advancement. Additional information for advancement to paygrades E2 and E3 is found in paragraph 704.

b. Final Multiple Score (FMS). Candidates for advancement to E4 (except accelerated ratings) through E7 take NWAEs that are used as part of an FMS. Refer to Table 1-1 for FMS computation and Table 1-2 for converting months to decimal values.

c. Advancement to E4 through E6. Some advancements to E4 and E5 are obtained through the completion of school or by an accelerated advancement program (refer to Table 1-3). Other than the previous conditions discussed in this paragraph, E4/E5/E6 advancements are determined from quotas provided by Chief of Naval Personnel (CNP). The quotas established by CNP are based primarily on manpower needs for each NWAE rate/competitive group. Each NWAE rate/competitive group is rank-ordered by FMS and FMS cuts are set to match the quotas. Any candidate meeting the FMS cut is considered to be in an advancement status as long as the candidate has not failed the NWAE or has not had the advancement cycle invalidated (refer to Table 7-2).

TABLE 1-1 – FINAL MULTIPLE SCORE (FMS) COMPUTATION

FACTORS	PAYGRADE	COMPUTATION	MAX FMS POINTS AND PERCENTS		
			E4/E5	E6	E7
PERFORMANCE MARK AVERAGE (PMA)[1]	E4/E5	(PMA x 80) – 256	64 (36%)		
	E6	(PMA x 80) - 206		114 (50%)	
	E7	(PMA x 50) - 80			120 (60%)
STANDARD SCORE (SS)[2]	E4/5/6/7	Exam Score	80 (45%)	80 (35%)	80 (40%)
AWARDS (AWD)[3]	E4/E5	Values in Advancement Manual	10 (6%)		
	E6			12 (5%)	
INDIVIDUAL AUGMENTEE (IA)[4]	E4/E5	For candidates eligible for in-theater points (Pts)	2 (1%)		
	E6			2 (1%)	
PASS NOT ADVANCED (PNA)[5]	E4/E5	Top 25% SS and PMA get PNA Pts for last five advancement cycles	15 (9%)		
	E6			15 (6%)	
SERVICE IN PAYGRADE (SIPG)[6]	E4/E5	SIPG/4	2 (1%)		
	E6			3 (1%)	
EDUCATION (ED)[7]	E4/E5	2 Pts for AA/AS and 4 Pts for BA/BS or above	4 (2%)		
	E6			4 (2%)	
MAXIMUM FMS POSSIBLE (100%)			177	230	200

TABLE 1-1 – FINAL MULTIPLE SCORE (FMS) COMPUTATION (CONTINUED)

[1] Maximum PMA = 4.00. Refer to Chapter 3 for instructions on determining PMA.

[2] Standard Score: NWAE raw scores are converted to standard scores. The standard score is a numerical representation of a candidate's standing compared to peers taking the same NWAE. The range of the standard scores for the NWAE is 20 to 80.

[3] Award Points: Refer to Table 3-1. Maximum E4/5 award points = 10. Maximum E6 award points = 12.

[4] IA Points: Extra 2 points only for candidates eligible for in-theater points. Refer to paragraph 307.

[5] PNA Points: Refer to paragraph 703b(2). PNA points can be earned for passing the NWAE, but not advancing in the advancement cycle. Maximum PNA points = 15 for the most recent 5 of the last 6 consecutive advancement cycles in the same paygrade. Refer to paragraph 709 for candidates returning from Career Intermission Program (CIP) participation.

[6] For SELRES, SIPG is Drill Service in Paygrade (DSPG). Maximum E4/5 SIPG or DSPG points is 2. Maximum E6 SIPG or DSPG points is 3.

[7] Education Points: Education points will be calculated and credited by the Joint Services Transcript (JST). Naval Education and Training Professional Development Center (NETPDC) will receive data from Navy College Management Information System (NCMIS) for calculations into the candidate's FMS. Do not include degree points in calculating award points. For further information, refer to 703b(3).

TABLE 1-2 - CONVERSION CHART (MONTHS TO DECIMAL VALUES)

MONTHS	DECIMAL	MONTHS	DECIMAL
1	.08	7	.58
2	.17	8	.67
3	.25	9	.75
4	.33	10	.83
5	.42	11	.92
6	.50		

TABLE 1-3 — NON-EXAMINATION ADVANCEMENT PROGRAMS

PROGRAM	ID NUMBER	NOTES
Accelerated Advancement Recruit Training, Class "A" School Graduates, Ceremonial Guard	MILPERSMAN 1430-010	
Accelerated Advancement for Enlisted Musician (MU) Assignments to Navy Premier Bands	MILPERSMAN 1430-040	
Aircrew Program	MILPERSMAN 1220-010	
Selective Training and Reenlistment (STAR) Program	MILPERSMAN 1160-100	
Advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field Programs	MILPERSMAN 1510-030	
Change in Rating	MILPERSMAN 1440-010	
Meritorious Advancement Program (MAP)	BUPERSINST 1430.16	Chapter 10
Recruit Advanced Paygrade Programs	CNRCINST 1130.8H (VOL IV)	Chapter 3; Section 7

d. Advancement to E7 through E9. Advancement to E7, E8, and E9 requires selection board action. In order to qualify for selection board consideration, candidates must meet eligibility requirements as stipulated in Chapter 2 and designated Selection Board Eligible (SBE) as reflected on the profile sheet. E7 candidates are designated SBE by competing in a NWAE and meeting the 60% FMS cut requirement for their examination rating/competitive group based on the rank-ordering of eligible candidates (with the exception of those waived per paragraph 614). E7 candidates changing rating/competitive group must be in the new rating/competitive group one month prior to the scheduled board convening date for consideration in the new rating/competitive group. Otherwise, they are considered in the prior rating/competitive group. E8 and E9 candidates are designated SBE on the basis of Commanding Officer (CO) or Officer in Charge (OIC) recommendation and TIR eligibility. Selection boards are convened annually by CNP.

e. Enlisted Special Selection Boards (SSB). SSBs may be approved for candidates who have demonstrated they were precluded from consideration at the selection board, or were considered at the selection board in the incorrect competitive category; and the administrative error was beyond the candidate's control and not the direct or indirect result of their error, delay, or omission. All requests for SSBs must be received by NAVPERSCOM (PERS-803) no later than

2 years after the date the contested board results were made public. Requests received more than 2 years after the date the contested board results were made public will be treated as untimely and will normally be denied by Deputy Chief of Naval Personnel. A request beyond the 2-year requirement will be considered as long as justification is provided for the delay (Board for Correction of Naval Records (BCNR) or Inspector General (IG) action). However, it may ultimately be denied if the reason for the delay is due to late submission of the initial BCNR or IG request.

f. E6 NWAE Requirement for Consideration for LDO. E6 personnel must pass the E7 NWAE prior to submitting a package for the LDO selection board. OPNAVINST 1420.1 (series) provides information on selection of senior enlisted personnel for appointment to commissioned officer status. Refer to paragraph 614 and the most recent NAVADMIN for LDO candidates pending deployment to or are deployed and operating in Congressionally Designated Combat Zones and Approved Contingency Operations Areas (CDCZ/ACOA).

g. Other Methods of Advancement/Change in Rating. Special programs that provide for advancement/change in rating without participation in a NWAE are in Table 1-3.

103. RESPONSIBILITIES

a. CO/OIC Responsibilities. COs/OICs, including those serviced by a Personnel Support Detachment (PSD), are responsible for strict adherence to current established guidelines, procedures, and policies of NEAS, including, but not limited to, the following:

(1) To properly administer the NWAE to recommended, eligible, and fully qualified candidates.

(2) To ensure verification of the Examination Status Verification Report (ESVR) for E7, E8 and E9 candidates is completed as directed in the selection board NAVADMIN.

(3) To properly maintain security to prevent compromise of NWAE materials.

(4) To obtain and distribute NWAE materials. Some NWAE materials may be downloaded from My Navy Portal (MNP).

NOTE: Advancement candidates will use the NWAE bibliography published by the Navy Advancement Center (NAC) as a single source for NWAE preparation. These bibliographies are NWAE specific and are updated, as needed, by rating subject matter experts (SME). All other externally produced study guides and materials are NOT affiliated with NAC. Commands are not to develop, propagate, sponsor or use exam study material other than the NAC bibliographies and exam topics.

(5) To ensure dates of NWAEs, deadlines for completion of requirements, and the requirement for signing worksheets are disseminated throughout the command.

(6) To designate a local Educational Services Officer (ESO) in writing. ESOs for NWAEs must be officers, E7/8/9, or designated civilians hold the minimum clearance required to handle classified NWAEs for the ratings assigned to their command(s). Designated ESOs will be responsible under the CO for the following:

(a) Handling, accountability and stowage of printed NWAEs.

(b) Access to Electronic Service Records (ESRs) in order to act as the liaison between the command and NETPDC for corrections.

(c) To act as a liaison between the command and any external ESOs who administer the NWAE on behalf of the command, to ensure the advancement cycle is completed successfully.

(7) To forward NWAEs for those candidates on leave, temporary additional duty (TEMADD), or in a transient status because of permanent change of station (PCS) on the regularly scheduled NWAE administration date.

(8) Refer to paragraph 614 and the most current NAVADMIN, for guidance in administering NWAEs for candidates pending deployment to or deployed and operating in CDCZ/ACOAs.

(9) Ensure accuracy and completeness of Sailor's records i.e., evaluations and awards posted to Navy Standard Integrated Personnel System (NSIPS), Official Military Personnel File (OMPF), Navy Department Awards Web Services (NDAWS), Performance Summary Record ((PSR), etc.). Sailors E6 through E9 shall follow guidance listed in MILPERSMAN 1616-040 regarding adverse matter.

(10) All NETPDC correspondence must include full name, exam rate, and ten-digit Department of Defense Identification (DOD ID) number to identify assigned personnel.

(11) Eligible candidates are not required to participate in advancement cycles. The integrity of the exam statistical outcomes depends on each candidate putting forth their best effort to answer each question to their ability. Those Sailors refusing to take the examination will sign a NAVPERS 1070/613 (permanent) which shall contain the following statement: "You are being advised that your decision not to participate in the upcoming Navy-wide advancement exam will exclude you from advancement in cycle XXX. You will remain at the current paygrade until you meet the advancement eligibility requirements of a subsequent advancement cycle." The CO/OIC or their designated representative will witness the NAVPERS 1070/613.

b. NETPDC Responsibilities. NETPDC (N3) has the following responsibilities:

(1) To develop, produce, and distribute the NWAE to support rank-ordering candidates who are fully-qualified for advancement.

(2) To maintain candidate records of NWAEs, process NWAE answer sheets, and determine standard scores and FMS.

(3) To publish SBE and NWAE advancement results.

(4) To act as Rate Change Authorization (RCA) issuing authority for advancement to E4 through E9 for CNP.

(5) To collect and analyze statistical data to continually validate the advancement system.

(6) To maintain the official NEAS records, consisting of exam-related data, historical records of advancement candidate demographic data, individual examination answer sheet responses, profile sheet information, and any other relevant data and analysis results, as required to respond to inquiries from Sailors and higher authorities.

(7) To publish NWAE materials.

(8) To facilitate advancement-related events.

(9) To provide selected Fleet SME schedules, forms, and security documents necessary to participate in Advancement Exam Readiness Reviews (AERRs). Rating SMEs will create and review questions used to develop NWAEs and review other examination-related products.

c. Type Commanders (TYCOMs) and Resource Sponsors Responsibilities. TYCOMs and Resource Sponsors have the following responsibilities:

(1) To recruit and select highly-qualified rating Fleet SMEs for AERR panels. The TYCOMS and Resource Sponsors will provide NETPDC (N3) their nomination and selection of highly-qualified rating SMEs, who ensure broad coverage of rating-specific criteria (such as platform diversity, geographic distribution and skill-set/Navy Enlisted Classification (NEC)), for participation in advancement-related events.

(2) To inform NETPDC (N3) of any major changes within the ratings for which they are responsible. Those changes include, but are not limited to, reference updates, equipment and technology changes, manning shifts, training modifications, and other activities that have the potential to impact advancement exam content.

d. Individual Sailor. All Sailors are responsible for reviewing their records for completeness and accuracy. Sailors are required to take the proactive steps necessary to correct discrepancies and inform their chain of command for assistance as appropriate.

104. EXCEPTION TO POLICY (ETP). COs/OICs may request an ETP for candidates as set forth in this manual. All ETP requests must be sent to Director, Military Personnel Plans and Policy (N13) and include an endorsement from the command's immediate superior in command (ISIC).

a. Examples of reasons for requesting an ETP include inability to participate in advancement exam, mishandled or lost completed answer sheets, not properly validated for TIR waiver, not properly validated for Selection Board consideration, and posthumous advancement.

b. Standard score comparison ETPs must be submitted no later than 6 months after the missed exam's limiting date. Refer to paragraph 614e(2) for explanation of the ETP standard score comparison process for candidates taking E4 through E6 NWAEs. Any standard score comparison requests submitted later than 6 months after the missed exam's limiting date must go through BCNR.

c. E7 NWAE ETP requests must be received 3 weeks prior to the regularly scheduled E7 selection board.

d. Submit ETP requests along with an endorsement letter by the command's ISIC to the Director, Military Personnel Plans and Policy (N13), 701 South Courthouse Road, Arlington, VA 22204 using the format in figure 1-1. Requests must include a completed and signed DD Form 149 in the ETP package in case the request cannot be completed by N13 and request must be adjudicated by BCNR.

Figure 1-1 - SAMPLE EXCEPTION TO POLICY REQUEST

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

Subj: EXCEPTION TO POLICY REQUEST ICO BM1 JOE A. SMITH, USN

Ref: (a) BUPERSINST 1430.16G

Encl: (1) Enclosures as needed

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

2. (Reason and background for request. Include all details needed to make determination.)

3. Command point of contact (POC) for this matter is PSC Jane M. Sample who can be reached at COM: (XXX) XXX-XXXX or email: jane.m.sample@ddg94.navy.mil.

I. M. SKIPPER

Copy to:
As needed

INTENTIONALLY

LEFT

BLANK

CHAPTER 2

ELIGIBILITY REQUIREMENTS

200. CO/OIC RECOMMENDATION. CO/OIC recommendation is the most important advancement eligibility requirement. The most-recent evaluation is the sole source of recommendation for advancement. CO/OIC recommendation for advancement cannot be delegated. Newly-reported personnel, who have been recommended for advancement by their previous CO/OIC and are otherwise eligible for advancement, may participate in the regularly scheduled NWAE. Advancement may be withheld for cause, but not for lack of observation. A CO/OIC may withhold or withdraw a recommendation for advancement per paragraph 722.

201. GENERAL ELIGIBILITY REQUIREMENTS. Candidates must meet general eligibility requirements prior to the regularly scheduled NWAE administration dates as directed in the advancement cycle NAVADMIN.

a. Time-in-Rate (TIR). Basic TIR requirements are shown in Table 2-1. TIR date assignments are described in detail in paragraph 214.

TABLE 2-1 - BASIC TIME-IN-RATE (TIR) REQUIREMENTS

PAYGRADE	E1 to E2	E2 to E3	E3 to E4	E4 to E5	E5 to E6	E6 to E7	E7 to E8	E8 to E9
TIR	9 MOS		6 MOS	12 MOS	36 MOS* *Refer to 214 (e) for Early Promote (EP) waivers			

b. High Year Tenure (HYT). For E4 through E6 candidates, HYT date must exceed the terminal eligibility date (TED) outlined in paragraph 214 or approved HYT waiver must be prior to the first day of the examination month to be considered as an eligible candidate for each NWAE cycle. For E7 through E9 candidates, HYT date must be on or after the first day of the advancement cycle or approved HYT waiver must be prior to the board convening for consideration as an eligible candidate. For E7 candidates, the first day of the advancement cycle is 1 September of the year of the exam. For E8/E9 candidates, the first day of the advancement cycle is 1 July of the year of the board.

c. Significant Problems or Progressing Evaluations. Any candidate with a most-recent evaluation of Significant Problems or Progressing is not eligible to participate in a NWAE or selection board eligible for advancement to E7 through E9.

d. Senior Enlisted Continuation Board (SECB) or Enlisted Retention Board (ERB). Sailors not selected to continue from a SECB or ERB are ineligible for advancement.

e. Branch Class (BRCL) and Special Program Indicator (SPI) code. SPI for BRCL 32 Sailors must be verified via the Billet Based Distribution (BBD) system. BRCL 32 with a blank SPI code is invalid. Commands must correct the error via NSIPS or the Sailor may seek relief by petitioning the BCNR. Sailors whose SPI code is invalid as of the E7 through E9 board convening dates will be invalidated.

202. PATH OF ADVANCEMENT. Path of advancement is that path from E1 through E9, as stipulated in NAVPERS l8068, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards. Specific notes concerning path of advancement for PACT, and rating conversion are provided in the following paragraphs:

1. Personnel who have changed ratings are eligible for NWAE participation in the new rating only if conversion was effective prior to the regularly scheduled NWAE administration date.

2. Personnel who are assigned to an “A” school during the regular NWAE administration date are not authorized to participate in the advancement cycle. (Refer to paragraph 212).

3. Personnel who have the nuclear NEC removed, remain ineligible for advancement until released from the nuclear community and converted to a new rating, thereby restoring the path of advancement.

NOTE: For rating conversions in the same paygrade, enter the actual date of designation on NAVPERS 1070/613 via NSIPS only. Due to system information exchange complications, updates to the Enlisted Master File (EMF), or the Inactive Manpower and Personnel Management Information System (IMAPMIS), on the date of rate (DOR) should not be made. Entries should reflect original effective date of paygrade to prevent pay errors.

a. Rating Designation. COs/OICs of Naval Education and Training Command (NETC) training activities may designate personnel who have graduated from Class "A" school. Designation of all PACT personnel will be authorized by the Enlisted Community Manager (ECM) via C-WAY (see MILPERSMAN 1306-611).

b. Change in Ratings/Conversions. C-WAY is the valid source for real time information regarding entry opportunities. Strict compliance with these directives is critical to preclude enlisted personnel from competing in advancement cycles for which they are not eligible and from having their advancement cycles invalidated. Personnel who are in “A” school are not authorized to take a NWAE until class graduation and administrative conversion complete.

c. Change in Rating through NWAE. MILPERSMAN 1440-010 and 1160-090 contain methods for changing from one path of advancement to another. BUPERS-32/352 authorization is required to change ratings via participation in a NWAE.

203. SPECIAL REQUIREMENTS OF CERTAIN RATES AND RATINGS

a. Security Requirements. Candidates in a rating requiring a security clearance must have a favorable investigation adjudication issued by the Department of Defense Central Adjudication Facility (DODCAF), and it must be reflected properly in Joint Personnel Adjudication System (JPAS) prior to the first day of the month of the regularly scheduled NWAE for E4 through E6 candidates and prior to board convening for E7 through E9 candidates. If the candidate's CO grants an interim clearance, JPAS must also be updated prior to first day of the month of the regularly scheduled NWAE for E4 through E6 candidates and prior to board convening for E7 through E9 candidates. Candidates who have a clearance must maintain that clearance eligibility. In order for a CO to grant interim access, the procedures in Section 9-4 of SECNAV M-5510.30, the Navy Personnel Security Program Manual, must be followed. Unlike top secret, secret, and confidential interim clearances, per SECNAV M-5510.30, COs cannot grant temporary access for Sensitive Compartmented Information (SCI). Temporary access for SCI may only be granted by DODCAF. SCI NWAEs are only administered to the CTI, CTN, and CTR ratings.

b. Citizenship Requirements. Certain rates and ratings require access to classified information. Therefore, immigrant aliens are not permitted entry into these ratings unless final naturalization proceedings are complete and citizenship is granted. BUPERS-32 determines which rates and ratings (including related service rating or rating designation) require access to classified information and therefore U.S. citizenship. Advancement cycles will be invalidated if a candidate participates in an examination for one of these rates or ratings without citizenship. Candidates in one of these rates or ratings are ineligible for selection boards without citizenship.

c. Special Requirements for the Air Traffic Controller (AC) Rating. All ACs must possess a valid Federal Aviation Administration (FAA) 7220-1, Air Traffic Control Specialist (ATCS) Certificate. They must also meet requirements established in NAVMED P-117, Manual of the Medical Department (MANMED), prior to advancement, participating in an examination for advancement, or laterally changing to the AC rating. The FAA 7220-1 will not be under suspension nor will the annual physical be more than 12 months old. Aircrew members who are no longer eligible for duty involving flight (i.e. Duty Involving Flying/Crewmember (DIFCREW)) and are revoked or removed in accordance with BUPERSINST 1326.4E and MILPERSMAN 1220-010 are not eligible for participation in the NWAE, consideration by an advancement selection board, or advancement in any AC rating. Members who have requested a waiver of medical standards by Navy Aerospace Medical Institute (NAMI) will remain eligible for advancement until adjudication of waiver request. ACs who have had their ATCS Certificate revoked by Naval Airspace and Air Traffic Control Standards and Evaluation Agency (NAATSEA) or are not physically-qualified (NPQ), as defined by NAVMED P-117, or are without a waiver of medical standards by NAMI, are not eligible for participation in the NWAE, consideration by an advancement selection board, or advancement in the AC rating.

d. Special Physical Requirements. NAVPERS 18068, Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards – Volume I contains special physical

requirements for certain rates and ratings, including PACT Sailors. Failure to meet these special physical requirements will result in an ineligibility to compete for advancement.

e. Special Requirements for Submarine-Trained Ratings. Personnel assigned to submarine source ratings must be physically fully-qualified for submarine duty, per MILPERSMAN Article 1220-040, or in the process of rating conversion to a non-submarine rating to be eligible for advancement. Submarine Sailors that are designated in training for submarine qualifications are allowed to participate in the NWAE.

f. Special Requirements for Nuclear Ratings

(1) Submarine Sailors in nuclear ratings eligible for advancement to E7, must hold a supervisor NEC (3363, 3364, 3365, 3366 or N13S, N14S, N15S, N16S) prior to the E7 board convening date. Additionally, submarine nuclear trained personnel must have qualified as Engineering Watch Supervisor (EWS). Acceptable documentation of EWS qualification includes an evaluation with “EWS” or a letter from the member’s command forwarded to the board via the member’s Letter to the Board (LTB) which certifies EWS qualification. It is the command's responsibility to request invalidation of those SBE Sailors that do not hold the required nuclear submarine NEC and EWS qualifications as required.

(2) Surface Sailors in nuclear ratings eligible for advancement to E7, must hold a supervisor NEC (3393, 3394, 3395, 3396 or N23S, N24S, N25S, N26S) prior to the E7 board convening date. Additionally, surface nuclear trained personnel must have qualified as EWS or Propulsion Plant Watch Supervisor (PPWS). Acceptable documentation of EWS or PPWS qualification includes an evaluation with “EWS” or “PPWS” or a letter from the member’s command forwarded to the board via the member’s LTB which certifies EWS or PPWS qualification. It is the command's responsibility to request invalidation those SBE Sailors that do not hold the required nuclear surface NEC and EWS/PPWS qualifications as required.

(3) Submarine Sailors in nuclear ratings eligible for advancement to E8, must hold a supervisor NEC (3363, 3364, 3365, 3366 or N13S, N14S, N15S, N16S). Personnel must also hold secondary NEC (3302 or N32Z) (qualified Nuclear Engineering Department Master Chief (EDMC)). A NAVPERS 1221/6 requesting a secondary NEC of 3302 or N32Z must be submitted to OPNAV N133 via the respective Force EDMC in accordance with COMSUBLANT/COMSUBPACINST 1552.20 (series).

(4) Surface Sailors in nuclear ratings eligible for advancement to E8, must hold a supervisor NEC (3393, 3394, 3395, 3396 or N23S, N24S, N25S, N26S).

(5) Submarine Sailors in nuclear ratings eligible for advancement to E9, must hold a supervisor NEC (3363, 3364, 3365, and 3366 or N13S, N14S, N15S, N16S). Personnel must also hold secondary NEC 3302 or N32Z and have served or be currently serving as an EDMC of a submarine. Acceptable documentation of EDMC service for review by the selection board

includes an evaluation with "EDMC" designation or a letter from the CO via the member providing dates of EDMC service. Sailors without EDMC service documented in their service record must submit documentation with their LTB providing dates of EDMC service.

(6) Surface Sailors in nuclear ratings eligible for advancement to E9, must hold a supervisor NEC (3393, 3394, 3395, 3396 or N23S, N24S, N25S, N26S). Personnel must also hold the secondary NEC 3301 or N31Z (Reactor Department Master Chief (RDMC)). Personnel must also have served, or currently serving as a Division Leading Chief Petty Officer (DLCPO) of a nuclear division at sea (Reactor Mechanical, Reactor Electrical, Reactor Controls or Reactor Propulsion, Reactor Training Division Officer (RT DIVO) at sea, or Leading Crew Chief (LCC) of a prototype). Senior Chief Petty Officers who are billeted as RDMC in lieu of DLCPO are also eligible for advancement to Master Chief Petty Officer. Acceptable documentation of DLCPO, RT DIVO, LCC, or RDMC service for review by the selection board includes an evaluation with DLCPO, RT DIVO, LCC, or RDMC or a letter from the CO via the member to the board providing dates of DLCPO, RT DIVO, LCC, or RDMC service. Sailors without DLCPO, RT DIVO, LCC, or RMDC service documented in the service record must submit documentation with the LTB providing dates of DLCPO, RT DIVO, LCC, or RMDC service.

(7) Nuclear Electronics Technician (ETN), Nuclear Electrician’s Mate (EMN), and Nuclear Machinist’s Mate (MMN) candidates will take nuclear-specific rating NWAEs. Nuclear surface and submarine candidates will take the same NWAE.

(8) Candidates in the Nuclear Training pipeline on the regularly-scheduled NWAE administration date will take respective nuclear examinations and compete in the "trainee" competitive group.

g. Administer the appropriate NWAE in accordance with the applicable NEC.

(1) Non-Nuclear Electronic Technicians (ET):
ETR - NEC 14BH, 14HH, 14RO, 14TO, 14CM, 14TM, 14EM, 14RM
ETV - NEC 14NM, 14NO, 14NV, 14SM, 14TK, 14XM, 14NP, 14GM, 14XO

NOTE: ET Surface - Administer ET NWAEs.

(2) Non-Nuclear Machinist's Mate (MM):
MME - NEC 4230, 4231, 4234
MMW - NEC 4232, 4233, 4235

NOTE: MM Surface - Administer MM NWAEs.

h. <u>Special requirements for Active Duty Naval Special Warfare (NSW) Personnel</u>. The NSW Alternative Final Multiple Score (AFMS) will be used to determine selection board eligibility for

the Special Warfare Operator (SO) and Special Warfare Boat Operator (SB) ratings. All TIR eligible SO and SB personnel must review and verify their AFMS worksheet in NSIPS prior to taking the E7 NWAE. Refer to the applicable NSW advancement cycle instruction for further guidance.

i. Special requirements for Navy Diver (ND) Personnel

(1) Sailors eligible for advancement to E7 must hold the First Class Diver NEC (5342/M1DV), prior to the first day of the advancement cycle.

(2) Sailors eligible for advancement to E8 must hold the First Class Diver NEC (5342/M1DV) or the Master Diver NEC (5341/MMDV) prior to the regularly scheduled board convening date.

(3) Sailors eligible for advancement to E9 must hold the Master Diver NEC (5341/MMDV) prior to the regularly scheduled board convening date.

(4) It is the command's responsibility to request advancement cycle invalidation for those SBE Sailors that fail to hold the required ND NEC.

j. Special requirements for Explosive Ordnance Disposal (EOD) Personnel

(1) Sailors eligible for advancement to E7/8/9 must hold the Master EOD Technician NEC (5337) prior to the regularly scheduled board convening date.

(2) It is the command's responsibility to request advancement cycle invalidation for those SBE Sailors that fail to hold the required EOD NEC as required.

k. Navy Counselor (NC) NWAEs. Administer NCR examinations to NCs holding NEC 2186 and assigned to recruiting duty as a member of the Career Recruiting Force (CRF). Administer NCC NWAEs to all other Navy Counselors.

l. Aviation Electronics Technician (AT) NWAEs. Administer ATI NWAEs for Intermediate Maintenance personnel or ATO NWAEs for Organizational Maintenance personnel. To ensure the best possible candidates are selected for CPO, ATI and ATO board eligible personnel are merged into one selection pool. Candidates will be tested via two separate NWAEs.

m. Special Requirements for Cryptologic Technician Interpretive (CTI) Personnel. Cryptologic Technician Interpretive (CTI) Sailors must achieve a minimum of L2/R2 on the most recent Defense Language Proficiency Test (DLPT), in their primary language, as assigned by their CO, within 12 months of NWAE for E4 through E6 or LTB deadline for E7 through E9. However, a CTI achieving a minimum of L3/R3 on the most recent DLPT in their primary language, as assigned by the CO, within 24 months of LTB deadline for E7 through E9 selection boards are eligible for advancement. Acceptable documentation of DLPT scores includes an

evaluation with language scores or DA330 form forwarded to the board via the candidate's LTB. Any CTI whose primary language DLPT is over 12 months old must receive an advancement cycle participation waiver from the Navy Language, Regional Expertise, and Culture Office OPNAV (N13F). Any CTI whose primary language DLPT has expired must possess a valid "Inability to Test" waiver from OPNAV (N13F) in order to participate in the advancement cycle and be considered by the board.

n. Competitive Groups. Active candidates in the following ratings are separated into the following competitive groups:

(1) CTI (E4/5/6/7/8)
Group 1 - Middle East/North Africa
Group 2 - East/Far East
Group 3 - Latin/South America
Group 4 - Eastern Europe

(2) EMN, ETN, and MMN (E4/5/6/7/8/9)
Group 1 - Submarine
Group 2 - Surface
Group 3 - Training (E4/5 only)

(3) MU (E7/8/9)
Group 1 - Premier Band
Group 2 - Fleet Band

(4) NC (E8/9 also FTS)
Group 1 - Career Recruiter Force
Group 2 - Fleet

(5) ND (E8)
Group 1 - Master Diver
Group 2 - First Class Diver

204. REQUIRED SERVICE SCHOOLS. All non-designated/PACT Sailors must obtain permission to participate in the rating examination in the C-WAY Professional Apprenticeship Career Track (PACT) (C-WAY-PACT) Designation module. Satisfactory completion of the following advanced schools is mandatory for participation in a NWAE or for eligibility for E7/8/9 selection boards:

RATE	SCHOOL
AGC	Aerographers Mate Class C-1 course and hold the 7412 NEC
MUCS	Unit Leader Course (ULC) (A-450-0012) or Senior Musician Course (A-450-0014); superseded course: Ceremonial Conductor/Drum Major (A-450-0016); or Waiver of "C" School requirement (A-450-0012) by NAVPERSCOM (PERS-4014)
MUCM	Senior Musician Course (A-450-0014) or Waiver of "C" School requirement (A-450-0012) by NAVPERSCOM (PERS-4014)

205. EVALUATION COMPLETED IN APPROPRIATE ADVANCEMENT CYCLE. An evaluation must be completed within the computation period for the appropriate advancement cycle. Refer to the applicable advancement cycle NAVADMIN announcement message or guidelines posted on the NAVPERSCOM website.

206. MEDICAL OR DISCIPLINARY STATUS. Personnel who are otherwise eligible for advancement to paygrade E2 or E3, participation in NWAEs (E4 through E7), or eligible for E8 and E9 will not be disqualified by reason of special medical or disciplinary status. The following guidelines apply:

a. Hospitalized Personnel. Members recommended and qualified for advancement or change in rating before hospitalization, if not the result of their own misconduct, may participate in the NWAE if deemed capable by the CO of the hospital.

b. Personnel Awaiting Medical Board Action. Personnel undergoing treatment at a medical facility or awaiting action of a clinical board, medical survey board, or a physical evaluation or re-evaluation board may participate in the NWAE, provided the ongoing treatment or board action is not the result of member's own misconduct.

c. Personnel in Limited Duty (LIMDU) Status. Personnel in a LIMDU status may participate in the NWAE if otherwise qualified, provided the medical condition that necessitated placement in LIMDU status was not the result of member's own misconduct.

d. Personnel in a Disciplinary Status. Personnel in a disciplinary status may, if recommended by the CO/OIC, participate in the NWAE provided all other qualifications are met.

e. Navy Reservists in Records Review Status. Reserve personnel in Records Review status are NOT eligible for participation in an examination while in that status, but may be advanced, if otherwise qualified, as a result of previous NWAE participation, provided transfer to Records Review was not due to member's own misconduct.

f. Physical Readiness. Personnel must meet requirements of OPNAVINST 6110.1 (series) Physical Readiness Program.

207. COMMISSIONING PROGRAMS. Candidates selected for Seaman to Admiral (STA-21), Medical Enlisted Commissioning Program, Medical Service Corps In-service Procurement Program, and Judge Advocate General Corps In-service Procurement Program remain eligible for advancement consideration. Selection to any other officer commissioning program renders candidates ineligible. Commands are required to request those candidates be invalidated by NAVPERSCOM (PERS-802/803). Per OPNAVINST 1220.1 (series), nuclear candidates will be assigned NEC 3359/3389 upon transfer of a nuclear propulsion plant operator to a non-nuclear billet at sea or ashore, or to duty under instruction including special college education programs. Therefore, nuclear candidates transferred to a STA-21 duty station will not be selection board eligible.

208. SELECTION BOARD ELIGIBILITY FOR SUBMITTED/APPROVED FLEET RESERVE (FLTRES) OR RETIRED RESERVE REQUESTS

a. Voluntary Active Duty/Reserve Duty Transfer to the FLTRES (Retired List)/Retired Reserve (with or without pay). Members who have submitted voluntary FLTRES/retired requests to NAVPERSCOM are not SBE. Voluntary FLTRES requests are those not mandated by HYT. Members remain SBE provided their HYT date for the present paygrade is on or after the first day of the advancement cycle (1 July for E8/9 candidates and 1 September for E7 candidates). An approved or pending voluntary FLTRES/retirement request must be successfully disapproved, canceled, or modified to an involuntary date prior to the board convening to render a candidate SBE.

(1) For SELRES E6 personnel, eligibility for participation in the E7 NWAE may be restored if the request or authority for transfer to the FLTRES/Retired Reserve is successfully disapproved, canceled, or modified to an involuntary date by proper authority prior to the administration of the E7 NWAE.

(2) Commands shall ensure the following NAVPERS 1070/613, Administrative Remarks entry is completed via NSIPS and submitted to the member's OMPF upon a member's "voluntary" application for transfer to the FLTRES/Retired Reserve:

NAVPERS 1070/613:

(Date): I understand that submission of this "voluntary" (non-HYT mandated) application for transfer to the Fleet Reserve/Retired Reserve, on this date, renders me ineligible for advancement selection board consideration until such time as this request is withdrawn by me and cancelled or is finally disapproved. If this Fleet Reserve/Retired Reserve request is cancelled or disapproved by Navy Personnel Command (NAVPERSCOM) prior to the board's convening date, NAVPERSCOM (PERS-802) will revalidate the member as selection board eligible without further command action.

_____
Member's Signature and Date

Witness: _____
(Signature)
Name, Title, and Date

b. Involuntary, based on HYT, Active Duty/Reserve Duty Transfer to the FLTRES (Retired List)/Retired Reserve (with or without pay). Submissions based on HYT are involuntary. Active/Reserve members who have involuntarily submitted formal written requests for transfer to the FLTRES/Retired Reserve remain eligible for further advancement consideration.

(1) Personnel over the established HYT for their present paygrade on the first day of the advancement cycle are ineligible for advancement and will not be considered by selection boards unless the member has received a HYT waiver which takes them beyond the first day of the advancement cycle.

(2) Personnel who submit involuntary requests to transfer to the FLTRES/Retired Reserve remain eligible for advancement, if the member meets all other advancement requirements.

209. DOCUMENTATION OF ELIGIBILITY REQUIREMENTS

a. Satisfaction of Eligibility. Eligibility requirements may have been completed either on active or reserve duty.

b. Waiver of Eligibility Requirements Deadline. Waiver requests must be approved by NAVPERSCOM (PERS-803) prior to participation in a NWAE. Examinations taken without prior approval will be invalidated.

210. NAVY LEADERSHIP DEVELOPMENT. A leadership development course is required upon selection and prior to frocking or advancement. The following courses are required for the respective paygrade:

a. Petty Officer Third Class (E4). Completion of the Petty Officer Selectee Leadership Course (POSLC) is required prior to frocking or advancement.

b. Petty Officer Second Class (E5). Completion of the Petty Officer Second Class Selectee Leadership Course (PO2SLC) Phase One is required prior to frocking or advancement. Completion of PO2SLC Phase Two is required prior to the date of the first pay increment of the respective advancement cycle.

c. Petty Officer First Class (E6). Completion of the Petty Officer First Class Selectee Leadership Course (PO1SLC) Phase One is required prior to frocking or advancement. Completion of PO1SLC Phase Two is required prior to the date of the first pay increment of the respective advancement cycle.

d. Chief Petty Officer (E7). Completion of the Chief Petty Officer Selectee Leadership Course (CPOSLC), Phases One and Two, must be completed prior to frocking or advancement.

e. Master Chief Petty Officer (E9). Completion of the Senior Enlisted Academy (SEA) (P-920-1300 Resident, P-920-1301 Blended Course) is required for eligiblity for the E9 selection board starting with FY-20 enlisted advancement selection boards. See MILPERSMAN 1306-925 for other service equivalent SEA courses.

f. When operations necessitate frocking or advancement of Sailors before they have completed the applicable leadership course, COs may request a waiver from the ISIC. If the ISIC approves, it must be documented on a NAVPERS 1070/613. Commands are required to ensure course completion at the earliest opportunity.

g. Completion of leadership courses shall be documented by all commands in the Fleet Training Management and Planning System (FLTMPS).

211. ENLISTED WARFARE QUALIFICATIONS. Refer to the applicable instruction for mandatory enlisted warfare qualifications as they apply to advancement eligibility.

212. SPECIAL INSTRUCTIONS FOR NWAE ADMINISTRATION WHILE PERSONNEL ARE IN FORMAL TRAINING

a. Class "A" School Instruction

(1) Approval of Class “A” school request does not authorize NWAE participation in a closed rating.

(2) PACT personnel who have an “A” school request approved are not authorized to participate in a NWAE for any other rating.

(3) PACT personnel attending Class "A" schools for ratings that do not require completion of “A” school in accordance with MILPERSMAN 1306-618, who are TIR eligible and recommended for advancement, provided they have not classed-up, may compete for advancement in that rating via a NWAE. This does not apply to members attending Class “A” schools that are mandatory for entry into that rating.

b. Class "A" School Rating Conversion

(1) Personnel under instruction for rating conversion on scheduled date of NWAE are prohibited from taking any examination.

(2) If otherwise qualified, personnel approved for Class “A” school for rating conversion may compete for advancement in their present rating until their class convening date; however, if selected for advancement, a request must be submitted to NAVPERSCOM (PERS-803) for authority to effect the advancement to the next paygrade in the new rating.

(3) Personnel who have enlisted/reenlisted in an accelerated advancement program (6-YO, Basic Underwater Demolition/SEAL, etc.) with an associated or impending advancement to the next higher grade are prohibited from participation in the NWAE for that higher grade. This is to ensure that limited advancement quotas are not expended on those with guaranteed advancements.

(4) Personnel who have reenlisted under the STAR program, for a class “C” school with an associated or impending automatic advancement to the next higher paygrade may participate in the NWAE for that higher paygrade while they wait to begin “C” school. However, if selected for advancement from the NWAE and paid for the next higher paygrade, the Sailor will not subsequently be automatically advanced to the next higher paygrade upon completion of “C” school.

c. Class "A" Schools with Lengthy Training. Personnel in paygrades E1 through E5 who are ordered to a Class "A" school that incorporates a lengthy course of instruction shall be converted in rating at an equal paygrade after successful completion of the basic or A-1 phase of that course of instruction. MILPERSMAN 1440-010 outlines the authorized exceptions to this policy and specify those points during training at which rating conversion may be effected. Upon actual conversion to the new rating, members may compete for advancement in the new rating provided they are otherwise eligible.

d. Cryptologic Technician – Interpretive (CTI) Pipeline Instruction. Personnel under instruction at the Defense Language Institute in Category III and IV language pipelines are allowed to participate in a NWAE (through paygrade E6) in their present rating. Candidates

must possess a Top Secret clearance and must have completed all other advancement requirements.

213. SATISFACTORY PARTICIPATION IN THE NAVY RESERVE. To participate in an advancement cycle, a member must be assigned to a unit with a drilling requirement and maintain satisfactory drill participation as defined in BUPERSINST 1001.39. Members in the Individual Ready Reserve (IRR) assigned to a Voluntary Training Unit (VTU), except those assigned because of HYT, are eligible for advancement. IRR Active Status Pool (ASP) members are eligible for advancement while in a mobilized status if they do not exceed HYT. IRR-ASP members selected for advancement must be paid for the selected paygrade prior to release from active duty in order to maintain advancement in the IRR.

214. SERVICE REQUIREMENTS AND TERMINAL ELIGIBILITY DATE

a. Terminal Eligibility Date (TED). TED is the date to which an advancement candidate's SIPG is computed for advancement purposes. TED is not to be used to establish eligibility for automatic advancements. TEDs for each advancement cycle are shown in Table 2-2.

TABLE 2-2 — TERMINAL ELIGIBILITY DATE (TED) REQUIREMENTS

EXAMINATION MONTH	ADVANCEMENT TO	TED
February/March	E4 through E6	1 July of the same year
August/September		1 January of the next year
November	E8 and E9	1 October of the next year
January/February	E7	1 January of the next year

b. TIR Date Assignments.

(1) TIR requirements are shown in Table 2-1. The TIR date is the date from which an advancement candidate's total service in paygrade is considered to have commenced for the purpose of computing advancement eligibility for the next higher paygrade. TIR dates are assigned as shown in Table 2-3.

(2) Calculate TIR by comparing TIR date for current paygrade to current date (or to an “as of” date).

c. TIR Date Assignment for Personnel Returning/Recalled to Active Duty or Drilling Reserve Status

(1) TIR Date for Navy Veterans (NAVETs) with a Break in Service and CIP Participants. Break in service is defined as those NAVETs; not under a Navy contract at time of reentry to

Navy service, Navy reservists attached to the IRR, or CIP participants. IRR/CIP time will not be included for TIR re-computation. NAVETs returning to active duty or to drilling reserve status in the same paygrade held at discharge, release, or transfer to IRR after a break in service in excess of 24 hours will have an adjusted TIR. Actual effective date of rate will be the date of reentry on active duty or re-affiliation to drilling reserve status. Compute adjusted TIR on NAVPERS 1070/613, ensure proper Electronic Service Record entries are completed. Figure 2-1 is a NAVPERS 1070/613 using a sample computation.

TABLE 2-3 — TIR DATE ASSIGNMENTS

PAYGRADE	ADVANCED OR ENTRY DURING THE	ASSIGN TIR DATE
E1	Any period	Date of entry in Navy (Same as Active Duty Service Date (ADSD))
E2 - E3	1st - 16th of month	1st day of month in which advanced or enlisted/reenlisted on Active Duty or date of reserve affiliation. (Refer to paragraph 704a for effective date of advancement)
	17th - end of month	1st day of month following month in which advanced or enlisted/reenlisted on Active Duty or date of reserve affiliation. (Refer to paragraph 704a for effective date of advancement)
E4 - E6	1 Jan - 30 Jun	1 January of current year
	1 Jul - 31 Dec	1 July of current year
E7	1 Sep - 31 Aug	1 September of advancement cycle
E8 - E9	1 Jul - 30 Jun	1 July of advancement cycle
E1 - E9	Reduction in rate (RIR)	Actual date of RIR

(2) TIR Date on Reporting to Active Duty from Drilling Navy Reserve Status in the Same Paygrade Held as a Drilling Navy Reservist. Member will retain the same TIR as held in the Drilling Navy Reserve if no break in service.

(3) Other Service Veterans (OSVETs) Entering Naval Service in the Same Paygrade Held in Other Service. OSVETs entering the naval service in the same paygrade held in other service will be credited TIR held in prior service. Compute and record adjusted TIR on NAVPERS

1070/613. Forward a copy of the NAVPERS 1070/613 to NAVPERSCOM (PERS-803). Figure 2-1 is a NAVPERS 1070/613 using a sample computation.

FIGURE 2-1 — PAGE 13 ENTRY FOR NAVET/OSVET/CIP TIR SAME PAYGRADE RECOMPUTATION

USS UNDERWAY (AOE 0)

01 MAR 16 NAVET/OSVET/CIP TIR re-computation per BUPERSINST 1430.16G.

Rate at last discharge/RELACDU/transfer to IRR:	BM2
Rate upon reenlistment/reentry/re-affiliation:	BM2
Date of last discharge/RELACDU/transfer to IRR:	14JAN12
Date of reenlistment/reentry/affiliation:	16FEB04
Date of advancement (FM DD-214/NAVPERS 1070/604):	12SEP16
Previous TIR date:	12JUL01

COMPUTATION:

Date of reenlistment/reentry/re-affiliation:	160204
Date after discharge/release/transfer to IRR:	-140113
Broken service:	020021
Previous TIR:	120701
Broken Service:	+020021
Computed date of advancement (CDA):	140722

Adjust TIR to appropriate date per Table 2-3 = 01JUL2014

I. M. SAILOR, LT, PERSOFF
By direction of the
Commanding Officer

(Compute adjusted TIR on NAVPERS 1070/613 and forward a copy to NAVPERSCOM (PERS-803).)

NAVY, HAZE GREY XXX-XX-6789
USN

(4) TIR Date for NAVETs/OSVETs Who Return in Lower Paygrade Than Previously Held on Release From Active Duty, Drilling Reserve Status or Other Service. If reduction is administrative in nature, the member will be credited with TIR for service previously held in lower paygrade. Figure 2-2 is a NAVPERS 1070/613 using a sample computation.

FIGURE 2-2 — PAGE 13 ENTRY FOR NAVET/OSVET TIR LOWER PAYGRADE RECOMPUTATION

USS UNDERWAY (AOE 0)

01 NOV 15 NAVET/OSVET TIR recomputation for members reduced in rank for administrative purposes only per BUPERSINST 1430.16.

Period of creditable service:	01 FEB 05 – 24 MAR 13
Made E5: 16 FEB 08	TIR: 01 JAN 08
Made E6: 16 AUG 11	TIR: 01 JUL 11
Enlisted USN E5:	4 OCT 15
Re-computation:	
Previous E6 TIR	110701
Previous E5 TIR	- 080101
	030600
Adjusted TIR:	
Re-entry date	151024
Computed E5 TIR	- 030600
	120424

Adjust TIR to appropriate date per Table 2-3: 120101

M. A. SAILOR, LT PERSOFF
By direction of the
Commanding Officer

(Compute adjusted TIR on NAVPERS 1070/613 and forward a copy to NAVPERSCOM (PERS-803).)

NAVY, HAZE GREY XXX-XX-6789 USN

(5) TIR Date for Fleet Reserve or Retired/Temporary Disability Retirement List (TDRL) Members Recalled to Active Duty. Fleet Reserve or Retired/TDRL members who return to active duty in the same paygrade held on date of transfer to the Fleet Reserve or Retired/TDRL Lists are assigned a TIR date per paragraph 214c(1).

d. Special Situations

(1) TIR Date Adjustment for Lost Time. Lost time in excess of 15 days as a result of unauthorized absence, sick-misconduct, misconduct, or confinement is not creditable in computing SIPG. When cumulative lost time is in excess of 15 days in the same paygrade,

adjust TIR date by adding the number of days lost. Send a letter to NAVPERSCOM (PERS-312), with substantiating documentation, to correct the TIR date in the EMF.

(2) TIR for Prior Enlisted Personnel Disenrolled from Officer Candidate School (OCS). Enlisted personnel selected for OCS from the Fleet who are subsequently disenrolled and returned to enlisted active duty status in the same paygrade held when removed from enlisted status will be assigned the same TIR date held before removal from enlisted status and will be assigned the effective date of return to enlisted status upon drop from OCS. Figure 2-3 is a NAVPERS 1070/613 example.

FIGURE 2-3 — PAGE 13 ENTRY FOR RETURNING OCS TIR

USS UNDERWAY (AOE 0)

01 JUN 16 TIR re-computation for prior enlisted personnel disenrolled from OCS per BUPERSINST 1430.16.

Advanced to YN3: 16 APR 15 TIR: 01 JAN 15

OCS Start Date: 20 NOV 15
Disenrolled date: 10 MAY 16

Return to enlisted status effective date: 20 MAY 16

New dates are as follows:
Effective date of YN3 (date of return): 20 MAY 16
Corrected TIR date (date held previously): 01 JAN 15

M. A. SAILOR, LT PERSOFF
By direction of the
Commanding Officer

(Compute adjusted TIR on NAVPERS 1070/613 and forward a copy to NAVPERSCOM (PERS-803).)

NAVY, HAZE GREY XXX-XX-6789 USN

(3) TIR Date for an Authorized Lateral Conversion. Members with authorized lateral conversion will retain the TIR date assigned on advancement to current paygrade in the original rating.

(4) TIR Date for Members who are Reduced in Rate. TIR date for members reduced in rate as the result of disciplinary action is the date of reduction.

NOTE: Members are not required to complete advancement requirements for the next higher paygrade (except for TIR) unless the requirement had not been completed previously or there is a new mandatory requirement.

(5) TIR Date Based on Legal or Administrative Action. Members reduced in rate by their CO/OIC or higher authority as the result of disciplinary action are assigned a TIR date as follows:

(a) The Reduction is Set Aside or Mitigated. Date of rate and TIR is restored to original dates.

(b) Reinstatement to Paygrades E2 and E3. COs/OICs have the authority to reinstate members to E2 or E3 (one paygrade only) at any time after reduction in rate, without referral to higher authority. TIR is assigned per Table 2-3 based on the date of reinstatement.

(c) Reduction is Suspended. A member placed in a suspended reduction status retains the original TIR date unless the suspension is vacated.

(d) Restoration in Rate to E4 through E6. TIR date is assigned per Table 2-3 based on the effective date of restoration.

NOTE: Refer to MILPERSMAN 1430-020 for restoration authority to paygrade E4 through E6. Sailors reduced in rank from E4 to E3 by non-judicial punishment, for minor offenses as outlined in Article 15 of the UCMJ, must wait a minimum of 6 months before becoming eligible for reinstatement to E4. Reinstatement to E4 is at the discretion of the current CO and does not automatically occur after the 6 month waiting period. COs may choose to delay reinstatement until they deem the Sailor is ready for the additional responsibility. There is no obligation for a Sailor to ultimately be advanced if the CO does not feel it is warranted. Sailors may petition the ISIC of the unit after 12 months from the date of reduction to E3 if CO has not granted restoration. Administrative remarks (NAVPERS 1070/613) (permanent) must be completed by the command of the member and sent to NAVPERSCOM (PERS-803). NAVPERS 1070/613 (CO signature required) must include the effective date and time-in-rate the Sailor was reinstated to E4.

(e) TIR Date for Members Reduced in Rate as the Result of Erroneous Advancement (e.g., incorrect information reported to NETPDC on answer sheet). When a member is reduced in rate as the result of an erroneous advancement, the previous TIR date is reassigned.

e. Waiver of TIR Requirements for Early Promote (EP) Sailors. COs/OICs may waive up to 1 year of the required TIR for Sailors in paygrades E5 and E6 who received a promotion recommendation of EP on the most recent periodic evaluation in the current paygrade. Personnel authorized an EP TIR waiver under this paragraph shall be identified as such when ordering NWAEs per paragraphs 400a and 400b and/or by filling in “EP TIR WAIVER” on the answer sheet. Failure to identify candidates who have been granted EP TIR waivers will result in invalidation of the NWAE due to insufficient TIR prior to publication of NWAE results. Letter extensions and not observed (NOB) evaluations do not affect this waiver. E6 Sailors who have been granted a TIR waiver and are selection board eligible, must ensure their most recent periodic evaluation with an early promote is available to the selection board prior to the regularly scheduled board convene date.

(1) COs may authorize the EP TIR waiver for up to two consecutive NWAE cycles covered by the most recent periodic evaluation report. **Each waiver must be provided via separate letter for each NWAE cycle**.

NOTE: A special evaluation may be used under circumstances requiring early annual reporting (e.g., Hull swap) when the early annual reporting was specifically authorized by NAVPERSCOM (PERS-32) and the special evaluation falls within 3 months of when the periodic evaluation is due.

(2) An EP recommendation received on a special, detachment of individual (transfer), or detachment of reporting senior evaluation does not negate the ability to receive an EP waiver if the most recent observed period evaluation reflects a promotion recommendation of EP. However a special, detachment of individual (transfer), or detachment of reporting senior evaluation cannot be used to establish eligibility for a TIR waiver.

NOTE: In no case may the EP TIR Waiver exceed two consecutive NWAE cycles from the date of the most recent periodic evaluation.

(3) A Sailor recommended as EP on the most recent periodic evaluation who later receives a special, transfer, or detachment of reporting senior evaluation before the next advancement cycle with a promotion recommendation of other than EP is no longer eligible for this waiver.

(4) The end of the reporting period of the periodic evaluation on which the waiver is based must be before the month in which the NWAE is normally scheduled to be administered.

(5) This waiver is granted at the discretion of the CO/OIC and shall not be considered automatic for every Sailor who could qualify.

215. NWAE PARTICIPATION FOR LDO PURPOSES. Per OPNAVINST 1420.1 (series), E6 personnel who meet the eligibility requirements for the LDO program, have completed all requirements for E7, but do not meet the minimum E7 TIR requirements, and plan on submitting an LDO package, are authorized to participate in the E7 NWAE for LDO consideration. Personnel must have served as an E6 for at least 1 year computed from their E6 TIR date to 1 October of the year the LDO application is submitted. CO/OIC written approval is required to take an NWAE for LDO purposes. Candidates participating in an E7 NWAE for LDO purposes must be identified as such when ordering NWAEs per paragraph 400b and/or by filling in “LDO CANDIDATE” on the answer sheet.

Example: YN2 Smith is a selectee for YN1 from the March 2016 advancement cycle. Her TIR for E6 is 1 July 2016. She will complete 1 year as an E6 on 1 July 2017, and is eligible to participate in the January 2017 CPO advancement cycle for LDO purposes, if she is submitting an LDO application for 1 October 2017.

CHAPTER 3

ADVANCEMENT-IN-RATE OR CHANGE OF RATING (THE WORKSHEET)

This chapter provides specific guidance for filling out NETPDC 1430/3, Advancement-in-Rate or Change of Rating (Worksheet) (hereafter referred to as the Worksheet). A filled-in example of the Worksheet is shown in Figure 3-1. Worksheets are available utilizing NSIPS, and are also available for download on NEAS Web. This chapter additionally provides instructions for clearing advancement cycle corrections and discrepancies.

300. PURPOSE AND PREPARATION OF THE WORKSHEET. ESOs are responsible for preparation of the Worksheet for each candidate participating in an advancement cycle (E4 through E7), including LDO Program candidates. ESOs and candidates should also use the Worksheet as a check-off list and for transferring information to the green answer sheet (NETPDC) 1430/2 Rev 10-2016).

a. ESOs are required to prepare Worksheets for eligible candidates at least 1 month prior to the regularly scheduled NWAE administration.

NOTE: The ESOs are responsible for ensuring that each candidate's worksheet is prepared and reviewed for accuracy prior to the member signing the worksheet.

b. Approximately 10 days prior to the regularly scheduled NWAE administration date, the ESO will review the Worksheet for each candidate per paragraph 601b.

c. Candidates must verify and sign the Worksheets prior to taking the NWAE as stipulated by the ESO.

d. Candidates will transfer the Worksheet information to the answer sheet per the verbatim instructions at time of the NWAE.

e. ESOs shall hold Worksheets in a suspense file for two years for each respective advancement cycle.

FIGURE 3-1 — EXAMPLE WORKSHEET
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET) NETPDC 1430/3 (Rev. 06-16)

Refer to the Advancement Manual BUPERSINST 1430.16 Series Chapter 3 for information on filling out the Advancement in Rate or Change of Rate Worksheet.

1. NAME: (Last, First, Middle)	2. DoD ID NUMBER (10 Digits)	3. EXAM RATE	4. CYCLE	5. EXAM SERIAL NUMBER
SEAMAN ABLE BEN	0123456789	PS3	232	232 0123

6. FILL IN IF APPLICABLE (Check only one)	7. AWARDS	8. PMA (Block 45 of Eval)	9. EXAM DATE	10. PERMANENT DUTY STATION UIC (UIC to post results)	11. TIME IN GRADE (Drilling Reservist Time)	(A) E8/9 CANDIDATES (Check only one)
☐ LDO Candidate ☐ PEP ☐ EP TIR Waiver	02	3.80 (Refer to the Cycle NAVADMIN for date ranges.)	160915 YYMMDD	12345	YYMM (DSPG in Years and Months for Active Duty cycles.)	☐ ACTIVE DUTY USN/USNR ☐ FTS ☐ SELRES

(B) TIME-IN-RATE CHECK

TED:	17	01	01	Yr Mo Da
(-) TIR:	16	01	01	Yr Mo Da
= SIPG:	01	00		Yrs Mos

(Used to ensure TIR is met.)

(C) ACTIVE DUTY WITH RESERVE TIME-IN-RATE CHECK (Use DSPG in Block 11)

SIPG:			Yrs Mos
(+) DSPG:			Yrs Mos
= TIR:			Yrs Mos

(Computation for Sailors in Active Duty cycle with Drilling Reservist Time; Use only if TIR is not met.)

(D) HIGH YEAR TENURE CHECK

TED:	16	01	01	Yr Mo Da
(-) ADSD:	14	03	21	Yr Mo Da
= LOS:	01	09		Yrs Mos

(TED - PEBD = DTIS for SELRES cycles; Used to ensure HYT is not exceeded. HYT years found in MILSPERMAN 1160-120.)

(E) CANDIDATE / ESO SIGNATURE
"I hereby verify the information contained hereon and certify it to be correct."

Signature of Candidate / Date

Signature of ESO / Date

(F) ELIGIBILITY CHECK

This list is used to assist the ESO with eligibility requirements that may apply:

	(Check if 'Yes')
CO/OIC Recommended	✓
Current Eval = 2.00 or 3.40	☐
TIR Met [Blocks (B) or (C)]	✓
HYT Exceeded [Blocks (D)]	☐
HYT Waived	☐
IA Waiver Granted	☐
Prior Exam Due to IA Missed	☐
Warfare Qualifications Met	✓
Security Clearance Met	☐
Citizenship Met	☐
Citizenship Waived	☐
Lateral Conversion for _ _ _ _ (exam rate)	☐
PRISE-R for _ _ _ _ (exam rate)	☐
CWAY-PACT Designation PS3 (exam rate)	✓
CWAY-Reenlistment Code _ _ _	☐
PFA – Last three entries (PP)	☐

Maximum Award Points	
E4/E5	10
E4/E5 with IA	12
E6	12
E6 with IA	14

Block 45 Eval Conversion		
Early Promote	=	4.00
Must Promote	=	3.80
Promotable	=	3.60
Progressing	=	3.40
Significant Problems	=	2.00

TED Requirements		
Feb/Mar	E4 thru E6	1 Jul of the same year
Aug/Sep		1 Jan of the next year
Nov	E8 and 9	1 Oct of the next year
Jan/Feb	E7	1 Jan of the next year

TIR Requirements	
E3 to E4	6 Mos
E4 to E5	1 Yr
E5 to E6	3 Yrs
E6 to E7	3 Yrs

Privacy Act Statement: AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy, and E.O. 9397 (SSN). PURPOSE(S): To assist in the administration, management, and supervision of Navy enlisted personnel and the operation of personnel affairs and functions. ROUTINE USE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE: Disclosure of this information is mandatory in order to process this request.

301. NAME (SECTION 1). Enter the candidate's full name (last, first, and middle), as verified by BBD system or NSIPS data for drilling Navy Reserve personnel. Skip one space between last name, first name, and middle name. If the length of the name exceeds the 15 spaces available, enter as much information as possible.

302. DoDID NUMBER (SECTION 2). Enter the candidate's ten-digit DoD ID number. The DoD ID can be located on the back of the candidate's Common Access Card (CAC), and is also available on NEAS Web. Refer to Appendix C for the NEAS Uniform Resource Locator (URL).

303. EXAM RATE (SECTION 3). Enter the three or four-digit examination rate for which the candidate is participating. Enter the service rating or examination specialty where applicable (e.g. ATI, MME, etc.). (In all cases, the examination rate will be identical to the examination rate shown on the NWAE booklet.) Do not skip spaces. Start exam rate in first space. In cases of personnel competing in an NWAE for the purpose of changing their rating, enter in the examination rate section the rate for which the candidate is authorized to participate.

304. CYCLE (SECTION 4). Enter the three-digit NWAE cycle number in the current NWAE cycle NAVADMIN message.

305. EXAM SERIAL NUMBER (SECTION 5). Enter the seven-digit NWAE serial that appears in the upper right-hand corner of the candidate's NWAE booklet. An incorrect serial number entered in this section can cause an NWAE to be scored incorrectly.

306. FILL IN IF APPLICABLE (SECTION 6). Check only one of the following:

a. LDO Candidate: This selection pertains to those personnel who are participating in the NWAE for LDO application purposes only. If the candidate is TIR eligible and is participating for both LDO and advancement, do not check this selection.

b. Personnel Exchange Program (PEP): This selection is for candidates currently assigned to, or within 2 years after completion of, a PEP tour. Provided an NWAE standard score of 50 or greater has been achieved, members are required to participate in only one NWAE during a PEP assignment. Refer to OPNAVINST 5700.7 and MILPERSMAN 1306-921.

c. EP TIR Waiver: This selection is only for Sailors in paygrades E5 and E6 who received a promotion recommendation of EP on their most recent periodic evaluation in their current paygrade. COs/OICs may waive up to 1 year of the required TIR.

307. AWARDS (SECTION 7). Enter the total number of points for awards as a two-digit number. Enter points only for awards approved or earned prior to the day of the regularly scheduled NWAE. Awards with only a month/year date are presumed to have an ending date on the last day of the respective month. Maximum award points authorized is 10 points for E4/5 candidates and 12 points for E6 candidates. Sailors who have served greater than 90 consecutive

days in CDCZ/ACOA are authorized a 2 point increase to maximum award points authorized (i.e., 10 award points plus two IA points equal 12 points for E4/5 candidates and 12 award points plus two IA points equal 14 points for E6 candidates). Points are not awarded for Sailors if the 90 consecutive days were while a member of another military branch. Table 3-1 provides point values. For purposes of crediting awards points, awards made by other DoD organizations are equivalent to those awarded by the U.S. Navy.

NOTES: (1) Do NOT add education points in this section. NETPDC will obtain education points from JST and those additional points will be identified separately from award points.

(2) Award and Individual Augmentee points are NOT in FMS computation for E7 candidates.

TABLE 3-1 — AWARD AND IA POINT VALUES

AWARD	NUMBER POINTS/AWARDS		NOTES*
Medal of Honor	10		
Navy Cross	5		
Distinguished Service Medal or Cross	4		
Silver Star Medal	4		
Legion of Merit	4		
Distinguished Flying Cross	4		
Navy and Marine Corps Medal	3		
Bronze Star Medal	3		
Purple Heart	3		
Defense Meritorious Service Medal	3		
Meritorious Service Medal	3		
Air Medal (Strike/Flight)	3	(max 1)	(1)
Joint Service Commendation Medal	3		
Navy and Marine Corps Commendation Medal	3		
Executive Letter of Commendation	2	(max 1)	(1)
Joint Service Achievement Medal	2		
Navy and Marine Corps Achievement Medal	2		
Combat Action Ribbon	2		
Gold Life Saving Medal	2		
Letter of Commendation (Flag/Senior Executive Service)	1	(max 2)	(1)
IA POINTS			
Greater than 90 consecutive days of service in CDCZ/ACOA (Service after 24 October 2001)	2		(2)

***SEE NOTES ON NEXT PAGE FOR EXPLANATION OF NOTES ON TABLE 3-1**

NOTES FOR AWARD AND IA POINT VALUES SHOWN IN TABLE 3-1	
1	A maximum of two points for letters of commendation signed by a Flag, General, or Senior Executive Service (SES) officer will be credited to the awards factor for E4, E5, and E6 candidates only. A letter must be specifically identified as a letter of commendation and must describe significant noteworthy commendable accomplishments (beyond the usual requirements of duty) or exceptional displays of energy, judgment, or initiative. Command or unit awards (such as Battle "E", Golden Helm Award, Robert S. Gray Award, NEY Awards, Golden Oak Leaf Award, etc.), subsequently issued as individual letters of commendation, do NOT qualify for award credit. Further, the fulfillment of routine duties or tasks (i.e., letters of commendation issued in conjunction with outstanding PRT accomplishment, military ceremonies, blood drives, etc.) or the completion of required courses of instruction/training requirements will NOT qualify for award point credit. A distinction must be made between personal letters or certificates signed by a Flag, General, or SES officer in recognition and appreciation for a task or project and a letter of commendation, which is distinctly awarded as a personal citation. Normally, printed certificates will not meet the criteria for award-point credits. Certificates should be titled "Letter of Commendation." Executive Letter of Commendation awarded by the President, Vice President, Secretary of Defense, Secretary of any U.S. military service, or military heads of any U.S. military service (2 points). Gold and Silver Wreath awards signed by Flag Officers are considered Letters of Commendation. A maximum of three points for an individual's Air Medal will be credited to the awards factor for E4, E5, and E6 candidates, regardless of the number of strikes.
2	Greater than 90 consecutive days must be served boots-on-ground in CDCZ/ACOA after 24 October 2001 in any duty status (IA, Global Support Assignment, Reserve Mobilization, Permanent Change of Station, TEMADD, etc.). IA points may not be retroactively applied to advancement cycles prior to 1 June 2007, and no more than two points may be credited, regardless of number of tours. Service in eligible areas while a member of another military branch does not qualify.

308. PMA (SECTION 8). Enter the three-digit PMA.

a. Computing the PMA. A PMA is required for each candidate with the exception of E8/9 candidates and those E7 PEP candidates who have already achieved a NWAE standard score of 50 or greater and have been identified as SBE. E7 PEP candidates who have participated in a NWAE, but did not attain a standard score of 50 or greater must have a PMA for subsequent advancement cycles until they achieve a standard score of 50 or greater. E5/6 PEP candidates require a PMA for every advancement cycle they are competing in. Compute PMA as follows: Use all NAVPERS 1616/26, Evaluation Report & Counseling Record (E1-E6) (active/inactive) in the respective paygrade, including frocked, for the computation period announced in the respective advancement cycle NAVADMIN and/or supplemental guidance from NAVPERSCOM (PERS-803) website. Add marks together from block 45 (using below conversions) of each evaluation and divide by number of marks. Do not use evaluations marked NOB in block 45 when computing PMA. Round to 2 decimal places. (If the digit in the third decimal place is 5 or greater, add 1 to the digit in the second decimal place).

BLOCK 45 CONVERSION

Early Promote	=	4.0
Must Promote	=	3.8
Promotable	=	3.6
Progressing	=	3.4
Significant Problems	=	2.0

b. Regular Evaluations not Available for Computing PMA. Prepare a special evaluation if a member's ESR does not contain an evaluation report in the correct paygrade or with an ending date during the period specified in the current examination cycle NAVADMIN message. For special evaluations prepared as the single evaluation for computing PMA, or for special evaluations for students undergoing instructions who do not have a regular evaluation for the computation period, mark all trait blocks in which members can reasonably be evaluated, including block 45. For new accessions that have graduated from "A" School and are eligible for the upcoming NWAE and do not have a current evaluation in paygrade, a PMA of 3.60 will be assigned to their worksheet/answer sheet. This PMA will be used solely for the current NWAE and will not be utilized in future PMA computations. Do NOT include supplemental evaluations (evaluations covering the same period as evaluations previously submitted). If "not observed" evaluations or performance information memorandums (PIM) are the only available source for PMA computations, a special evaluation must be prepared. NWAE participation is not authorized for personnel without a PMA. Special evaluations prepared for NWAE participation must have the following ending dates:

(1) 31 December for the January examination

(2) 31 January for the SELRES February examination

(3) 28/29 February for the March examination

(4) 31 July for the SELRES August examination

(5) 31 August for the September examination

NOTE: It is the ESOs responsibility to ensure PMA computations are completed PRIOR to the first day of the month of the NWAE cycle. If PMA is not established prior to this date, the member is not eligible to participate in the NWAE. No waivers are authorized for this requirement.

c. Evaluations NOT to be used to compute PMA

(1) Evaluations prepared on or after the first day of the month of regularly scheduled NWAE administration date.

(2) Evaluations with an ending date that does not fall within the computation period of the applicable advancement cycle.

(3) Evaluations in a lower paygrade.

(4) AT/ADT evaluations for Navy Reservists.

(5) Evaluations prepared for the sole purpose of raising the PMA (where an evaluation is already available for computation).

(6) Letter supplements submitted after the 1st day of the month in which an NWAE is scheduled to be administered. (See BUPERSINST 1610.10).

(7) "Not Observed" evaluations issued to cover the duration of time in the CIP.

NOTE: Concurrent reports are submitted to NAVPERSCOM (PERS-32) and made part of member's official record. However, these types of reports are NOT to be included in the PMA computation unless marked INDIV AUG in Block 21 or the Regular Reporting Senior countersigned the evaluation and made the report a regular report (the day-to-day continuity must be considered prior to making the report a regular report). Refer to BUPERSINST 1610.10 Chapter 4 for concurrent reports procedures.

PMA COMPUTATION NOTE
• SELRES evaluations may be used to compute PMA for Active Duty, provided they fall within the prescribed computation period for the applicable advancement cycle. • Active duty evaluations may be used to compute PMA for SELRES provided they fall within the prescribed computation period for the applicable advancement cycle.

309. EXAM DATE (SECTION 9). Enter the date the NWAE is administered (YYMMDD).

310. PERMANENT DUTY STATION UNIT IDENTIFICATION CODE (UIC) (SECTION 10). Enter the five-character Unit UIC of the command to which the candidate is attached. For those candidates scheduled for transfer prior to publication of advancement results, enter the five-character UIC of the prospective command. For SELRES, enter the Reserve UIC (RUIC) for the Navy Reserve activity to which the member's unit is attached. The RUIC determines which ESVR the member will be listed on when the results are released.

311. TIME IN GRADE (SECTION 11). Enter Drilling Reservist time in years and months (YYMM). This section is used for all SELRES candidates when drilling reserve time is used for TIR credit and only by Active Duty candidates with drilling reservist time. Active duty TIR and SELRES TIG in same paygrade is combined.

312. SECTIONS (A) THROUGH (F).

a. E8/9 CANDIDATES Section (A): This section may be used for validation of E8/9 candidates who are SBE and have not been validated by NETPDC. Check the appropriate selection according to Sailors status as active duty USN, FTS, or SELRES. The preferred method of notification is via e-mail to NETPDC (N321). Refer to paragraph 616 of this instruction.

b. TIME-IN-RATE CHECK Section (B): Use this section to ensure sufficient TIR requirements are met prior to the TED of the NWAE cycle.

c. ACTIVE DUTY WITH RESERVE TIME-IN-RATE CHECK Section (C): Use to compute Drilling Reservist time for Sailors in an active duty advancement cycle.

d. HIGH YEAR TENURE CHECK Section (D): Use to ensure high year tenure (HYT) is not exceeded for the NWAE cycle. Refer to each NWAE cycle NAVADMIN for specific HYT date eligibility.

e. CANDIDATE/ESO SIGNATURE Section (E): Completion is required. Member and ESO must sign worksheet prior to taking a NWAE.

f. ELIGIBILITY CHECK Section (F): Used as a check list to assist ESOs with eligibility requirements.

313. CORRECTING ANSWER SHEET ERRORS

a. Errors Discovered Prior to Transmittal of Answer Sheet Returns. When errors are discovered in sections 1 through 11, it is the ESO's/command's responsibility to ensure corrections are made prior to forwarding answer sheets to NETPDC (N321).

b. Errors Discovered After Answer Sheets are Forwarded. When errors are discovered after answer sheets are forwarded to NETPDC (N321), submit correction requests via mail or e-mail the correction request to sfly_n321_discrepanc@navy.mil. See figure 3-2 for sample letter for corrections.

c. Answer Sheets Received Without a PMA. The candidate's advancement cycle will be invalidated if PMA is blank or contains 0.00 and is not corrected within two weeks after posting the candidate's initial profile sheet on NEAS.

d. PMA Corrections. Corrections to the PMA because of errors in computation may be made both before and after publication of advancement results using the following guidelines:

(1) PMA corrections submitted to NETPDC (N321) prior to the publication of advancement results or in response to discrepancy (PERF MARK ERROR) correction requests require no accompanying documentation.

(2) PMA corrections submitted to NETPDC (N321) after publication of advancement results, will require copies of all applicable evaluations or NSIPS Performance Evaluation Reports containing evaluations in present paygrade, be forwarded with the correction request ensuring the entire computation period is covered. If evaluations are not available for the entire computation period, provide written justification for the missing periods in accordance with BUPERSINST 1610.10 (series). Corrections must be submitted on command letterhead signed by CO/OIC or authorized by direction. Letter must contain member's full name, DoD ID, and number of awards. See Figure 3-2 for sample letter for corrections.

(3) Special evaluations can be used to establish PMA in paygrade. In no other circumstance can special evaluations be used for PMA computation, unless approved by PERS-803.

(4) Any evaluation submitted after the 1st day of the month in which an NWAE is scheduled may not be used to compute or re-compute the PMA for that advancement cycle.

e. Award and IA Points Correction

(1) Award and IA point corrections submitted to NETPDC (N321) prior to publication of advancement results require no accompanying documentation.

(2) Requests for corrections or additions to award and IA points submitted to NETPDC (N321) after the publication of advancement results must include official documentation proving all award and IA points which are being used for the calculation. Official documentation includes a copy of NAVPERS 1070/604 (Enlisted Qualification History), NAVPERS 1070/880 (Awards Record), DD-214 (Discharge from Active Duty), NAVPERS 1070/613 (Administrative Remarks), award certificate(s), and award citation(s) which properly identify the individual concerned and indicate all awards (including previously reported awards). Always submit the Flag Letter of Commendations (FLOC) citation to ensure the FLOC is to the individual and not a command, unit, or team. Corrections must be submitted on command letterhead signed by CO/OIC or authorized by direction. Letter must contain member's full name, DoD ID, and number of awards. See Figure 3-2 for sample letter for corrections.

314. EDUCATION POINT CORRECTIONS. Requests for correction or addition to education points should be submitted to NETPDC and must include a copy of the JST. Do not submit the whole JST only the page showing the degree awarded, institution awarding the degree, and the date awarded. Corrections must be submitted on command letterhead signed by CO or authorized by direction. Letter must contain member's name, full DoD ID and education points requested. See Figure 3-2 for sample letter for corrections.

FIGURE 3-2 – SAMPLE LETTER FOR CORRECTIONS

(Command Letterhead)

1430
Ser:
Date

FROM: Commanding Officer, (command name)
TO: Commanding Officer, NETPDC (N321), 6490 Saufley Field Road, Pensacola, FL 32509

SUBJ: SEPTEMBER 20176 (CYCLE 236) NAVY-WIDE ADVANCEMENT EXAMINATION CYCLE CORRECTIONS ICO ET2 GABRIEL A. SEA XXXXXXXXXX

REF: (a) Advancement Manual (BUPERSINST 1430.16G)

ENCL: (1) Periodic Evaluation 16MAR14 to 15MAR15
(2) Periodic Evaluation 16MAR15 to 15MAR16
(3) Transfer Evaluation 16MAR16 to 15FEB17
(4) NAVPERS 1070/880 (from awards section of ESR)
(5) Copy of Navy Achievement Medal Citation dtd 30AUG11
(6) Flag Letter of Commendation Citation
(7) Joint Service Transcript

1. ET2 Sea has incorrect PMA, Award, and ED points on his profile sheet.

2. Per reference (a), enclosures (1)-(3) are forwarded to correct the member's PMA to 4.00.

3. Per reference (a), enclosures (4)-(6) are forwarded to correct the member's award points to 11.

4. Per reference (a), enclosure (7) is forwarded to correct the member's education points tofour.

5. Our command point of contact is PSC A. B. Sail, (850)123-4567, DSN 922, e-mail: absail@navy.mil.

315. EARLY IDENTIFICATION OF CANDIDATES WITH ADVANCEMENT CYCLE DISCREPANCIES. To minimize discrepancies at the time of initial publication of advancement results, NETPDC (N321) will identify advancement cycle discrepancies on the NEAS website. (Refer to Appendix C). The candidate's name, DoD ID, present rate, examination rate, and type of discrepancy will be included on the discrepancy report. To clear discrepancies prior to publication, commands must submit appropriate comments/information to NETPDC (N321) by message or e-mail. After initial publication, submit corrections and documentation by letter

mailed or e-mailed to NETPDC (N321). Table 7-3 contains instructions for correcting each discrepancy. Reference NETPDC message, e-mail, or letter that identified the discrepancy(ies) on the return correspondence.

CHAPTER 4

ORDERING NAVY-WIDE ADVANCEMENT EXAMINATIONS

400. METHODS TO ORDER NAVY-WIDE ADVANCEMENT EXAMINATIONS

a. Internet. The preferred method for ordering NWAEs is via verification of the TIR eligibility listing at the NETPDC NEAS NWAE ordering website. (Refer to Appendix C). ESOs may register for access on the website. ESOs verifying TIR lists should take the following actions as required:

(1) Eligible candidates not listed - Commands must add candidates and appropriate NWAE to the TIR list. This includes LDO and EP TIR waiver candidates not otherwise identified.

(2) Listed candidates who are not eligible or are no longer recommended for advancement - Commands must click "no" and "submit" buttons to delete names from the TIR list.

(3) Candidates no longer attached to command - Commands must delete the names from the TIR list or order and forward the NWAE to the appropriate command where the candidate will be tested, as applicable.

(4) Appropriate NWAE for candidates - Commands must select the appropriate NWAEs for rating conversions or separate competitive groups within ratings (i.e. NCC1/NCR1, ATI1/ATO1).

b. Message or E-Mail. The alternative methods that are authorized to order NWAEs are by naval message or e-mail. Only use one method; do not submit both. These methods should only be used when ordering substitute NWAEs, or additional regular NWAEs if a command is unable to use the TIR listing. When ordering, list NWAEs in alphabetical order by rating, using the format in figures 4-1, 4-2, 4-3, or 4-4. When using these methods ensure LDO and EP TIR waiver candidates are identified.

(1) Order CTI/CTN/CTR SCI NWAEs by message or e-mail to sfly_cryptologic.products@navy.mil. Commands must include their Department of Defense Activity Address Code (DODAAC) account number, Point of contact (POC), and the number of NWAEs required. Commands requesting the forwarding of NWAEs should include the forwarding command as an info addressee on the submission.

(2) Order Non-SCI examinations by message or e-mail to sfly_n321_exam_order@navy.mil.

401. TIMELINE FOR ORDERING NAVY-WIDE ADVANCEMENT EXAMINATIONS

a. Ordering via Internet TIR Listing. Ordering dates for regular and additional NWAE orders using the internet method are published in the NWAE cycle NAVADMIN and on the front page of NEAS Web.

b. Ordering via Message or E-Mail. Ordering dates for message or e-mail requests are announced in the NWAE cycle NAVADMIN. Message or e-mail requests for regular or additional NWAE orders should only be used when the internet method cannot be used. When placing a regular, additional, or substitute NWAE order, use the format in figures 4-1, 4-2, 4-3 or 4-4 as an attachment to the e-mail.

NOTE: Commands deploying to areas where registered mail cannot be received can order NWAEs up to 6 months early in order to receive NWAEs prior to deployment. NWAEs shall be ordered via message or e-mail with justification for the request.

c. Specific instructions for service rating NWAE ordering.

(1) Refer to paragraph 203 when ordering NWAEs for ratings with multiple examination identifications. (Example: ATI or ATO; EM or EMN).

(2) The following 20 ratings from the Advanced Electronics Field, Advanced Technical Field, and Nuclear Field Programs are considered accelerated advancement ratings and the associated E4 advancement exam for each is eliminated: AWF, AWO, AWR, AWS, AWV, CTI, CTN, EMN, EOD, ET, ETN, FC, FCA, IS, ITS, MMN, MT, ND, SB, and SO.

d. Commands Maintaining ESRs for Other Activities. Commands maintaining ESRs for other activities will order NWAEs for those activities. NWAEs for activities serviced by a PSD will be shipped to that PSD unless otherwise authorized by NETPDC (N321).

e. NWAEs for Recalled Reservists. NWAEs for recalled reservists will be ordered by the command maintaining the member's ESR. Authority is granted to administer NWAEs to SELRES candidates on active duty concurrently with their regular Navy counterparts. However, these SELRES candidates are still required to take the SELRES NWAE and not the active component (AC) NWAEs.

f. NWAEs for LDO Candidates. NWAEs for LDO candidates will be ordered by the command maintaining the member’s ESR upon receipt of the CO/OIC approved request.

g. Eligibility Requirements for Ordering Substitute NWAEs for Administration Prior to Deploying AC personnel only. Sailors eligible in all other respects for participation in the E4 through E7 NWAEs may be authorized to take the substitute NWAE prior to the regularly scheduled NWAE administration date if they are within 60 days of a pending deployment.

h. Ordering Substitute NWAEs for Early Administration. No more than 90 days prior to deployment date (to include the indoctrination and training pipeline, but not including any personal leave), commands will submit substitute NWAE request. Procedures for requesting substitute NWAEs are contained in Figures 4-2 or 4-4.

NOTE: Answer sheets must be returned within 30 days of deployment date. Commands will indicate in the subject line of the transmittal letter that the answer sheet is being submitted for a substitute NWAE that was administered early. Do not combine Active Duty and SELRES answer sheets. Use separate transmittal letter for each.

i. Ordering Substitute NWAEs for Early/Late Administration. Requests for substitute NWAEs for early/late administration may only be submitted by message or e-mail, as shown in Figures 4-2 or 4-4. Requests should be made only for those candidates who, through no fault of their own, are/were unable to participate on the regularly scheduled NWAE administration date. Consolidate all substitute NWAE orders for all paygrades on one message or e-mail as shown in Figures 4-2 or 4-4. Following are examples of valid reasons:

(1) Emergency leave, as defined in MILPERSMAN 1050-130

(2) Sick in quarters (SIQ) or hospitalization

(3) Operational commitments (clarified)

(4) Administrative error (clarified)

(5) Maternity Leave (ML)

NOTE: Advancement candidates who take Additional Maternity Leave (AML) in blocks are required to be present at the examination site on the regularly scheduled NWAE examination date, if NWAE-eligible and not medically incapacitated. The candidate shares equal responsibility with the chain of command to ensure that an AML leave plan is developed to accommodate taking the NWAE on the regularly scheduled administration date. AML is an authorized reason for ordering a substitute exam when execution of ML taken consecutively with AML does not permit administration on the scheduled NWAE date, and the ML/AML period does not exceed the substitute exam ordering/administration window. If due to medical incapacitation during the pregnancy or the AML and the member is unable to take either the regularly scheduled or substitute NWAE the parent command must contact NAVPERSCOM (PERS-803).

j. SELRES Late NWAEs. SELRES do not have substitute NWAEs. SELRES NWAEs are not authorized for administration later than the date specified in advancement cycle

NAVADMIN without approval from NETPDC (N321) via a CO/OIC letter of request. Letter must include reason for late administration.

k. ESOs must verify the NWAE order/status via NEAS Web under "View Previous Exams Ordered" within 14 days of placing NWAE orders. If discrepancies are noted, contact NETPDC (N321).

FIGURE 4-1 — SAMPLE FORMAT FOR ORDERING NON-SCI REGULAR OR ADDITIONAL NAVY-WIDE ADVANCEMENT EXAMINATIONS

FM: YOUR COMMAND (MESSAGE PLAD –or- E-MAIL ADDRESS)

TO: NETPDC PENSACOLA FL//N321// -or- SFLY_N321_EXAM_ORDER@NAVY.MIL

INFO - or - CC: (ANY "SHIP TO UIC" COMMANDS LISTED IN PARA 1)
SUBJ/REQUEST FOR (REGULAR –or- ADDITIONAL) NAVY-WIDE ADVANCEMENT EXAMINATIONS, CYCLE XXX, FOR UIC XXXXX//

1. PER BUPERSINST 1430.16G, THE FOLLOWING (REGULAR -or- ADDITIONAL) EXAMINATIONS ARE REQUIRED FOR ADMINISTRATION: **(NOTE: Examination orders must be listed by paygrade and exam rate order, and grouped into "Ship To" UIC order.)**

COMMAND UIC: 12345 SHIP TO UIC: 12345 TOTAL EXAMS: 15

RATING	E7	E6	E5	E4	RATING	E7	E6	E5	E4
BM	1	0	0	0	YN	1	0	0	0
EM	0	1	2	0	HT	0	3	0	2
MMN	0	1	3	0	QM	0	0	2	0

COMMAND UIC: 12345 SHIP TO UIC: 54321 TOTAL EXAMS: 04

RATING	E7	E6	E5	E4	RATING	E7	E6	E5	E4
BM	2	0	0	1	YN	1	0	0	0

2. SUBMITTING MANUAL REQUEST DUE TO (give reason why order could not be placed on the NEAS TIR listing, such as 1) UIC 12345 IS DEPLOYING AND MUST RECEIVE EXAMINATIONS PRIOR TO DDMMMYYYY, 2) MEMBER IS APPROVED FOR A LATERAL CONVERSION, 3) INTERNET NOT ABLE TO SUPPORT NEAS, 4) MEMBER HAS AN APPROVED EP TIR WAIVER.)

3. COMMAND POC: PSC A. B. SEA, ABSEA@NAVY.MIL

FIGURE 4-2 — SAMPLE FORMAT FOR ORDERING NON-SCI SUBSTITUTE NAVY-WIDE ADVANCEMENT EXAMINATIONS

FM: YOUR COMMAND (MESSAGE PLAD –or- E-MAIL ADDRESS)

TO: NETPDC PENSACOLA FL//N321// -or- SFLY_N321_EXAM_ORDER@NAVY.MIL

INFO –or- CC: (ANY "SHIP TO UIC" COMMANDS LISTED IN PARA 1)
SUBJ/REQUEST FOR (SUBSTITUTE) NAVY-WIDE ADVANCEMENT EXAMINATIONS, CYCLE XXX, FOR UIC XXXXX//

1. PER BUPERSINST 1430.16G, THE FOLLOWING SUBSTITUTE EXAMINATIONS ARE REQUIRED FOR ADMINISTRATION: **(NOTE: Examination orders must be listed by paygrade and exam rate order, and grouped into "Ship To" UIC order.)**

COMMAND UIC: 12345 SHIP TO UIC: 54321 TOTAL EXAMS: 02

RATING	E7	E6	E5	E4	RATING	E7	E6	E5	E4
EM	0	1	0	0	YN	0	0	1	0

2. EXAMINATIONS IN PARA 1 ARE FOR THE FOLLOWING PERSONNEL WITH JUSTIFICATION:

PRATE	LNAME, FNAME MI	JUSTIFICATION
EM2	DOE, JAMES W	MBR HOSPITALIZED DAY PRIOR TO EXAM
YN3	SMITH, JANE A	MBR ON EMERGENCY LEAVE DAY OF EXAM

3. COMMAND POC: PSC A. B. SEA, E-MAIL: ABSEA@NAVY.MIL

FIGURE 4-3 — SAMPLE FORMAT FOR ORDERING CTI/CTN/CTR SCI REGULAR OR ADDITIONAL NAVY-WIDE ADVANCEMENT EXAMINATIONS

FM: YOUR COMMAND (MESSAGE PLAD –or- E-MAIL ADDRESS)

TO: NETPDC PENSACOLA FL//N332// - or – SFLY_CRYPTOLOGIC.PRODUCTS@NAVY.MIL

INFO –or- CC: (ANY "SHIP TO DODAAC" COMMANDS LISTED IN PARA 1)
SUBJ/REQUEST FOR (REGULAR –or- ADDITIONAL) CTI/CTN/CTR SCI NAVY-WIDE ADVANCEMENT EXAMINATIONS, CYCLE XXX, FOR UIC XXXXX, AND DODAAC XXXXXX

1. PER BUPERSINST 1430.16G, THE FOLLOWING (REGULAR -or- ADDITIONAL) CTI/CTN/CTR SCI EXAMINATIONS ARE REQUIRED FOR ADMINISTRATION: **(NOTE: Examination orders must be listed by paygrade and exam rate order, and grouped into "Ship To" DODAAC order.)**

COMMAND UIC: 12345 SHIP TO DODAAC: HKXXXX TOTAL EXAMS: 08

RATING	E7	E6	E5	E4
CTI	1	0	0	0
CTN	0	1	2	0
CTR	0	1	3	0

COMMAND UIC: 12345 SHIP TO DODAAC: HKXXXX TOTAL EXAMS: 03

RATING	E7	E6	E5	E4
CTI	2	0	0	1

2. SUBMITTING MANUAL REQUEST DUE TO (give reason why order could not be placed on the NEAS TIR listing, such as 1) UIC 12345 IS DEPLOYING AND MUST RECEIVE EXAMINATIONS PRIOR TO DDMMMYYYY, 2) MEMBER IS APPROVED FOR A LATERAL CONVERSION, 3) INTERNET NOT ABLE TO SUPPORT NEAS, 4) MEMBER HAS AN APPROVED EP TIR WAIVER.)

3. COMMAND POC: PSC A. B. SEA, ABSEA@NAVY.MIL

FIGURE 4-4 — SAMPLE FORMAT FOR ORDERING CTI/CTN/CTR SCI SUBSTITUTE NAVY-WIDE ADVANCEMENT EXAMINATIONS

FM: YOUR COMMAND (MESSAGE PLAD - or - E-MAIL ADDRESS)

TO: NETPDC PENSACOLA FL//N332//- or - SFLY_CRYPTOLOGIC.PRODUCTS@NAVY.MIL

INFO: (ANY "SHIP TO DODAAC" COMMANDS LISTED IN PARA 1)
SUBJ/REQUEST FOR CTI/CTN/CTR SCI SUBSTITUTE NAVY-WIDE ADVANCEMENT EXAMINATIONS, CYCLE XXX, FOR UIC XXXXX, AND DODAAC XXXXXX

1. PER BUPERSINST 1430.16G, THE FOLLOWING CTI/CTN/CTR SCI SUBSTITUTE EXAMINATIONS ARE REQUIRED FOR ADMINISTRATION: **(NOTE: Examination orders must be listed by paygrade and exam rate order, and grouped into "Ship To" DODAAC order.)**

COMMAND UIC: 12345 SHIP TO DODAAC: HKXXXX TOTAL EXAMS: 03

RATING	E7	E6	E5	E4
CTI	0	1	0	0
CTN	0	0	1	0
CTR	0	0	0	1

2. EXAMINATIONS IN PARA 1 ARE FOR THE FOLLOWING PERSONNEL WITH JUSTIFICATION:

PRATE	LNAME, FNAME MI	JUSTIFICATION
CTI1	SAILOR, IAM A	EMERGENCY LEAVE
CTN2	DOE, JOHN W	SICK IN QUARTERS (SIQ)
CTR3	SMITH, JANE R	OPERATIONAL COMMITMENT (CLARIFIED)

3. COMMAND POC: PSC A. B. SEA, E-MAIL: ABSEA@NAVY.MIL

402. ADDRESS MAINTENANCE. Use Figure 4-5 (NETPDC 1400/1) to notify NETPDC of a change of address or addition of newly established UICs. Complete the appropriate sections of this form. Forward by regular mail or e-mail using the following:

Mailing address:
COMMANDING OFFICER
NETPDC (N321)
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509

E-mail address: sfly_n321_exam_order@navy.mil

a. Identify the types of NWAEs this UIC will order, receive, and/or administer. Mark only one block.

b. Enter the address where the NWAEs will be sent. This address may be different than the command's official address.

c. Identify the type of command for this UIC. Mark only one block. PSD is considered a parent command responsible for itself and assigned tenant commands. A tenant command is one that falls under a parent command. The stand-alone command is responsible only for itself.

d. Identify the UICs that will receive the appropriate type of NWAEs.

NOTE: Not all UICs need to be registered. Many UICs are administratively under another UIC and should not be registered (e.g. PSD).

FIGURE 4-5 — NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS) ADDRESS FILE INPUT FORM

Navy Enlisted Advancement System (NEAS)
Address File Input Form

Use this form to notify NETPDC of a change of address or addition of a new UIC. Forward the following via fax or email:
FAX: 850-473-6146
EMAIL: Sfly_N321_Exam_Order@navy.mil

Place an "X" next to the type of exams ordered by this Activity:

Active Duty	
Reserve	
Both	

Type in the following Activity Information:

UIC	
Title	
Address Line 1	
Address Line 2	
City	
State	
Zip	
Country	
PLAD	

Place an "X" next to the type of Activity:

PSD	
StandAlone	
Tenant	

Type in the UIC information that applies to the Activity:

Parent UIC	
Active Ship To UIC	
Reserve Admin UIC	
Reserve Ship To UIC	

_____ _____
DATE **AUTHORIZED OFFICIAL SIGNATURE**

NETPDC 1400/1 (Rev. 05-16)

CHAPTER 5

HANDLING, ACCOUNTABILITY, AND STOWAGE OF NAVY-WIDE ADVANCEMENT EXAMINATIONS

500. GENERAL. Each command and activity is responsible for proper handling, accountability, and stowage of NWAEs. To emphasize the importance of the required safeguards exercised in handling and administering NWAEs, the following is extracted from U.S. Navy Regulations, article 1145:

> Article 1145. Service Examinations.
>
> 1. Persons in the Department of the Navy, without proper authority, shall not:
>
> a. have in their possession, obtain, sell, publish, give, purchase, receive, or reproduce any examination paper, or any copy thereof, or answer sheet thereto, for any examination whatsoever which has been, is, or is to be, administered within the Department of the Navy.
>
> b. attempt or offer to have in their possession, obtain, sell, publish, give, purchase, receive or reproduce any examination paper, or any part or copy thereof, or answer sheet thereto, for any examination whatsoever which has been, is, or is to be, administered within the Department of the Navy.
>
> 2. Prior to, during or after any examination which is to be, is being or has been administered within the Department of the Navy, persons in the Department of the Navy shall not, without proper authority, disclose, or solicit the disclosure of, any information regarding questions or answers to questions on such examinations.
>
> 3. Persons in the Department of the Navy shall not engage in any unauthorized form of giving or accepting assistance or self-help during the administration of any examination within the Department of the Navy.

501. HANDLING NAVY-WIDE ADVANCEMENT EXAMINATIONS. The integrity of NEAS is dependent on the security of the NWAEs and is of paramount importance to equitable advancement opportunity. All echelons of command must be alert to the possibility of compromise by the disclosure of the contents of NWAEs. All commands and activities shall initiate and monitor local custodial procedures to ensure maximum safeguarding and accountability of NWAEs and all related NWAE material at all times.

a. Custody of NWAE Materials. All NWAEs and completed answer sheets shall be in the custody of a U.S. naval officer, or designated E7/E8/E9, or designated civilian as identified in paragraph 501b. At no time should E6 and below ESO assistants handle exam materials. If an NWAE is transferred to another activity, it must be carried by one of the above persons with

custody authorization, or transmitted by U.S. Registered Mail or the current holder of the General Services Administration (GSA) contract for overnight delivery as available. Special handling instructions for particular NWAE series shall have precedence over any conflicting handling instructions contained in this manual.

b. Custody of NWAE Materials by Designated Civilian Employees. The CO/OIC may designate civilian employees, who have proper clearance, as responsible for receipt and custody of NWAEs and associated materials. In designating civilian employees to handle and administer NWAEs, give consideration to the employees' possible affiliation with any Navy Reserve unit and the potential for their participation in a current or future advancement cycle.

c. Security Clearance Requirements for Handling NWAE Materials. Military and civilian personnel designated to handle NWAEs as outlined in paragraphs 501a and 501b above must possess a valid security clearance that meets or exceeds the security classification level of the NWAEs being handled.

502. ACCOUNTABILITY FOR NAVY-WIDE ADVANCEMENT EXAMINATIONS

a. Receipt of NWAEs from NETPDC

(1) Transfer Custody of NWAEs to Authorized Person. Upon receipt of NWAEs from NETPDC (N321), deliver the package(s) immediately to the person authorized to receive and maintain custody of NWAEs. That person will immediately inspect the package(s) for evidence of tampering.

NOTE: Upon receipt of CTI/CTN/CTR SCI examinations, authorized personnel must sign and scan the enclosed inventory receipt and return it to NETPDC (N332) within 5 working days via email to SFLY_Cryptologic.Products@navy.mil.

(2) Check and Receipt for NWAEs. Immediately open package(s) upon receipt and check the individual NWAEs against the packing list(s) provided with the shipment (Figure 5-1). Verify the NWAEs received match the NWAEs ordered. Ensure serial numbers on the packing list(s) and the NWAE booklets match. After verifying the contents of the package against the packing list, sign and date the packing list and maintain the original in command retain files for a period of 2 years. Do not send the signed packing list to NETPDC. Do not break the seal (plastic wrapping) on any NWAE.

(3) Reporting Missing, Lost, or Compromised NWAEs. Both upon receipt and the day before administration, inspect all NWAE seals (plastic wrapping) for evidence of tampering. In the case of missing NWAEs, evidence of tampering, or any other discrepancies, immediately submit a detailed e-mail or letter report to NETPDC (N321), with a copy to NAVPERSCOM (PERS-803).

(4) Stowing NWAEs. Stow NWAEs unopened until used or transferred to another authorized activity. Only the individual candidate will open NWAEs on the date of administration. See paragraph 503 for more information on stowage requirements for NWAEs and related materials.

b. Receipt of NWAEs from Other Activities. NWAEs may be transferred between activities for personnel transferred or departing on leave shortly before the regularly scheduled administration date, or upon request from other activities for spare NWAEs. NWAEs with broken seals (plastic wrapping) shall not be transferred. When NWAEs are received from activities other than NETPDC (N321), send a receipt to the forwarding command, as the NWAEs remain charged to the original receiving activity. Receipt is acknowledged by an endorsement on the forwarding letter. Figure 5-2 provides a sample of a forwarding letter. Do not forward a copy of this letter of transmittal to NETPDC (N321) or NAVPERSCOM (PERS-803). Also, do not provide the administrative superior with copies of the letters, unless otherwise directed. Maintain a copy of the forwarding letter and return receipt in command retain files for a period of 2 years.

FIGURE 5-1 — NAVY-WIDE ADVANCEMENT EXAMINATION PACKING LIST

WYE08R04

05/04/16

NAVAL EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT CENTER

NASDACPNCLA 10461/122(10-77)

PACKING LIST

PERSUPP DET NEW LONDON CT// MAR 16 43339 602278
ORDERED BY PERSUPP DET NEW LONDON CT//

ACTIVITY NAME UIC ORD.NO

RATE	1	2	3	4	5	6	TOTAL
EXAMS FOR CYCLE 231 - ACTIVE DUTY EXAMS							
CS2	2271645						1
MMN2	2273092						1
	TOTAL EXAM BOOKLETS FOR PAY GRADE E-5						2
	TOTAL EXAM BOOKLETS FOR THIS ACTIVITY						2
		FINAL PACKAGE					
	ANSWER SHEET PACKAGES						
SIZE	"10"	"25"	"50"	"100"	"150"		
COUNT							
		FEDEX NUMBER		102968020086			

ABOVE SUBSTITUTE ADVANCEMENT EXAMINATIONS ARE TO BE ADMINISTERED ONLY TO ACTIVE DUTY CANDIDATES AFTER THE REGULAR SCHEDULED ADMINISTRATION DATE OR AS AUTHORIZED BY CHAPTER 6 OF ADVMAN.

SHEET NO. 3

DAPS INITIAL

PRINTER 1 ☐
PRINTER 2 ☐

PACK1 FRM - LASER PRINT (6-93)

c. Regular NWAE Received After Regular Administration Date. Regular NWAEs received after submission of the destruction report required by paragraph 612 must be destroyed and an additional destruction report completed (see Figure 6-3). Maintain the destruction lists in command retain files for a period of 2 years.

d. Procedures for Transferring NWAEs

(1) Candidates Should Take the Regularly Scheduled NWAE. Candidates participating in an avancement cycle should take a NWAE on the regularly scheduled administration date, if possible. Personnel on leave and those in a transient status may take a NWAE at any Navy command. Commands transferring NWAEs for personnel in a transient or leave status must ensure the command to which they are forwarding the NWAE is staffed to administer NWAEs. Additionally, if the worksheet has been prepared, a copy should be forwarded in the NWAE package. Prior liaison between the receiving and transferring commands is essential to ensure the member takes the regularly scheduled NWAE. Do not transfer NWAEs to non-Navy activities/other services without prior approval from NAVPERSCOM (PERS-803) (info NETPDC (N321) on any e-mail request).

(2) Forwarding NWAEs for Transferred Personnel. If a candidate is scheduled to participate in a NWAE transfers or departs on leave prior to the regularly scheduled NWAE administration date, the CO/OIC shall forward the candidate's NWAE and Worksheet (retaining a copy) to the administering activity via the current holder of the GSA contract for overnight delivery. If the member reports to an activity supported by a PSD, forward the NWAE and Worksheet to the PSD, not the parent command. Take the following actions for personnel in a transfer or leave status:

(a) Ensure receiving commands are authorized to administer NWAEs.

(b) Inform the candidate of the procedures, which include directing candidate to notify the administering activity of where they can be contacted, and of the location and time of the NWAE.

(c) Direct the candidates to arrange their itinerary in order to report at the administering activity on or before the regularly scheduled NWAE administration date.

(d) Failure to report to the designated administering activity will normally disqualify the candidate for the advancement cycle. Unless extenuating circumstances prevail, the member will not be eligible for a substitute NWAE.

(e) Advise candidates they must bear the expense of travel to the designated administering activity; such expenses are not reimbursable.

(f) Include a statement in the letter of transmittal that the individual is eligible and recommended for NWAE participation. Candidates should be instructed to contact the administering activity prior to regularly scheduled NWAE adminstration date.

(g) Include in the letter of transmittal (Figure 5-2) certification that the individual has the required security clearance to participate in the NWAE.

(3) Listing NWAEs Transferred and Ensuring Receipt. List all NWAEs transferred to another activity by NWAE rate abbreviation and serial number in the transmittal letter (Figure 5-2). Responsibility for accountability rests with the original recipient; ensure receipt is acknowledged by an endorsement from the receiving activity (Figure 5-3).

(4) Requirements for NWAE Mailing. Place the NWAE(s) and the letter of transmittal in double envelopes.

(a) Inner Envelope. Permanently mark the inner envelope: NAVY-WIDE ADVANCEMENT EXAMS. DELIVER IMMEDIATELY TO A COMMISSIONED OFFICER. TO BE OPENED ONLY BY AN OFFICIAL WHO MEETS THE REQUIREMENTS OF BUPERSINST 1430.16G. The inner envelope shall also show the address and classification per SECNAV M-5510.36.

(b) Outer Envelope. Address the sealed outer envelope in the normal manner and give no indication as to the contents of the package.

FIGURE 5-2 — EXAMPLE LETTER OF TRANSMITTAL FOR FORWARDING NAVY-WIDE ADVANCEMENT EXAMINATIONS

(Command Letterhead)

1418
Ser
Date

FEDEX TRACKING # or other traceable means
(Appropriate markings such as **CONFIDENTIAL** or **SECRET--(Unclassified upon removal of enclosure (1)** or **FOR OFFICIAL USE ONLY** [if NWAEs contain no classified information])

From: Commanding Officer, USS FREMONT (APA 44) (99999)
To: Commanding Officer, USS HANSON (DD 832) (88888)

Subj: FORWARDING OF NAVY-WIDE ADVANCEMENT EXAMINATIONS (NWAE) FOR ADVANCEMENT (OR CHANGE) IN RATE

Ref: (a) BUPERSINST 1430.16G

Encl: (1) NWAE Booklet(s)
(2) NETPDC 1430/3 Worksheets
(3) Copy of leave papers/PCS orders (when applicable)

1. Enclosures (1) through (3) are forwarded for the candidates listed below per reference (a). Candidate(s) indicated by an asterisk (*) have NAVPERSCOM (PERS-803) authorization to compete for change in rating:

	NAME	DOD ID	PRESENT RATE	EXAM RATE	EXAM SERIAL NUMBER
1.	JONES MARY P	XXXXXXXXXX	SN	BM3	2320101
2.	*SEAMAN JOHN P	XXXXXXXXXX	LS3	LS2	2320745

2. The above named personnel are eligible for advancement (or change) in rate and are recommended for participation in the NWAE(s) to be administered on _date_ and _date_.[1]

3. Request receipt of the above NWAEs be acknowledged by completing the first endorsement below.

4. Command POC: PSC A. B. SEA, (850)123-4567, DSN 922, e-mail: absea@navy.mil.

_____

(Signature of CO/OIC or
official with by direction authority)

[1] In case of a person in a transient or leave status who will take a NWAE containing classified information, add the certification of the candidate's eligibility for access to classified information.

FIGURE 5-3 — EXAMPLE LETTER OF ENDORSEMENT FOR RECEIPT OF NAVY-WIDE ADVANCEMENT EXAMINATIONS

(Command Letterhead)

1418
Ser
Date

FIRST ENDORSEMENT on USS FREEMONT (APA 44) (99999) ltr 1418 Ser of

From: Commanding Officer, USS HANSON (DD 832) (88888)
To: Commanding Officer, USS FREMONT (APA 44) (99999)

Subj: FORWARDING OF NAVY-WIDE ADVANCEMENT EXAMINATIONS (NWAE) FOR ADVANCEMENT (OR CHANGE) IN RATE

1. Receipt of NWAEs listed in paragraph 1 of the basic letter is acknowledged.

2. Command POC: PSC B. C. Dea, (850)765-4321, DSN 922, e-mail: bcdea@navy.mil.

_____

(Signature of CO/OIC or
official with By direction authority)

2

503. STOWAGE OF NAVY-WIDE ADVANCEMENT EXAMINATIONS AND RELATED MATERIALS. To preclude loss or misplacement, stow NWAE booklets separately from other documents and publications. The border color on the cover identifies the classification of NWAEs: SECRET – RED, CONFIDENTIAL - BLUE, and FOR OFFICIAL USE ONLY (FOUO) - no border. Both upon receipt and before administration, inspect all NWAE envelopes for evidence of tampering. Stow NWAEs and completed answer sheets in an appropriate safe, vault, or other securely locked space fastened with a three-tumbler combination lock accessible only to an official who meets the requirements of paragraph 501.

CHAPTER 6

ADMINISTRATION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS

600. GENERAL. The CO/OIC with responsibility for custody and administration of NWAEs will designate in writing those personnel authorized to accept, handle, and administer NWAEs. Designated members, including assigned proctors, must possess current adjudicated security clearance eligibility of the type or level that permits administration of classified NWAEs. Paragraph 501 outlines requirements for personnel assigned to handle NWAEs.

601. PREPARATION FOR ADMINISTRATION

a. The ESO will review all directives pertinent to the advancement system with all other designated personnel prior to NWAE administration. The ESO shall:

(1) assign adequate examination rooms

(2) assign proctors to assist in administration

(3) schedule examination times

(4) provide materials required to administer the NWAEs

(5) provide secure stowage for NWAEs and related NWAE materials

(6) brief proctors and chain of command on contingency plans for emergencies such as fire, man-overboard, power failures, etc. See paragraph 609d.

(7) facilitate Navy public affairs and media efforts to cover non-classified NWAE administration, to include video and still photography as well as interviews, ensuring the coverage does not interfere with Sailor participation in the NWAE or compromise NWAE content.

b. Approximately 10 days prior to the regularly scheduled NWAE administration date, the ESO will review the Worksheet for each candidate. At this time, the ESO will:

(1) ensure a NWAE is available for each candidate with a Worksheet. If unavailable, obtain an NWAE from local resources or comply with paragraph 607 concerning duplicate use, or ordering a substitute NWAE

(2) ensure all NWAEs are accounted for

(3) prepare a seating arrangement chart that will provide maximum comfort consistent with available facilities. Do not seat candidates taking NWAEs in the same rating next to or across from one another. Seat candidates such that classified materials are not subjected to compromise. Seating charts will be maintained until advancement cycle limiting date.

c. Commands should revise watch bills/special duty assignments, etc., to prevent candidates from being penalized by lack of sleep, late reporting, etc., and to decrease or eliminate the need for substitute NWAEs.

602. REQUIRED MATERIALS

a. The ESO will ensure that each candidate is provided the following materials:

(1) candidate's completed Worksheet

(2) one unopened (sealed) NWAE for the appropriate rating and paygrade

(3) candidate’s bar-coded answer sheet or blank answer sheet if no assigned bar-coded answer sheet is available

(4) scratch paper

(5) two lead pencils. Candidates MUST use a #2 lead pencil. Using a pencil other than #2 may cause the answer sheet to be improperly processed. Answer sheets must be on a smooth, firm surface to be marked, i.e. do not mark on any type of soft table covering.

(6) any other material designated in the NAVADMIN for the current advancement cycle and/or the verbatim (Combined General and Verbatim Instructions) for the Administration of Navy-wide Advancement Examinations, located on NEAS Web, for active duty and SELRES Cycles (E4 through E7). Certain ratings require specialized materials for NWAE administration (e.g. Bearing Rate Computer for FT and STS ratings, maneuvering board paper for OS and QM ratings, etc.). If these materials are not readily available at the examination site, the ESO will notify examinees during the worksheet verification process to ensure they bring required materials with them on NWAE administration day.

NOTES:
(1) Candidates must provide their own calculator and should verify their calculator is authorized for Navy-wide advancement examination use with the administering ESO prior to the exam administration date. “A” school issued calculators may not be in compliance.

(2) All exam candidates may use solar or battery powered, hand-held electronic calculators of any key configuration so long as they are capable of displaying only numeric and mathematical characters.

(3) Exam candidates are **NOT AUTHORIZED** to use programmable calculators (able to perform automatic mathematical calculations from memory/storage), graphing calculators, calculators capable of displaying running text, mini-laptop computers, smart watches, smart cellular telephones, electronics with wireless, bluetooth or internet access capability, as well as similar items supporting information retrieval and storage.

(4) SEABEE calculator use: SEABEE ratings are not authorized to use preprogrammed construction, electrician, plumbing or other calculators designed specifically for tradesman use (such as the Construction Master series calculators). Engineering Aide (EA) candidates are authorized to use general scientific calculators that are not programmable.

(5) The day of the exam, proctors should satisfy themselves of the calculator's capabilities and functions, to ensure the calculator is limited to mathematical use only and will **NOT** be used for retrieving or storing text.

b. No other NWAE material or instruments may be brought into the examination room except as authorized in the verbatim or NAVADMIN for the current advancement cycle. ESOs should pay particular attention to ensure there are no personal electronic devices brought into the examination area (i.e. cell phone, smart phone, wristwatch, tablet, personal digital assistant (PDA), or any other device(s) capable of receiving or transmitting data, etc.). ESOs should promulgate Plan of the Day notes and communications with commands stating that personal electronic devices as well as wristwatches are prohibited in the examination area. It is not the responsibility of the ESO or the proctors to maintain custody of unauthorized materials. Therefore, candidates are not permitted to enter the examination area with personal electronic devices.

NOTE: Unauthorized material, instruments, or electronic devices discovered after examination commencement will result in immediate termination of NWAE. Refer to paragraph 609c for further ESO action.

c. Candidates are not authorized to write on scratch paper prior to NWAE commencement.

603. CANDIDATES WITHOUT WORKSHEETS. Commands shall make every effort to obtain a verified Worksheet for individuals to allow participation in the regularly scheduled NWAE. Order a substitute NWAE for the candidate when the NWAE worksheet is not available at the time of the NWAE.

604. ADMINISTRATION DATES. NWAEs will be administered per Table 6-1 or as announced in the respective advancement cycle NAVADMIN.

605. DEVIATION FROM SCHEDULED ADMINISTRATION DATES. Deviations from regularly scheduled NWAE administration dates may be made only in special circumstances as outlined below. Such deviations apply to all NWAEs for a given paygrade for the unit involved.

When deviations from the schedule are necessary in the case of individual candidates, request substitute NWAEs.

a. An operational commander may authorize a delay of no more than 10 days in the administration of NWAEs for sea-going or aviation units operating in company or based outside continental United States (OCONUS), provided candidates have no means of communicating with personnel who take the NWAE on the regularly scheduled NWAE administration date.

b. CO/OIC of ships proceeding independently may administer NWAEs as soon as possible but not more than 10 days past the regularly scheduled NWAE administration date provided candidates have no means of communicating with personnel who take the NWAE on the regularly scheduled NWAE administration date.

c. When NWAE administration facilities are closed on regularly scheduled NWAE administration dates due to base closure, NWAEs will be retained and administered as soon as feasibly possible. An alternate facility can be used as long as the facility meets NWAE administration guidelines. NAVPERSCOM (PERS-803) and NETPDC (N321) must be notified when a base closure impacts NWAE administration dates.

d. Never administer NWAEs prior to the regularly scheduled NWAE administration date unless specifically authorized by NAVPERSCOM (PERS-803), with NETPDC (N321) cognizance.

e. Late Administration of SELRES NWAEs. When candidates cannot be tested in the regularly scheduled administration month, do not destroy candidate NWAEs. When NWAEs are not used during the normally schedule months of February and August, do not destroy the NWAEs prior to the deadline stated in the advancement cycle NAVADMIN. Every attempt should be made to administer the SELRES NWAE in the prescribed month of February or August according to the cycle NAVADMIN regardless of the day of the week. NETPDC (N321) is the approving authority for late administration of the SELRES NWAE after the deadline. Submit a CO/OIC written request with justification to NETPDC (N321) no later than close of business on the primary drill weekend for permission to retain NWAEs for administration in March and September, respectively.

TABLE 6-1 — NAVY-WIDE ADVANCEMENT EXAMINATION SCHEDULE

(Days below may be changed as announced)				
PAYGRADE	ACTIVE DUTY		SELRES	
	MARCH	SEPTEMBER	FEBRUARY	AUGUST
E6	1st Thursday	1st Thursday	During month	During month
E5	2nd Thursday	2nd Thursday		
E4	3rd Thursday	3rd Thursday		
E7	JANUARY		FEBRUARY	
	3rd Thursday		During month	

NOTES:

1. FTS personnel will take the Active Duty NWAE, but compete for vacancies within the personnel allowance of the FTS program.
2. CANREC personnel will take the Active Duty NWAE, but compete for vacancies within the personnel allowance of the CANREC program. CANREC personnel are ineligible for advancement to E7.

606. ADMINISTRATION OF LATE/SUBSTITUTE NAVY-WIDE ADVANCEMENT EXAMINATIONS. Active duty late/substitute NWAEs will be administered within 7 working days of receipt unless specifically authorized an additional delay by NETPDC (N321).

607. SPLITTING NAVY-WIDE ADVANCEMENT EXAMINATIONS

a. If there is an eligible candidate without a NWAE and another candidate is taking the same NWAE, the NWAE booklet shall be "split", with each half being designated as “A” or “B”, and shared between the two candidates. Separate the NWAE booklet into two equal parts (staple to prevent loss of pages), give each candidate one-half of the booklet, and administer the NWAE to each candidate simultaneously. When both candidates have finished their respective halves, a proctor will examine each half, remove any markings made by the first user, and exchange the halves. However, the candidates will have no more than 90 minutes to complete their half of the NWAE before the proctor must exchange halves to ensure each candidate is given a fair opportunity to finish the NWAE in the three-hour time period. The proctor will return the unfinished half of the NWAE to the candidate within the 3 hour testing window if time permits. Proctors must notify candidates being administered split NWAEs of the 90-minute split-half exchange time limit before the NWAE begins. In recording the NWAE serial number on the

answer sheet, each candidate will use the same number. Denote duplicate use only on the letter of transmittal by entering (DUP) after the NWAE serial number of both candidates. No more than two candidates may use the same NWAE booklet.

b. Duplicate use is authorized only if the NWAE can be administered to both candidates on the scheduled date of administration. Prior to a duplicate administration, a proctor will examine the NWAE and remove any markings.

NOTE: The splitting of examinations is for the purpose of sharing an exam between two candidates of the same paygrade and competitive category. Splitting an examination for use by more than two candidates is not authorized under any circumstance. In those cases where there are not enough examinations available to split in order to accommodate the number of candidates at the test site, the ESO shall order a substitute examination for those candidates affected.

608. MISSING NAVY-WIDE ADVANCEMENT EXAMINATION QUESTIONS. If questions are missing from an NWAE booklet, the ESO shall proceed as follows:

a. Replace with another NWAE, if available, for the NWAE originally assigned the candidate.

b. Split NWAE with another candidate if no spare NWAE is available.

c. If neither of the foregoing alternatives are possible, and no more than 10 questions are missing, have the candidate complete the questions that are present. The missing items will be prorated. If more than 10 questions are missing, do not use the NWAE, but instead request a substitute NWAE. Make a full report to NETPDC (N321) by letter listing the missing questions and provide it with the letter of transmittal when forwarding NWAE returns. Include the incomplete NWAE as an enclosure to the letter report and denote the NWAE as transferred to NETPDC (N321) on a separate enclosure of the transmittal letter. Do not include requests for substitute NWAEs in the letter of transmittal.

609. ADMINISTRATION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS

a. Each examination room will be under the direct, continuous supervision of at least one member designated by the CO/OIC to administer NWAEs. Assign proctors to assist in sufficient number to achieve a ratio of not less than one proctor to each 25 candidates. ESOs and proctors for NWAEs must be officers, E7/8/9, or designated civilians. The ESO, or a designated proctor, will read the exam verbatim to the candidates. The latest verbatim is located on the NEAS website.

b. Proctors may explain the meaning of the instructions on the face of the NWAE booklet, but they may not interpret examination questions, engage in a discussion about questions, or assist in any way to help the candidate in obtaining a solution. Proctors must never read examination questions to candidates.

c. If unauthorized material, instruments, or electronic devices are discovered after examination commencement, the ESO/proctor will immediately disqualify the candidate, terminate the NWAE, and collect all examination material. Forward an e-mail requesting invalidation of NWAE and reporting circumstances to NETPDC (N321).

d. Candidates will not leave before completing their NWAE, except for emergency reasons and if accompanied by a proctor. A proctor will assume possession of all NWAE material during the candidate's absence. Any candidate leaving without the permission of a proctor will be disqualified. Forward an e-mail requesting invalidation of NWAE and reporting circumstances to NETPDC (N321).

e. In case of an emergency, such as a fire alarm, the candidates will place the worksheet, answer sheet, and scratch paper inside their NWAE booklet and leave it on the table. Candidates will depart the examination area via designated exits and muster at a designated area. Ensure all candidates understand that no talking is permitted during the emergency and while waiting to return to the examination area. The proctors will collect all NWAE booklets, ensuring the Worksheet, answer sheet, and scratch paper are in each booklet. Upon conclusion of the emergency situation, candidates will return to the examination area and await further instructions.

f. After each candidate has completed the NWAE, a proctor will collect all NWAE material, ensure the answer sheet is complete, and all items circled by the candidate on the Worksheet are clearly understood so that corrections or additions may be made by the ESO. To avoid possible shredding of answer sheets, do not put answer sheets in the NWAE booklets.

g. Prior to forwarding answer sheets, the ESO will review all answer sheets for accuracy and completeness. The ESO is responsible for resolving all items circled by the candidate on the Worksheet, and will verify each entry and blackened circle for accuracy with the exception of the answer portion of the answer sheets. Verified answer sheets will be turned over to the person designated to prepare the transmittal letter for forwarding to NETPDC (N321). Only officers, designated E7/8/9, and designated civilian employees may handle the answer sheets until they are mailed in accordance with paragraph 611. Give completed answer sheets the same handling and stowage afforded FOR OFFICIAL USE ONLY documents.

h. Oral administration of NWAEs is reserved for members who are unable to read or write because of a temporary physical limitation. Request authorization for oral administration of NWAEs from NAVPERSCOM (PERS-803) with justification from a medical officer.

i. Before, during, or after the NWAE, if there is evidence of cheating by a candidate, immediately take away the NWAE, answer sheet, and all materials from the candidate. Send a message or an email of the message to NETPDC (N321), info NAVPERSCOM (PERS-803), with a brief description of the incident. Do not shred the NWAE booklet or other materials until a formal internal investigation has been conducted. After the investigation has been completed, the NWAE booklet may be shredded, if not being used for further disciplinary action. The

answer sheet should be forwarded to NETPDC (N321) under a transmittal letter as outlined in paragraph 611. After the answer sheet has been mailed to NETPDC, the command should send an e-mail to NETPDC to invalidate the NWAE if it has been concluded that there was evidence of cheating.

610. PROCEDURES FOR ERRONEOUS NAVY-WIDE ADVANCEMENT EXAMINATION ADMINISTRATION OR INCOMPLETE EXAMINATIONS

a. Once a NWAE has been administered, either in full or in part, an NWAE answer sheet must be forwarded to NETPDC. If it is determined locally that a NWAE should not have been administered for any reason, the command must still include the NWAE answer sheet in the regular transmittal letter to NETPDC. After the answer sheet is mailed to NETPDC, the command must request by e-mail that the advancement cycle be invalidated. (This procedure is necessary to protect the candidate. If an answer sheet is destroyed after administration and it is later discovered that the candidate was eligible, the answer sheet would not be available to revalidate results). Once NETPDC has invalidated the advancement cycle, the command may request that a substitute NWAE be forwarded for administration, if appropriate.

b. If a NWAE is started, but the candidate is unable to complete the NWAE due to sickness or other emergency, the incomplete answer sheet must be forwarded to NETPDC along with the regular answer sheet transmittal. The command should then request that NETPDC invalidate the NWAE. The command may then request a substitute NWAE, if appropriate.

611. FORWARDING ANSWER SHEETS

a. After verifying all answer sheets for accuracy and completeness, prepare a letter of transmittal using the format in Figure 6-1 for E4/5/6/7 candidates. The letter of transmittal must identify candidates by DoD ID. Package the original transmittal letter and answer sheets in an envelope, using a cardboard stiffener. Seal only edges and seams; however, do not seal the envelope with excessive tape. Do not fold, staple, spindle, cut, or mutilate the answer sheets. Do not send packing lists or letters of destruction per paragraph 612a. Do not send worksheets except for IA candidates and missing E-8/9 candidates. Refer to paragraphs 614 and 616 for further instructions. For CONUS installations, ships in port CONUS, and overseas shore commands, mail NWAE answer sheet packages via the fastest traceable means to:

COMMANDING OFFICER
NETPDC (N321)
BLDG 2435 RM 1167
6490 Saufley Field Road
Pensacola, FL 32509

Use mail procedures outlined in paragraph 611b (1) through (3) below. Prepare a separate letter of transmittal for each paygrade and each advancement cycle, with the exception of SELRES candidates and E4/5/6 candidates administered substitute NWAEs subsequent to regularly

scheduled administration dates. When personnel from more than one activity have been examined, group the candidate names by activity. Activities that have candidates consolidated into alphabetical computerized listings may use these listings as enclosure (2) to the transmittal letter. However, each candidate's parent command UIC must be included in a separate column.

b. Forward NWAE answer sheet packages for each paygrade in an advancement cycle to NETPDC (N321) no later than seven days after administration of each paygrade NWAE. All packages must be sent by fastest traceable means. Use the following guidelines when mailing packages:

(1) CONUS Installations and Ships In port CONUS. Send packages via fastest traceable means under current GSA contract. Retain a proof of delivery tracking number.

(2) Overseas Shore Commands. Send packages via Priority Mail Express Military Service (PMEMS). Retain a proof of delivery tracking number.

(3) Deployed Ships. Send NWAE answer sheets via registered mail to the servicing Fleet Mail Center in the deployed area. The mail is to be placed in a registered mail working bag and addressed to the Fleet Mail Center and Consolidated Mail Facility, attention to the Postal Officer, for the theater in which the deployed ship is located. The third line must be endorsed, "(ENLISTED EXAM ANSWER SHEETS ENCLOSED – DO NOT OPEN IN MAILROOM)." (It is important that this endorsement is placed on the third line of the address). The Postal Officer is to deliver the registered article to the official mail manager, who will place the unopened registered mail in a USPS PMEMS envelope, mailing it to NETPDC (N321), to the address specified in paragraph 611a.

(4) Below is a listing of Fleet Mail Centers and Consolidated Mail Facility to which deployed ships are to send answer sheets. Always check with your postal officer ahead of time to ensure addresses are current.

Atlantic Theater

POSTAL OFFICER
FLEET MAIL CENTER – SIGONELLA
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 812 BOX 19
FPO AE 09627

POSTAL OFFICER
FLEET MAIL CENTER – ROTA
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 819 BOX 99
FPO AE 09645

POSTAL OFFICER
FLEET MAIL CENTER – NAPLES
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 817 BOX 99
FPO AE 09622

Southwest Asia

POSTAL OFFICER
FLEET MAIL CENTER – BAHRAIN
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 900 BOX 1
FPO AE 09838

Pacific Theater

POSTAL OFFICER
FLEET MAIL CENTER – YOKOHAMA
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 471 BOX 1
FPO AP 96347

POSTAL OFFICER
CONSOLIDATED MAIL FACILITY – GUAM
(ENLISTED EXAM ANSWER SHEETS ENCLOSED –
DO NOT OPEN IN MAILROOM)
PSC 455 BOX 1
FPO AP 96540

c. In the case of mishandled/lost completed answer sheets, at the command or during the mailing process, and past the ordering date window promulgated in the advancement cycle NAVADMIN, refer to paragraph 104 for E7 selection board waiver or cycle comparison exception to policy waiver procedures/approval process.

d. DO NOT mix cycles together when returning answer sheets. Separate and mail each cycle individually.

e. Commands shall verify receipt of NWAE answer sheets by NETPDC on the electronic toteboard located on the NEAS website.

612. ACCOUNTABILITY FOR NAVY-WIDE ADVANCEMENT EXAMINATIONS AFTER ADMINISTRATION

a. The CO/OIC is solely responsible to ensure all NWAE booklets and related testing materials are accurately accounted for and destroyed. After administering NWAEs, destroy all NWAE booklets, both used and unused, and scratch paper by burning or shredding, per SECNAV M-5510.36, in the presence of at least two personnel designated by the CO/OIC to handle NWAEs. After examination destruction, prepare a report of destruction (see Figure 6-3). List all examinations, used, unused, or transferred, on the destruction report indicating rate abbreviation, examination series, and examination serial number. NWAEs reported destroyed or transferred must match the total number in the accountability summary (paragraph 502 and Figure 5-1). If regular series NWAEs are received from other commands after the initial destruction report has been completed, the NWAEs must be destroyed and a separate destruction letter must be completed. Do not send the report of destruction to NETPDC. Copies of reports of destruction and receipts for transfer of NWAEs shall be maintained locally at the command for 2 years.

b. Unused SELRES NWAEs shall be destroyed on the date specified in the advancement cycle NAVADMIN unless authority is received from NETPDC (N321) to retain NWAEs for later administration. Refer to paragraph 605e for further instructions.

613. NAVY-WIDE ADVANCEMENT EXAMINATIONS RECEIVED TOO LATE TO ADMINISTER. Destroy regular NWAEs received after the administration date and retain a destruction report (Figure 6-3) for 2 years. Do not forward report or NWAE back to NETPDC. Contact NETPDC (N321) when substitute NWAEs are received beyond the substitute NWAE administration deadline.

614. CANDIDATES AFFECTED BY ASSIGNMENT TO CONGRESSIONALLY DESIGNATED COMBAT ZONES AND APPROVED CONTINGENCY OPERATIONS AREAS (CDCZ/ACOA). The following advancement policies affect personnel who are deploying, deployed to, or returning from operations in CDCZ/ACOA. These guidelines will apply to E4 through E7/LDO NWAEs for both active and reserve duty personnel.

a. Eligible Areas. Sailors must be deployed or deploying to CDCZ/ACOA, inclusive of state owned offshore territories. (e.g. deployment to an Iraqi oil platform qualifies as deployment to Iraq). In-country assignment does not include assignments in countries bordering the eligible areas, being used for staging or support purposes, flights over the eligible areas, or ships and submarines operating inside or outside the eligible areas. Sailors must have boots-on-ground in the specified areas.

(1) Only Sailors serving in CDCZ/ACOA are affected. For a current list of approved CDCZ/ACOA areas, refer to the table listing Imminent Danger Pay Areas, which can be found in Volume 7A of the Department of Defense Financial Management Regulation (DOD 7000.14-R), Military Pay Policy - Active and Reserve Pay. If future mission requirements demand our Sailors to operate in other potentially hostile geographic areas, eligible areas will be expanded as appropriate by Under Secretary of Defense for Personnel and Readiness (USD (P&R)).

(2) For Sailors who are deploying to CDCZ/ACOA, substitute NWAE procedures contained in this instruction and the applicable advancement cycle NAVADMIN shall be used.

b. Eligible Assignments. An eligible assignment is one in which the Sailor is required to serve at least 30 consecutive days, boots-on-ground, in one of the qualifying areas. Ship deployments do not qualify. Sailors are eligible prior to completing the 30 consecutive days as long as the assignment is scheduled for 30 consecutive days or more. Standby or alternate assignments are not qualifying unless official orders are issued changing the status to primary, or the Sailor is in extended combat skills training for greater than 45 days during the regular NWAE.

c. Eligible Timeframes

(1) Eligibility commences on the deployment date, which is defined as the date personnel depart from home duty station in route to an in-country assignment, to include the indoctrination and training pipeline specific to the assignment, but not including any personal leave.

(2) Eligibility continues through the date personnel return from assignment to homeport/permanent duty station. The actual days of detachment and return are eligible dates for this waiver.

d. Administration

(1) In-Country NWAE Administration for IA E4-E6 Candidates

(a) In-country COs and OICs of commands, not detachments, may authorize NWAE administration on an individual Sailor basis when they determine the CDCZ/ACOA is conducive to NWAE administration and the Sailors have the proper time and materials to prepare. E4 through E6 NWAEs may not be administered to personnel serving in CDCZ/ACOA on an individual basis without certification that the environment is conducive to NWAE administration without the need to participate in a convoy. Affected Sailors should also have the proper time and materials to prepare for the NWAE. Reasons for areas found not conducive include, but are not limited to, safety, operational, and logistical limitations.

(b) In-theater COs will forward authorization via their administrative chain of command (see examples below).

1. Navy Unit CO or OIC of a command, not a detachment, forwards to first commander in administrative chain of command (e.g. Naval Mobile Construction Battalion (NMCB) CO to regimental commodore).

2. Fleet Marine Force (FMF) Unit Forward sends authorization to Marine Expeditionary Force (MEF), Marine Logistics Group (MLG), Marine Aircraft Wing (MAW) Forward (Battalion CO to MEF).

3. Navy Provisional Unit CO forwards to Expeditionary Combat Readiness Center (ECRC) Navy Individual Augmentee Support Unit (NIASU) Country Team (e.g. CO Camp Bucca to ECRC NIASU Iraq detachment).

4. Other service CO forwards to ECRC NIASU Country Team (Commander 492 CA CO submits to ECRC NIASU Afghanistan detachment).

(c) The following certification procedures apply:

1. Authorization must be on letterhead, signed by the Commander, CO, OIC, or acting

2. By direction signature is not authorized

3. Submit documentation of authorization in answer sheet transmittal package after administration of NWAEs with name, DoD ID, examination rate, and cycle of Sailors authorized to take the NWAE

(d) Copies of all approvals shall be forwarded to the appropriate ECRC NIASU in country for overall tracking/coordination purposes.

(e) To provide maximum flexibility, it is highly recommended that in-country commands order E4-E6 substitute NWAEs which can be administered before or after the regularly scheduled NWAE administration date, and are not required to be administered on one specific date or to all Sailors on the same date within the same command. NWAEs shall be administered following the procedures in Chapter 6. However, regular NWAEs are administered in accordance with Table 6-1. Authority is granted to administer the SELRES NWAEs to recalled SELRES candidates with the regular Navy candidates. SELRES candidates are required to take the SELRES (not active duty) NWAE for appropriate FMS calculations.

(f) NWAEs for in-country administration may be ordered but not administered without the authorization required above. Parent commands are responsible for ordering NWAEs. In the case of IA Sailors, parent commands will liaise with ECRC to ensure correct NWAEs are ordered and delivered to the appropriate theater location per Chapter 4.

(2) Early Substitute NWAEs for E4 through E6 Candidates Prior to Departing for Assignment in CDCZ/ACOA

(a) Sailors eligible in all other respects for participation in the E4 through E6 NWAEs are authorized to take the early substitute NWAE if they are within 60 days of a pending deployment to CDCZ/ACOA.

(b) Refer to paragraph 401i for guidance. The reason for an early examination will be “deployment to (indicate the CDCZ/ACOA)."

(3) NWAEs Missed Due to Assignment in CDCZ/ACOA for E4 through E6 Candidates. Sailors who are otherwise eligible in all respects to participate in an advancement cycle, are currently deployed to CDCZ/ACOA, but are not able to take the NWAE, will participate in the next regularly scheduled NWAE upon return to their orginating command.

e. Processing Missed Exam(s) Due to Assignment in CDCZ/ACOA

(1) When transmitting worksheets for missed advancement cycles, commands will identify candidates in a separate enclosure to the letter of transmittal (see Figure 6-1).

(2) After the NWAE is scored, the Standard Score (SS) will be utilized for the advancement cycle(s) missed, starting with the earliest missed advancement cycle. NETPDC (N321) will apply the SS along with other FMS elements (PMA, TIR, award points, IA points, PNA points, and education points) as they would have been applied to the previous (missed) advancement cycle(s) and if this score would have resulted in advancement when compared to the FMS required of the missed advancement cycle(s), then NETPDC (N321) will record the adjusted advancement date to the previous advancement cycle, issue a Rating Change Authorization, and notify NAVPERSCOM (PERS-8/PERS-3) to make appropriate adjustments to the affected areas of the Sailor’s service record.

(3) Sailors who miss two or more advancement cycles will be afforded the opportunity to have the FMS for the missed advancement cycles computed utilizing the SS from the first NWAE taken after returning. For example: A PO2 is assigned IA to Afghanistan for the period December 2016 through November 2017, thus missing both the March 2017 and September 2017 NWAEs. That Sailor may take the March 2018 PO1 NWAE and have it utilized for the March 2017 NWAE (the first advancement cycle missed). If the FMS cut is met, the candidate will be advanced as described in the preceding paragraph above. If scored PNA or fail, the NWAE will then be utilized for the September 2017 NWAE (the second advancement cycle missed) with PNA points and SIPG accumulating as appropriate. In the case of a qualifying FMS, the candidate will be advanced as described above. If the second NWAE is scored PNA or Fail, the Sailor competes normally in subsequent advancement cycles.

(4) Retroactive computations must be requested by the advancement cycle limiting date of the next regularly scheduled NWAE upon the candidate's return.

f. E7 and LDO NWAE Waiver Eligibility. The NWAE requirement to participate in the E7 NWAE for advancement or LDO purposes is waived for those Sailors, active or SELRES, who are fully eligible by the provisions of this paragraph, even if a location has been certified as conducive to examination administration. Obtainment of a selection board eligible profile sheet is still mandatory.

(1) Active Sailors (including FTS) who are exempt from taking the January NWAE must have been deploying, deployed to or returning from CDCZ/ACOA from 1 December through 31 January.

(2) SELRES Sailors who are exempt from taking the February NWAE must have been deploying, deployed to, or returning from CDCZ/ACOA from 1 January through 28 February.

(3) Sailors who returned from CDCZ/ACOA before the above start dates are not eligible for this SBE waiver. Sailors who depart for CDCZ/ACOA after the above end dates are not eligible for this waiver.

(4) Sailors designated SBE by this policy will not affect the minimum FMS required for those candidates who participate in the NWAE.

(5) E7 and LDO NWAE waiver validation must be completed by the eligible Sailor's permanent command using a worksheet and transmittal letter per Figure 6-2. Figure 6-2 is a cover sheet with enclosures.

(a) Worksheets must be filled in with name, DoD ID, examination rate, cycle, PMA, and UIC (where results will be posted), and shall be included as enclosure (1).

(b) These transmittal letters shall be mailed via fastest means possible (overnight delivery via current GSA contract) in time for NETPDC to receive them by 15 April (SELRES/FTS) and

1 May (active), or as promulgated by the advancement cycle NAVADMIN. Message submission is not permitted. Upon final processing by NETPDC, a selection board eligible profile sheet will be generated. Commands and candidates should verify issuance of selection board eligible profile sheet prior to board convening date.

(6) Failure to complete this action before the board convening date will deny an otherwise eligible member the opportunity for selection board consideration for the regularly scheduled board. In this case, parent commands must follow the procedures contained in paragraph 104, to request an ETP waiving the NWAE, making the candidate selection board eligible. If the ETP is approved, follow the guidance for an enlisted special selection board request in paragraph 1112.

(7) Sailors who participate in the regularly scheduled E7 NWAE upon return from or departure to a qualifying deployment are not eligible for the NWAE waiver to become selection board eligible.

(8) Profile sheets will be posted on the Web identifying these Sailors as SBE. ESOs, who are registered users, may access results through the NEAS website while individual Sailors may access personal profile sheets on MNP.

615. CANDIDATES AFFECTED BY UNUSUAL CIRCUMSTANCES. The following advancement policy affects personnel who missed an advancement cycle due to unusual circumstances outside of their control. Such circumstances may include, but are not limited to, answer sheets that are lost in the mail, incorrect rating NWAE ordered, or medical conditions not covered in this manual. These guidelines apply to E4 through E7/LDO NWAEs for both active and reserve personnel. Sailors who are otherwise eligible in all respects to participate in an advancement cycle, will request through their command an ETP waiver (per paragraph 104). Refer to paragraph 614e(2) for explanation of the ETP standard score comparision process for candidates taking E4 through E6 NWAEs.

616. E8/9 CANDIDATE VALIDATION PROCEDURES. NAVPERSCOM (PERS-802) compiles and submits initial TIR eligibility list of candidates to NETPDC (N321). NETPDC automatically validates all personnel who are TIR eligible for E8/9 per the EMF and IMAPMIS. Approximately 3 months prior to the convening date of E8/9 selection boards, NETPDC will post ESVRs, listing all E7/8 TIR eligible personnel. E8/E9 ESVR will be accessible by ESOs and command designated personnel via NETPDC NEAS website. The ESVR is the sole source for E7/E8 TIR eligibility verification. Upon receipt, commands must verify the ESVR, and if necessary, take the following actions:

a. If eligible candidates are not listed, mail or send an e-mail containing a completed listing by activity or a worksheet (NETPDC 1430/3 Rev 06-16) along with a letter of transmittal to NETPDC (N321) and info NAVPERSCOM PERS-802. Refer to paragraph 611 for further instructions.

b. If listed candidates are ineligible or later become ineligible, submit a message to NETPDC (N321) and NAVPERSCOM (PERS-802) requesting invalidation of eligibility status and provide explanation for invalidation. Per paragraph 722, withdrawal of advancement recommendation must be completed and documented prior to message transmission.

c. If candidates are validated in the wrong competitive category, submit a message notification to NETPDC (N321) and NAVPERSCOM (PERS-802) detailing the discrepancy.

d. Individual candidates may view their selection board profile sheet on My Navy Portal. Candidates share equal responsibility with the parent command in ensuring their name appears on the selection board eligibility list. If the candidate's name still does not appear on the eligibility list after exhausting local resources, contact NAVPERSCOM (PERS-802) prior to the board convening. Failure to do so may affect approval of special selection board requests.

FIGURE 6-1 — SAMPLE LETTER OF TRANSMITTAL FOR FORWARDING NAVY-WIDE ADVANCEMENT EXAMINATION ANSWER SHEETS FOR E4/5/6/7 CANDIDATES

(Command Letterhead)

1430
Ser
Date

(TRACKING NUMBER)

From: (Command)

To: Commanding Officer, Naval Education and Training Professional Development Center (N321), 6490 Saufley Field Road, Pensacola, FL 32509

Subj: CYCLE #___ NAVY-WIDE ADVANCEMENT EXAMINATION RETURNS FOR PAYGRADE E____

Ref: (a) BUPERSINST 1430.16G

Encl: (1) #____ Examination Returns (answer sheets which are to be in order as listed on enclosure)
(2) Listing by Activity
(3) Listing of Congressionally Designated Combat Zones and Approved Contingency Operations Areas
(4) #___ Worksheet(s) for missed exams identified in Enclosure (3)

1. Enclosures (1) through (4) are forwarded per reference (a).

2. All plastic wrapping on examinations were given to the candidates with seals unbroken and opened by the candidate concerned in the examination room in the presence of a member designated by the CO/OIC.

3. The candidates listed in enclosure (2) whose examination serial numbers are identified by (DUP) used the duplicate method of examination. Test booklets were examined and markings, if any, were removed before use by the second candidate.

4. (Strike out this paragraph, if not applicable.) Enclosures (3) and (4) list candidates and their worksheets who were in Congressionally designated combat zones or approved contingency operations areas during previous advancement cycle dates and did not take the previous examination. These candidates meet the criteria as outlined in Chapter 6 of reference (a). Enclosure (4) includes worksheets for appropriate cycle member missed while “in country”, filled out with applicable award points for each advancement cycle missed and the correct Performance Mark Average (PMA) per the computation period announced in the applicable cycle NAVADMIN. Also indicate the cycle Individual Augmentee (IA) points would have first been awarded.

5. The examinations of the personnel listed in enclosures (2) and (3) (if applicable) were conducted as outlined in Chapter 6 of reference (a).

6. Provide POC name, UIC, e-mail address, and contact numbers.

(Signature of CO/OIC
or official with by direction authority)

FIGURE 6-1 — SAMPLE LETTER OF TRANSMITTAL FOR FORWARDING NAVY-WIDE ADVANCEMENT EXAMINATION ANSWER SHEETS FOR E4/5/6/7 CANDIDATES (CONTINUED)

LISTING BY ACTIVITY

ACTIVITY AND CODE (3) ANSWER SHEETS

USS FORMAT 11111

NAME (ALPHABETIC ORDER)	DOD ID	PRESENT RATE	EXAM RATE	SERIES AND EXAM SERIAL NUMBER	BRANCH OF SERVICE
BOAT PAUL R	XXXXXXXXXX	IT1	ITC	2301078	USN
DOE JOHN T	XXXXXXXXXX	MU1	MUC	2300089 (DUP)	USN
DOOR WALTER D	XXXXXXXXXX	MU1	MUC	2300089 (DUP)	USN

ACTIVITY AND CODE (1) ANSWER SHEET

USS NEVERSAIL 22222

BRUSH THOMAS J	XXXXXXXXXX	PS1	PSC	2302456	USN

Enclosure (2)

NOTE: Those commands that maintain large volumes of service records and service large volumes of tenant activities may alter enclosure (2) of figure 6-1 as above. All candidates may be grouped together alphabetically, but an additional column (parent command UIC) must be added and correct UIC for each candidate entered.

CONGRESSIONALLY DESIGNATED COMBAT ZONES AND APPROVED CONTINGENCY OPERATIONS AREAS

ACTIVITY AND CODE

USS FORMAT 11111 (1) WORKSHEET

NAME (ALPHABETIC ORDER)	DOD ID	PRESENT RATE	EXAM RATE	CYCLE OR CYCLES MISSED	BRANCH OF SERVICE
HULL, JAMES P	XXXXXXXXXX	EO2	EO1	Cycle 231 MAR 16	USN

Enclosure (3)

FIGURE 6-2 — SAMPLE LETTER OF TRANSMITTAL FOR FORWARDING CDCZ/ACOA WORKSHEETS FOR E7 SELECTION BOARD OR LDO WAIVERS

(Command Letterhead)

1430
Ser
Date

(TRACKING NUMBER)

From: (Command)
To: Commanding Officer, Naval Education and Training Professional Development Center (N321), 6490 Saufley Field Road, Pensacola, FL 32509

Subj: CYCLE #___ E7 SELECTION BOARD OR LIMITED DUTY OFFICER (LDO) WAIVER REQUEST FOR SAILORS WHO HAVE SERVED IN OR ARE SERVING IN CONGRESSIONALLY DESIGNATED COMBAT ZONES OR APPROVED CONTINGENCY OPERATIONS AREAS (CDCZ/ACOA)

Ref: (a) BUPERSINST 1430.16G
(b) DOD 7000.14R

Encl: (1) #___ Worksheets

1. Enclosure (1) is forwarded in accordance with CDCZ/ACOA criteria outlined in reference (a), chapter 6.

2. Enclosure (1) contains worksheets for Sailors who served in or are serving in (location), an authorized CDCZ/ACOA per ref (b). Accordingly, these Sailors are exempt from the Navy-wide advancement examination and will be waived for presentation to the E7 selection board or for LDO purposes.

3. Provide POC name, UIC, e-mail address, and contact numbers.

_____
(Signature of CO/OIC
or official with by direction authority)

FIGURE 6-3 – SAMPLE LETTER REPORT OF NAVY-WIDE ADVANCEMENT EXAMINATION DESTRUCTION

(Command Letterhead)

1430
22 Sep 16

MEMORANDUM FOR THE RECORD

From: Commanding Officer, USS EVERSAIL (DDG 99)

Subj: DESTRUCTION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS

Ref: (a) BUPERSINST 1430.16G

Encl: (1) Listing of Used, Unused, and Transferred Examinations for Paygrade E4, Cycle 232

1. Per reference (a), I certify that the examination booklets and related testing materials listed in enclosure (1), with the exception of examinations listed as transferred, have been destroyed by (method of destruction) in the presence of the authorized personnel whose signatures follow:

_____ _____
A. B. Sea, LT, USN W. T. Door, PSC, USN

C. O. CAPTAIN

CYCLE 232 USED EXAMINATIONS

EXAM RATE	EXAM SERIAL NUMBER
YN3	2320056, 2320057

CYCLE 232 UNUSED EXAMINATIONS

EXAM RATE	EXAM SERIAL NUMBER
OS3	2320587, 2320588

CYCLE 232 TRANSFERRED EXAMINATIONS

EXAM RATE	EXAM SERIAL NUMBER	TRANSFERRED TO (UIC)
BM3	2320223	USS UNDERWAY (12345)

Enclosure (1)

CHAPTER 7

EFFECTING ADVANCEMENTS/CHANGE IN RATE OR RATING

700. GENERAL. This chapter provides guidance and procedures for effecting advancements and change in rate or rating.

701. ADVANCEMENT CYCLES. There are two annual advancement cycles for E4 through E6 candidates and one annual advancement cycle for E7 through E9 candidates.

PAYGRADE	EFFECTIVE MONTHS FOR THE ADVANCEMENT CYCLES
E4/5/6	1 January - 30 June 1 July - 31 December
E7	1 September - 31 August
E8/9	1 July - 30 June

702. ADVANCEMENT RESULTS. Advancement results are issued as follows:

a. Initial Online Access to Advancement Results. Results for advancement to paygrades E4 through E9 are available online to ESOs on the NEAS website. (Refer to Appendix C). Once inside the site, select the "NEAS REPORTS" option and the ESVR will list all Sailors who participated. Profile sheets are also available through this site. BUPERS ONLINE (BOL) will list the results for all E7 through E9 candidates and only the selects for E4-E6 candidates. Individual Sailors can access their advancement results from their ESR or MNP website.

NOTE: Sailors can register for automatic profile sheet update notifications on the MNP profile sheet page.

b. E4 through E6 Candidates. NETPDC (N321) issues advancement results by internet posting of the ESVR (Figure 7-1) and Profile Sheet (Figure 7-2). The ESVR is the official source for the results. This report must be verified for accuracy prior to frocking and advancement. Effective advancement dates and rating designation authorities are issued on the Rating Change Authorization (RCA) (Figure 7-3) and Profile Sheet.

c. E7 Candidates. NETPDC (N321) provides SBE results by posting the ESVR (Figure 7-1) and Profile Sheet (Figure 7-2) on the internet. The ESVR is the official source for the results. The ESVR will list selection board eligible candidates. ESOs and command designated personnel must verify the ESVR for accuracy and re-verify weekly thereafter until the board convening date. If necessary, take corrective actions to ensure candidates who qualify for selection board consideration are designated as SBE prior to the board convening date. Upon

conclusion of the selection board, an official list of personnel selected for advancement will be published by CNP via NAVADMIN. Advancement results will also be posted on BOL. Another ESVR and profile sheet will be issued identifying members in a Selectee or Non-Selectee status based on board results. Effective advancement dates are issued on the ESVR, RCA, and Profile Sheet.

NOTE: Profile data for NSW exam rates SOC and SBC is located in NSIPS. (Refer to the applicable NSW advancement cycle instruction for further guidance).

d. E8/E9 Candidates. NETPDC (N321) provides SBE status via internet posting of ESVR. The listing of candidates as Sel BD Eligible or as a Discrepancy is available upon completion of the validation process. Profile sheets are also provided. ESOs and command designated personnel must verify the ESVR for accuracy and re-verify weekly thereafter until the board convening date, and if necessary, take the actions stated in paragraph 616. Upon conclusion of the selection board, an official list of personnel selected for advancement will be published by CNP via NAVADMIN. Advancement results will also be posted on BOL. Another ESVR and profile sheet will be issued identifying members in a Selectee or Non-Selectee status based on board results. Effective advancement dates are issued on the ESVR, RCA, and Profile Sheet.

e. Tables 7-1 and 7-2 define specific columns and processing codes used on these documents.

703. RECEIPT OF ADVANCEMENT OR SELECTION BOARD ELIGIBLE RESULTS

a. E4 through E7 Candidates. Upon receipt of the advancement or selection board eligible results from NETPDC (N321), activities will first review the continued eligibility of all personnel listed and verify all FMS factors. After review, take the following action:

(1) Report names of personnel not known by the activity to NETPDC (N321) by letter or e-mail

(2) Report the names of personnel whose names should, but do not appear on the ESVR to NETPDC (N321), providing the following information:

(a) Candidate's full name.

(b) DoD ID

(c) Present rate

(d) Examination rate

(e) Examination serial number

(f) Examination activity

(g) Date examination was administered

(h) Date and serial of the letter of transmittal

(i) Registered mail/tracking number under which examination answer sheet was mailed

(j) UIC noted on Worksheet

(k) UIC of present duty station

(3) Submit a request for invalidation to NETPDC (N321), with information copy to NAVPERSCOM (PERS-803) for E4-E9 selectees. NAVPERSCOM (PERS-802) must also be notified for E7 through E9 selection board eligible candidates. Request advancement cycle invalidation and provide an explanation for those who:

(a) were recommended in error (refer to paragraph 721)

(b) had advancement recommendation withdrawn (refer to paragraph 722)

(c) were reduced in rate (ensure reduction in rate has posted to the EMF or IMAPMIS)

(d) have been previously advanced under other advancement programs including (but not limited to) STAR, MAP, etc.

(e) advanced from previous advancement cycles after resolution of an advancement cycle discrepancy or BCNR action

(4) Forward advancement cycle corrections, as required by Table 7-3, to NETPDC (N321) via letter or e-mail to sfly_n321_discrepanc@navy.mil or the individual e-mails located on NEAS Web. Use the sample letter for corrections in Figure 3-2. Correspondence and documentation forwarded to NETPDC must be signed by the CO/OIC or by direction. Unsigned and incorrect correspondence will be placed on hold, which will delay clearing advancement cycle discrepancies and issuing valid advancement cycle results.

FIGURE 7-1 — EXAMPLE OF AN EXAMINATION STATUS VERIFICATION REPORT (ESVR)
FOR OFFICIAL USE ONLY – PRIVACY ACT SENSITIVE

CYCLE 232 (SEP 16) **EXAMINATION STATUS VERIFICATION REPORT** **JAN 26 2017**

UIC 12345 (12345)
USS FORMAT//

THIS REPORT DOES NOT CONSTITUTE AUTH FOR ADV. CHANGE OF RATE, OR STKR DESIG. VERIFY ALL FMS DATA PRIOR TO EFF ANY ACTION. TO CLEAR DISCREPANCIES, SUBMIT INFO DOCUMENT BY LTR OR MSG. REFER TABLE 7-3 ADVMAN.

---------- VERIFICATION DATA ----------

NAME	DODID	PRATE	EXAM RATE	BR-CL	CD	S	AW	ED	TAS	DTIS	SIPG	DSPG	PNA	GRP	PMA	EA	STATUS	PG
BOATE JON T	1011111111	PS3	PS2	USN		N	1	0.00	0310	0000	0100		00.0		4.00		SELECTEE	
DOE JANE A	1122222222	CS3	CS2	USN		N	1	0.00	0204	0000	0106		01.5	2	4.00		SELECTEE	
SEAMAN ABLE B	1233333333	YN2	YN1	USN		N	5	0.00	1003	0000	0600		06.0	2	4.00		SELECTEE	

Totals for this UIC:
Prospective Gains: 0
Candidates: 3
Overall: 3

FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE.
Any misuse or unauthorized disclosure may result in civil and/or criminal penalties

FIGURE 7-2 – EXAMPLE OF A PROFILE SHEET

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT CENTER (N321)
6490 SAUFLEY FIELD ROAD, PENSACOLA, FL 32509-5240

11/28/2016

FROM: COMMANDING OFFICER:
TO: SEAMAN ABLE BLY 1234567890
SUBJ: EXAMINATION PROFILE INFORMATION

	PRESENT RATE	EXAM RATE	GROUP	BRANCH CLASS	CYCLE	SERIAL NO.	DATE	UIC	PARENT UIC
	ABH3	ABH2		USN	232	2320123	SEP 16	12345	12345

FINAL MULTIPLE FACTOR SCORE BREAKDOWN	Exam Standard Score	PMA (Eval Avg)	Serv. In Pay Grade (YYMM)	Awards	Education Points	PNA	Your Final Multiple	Minimum Multiple Req'd
YOUR multiple broken down by each factor	49.33	64.00 (4.00)	00.63 (0206)	2	0.00	1.50	117.46	122.13
AVERAGE of candidates advanced in your rate	63.48	58.83 (3.94)	00.69 (0209)	1		3.6	PAGE:	1

PNA POINT BREAKDOWN	CYCLE 231	CYCLE 228	CYCLE 227	CYCLE	CYCLE	TOTAL
PNA POINT EARNED FROM YOUR PREVIOUS EXAMS/PMAs THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE	1.5	0.0	0.0			1.5

PNA POINTS EARNED FROM THIS EXAM ADMINISTRATION THAT WILL APPLY TOWARD YOUR FMS ON THE NEXT EXAM	FROM EXAM STANDARD SCORE	FROM PMA	TOTAL
	0.0	1.5	1.5

EXAMINATION SCORE BREAKDOWN BY SECTION

NO.	TOPIC	NUMBER OF QUESTIONS	YOUR SCORE	YOUR %ILE
1.	MAINTENANCE	25	13	52
2.	AIRCRAFT HANDLING	25	15	66
3.	AIRCRAFT HANDLING OPERATIONS	25	9	12
4.	AIRCRAFT HANDLING EQUIPMENT	25	14	60
5.	FIREFIGHTING PRINCIPLES	24	11	42
6.	CRASH CREW	23	9	21
7.	CAREER INFORMATION	09	6	85
8.	PROFESSIONAL CONDUCT	10	7	87
9.	NAVAL HERITAGE	06	3	67

YOUR OVERALL PERCENTILE WAS 47.
YOU SCORED HIGHER THAN 47 PERCENT OF THE CANDIDATES IN YOUR RATE WHO TOOK THIS EXAM

Total number of exam questions may vary due to deletions.
Exam questions may be deleted when equipment or procedures become obsolete between the time the exam is written and the time the exam is taken. Deletions do NOT change a candidate's chance for advancement. The standings are based on over 90% returned answer sheets. No change occurs with all returns in.

STATUS: PNA-PTS 0.0/1.5

1. SUBJECT CANDIDATE PASSED THE EXAMINATION FOR ABH2, BUT DUE TO QUOTA LIMITATIONS CANNOT BE ADVANCED TO THE NEXT HIGHER PAY GRADE.

CONTACT YOUR ESO FOR MORE INFORMATION ABOUT THE DATA USED FOR YOUR FINAL MULTIPLE CALCULATION. THIS SHEET CONTAINS THE TOPICS THAT WERE USED FOR THIS SPECIFIC EXAM, AND THE SAME TOPICS MAY OR MAY NOT APPEAR ON FUTURE EXAMS. FUTURE EXAM TOPICS AND SUBTOPICS ARE POSTED WITH YOUR BIBLIOGRAPHY ON MY NAVY PORTAL.

FIGURE 7-3 - EXAMPLE OF A RATING CHANGE AUTHORIZATION (RCA) FOR OFFICIAL USE ONLY – PRIVACY ACT SENSITIVE

CYCLE 232
(SEP 16)

RATING CHANGE AUTHORIZATION
ADVANCEMENTS/STRIKERS/CHANGES OF RATE

JAN 26 2017

UIC 12345 12345
USS FORMAT//

PROVIDE ELIGIBILITY IS MAINTAINED. CANDIDATE LISTED
ARE AUTHORIZED ADVANCEMENT, STRIKER DESIGNATION, OR
CHANGE OF RATE. VERIFY ALL FMS DATA PRIOR TO EFFECTING
ANY ACTION.

- - - - - - - - - - - - - - - VERIFICATION DATA - - - - - - - - - - - - - - -

NAME	DODID	PRATE	AUTH RATE	BR-CL	C D	S	AW	ED	TAS	DTIS	SIPG	DSPG	PNA	GRP	PMA	E A	EFF DATE	P G
BOATE JON T	10111111111	PS3	PS2	USN		N	1	0.00	0310	0000	0100		00.0		4.00		02/16/2016	
DOE JANE A	11222222222	CS3	CS2	USN		N	1	0.00	0204	0000	0106		01.5	2	4.00		02/16/2016	
SEAMAN ABLE B	12333333333	YN2	YN1	USN		N	5	0.00	1003	0000	0600		06.0	2	4.00		02/16/2016	

FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE.
Any misuse or unauthorized disclosure may result in civil and/or criminal penalties

TABLE 7-1 — RCA AND ESVR COLUMN DEFINITIONS

COLUMN	DEFINITION	COLUMN	DEFINITION
NAME	Candidate's name	TAS	Total Active Service
DODID	Candidate's Department of Defense Identification number	DTIS	Reserve Drill Time In Service
PRATE	Candidate's present rate	SIPG	Service In Pay Grade
EXAM RATE	Candidate's examination rate	ED	Education points
AUTH RATE	Candidate’s authorized rate	DSPG	Drill Service in Paygrade
CD	Special identification code for personnel as follows:	PNA	Total PNA points earned from past advancement cycles and used in the FMS computation for this cycle (except for E7/8/9)
	B - MU E7/8/9 personnel attached to UIC 64377 or 0434A	GRP	Competitive group
	P - Personnel Exchange Program	PMA	Performance mark average (E4 through E7 only)
Eff Date	Effective RCA date	STATUS	Status of candidate (ESVR only)
PG	Prospective Gain	BR-CL	Candidate's branch class (competitive category) of service indicated as follows:
S	School completion codes as follows:		USN—Regular United States Navy Active Duty
	A - Completion of Class "A" school		
	C - Completion of Class "C" school, or both Class "A" and "C" schools		USNRT—FTS
	N - No Class "A" or "C" school		USNRC—Canvasser Recruiter
AW	Award and IA points (E4 through E6 only)		USNRI—SELRES

TABLE 7-2 — ESVR/PROFILE SHEET STATUS DEFINITIONS

STATUS AS REFLECTED ON ESVR/PROFILE SHEET	DEFINITION
1. LDO SEL BD ELIG/INELIG/FAIL	LDO candidate ONLY; no advancement authorized.
2. PNA-NO PTS	Passed NWAE but not advanced because of insufficient FMS and NWAE SS/PMA insufficient to receive PNA points.
3. PNA-PTS ___/___	Passed NWAE but not advanced because of insufficient FMS but received PNA points as indicated for NWAE SS/PMA. The points are applicable to FMS computation in future advancement cycles only.
4. SEL BD ELIGIBLE	E7/8/9 results forwarded to selection board for consideration.
5. SEL BD INELIGIBLE	E7 Pass; but did not achieve sufficient FMS to be considered by selection board.
6. SELECTEE	E4/5/6 selectee from FMS cut; E7/8/9 selectee from board decision.
7. NON-SELECTEE	E7/8/9 non-selectee from board decision.
8. FAIL	Scored below the minimum required raw score. No FMS or FMS required is provided. (See Note 1.)
9. C/R QUALIFIED	Achieved sufficient NWAE Standard Score (SS = 37) to be authorized lateral change of rate.
10. C/R NOT QUALIFIED	Did not achieve sufficient NWAE Standard Score (SS < 37) to be authorized lateral change of rate.
11. ADV PREV CYC XXX (XXX = Advancement cycle in which advanced)	Advancement cycle invalidated. Candidate was advanced as a result of a previous advanced cycle. Also used to denote MAP or accelerated advancement.
12. INVAL – WPA	Advancement cycle invalidated. Candidate participated in an NWAE outside the normal path of advancement or a C-WAY rating without NAVPERSCOM (PERS-803) authorization.
13. INVAL - ADV WITHHELD	Advancement cycle invalidated. Advancement withheld because of activity request.
14. INVAL - SCHOOL REQ	Advancement cycle invalidated. Candidate lacks required school.
15. INVAL - INSUFF TIR	Advancement cycle invalidated. Candidate has insufficient TIR.

TABLE 7-2 — ESVR/PROFILE SHEET STATUS DEFINITIONS (CONTINUED)

STATUS AS REFLECTED ON ESVR/PROFILE SHEET	DEFINITION
16. INVAL – MBR DECLINED ADV	Advancement cycle invalidated. Candidate declined advancement.
17. BUPERS INVAL	Advancement cycle invalidated. NAVPERSCOM (PERS-802/803) has advised NETPDC (N321) to invalidate the advancement cycle for reasons other than defined in 11 through 16 above. To include failure to meet security clearance requirements and collusion.
18. ACTIVITY INVAL	Advancement cycle invalidated. Command has advised NETPDC (N321) to invalidate the advancement cycle for reasons other than defined in 11 through 17 above.
19. NETPDC INVAL	Advancement cycle invalidated. NETPDC (N321) has taken action to invalidate the advancement cycle for reasons other than defined in 11 through 18 above.
20. REL FROM DUTY	Released from service, either reserve or active duty.
21. BUPERS HOLD	NAVPERSCOM (PERS-803) action pending on examination/advancement results. (See Note 2.)
22. NETPDC HOLD	NETPDC (N322) action pending on examination/advancement results. Results for personnel in this category will be published or placed in BUPERS HOLD status as soon as NETPDC (N322) makes final disposition.
23. SEL BD HOLD	NAVPERSCOM (PERS-802/833) action pending on selection board results. Selection board results for personnel in this category are placed in a hold status until resolution is determined.
24. FMS COMP PENDING	Mismatch in examination record. Results will be posted upon correction.
25. FOREIGN NAT HOLD	Candidate participated in a rating NWAE requiring access to classified information and is a foreign national or immigrant alien with no record of U.S. citizenship or citizenship waiver from NAVPERSCOM (PERS-803). (See Note 3.)
26. CITIZENSHIP UNK	Candidate participated in a rating NWAE requiring access to classified information and their citizenship is unknown.
27. INSUFF TIR	Candidate has insufficient TIR. Error can also be generated for E5/6 candidates who have not been identified properly for “EP” evaluation TIR waivers.

TABLE 7-2 — ESVR/PROFILE SHEET STATUS DEFINITIONS (CONTINUED)

STATUS AS REFLECTED ON ESVR/PROFILE SHEET	DEFINITION
28. PERF MARK ERROR	No performance mark average was recorded on answer sheet or performance mark is out of range.
29. SCHOOL REQUIRED	Candidate lacks a required school.
30. WRONG PATH ADV	Candidate has participated in a NWAE outside their normal path of advancement.
31. UNMATCHED NAME/SSN	Name/social security number translated from DoD ID does not correspond with EMF or IMAPMIS.
32. PRATE ERROR XXXXX (XXXXX = Present Rate from EMF or IMAPMIS)	Present rate as recorded in the EMF (IMAPMIS forSELRES) is not the same as the present rate recorded in NEAS.

NOTES:

1. A raw score cut value is applied to each NWAE rate to determine whether a candidate passed or failed to pass the NWAE. If a candidate's raw score (the number of questions answered correctly) falls below the applicable cut value, then the candidate "fails" to pass the NWAE and is eliminated from competition for advancement. No FMS or FMS Required is provided for candidates in Fail status, since the status eliminates the candidate from advancement opportunity. Providing the FMS or FMS Required values could give misleading information if the FMS exceeds the FMS Required.

2. See guidelines in Chapter 12 for collusion processes.

3. Personnel who have recently obtained citizenship or completed a satisfactory background investigation (BI) may appear on the ESVR as a FOREIGN NAT HOLD (Immigrant Alien/Foreign National Hold). The indicated corrections to citizenship status or security data may not have been made. In addition, a person whose citizenship status has not been entered in the Manpower Personnel and Training Information System (MAPTIS) will appear on the ESVR as CITIZENSHIP UNK (Citizenship Unknown). Results for personnel in these two categories will be published as soon as NETPDC receives command notification of citizenship status or waiver from BUPERS 32/352. The FOREIGN NAT HOLD discrepancy for CT, ET, IS, IT, and MA candidates may be cleared ONLY by a report of United States Citizenship.

TABLE 7-3 — CORRECTIVE ACTIONS FOR ADVANCEMENT CYCLE DISCREPANCIES

DISCREPANCY	CORRECTIVE ACTION REQUIRED
UNMATCHED NAME/SSN Name/SSN does not match the EMF/IMAPMIS or member is not currently on EMF/IMAPMIS.	Contact NETPDC (N321) for corrective action.
CITIZENSHIP UNK	Correct citizenship status of candidate in NSIPS.
FOREIGN NAT HOLD	Update citizenship status of candidate in NSIPS. Forward copy of authorized citizenship waiver to BUPERS 32/352.
WRONG PATH ADV	If member has authority for change of rate, forward a copy of the authorization to NETPDC (N321).
SCHOOL REQUIRED	Correct rate of candidate in NSIPS. If school waiver is authorized, send documentation to NETPDC (N321).
INSUFFICIENT TIR	1. CANDIDATES IN ACTIVE DUTY/SELRES ADVANCEMENT CYCLES a. Correct TIR Date in NSIPS, provide creditable DSPG calculated per paragraph 214c(5) or submit request for invalidation due to insufficient TIR to NETPDC (N321). b. If TIR Date is incorrect, correct in NSIPS, forward copy of service record page (NSIPS 1070/688) and other pertinent documentation reflecting correct TIR date to NAVPERSCOM (PERS-803) and NETPDC (N321). Provide creditable DSPG as necessary for TIR eligibility. c. If TIR Date is incorrect and member is a NAVET/OSVET on first enlistment in same paygrade after a break in active service, forward copy of service record page (NAVPERS 1070/613), prepared per figure 2-1 to NAVPERSCOM (PERS-803) and NETPDC (N321). 2. IRR CANDIDATES – Recompute TIR Date per paragraph 214c(1) and update NSIPS.
PERFORMANCE MARK ERROR Generated when the PMA Section of the answer sheet is blank, too low, or greater than 4.00.	Furnish PMA for the authorized marking period with documentation. Refer to paragraph 313d to correct PMA.
PRATE ERROR XXXXX	Contact NETPDC (N321) for corrective action.

b. Information for the Candidate. The Profile Sheet provides the candidate with information on NWAE performance as compared with other candidates who took the same NWAE.

(1) Profile Sheet

(a) Following each advancement cycle, NETPDC (N321) will post a Profile Sheet (Figure 7-2) for all E4 through E9 candidates for 2 years. Profile Sheets cannot be re-generated once removed from NEAS Web. Candidates may sign up for email notification of profile sheet changes when viewing profile sheets.

(b) E4 through E7 profile sheets report FMS factors, FMS, Minimum Multiple Required for advancement, and advancement status. Additionally, E7 throug E9 profile sheets report selection board or advancement status.

NOTE: Candidates can receive multiple profile sheets.

(c) Candidates will be provided NWAE score breakdowns by section. The title of each section will be listed, followed by the number of questions in that section, and the member's score and percentile.

(d) The profile sheet will be available for individuals to view in their ESR and on the MNP website.

(2) PNA Points

(a) PNA points are factored into the FMS for E4 through E6 candidates who achieve high NWAE standard scores on a NWAE or have high PMAs during an advancement cycle in which the candidates compete for advancement but were not advanced due to quota limitations.

(b) PNA points are only creditable from the most recent five advancement cycles in that paygrade. Should the candidate have missed one of the last five cycles, NETPDC (N321) will automatically credit PNA points for the most recent five of the last six consecutive advancement cycles to a candidate's FMS. In determining the total PNA points for an individual, the most recent five advancement cycles are inclusive of any NWAE a candidate failed or an advancement cycle that was invalidated. If a candidate missed more than one of the last six advancement cycles, no advancement cycle beyond the sixth administered by NETPDC (N321) may be used to compute a PNA point factor. A candidate may receive a maximum of three PNA points for any one advancement cycle.

NOTE: PNA points will be retained for CIP candidates through the CIP period. Refer to paragraph 709.

(c) For each advancement cycle, 1.5 PNA points is awarded to candidates in the top 25% of standard scores (SS >= 56.59) as well as in the top 25% of PMAs, who passed the NWAE, but did not advance and were not invalidated. The maximum cumulative PNA point total that may be credited to candidates is 15.

NOTE: NETPDC (N321) uses the DOD ID to track PNA point credit. It is not necessary to notify NETPDC to credit PNA points for candidates who have had name changes.

(d) Members undergoing rating conversions will have PNA points from the previous rating advancement cycles applied toward FMS credit for advancement in the new rating, provided they are competing in the same paygrade.

(e) PNA points from SELRES advancement cycles will be used in computing PNA point credit for active duty advancement cycles; PNA points from active duty advancement cycles will be used to compute PNA point credit for SELRES advancement cycles.

(f) For Sailors returning from CIP, PNA points will be credited up to five of the last six advancement cycles administered in that paygrade excluding the number of advancement cycles missed during CIP participation.

(g) PNA points earned for a specific paygrade are deleted upon reduction in rank.

(3) Education Points

(a) Sailors competing for advancement to paygrades E4 through E6 will be awarded two points for an accredited Associates degree and four points for an accredited Baccalaureate degree or above. Education points will be awarded for the highest degree held and will increase the total overall FMS points with no reduction in points from other factors. Education points for multiple degrees are not cumulative – four points is the maximum that will be awarded (e.g., two Associates degrees do not equate to a baccalaureate degree).

(b) Sailors must ensure transcripts with degree information are forwarded directly from their academic institution to JST Operations (OPS) Center. Sailors should have their official transcripts sent to:

COMMANDING OFFICER
NETC
JST Operations Center N644
6490 Saufley Field Road
Pensacola, Florida 32509

(c) JST OPS Center will validate the transcript and enter education data into NCMIS. NCMIS will update the JST and be used to calculate the E4 through E6 FMS. Do not include degree points in calculating award points. JST OPS Center will also provide electronic verification of degrees which will update the Performance Summary Record, Part 1 for use by the E7 through E9 selection boards.

(d) Submit corrections to education points using the instructions in paragraph 314.

704. EFFECTING ADVANCEMENTS TO PAYGRADES E2/E3

a. Advancement to Paygrade E2/E3. Advancements to paygrade E2/E3 are automatically posted on the 16th day of a month by NAVPERSCOM (PERS-35) once the required TIR has been reached in accordance with Table 2-3. TIR date for advancement is determined per paragraph 214. E2/E3 advancements must be effected locally for personnel reduced in rate or if NAVPERSCOM (PERS-803) removed the prospective automatic advancement as requested.

b. Delaying Advancement to E2/E3. All personnel are considered eligible for advancement to E2/E3 upon meeting TIR requirements. The prospective advancement will automatically post to the EMF/IMAPMIS and pay system when effective. To delay advancement, prepare the NAVPERS 1070/613 below and notify NAVPERSCOM (PERS-803) by e-mail prior to the prospective advancement date. Once advancement is delayed, the command must effect the advancement to E2/E3 locally based on the date the delay was removed by the CO/OIC. Advancement cannot be delayed on or after the effective date. Do not info NETPDC.

NAVPERS 1070/613:

(Date): Advancement to E2/E3 delayed this date due to (give reason for delaying advancement).

_____
CO/OIC SIGNATURE
(Signature may not be delegated)

"I have read the above and understand that authority for advancement to E2/E3 has been delayed. I have been informed of my rights for redress as provided under UCMJ, article 138. It is my decision to/not to seek review of this matter."

_____
Member's signature and date

FROM: USS UNDERWAY
TO: ADVANCEMENTS-ACTIVE@NAVY.MIL (OR) ADVANCEMENTS-RESERVE@NAVY.MIL
SUBJ: DELAY OF AUTOMATED ADVANCEMENT TO E2/E3 ICO (NAME, RATE)
REF: (A) BUPERSINST 1430.16G

1. REQUEST DELETE PROSPECTIVE AUTOMATED ADV TO E2/E3 ICO SNM. CO HAS DELAYED ADV IN COMPLIANCE WITH PARA 704B OF REF A.

2. COMMAND POC: PSC A. B. SEA, (850)123-4567, DSN 922, E-MAIL ABSEA@NAVY.MIL.

(ATTACH COPY OF REQUIRED PG 13)

c. Backdating Advancement to Paygrades E2 and E3. If an administrative error precludes the advancement of a member to paygrade E2 or E3 on the earliest date on which the candidate is fully qualified, the advancement may be established "as of" the date the member would have been advanced had the error not occurred, provided the backdating does not under any circumstance exceed 6 months. For advancements greater than 6 months notify NAVPERSCOM (PERS-803) by e-mail with details.

705. EFFECTING ADVANCEMENTS TO E4 THROUGH E9

a. The effective advancement date for members selected for advancement to paygrades E4 through E6 is determined by the member's FMS rank within the same rating/competitive group. The effective advancement date for members selected for advancement to paygrades E7 through E9 is determined by the member's seniority in paygrade within the same rating/competitive group. Advancements will automatically be effected on the date authorized on the RCA/Profile Sheet.

b. Advancements for personnel converted to another rating subsequent to selection of advancement notification in the previous rating may not be effected without prior approval of NAVPERSCOM (PERS-803). Upon conversion approval members must request an advancement determination (Figure 7-4).

c. Members may not be frocked or advanced to paygrades E4 through E7 prior to completing all required leadership training.

d. Determining relative standing and effective date of advancement for candidates affected by assignment to CDCZ/ACOA will be as set forth in paragraph 614.

e. Sailors reduced in rank from E4 to E3 by non-judicial punishment, for minor offenses as outlined in Article 15 of the UCMJ, must wait a minimum of 6 months before becoming eligible

for reinstatement to E4 and reinstatement is no longer by the NWAE but rather at the discretion of the member's current CO. COs may choose to delay reinstatement until they deem the Sailor is ready for the additional responsibility. There is no obligation for a Sailor to ultimately be advanced if the CO does not feel it is warranted.

(1) Administrative Remarks (NAVPERS 1070/613) (permanent) must be completed by the command of the member and sent to Navy Personnel Command, Enlisted Career Administration/Enlisted Boards Division (PERS-81). NAVPERS 1070/613 (CO signature required) must include the following language:

> (date): _____ Effective this date, Service Member has been reinstated to E4. Effective date of paygrade is _____ and time-in-rate date is _____.
>
> a. The effective date of paygrade will be the reinstatement date approved by the CO.
> b. The time-in-rate date will be applied as outlined in Section 201.
> c. The required Navy Standard Integrated Personnel System transaction must be completed to ensure proper reinstatement of the effected member.

(2) Sailors may petition the ISIC of the unit after 12 months from the date of reduction to E3 if CO has not granted restoration.

706. LIMITING DATE

a. Advancement authority expires with the limiting date for the respective advancement cycle. Limiting dates are as follows:

PAYGRADE	ADVANCEMENT CYCLE	LIMITING DATE
E4/5/6	February/March	31 December of the same year
E4/5/6	August/September	30 June of the next year
E7	January/February	31 August of the next year
E8/9	N/A	30 June of the next year

b. If an authorized advancement is not effected prior to limiting date due to administrative error or oversight, the CO may request revalidation of advancement authorization from NAVPERSCOM (PERS-803). This request must state the circumstances which precluded the selectee's advancement on the date originally authorized. NAVPERSCOM (PERS-803) will not revalidate an advancement which was not affected by the limiting date due to selectee's own misconduct, or due to the CO withholding the advancement beyond the limiting date. Advancements intentionally held past the limiting date may be revalidated only by petition to BCNR.

707. SERVICE RECORD ENTRIES. To effect an advancement, change in rate, or PACT designation, make the appropriate ESR entry. For reserve personnel, after effective date of

advancement, ensure NSIPS reflects correct TIR. For personnel advanced under special programs, document authority as follows on NAVPERS 1070/613:

NAVPERS 1070/613:

(Date): Advanced to _____ effective _____ for pay and precedence purposes.
Authority:_____
(Reason for advancement and reference document/ instruction authorizing advancement).

_____
Signature with By direction authority

708. PERSONNEL IN THE PROCESS OF SEPARATION, TRANSFERRING FOR SEPARATION, OR SEPARATION

a. COs/OICs will inform advancement selectees who are being discharged or released from active duty (RELACDU) that they may request an advancement determination from NAVPERSCOM (PERS-803) upon return to active duty or affiliation in a drilling status (refer to Figure 7-4).

b. For personnel who have separated prior to publication of the advancement results, the commands are required to ensure advancement cycles are invalidated in order for all advancement quotas to be utilized. Members whose advancement cycles were invalidated because they were separated prior to publication of advancement results are not eligible for advancement.

709. CAREER INTERMISSION PROGRAM (CIP)

a. E4 through E9 service members entering CIP will retain their current (Active/FTS) component status in the advancement process as held upon entry into CIP. CIP participants who were selected for advancement prior to transitioning to the IRR will have advancement deferred until returned to the component status previously held. In the event the date of return to the component status previously held is prior to the effective date of advancement, then the advancement will occur on the original effective date of advancement. For all other CIP participants in a selectee status, advancement will be effective on the 16th day of the month following the date of return to the component status previously held. Selectees E4 through E9 who return to a different component (Active/FTS) will require Enlisted Community Manager (ECM) approval to retain selectee status into the new component.

b. Candidates E4 through E6 who participate in a NWAE and enter CIP prior to advancement determination will be invalidated for that cycle (due to candidates not in the EMF). Candidates

entering CIP after advancement determination will be included in the Final Multiple Score rank-ordering process. Selectees will be included in the standard NEAS file transfer to NAVPERSCOM (PERS–33). NAVPERSCOM (PERS–33) will systematically place these E4 through E6 selectees in a hold status until return to component status previously held. NAVPERSCOM (PERS–9) will track the E4 through E6 selectee candidates in the CIP database and indicate date of return to active duty status. The date of return to the component status previously held will be provided to NAVPERSCOM (PERS–33) to effect post-CIP advancement. NAVPERSCOM (PERS-9) will also provide NETPDC (N321) the date of return to component status previously held for all CIP participants. For those non-select CIP candidates returning with past PNA points, credit will be granted for the PNA points for up to five of the last six advancement cycles administered in that paygrade not to include the advancement cycles missed during CIP participation.

c. Candidates E4 through E7 who return from CIP and participate in a NWAE will not have evaluations covering the time in the IRR while participating in the program considered for PMA calculations.

d. PMA computations. Evaluations covering the CIP period, while the member is in the IRR, will not be used for calculating PMA. To calculate the PMA for E4 through E7 advancement candidates who return from CIP and participate in a NWAE, use all evaluations in the current paygrade that cover the proscribed periods required, to include evaluations prior to the CIP period:

E4 exam = 9 months
E5 exam = 15 months
E6 exam = 36 months
E7 exam = 36 months

NOTE: For example, an E5 Sailor who is eligible to take the September exam for E6 returns from a 12-month CIP period on 1 June 2016. This Sailor's E5 Time-in-Rate (TIR) date at CIP transition was 1 January 2012. In order to adjust the Sailors TIR for the CIP period, advance the new TIR using a day for day calculation for the time the Sailor was in CIP. In this instance, upon return to Active Duty this Sailors TIR is adjusted to 1 January 2013. To calculate the candidate's PMA, use all evaluations in the member's record from 1 June 2016 to 31 August 2016 before the September 2016 exam. In addition, use any pre-CIP period evaluations in the E5 paygrade to cover the prescribed period above. Since the Sailor returned from CIP 3 months prior to 31 August 2016 the number of months of evaluations to be used in PMA calculations from the pre-CIP period will be the 33 months.

e. E7 candidates who participate in a NWAE and enter CIP prior to selection board eligible results will be invalidated for that cycle. These E7 candidates will remain ineligible for advancement consideration until they return to component status previously held and participate in the next available NWAE to obtain selection board eligibility status. E7 candidates who become selection board eligible and enter CIP prior to adjournment of the E7 selection board

will be invalidated from that current advancement cycle. However, these candidates will retain selection board eligible status upon return from CIP, without taking an additional NWAE. NAVPERSCOM (PERS–9) will track these E7 selection board eligible candidates in the CIP database and indicate date of return to component status previously held. NAVPERSCOM (PERS–9) will notify NAVPERSCOM (PERS–802/803), NETPDC (N321), and applicable commands of date of return from CIP for these E7 candidates in order to authorize selection board waivers for the first available regularly scheduled E7 selection board. Eligiblity for the first available regularly scheduled selection board, requires waived candidates return from CIP at least 1 month prior to the selection board convening date. The selection board waiver is only authorized for the first available regularly scheduled selection board after return to status previously held. Upon receipt of NAVPERSCOM (PERS–9) notification, NETPDC (N321) will generate a selection board eligible profile sheet.

f. E8 and E9 candidates who enter CIP prior to adjournment of the E8 and E9 selection boards will be invalidated for that cycle. These candidates will remain ineligible for advancement until they return to the component status previously held. NAVPERSCOM (PERS–9) will track these E8 and E9 selection board eligible candidates in the CIP database and indicate date of return to component status previously held. NAVPERSCOM (PERS–9) will notify NAVPERSCOM (PERS-802/803), NETPDC (N321), and applicable commands of date of return to status previously held for these E8 and E9 candidates in order to effect selection board eligibility for the first available regularly scheduled E8 and E9 selection board or to authorize selection board waivers for the first available regularly scheduled E8 and E9 selection board, as applicable. Eligiblity for the first available regularly scheduled selection board, requires candidates return from CIP at least 1 month prior to the selection board convening date.

g. E7 through E9 candidates who become selection board selectees and enter CIP after adjournment of the E7 through E9 selection boards will retain their selectee status. NAVPERSCOM (PERS–9) will systematically place these selectees in a hold status until return to the component status previously held. NAVPERSCOM (PERS-9) will track these E7 through E9 selectees in the CIP database and indicate date of return to the component status previously held for NAVPERSCOM (PERS–33) to effect post-CIP advancement.

710. FROCKING OF ENLISTED PERSONNEL. COs/OICs may frock enlisted personnel in accordance with MILPERSMAN 1420-060; members may decline frocking.

711. REMOVAL OF AUTHORITY TO BE FROCKED. Authority for frocking may be removed when a CO/OIC determines a member is no longer eligible or deserving. Ensure the following NAVPERS 1070/613 entry is completed when authority to be frocked is removed:

NOTE: Removing a Sailor's frocking does not remove member's selection for advancement.

NAVPERS 1070/613:

(Date): "I understand my authority for frocking has been removed and I am no longer entitled to wear the uniform of the higher paygrade or receive the benefits thereof."

_____
Signature of Member

WITNESSED: _____
CO/OIC Signature

712. MEMBERS DECLINING ADVANCEMENT. Personnel who desire to have their advancement results rescinded prior to the effective date of advancement are required to complete the below permanent service record page 13 and forward to NAVPERSCOM (PERS-803).

NAVPERS 1070/613:

(Date): "I request to have my advancement results from cycle ____ removed this date and decline advancement to the higher paygrade.

I understand that this request is permanent and may not be reinstated. I further understand that I am not eligible to wear the uniform of the higher paygrade or receive the benefits thereof."

_____
Signature of Member

WITNESSED: _____
CO/OIC Signature

713. TIME-IN-GRADE (TIG) REQUIREMENT FOR E7 THROUGH E9

a. DoD Instruction 1332.20 and OPNAVINST 1811.3 state "non-disability (voluntary) retirement for members serving in grades E7, E8, and E9 shall require a minimum of 2 years of Active Duty in grade unless such members are entitled by law to a higher retired grade upon retirement." An advanced member, who desires to transfer to the Fleet Reserve or Retired Reserve (Non-regular retirement) prior to completing 2 years TIG, must be reverted to the former paygrade. Notify NAVPERSCOM (PERS-836/913) of personnel being advanced and transferred to the Fleet Reserve/Retired Reserve prior to completion of 2 years TIG. Members who have completed 30 years or more of active service, that are placed on the active duty retired list prior to serving 2 years TIG, will be allowed to retire at the higher paygrade.

b. This two-year TIG requirement for transfer to the Fleet Reserve/Retired Reserve at the current paygrade is independent of, and runs concurrent with, any other obligated service that may be incurred due to acceptance of promotion, orders or any other personnel action requiring a commitment for additional service.

c. The following NAVPERS 1070/613 entry is required for all selectees advanced to paygrade E7 through E9:

NAVPERS 1070/613:

(Date): "I understand that I must serve a minimum of 2 years Time-In-Grade (TIG) prior to transferring to the Fleet Reserve or Retired Reserve. I further understand that the 2 year TIG commences upon my effective date of advancement and not on the date I was frocked."

_____
(MEMBER'S SIGNATURE)/DATE

WITNESSED: _____
Signature with By direction authority

d. Requests for a waiver of a maximum of 1 year of the TIG requirement may be submitted to NAVPERSCOM (PERS-836/913) with application for transfer to the Fleet Reserve or Retired Reserve.

714. <u>ADVANCEES ON TEMPORARY OR PERMANENT DISABILITY RETIRED LIST (TDRL/PDRL)</u>. Those personnel who are selected for advancement but are transferred to TDRL/PDRL will be advanced effective the date of transfer to the TDRL/PDRL per 10 U.S.C. Advancements should be effected locally via appropriate NSIPS entry.

715. <u>PERSONNEL INELIGIBLE FOR ADVANCEMENT</u>

a. Prisoners of war/missing personnel, except by special action by CNP.

b. Personnel who have been determined by administrative (i.e., non-judicial punishment (NJP), Administrative Discharge Board, NETPDC investigation, etc.) or court-martial proceedings to have used, attempted, or conspired to use fraudulent means to obtain advancement are ineligible for advancement on the cycle for which fraud or collusion is substantiated, and shall remain ineligible until the CO reinstates advancement recommendation.

c. Personnel in a deserter or unauthorized absence (UA) status.

d. Personnel in a retired status, including disability retirements (see paragraph 714).

e. Personnel in confinement as a result of civil conviction or sentence of court-martial on their authorized date of advancement.

f. Personnel who have failed to meet physical readiness standards as outlined in OPNAVINST 6110.1.

g. Personnel in a rating requiring security clearance eligibility who are not in receipt of a favorable adjudication from an official adjudicative authority, or who are not in possession of temporary access (an “interim” clearance) granted by a CO while awaiting a formal determination by an official adjudicative authority, on the regularly scheduled NWAE administration date or personnel who have had their clearance revoked prior to their advancement date.

NOTE: Personnel must maintain continuous security clearance through the effective date of advancement. In order for a CO to grant interim access, the procedures in paragraph 9-4 of SECNAV M-5510.30, the Navy Personnel Security Program, must be followed.

h. Personnel who have failed the examination. (See Table 7-2 NOTE 1).

i. Personnel who have been selected by a retention board and have been selected for non-continuation (i.e. ERB, SERBSECB, etc.).

j. Nuclear-trained E6 Sailors with an inactive NEC are permitted to take the E7 advancement examination. However, in order to advance, E6 nuclear-trained Sailors must have an active NEC at the start of the advancement board. Additionally, nuclear-trained E7 and E8 Sailors must have an active NEC in order to advance.

716. INVALIDATION OF CANDIDATES' ADVANCEMENT CYCLE PARTICIPATION. If, after NWAE administration, a candidate becomes ineligible for advancement for reasons other than withdrawal of the candidate's recommendation (i.e. reasons listed in paragraphs 703 and 715.), the command must invalidate the candidate's advancement cycle participation. Notify NETPDC (N321)/NAVPERSCOM (PERS-803) for E4-E6 candidates and NETPDC (N321/NAVPERSCOM (PERS-802) for E7 candidates, providing reason for invalidation.

NOTE: With the limited number of advancement quotas available, commands must give particular attention to avoid wasting quotas.

717. DISCIPLINARY STATUS. COs/OICs have discretionary authority to effect authorized advancements of members who are in a disciplinary status.

a. If the CO/OIC does not effect the advancement of a member in a disciplinary status that has not been resolved prior to the limiting date, request determination from NAVPERSCOM (PERS-803).

b. Personnel in a suspended reduction status are eligible for advancement. The suspended punishment will not automatically withhold or withdraw prospective advancements. COs/OICs must comply with paragraph 722 in order to withhold or withdraw prospective advancements, otherwise the advancement will automatically post. A "suspended reduction in rate" status is automatically terminated when a member is subsequently advanced in rate.

718. MEDICAL STATUS. Personnel undergoing medical treatment or awaiting action of a clinical board, medical survey board, or a physical evaluation or reevaluation board, including personnel on limited duty, or reservists in a Transient Personnel Unit (TPU) may be advanced if otherwise qualified. Personnel receiving medical treatment as a result of their own misconduct and subject to disciplinary action are subject to the advancement restrictions in paragraph 715.

719. FORCED CHANGE IN RATING (MEDICAL). If a member participated in an advancement cycle or is selected by an enlisted advancement selection board and becomes medically disqualified (through no fault of member), after examination date or selection board adjournment, but prior to prospective date of advancement, member is authorized to advance in their current or new rating.

720. CHANGING BRANCH/CLASS COMPETITIVE CATEGORY. Personnel who participated in an advancement cycle prior to changing branch/class competitive category may request for an advancement determination using the format shown in Figure 7-4.

a. If an individual has C-WAY approval to change branch/class competitive category which will take effect before the advancement results are released, the individual will take the NWAE in the new branch/class competitive category. For example, if the member is C-WAY approved on 31 January 2016 to be released from active duty and enter the SELRES on 30 April 2016, the member will take the SELRES NWAE in March.

b. If an individual changes branch/class competitive category after participation in a NWAE and prior to publication of advancement results, notify NETPDC to determine if the NWAE can be scored in the correct branch/class competitive category or if a new NWAE can be ordered.

c. If an individual changes branch/class competitive category after participation in an NWAE and publication of advancement results but before the effective date of advancement, the gaining command is required to submit a rate determination.

d. If an individual changes branch/class or competitive category while in a selectee status for E7/8/9, prior to their effective date of advancement, they may request retention of that status in the new branch/class or competitive category. Notify NAVPERSCOM (PERS-803) of desire to retain selectee status. The individual should be advised that the effective advancement date may change.

e. Rate determinations can only be requested within an advancement cycle's limiting date. Refer to paragraph 706 for clarification of limiting dates.

f. A SELRES, before submitting a request for advancement determination (Figure 7-4), must have satisfactory drilling participation, be within 12 months of the date of RELACDU, and be within 6 months of date of affiliation in the reserves.

721. ERRONEOUS ADVANCEMENT. If a member is advanced in error through no fault of the member and solely as a result of administrative error, notification of all circumstances surrounding the erroneous advancement shall be forwarded to NAVPERSCOM (PERS-803) for review and final determination.

FIGURE 7-4 — SAMPLE REQUEST FOR ADVANCEMENT DETERMINATION

(Command Letterhead)

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-803)

Subj: REQUEST FOR INDIVIDUAL ADVANCEMENT DETERMINATION AND AUTHORITY FOR ADVANCEMENT

Ref: (a) BUPERSINST 1430.16G

Encl: (1) Copy of affiliation documentation (1326)

1. The candidate identified was selected for advancement from an advancement cycle prior to converting to (select one: Active Duty, FTS, CANREC, SELRES).

2. The following information is provided:
   a. Name (Last, First MI):
   b. Present rate:
   c. Examination rate:
   d. Month and year of last advancement cycle:
   e. Date separated (if applicable):
   f. Date affiliated:
   g. Unit to which attached:

3. Per paragraph 720 of reference (a), request advancement determination and, if eligible, authority for advancement.

4. Point of contact.

_____
Signature of CO/OIC
or official with By direction authority
FOR OFFICIAL USE ONLY – PRIVACY ACT SENSITIVE

NOTES:
1. Results of the advancement determination will be forwarded to the activity listed on the letterhead of the request.

2. Do not contact NETPDC for FMS comparison from respective active/reserve advancement cycles.

722. WITHHOLDING OR WITHDRAWING RECOMMENDATION FOR ADVANCEMENT. Withholding (temporary delay) or withdrawing (permanent action) a recommendation is an administrative action and may not be directed as punishment or used as an alternative action to the proper disposition of misconduct under the Uniform Code of Military Justice. Recommendation/advancement authority cannot be withheld or withdrawn on or after the effective date of advancement. Failure to comply with the required actions prior to the advancement date will result in the member retaining scheduled advancement.

a. Withholding Authorized Advancement

(1) The CO/OIC may delay a member's authorized advancement up to the limiting date for the respective advancement cycle. Make service record entries as follows (e-mail notification to NETPDC (N321)/NAVPERSCOM (PERS-803) may not be sent prior to completion of required NAVPERS 1070/613):

NAVPERS 1070/613:

(Date): AUTHORIZED ADVANCEMENT TO _____ WITHHELD THIS DATE DUE TO (give reasons for withholding advancement).

_____
CO/OIC SIGNATURE/DATE

"I have read the above and understand that authority for advancement to ____ has been withheld. I have been informed of my rights to redress as provided under UCMJ, article 138."

_____
MEMBER'S SIGNATURE/DATE

Witnessed: _____
WITNESS' SIGNATURE/DATE

NOTE: NAVPERS 1070/613 must be signed by the member and the member's CO/OIC. The CO/OIC's signature may not be delegated. If the member refuses to sign, the signature block will be annotated "MEMBER NOTIFIED BUT REFUSED TO SIGN."

(2) Withholding advancements because of Physical Fitness Assessment (PFA) failure must be accomplished in compliance with OPNAVINST 6110.1. In addition to the NAVPERS 1070/613 required by OPNAVINST 6110.1, the member must sign the NAVPERS 1070/613 required by this paragraph prior to withholding advancement.

(3) Commands must notify NETPDC (N321) via e-mail, with an information copy to NAVPERSCOM (PERS-803) at advancements-active@navy.mil or advancements-reserve@navy.mil, when withholding an advancement and indicate compliance with paragraph 722a. NETPDC (N321) will forward verification of withholding via profile sheet.

FROM: COMMAND
TO: SFLY_N321_DISCREPANC@NAVY.MIL
CC: ADVANCEMENTS-ACTIVE@NAVY.MIL

SUBJ: WITHHOLDING OF CYCLE __ ADVANCEMENT ICO (FULL NAME, BRANCH/CLASS, DODID#)

REF: (A) BUPERSINST 1430.16G

COMMAND POC: PSC A. B. SEA, (850)123-4567, DSN 922, E-MAIL, ABSEA@NAVY.MIL

1. DUE TO _____, CO HAS WITHHELD CYCLE ____ ADV TO (RATE). NAVPERS 1070/613 REQUIRED IN REF (A) PARA 722A COMPLIED WITH AND FILED IN ESR.

(4) To reinstate a command-withheld advancement, CO/OIC must notify NETPDC (N321) via e-mail, with an info copy to NAVPERSCOM (PERS-803), that the advancement is no longer being withheld and request the advancement be effected. (Request must stipulate the date the member was deemed eligible for advancement by the CO/OIC; retroactive advancement is not allowed). Advancement/selectee status will be forwarded via profile sheet.

NOTE: Failure to reinstate a previously withheld advancement prior to the limiting date for the advancement cycle will terminate the member's selection. However, Sailors reduced in rank from E4 to E3 by non-judicial punishment, for minor offenses as outlined in Article 15 of the UCMJ, can be eligible for reinstatement to E4 after a 6 month waiting period. Reinstatement to E4 is at the discretion of the current CO and does not automatically occur after the 6 month waiting period. COs may choose to delay reinstatement until the Sailor is deemed ready for the additional responsibility. Refer to paragraph 214d(5)(d) for further instruction.

FROM: COMMAND
TO: SFLY_N321_DISCREPANC@NAVY.MIL
CC: ADVANCEMENTS-ACTIVE@NAVY.MIL

SUBJ: WITHHOLDING OF CYCLE ___ ADVANCEMENT ICO (FULL NAME, BRANCH/CLASS, DODID#

REF: (A) USS WILL SAIL (e-mail time/date)
(B) BUPERSINST 1430.16G

POC: PSC A. B. SEA, (850)123-4567, DSN 922, E-MAIL ABSEA@NAVY.MIL

1. PER REF (A), CO REINSTATED SNM'S REC FOR ADV ON (DATE). ADV PREVIOUSLY WITHHELD BY REF (B) PARA 722A(4).

(5) Personnel in a deserter or UA status shall not be advanced. COs/OICs must withhold advancements per paragraph 722a utilizing NAVPERS 1070/613. Upon completion of NAVPERS 1070/613, CO/OIC must notify NAVPERSCOM (PERS-803) and NETPDC of compliance with NAVPERS 1070/613 as directed by this paragraph. Any prospective advancement, including prospective E2/E3 advancement (paragraph 704b), must be withheld.

b. Withdrawal of Recommendation for Advancement. COs/OICs may withdraw a recommendation for advancement at any time, prior to the advancement effective date, if the member is determined to no longer qualify for advancement. Withdrawal of an advancement recommendation is the prerogative of the member's current CO/OIC and will be withdrawn whether or not the recommendation was made by the member's previous CO/OIC. COs/OICs are advised that the withdrawal of an advancement recommendation is a permanent action and the recommendation will remain withdrawn until recommendation is restored with a subsequent evaluation. An advancement recommendation that is withdrawn after notification of selection for advancement is a permanent action for that advancement cycle, with no administrative recourse, regardless of a subsequent CO/OIC desiring to restore the advancement recommendation. When withdrawing a recommendation for advancement, CO/OIC's must take the following actions:

(1) Prepare a "Significant Problems" enlisted evaluation removing member's recommendation for advancement, which must be signed by the member and the member's CO/OIC (this authority may not be delegated). An evaluation is the sole means of withdrawing a member's recommendation for advancement and must be completed prior to requesting invalidation of an authorized advancement.

(2) Prepare e-mail notification to NETPDC (N321) and NAVPERSCOM (PERS-803). For E7-E9 candidates info copy NAVPERSCOM (PERS-802/833). Do not send prior to completion of the required evaluation.

FROM: COMMAND
TO: SFLY_N321_DISCREPANC@NAVY.MIL
CC: ADVANCEMENTS-ACTIVE@NAVY.MIL
(ANY OTHER COMMANDS INVOLVED I.E., PSD OR PARENT CMD)

SUBJ: WITHDRAWAL OF CYCLE ____ADVANCEMENT
RECOMMENDATION ICO (RATE, NAME, BRANCH/CLASS, DODID#)

REF: (A) BUPERSINST 1430.16G

1. CO/OIC HAS WITHDRAWN ADV REC FOR _____ (RATE) ICO SNM DUE TO _____. EVALUATION REQUIRED IN REF (A) PARA 722B WAS COMPLETED ON (DATE) AND FILED IN ESR. REQUEST INVAL CYCLE ____ (RATE MBR PARTICIPATED IN/SELECTED FOR (E.G., "PS2")) EXAM ICO SNM.

2. POC: PSC A. B. SEA, (850)123-4567, DSN 922, E-MAIL: ABSEA@NAVY.MIL

(3) The following NAVPERS 1070/613 service record entry shall be made:

NAVPERS 1070/613:

(Date): RECOMMENDATION FOR ADVANCEMENT TO_____ WITHDRAWN THIS DATE DUE TO (give reasons for withdrawing recommendation).

_____
CO/OIC SIGNATURE/DATE

"I have read the above and understand that recommendation for advancement to ____ has been withdrawn. I have further been informed of my rights to redress as provided under UCMJ, Article 138. I understand withdrawal of my advancement recommendation for _____ is a permanent action for this advancement cycle, with no administrative recourse."

_____
MEMBER'S SIGNATURE/DATE

Witnessed: _____
WITNESS' SIGNATURE/DATE

(4) If a member has taken an E4 through E7 NWAE and the advancement results have not been published, and recommendation is withdrawn, send e-mail notification to NETPDC (N321) with information copy to NAVPERSCOM (PERS-803) requesting invalidation of the member's advancement cycle and advise of compliance with paragraph 722b.

(5) If member is a selectee for advancement to E4 through E9, send e-mail notification to NETPDC (N321), with information copy to NAVPERSCOM (PERS-803), advising that withdrawal of advancement recommendation is in compliance with paragraph 722b.

(6) If a member has been validated for E8/9 or is SBE for E7, send e-mail notification to NAVPERSCOM (PERS-802), with information copy to NETPDC (N321) and NAVPERSCOM (PERS-803), advising of withdrawal of advancement recommendation and compliance with paragraph 722b.

(7) The member's signature is required on the adverse performance report (withdrawing advancement recommendation). If member is missing, deployed to another command, in an unauthorized absence status, in deserter status, etc., and cannot sign or refuses to sign, enter an explanatory phrase in the signature block. Forward the report to NAVPERSCOM (PERS-321), with copy to NAVPERSCOM (PERS-803). It is important that withdrawal action is completed prior to the effective date of the advancement; lack of member's signature due to unavailability or refusal should not impede such action.

c. Appeals. If member believes that the withholding or withdrawal of their advancement is inaccurate, unjust, or wrongly submitted, U.S. Navy Regulations, Article 1151, provides authority to request mast, where questions may be raised with the CO/OIC. If this remedy has been exhausted, the member may request that such withholding or withdrawal be investigated, modified, removed, or replaced through one of the following appeal procedures:

(1) U.S. Navy Regulations, Article 1126 – Correction of Naval Records. Under provisions of this article, a member may petition BCNR. Petitions must be submitted on DD Form 149, Application For Correction of Military Record Under the Provisions of Title 10 U.S. Code, Section 1552. Refer to the NAVPERSCOM website.

(2) U.S. Navy Regulations, Article 1150 – Redress of Wrong Committed by a Superior and Uniform Code of Military Justice, Article 138 – Complaints of Wrongs. Under provisions of these articles, a member may submit a complaint against a superior officer.

723. WITHHOLDING OF ADVANCEMENT ON MEMBERS ALLEGED TO HAVE COMMITTED CHILD SEXUAL ABUSE. Using the guidelines contained in paragraph 722a, the CO/OIC is required to withhold the prospective advancement of any member who is under administrative control of the Family Advocacy Program for alleged child sexual abuse. The nature of the program dictates that a member's case must be resolved. In cases determined to be unsubstantiated by local Case Review Committee, Headquarters Review Team, or Child Sexual Assault Review Board, the CO/OIC shall notify NAVPERSCOM (PERS-803) upon release from administrative control by NAVPERSCOM (PERS-83) to reinstate the original advancement date. Cases determined to be substantiated are required to be processed for administrative separation. If, after NAVPERSCOM (PERS-832) disposition of the administrative separation process, a member is retained in the naval service, a request for reinstatement of advancement may, at the discretion of the CO/OIC, be forwarded to NAVPERSCOM (PERS-803).

CHAPTER 8

COMBAT MERITORIOUS ADVANCEMENT PROGRAM (CMAP)

800. GENERAL. This chapter provides policy, eligibility, and administrative procedures for the CMAP. This program was established to promote Sailors in paygrades E1 through E5 in recognition of uncommon valor and extraordinary deeds demonstrated while engaged in, or in direct support of, combat operations. Advancement quotas under this program do not count against quotas authorized under the Meritorious Advancement Program (MAP).

801. ELIGIBILITY. Situations that may warrant direct advancement under this program include but are not limited to:

a. Personnel actively participating in ground action or operations against an armed opponent

b. Personnel actively involved in offensive or defensive engagements against hostile seaborne watercraft (i.e. members directly involved in visit, board, search, and seizure (VBSS) operations as part of a boarding party or defense of an offshore oil facility)

c. Active participation in ordnance clearing, removal, or render-safe operations

d. Active involvement in anti-terrorism/force protection (AT/FP) missions where armed engagement with an opposing force occurs

802. CRITERIA. The following criteria will be used when determining Sailors' eligibility for CMAP advancement:

a. Active or reserve, permanently or temporarily assigned to a command operating in a combat zone or direct support combat zone. Combat and direct support combat zones are designated per Executive Order and Congressional Action, and are currently listed in the Department of Defense Financial Management Regulations.

b. Currently serving in paygrades E1 through E5. Advancements to paygrades E7 through E9 are not authorized.

c. Must display exceptional leadership and performance that clearly distinguishes them from their peers, and is expected of the next higher paygrade.

d. Must meet basic advancement eligibility requirements on the date the advancement is effective per this manual with the exception of NWAE participation and TIR.

e. PACT E3 Sailors must meet all requirements outlined in this manual and the additional requirements required by C-WAY. PACT Sailors shall not be meritoriously advanced to a rating requiring special selection process (e.g., Master-At-Arms) or an "A" School.

803. APPROVAL AUTHORITY. CNP has overall authority for this program and has designated Commander, U.S. Naval Forces Central Command (COMUSNAVCENT), Commander, Naval Special Warfare Command (COMNAVSPECWARCOM), and Commander, U.S. Marine Corps Forces Command (MARFORCOM) as final approval authority for commands and units assigned to the respective area of responsibility. This authority may not be delegated to a lower level. CNP is authorized to advance deserving Sailors who are assigned to other commands (Joint, other Service, etc.) or require a waiver for special consideration.

804. QUOTAS. Each approval authority (COMUSNAVCENT, COMNAVSPECWARCOM, and MARFORCOM) are authorized the following quotas per quarter (JAN-MAR, APR-JUN, JUL-SEP, and OCT-DEC):

Advancement	Number of Quotas
to E2	Unlimited
to E3	6
to E4	4
to E5	2
to E6	1

a. Quotas may not be carried over to the next quarter and paygrade substitutions are not authorized.

b. Submit all waiver requests for additional quotas to OPNAV N13 at the address listed in paragraph 805.

c. Approval authority from COMUSNAVCENT, COMNAVSPECWARCOM, and MARFORCOM must be submitted by the 15th of each month following each of the four quarter designations. The effective date of advancement must be within each of the quarters that the quotas were intended for.

805. NOMINATIONS. Nominations must be submitted within 1 year of the meritorious action/performance in combat. For any submissions that exceed the 1-year mark, an ETP request must be submitted to OPNAV N13. Nominations shall be submitted to the operational commander where the combat action occurred. Navy commands shall forward nominations to COMUSNAVCENT or COMNAVSPECWARCOM as appropriate. Marine Corps units shall forward nominations to MARFORCOM for consideration. Joint and other commands outside the chain of command of the designated approval authorities shall forward nominations to:

OPNAV N132
701 S. Courthouse Road
Arlington VA 22204

a. Nominating command shall submit nominations using the prescribed letter format (Figure 8-1).

b. Nominations containing classified information shall be submitted per SECNAV M-5510.30.

806. ADMINISTRATIVE PROCEDURES FOR APPROVED CMAP ADVANCEMENTS. To effect advancements, commands shall ensure the following:

a. Prepare a NAVPERS 1070/613, entry as follows:

NAVPERS 1070/613:

(Date): (Insert member's name) has been advanced this date to (rate) under the Combat Meritorious Advancement Program."

_____
CO/OIC SIGNATURE

Acknowledged: _____
MEMBERS SIGNATURE

NOTE: The date on the NAVPERS 1070/613 is the effective date of advancement, which is the date of approval by the approval authority.

FIGURE 8-1 — SAMPLE CMAP NOMINATION LETTER

(Command Letterhead)

From: Commanding Officer
To: (Designated Approving Authority)

Subj: NOMINATION FOR COMBAT MERITORIOUS ADVANCEMENT PROGRAM (CMAP)

Ref: (a) BUPERSINST 1430.16G

1. Per reference (a), SN Joe E. Sailor, USN is recommended for advancement under the Combat Meritorious Advancement Program.

2. All requirements of reference (a) for advancement have been met and SN Sailor is fully qualified and eligible for advancement to (rate requested).

3. (Describe the action/performance that serves as the basis for the recommendation. The summary of action is critical and must describe the specific actions and/or outstanding leadership of the Sailor that warrants such advancement).

Signature of CO (cannot be delegated)

b. The NAVPERS 1070/613 must be acknowledged by the member and signed by the CO. This may not be delegated.

c. To effect advancement, the approval authority will forward the NAVPERS 1070/613 and advancement appointment letters to the member's parent command. Once in receipt, the parent command will submit the paperwork to the servicing PSD for the appropriate NSIPS entry. The CMAP advancement rate authorization code in NSIPS is "T" defined as a rate change as a result of special program advancement.

d. Retain copies of CMAP documents for 2 years.

807. APPROVAL AUTHORITIES. Approval authorities shall notify nominating commands of advancement selection via official correspondence and report the advancement to OPNAV N13 by message, info NAVPERSCOM (PERS-803). The message shall include the Sailor's rank/rate, name, UIC, grade advanced to, and effective date of advancement. Additionally, forward a copy of all electronic selection documentation to OPNAV N132.

CHAPTER 9

POSTHUMOUS ADVANCEMENTS

900. GENERAL. This chapter provides policy, eligibility, and administrative procedures for posthumous advancements. Posthumous advancement of Sailors provides an avenue for recognizing the contributions made by Sailors prior to their death.

901. ELIGIBILITY

a. Sailors who die while in a selectee or PNA status may be advanced posthumously, to be made effective the date of death.

b. E6/7/8 personnel who are SBE, but who are not selected for advancement to CPO/SCPO/MCPO at the time of death, may not be considered for posthumous advancement as these advancements are decided by board action. If a member appears on the select list prior to date of death, then member may be eligible for posthumous advancement in accordance with this chapter.

c. Refer to paragraph 104 for ETP consideration.

NOTE: Bonuses, gratuities, pay, and allowances are not changed by posthumous advancements.

902. RESPONSIBILITY

a. NAVPERSCOM (PERS-803) will:

(1) Review the Personnel Casualty Report (PCR) provided by NAVPERSCOM (PERS-00C) and determine the advancement status of the deceased enlisted Sailor.

(2) Contact the Sailor's command to ensure there is no information held locally that would preclude posthumous advancement.

(3) Contact NAVPERSCOM (PERS-83) to ensure the Sailor's record does not contain any information that would invalidate a posthumous advancement.

(4) NAVPERSCOM (PERS-803) is the approval/disapproval authority and will prepare a posthumous advancement determination letter and forward to NAVPERSCOM (PERS-00C) for disposition.

(5) Notify NETPDC (N321) to invalidate the Sailor's advancement cycle.

b. NETPDC (N321) will invalidate the Sailor's advancement cycle.

c. NAVPERSCOM (PERS-00C) will:

(1) Upon receipt of posthumous advancement determination, prepare a corrected final copy of DD 1300, Report of Casualty, indicating posthumous advancement as applicable.

(2) Update the Defense Casualty Information Processing System (DCIPS) accordingly.

(3) File the posthumous advancement determination letter in the casualty case file.

d. Command will:

(1) Provide CO/OIC recommendation for posthumous advancement to NAVPERSCOM (PERS-803) within 3 working days of notification.

(2) Determine if the command has any adverse information, misconduct, or if the member was/is under any investigation for any reason and provide a statement of same on the recommendation. Negative responses are required.

NOTE: Not all adverse information will preclude an authorization for posthumous advancement. Command may make a statement in their recommendation as to the severity of any adverse findings.

CHAPTER 10

MERITORIOUS ADVANCEMENT PROGRAM (MAP)

1000. GENERAL. This chapter provides policy, eligibility, and administrative procedures for MAP. This program grants authority to COs of commands awarded MAP quotas to advance eligible personnel in paygrades E3, E4, and E5 to the next-higher paygrade. This program is intended to function in conjunction with, not replace, the Navy's established advancement system. Total advancements to paygrades E4 through E6 include both MAP and NWAE. COs must ensure that the number of MAP advancements for their respective command does not exceed their authorized limit and all other requirements and restrictions are complied with. Each fiscal year, a MAP NAVADMIN will be released providing the allocation of quotas and additional eligibility requirements.

1001. BACKGROUND. MAP was established in 2015 as one of the Navy's talent management initiatives that allows COs to recognize superior performance and advance our very best and most deserving Sailors. MAP gives the command triad flexibility to reward Sailors who display outstanding performance through advancement.

1002. WAIVERS. All waivers or exceptions to policy must be signed by the CO and submitted to the appropriate authority as defined in the annual MAP NAVADMIN.

1003. ELIGIBILITY. The following criteria will be used when determining eligibility for MAP advancement:

a. Active duty personnel, to include FTS personnel, must be permanently assigned or temporarily assigned (minimum of 30 consecutive days) to the command certifying the meritorious advancement. If applicable, additional eligibility requirements for active duty and FTS ratings will be identified in the annual MAP NAVADMIN.

b. Drilling Selected Reservists must be permanently assigned to the command certifying the meritorious advancement. Additionally, the drilling Selected Reservist must be a satisfactory driller for a minimum of 1 year. Advanced Pay Grade (APG) personnel must have had their temporary rate made permanent in order to be eligible. If applicable, additional eligibility requirements for Selected Reservist ratings will be identified in the annual MAP NAVADMIN.

c. Meet all advancement requirements for the next-higher paygrade per this instruction, with the exception of NWAE participation. The TIR requirements for MAP advancement will be provided annually in the MAP NAVADMIN.

d. Meet health and physical readiness requirements for advancement per OPNAVINST 6110.1 (series).

e. PACT Sailors must meet additional requirements for MAP eligibility in accordance with the following:

(1) Must serve a minimum time onboard of 12 months at their permanent duty station

(2) Per MILPERSMAN 1306-611, must have an approved designation quota in C-WAY either through Rating Entry Designation (RED) or NWAE

(3) PACT Sailors approved for designation into an "A"School required rating are not eligible for MAP advancement

f. Any additional eligibility requirements will be included in the annual MAP NAVADMIN.

1004. COMMAND REQUIREMENTS. MAP advancements may only be effected by COs or civilian equivalents of active duty or reserve commands in receipt of MAP quotas. The annual MAP NAVADMIN will list each command in receipt of MAP quotas. Additionally, budget submitting offices (BSO) or designated major claimants will be allotted MAP quotas for distribution to any subordinate commands within their domain. Once the BSO/major claimant distributes quota(s) to a subordinate command, the CO of that subordinate command is granted the authority to effect the MAP advancements based on the number of quota(s) provided.

1005. QUOTAS

a. OPNAV N13 is responsible for the development of annual MAP quotas and will provide the quota allocation via the annual MAP NAVADMIN. MAP quotas are formulated based on the E3 through E5 billets authorized (BA) at each command. The minimum number of BA to receive a MAP quota will be included in the annual MAP NAVADMIN.

b. OPNAV N1 will approve and release an annual MAP NAVADMIN listing the distribution of quotas by UIC and paygrade.

c. A command not listed on the annual MAP NAVADMIN may still receive quotas by petitioning their BSO or designated major claimant. The distribution of additional quotas to subordinate commands is at the discretion of the BSO or major claimant. A list and POC for each UIC's BSO or major claimant will be provided in the annual NAVADMIN.

1006. QUOTA LIMITATIONS

a. COs responsible for more than one UIC will certify quotas based on the individual UIC not the overall parent UIC. BA across multiple UICs under one CO will not be combined to create aggregated quota(s). Procedures to transfer a quota from one UIC to another will be promulgated each year in the annual MAP NAVADMIN.

b. COs may return any or all quotas and may request additional quotas by paygrade. A command does not need to utilize all quotas in order to request an additional quota (e.g. return an E4 quota and request an E5 quota). Unused MAP quotas are returned to the BSO or major claimant for possible redistribution to subordinate commands.

c. Quotas are formulated and distributed by paygrade. E6 and E5 quotas can only be used at the paygrade provided and cannot be substituted to use for a lower paygrade (e.g. E6 quota not authorized to be used for an E4). E4 quotas can be used to meritoriously advance a Sailor at a lower paygrade. E4 quotas can be used to MAP E1 Sailors to E2, MAP E2 Sailors to E3, and MAP E3 Sailors to E4.

d. The time frame when quotas can be used will be provided in the annual MAP NAVADMIN.

1007. CERTIFICATION

a. All commands identified as a MAP authorized command shall submit a MAP Certification Letter (MCL) to NAVPERSCOM (PERS-803) at advancements-active@navy.mil (copy to the ISIC and TYCOM) prior to the deadline as directed in the annual MAP NAVADMIN. Use Figure 10-1 as a sample for MAP certification Letter submissions. Negative reports are required and any unused quotas should be identified in the letter. The CO must sign this report; by direction is not authorized.

b. NAVPERSCOM (PERS-803) will review the record(s) of the selected Sailor(s) and validate the MCL. If there are no discrepancies, NAVPERSCOM (PERS-803) will inform the command that the MAP quota(s) are executable and will ensure the advancements are made effective via BUPERS-072.

c. If unauthorized MAP advancements are discovered by NAVPERSCOM (PERS-803) (e.g. member selected does not meet eligibility requirements), the letter will be invalidated and returned to the command with the reason for invalidation. The command will have an opportunity to correct the issue(s) and resubmit the certification letter.

d. BUPERS-072 and NAVPERSCOM (PERS-803) will be the sole sources to effect MAP advancements. PSDs and commands will not make any NSIPS entries to effect or update the member’s record for advancement.

e. NETPDC (N321) will invalidate any NWAE taken by Sailors advanced via MAP.

FIGURE 10-1 – SAMPLE MAP CERTIFICATION LETTER

(Command Letterhead)

1430
Ser
DD MMM YYYY

From: Commanding Officer, USS ALWAYS SAIL (FFG 15)
To: Commander, Navy Personnel Command (PERS 803)

Subj: MERITORIOUS ADVANCEMENT PROGRAM (MAP) CERTIFICATION FOR FY-18

Ref: (a) CNO WASHINGTON DC (DTG) (MMM YY) (Placeholder)
(b) BUPERSINST 1430.16G

Encl: (1) Controlled Rate Request Authorization

1. Per reference (a), the following report certifies all FY 2018 MAP candidates for validation and advancement.
   a. UIC: 12345
   b. Echelon II: Arctic Fleet Command
   c. Authorized MAP Quotas: 10 (2-E6/2-E5/6-E4)

Quota	Name	TIR	Rate	PACT	AC/FTS	Ctrl Rate	SSN
E6	Sailor, First A	1Jul2014	BM1	N/A	AC	Yes	000-00-0000
E6	Sailor, Second B	1Jan2016	ET1	N/A	AC	No	000-00-0000
E5	Sailor, Third C	1Jan2017	EM2	N/A	FTS	Yes	000-00-0000
E4	Sailor, Fourth D	1Apr2017	BM3	NWAE	AC	No	000-00-0000
E4	Sailor, Fifth E	1Jan2017	AO3	N/A	AC	No	000-00-0000
E4	Sailor, Sixth F	1May2017	AO3	RED	AC	No	000-00-0000

2. All requirements of references (a) and (b) for advancement have been met, to include meeting minimum TIR requirements in current paygrade by 1 January 2018. I understand all selectees will be advanced effective 1 July 2018 or the date of this letter, whichever is later.

3. Four quotas (One E5 and Three E4) are returned as unused.

4. Enclosure (1) contains designated Echelon 2 authorization to MAP Sailor(s) in a controlled rate.

5. My point of contact on this matter is Mr. First name Last Name (000) 000-0000/DSN 000 or via email at my-name@navy.mil.

M. UNDERWAY
(By direction not Authorized)

Copy to:
ISIC
TYCOM

CHAPTER 11

NAVY ENLISTED SELECTION BOARDS (E7 THROUGH E9)

1100. OVERVIEW. Enlisted selection boards parallel statutory selection boards to the maximum extent possible. Enlisted selection boards are guided by precepts and convening orders that contain board membership and quotas.

1101. ELIGIBILITY. Candidates must meet the eligibility requirements outlined in chapter 2 prior to the scheduled board convening date. Requirements achieved after the scheduled board convening date will be considered late and not make a candidate eligible for the regularly scheduled board or entitle a candidate to an enlisted special selection board.

a. The authoritative source to determine selection board eligibility is the profile sheet. Because eligibility status can change without direct notification, candidates should verify their profile sheet on a continuous basis and commands must verify their ESVR weekly through the projected board adjourn date. The profile sheet and ESVR are updated as changes are processed by NAVPERSCOM (PERS-802).

b. Candidates share equal responsibility with their parent commands to ensure:

(1) The candidate's name appears on the selection board eligibility list

(2) The candidate is listed in the correct competitive group

(3) The candidates OMPF field codes 30 through 38 and PSR are up-to-date

c. If an eligible candidate is not listed, submit a completed Advancement in Rate or Change in Rating worksheet (NETPDC 1430/3) along with a letter of transmittal to NETPDC (N321), copy to NAVPERSCOM (PERS-802).

d. If a listed candidate is ineligible or later becomes ineligible, submit a message to NETPDC (N321) and NAVPERSCOM (PERS-802) requesting invalidation of the candidate's eligibility and provide explanation per paragraph 722b.

e. If candidates are validated in the wrong competitive category, submit a message notification to NETPDC (N321) and NAVPERSCOM (PERS-802) detailing the discrepancy.

f. Sailors not selected to continue from a senior enlisted continuation board are ineligible for advancement.

g. Candidates who do not have a recommendation for advancement on the most recent evaluation will be invalidated. Evaluations that restore a recommendation for advancement must be made available to the selection board prior to the board convening date.

1102. QUOTAS. OPNAV N13 establishes the maximum select quota (Active and FTS) for each rating/competitive group and includes this information in the convening order for CNP signature. Chief of Navy Reserve establishes quotas for SELRES personnel. The quotas are to be filled by the "best and fully qualified" candidates competing for advancement. Quotas will not be exceeded, but may be returned. Advancement across the Navy is vacancy-driven. That applies not only to the E7, E8, and E9 boards but also to E4 through E6 advancements. Several factors are taken into consideration when establishing quotas.

a. Current Inventory. The current inventory is the total end-strength population of a specific rating versus the CNP requirement for that rating. The authorized daily average number of enlisted members on active duty (other than for training) in paygrades E8 and E9 in a fiscal year may not be more than 2.5 percent and 1.25 percent, respectively, of the number of enlisted members who are on active duty (other than for training) on the first day of that fiscal year except as noted in Title 10 of the U.S. Code Section 517.

b. Total Projected Losses and Gains

(1) Losses reflect the personnel who will be leaving the enlisted ranks during the advancement cycle (i.e. Fleet Reserve, medical discharge, LDO/CWO program, demotion, etc.).

(2) Gains reflect those who will enter a paygrade during the advancement cycle (e.g. voluntary recall to active duty, those remaining to be advanced from the previous advancement cycle, etc.). Advancement cycles are as follows:

E7 - September through August
E8/E9 - July through June

c. Growth/Contraction. This number reflects projected growth or contraction of the Navy's authorized allowance during the advancement cycle.

d. Funding Authorized. The number of personnel the Navy may pay, as authorized, during the advancement cycle.

1103. BOARD MEMBERSHIP. Each enlisted selection board consists of a Flag Officer or Captain who serves as President; a Fleet, Force, or Command Master Chief who serves as the Board Senior Enlisted Advisor, a senior recorder; and officers and master chief petty officers (and senior chief petty officers for E7 boards) serving as board members. Additionally, a sufficient number of assistant recorders (chief and senior chief petty officers) are employed to ensure the smooth handling and accounting of records. Board membership is constructed into

panels to best represent the records of the eligible ratings covered by the respective panels. Each panel will have a senior officer as the panel head. Although the board presidents are not normally assigned to any panel, they may reorganize the panels as they desire.

1104. GUIDANCE TO THE BOARD. Enlisted selection boards are convened by CNP. COMNAVPERSCOM, Master Chief Petty Officer of the Navy, and Reserve Force Master Chief provide input for inclusion in the board precept and convening order. The precept and convening order outline the expected conduct of those serving on the board and provides the selection standard. Board members, recorders, and administrative support staff shall not divulge board proceedings, deliberations, or recommendations of selection boards at any time, except as authorized by CNP or higher authority, nor shall the names of selectees be disclosed prior to the official release of the board results by CNP.

1105. DOCUMENTS CONSIDERED BY THE BOARD. Each candidate's permanent record is maintained in the Electronic Military Personnel Records System (EMPRS). Documents in Official Military Personnel files (OMPF) field codes 30 through 38, the PSR, and the candidate's LTB are provided to selection boards (refer to MILPERSMAN 1070-080 and BUPERSINST 1070.27). Each candidate is required to review his or her OMPF and PSR and take action to ensure those records are updated to the maximum extent. Commands shall take proactive steps to ensure candidates' records are properly updated and that candidates review their OMPF and PSR and submit LTBs as appropriate.

NOTE: Documents submitted to the selection board are not forwarded for inclusion in the OMPF.

1106. CORRESPONDING WITH THE SELECTION BOARD. Communication to the board must originate from the individual member and must be accompanied under the candidate's signed LTB. Figure 11-1 is an example LTB.

a. A LTB may address any information that the candidate considers important. Candidates should not include items in the LTB that are already included in the OMPF or PSR unless the OMPF version is unreadable or the PSR is incorrect. Submitting a LTB to only state that the candidates OMPF and PSR have been verified and is correct is not desired. Candidates may submit more than one LTB.

b. A LTB must either be digitally signed using the candidate's military identity certificate or have a hand-written signature. Unsigned LTBs will not be presented to board members.

c. Third party correspondence is any communication to the board which is not accompanied by a candidate's signed LTB and will not be presented to the board. Commands are not authorized to submit a message to NAVPERSCOM requesting information be presented to the board.

d. Refer to the latest selection board announcement NAVADMIN for due dates, address, and other submission guidelines. Information received that is not under a signed LTB or not received at NAVPERSCOM by the deadline listed in the NAVADMIN will not be presented to the board.

1107. RECORD REVIEW. Panel members review each candidate's OMPF, PSR, and properly submitted LTB. A candidate's entire history of OMPF and PSR is available for review.

a. The board precept and convening order direct board members on selection criteria. The enlisted career paths are also available for board member review. These career paths contain information and guidelines to inform the selection board members of specific requirements for qualification and typical career milestones of the candidates within each paygrade and rating. The information contained in the enlisted career paths is not a substitute for the guidance contained in the convening order and specifically shall not alter the selection criteria contained in the board precept and convening order. It is not expected that every candidate will meet the typical career path and guidelines depicted in the enlisted career paths.

b. Prior to reviewing any records within a competitive group, one of the panel members will serve as the rating subject matter expert and provide a brief to the other panel members using the information provided in the enlisted career paths and his/her own personal knowledge of the rating. Each candidate's record is reviewed by at least two different panel members and given a score.

1108. DELIBERATIONS. Once all records in a competitive group are reviewed and scored, the candidates are arranged in score order and a "crunch zone" is established. Then, the panel deliberates those candidates in the crunch zone to determine the recommended selectees. Next, the entire tank group is briefed on the competitive group specifics, number of candidates, and the background of a sampling of individuals recommended and not recommended for selection. The tank group votes to approve or disapprove the recommended selects and non-selects. Eighty percent approval is required to approve the recommended select list. After all of the competitive groups have been approved in the tank, a written report of the board's recommendations for selection is signed by all members and submitted to CNP for approval. The content of the report must certify that the board complied with all instructions and directions contained in the precept and convening order and that the board carefully considered the record of every candidate whose name was furnished for review. Upon CNP approval of the selectees, a NAVADMIN is released to announce the selectees.

1109. LOSS OF ADVANCEMENT RECOMMENDATION. Selection board candidates must maintain CO's recommendation for advancement. If candidates for selection lose their advancement recommendation prior to or during the selection board for which they are competing, commands must take proactive action to inform NETPDC (N321) and NAVPERSCOM (PERS-802) of the administrative action taken against the individual. If members selected by a selection board lose advancement recommendation prior to the effective date of advancement/rate, notify NETPDC (N321) and NAVPERSCOM (PERS-802/803) by e-mail. Paragraphs 715 through 718

and 721 through 723 provide specific guidance to commands on invalidating advancement recommendations and advancement cycles.

1110. SELECTION BOARD CANDIDATES WITH FLEET RESERVE/RETIRED RESERVE REQUESTS. See paragraph 208. An approved or pending voluntary FLTRES/retirement request must be successfully disapproved, canceled, or modified to an involuntary date prior to the board convening to render a candidate selection board eligible.

1111. FROCKING AUTHORITY FOR ENLISTED SELECTION BOARD SELECTEES. CNP is the approval authority of all enlisted selection board recommendations. The NAVADMIN is the official announcement made to individual Navy commands and must be in the command's possession prior to frocking selectees.

1112. ENLISTED SPECIAL SELECTION BOARDS (SSB). Enlisted SSBs are held as required to consider individuals who were not properly considered through the normal selection board process due to circumstances beyond their control. For example, being excluded from consideration at the selection board, considered at the selection board in the incorrect competitive category, or there was an administrative error that was not the direct or indirect result of the candidate's error, delay, or omission. Candidates approved for an enlisted SSB will be compared to candidates in the competitive category from the regular enlisted selection board.

a. Eligibility

(1) Deputy CNP is the authority to determine an applicant's eligibility for an enlisted SSB. Decisions made by Deputy CNP regarding eligibility are final. CNP is the authority for convening and approving the report of an enlisted SSB.

(2) Enlisted SSB eligibility terminates 2 years after the regular board results are made public. A pending BCNR request that was submitted within the 2 year window is the only exception.

b. Request Requirements. Applicants must submit a request for an enlisted SSB to NAVPERSCOM (PERS-802) via the commanding officer. Enlisted SSB requests must include the following information:

(1) Applicant's full name and rate

(2) Specific regular board that did not consider or improperly considered the applicant (e.g. FY-16 E8/9 Selection Board)

(3) Summary of administrative error(s) that precluded the applicant's proper consideration and attempts made to correct the error(s)

(4) A command endorsement to include why the applicant was not selection board eligible or properly considered during the regular selection board, the steps taken by the command to correct the issue, and the date the command verified the member's ESVR

(5) Contact information for the applicant's Command Master Chief/Senior Enlisted Leader. NAVPERSCOM will take no action without the command endorsement.

(6) Any documentation supporting the applicant's request

(7) See Figure 11-2 for an example request

c. Candidates selected for advancement by an enlisted SSB will have the same date of advancement as if they had been selected for advancement by the regular selection board.

FIGURE 11-1 — SAMPLE ENLISTED SELECTION BOARD COVER LETTER

Date

From: IT1(SW) Phillip S. Selectme, USN, XXX-XX-XXXX

To: President, FY-XX Active/Reserve E7/8/9 Selection Board #XXX)

Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD

Ref: (a) NAVADMIN ____/___

Encl: (1) Item 1
(2) Item 2
(3) Item 3

1. Per reference (a), enclosures (1) through (3) are forwarded for consideration.

2. Upon review of my Official Military Personnel File (OMPF), I discovered two records of NJP proceedings from different enlisted personnel. These documents do not refer to me and I have sent correspondence to NAVPERSCOM (PERS-313) to have them removed from my OMPF.

3. Upon review of my Performance Summary Record (PSR), I discovered an erroneous promotion recommendation for my 2014NOV16 - 2015NOV15 evaluation. The “X” on that evaluation is in the Promotable block, but the OMPF image correctly reflects I was a Must Promote. I am working with NAVPERSCOM (PERS-32) to get my PSR corrected.

(legal signature)
P. S. SELECTME

FIGURE 11-2 — SAMPLE ENLISTED SPECIAL SELECTION BOARD REQUEST

Sample SSB Request

Date

From: IT1(SW) Phillip S. Selectme, USN, XXX-XX-XXXX
To: Commander, Navy Personnel Command (PERS-802)
Via: (Applicant's Commanding Officer)

Subj: ENLISTED SPECIAL SELECTION BOARD REQUEST

Ref: (a) BUPERSINST 1430.16G

Encl: (1) Item 1
(2) Item 2
(3) Item 3

1. Per reference (a), respectfully request an enlisted special selection board for FY-XX Active/Reserve EX board. Enclosures (1) through (3) are forwarded for consideration.

2. (Summary of administrative error(s) that precluded the applicant's proper consideration and attempts made to correct the error(s). Include all details needed to make determination.)

3. My point of contact for this matter is CMDCM Jane M. Sample. She can be reached at COM: (XXX) XXX-XXXX or Email: jane.m.sample@ddg94.navy.mil.

(legal signature)
P. S. SELECTME

CHAPTER 12
NAVY-WIDE ADVANCEMENT EXAMINATION CYCLE COLLUSION OR COMPROMISED CASES

1200. GENERAL. This chapter provides policy and administrative procedures for suspected advancement cycle collusion cases. In the event collusion or compromise is suspected, the command must seek guidance from NAVPERSCOM (PERS 803) and assistance from NETPDC.

1201. BACKGROUND

a. Utilizing statistical evaluation standards, NETPDC (N322) will screen all advancement cycle answer sheet returns for evidence of collusion or compromise. NETPDC (N322) can place any member suspected of collusion or compromise in a hold status at any time during an advancement cycle.

b. Members can be investigated when a command identifies suspected collusion or compromise. An e-mail is sent to NAVPERCOM (PER-803) and NETPDC (N322) describing the suspected collusion activity. Anonymous information sent to NAVPERCOM (PER-803) and NETPDC (N322) may also generate an investigation. Refer to the NAVPERSCOM and NEAS websites for e-mail addresses.

c. NAVPERSCOM (PERS–803) and NETPDC (N322) will collaborate to identify, investigate, and adjudicate all cases identified as suspect of collusion or compromised. As applicable, NETPDC (N322) will provide a statistical evaluation report to NAVPERSCOM (PERS-803).

1202. REQUIREMENTS

a. NAVPERSCOM (PERS-803) will initiate the investigation, generally directing the member's command to execute a formal investigation. Commands are to correspond with NAVPERSCOM (PERS-803) throughout the entire investigatory process.

b. NAVPERSCOM (PERS-803) may also direct the member to retest on a parallel test. A standard score of 63 or higher on the parallel test may be used in the investigation to validate a candidate's original standard score.

1203. ADJUDICATION. Upon receipt of findings and recommendations from the command, NAVPERSCOM (PERS-803) will determine the appropriate course of action.

a. If evidence of collusion or compromise exists, NAVPERSCOM (PERS-803) will direct NETPDC (N322) to invalidate the member's advancement cycle. Following this invalidation the member may still be subject to punishment under the Uniform Code of Military Justice (UCMJ) as determined by the CO.

b. If no evidence of collusion or compromise exists, NAVPERSCOM (PERS-803) will direct NETPDC (N322) to validate the member's advancement cycle. Back pay from the appropriate effective date will be granted for members in a selectee status.

1204. IMPROPER HANDLING, ACCOUNTABILITY, AND STOWAGE OF NAVY-WIDE ADVANCEMENT EXAMINATIONS. Improper handling, accountability, and stowage of NWAEs should be reported to NAVPERSCOM (PERS-803) and NETPDC (N321). Refer to Chapter 5 for guidelines for proper handling, accountability, and stowage of NWAEs.

a. Collusion or compromise can occur well in advance of exam administration dates. Command actions to safeguard exam materials are paramount to a fair and accurate enlisted advancement process.

b. CO/OICs must ensure all NWAEs remain in the custody of a U.S. naval officer, or designated master chief petty officer, senior chief petty officer, chief petty officer, or designated civilian as identified in paragraphs 501a and 501b. At no time shall an E6 and below ESO assistant handle exam materials.

1205. MISSING, LOST, OR COMPROMISED NAVY-WIDE ADVANCEMENT EXAMINATIONS. For missing, lost, or compromised NWAEs, follow instructions in paragraph 502a.

APPENDIX A

NEAS ACRONYMS

ACRONYMS	FULL TITLE
AC	Active Component
ACOA	Approved Contingency Operations Areas
ACNPC	Assistant Commander Naval Personnel Command
ADSD	Active Duty Service Date
ADSW	Active Duty for Special Work
ADT	Active Duty Training
AEF	Advanced Electronic Field
AERR	Advancement Exam Readiness Review
AFMS	Alternative Final Multiple Score
AML	Additional Maternity Leave
APG	Advanced Pay Grade
AT	Annual Training
ATF	Advanced Technical Field
AWD	Awards
BA	Billets Authorized
BBD	Billet Based Distribution
BCNR	Board for Correction of Naval Records
BI	Background Investigation
BOL	BUPERS Online
BRCL	Branch Class
BSO	Budget Submitting Office
CANREC	Canvasser Recruiter
CDCZ	Congressionally Designated Combat Zones
CIP	Career Intermission Program
CMAP	Combat Meritorious Advancement Program
CNO	Chief of Naval Operations
CNP	Chief of Naval Personnel
CO	Commanding Officer
COMUSNAVCENTCOM	Commander, U.S. Naval Forces Central Command
COMNAVSPECWARCOM	Commander, Naval Special Warfare Command
CONUS	Continental United States
CPO	Chief Petty Officer

CPOSLC	Chief Petty Officer Selectee Leadership Course
CRF	Career Recruiting Force
CWAYC-WAY	Career Waypoints
CWO	Chief Warrant Officer
DCIPS	Defense Casualty Information Processing System
DCNPC	Deputy Chief of Naval Personnel Command
DLPT	Defense Language Proficiency Test
DODAAC	Department of Defense Activity Address Code
DODCAF	Department of Defense Central Adjudication Facility
DODID	Department of Defense Identification
DOR	Date of Rate
DSPG	Drill Service in Paygrade
DTIS	Drill Time in Service
DUP	Duplicate
ECM	Enlisted Community Manager
ECRC	Expeditionary Combat Readiness Center
ED	Education
EDMC	Engineering Department Master Chief
EMF	Enlisted Master File
EMPRS	Electronic Military Personnel Records System
EP	Early Promote
ERB	Enlisted Retention Board
ESO	Educational Services Officer
ESR	Electronic Service Record
ESVR	Examination Status Verification Report
ETP	Exception to Policy
FAA	Federal Aviation Administration
FLOC	Flag Letter of Commendation
FLTMPS	Fleet Training Management and Planning System
FLTRES	Fleet Reserve
FMS	Final Multiple Score
FOUO	For Official Use Only
FTS	Full Time Support
GRP	Competitive Group
GSA	General Services Administration
HYT	High Year Tenure
IA	Individual Augmentee

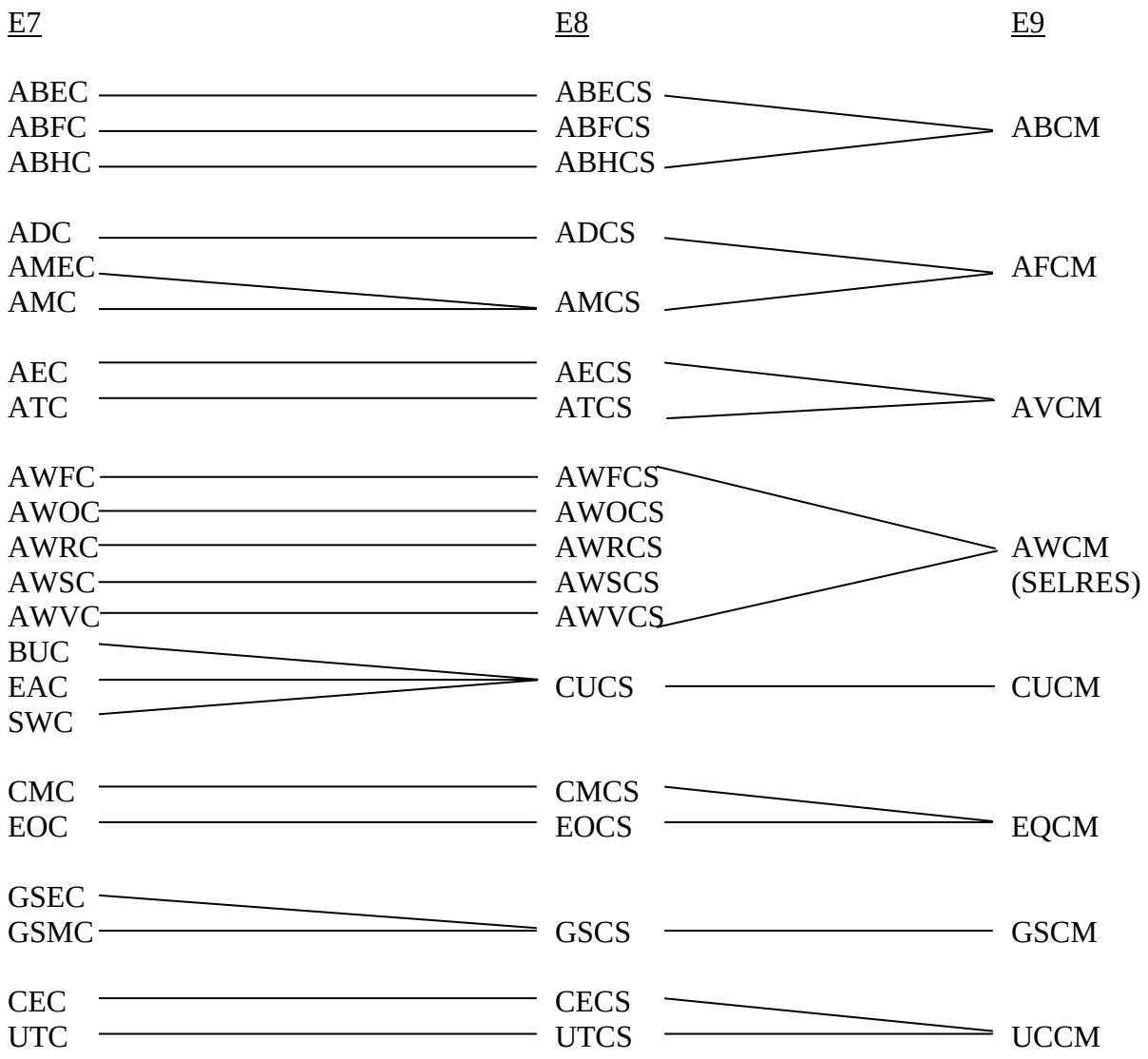
IADT	Initial Active Duty Training
IG	Inspector General
IMAPMIS	Inactive Manpower and Personnel Management Information System
IRR	Individual Ready Reserve
ISIC	Immediate Superior in Command
JST	Joint Service Transcript
LDO	Limited Duty Officer
LIMDU	Limited Duty
LTB	Letter to the Board
MANMED	Manual of the Medical Department
MAP	Meritorious Advancment Program
MAPTIS	Manpower Personnel and Training Information System
MARFORCOM	Marine Corps Forces Command
MCL	MAP Certification Letter
MILPERSMAN	Military Personnel Manual
ML	Maternity Leave
MNP	My Navy Portal
NAC	Navy Advancment Center
NAVADMIN	Naval Administration Message
NAVET	Navy Veteran
NAVPERSCOM	Navy Personnel Command
NCMIS	Navy College Management Information System
NDAWS	Navy Department Awards Web Services
NEAS	Navy Enlisted Advancement System
NEC	Navy Enlisted Classification
NETC	Naval Education and Training Command
NETPDC	Naval Education and Training Professional Development Center
NJP	Non-Judicial Punishment
NOB	Not Observed
NPQ	Not Physically Qualified
NSIPS	Navy Standard Integrated Personnel System
NSW	Naval Special Warfare
NWAE	Navy-Wide Advancement Examinations
OCONUS	Outside Continental United States
OCS	Officer Candidate School
OIC	Officer in Charge
OMPF	Official Military Personnel File

OPNAV	Office of the Chief of Naval Operations
OPS	Operations
OSVET	Other Service Veteran
OYR	One-Year Recall
PACT	Professional Apprenticeship Career Track
PCR	Personnel Casualty Report
PCS	Permanent Change of Station
PDA	Personal Digital Assistant
PDRL	Permanent Disability Retirement List
PEP	Personnel Exchange Program
PFA	Physical Fitness Assessment
PG	Prospective Gain
PMA	Performance Mark Average
PMEMS	Priority Mail Express Military Service
PNA	Pass Not Advanced
PO1SLC	Petty Officer First Class Selectee Leadership Course
PO2SLC	Petty Officer Second Class Selectee Leadership Course
POSLC	Petty Officer Selectee Leadership Course
POC	Point of Contact
PSD	Personnel Support Detachment
PSR	Performance Summary Record
PTS	Points
RC	Reserve Component
RCA	Rate Change Authorization
RED	Rating Entry Designation
RELACDU	Released From Active Duty
RIR	Reduction in Rate
RPN	Reserve Personnel, Navy
RUAD	Reserve Unit Assignment Document
RUIC	Reserve Unit Identification Code
SBE	Selection Board Eligible
SCI	Sensitive Compartmented Information
SECB	Senior Enlisted Continuation Board
SELRES	Selected Reserve
SES	Senior Executive Service
SIPG	Service in Paygrade
SIQ	Sick in Quarters

SME	Subject Matter Expert
SNDL	Standard Navy Distribution List
SPI	Special Program Indicator
SS	Standard Score
SSB	Special Selection Board
STA-21	Seaman to Admiral-21
STAR	Selective Training and Reenlistment Program
TAS	Total Active Service
TDRL	Temporary Disability Retirement List
TED	Terminal Eligibility Date
TEMADD	Temporary Additional Duty
TIG	Time-In-Grade
TIR	Time-In-Rate
TPU	Transient Personnel Unit
TYCOM	Type Commander
UA	Unauthorized Absence
UIC	Unit Identification Code
UCMJ	Uniform Code of Military Justice
USD (P&R)	Under Secretary of Defense for Personnel and Readiness
USN	United States Navy
VTU	Voluntary Training Unit

APPENDIX B

PATH OF ADVANCEMENT FOR COMPRESSED RATINGS



APPENDIX C

REFERENCES AND FORMS USED IN NEAS

TABLE C-1 — REFERENCES

Short Title	Long Title
BUPERSINST 1001.39	Administrative Procedures for Navy Reservists
BUPERSINST 1610.10	Navy Performance Evaluation System
COMNAVRESFORINST 1001.39	Administrative Procedures for Navy Reservists
RESPERSMAN	Reserve Personnel Manual
DoDI 1332.20	Minimum Service In Grade for Non-disability (Voluntary) Retirement
DoDD 5200.2	DoD Personnel Security Program
DJMS PTG	Defense Joint Military System Procedure Training Guide (DJMS PTG)
EPMAC Doc #1080 #4 UM-01	Enlisted Distribution Verification Report Users Manual (EDVRMAN)
JAGINST 5800.7	Manual of the Judge Advocate General (JAGMAN)
NAVMED P-117	Manual of the Medical Department (MANMED)
NAVPERS 15560	Naval Military Personnel Manual (MILPERSMAN)
NAVPERS 18068	Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards – Volume I
NAVPERS 18068	Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards – Volume II
NAVSO P-6064 (MCM)	Manual for Courts-Martial, Uniform Code of Military Justice
OPNAVINST 1000.23	Pay/Personnel Administrative Support Systems (PASS) Management Manual (PASSMAN)
OPNAV1414.9	Navy Enlisted Warfare Classification Programs

Short Title	Long Title
OPNAVINST 1420.1	Enlisted to Officer Commissioning Programs Application Administrative Manual
OPNAVINST 1430.4	Navy Reserve Canvasser Recruiter (CANREC) Meritorious Advancement Program
OPNAVINST 5700.7	The U.S. Navy Personnel Exchange Program (PEP)
OPNAVINST 6110.1	Physical Readiness Program
OPNAVNOTE 5400	Standard Navy Distribution List (SNDL) Parts 1 and 2
SECNAVINST 1650.1	Navy and Marine Corps Awards Manual
OPNAVINST 1811.3	Voluntary Retirement and Transfer to the Fleet Reserve of Members of the Navy Serving on Active Duty
SECNAVINST 5420.193	Board for Correction of Naval Records (BCNR)
SECNAV M-5510.30	Department of the Navy Personnel Security Program Instruction
SECNAV M-5510.36	Department of the Navy (DON) Information Security Program (ISP) Instruction
NAVY REGS	United States Navy Regulations, 1990
U.S.C. (Title 10)	United States Code
BIB	Bibliography for Navy-wide Advancement Examinations

TABLE C-2 — FORMS USED IN NEAS

Following forms are available at http://www.public.navy.mil/bupers-npc/references/forms/navpers/pages/default.aspx

FORMS	NUMBER
Enlisted Qualification History (Service Record page 4) or Awards Record	NAVPERS 1070/604 or NAVPERS 1070/880
Administrative Remarks (Service Record page 13)	NAVPERS 1070/613
Agreement to Extend Enlistment	NAVPERS 1070/621
Agreement to Recall or Extend Active Duty	NAVPERS 1070/622
Certificate of Appointment, Petty Officer Third Class (USN)	NAVPERS 1430/7
Certificate of Appointment, Petty Officer Second and First Class (USN)	NAVPERS 1430/9
Certificate of Appointment (Chief, Senior Chief, and Master Chief Petty Officer [USN])	NAVPERS 1430/32
Fitness Report and Counseling Record (W2-O6)	NAVPERS 1610/2
Evaluation Report and Counseling Record (E1-E6)	NAVPERS 1616/26
Evaluation and Counseling Record (E7-E9)	NAVPERS 1616/27

NOTE: For forms listed below, use the following URL:

sfly_n321_exam_order@navy.mil

NEAS Address File Input Form	NETPDC 1400/1	
Navy-wide Advancement Examination Answer sheet	NETPDC 1430/2	
Advancement in Rate or Change of Rating (Worksheet)	NETPDC 1430/3	

TABLE C-3 — WEB SITES

NAVPERSCOM: http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Pages/Advancement.aspx

NEAS: https://prod.neas.netc.navy.mil

NEAS Tote Board: https://prod.neas.netc.navy.mil/public/toteboard.aspx

BCNR: http://www.public.navy.mil/BUPERS-NPC/career/recordsmanagement/Pages/BCNR.aspx

JST: https://jst.doded.mil/smart/welcome.do