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BUREAU OF NAVAL PERSONNEL

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BUPERS INSTRUCTION 1430.16F

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 the 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 on active duty in the U.S. Navy, U.S. Navy Reserve, and inactive U.S. Navy Reserve. This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. BUPERSINST 1430.16E, BUPERSINST 1430.17F, and BUPERSINST 1401.2.
3. Background. This instruction supports advancement policy of Chief of Naval Personnel (CHNAVPERS). 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 Navy-wide examinations for advancement.
4. Policy. To delineate the authority for advancement of enlisted personnel in the U.S. Navy and U.S. Navy Reserve.
 - 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 advancement of personnel to paygrades E7 through E9, and the sole authority for the removal of enlisted personnel selected for advancement to E7 to 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 (COs) and officers in charge (OICs) have the independent authority to advance personnel to paygrades E4 through E6 after the personnel meet all requirements of this manual and compete successfully in NEAS. An OIC, for purposes of this manual, is a commissioned officer who is ordered by competent authority to an "Officer in Charge" 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 CNO-approved Reserve Unit Assignment Document (RUAD). An OIC, as defined above, has the same authority as a CO within NEAS.

c. For guidance on reduction in rate of enlisted personnel due to incompetency, see MILPERSMAN 1450-010.

5. Significant Changes. This is a simple brief summary of changes so users are reminded to review the instruction in its entirety. The most important policy changes contained in this instruction include:

a. Chapter 1. Special Selection Board guidelines in the cancelled BUPERSINST 1401.2 are incorporated. Identified additional offices with NEAS-related responsibilities.

b. Chapter 2. Changes in the Navy Leadership Development Program (NLDP) requirement and early Time-in-Rate (TIR) waivers (for two consecutive exam cycles vice one).

c. Chapter 3. Changes in the awards point values in Table 3-1, and the deletion of points for the Aviation Aircrew Insignia, Recruiting Duty, and T-AFS Tours.

d. Chapter 4. Additional guidelines on ordering of advancement-in-rate examinations are provided.

e. Chapter 5. Additional guidelines on handling, accountability, and stowage of advancement-in-rate examinations are provided to include emphasis on security requirements for proctors.

f. Chapter 6. Additional guidelines on administration of advancement-in-rate examinations and E8/9 candidate validation

process are provided. Incorporate the latest procedures in forwarding examination returns as promulgated in a previous NAVADMIN message.

g. Chapter 7. Additional guidelines on effecting advancements/change in rate or rating are provided.

h. Chapter 8. New Chapter - guidelines for the Combat Meritorious Advancement Program (CMAP) are provided.

i. Chapter 9. New Chapter - guidelines for the Posthumous Advancements are provided.

j. Chapter 10. New Chapter - brief discussion on Recruiting Meritorious Advancement included.

k. Chapter 11. New Chapter - Command Advancement Program (CAP) guidelines are incorporated. BUPERSINST 1430.17F is hereby cancelled.

l. Chapter 12. New Chapter - brief discussion on Navy Enlisted Selection Boards (E7 through E9) is provided.

6. Action. To ensure proper administration of NEAS, all personnel involved with advancement of enlisted members shall 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. Forms. Forms used in the enlisted advancement process are identified in enclosure (1), appendix B.



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ADVANCEMENT MANUAL

FOR THE

ENLISTED PERSONNEL

OF THE U.S. NAVY AND

U.S. NAVY RESERVE

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CHAPTER 1

NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS)
GENERAL INFORMATION

NOTE FOR NAVY RESERVE PERSONNEL

This manual contains provisions for administering NEAS for Navy Reservists on active duty (Full Time Support/Active Duty for Special Work/1-Year Recall/Canvasser Recruiter), Mobilized Reservists (FTS/ADSW/OYR/CANREC), and those on inactive duty with a drilling requirement. There will be instances wherein administration of active duty enlisted advancement differs from inactive duty procedures. In those instances, supplementary guidance for Navy Reserve personnel is highlighted in boldface print. Questions should be directed to Navy Personnel Command (NAVPERSCOM) (PERS-812).

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-in-rate examinations.
- Administering advancement-in-rate examinations.
- Changing 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; general, service, and emergency ratings; petty officers; apprenticeships (designated and

nondesignated strikers). These and other terms basic to NEAS are defined in appendix A.

b. References, Forms, and Other Supplemental Information. Directives and forms used in support of NEAS are listed in appendix B.

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 Navy and General Assignment Recall (USNR) Active.

(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 examination process.

(4) Fleet Reserve and retired enlisted personnel recalled to active duty with the Regular Navy.

(5) Temporarily commissioned Limited Duty Officers (LDOs), U.S. Navy on active duty, whose permanent status is enlisted.

b. Personnel of the Navy Reserve on Inactive Duty

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

(2) Recalled for Active Duty for Special Work (ADSW)/1-Year 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 essentials for advancement of enlisted personnel to paygrades E2 through E9.

- Advancement to E2 and E3.
- Advancement-in-rate examinations.
- The Final Multiple Score (FMS). Refer to table 1-1 for FMS computation and table 1-2 for converting months to decimal values.
- Advancement to E7/8/9 by selection board action.
- Special selection boards.
- E6 examination qualification requirement for LDO.
- Other methods of advancement/change in rating of personnel to include Combat Meritorious Advancement Program (CMAP), Posthumous Advancement, Recruiting Meritorious Advancement, and Command Advancement Program (CAP). Refer to table 1-3.

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

b. Advancement to E4 through E7. Advancement candidates E4 through E7 take competitive examinations that are used as part of a FMS. The FMS system is based on knowledge, performance, and experience factors, and considers the "whole person" in its selection criteria. For E7, the FMS is comprised of the examination score and performance evaluations. For E4 through E6, the factors consider a candidate's advancement-in-rate examination score, performance evaluations, service in paygrade, awards, and previous examination performances.

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

EXAM		COMPUTATION	E4/E5 MAX POINTS	E6 MAX POINTS	E7 MAX POINTS
FACTOR	PAYGRADE				
STANDARD SCORE (SS)	All	Indicated on Exam Profile Sheet	80 (38%)	80 (33.5%)	80 (60%)
PERFORMANCE ¹	E4/E5	(PMA x 80) - 230	90 (43%)		
	E6	(PMA x 80) - 204		116 (48.5%)	
	E7	(PMA x 13)			52 (40%)
SERVICE IN PAYGRADE (SIPG) ²	E4/E5	SIPG + 7.5	15 (7%)		
	E6	SIPG + 9.5		17 (7%)	
AWARDS	E4/E5	Values listed in chapter 3 Table 3-1	10 (5%)		
	E6			12 (5%)	
PASS NOT ADVANCED (PNA) POINTS ³	E4/E5	PNA Pts from last five exam cycles	15 (7%)		
	E6			15 (6%)	
MAXIMUM FMS POSSIBLE (100%)			210	240	132

1. Maximum PMA = 4.00. Refer to chapter 3 for instructions on determining PMA.
2. For Inactive Reserves, TIR is the same as SIPG, TIR = SIPG + DSPG.
3. PNA Points: For further information, refer to chapter 7.

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

MONTHS	DECIMAL	MONTHS	DECIMAL
1	.083	7	.583
2	.166	8	.666
3	.250	9	.750
4	.333	10	.833
5	.417	11	.916
6	.500		

c. Advancement to Chief Petty Officer (E7), Senior Chief Petty Officer (E8), and Master Chief Petty Officer (E9) by Selection Board Action. Advancement to E7, E8, and E9 requires selection board action. Candidates who qualify for selection board consideration are designated SELECTION BOARD ELIGIBLE (SBE). E7 candidates must be designated SBE by competing in a Navy-wide advancement examination and meeting final multiple requirements for their rate. E8 and E9 candidates are designated SBE on the basis of their CO/OIC recommendation and the TIR eligibility. Selection boards are convened annually by Chief of Naval Personnel (CHNAVPERS).

d. Special Selection Boards. The special enlisted selection board considers individuals who were not properly considered through the normal selection board process due to circumstances beyond their control. Special Boards are normally held annually, or as required, to consider any member who was eligible but not properly considered by the last regular board. Those members will be compared to their competitive group from the last regular selection board.

(1) Eligibility. CHNAVPERS is the sole authority for the determination of eligibility of an applicant for a special enlisted selection board, and is the sole authority for approving the report of a special enlisted selection board convened under this instruction.

(a) Eligibility terminates 9 months after the regular board convened.

(b) CHNAVPERS may approve the applicant for the next scheduled special enlisted selection board when the applicant has demonstrated that they were precluded from consideration at the selection board, or was considered at the selection board in the incorrect competitive category; and the administrative error was beyond the applicant's control and not the direct or indirect result of their error, delay, or omission.

NOTE: The member shares equal responsibility with their parent commands in ensuring the member's name appears on the selection board eligibility list. After exhausting local resources, if the member's name still does not appear on the eligibility list, contact NAVPERSCOM (PERS-811/**812**) prior to the board convening.

(c) Applicants must submit a request for a special enlisted selection board to NAVPERSCOM (PERS-811/**812 for FTS, ADSW/OYR, CANREC, and drilling Navy Reserve personnel**) no later than 9 months after the regular board convened, and must include the following information:

1. Applicant's name, rate, last four of SSN, PNEC.
2. Specific regular board that did not consider or improperly considered the applicant (e.g., FY-08 E8/9 Selection Board).
3. Summary of administrative error(s) that precluded the applicant's proper consideration and attempts made to correct the errors.
4. Miscellaneous issues (e.g., applicant is approaching high year tenure (HYT), etc.)
5. Command endorsement to include why member will not have another opportunity to appear in front of the next regular scheduled selection board (if applicable).
6. Any documentation supporting applicant's request.

(2) Decisions made by CHNAVPERS regarding the denial of special selection board eligibility are final.

(3) CHNAVPERS is the sole approval authority for convening special enlisted selection boards.

(4) Records of candidates eligible for a special board will be compared against sample records of those considered by the regular board.

(5) Candidates selected for advancement by a special board will have the same date of advancement had they been selected for advancement by the regular board that did not consider or improperly considered the candidates.

e. E6 Examination Requirement for Consideration to LDO. E6 personnel must pass the E7 advancement-in-rate examination prior to submitting a package for the LDO selection board. OPNAVINST

1420.1A provides information on selection of senior enlisted personnel for promotion to commissioned officer status.

f. Other Methods of Advancement/Change in Rating. Special programs that provide for advancement/change in rating without participation in a Navy-wide advancement-in-rate examination are shown in table 1-3.

103. RESPONSIBILITIES

a. CO/OIC Responsibilities. COs/OICs, including those serviced by a Personnel Support Activity Detachment (PERSUPPET), 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 advancement examinations to recommended, eligible, and fully qualified candidates.

(2) To properly maintain the security of examination materials.

(3) To obtain and distribute the Bibliography for Advancement-in-Rate Exam Study Guide (BIB). BIB's may be downloaded from <https://www.advancement.cnet.navy.mil>.

(4) To ensure dates of examinations, deadline for completion of requirements, and the requirement for signing worksheets are disseminated throughout the command.

(5) To designate a local educational services officer (ESO) in writing to act as liaison between the local ESO and ESO agreeing to administer an examination.

(6) To forward examinations for those candidates who will be on leave, Temporary Additional Duty (TEMADD), or in a transient status because of permanent changes of station (PCS) on regularly scheduled examination date.

(7) Refer to paragraph 614 and the most current NAVADMIN, for guidance in administering Navy-wide examinations for candidates who are pending deployment to or are deployed and operating in Iraq, Afghanistan, or the Horn of Africa.

TABLE 1-3 -- NON-EXAMINATION ADVANCEMENT PROGRAMS

PROGRAM	ID NUMBER	NOTES
Accelerated Advancement Program	MILPERSMAN 1430-010	
Accelerated Advancement for Enlisted Musician (MU) Assignments to Navy Premier Bands	MILPERSMAN 1430-040	
Selective Conversion and Reenlistment (SCORE) Program	MILPERSMAN 1160-090	
Selective Training and Reenlistment (STAR) Program	MILPERSMAN 1160-100	
Meritorious advancements for recruiting personnel	CNRCINST 1133.29	CNO and CHNAVPERS (annual authorization)
Advanced Electronics Field/Advanced Technical Field (AEF/ATF) Program	MILPERSMAN 1510-030	
Change in Rate/Rating	MILPERSMAN 1440-010	
Atlantic, Pacific, Shore, and Reserve Sailor of the Year (SOY) eligible for meritorious advancement to the next higher paygrade		Selectees who have a minimum of 1-year TIR in present paygrade will normally be advanced during the annual SOY Washington recognition week. Those not having 1-year TIR will be advanced when minimum TIR requirement is met.
COMNAVCRUITCOM Enlisted Recruiter of the Year (EROY)	OPNAVINST 1700.11	
COMNAVRESFOR Enlisted Reserve Recruiter of the Year (ERROY)		
Combat Meritorious Advancement Program (CMAP)	BUPERSINST 1430.16F	Chapter 8
Meritorious advancement for recruiting personnel	BUPERSINST 1430.16F	Chapter 10
Command Advancement Program (CAP)	BUPERSINST 1430.16F	Chapter 11

NOTE: Table 1-4 provides a basic NEAS administrative check list that commands may use/modify as desired.

TABLE 1-4 - SAMPLE NEAS ADMINISTRATIVE CHECKLIST

NEAS ADMINISTRATIVE CHECKLIST		
1. Examine the service records of at least 10 percent of the personnel who competed in the latest Navy-wide advancement-in-rate examination. Include rates and ratings from as many departments/divisions as possible.		
	Yes	No
a. Does the administering command maintain Worksheets until the limiting date of the respective cycle?		
b. Were all required items on the Worksheet properly computed?		
c. Were eligibility requirements completed prior to the NAVADMIN message deadline? If not, was a waiver authorized?		
d. Does the service record reveal completion of		
(1) required NLDP?		
(2) performance tests, as required by NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards - Volume I?		
(3) enlisted evaluations supporting performance mark average within computation period for advancement?		
(4) NAVPERS 1070/604 effecting authorized advancements prior to limiting date?		
2. Examine outgoing correspondence file of examination returns for members no longer onboard, or who have had examination discrepancies, to determine the following:		
a. Was all information required by NETPDTC authorization letter forwarded on transferees?		
b. Were NETPDTC Data/Discrepancy Correction Reports submitted in a timely manner to NETPDTC (N321)/NAVPERSCOM (PERS-811/ 812) to clear discrepancies?		

NEAS ADMINISTRATIVE CHECKLIST		
3. Examine administrative files.		
	Yes	No
a. Were examination answer sheets forwarded on time?		
b. Were unused examinations disposed of properly?		
c. Were examination booklets received, administered, transferred, and accounted for properly?		

b. Naval Education and Training Professional Development and Technology Center (NETPDTC) Responsibilities. NETPDTC has the following NEAS-related responsibilities:

(1) To develop, publish, and distribute Navy-wide advancement-in-rate examinations for the purpose of testing and rank-ordering personnel who are qualified for advancement.

(2) To maintain accountability records of Navy-wide advancement-in-rate examinations and process examination returns.

(3) To publish Navy-wide advancement-in-rate examination results.

(4) To act for CHNAVPERS as rate change authorization issuing authority for advancement to E4 through E9.

(5) To develop statistical data to maintain validity of the examination system.

(6) To publish advancement examination BIBs.

(7) To facilitate Advancement Exam Development Conferences (AEDC) utilizing rating Subject Matter Experts (SMEs) identified by Naval Personnel Development Command (NPDC) and Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM).

(8) To publish a 2-year schedule broken into 8 quarters with approximately 12 AEDCs per quarter schedules.

(9) To publish a quarterly schedule with exact dates of upcoming AEDCs no later than 120 days prior to the first AEDC in that quarter.

(10) To develop, update, and provide a checklist containing information required by NETPDTC to NPDC and COMUSFLTFORCOM for designated rating SMEs to complete.

c. Naval Personnel Development Command (NPDC) Responsibilities. NPDC has the following NEAS related responsibilities:

(1) To coordinate with COMUSFLTFORCOM and applicable Type Commanders (TYCOMs) to designate the best-qualified rating SMEs (usually 6) covering a wide diversity of experience in the rating for participation in the rating AEDCs.

(a) Once the SMEs are identified, NPDC will have them complete the checklist provided by NETPDTC to ensure they meet all eligibility requirements for working with the rating advancement exams. This checklist will be provided to NETPDTC no later than 30 days prior to the start of the AEDC.

(b) Direct the SMEs to coordinate their travel with SATO and provide an itinerary to NPDC.

(c) Forward the complete checklists and itineraries to NETPDTC.

(2) To coordinate with COMUSFLTFORCOM and applicable TYCOMs to designate the best-qualified rating SMEs to perform validation and verification of the rating advancement examinations per NETPDTC's examination development and administration schedule (usually the end of March and the end of September).

(a) If the SME has not been involved in a rating AEDC, NETPDTC will have the SME complete the checklists provided by NETPDTC to ensure the SME meets all eligibility requirements for working with rating advancement exams. This checklist will be provided to NETPDTC no later than 30 days prior to the start of the AEDC.

(b) Direct the SME to coordinate their travel with SATO and provide itinerary to NPDC.

(c) Forward completed checklist and itinerary to NETPDTC.

(3) To keep NETPDTC informed of any major changes in the applicable rating and provide an SME to review the advancement exams when a fleet representative has not been identified.

d. Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) and Type Commanders (TYCOM) Subject Matter Experts (SME) AEDC Responsibilities. COMUSFLTFORCOM and TYCOM SME representatives have the following NEAS-related responsibilities in selecting SMEs for participation in AEDC:

(1) NETPDTC, in conjunction with NPDC and COMUSFLTFORCOM, will announce nomination procedures by message before each AEDC. The following procedures are used to select SMEs for participation in an AEDC.

(2) Major Command Action (Echelon 2 Level). Major commands will use a command nomination process. SME selection should be designed to select the most capable SMEs available. Do not select members from overseas units unless it is determined to be in the best interest of the rating's advancement exam. Nominations should be received by NETPDTC no later than 45 days prior to the scheduled AEDC. Additionally, major commands will perform the following actions in support of SME selection.

(a) Advise the SME's command that NETPDTC will provide accounting data and arrange lodging approximately 2-weeks prior to the commencement of the AEDC.

(b) Comply with required timelines specified in the AEDC message.

(c) Direct unit commanders to personally interview each nominee to ensure they meet the following requirements:

1. Hold the rank of chief, senior chief or master chief. Frocked chiefs are discouraged.

2. Possess the skill level for and work in the associated rating.

3. Be familiar with the major types of equipment and duties in their specialty, have extensive background in the rating (including technical training where appropriate courses are available), and have working knowledge of primary reference material in the rating.

4. Have good communication skills, both in verbal and writing abilities.

5. Have no personal or future TEMADD requirements that would interfere with the availability for the entire AEDC TEMADD, excluding unforeseen emergencies.

6. Have no spouse or immediate family members in the Navy below the rank of chief in the same rating or family member married to someone below the rank of chief in the same rating.

e. Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) and Type Commanders (TYCOM) Subject Matter Experts (SME) NEAS Responsibilities. COMUSFLTFORCOM and TYCOM SME representatives have the following NEAS-related responsibilities:

(1) To participate in the associated ratings AEDC, normally six chief petty officers with practical experience will attend an AEDC and determine the content of the rating's advancement exam by

(a) reviewing and updating the Master Advancement Exam Reference Lists used to support the rating's advancement exams.

(b) developing a 2-year (for most ratings) Topic/Sub-topic Subject/Sub-Subject Matrix for exam planning.

(c) reviewing content and clarity of previously used multiple-choice administrative exam questions for re-use in later exams.

(d) writing new multiple-choice questions appropriate to the skill and paygrade being tested using standard language and terminology. These questions will be tied to a reference and an Occupational/Naval Standard.

(e) tying exam questions to a reference and SkillObject™ Level 1 Task or equivalent.

(f) assisting the NETPDTC assigned Rating Team Leader in the development of the applicable series-rating exams. Using NETPDTC exam writing guidelines, Subject/Sub-Subject Matrix and exam questions reviewed and/or written by the most recent AEDC.

(2) An expert from the rating will review the applicable associated series rating exams for content, clarity, flow, correctness and recommend changes to the assigned NETPDTC Team Leader.

CHAPTER 2

ELIGIBILITY REQUIREMENTS

200. GENERAL ELIGIBILITY REQUIREMENTS. Table 2-1 lists elements that comprise eligibility for advancement-in-rate or change in rating, and identifies paragraphs in which specific eligibility information can be found.

TABLE 2-1 - ELIGIBILITY REQUIREMENTS CHECKLIST

REQUIREMENTS
Be recommended by CO/OIC (paragraph 201)
Have minimum time-in-rate (TIR) (paragraphs 202 and 216c-216g)
Be in proper path of advancement (paragraph 203)
Meet special requirements (citizenship, security, medical, ASVAB) for certain ratings (paragraph 204)
Successfully complete Service Schools; if required (paragraph 205)
Evaluation completed within computation period for advancement cycle (paragraph 206)
Not be a selectee for LDO or CWO (paragraph 208)
Not have pending request for "voluntary" (not HYT-mandated) transfer to Fleet Reserve (E7/8/9 candidates) (paragraph 209)
Eligibility documented by service record entry (paragraph 210)
Performance tests (paragraph 211)
Complete NLDP (paragraph 212)
Enlisted Warfare Qualifications (paragraph 213)
Pass Navy-wide advancement-in-rate examination
Navy Reservists: Satisfactory drill participation in the Navy Reserve (paragraph 215)
Physical Fitness per OPNAVINST 6110.1H
Examination Participation for LDO Purposes (paragraph 217)

201. 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. 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 advancement examination. 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 721.

202. TIME-IN-RATE (TIR). Basic TIR requirements are shown in table 2-2. TIR is presented in detail in paragraph 216.

TABLE 2-2 - 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			

203. PATH OF ADVANCEMENT. Path of advancement is that path from E1 through E9, as stipulated in NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards. Specific notes concerning path of advancement for strikers, closed and open ratings, and rating conversion are given in the following paragraphs:

NOTE: For rating conversions in the same paygrade, enter the actual date of designation on NAVPERS 1070/604 **only**. Because of 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. Striker Identification. COs/OICs of Commander, Naval Education and Training Command (CNETC) training activities may designate personnel who have graduated from Class "A" school. Designation of all other personnel will be per MILPERSMAN 1440-050.

b. Closed/Open Ratings. NAVADMINs regarding Rating Entry for General Apprentices (REGA) and Career Reenlistment Objectives (CREO), and **Enlisted Career Management Objectives (ECMO) ALNAVRESFORs for drilling Navy Reservists**, contain

procedures for establishing eligibility for entry into closed/open ratings. Strict compliance with these directives is critical to preclude enlisted personnel from competing in examinations for which they are not eligible and from having their examinations subsequently invalidated. Personnel who have changed rating are eligible for examination participation in the new rating only if conversion was effected prior to the regularly scheduled examination date. Personnel who are Selection Board Eligible who submit for a change of rating must be effected 1 month prior to board convening, in order to receive a review by the selection board in the new rating.

c. Lateral/Concurrent Change in Rating. MILPERSMAN 1440-010 and 1160-090 contain methods for changing from one path of advancement to another. NAVPERSCOM (PERS-811/**812**) authority is required to participate in Navy-wide examinations for change in rating. In addition to above reference, **SELRES submit change of rating per BUPERSINST 1001.39F.**

204. SPECIAL REQUIREMENTS OF CERTAIN RATES AND RATINGS

a. Security Requirements. All personnel designated in certain ratings and special programs as listed in table 2-3 must maintain, as a minimum, continuous security clearance eligibility.

TABLE 2-3 - RATINGS AND PROGRAMS REQUIRING SECURITY CLEARANCES

AC, AE, AG, AO, AT, AW, AZ, CT, EOD, ET, FC, FT, GM, HT, IC, IS, IT, LN, MA, MC, MN, MT, ND, OS, PC, QM, SB, SO, STG, STS, and YN; Aircrew and Nuclear Trained personnel.
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b. Citizenship Requirements. Certain rates and ratings are assigned sensitive duties or require access to classified information; therefore, immigrant aliens are not permitted entry into these ratings unless citizenship is imminent. If final naturalization proceedings are scheduled, citizenship waivers may be requested via message from NAVPERSCOM (PERS-811/**812**) and info NETPDTC (N321). Approved waivers are for examination participation for the current advancement cycle only. If a candidate participates in an examination without prior approval, NETPDTC (N321) will automatically invalidate the examination. NETPDTC (N321) will not release examination results until

notification of obtained citizenship is received. Examination results will be held in a discrepancy status (Foreign National (FN) hold) until proof of citizenship is received and the EMF is updated to reflect naturalization. Citizenship must be obtained prior to the limiting date of the respective advancement cycle. Waiver approval terminates with each examination cycle. Table 2-4 shows which rates and ratings (including related service rating or striker identification) require U.S. citizenship and access to classified information.

TABLE 2-4 - RATINGS REQUIRING CITIZENSHIP AND ACCESS TO CLASSIFIED INFORMATION

AC, AE, AVCM ¹ , AG, AO, AT, AW, AZ, CT ² , EM ¹ , EOD, ET ² , FC, FT, GM, HT, IC, IS ² , IT ² , LN, MA ² , MC, MN, MT, ND, OS, PC ² , QM, SB, SO, STG ² , STS, and YN.

¹Advancement to AVCM or EMCMM requires citizenship and access to classified information prior to advancement eligibility.

²U.S. citizenship requirement may NOT be waived for participation in advancement-in-rate examinations.

(1) Advancement of Immigrant Aliens

(a) Definition. An immigrant alien is an alien who has been lawfully admitted to the U.S. for permanent residence under an immigration visa. For identification purposes, an immigrant alien should possess an INS I-551, Alien Registration Receipt Card (Green Card) or, for recent arrivals, INS certification that the individual has been processed for an INS I-551 (usually found in the passport).

(b) Path of Advancement for Immigrant Aliens. Immigrant aliens may be placed in training for and advanced in ratings (except for those listed in table 2-4) without restriction. CT, ET, IS, IT, MA, PC, and STG ratings require U.S. citizenship; therefore, immigrant aliens may not enter these ratings until after U.S. citizenship is obtained. The same citizenship/residency requirements generally apply to the other ratings listed in table 2-4; however, waivers may be requested from NAVPERSCOM (PERS-811) for USN/R personnel or **NAVPERSCOM (PERS-812) for FTS, ADSW/OYR, CANREC, and drilling**

Navy Reserve personnel, provided the training manuals and advancement examinations for the rate do not contain classified material, and when the following requirements are met, as appropriate:

1. Member meets residency requirement for citizenship.

2. Member has applied for U.S. citizenship and final naturalization proceedings are scheduled to occur prior to the limiting date for the examination the member will take.

NOTE: Access will not be granted in the interim without satisfying the background investigation requirement for clearance. The requirements must be satisfied before allowing the member to participate in a Navy-wide advancement examination, Class "A" School, or course of instruction that leads to advancement in ratings listed in paragraph 204b(1)(b) as requiring access to classified information. Request waivers from NAVPERSCOM (PERS-811/**812**) as appropriate before 1 January for the February/March examination and 1 July for the August/September examination. Navy-wide examinations in ratings requiring access to classified information taken by members who are not U.S. citizens and do not have waivers from NAVPERSCOM (PERS-811/**812**) will be invalidated.

(c) Discussion. The residency requirement for naturalization is 5 years, but is reduced to 3 years after 3 year's honorable service in the U.S. Armed Forces. Acceptance for entry into the Armed Forces during period of hostilities declared by the President satisfies residency requirements (see MILPERSMAN 5352-010). If the alien member entered the U.S. as a child, the 5-year residency requirement begins on the individual's 18th birthday. The interdependence of eligibility for classified ratings, security clearance, and citizenship is sufficiently complex to require careful deliberation to satisfactorily resolve citizenship status before participation in an examination.

(d) Naturalization. MILPERSMAN 5352-010 contains instructions for naturalization of servicemembers. Document and verify changes in citizenship status per MILPERSMAN 1070-220 and Enlisted Distribution Verification Report (EDVR) Manual.

(2) Advancement of Foreign Nationals

(a) Definition. Foreign nationals are defined, for purposes of this manual, as aliens who are other than immigrant aliens. They have not been admitted to the U.S. for permanent residence under an immigrant visa and do not possess an INS I-151 or INS I-551.

(b) Path of Advancement of Foreign Nationals. Foreign nationals may enter and be advanced only in those ratings not listed in tables 2-3 and 2-4, which generally does not require access to classified information. Navy-wide advancement examinations taken by foreign nationals in ratings listed in tables 2-3 and 2-4 as requiring access to classified information will be invalidated. WAIVERS ARE NOT AUTHORIZED.

(c) Foreign Nationals and U.S. Citizenship. Foreign nationals may be eligible to apply for U.S. citizenship without being admitted to the U.S. under an immigrant visa for permanent residence and without meeting residency requirements if they are accepted for enlistment in the geographical U.S. and serve honorably during a period of hostilities declared by the President (see MILPERSMAN 5352-010). If a foreign national is eligible and applies for U.S. citizenship under these special circumstances, the member's status remains that of a foreign national with all security and advancement restrictions remaining in effect until the member becomes a naturalized U.S. citizen.

c. Special Requirements for Air Traffic Controller (AC) and Postal Clerk (PC) Ratings.

(1) AC Rating. All ACs must possess a valid FAA 7220-1, Air Traffic Control Specialist (ATCS) Certificate. They must also meet requirements established in NAVMED P-117, Manual of 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.

(2) PC Rating. Additional requirements for entry into the PC rating are contained in OPNAVINST 5112.6C. PC'S must maintain a valid driver's license for eligibility.

d. Special Physical Requirements. NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classification and

Occupational Standards - Volume I contains special physical requirements for certain rates and ratings, including identified strikers.

205. REQUIRED SERVICE SCHOOLS. Ratings requiring "A" school completion prior to E4 examination participation are listed in periodic NAVADMINs regarding REGA/CREO and **ECMO**. Satisfactory completion of the following advanced schools is mandatory for participation in a Navy-wide examination:

<u>RATE</u>	<u>SCHOOL</u>
AGC	Meteorological Oceanographic Analysis Forecaster Course (MOAF AG-CL)
LN3	Naval Justice School
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)

NOTE FOR NAVY RESERVE PERSONNEL

Navy Reservists are eligible for advancement in those ratings listed in ALNAVRESFOR regarding ECMO without having attended required schools if qualified and authorized striker designation in the respective rating; however, personnel may be required to attend the mandatory service school upon reporting to active duty. Request controlled rating entry from NAVPERSCOM (PERS-812). NAVPERSCOM (PERS-812) approval is required prior to Drilling Reservist requesting Class "A" school from COMNAVRESFORCOM (N73).

206. EVALUATION COMPLETED IN APPROPRIATE CYCLE. An evaluation must be completed within the computation period for the appropriate advancement cycle. Refer to the applicable Cycle NAVADMIN announcement message or guidelines posted in NAVPERSCOM Web site.

207. MEDICAL OR DISCIPLINARY STATUS. Personnel who are otherwise eligible for advancement to paygrade E2 or E3, participation in Navy-wide advancement examinations (E4 through E7), or nomination 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 hospitalization did not result from their own misconduct, may participate in the Navy-wide examination if deemed physically/mentally capable to participate by 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 reevaluation board may participate in examinations for advancement, provided the ongoing treatment or board action is not the result of member's own misconduct which is subject to disciplinary action.

c. Personnel in Limited Duty (LIMDU) Status. Personnel in a LIMDU status may participate for advancement-in-rate if otherwise qualified, provided the medical condition that necessitated placement in LIMDU status was not the result of their own misconduct which is subject to disciplinary action.

d. Personnel in a Disciplinary Status. Personnel in a disciplinary status may, if recommended by the CO/OIC, participate in Navy-wide examinations for advancement-in-rate 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 a Navy-wide advancement examination while in that status, but may be advanced, if otherwise qualified, as a result of previous advancement-in-rate examination participation, provided transfer to Records Review was not due to member's misconduct.

f. Physical Readiness. Must meet requirements of OPNAVINST 6110.1H.

208. SELECTEES FOR OFFICER/WARRANT APPOINTMENTS. Enlisted members selected for temporary or permanent officer or warrant appointments (except Seaman to Admiral, Medical Enlisted Commissioning Program, and Medical Service Corps In-Service Procurement Program) are ineligible for consideration by E7/8/9 selection boards and must be invalidated by their command. Selectee must formally decline the commission as outlined in OPNAVINST 1420.1A and notification must be made to NAVPERSCOM

(PERS-811/**812**) and NETPDTTC (N321) by message before the convening dates of the enlisted selection boards or date specified on the Officer Program Selection Results NAVADMIN message to be considered by the appropriate enlisted selection board.

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

a. Transfer to the FLTRES. Except for Fleet Reservists recalled to active duty, E6, E7, and E8 members who have submitted formal written requests for transfer to the FLTRES are ineligible for further advancement consideration, unless the request is HYT-mandated. Personnel who will be over 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. Commands will ensure the following NAVPERS 1070/613, Administrative Remarks entry is completed upon a member's "voluntary" (not HYT-mandated) application for transfer to the Fleet Reserve:

NAVPERS 1070/613:

(Date): I understand that the application for transfer to the Fleet Reserve submitted by me, on this date, renders me ineligible for selection board consideration. (For MCPO/SCPO/CPO) I further understand that prior to transferring to the Fleet Reserve I must serve a minimum of 2 years time-in-grade in my present paygrade.

Member's Signature and Date

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

b. Transfer to the Retired Reserve (with or without pay). Navy Reservists who have submitted requests or are approved for transfer to the Retired Reserve (with or without pay) are ineligible for further advancement consideration unless retirement is HYT-mandated.

(1) Members who have submitted requests or are approved for voluntary transfer to the Retired Reserve shall not be permitted to participate in the E7 examination nor be validated for selection board eligibility for E8/9. Eligibility may be restored if the request or authority for transfer to the Retired Reserve is successfully canceled by proper authority prior to the administration of the E7 examination or prior to the date specified in the respective NAVADMIN for E8/9 candidates.

(2) Members who submit a request for transfer to the Retired Reserve subsequent to participation in the E7 examination or validation for E8/9, but before selection board adjournment, must be invalidated. Commands shall notify NETPDTC (N321) and NAVPERSCOM (PERS-812) by message. Commands will ensure the following statement is included in the member's application for transfer to the Retired Reserve:

"I understand that submission of this application renders me ineligible for selection board consideration and advancement-in-rate until such time as this request is withdrawn by me or is finally disapproved."

210. DOCUMENTATION OF ELIGIBILITY REQUIREMENTS

a. Satisfaction of Eligibility. Eligibility is permanently satisfied once advancement eligibility has been documented by service record entry. Eligibility requirements may have been completed either on active or inactive duty.

b. Waiver of Eligibility Requirements Deadline. Waiver requests must be approved by NAVPERSCOM (PERS-811/812) prior to participation. Examinations taken without prior approval will be invalidated.

211. PERFORMANCE TESTS. NAVPERS 18068F, appendix D contains a list of required performance tests. Completion of mandatory performance tests is required prior to participation in a Navy-wide advancement-in-rate examination. Performance tests are administered and scored at the activity level. Performance tests should be graded on a PASS/FAIL basis. Record passing of the performance tests on NAVPERS 1070/604, Enlisted Qualifications History. Obtain performance test from

examination-ordering Web site in the ratio of one test for every six candidates in the rating and paygrade involved.

212. NAVY LEADERSHIP DEVELOPMENT PROGRAM (NLDP). Completion of NLDP (Leadership Development Program-LDP) in residence leadership development course (LDC) in current paygrade is required by all active duty and drilling reserve personnel prior to participation in the E6 or E7 advancement examination or to be considered by the E8 selection board. Waivers may be authorized by the first flag officer in the chain of command only under extraordinary circumstances. Members granted waivers must complete appropriate LDP prior to effective date of advancement. Personnel taking an advancement examination for LDO purposes only who do not yet meet the regular TIR requirement for E7 are not required to attend NLDP prior to taking the examination, but must meet the NLDP requirement prior to taking the E7 examination when they are otherwise TIR eligible for advancement. For appropriate LDP Courses, refer to current NAVADMIN. **(Mobilized Individual Ready Reserve (IRR) personnel are not required to complete the LDP requirement for advancement due to the limited duration of active duty).**

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

214. SPECIAL INSTRUCTIONS FOR EXAMINATION OF PERSONNEL IN FORMAL TRAINING

a. Class "A" School Instruction

(1) As directed by MILPERSMAN 1440-050, nondesignated personnel who have an "A" school request approved are not authorized to participate in an advancement examination for any other rating. Approval of Class "A" school request does not authorize examination participation in a closed rating or a rating requiring NAVPERSCOM (PERS-811/**812**) approval.

(2) Non-designated personnel attending Class "A" schools for ratings listed as "open" on the current CREO/REGA listing, who are TIR eligible and recommended, provided they have not classed-up, may compete for advancement in that rating via a Navy-wide examination. 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 conversion on scheduled date of examination are prohibited from taking ANY advancement examination.

(2) If otherwise qualified, personnel ordered to Class "A" school for rating conversion may compete for advancement in their present rating until the class convening date; however, if selected for advancement, a request must be submitted to NAVPERSCOM (PERS-811/**812**) 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 (STAR, SCORE, 6-YO, BUDS, etc.) with an associated or impending advancement to the next higher grade are prohibited from participation in the Navy-wide advancement exam for that higher grade. This is to ensure that limited advancement quotas are not wasted on a guaranteed advancement.

(4) Excluding advancement to E7/8/9, an authorized advancement based on a Navy-wide examination successfully completed prior to the class convening date (with NAVPERSCOM (PERS-811/**812**) approval) may be effected.

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 1160-090 and 1440-010 outline 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, and members in the Category III and IV language pipeline are allowed to participate in an advancement examination (through paygrade E6) in their present rating. All candidates for advancement to E4 through E6 enrolled in the

final phase of training at Navy Technical Training Center Detachment (NAVTECHTRACENDET), Goodfellow AFB, TX, are not eligible to compete for advancement in their previous rating. Candidates must possess a Top Secret clearance and must have completed all other advancement requirements.

215. SATISFACTORY PARTICIPATION IN THE NAVY RESERVE. To participate in an advancement examination cycle, a member must be assigned to a unit with a drilling requirement and maintain satisfactory drill participation requirements as defined in BUPERSINST 1001.39F. Members assigned to a Voluntary Training Unit (VTU), except those assigned because of HYT are eligible for advancement. Individual Ready Reserve (IRR) members while in a mobilized status are eligible for advancement.

216. SERVICE REQUIREMENTS AND TERMINAL ELIGIBILITY DATE (TED)

a. Terminal Eligibility Date (TED). A TED is the date to which an advancement candidate's Service in Paygrade (SIPG) is computed for advancement purposes. TEDs for each examination cycle are shown in table 2-5.

TABLE 2-5 - TERMINAL ELIGIBILITY DATE (TED) REQUIREMENTS

EXAMINATION MONTH	ADVANCEMENT TO	TERMINAL ELIGIBILITY DATE (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. Total Active Federal Military Service (TAFMS) (Active Duty Only). Department of Defense (DOD) prescribes the TAFMS as the minimum active service a person must have to compete as a regular candidate for advancement. Minimum TAFMS requirements for advancement are shown in table 2-6.

TABLE 2-6 - TAFMS REQUIREMENTS FOR ADVANCEMENT

PAYGRADE	DOD TAFMS	PAYGRADE	DOD TAFMS
E2	6 months	E6	7 years
E3	1 year	E7	11 years
E4	2 years	E8	16 years
E5	3 years	E9	19 years

Candidates who meet TIR and other advancement requirements may compete for advancement whether or not they have accrued the DOD-prescribed TAFMS.

(1) Regular and Early Candidates. Regular candidates are members whose TAFMS equal or exceed the DOD TAFMS by the end of the fiscal year in which the TED is computed. Early candidates are members whose TAFMS falls short of the DOD TAFMS by the end of the fiscal year in which the TED is computed. The number of months remaining in the fiscal year following the TED will be automatically computed into a member's early/regular status. For example, for a candidate who participates in a September examination for advancement to E6, compute the TED as of 1 January, the remaining months of the fiscal year (January through September), making the member a regular candidate with 7 years and 1 month TAFMS (even though the candidate's Examination Answer Sheet will reflect actual TAFMS of 6 years and 4 months). In no case will the candidate's TAFMS be computed beyond the end of the fiscal year in which the TED falls. Table 2-7 shows the number of months automatically added to the computed TAFMS.

TABLE 2-7 - TAFMS COMPUTATION

EXAMINATIONS OR NOMINATION MONTHS	CANDIDATES FOR ADVANCEMENT TO	TAFMS COMPUTED TO TED OF	AUTOMATICALLY ADDED TO TAFMS
January	E7	1 January	9 months
March	E4 through E6	1 July	3 months
September	E4 through E6	1 January	9 months
November	E8 and E9	1 October	1 year

c. TIR Date Assignments. TIR requirements are shown in table 2-2. 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 2-8.

d. 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. Break in service is defined as those members not under a Navy contract at time of reentry to naval service or Navy Reservists attached to the IRR. IRR time will not be included for TIR re-computation. NAVETs who return to active duty or to Drilling Reserve in the same paygrade held at discharge, release, or transfer to the IRR after a break in service in excess of 24 hours will have an adjusted TIR date. 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 and record on NAVPERS 1070/604. Ensure proper Navy Standard Integrated Personnel System (NSIPS) and service record entries are completed. Figure 2-1 is a NAVPERS 1070/613 using a sample computation.

TABLE 2-8 - TIR DATE ASSIGNMENTS

PAYGRADE	ADVANCED OR ENTRY DURING THE PERIOD	ASSIGN TIR DATE
E1	Any period	Date of entry in Navy (Same as 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 <u>effective date</u> 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 <u>effective date</u> 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. The date of recall will be used as the new effective date of rate.

(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 adjusted TIR on NAVPERS 1070/613 and record on NAVPERS 1070/604. Forward a copy of the NAVPERS 1070/613 to NAVPERSCOM (PERS-811/**812**). Figure 2-1 is a NAVPERS 1070/613 using a sample computation.

FIGURE 2-1 - PAGE 13 ENTRY FOR NAVET/OSVET TIR RECOMPUTATION

USS UNDERWAY (AOE 0)		
01 MAR 93 NAVET/OSVET TIR re-computation per BUPERSINST 1430.16F.		
Rate at last discharge/RELACDU/transfer to IRR:	BM2	
Rate upon reenlistment/reentry/re-affiliation:	BM2	
Date of last discharge/RELACDU/transfer to IRR:	05JAN12	
Date of reenlistment/reentry/affiliation:	07FEB04	
Date of advancement (FM DD-214/NAVPERS 1070/604):	03SEP16	
Previous TIR date:	03JUL01	
<u>COMPUTATION:</u>		
Date of reenlistment/reentry/re-affiliation:	070204	
Date after discharge/release/transfer to IRR:	<u>-050113</u>	
Broken service:	020021	
Previous TIR:	030701	
Broken Service:	<u>+020021</u>	
Computed date of advancement (CDA):	050722	
Adjust TIR to appropriate date per table 2-8 = 01JUL05		
I. M. SAILOR, LT, PERSOFF By direction of the Commanding Officer		
(Record adjusted TIR on NAVPERS 1070/604 and forward a copy of the NAVPERS 1070/613 to NAVPERSCOM (PERS-811/812).)		
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. TIR will be computed as demonstrated in the following example based on the following computation:

1 JAN 97 - 24 SEP 04 - Period of creditable service
16 FEB 00 made E5/TIR 1 JAN 00
16 MAR 03 made E6/TIR 1 JAN 03
24 OCT 07 Enlisted USN E5

Re-computation:

Previous E5 TIR	000101	030101
Previous E6 TIR	030101	- <u>000101</u>
		<u>030000</u>

Adjusted TIR:

Re-entry date	071024	
Computed E5 TIR	- <u>030000</u>	
	041024	Adjust per table 2-8 to

040701

(5) TIR Date for Fleet Reserve/Retired/Temporary Duty Retired List (TDRL) Members Recalled to Active Duty. Retired/TDRL or Fleet Reserve members who return to active duty in the same paygrade held on date of transfer to the Retired/TDRL or Fleet Reserve Lists are assigned a TIR date per paragraph 216d(1) above. Date of return to active duty is the effective date of rate. Retired/TDRL or Fleet Reserve members who return to active duty, see paragraph 216.

e. 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 service in paygrade. 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-312G), with substantiating documentation, to correct the TIR date in the EMF. Indicate lost time for personnel in any paygrade on NAVPERS 1070/604.

(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 held before removal from enlisted status and will be assigned the effective date of return to enlisted status upon drop from OCS.

Example: Active duty YN3 is selected for OCS to start 98NOV20. Upon transfer from enlisted status to OCS status, member's effective date of advancement is 98JAN16 with TIR of 98JAN01. Member reports for OCS and is medically disqualified (through no fault of the member) on 99MAY10, and is returned to enlisted active duty status effective 99MAY20 as a YN3. Member's effective date for YN3 will be 99MAY20, with TIR of 98JAN01.

(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. Members are not required to complete advancement requirements for the next higher paygrade (except for TIR) unless the requirement has 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. Refer to the Manual for Courts-Martial, chapter V, paragraph 6.

(b) Reinstatement to Paygrades E2 and E3. COs/OICs have the authority to reinstate members to E2 or E3 (one paygrade only) anytime after reduction in rate, without referral to higher authority. TIR is assigned per table 2-8 based on the date of reinstatement.

NOTE: Only NAVPERSCOM (PERS-811/**812**) has reinstatement authority to paygrades E4 and through E6. Refer to MILPERSMAN 1430-020.

(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 by NAVPERSCOM (PERS-811/**812**) per MILPERSMAN 1430-020. TIR date is assigned per table 2-8 based on the effective date of reinstatement.

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

f. WAIVER of TIR Requirements

(1) TIR Waiver for Early Promote 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 "Early Promote" on their most recent observed periodic evaluation in their current paygrade. Personnel authorized a TIR waiver under this paragraph shall be identified as such when ordering examinations per paragraphs 400a and 400b. Failure to identify candidates who have been granted TIR waiver will result in invalidation of the examination due to insufficient TIR. Letter extensions and not observed (NOB) evaluations do not effect this waiver. This waiver only applies for participation in Navy-wide examinations.

(a) CO's can authorize the Early TIR waiver for up to two consecutive examination cycles covered by the most recent observed periodic evaluation report. Each waiver must be provided via separate letter.

(b) An "Early Promote" recommendation received on a special, detachment of individual (transfer), or detachment of reporting senior evaluation cannot be used for TIR waiver eligibility.

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

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

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

(2) All changes to TIR computation are grandfathered. Members falling into any of the categories in paragraph 216 may be recomputed if eligible. TIR re-computation is effective as of the date of this instruction. Navy-wide advancement examinations taken prior to the date of this instruction WILL NOT be recomputed. Additional SIPG points will be credited toward the first examination following the date of this instruction.

217. EXAMINATION PARTICIPATION FOR LDO PURPOSES. 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, are authorized to participate in the E7 examination for LDO consideration provided they will have served as an E6 for at least 1 year computed from their TIR date for E6 to 1 October of the year the LDO application is submitted. Candidates participating in E7 exam for LDO purposes must be identified as such when ordering examinations per paragraphs 400a and 400b.

Example: (1) YN2 Smith is a selectee for YN1 from March 2007 advancement cycle. His TIR for E6 is 1 July 2007. He will complete 1 year as an E6 on 1 July 2008, and is eligible to participate in the January 2008 CPO examination for LDO purposes if he is submitting a LDO application for 1 October 2008.

Example: (2) YN2 Jones is a selectee for YN1 from September 2007 advancement cycle. Her TIR date for E6 is 1 January 2008.

BUPERSINST 1430.16F
2 Nov 07

She will complete 1 year as an E6 on 1 January 2009, and is eligible to participate in the January 2009 CPO exam for LDO purposes if she is submitting a LDO application for 1 October 2009. Refer to OPNAVINST 1420.1A.

CHAPTER 3

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

This chapter provides specific guidance for filling out NETPDTC 1430/3 (Rev. 09/03), 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 at <https://www.advancement.cnet.navy.mil>. This chapter also provides instructions for clearing examination discrepancies.

300. PURPOSE AND PREPARATION OF THE WORKSHEET. The educational service office (ESO) is responsible for preparation of a Worksheet for each candidate participating in a Navy-wide advancement cycle (E4 through E7), including LDO Program candidates. ESOs and candidates use the form as a check-off sheet and for transferring information to the answer sheet, shown in figure 3-2. Here is the sequence of events for preparing, checking, using, and filing the Worksheet.

a. ESO prepares Worksheets for eligible candidates at least 1 month prior to the scheduled examination. ESOs are responsible for reviewing all Worksheets for accuracy.

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

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

d. Candidates transfer the Worksheet information to answer sheets during the examination at the examination site.

e. ESO holds Worksheets in a suspense file pending results of the examinations. Worksheets will be retained until the limiting date of the respective cycle.

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

ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET) NETPDTIC 1430/3 (Rev 09/03)																														
1. NAME: (Last, First Middle) <u>SEAMAN ABEL BEN</u>	2. SOCIAL SECURITY NO. <u>123-45-6789</u>	3. EXAM RATE <u>PN1</u>	4. CYCLE <u>179</u>	5. EXAM SERIAL NO. <u>1790123</u>																										
6. E-8/9 CANDIDATES: <input type="checkbox"/> Active Duty <input type="checkbox"/> TAR <input type="checkbox"/> SELRES	7. FILL IN IF APPLICABLE <input type="checkbox"/> LDO Candidate <input type="checkbox"/> PEP <input type="checkbox"/> N <input checked="" type="checkbox"/> A <input type="checkbox"/> C School	8. AWARDS <u>10</u>	9. PERF. MARK AVG <u>3.87</u>	10. EXAMINATION DATE <u>03 09 06</u> Y Y M M D D																										
11. PERM DUSTA UIC/RUIC <u>12345</u>		12. TIME IN SERVICE (Drilling Reserve only) <u> </u> Y Y M M D D	13. TIME IN GRADE (Drilling Reserve only) <u> </u> Y Y M M D D																											
(A) TIME IN SERVICE/TIME IN RATE CHECK TED: <u>04 01 01</u> Yr Mo Da TED: <u>04 01 01</u> Yr Mo Da (-) TIR: <u>02 01 01</u> Yr Mo Da (-) ADSD: <u>95 10 14</u> Yr Mo Da = SIPG: <u>02 00 00</u> = TAS: <u>08 02 18</u>			(C) RATE CHANGE/ADVANCEMENT AUTHORITY CHANGE OF RATE AUTHORITY: Participated in _____ examination for change of rating (exam rate) IAW _____ (Cite authority letter/message)																											
(1) Active Duty Pers- Complete Drill Service Time in Grade if and ONLY if needed to meet minimum TIR eligibility for advancement. (2) Inactive Reserve Pers- Enter all time in service and time in grade in blocks 12 and 13. TIR WAIVER: Early Promote TIR waiver eligible check: <u>EP WAIVER APPROVED</u>			(D) CANDIDATE SIGNATURE "I hereby verify the information contained hereon and certify it to be correct." <u>Abel B. Seaman</u> <u>12 August '03</u> Signature of candidate Date																											
(B) INACTIVE RESERVE PERSONNEL No. days Annual Training (AT) Annual Training (AT) Waiver in paygrade: in paygrade: _____ Yes _____ No _____ AUTHORITY: _____			(E) ELIGIBILITY CHECK (OPTIONAL) Although all candidates will not be required to meet all of the checks on this checklist, they are all listed to assist in reminding the ESO of the various requirements: Required: Command optional:																											
<table border="1"> <tr> <td>Present Rate: <u>PN2</u></td> <td>MRPO: <input checked="" type="checkbox"/></td> </tr> <tr> <td>TIR: <u>WAIVER</u></td> <td>Prof. Course: <input type="checkbox"/></td> </tr> <tr> <td>EVAL REC: <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Warfare qual: <u>ESMS</u></td> <td></td> </tr> <tr> <td>NLTC: <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>PRT: <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CITZ: <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Clearance: <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Proper path of adv: <input type="checkbox"/></td> <td></td> </tr> <tr> <td>"A" School: <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Performance test: <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>REGA requirements: <input type="checkbox"/></td> <td></td> </tr> <tr> <td>ASVAB Scores: <input type="checkbox"/></td> <td></td> </tr> </table>			Present Rate: <u>PN2</u>	MRPO: <input checked="" type="checkbox"/>	TIR: <u>WAIVER</u>	Prof. Course: <input type="checkbox"/>	EVAL REC: <input checked="" type="checkbox"/>		Warfare qual: <u>ESMS</u>		NLTC: <input checked="" type="checkbox"/>		PRT: <input checked="" type="checkbox"/>		CITZ: <input checked="" type="checkbox"/>		Clearance: <input type="checkbox"/>		Proper path of adv: <input type="checkbox"/>		"A" School: <input type="checkbox"/>		Performance test: <input checked="" type="checkbox"/>		REGA requirements: <input type="checkbox"/>		ASVAB Scores: <input type="checkbox"/>			
Present Rate: <u>PN2</u>	MRPO: <input checked="" type="checkbox"/>																													
TIR: <u>WAIVER</u>	Prof. Course: <input type="checkbox"/>																													
EVAL REC: <input checked="" type="checkbox"/>																														
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NLTC: <input checked="" type="checkbox"/>																														
PRT: <input checked="" type="checkbox"/>																														
CITZ: <input checked="" type="checkbox"/>																														
Clearance: <input type="checkbox"/>																														
Proper path of adv: <input type="checkbox"/>																														
"A" School: <input type="checkbox"/>																														
Performance test: <input checked="" type="checkbox"/>																														
REGA requirements: <input type="checkbox"/>																														
ASVAB Scores: <input type="checkbox"/>																														
** THE PRIVACY ACT OF 1974 PROTECTS ALL DATA CONTAINED HEREIN **																														

**FIGURE 3-2 - EXAMPLE ANSWER SHEET
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NETPDTIC 1430/2 (REV 9-2000) *U.S. GOVERNMENT PRINTING OFFICE: 2000-633-095/20001

1. NAME (Last, First, Middle)										2. SOCIAL SECURITY NUMBER					3. EXAM RATE			4. CYCLE		5. EXAM SERIAL					
A	A	A	A	A	A	A	A	A	A	0	0	0	0	0	0	A	A	A	0	0	0	0	0	0	0
B	B	B	B	B	B	B	B	B	B	1	1	1	1	1	B	B	B	1	1	1	1	1	1	1	
C	C	C	C	C	C	C	C	C	C	2	2	2	2	2	C	C	C	2	2	2	2	2	2	2	
D	D	D	D	D	D	D	D	D	D	3	3	3	3	3	D	D	D	3	3	3	3	3	3	3	
E	E	E	E	E	E	E	E	E	E	4	4	4	4	4	E	E	E	4	4	4	4	4	4	4	
F	F	F	F	F	F	F	F	F	F	5	5	5	5	5	F	F	F	5	5	5	5	5	5	5	
G	G	G	G	G	G	G	G	G	G	6	6	6	6	6	G	G	G	6	6	6	6	6	6	6	
H	H	H	H	H	H	H	H	H	H	7	7	7	7	7	H	H	H	7	7	7	7	7	7	7	
I	I	I	I	I	I	I	I	I	I	8	8	8	8	8	I	I	I	8	8	8	8	8	8	8	
J	J	J	J	J	J	J	J	J	J	9	9	9	9	9	J	J	J	9	9	9	9	9	9	9	
K	K	K	K	K	K	K	K	K	K	0	0	0	0	0	K	K	K	0	0	0	0	0	0	0	
L	L	L	L	L	L	L	L	L	L	1	1	1	1	1	L	L	L	1	1	1	1	1	1	1	
M	M	M	M	M	M	M	M	M	M	2	2	2	2	2	M	M	M	2	2	2	2	2	2	2	
N	N	N	N	N	N	N	N	N	N	3	3	3	3	3	N	N	N	3	3	3	3	3	3	3	
O	O	O	O	O	O	O	O	O	O	4	4	4	4	4	O	O	O	4	4	4	4	4	4	4	
P	P	P	P	P	P	P	P	P	P	5	5	5	5	5	P	P	P	5	5	5	5	5	5	5	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	6	6	6	6	6	Q	Q	Q	6	6	6	6	6	6	6	
R	R	R	R	R	R	R	R	R	R	7	7	7	7	7	R	R	R	7	7	7	7	7	7	7	
S	S	S	S	S	S	S	S	S	S	8	8	8	8	8	S	S	S	8	8	8	8	8	8	8	
T	T	T	T	T	T	T	T	T	T	9	9	9	9	9	T	T	T	9	9	9	9	9	9	9	
U	U	U	U	U	U	U	U	U	U	0	0	0	0	0	U	U	U	0	0	0	0	0	0	0	
V	V	V	V	V	V	V	V	V	V	1	1	1	1	1	V	V	V	1	1	1	1	1	1	1	
W	W	W	W	W	W	W	W	W	W	2	2	2	2	2	W	W	W	2	2	2	2	2	2	2	
X	X	X	X	X	X	X	X	X	X	3	3	3	3	3	X	X	X	3	3	3	3	3	3	3	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	4	4	4	4	4	Y	Y	Y	4	4	4	4	4	4	4	
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	5	5	5	5	5	Z	Z	Z	5	5	5	5	5	5	5	

6. E-8/9 CANDIDATES ONLY

ACTIVE DUTY

SELRES

7. FILL IN IF APPLICABLE

LDO CANDIDATE

PEP

SCHOOL

8. PERFORMANCE AVERAGE		10. TODAY'S DATE			11. PERMANENT DUTY STATION UIC	
ADDED	AVERAGE	YEAR	MO.	DAY	UIC	UIC
0	0	0	0	0	0	0
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9

12. TIME IN SERVICE				13. TIME IN GRADE			
YEARS		MOS.		YEARS		MOS.	
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

Authority to request this information is derived from SECNAVINST 5211.5. The purpose of this answer sheet is to permit an individual to compete in a Navy-wide examination for advancement in rate or change in rating. The information is recorded in the automated Naval Enlisted Advancement System and is used in selecting the best qualified candidates that the Navy requires to man its ships and stations. In addition, this information may be used in statistical analyses for the purpose of maintaining the integrity of, and improvements to the Advancement System. Completion of this answer sheet is mandatory for advancement consideration.

DO NOT FOLD - BEND - SPINDLE OR MUTILATE

294420-1

NAME: SEAMAN ABEL BEN
SSN: 123-45-6789
EMATE: PNI
UIC: 12345
CYCLE SERIES: 179 179
451760

NOTE: In the following paragraphs, instructions are provided for filling in the Worksheet (figure 3-1).

301. NAME (BLOCK 1). Enter the candidate's full name (last, first, and middle), as verified by command EDVR or **NSIPS data for drilling Navy Reserve personnel**. Ensure compliance with the EDVR Manual if the member is not on EDVR or is in Skeleton (SKEL) Record Status. Skip one space between last name, first name, and middle name. If the length of the name exceeds the number of spaces available, enter as much information as possible.

302. SOCIAL SECURITY NUMBER (BLOCK 2). Enter the candidate's social security number.

303. EXAM RATE (BLOCK 3). Enter the examination rate for which the candidate is participating. Enter the service rating or examination specialty where applicable (for example, MME, AWN, ATI). (In all cases, the EXAM RATE will be identical to the EXAM RATE shown on the examination booklet.) In cases of personnel competing in an examination for the purpose of changing their rating, enter in the EXAM RATE block the rate for which the candidate is authorized to participate. Also, complete the Change of Rating Authority (block C) of the Worksheet. For example:

Participated in LN2 examination for
change of rating per NAVPERSCOM ltr 1430
PERS-811 of 10 May 03.

304. CYCLE (BLOCK 4). Enter the examination cycle number in the current examination cycle NAVADMIN message.

305. EXAMINATION SERIAL (BLOCK 5). Enter the 7-digit examination serial that appears in the upper right-hand corner of the candidate's examination booklet. An incorrect serial number entered in this block will cause an examination to be scored incorrectly.

306. E8/9 CANDIDATES (BLOCK 6). This block is for validation of E8/9 candidates who are selection board eligible and have not been validated by NETPDTC. Check the appropriate block if member is active duty, FTS or SELRES. Refer to paragraph 615 of this instruction.

307. FILL IN IF APPLICABLE (BLOCK 7). Check the appropriate block if applicable:

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

b. Personnel Exchange Program (PEP): This block is only for E7 candidates currently assigned to, or within 2 years after completion of a PEP tour. Provided an advancement examination standard score of 50 or greater has been achieved, members are required to participate in only one advancement examination during an assignment to a PEP billet. Refer to OPNAVINST 5700.7G and MILPERSMAN 1306-921.

c. School: Check as applicable.

(1) N - The candidate has not or will not graduate from a Class "A" or "C" School by the date of examination administration.

(2) A - The candidate has or will have graduated from a "Class A" School that corresponds with the examination rate by the date of examination administration.

(3) C - The candidate has or will have graduated from a Class "C-7" School by the date of examination administration. Only graduation from a Class "C-7" School that corresponds with the examination rate will be considered. If candidate has attended both "Class A" and "Class C" school, just mark "C."

308. AWARDS (BLOCK 8). Enter the total number of points for awards. A digit should appear in each space. Enter points only for awards approved or earned prior to the day of the regularly scheduled examination. 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 for E4/5 candidates is 10 points and 12 points for E6.

NOTE: Do NOT use awards in FMS computation for E7/8/9 candidates. Table 3-1 provides point values for. For purposes of crediting awards points, awards made by other DOD organizations are equivalent to those awarded by U.S. Navy, with the exception of the Good Conduct Medal (see table 3-1, note 2).

TABLE 3-1 - AWARD POINT VALUES

<u>AWARD</u>	<u>NUMBER POINTS/AWARDS</u>	<u>NOTES*</u>
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	
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	
Good Conduct Medal (Navy or Marine Corps)	2	(max 5) (2)
Navy Reserve Meritorious Service Medal	2	(max 5) (2)
Greater than 90 consecutive days of service In Iraq, Afghanistan or the horn of Africa, Kuwait, Guantanamo (GTMO), Joint Task Force 515 (USPACOM) or the Joint Force Special Task Force-Philippines (USPACOM) (Service after 24 October 2001)	2	(3)
Letter of Commendation (Flag/Senior Executive Service)	1	(max 2) (1)

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

NOTES FOR AWARD 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 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, and so forth), subsequently issued as individual letters of commendation, do NOT qualify for award credit. Further, the fulfillment of routine duties or tasks (e.g., letters of commendation issued in conjunction with outstanding PRT accomplishment) 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.
- 2** Maximum of 10 award points. Navy or Marine Corps Good Conduct Medals and the Selected Reserve Marine Corps Medal count as two award points for each award. Other services Good Conduct Medals (U.S. Air Force, U.S. Army, and U.S. Coast Guard) will not count for award points.
- 3** Greater than 90 consecutive days must be served in the eligible areas after 24 October 2001 in any duty status (Individual Augmentee, Reserve Mobilization, Permanent Change of Station, TEMADD, etc.). Award credit may not be retroactively applied to previous advancement cycles, and no more than one award (two points) may be credited, regardless of length of tour or number of tours.

309. PERFORMANCE MARK AVERAGE (PMA) (BLOCK 9)

a. Computing PMA Using Regular Evaluations. A PMA is required for each advancement candidate except for E8/9 and E7 PEP candidates who have already achieved an advancement examination standard score of 50 or greater and have been identified as Selection Board Eligible. E7 PEP candidates who have participated in an advancement examination, but did not attain a standard score of 50 or greater must have a PMA for subsequent examinations cycles until they achieve a standard score of 50 or greater. E5/6 PEP candidates require a PMA for every examination 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 cycle NAVADMIN and/or supplemental guidance from NAVPERSCOM (PERS-811/**812**) Web site. 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 in computing PMA. Carry to 3 decimal places and round up/down (less than 5, round down, 5 and up, round up).

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 field service record 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. 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. Examination participation is not authorized for personnel without a PMA. Special evaluations prepared for examination participation must have the following ending dates:

- (1) 31 December for the January examination.
- (2) 31 January for the February (IR) examination.**
- (3) 28/29 February for the March examination.
- (4) 31 July for the August (IR) examination.**
- (5) 31 August for the September examination.

c. Evaluations NOT to be Used to Compute PMA

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

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

(3) Evaluations in a lower paygrade.

(4) AT/ADT evaluations for inactive duty drilling Navy Reservists.

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

(6) Letter supplements submitted after the 1st day of the month in which an advancement examination is scheduled. (See BUPERSINST 1610.10A.)

NOTE: Concurrent Reports are submitted to NAVPERSCOM and made part of member's official record. However, these types of reports are NOT to be included in the PMA computation unless the Regular Reporting Senior countersigned them and made the report a regular report (the day-to-day continuity must be considered prior to making the report a regular report).

PMA COMPUTATION NOTE

- **Navy Reserve evaluations may be used to compute PMA for active duty, provided they fall within the prescribed computation period for the applicable cycle.**
- **Active duty evaluations may be used to compute PMA for inactive duty Navy Reservists provided they fall within the prescribed computation period for the applicable cycle.**

310. DATE (BLOCK 10). Enter the date of examination administration.

311. PERM DUSTA UIC (BLOCK 11). Enter the five-digit Unit Identification Code (UIC) of the command to which the candidate is attached. For those candidates scheduled for transfer prior to publication of examination results, enter the five-digit UIC of the prospective command. **For Reservists, enter the UIC for the parent Reserve activity to which the member's unit is attached.**

NOTE: If applicable, refer to 312b for completion of Blocks 12 and 13.

312. BLOCKS A THROUGH E.

a. Block (A): Completion is not mandatory. Use for assistance in determining TIR eligibility.

b. Block (B): **Completion is not mandatory. Use for determining and recording satisfactory drilling participation and waiver action if required.**

c. Block (C): Completion required if participating in examination with change of rate authority.

d. Block (D): Completion is required. Member must sign worksheet prior to taking advancement examination.

e. Block (E): Completion is not mandatory. Intended for use by ESO as a reminder of general advancement requirements.

313. CORRECTIONS TO WORKSHEET AND ANSWER SHEET

a. Errors Discovered Prior to Transmittal of Examination Returns. When errors are discovered in blocks 1 through 13, ensure corrections are made prior to forwarding examination returns to NETPDTC (N322).

b. Errors Discovered After Examination Returns are Forwarded. When errors are discovered after examination returns are forwarded to NETPDTC (N322), forward corrections by letter and include the UIC, candidate's full name, social security number, present rate, examination rate, branch/class of service, and the examination serial number and cycle.

c. Errors in PMA Computation Discovered Before or After Publication of Results. Corrections to the PMA because of errors in computation may be made before or after publication of examination results using the following guidelines:

(1) PMA corrections submitted to NETPDTC (N321) prior to publication of examination results or in response to discrepancy (PERF MARK ERR) correction requests from NETPDTC (N321) require no accompanying documentation.

(2) When requesting PMA corrections after publication of examination results, forward copies of all applicable evaluations in present paygrade covering the entire computation period. Only omitted annual evaluations and math computation errors may be submitted for PMA correction.

(3) Special evaluations not previously computed into a candidate's PMA may not be used to change a PMA, irrespective of the period covered in the evaluation or the date the evaluation was signed. There are no waivers to this policy.

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

d. Requests for Correction or Addition to Awards Factor. Requests for correction or addition to awards factor should be submitted to NETPDTC (N321) and must include a copy of NAVPERS 1070/604, Enlisted Qualification History or NAVPERS 1070/880,

Awards Record, which properly identifies the individual concerned and indicates all awards (including previously reported awards), and copies of award citations and Flag letters of commendation.

314. EARLY IDENTIFICATION OF CANDIDATES WITH EXAMINATION DISCREPANCIES. To minimize discrepancies at the time of initial publication of advancement examination results, NETPDTTC (N321) will identify discrepancy examination returns by message (**letter, in case of Drilling Reserve candidates**). The candidate's name, social security number, present rate, examination rate, and type of discrepancy will be included. To clear the discrepancies, commands must submit appropriate comments/information to NETPDTTC (N321) by message or letter (if documentation is required or if communication facilities are not readily available). Table 7-3 contains instructions for correcting each discrepancy. Reference NETPDTTC message or letter that identified the discrepancy(ies) on the return correspondence.

CHAPTER 4

ORDERING EXAMINATIONS

400. METHODS TO ORDER EXAMINATIONS

a. Internet. The preferred method for ordering examinations is via verification of a Time in Rate eligibility listing (TIR listing) on the Internet at the NETPDTC examination ordering Web site, <https://neamos.cnet.navy.mil/neas/>.

b. Message. The alternate method is to order examinations by message. This method should only be used when ordering substitute examinations, or if a command is unable to use the TIR listing due to Internet unavailability. When ordering, list examinations in alphabetical order by rating, using the format in figure 4-1. When using the message format, ensure that candidates who are receiving TIR waivers for Early Promote evaluations or LDO participation are identified.

401. TIMELINE FOR ORDERING EXAMINATIONS

a. Ordering via Internet TIR Listing. Ordering dates for regular and supplemental examination orders using the Internet method are published in the applicable examination cycle NAVADMIN and front page of Examination Ordering Web site in paragraph 400a. For CT and/or SCI ISSI exams, TIR listing will be posted immediately after prior results. This is to ensure examinations mailed by Defense Courier Service arrive prior to regular examinations dates. Additionally, examinations ordering open and closed dates are published on the TIR listing Web site at <https://neamos.cnet.navy.mil/neas/>. The Web site will open initially for regular examination orders by paygrade. After the regular examination order closed dates have passed, the Web site will re-open for supplemental (which are regular examinations) examination orders. Always check the applicable NAVADMIN and Web site for exact ordering dates.

b. Ordering via message. Ordering dates for message requests are announced in the examination cycle NAVADMIN.

Message requests for regular or supplemental examination orders should only be used when the Internet method cannot be used. When placing a regular, supplemental, or substitute message examination order, use the format in figure 4-1 or 4-2. If a message request is being sent due to Internet unavailability, a statement must be included in the message to that effect. All message requests must include the current rate, name, last four of social security number, and exam rate. Ensure that candidates who are receiving TIR waivers for Early Promote evaluations or LDO participation are identified.

c. Specific instructions for AT, AW, EM, ET, NC, and MM examination ordering. Check respective examination cycle NAVADMIN for changes prior to ordering examinations.

NOTE: Commands with upcoming deployments shall submit examination orders via message with explanation giving deadline delivery date include this information in paragraph 2 of figure 4-1.

d. Commands Holding Service Records for Other Activities. Commands maintaining service records for other activities should normally order examinations for those activities. Examinations for activities serviced by a PERSUPPDET will be shipped to that PERSUPPDET, unless otherwise authorized by NETPDTTC (N321).

e. Ordering Substitute Examinations. Substitute examination requests may only be submitted by message as shown in figure 4-2. Substitute examinations will be used for candidates who did not take the examination on the regularly scheduled day. Substitute examinations may not be administered on the regularly scheduled administration date, nor will they be administered prior to the regularly scheduled day. Requests for substitute examinations should be made only for those candidates who, through no fault of their own, were unable to participate on the regularly scheduled examination date. Consolidate all substitute examination orders for all paygrades on one message as shown in figure 4-2. Substitute examination requests citing "administrative error" as justification are not considered valid reasons and will be denied. The reason for requesting a substitute examination must be explained in detail. Following are examples of valid reasons:

- (1) Emergency leave as defined in MILPERSMAN.

- (2) Sick in Quarters (SIQ) or hospitalization.
- (3) Operational commitments (clarified).

NOTE: Examinations for PCS transients will not be honored without explanation of justifiable circumstances.

FIGURE 4-1 - SAMPLE FORMAT FOR ORDERING REGULAR OR SUPPLEMENTAL ADVANCEMENT EXAMINATIONS

```
FM: YOUR COMMAND

TO: NETPDTC PENSACOLA FL//N321//

INFO: (ANY "SHIP TO UIC" COMMANDS LISTED IN PARA 1//
UNCLAS //N01418//
SUBJ/REQUEST FOR (REGULAR, OR SUPPLEMENTAL) NAVYWIDE ADVANCEMENT
EXAMINATIONS, CYCLE XXX, FOR UIC XXXXX//
MSGID/GENADMIN/YOUR COMMAND//
REF/A/DOC/BUPERS/DDMMYY//
AMPN/ BUPERSINST 1430.16F//
RMKS/1. PER REF A, FOLLOWING (REGULAR, OR SUPPLEMENTAL) EXAMS ARE REQUIRED
FOR ADMINISTRATION: (NOTE: EXAM ORDERS MUST BE LISTED BY PAYGRADE AND ERATE
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. (IF APPLICABLE) THIS REGULAR EXAM REQUEST IS SENT VIA MESSAGE DUE TO
INTERNET UNAVAILABILITY (OR UIC 12345 IS DEPLOYING, REQ EXAMS BE DELIVERED
NLT 02 DEC 05).//
```

FIGURE 4-2 — SAMPLE FORMAT FOR ORDERING SUBSTITUTE ADVANCEMENT EXAMINATIONS

FM: YOUR COMMAND

TO: NETPDTC PENSACOLA FL//N321//

INFO: (ANY "SHIP TO UIC" COMMANDS LISTED IN PARA 1, AND COMNAVPERSCOM 811 OR 812)//

UNCLAS //N01418//

SUBJ/REQUEST FOR SUBSTITUTE NAVYWIDE ADVANCEMENT EXAMINATIONS, CYCLE XXX, FOR UIC XXXXX//

MSGID/GENADMIN/YOUR COMMAND//

REF/A/DOC/BUPERS/DDMMYY//

AMPN/BUPERSINST 1430.16F//

RMKS/1. PER REF A, FOLLOWING SUBSTITUTE EXAMS ARE REQUIRED FOR ADMINISTRATION: (NOTE: EXAM ORDERS MUST BE LISTED BY PAYGRADE AND ERATE 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. EXAMS IN PARA 1 ARE FOR FOLLOWING PERSONNEL AND REASON:

PRATE	LNAME, FNAME MI	JUSTIFICATION
EM2	LUCKY, MARY WE	MBR HOSPITALIZED DAY PRIOR TO EXAM
YN3	STONE, LUCY	MBR ON EMERGENCY LEAVE DAY OF EXAM//

FIGURE 4-3
NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS)
ADDRESS FILE INPUT FORM

Use this form to notify NETPDTC of a change of address.
Complete the appropriate sections of this form. Forward to the
following via e-mail or regular mail.

Mailing Address:

Commanding Officer
NETPDTC N321
6490 Saufley Field Road
Pensacola, FL 32509-5240

E-mail Address: sfly_n321_exam_ordering@navy.mil

Type in the following activity information:

UIC	
Address Line 1	
Address Line 2	
Address Line 3	
City	
State	
Zip Code	
Country	
PLAD	
DMS Address	

Place an "X" next to the type of examinations ordered by this
activity:

Active Duty	
Reserve	
Both	

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

PERSUPPDET	
Stand Alone	
Tenant	

Type in the following UIC information concerning the activity that applies.

Parent UIC	
Active Ship to UIC	
Reserve Admin UIC	
Reserve Ship to UIC	

If a parent activity, list all tenant activities for which enlisted service records are maintained and enlisted examinations results are received. Include the following information for each tenant activity.

UIC	
Title	
Address Line 1	
Address Line 2	
Address Line 3	
City	
State	
Zip	
PLAD	

UIC	
Title	
Address Line 1	
Address Line 2	
Address Line 3	
City	
State	
Zip	
PLAD	

UIC	
Title	
Address Line 1	

Address Line 2	
Address Line 3	
City	
State	
Zip	
PLAD	

UIC	
Title	
Address Line 1	
Address Line 2	
Address Line 3	
City	
State	
Zip	
PLAD	

Comments:

--

(Date)

(Authorized Official Signature)

CHAPTER 5

**HANDLING, ACCOUNTABILITY, AND
STOWAGE OF EXAMINATIONS**

500. GENERAL. Each command and activity is responsible for proper handling, accountability, and stowage of Navy-wide examinations. To emphasize the importance of the safeguards that must be exercised in handling and administering examinations, 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 EXAMINATIONS. The integrity of NEAS is dependent on the security of the examinations 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 Navy-wide examinations. All commands and activities shall initiate and monitor local custodial procedures to ensure maximum safeguarding and accountability of examinations and all related examination material at all times.

a. Custody of Examination Materials. All examinations and completed answer sheets shall be in the custody of a U.S. naval officer, or designated master chief, senior chief, chief petty officer, or civilian as identified in paragraph 501b. If an examination 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 GSA contract for overnight delivery as available. Special handling instructions for particular examination series shall have precedence over any conflicting handling instructions contained in this manual.

b. Custody of Examination Materials by Civilian Employees. The CO/OIC may designate civilian employees with proper clearance as responsible for receipt and custody of Navy-wide examinations, performance tests, and associated material functions. In designating civilian employees to handle and administer Navy-wide examinations, give consideration to the employees' possible affiliation with any inactive Navy Reserve unit and the potential for their participation in a current or future advancement examination.

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

502. ACCOUNTABILITY FOR EXAMINATIONS

a. Receipt of Examinations from NETPDTC

(1) Transfer Custody of Examinations to Authorized Person. Upon receipt of examinations from NETPDTC (N321), deliver the package(s) immediately to the person authorized to receive and maintain custody of Navy-wide advancement-in-rate examinations. That person will immediately inspect the

package(s) for evidence of tampering. This procedure also applies to the receipt of performance tests.

(2) Check and Receipt for Examinations. Immediately open package upon receipt and check the individual examinations against the packing list(s) provided with the shipment (figure 5-1). Verify that the examinations ordered were the examinations received. Ensure serial numbers on the packing list(s) and the examination 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 NETPDTC.

(3) Reporting Missing, Lost, or Compromised Examinations. Both upon receipt and the day before administration inspect all examination envelopes for evidence of tampering. In the case of missing examinations, evidence of tampering, or any other discrepancies, submit a detailed message or letter report to NAVPERSCOM (PERS-811/**812**), copy to NETPDTC (N321), immediately.

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

b. Receipt of Examinations from Other Activities. Examinations may be transferred between activities for personnel transferred or departing on leave shortly before the regular administration date, or upon request from other activities for spare examinations. Examinations with broken seals will not be transferred. When examinations are received from activities other than NETPDTC (N321), send a receipt to the forwarding command, as the examinations remain charged to the original receiving activity. Receipt is acknowledged by 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 NETPDTC or NAVPERSCOM; also, do not provide the administrative superior with copies of the letters, unless otherwise directed.

FIGURE 5-1 - EXAMINATION PACKING LIST

WYE08R04		PERSUPP DET WASHINGTON DC// SEP 00 42557					430698	
10/16/03		ORDERED BY PERSUPP DET WASHINGTON DC//30//						
ACTIVITY NAME	UIC					ORD.ND		
RATE	1	2	3	4	5	6	TOTAL	
EXAMS FOR CYCLE 180 - ACTIVE DUTY EXAMS								
ET2	1802775						1	
ET2	1802276						1	
TOTAL EXAM BOOKLETS FOR PAY GRADE E-5							2	
MA1	1800273						1	
FC1	1801430						1	
MS1	1803139						1	
TOTAL EXAM BOOKLETS FOR PAY GRADE E-6							3	
TOTAL EXAM BOOKLETS FOR THIS ACTIVITY							5	
FINAL PACKAGE								
ANSWER SHEET PACKAGES								
SIZE	"10"	"25"	"50"	"100"	"150"			
NUMBER	01	00	00	00	00			
FEDEX NUMBER					102967144274			
<p>1. Verify each examination and serial number contained in the package and check against this packing list to ensure receipt is accurate.</p> <p>2. If an examination is missing, incorrect serialization, been tampered with, examination wrapper tampered with or is open upon receipt, send a detailed message or letter report to NETPOTC(9621), in accordance with BUPERSINST 1430.16</p> <p>3. DO NOT mail this packing list receipt to NETPOTC after verification.</p> <p>4. After verification of this packing list, sign, date of verification and maintain the original in local command retain file for a period of two years.</p>								
<p>ABOVE SUBSTITUTE ADVANCEMENT EXAMINATIONS ARE TO BE ADMINISTERED ONLY TO ACTIVE DUTY CANDIDATES ON OR AFTER THE REGULAR SCHEDULED ADMINISTRATION DATE OF AS AUTHORIZED BY CHAPTER 7 OF ADVMAN.</p>								
<p><i>A.B. Sea, PNC, 28 OCT 03</i> Signature and date of verification</p>								
<p>SHEET NO. <input type="text"/></p>								

c. Examinations Received Too Late to Administer. Regular series examinations received after submission of the destruction report required by paragraph 612 must be destroyed and a destruction report completed (see figure 6-3).

d. Procedures for Transferring Examinations

(1) Candidates Should Take the Regularly Scheduled Examination. Every candidate who is eligible and otherwise qualified should be examined on the regularly scheduled administration date, if possible. Personnel on leave and those in a transient status may be examined by any Navy command. Commands transferring examinations for personnel in a transient or leave status must ensure the command to which they are forwarding the examination is staffed to administer examinations. Prior liaison with the receiving command is essential to ensure the member takes the regularly scheduled examination. Do not transfer examinations to non-Navy activities/other services without prior approval from NAVPERSCOM (PERS-811/812) (info NETPDT (N321) on any message request).

(2) Forwarding Examinations for Transferred Personnel. If a candidate who is scheduled to participate in a Navy-wide advancement-in-rate examination transfers or departs on leave prior to the scheduled examination date, the CO/OIC shall forward the candidate's examination and Worksheet (retaining a copy) to the examining activity via U.S. Registered Mail or the current holder of the GSA contract for overnight delivery. If the member reports to an activity supported by a PERSUPPDET, forward the examination and Worksheet to the PERSUPPDET, not the parent command. Take the following actions for personnel in a transfer or leave status:

(a) Inform the candidate of the procedures, which include directing candidate to notify the examining activity of where they can be contacted, and of the location and time of the examination.

(b) Direct the candidates to arrange their itinerary in order to report at the examining activity on the scheduled examination date.

(c) Direct the candidate to report to the designated activity. Failure to report to the designated activity will

normally disqualify the candidate for the examination cycle. Unless extenuating circumstances prevail, the member will not be eligible for a substitute examination.

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

(e) Include in the letter of transmittal a statement that the individual is eligible and recommended for examination participation. Forward a copy of the leave papers or transfer order (including leave address) with the Worksheet and the examination. The leave papers or transfer order will include instructions for the candidate to report to the designated activity on the date of the examination. Candidates should be instructed to contact the examining activity prior to examination date.

(f) Include in the letter of transmittal (figure 5-2) certification the individual has the required security clearance to participate in the examination.

(g) Ensure receiving commands are authorized to administer examinations.

(3) Listing Examinations Transferred and Ensuring Receipt. List all examinations transferred to another activity by rate abbreviation and examination serial number in the transmittal letter. Responsibility for accountability rests with the original recipient; ensure receipt is acknowledged by the receiving activity.

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

(a) Inner Envelope. Permanently mark the inner envelope: NAVY-WIDE EXAMS. DELIVER IMMEDIATELY TO A COMMISSIONED OFFICER. TO BE OPENED ONLY BY AN OFFICIAL WHO MEETS THE REQUIREMENTS OF BUPERSINST 1430.16F. The inner envelope shall also show the address and classification per SECNAV M-5510.36 of 1 July 2006.

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

FIGURE 5-2 – EXAMPLE LETTER OF TRANSMITTAL FOR FORWARDING EXAMINATIONS

	1418			
	Ser			
	Date			
REGISTERED MAIL				
(Appropriate markings such as CONFIDENTIAL or SECRET--(Unclassified upon removal of enclosure (1) or FOR OFFICIAL USE ONLY [if examinations 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-IN-RATE EXAMINATIONS FOR ADVANCEMENT (OR CHANGE) IN RATE			
Ref:	(a) BUPERSINST 1430.16F			
Encl:	(1) Examination Booklet(s) (2) NETPDTIC 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 authorization to compete for change in rating:				
<u>NAME</u>	<u>SSN</u>	<u>PRESENT RATE</u>	<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>
1. JONES, Mary P.	XXX-XX-0000	SN	BM3	1470101
2. *SEAMAN, John P.	XXX-XX-1111	SK3	DK2	1470745
2. The above named personnel are eligible for advancement (or change) in rate and are recommended for participation in the examination to be administered on <u>date</u> and <u>date</u> . ¹				
3. Request receipt of the above examinations be acknowledged by completing the first endorsement below.				
<hr style="width: 30%; margin: 0 auto;"/>				
(Signature of CO/OIC or official with by direction authority)				

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

**FIGURE 5-2 — EXAMPLE LETTER OF TRANSMITTAL FOR FORWARDING
EXAMINATIONS (CONT'D)**

	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-IN-RATE EXAMINATIONS FOR ADVANCEMENT (OR CHANGE) IN RATE
1. Receipt of examinations listed in paragraph 1 of the basic letter is acknowledged.	
	_____ (Signature of CO/OIC or official with By direction authority)
	2

503. STOWAGE OF EXAMINATIONS AND RELATED MATERIALS. To preclude loss or misplacement, stow examination booklets separately from other documents and publications. The border color on the cover identifies the classification of examinations: SECRET - RED; CONFIDENTIAL - BLUE; and FOR OFFICIAL USE ONLY (FOUO) - BLACK. Both upon receipt and before administration inspect all examination envelopes for evidence of tampering. Stow examinations and completed answer sheets in a 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-IN-RATE EXAMINATIONS**

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

601. PREPARATION FOR ADMINISTRATION

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

- (1) assign adequate examining rooms.
- (2) assign proctors to assist in administration.
- (3) Schedule examination times.
- (4) provide materials required to administer the examinations.
- (5) provide secure stowage for examinations and related examination materials.
- (6) brief proctors and chain of command on contingency plans for emergencies such as fire, man-overboard, power failures, etc. See paragraph 609d below.

b. Approximately 10 days prior to the scheduled date of examination, the ESO will review the Worksheet for each candidate. At this time, the ESO will

- (1) ensure an examination is available for each candidate with a Worksheet. If necessary, obtain an examination. Comply with paragraph 607 concerning duplicate use, or order a substitute examination.

(2) ensure all examinations are accounted for.

(3) prepare a seating arrangement that will provide maximum comfort consistent with available facilities. Do not seat candidates taking examinations in the same rating next to or across from one another. Seat candidates such that classified material is not subjected to compromise.

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 examinations.

602. REQUIRED MATERIALS

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

(1) Candidate's completed Worksheet.

(2) One unopened examination for the appropriate rating and paygrade.

(3) One answer sheet.

(4) Scratch paper.

(5) Two lead pencils. Candidates MUST use a #2 or electrographic black lead pencil. Using a pencil other than #2 or electrographic 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 examination cycle. Certain ratings require specialized materials for examination administration (i.e., Bearing Rate Computer for FT and STS ratings). A listing of materials is contained in the designated cycle NAVADMIN and supplemental guidance. If these materials are not readily available at the examination site, the ESO should contact examinees prior to the examination date to ensure they bring required materials with them on examination day.

b. Candidates may use log tables and slide rules. Musicians are not authorized to use "musical slide rules." Quartermasters are not authorized to use "nautical slide rules."

c. Solar- or battery-powered, hand-held electronic calculators of any key configuration may be used so long as they are capable of displaying only a single line of numeric and mathematical characters. Graphing calculators, calculators capable of displaying running text, mini-laptop computers, and similar items supporting information storage and retrieval are not authorized. Each candidate must provide a calculator for their own use.

NOTE: Examination proctors shall determine calculators are for mathematical use only and cannot be used for retrieving or storing text. Seabee ratings are not authorized to use preprogrammed construction, electrician, plumbing and other calculators designed specifically for tradesman use (such as Construction Master IV). Engineering Aid (EA) candidates are authorized to use general scientific calculators that are not programmable.

d. No other examining material or instruments may be brought into the examining room except as authorized in the NAVADMIN for the current examination cycle. ESOs should pay particular attention to ensure there are no personal electronic devices brought into the examination area (i.e., cell phones, beepers, black-berries, palm pilots, etc.). Additionally wristwatches are not authorized to be worn during the examination. Candidates should be briefed to remove and place them in their pockets until after the examination.

603. CANDIDATES WITHOUT WORKSHEETS. Commands should make every effort to obtain a verified Worksheet for individuals to allow participation in the regularly scheduled examination. Order a substitute examination for the candidate if the appropriate examination is not available.

604. ADMINISTRATION DATES. Examinations will be administered per table 6-1 or as announced in the respective NAVADMIN.

605. DEVIATION FROM SCHEDULED ADMINISTRATION DATES. Deviations from scheduled administration dates may be made only in special circumstances as outlined below. Such deviations apply to all

examinations for a given paygrade for the unit involved. When deviations from the schedule are necessary in the case of individual candidates, request substitute examinations.

TABLE 6-1 – ADVANCEMENT-IN-RATE EXAMINATION SCHEDULE

(Days below may be changed as announced)				
PAYGRADE	ACTIVE DUTY		INACTIVE DUTY NAVY RESERVISTS	
	MARCH	SEPTEMBER	FEBRUARY	AUGUST
E6	1 st Thursday	1 st Thursday	During month	During month
E5	2 nd Thursday	2 nd Thursday		
E4	3 rd Thursday	3 rd Thursday		
E7	JANUARY		FEBRUARY	
	3 rd Thursday		During month	
NOTES:				
<ol style="list-style-type: none"> All FTS personnel will take the same examination as other active duty personnel, but will compete for vacancies within the personnel allowance of the FTS program. CANREC personnel on continuous active duty for 1 year or more will also participate in the active duty examination, but will compete for vacancies with the personnel allowance of their respective programs. Drilling Navy Reservists, Mobilized Reservists and personnel on Annual Training (AT) or Active Duty Training (ADT) will participate in the inactive examination and compete for vacancies within the Selected Reserve (SELRES) community. ADSW/OYR personnel will participate in the inactive duty examination regardless of length of continuous active duty and will compete for vacancies within the SELRES community. Inactive Reserve candidates will participate in the E4 through E7 SELRES examinations during the months of February and August, or as announced in the respective NAVADMIN. 				

a. An operational commander may authorize a delay of no more than 10 days in the administration of examinations 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 examination in the interim.

b. CO/OIC of ships proceeding independently may administer examinations as soon as possible but not more than 10 days past the regularly scheduled examination date.

c. Never administer examinations prior to the scheduled date unless specifically authorized by NAVPERSCOM (PERS-811/812), info NETPDTC (N321).

d. Late Administration of Reserve Exams. When candidates cannot be tested in the regularly scheduled month, do not destroy candidates' examinations. Hold examinations and submit message request, with justification, to NETPDTC (N321) for permission to retain examinations for administration on candidates' next drill weekend in March or September. Ensure reason for requested delay is included.

606. ADMINISTRATION OF SUBSTITUTE EXAMINATIONS. Active duty substitute examinations will be administered as soon as possible after receipt but may not be administered before or with regular examinations. All substitute examinations must be administered and answer sheets forwarded to NETPDTC (N322) within 7 working days of receipt, but not later than the date specified in the applicable NAVADMIN.

607. SPLITTING EXAMINATIONS

a. If there is an eligible candidate without an examination and another candidate is taking the same examination, the examination booklet will be "split" and shared between the two candidates (designated "A" and "B"). Separate the examination booklet into two equal parts (staple to prevent loss of pages); give each candidate one-half of the booklet; and administer the examination 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. There is no time limit for completion of the first half, but the overall 3-hour time limit must be observed. Should one candidate finish the first portion prior to their "sharing" candidate, do not rush the "working" candidate. Allot each candidate a 3-hour testing period. In recording the examination 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

examination serial number of both candidates. No more than two candidates may use the same examination booklet.

b. Duplicate use is authorized only if the examination can be administered to both candidates on the scheduled date of administration.

608. MISSING EXAMINATION QUESTIONS. If questions are missing from an examination booklet, the ESO shall proceed as follows:

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

b. Split examination if no spare examination is available.

c. Have the candidate complete the questions that are present if neither of the foregoing alternatives is possible, and no more than 10 questions are missing. If more than 10 questions are missing, do not use the examination, but request a substitute examination. Make a full report to NETPDTC (N321) by letter with the letter of transmittal forwarding examination returns. Include the incomplete examination as an enclosure to the letter report and denote the examination as transferred to NETPDTC (N321) on enclosure (3) of the transmittal letter. Do not include requests for substitute examinations in the letter of transmittal.

609. ADMINISTRATION OF EXAMINATIONS

a. Each examining room will be under the direct, continuous supervision of at least one member designated by the CO/OIC to administer examinations. Assign proctors to assist in sufficient number to achieve a ratio of not less than one proctor to each 25 candidates. Proctors for Navy-wide examinations may be officers, E7/8/9, or designated civilians.

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

c. Candidates will not leave before completing their examination, except for emergency reasons and if accompanied by a proctor. A proctor will assume possession of all examining

material during the candidate's absence. Any candidate leaving without the permission of a proctor will be disqualified. Forward a message requesting invalidation and report circumstances to NETPDTC (N321) under separate cover.

d. In case of an emergency, such as a fire alarm, the candidates will place the Worksheet, answer sheet, and scratch paper inside their examination 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 examining proctors will collect all examination 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.

e. After each candidate has completed the examination, a proctor will collect all examination 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.

f. Prior to forwarding answer sheets, the ESO will review all answer sheets for accuracy and completeness. The ESO will resolve all items circled by the candidate on the Worksheet, and check each entry and blackened circle for accuracy with the exception of the answer portion of the answer sheets. Turn verified answer sheets over to the person designated to prepare the transmittal letter for forwarding to NETPDTC (N321). Only officers, designated E7/8/9, and designated civilian employees may handle the answer sheets until they are deposited as Registered Mail in the U.S. Postal System (USPS) or to the GSA contract for overnight delivery. Give completed answer sheets the same handling and stowage afforded FOR OFFICIAL USE ONLY documents.

g. Oral administration of examinations is reserved for members who are unable to read or write because of a temporary physical limitation. Request authority for oral administration of examinations from NAVPERSCOM (PERS-811/**812**) with justification from a medical officer.

h. If during or after the examination there is evidence of cheating by a candidate, immediately take away the examination, answer sheet, and all materials from the candidate. Send a message to NETPDTC (N321) with a brief description of the incident. Do not shred the examination booklet or other materials until a formal internal investigation has been conducted. After the investigation has been completed, the examination booklet may be shredded if not being used for further disciplinary action. The answer sheet should be forwarded to NETPDTC (N321) under a transmittal letter as outlined in paragraph 611. After the answer sheet has been mailed to NETPDTC, the command should send a message to NETPDTC to invalidate the examination if it has been concluded that there was evidence of cheating.

610. PROCEDURES FOR ERRONEOUS EXAMINATION ADMINISTRATION OR INCOMPLETE EXAMINATIONS. Once an advancement examination has been administered, either in full or in part, an examination answer sheet must be forwarded to NETPDTC. If it is determined locally that an examination should not have been administered for any reason, the command must still include the examination answer sheet in the regular transmittal letter to NETPDTC. After the answer sheet is mailed to NETPDTC, the command must request by message that the examination 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 NETPDTC has invalidated the examination, the command may request that a substitute examination be forwarded for administration if appropriate. If an examination is started, but the candidate is unable to complete the examination due to sickness or other emergency, the incomplete answer sheet must be forwarded to NETPDTC along with the regular answer sheet transmittal. The command should then request by message that NETPDTC invalidate the examination. The command may then request a substitute examination if appropriate.

611. FORWARDING EXAMINATION RETURNS

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 and figure 6-2 for E8/9 candidates. Package the original transmittal letter and answer sheets in an envelope, using a cardboard stiffener. Do not bend,

fold or staple the answer sheets. For CONUS installations, ships inport CONUS, and overseas shore commands, mail to NETPDTC (N322), 6490 Saufley Field Road, Pensacola, FL 32509-5126 utilizing the mail procedures outlined in paragraph 611b(1) or (2) below. Prepare a separate letter of transmittal for each paygrade, with the exception of E8/9 candidates, **Inactive Reserve (SELRES) candidates**, and E4/5/6 candidates administered substitute examinations subsequent to regularly scheduled administration dates. When personnel from more than one activity have been examined, group the candidates' 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 examination returns for each paygrade to NETPDTC (N322) by close of business the day after administration of each examination. Use the following guidelines when mailing answer sheets:

(1) CONUS Installations and Ships Inport CONUS. Send answer sheets via overnight delivery under the current GSA contract.

(2) Overseas Shore Commands. Send answer sheets via USPS 3-day express mail service.

(3) Deployed Ships. Send 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 Postal Officer Fleet Mail Center as shown below, and endorsed "(ADVANCEMENT EXAM ANSWER SHEETS ENCLOSED)" (it is important that this endorsement is placed on the second line of the address). Example:

Postal Officer Fleet Mail Center-London
(ADVANCEMENT EXAM ANSWER SHEETS ENCLOSED)
FPO AE 09421

The Postal Officer is to deliver the registered article to the official mail manager, who will place the unopened registered mail in a USPS Express Mail Envelope, mailing it to NETPDTC (N32), 6490 Saufley Field Road, Pensacola, FL 32509-5126. Below is a listing of Fleet Mail Centers deployed ships are to use when sending answer sheets. Always check with your postal officer ahead of time to ensure addresses are current:

Atlantic Theater

Postal Officer Fleet Mail Center-Sigonella, FPO AE 09627
Postal Officer Fleet Mail Center-Rota, FPO AE 09645
Postal Officer Fleet Mail Center-Naples, FPO AE 09626
Postal Officer Fleet Mail Center-London, FPO AE 09421

Southwest Asia

Postal Officer Fleet Mail Center-Bahrain, FPO AE 09838

Pacific Theater

Postal Officer Fleet Mail Center-Yokohama, FPO AP 96347

612. ACCOUNTABILITY FOR EXAMINATIONS AFTER ADMINISTRATION

a. The CO/OIC is solely responsible to ensure all examination booklets and related testing materials are accurately accounted for and destroyed. After administering examinations, destroy all examination booklets, 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 examinations. 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. Examinations reported destroyed or transferred must match the total number in the accountability summary (paragraph 502 and figure 5-1). If regular series examinations are received from other commands after the initial destruction report has been completed, the examinations must be destroyed and a separate destruction letter must be completed. The report of destruction must be signed by the CO/OIC, and cannot be delegated. Do not send the report of destruction to NETPDTC. Copies of reports of destruction and receipts for

transfer of examinations shall be maintained locally at the command for 2 years.

b. Unused Inactive Reserve examinations shall be destroyed within 5 days after last drill weekend of examination month, unless authority is received from NETPDTC (N321) to retain examinations for later administration.

613. EXAMINATIONS RECEIVED TOO LATE TO ADMINISTER. Destroy regular examinations received after the administration date and forward a destruction report (figure 6-3) to NETPDTC (N321).

614. CANDIDATES AFFECTED BY ASSIGNMENT TO IRAQ, AFGHANISTAN, AND THE HORN OF AFRICA. The following Navy-wide advancement policies affect personnel who are pending deployment to, or are deployed and operating in Iraq, Afghanistan, or the Horn of Africa. These guidelines will apply to E4 through E7 examinations for both active duty and reserve personnel.

a. Eligible Areas. Sailors must be deployed or deploying to Iraq, Afghanistan, or the Horn of Africa (countries of Djibouti, Ethiopia, Eritrea, and Somalia). In-country assignment does not include: assignments in countries bordering the eligible areas (Kuwait, Bahrain, etc.), flights over the eligible areas, or ships operating outside the eligible areas. Sailors must have boots-on-ground in the specified areas, currently Iraq, Afghanistan, or the Horn of Africa.

b. Eligible Assignments. An eligible assignment is one in which the Sailor is required to serve at least 30 consecutive days in one of the eligible areas. 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.

c. Eligible Timeframes

(1) Eligibility commences on the deployment date, which is defined as the date personnel depart their home duty station en 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 their assignment at their homeport/permanent duty station. The actual days of detachment and return are eligible dates for this waiver.

d. In-Country Examination Administration

(1) Navy-wide examinations may not be administered to personnel serving in-country Iraq, Afghanistan, and Horn of Africa without certification that the environment is conducive to examination administration without the need to participate in a convoy and the affected Sailors have an opportunity to prepare to participate.

(2) COs will submit a request via their administrative chain of command (see examples below).

(a) Navy Unit CO submits to first commander in administrative chain of command (NMCB CO to regimental commodore).

(b) FMF UNIT FWD submits to MEF/MLG/MAW FWD (BN CO to MEF).

(c) Navy Provisional Unit CO submits to NAVCENT Country team detachment (CO Camp Bucca to NAVCENT Iraq detachment).

(d) Other service CO submits to NAVCENT country team detachment (Afghanistan PRT CO submits to NAVCENT Afghanistan detachment).

(3) The following certification procedures apply:

(a) Request must be on letterhead, signed by commander, CO, OIC or acting.

(b) By direction signature is not authorized.

(c) Submit documentation of approval in answer sheet transmittal package after administration of examinations.

(4) All Sailors competing for E4 to E6 who are fully qualified for advancement will be required to participate in an examination once a location is certified as conducive to

examination administration. Local commanders cannot identify particular personnel or particular ratings as eligible/ineligible. The certification will apply to all assigned personnel.

(a) E7 candidates who meet the requirements for a Selection Board Eligible waiver (see paragraph 614g) do not need to participate in an examination even if a location has been certified as conducive to examination administration.

(b) Examinations shall be administered following the procedures in chapter 6.

(5) For examinations administered in-country, commands should determine if a regular or substitute examination is appropriate. Regular examinations are administered as follows:

(a) Active duty E7 - third Thursday in January.

(b) Active duty E6 - first Thursday in March and September.

(c) Active duty E5 second Thursday in March and September.

(d) Active duty E4 third Thursday in March and September.

(e) Reserve E7 - during the month of February. Authority is granted to administer the Reserve examinations to recalled SELRES candidates with the regular Navy candidates in January on the day specified above. The SELRES candidates are still required to take the Reserve (not active duty) examination for appropriate Final Multiple Calculation.

(f) Reserve E6, E5, and E4 - during the months of February and August. These examinations are not required to be administered on a specific date or to all Sailors on the same date within the same command. Authority is granted to administer the Reserve examinations to recalled SELRES candidates with the regular Navy candidates in March and September on the days specified above. The SELRES candidates

are still required to take the Reserve (not active duty) examination for appropriate final multiple calculation.

(g) Examinations for in-country administration may be ordered but not administered without the approval required above. Parent commands are responsible for ordering examinations and, in the case of IA Sailors, Expeditionary Combat Readiness command will liaison with the parent command to ensure that examinations are ordered per chapter 4.

e. Early Examinations for E4 through E7 Candidates Prior to Departing for Assignment in Iraq, Afghanistan, or the Horn of Africa

(1) Sailors eligible in all other respects for participation in the E4 to E7 advancement examinations are authorized to take early examinations if they are within 60 days of a pending deployment to Iraq, Afghanistan, or the Horn of Africa.

(2) An early examination may be requested and administered for any E4 through E7 examination under the following conditions:

(a) The deployment date falls within a 3-calendar month window prior to the month of examination administration.

(b) The examination is administered and answer sheets transmitted within 60 days of the deployment date. Example: Sailor is an E5 deploying on 15 December; E6 examination will be given in March. Since the deployment date falls within the December-February 3-month window, an early examination can be administered between 16 October and 14 December.

(c) The earliest dates examinations can be ordered are as follows:

1. Active duty E7: 1 July for the January examination.

2. Active duty E4 through E6: 1 September for the March examination and 1 March for the September examination.

3. Reserve E7: 1 August for the February examination.

4. Reserve E4 through E6: 1 August for the February examination and 1 February for the August examination.

(d) The first shipping dates will be

1. Active duty: 1 July for January E7 examination.

2. Active duty: 1 May for E4 through E6 September examination.

3. Active duty: 1 November for E4 through E6 March examination.

4. Reserve: 1 October for February E7 examination.

5. Reserve: 1 April for E4 through E6 August examination.

6. Reserve: 1 October for E4 through E6 February examination.

(e) The following procedures will be used to order/transmit early examinations:

1. 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 early examination request in the same format as a substitute examination request. Procedures for requesting a substitute examination are contained in table 4-2. Reason for an early examination will be "Candidate pending in-country deployment to Iraq, Afghanistan, or the Horn of Africa."

2. When transmitting the answer sheet after the examination, commands will indicate in the subject line that the answer sheet is being transmitted for an early examination candidate. Do not combine Active and Reserve answer sheets. Use separate transmittal for each.

f. Examinations Missed Due to Assignment in Iraq, Afghanistan, or the Horn of Africa. Sailors who are otherwise eligible in all respects to participate in an examination cycle, are currently deployed to Iraq, Afghanistan, or the Horn of Africa, but are not able to take the examination will participate in the next regularly scheduled Navy-wide examination upon their return.

(1) Examinations for these Sailors will be scored against the missed cycle(s) and advancements will be applied retroactively as necessary.

(2) When transmitting answer sheets for these individuals, commands will identify candidates in a separate enclosure to the letter of transmittal. Use the same format that is used for "Early Promote" candidates, but replace the heading with "Iraq, Afghanistan, Horn of Africa candidates." In a column beside the examination serial number, commands should list the missed cycle(s). Include copies of worksheets of missed examinations to determine performance mark average for missed examinations.

(3) After the examination is scored, Final Multiple Scores (FMS) will be competed against the examination cycle(s) missed, starting with the earliest missed cycle. NETPDTC (N321) will apply the FMS to the previous (missed) examination cycle(s) and if this score would have resulted in advancement, then NETPDTC (N321) will record the adjusted advancement date to the previous 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.

(4) Sailors who miss two or more examination cycles will be afforded two or more make-up examination cycles. For example: an E5 is assigned IA to Iraq for the period December 2006 through November 2007, thus missing both the March 2007 and September 2007 examinations. That Sailor may take the March 2008 E6 examination and have it competed against the March 2007 examination (the first examination cycle missed). In the case of a qualifying FMS, the candidate will be advanced as described above. If scored PNA or fail, the examination will then be competed against the September 2007 examination (the second cycle missed). In the case of a qualifying FMS, the candidate will be advanced as described above. If the second examination

is scored PNA or fail, the Sailor competes normally in subsequent cycles.

g. Selection Board Eligible (SBE) Waivers. The advancement examination requirement to qualify as SBE for E7 is waived for those E6 Sailors, Active or Reserve, who were SBE during a previous Navy-wide examination cycle and meet the qualifying criteria of paragraphs 614a through 614c, between the below dates.

(1) Active Sailors (including FTS) who are exempt from taking the January examination must have been deploying, deployed to or returning from Iraq, Afghanistan, or the Horn of Africa from 1 November through 28 February.

(2) Inactive duty (Reserve) Sailors who are exempt from taking the February examination must have been deploying, deployed to or returning from Iraq, Afghanistan, or the Horn of Africa from 1 December through 31 March.

(3) Sailors who returned from Iraq, Afghanistan, or the Horn of Africa before the above start dates are not eligible for this SBE waiver. Sailors who depart for Iraq, Afghanistan, or the Horn of Africa after the end dates are not eligible for this waiver.

(4) Sailors who were previously designated SBE in another rating will be eligible for this waiver in their current rating. Example: an SO1, converted from BM1 who had previously qualified as SBE for BMC is eligible for this waiver for SOC.

(5) Sailors designated SBE by this policy will not affect the minimum FMS required for those candidates who participate in the Navy-wide examination.

(6) SBE waiver validation must be completed by the eligible Sailor's permanent command using a validation answer sheet transmittal letter per figure 6-2.

(a) Enclosure (1) to the transmittal letter is/are answer sheet(s) and enclosure (2) is listing of candidates.

(b) Replace the subject line of figure 6-2 with "Administration of the Navy-wide Advancement Examination for Sailors in Iraq, Afghanistan, and the Horn of Africa".

(c) Answer sheets must be filled in/bubbled in with name, SSN, exam rate, cycle, PMA (if known) and UIC (where results will be mailed) and included as enclosure (1). If answer sheets are unavailable locally, they may be requested from the local PERSUPPDET or NETPDTC.

(d) These transmittal letters shall be mailed via fastest means possible (FEDEX when available) in time for NETPDTC to receive them **by 15 April (Reserve/FTS)** and 1 May (Active), or as promulgated by the examination cycle NAVADMIN. Electronic (fax or e-mail) submission is not permitted.

(7) Failure to complete this action will deny an otherwise eligible member the opportunity for selection board consideration. In the event a Sailor is not properly validated by their parent command, they must follow the procedures contained in paragraph 102d, to request a special selection board.

(8) After receipt of the transmittal letter, NETPDTC will mail a profile sheet to the parent command identifying these Sailors as SBE. Sailors and ESOs can also verify selection board eligibility via NETPDTC's Web site <https://www.advancement.cnet.navy.mil> under the "My ESO" heading.

(9) If an E7 candidate has not taken an early or regular examination and cannot be waived for SBE, the following procedures apply:

(a) Upon return, the Sailor should request a late examination. If the examination is scored SBE, and the selection board has adjourned, the Sailor will compete in the next special enlisted selection board.

(b) If the E7 candidate returns during the period September - December, the Sailor will participate in the next regularly scheduled E7 examination (January). The examination will be competed against the examination cycle missed and the Sailor will compete in the next special enlisted selection board if a SBE score is attained. In the case of a selection board

ineligible score, the examination will be competed against the current cycle for selection board eligibility or ineligibility.

(10) Requests for substitute E7 examinations should be requested via message per figure 4-2 to NETPDTC (N321), info NAVPERSCOM (PERS-811/**812** for FTS and recalled Reservists). Requests must include the member's name, rate, last 4 of their SSN, and justification for missing the regular examination.

(11) Administering these substitute E7 examinations on a specific date or to all Sailors on the same date within the same command is not required.

615. E8/9 CANDIDATE VALIDATION PROCEDURES. NETPDTC 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, NETPDTC will forward an Examination Status Verification Report (ESVR), listing all E7/8 TIR eligible personnel. Upon receipt, commands must verify the ESVR, and if necessary, take the following actions:

a. If the ESVR does not reflect eligible personnel, mail a completed Answer Sheet (NETPDTC 1430/2, (Rev 9-00)) along with a letter of transmittal (figure 6-2) to NETPDTC (N322) for all personnel who are not listed. Do not fax or scan Answer Sheets to NETPDTC.

b. If the ESVR reflects personnel that are no longer recommended or eligible for advancement, submit a message to NETPDTC (N321) requesting invalidation and inform NAVPERSCOM (PERS-811/**812**).

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

1430
Ser
Date

(FEDEX OR OTHER GOV'T AUTHORIZED CONTRACT)

From: (Command)
To: Commanding Officer, Naval Education and Training Professional
Development and Technology Center (N322), 6490 Saufley Field Road,
Pensacola, FL 32509-5126
Subj: CYCLE # _____ EXAMINATION RETURNS FOR PAYGRADE E _____
Ref: (a) BUPERSINST 1430.16F
Encl: (1) # _____ Examination Returns (answer sheets)
(2) Listing by Activity
(3) Listing of Early Promote (EP) Time-in-Rate (TIR) Waiver Candidates
(4) Listing of Iraq, Afghanistan, and the Horn of Africa Candidates
(5) # _____ Worksheets for missed exams identified in Enclosure (4)

1. Enclosures (1) through (5) are forwarded per reference (a).
2. All examination envelopes 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.) Enclosure (3) lists candidates who were granted TIR waiver and whose exams were not ordered via TIR Web site.
5. (Strike out this paragraph, if not applicable.) Enclosures (4) and (5) list candidates and their worksheets who were in Iraq, Afghanistan, and the Horn of Africa during previous exam cycle dates and did not take exam. These candidates meet the criteria as outlined in chapter 6 of reference (a). Enclosure (5) includes worksheets for appropriate cycle member missed while "in country", filled out with applicable award points for each exam cycle missed and the correct Performance Mark Average (PMA) per the computation period announced in the applicable cycle NAVADMIN.
6. The examinations of the personnel listed in enclosures (2), (3), and (4) (if applicable) were conducted as outlined in chapter 6 of reference (a).

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

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

<u>LISTING BY ACTIVITY</u>					
ACTIVITY AND CODE		(3) ANSWER SHEETS			
USS FORMAT 11111					
NAME (ALPHABETIC ORDER)	SOCIAL SECURITY NUMBER	PRESENT RATE	EXAM RATE	SERIES AND EXAM SERIAL NUMBER	BRANCH OF SERVICE
BOAT, P.	XXX-XX-4444	IT1	ITC	1061078	USN
DOE, J.	XXX-XX-3333	MU1	MUC	1060089 (DUP)	USN
DOOR, W.	XXX-XX-6666	MU1	MUC	1060089 (DUP)	USN
ACTIVITY AND CODE		(1) ANSWER SHEET			
USS NEVERSAIL 22222					
BRUSH, F.	XXX-XX-7777	PN1	PNC	1062456	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.					
~~~~~					
<u>"EP" TIR WAIVERS</u>					
ACTIVITY AND CODE		(2) ANSWER SHEET			
USS FORMAT 11111					
NAME (ALPHABETIC ORDER)	SOCIAL SECURITY NUMBER	PRESENT RATE	EXAM RATE	SERIES AND EXAM SERIAL NUMBER	BRANCH OF SERVICE
BOAT, P.	XXX-XX-4444	IT1	ITC	1061078	USN
Enclosure (3)					
~~~~~					
<u>"IRAQ, AFGANISTAN, AND THE HORN OF AFRICA CANDIDATES"</u>					
ACTIVITY AND CODE		(2) ANSWER SHEET			
USS FORMAT 11111					
NAME (ALPHABETIC ORDER)	SOCIAL SECURITY NUMBER	PRESENT RATE	EXAM RATE	CYCLE OR CYCLES MISSED	BRANCH OF SERVICE
HULL, J. P.	XXX-XX-1111	EO2	EO1	Cycle 195 MAR 07	USN
Enclosure (4)					

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**FIGURE 6-2 – SAMPLE LETTER OF TRANSMITTAL FOR FORWARDING
VALIDATION ANSWER SHEETS FOR E8/9 CANDIDATES**

1430
Ser
Date

REGISTERED MAIL

From: (Command)
To: Commanding Officer, Naval Education and Training Professional
Development and Technology Center (N322), 6490 Saufley Field
Road, Pensacola, FL 32509-5400

Subj: CYCLE # _____ VALIDATION ANSWER SHEETS FOR E8/9 CANDIDATES

Ref: (a) BUPERSINST 1430.16F

Encl: (1) # _____ Validation Answer Sheets
(2) Listing of Advancement Candidates

1. Enclosures (1) and (2) are forwarded per reference (a).
2. All candidates listed in enclosure (2) are eligible for advancement and for presentation to the E8/9 selection board.

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

**FIGURE 6-2 - SAMPLE LETTER OF TRANSMITTAL FOR FORWARDING
VALIDATION ANSWER SHEETS FOR E8/9 CANDIDATES (CONTINUED)**

<u>LISTING BY ACTIVITY</u>					
ACTIVITY AND UIC	(6) VALIDATION ANSWER SHEETS				
USS FORMAT 11111					
NAME	SOCIAL SECURITY NUMBER	PRESENT RATE	EXAM RATE	BRANCH OF SERVICE	PARENT COMMAND UIC
BOATE, J.	XXX-XX-4321	YNC	YNCS	USN	45112
DRAPIER, S. B.	XXX-XX-5555	ATCS	AVCM	USN	0022A
ELIJA, B. R.	XXX-XX-8888	BMC	BMCS	USNRI	62480
RICHARDSON, C. R.	XXX-XX-1111	MMCS	MMCM	USNRT	00668
RIGGINS, A. B.	XXX-XX-0000	LNC	LNCS	USN	00668
WASHOUT, V. R.	XXX-XX-2222	EMCS	EMCM	USNRR	62480

Enclosure (2)

FIGURE 6-3 - SAMPLE LETTER REPORT OF EXAMINATION DESTRUCTION

(Command Letterhead)		1430 10 Sep 03
MEMORANDUM FOR THE RECORD		
From: Commanding Officer, USS EVERSAIL (DDG 99)		
Subj: DESTRUCTION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS		
Ref: (a) BUPERSINST 1430.16F		
Encl: (1) Listing of Used, Unused, and Transferred Examinations for Paygrade E4, Cycle 180		
<p>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:</p>		
_____ A. B. Sea, LT, USN	_____ W. T. Door, PNC, USN	
C. O. CAPTAIN		

<u>CYCLE 180 USED EXAMINATIONS</u>		
<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>	
YN3	18000056, 18000057	
<u>CYCLE 180 UNUSED EXAMINATIONS</u>		
<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>	
OS3	18000587, 18000588	
<u>CYCLE 180 TRANSFERRED EXAMINATIONS</u>		
<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>	<u>TRANSFERRED TO (UIC)</u>
BM3	18000223	USS UNDERWAY (12345)
(Encl 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 and E8/9 candidates.

PAYGRADE	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. RESULTS OF NAVY-WIDE ADVANCEMENT EXAMINATIONS. Navy-wide examination results are issued as follows:

a. Initial Online Access to Advancement Results. Results for advancement to paygrades E4 through E9 are available online to ESO's at <https://neasos.cnet.navy.mil>. Once inside the site, select "NEAS REPORTS" option and the Examination Status Verification Report (ESVR) will list all Sailors who participated in examination. At this same time, BUPERS ONLINE (BOL) will list only Selectee Sailors and NETPDTC will send out naval messages to commands for E4 through E6 Sailors who participated in that examination cycle. Five days after publication of results, individual Sailors will have the capability of downloading their individual Profile Sheet.

b. E4 through E6 Candidates. NETPDTC (N321) issues examination results by Internet posting of the Examination Status Verification Report (ESVR) (figure 7-1) and Profile Sheet (figure 7-2). Advancements and striker designation authorities are issued on Rating Change Authorization (RCA) (figure 7-3) and Profile Sheet. Tables 7-1 and 7-2 define specific columns and processing codes used on these documents.

c. E7 Candidates. NETPDTC (N321) provides examination results via Internet posting of ESVR after processing returns.

The ESVR will list those candidates who are eligible to be considered (SELBD ELIGIBLE) by a selection board to be convened by CHNAVPERS. Upon conclusion of the selection board, an official list of personnel selected for advancement will be disseminated by CHNAVPERS via NAVADMIN. Another ESVR will be issued identifying members in a SELECTEE or NON-SELECTEE status. Advancements are issued on RCA and Profile Sheet.

d. E8 and E9 Candidates. NETPDTC (N321) provides selection board eligibility status via Internet posting of ESVR, listing candidates as SELECTION BOARD ELIGIBLE or DISCREPANCY upon completion of the validation process. Upon conclusion of the selection board, an official list of personnel selected for advancement will be disseminated by CHNAVPERS via NAVADMIN. Another ESVR will be issued identifying members in a SELECTEE or NON-SELECTEE status. Advancements are issued on RCA and Profile Sheet.

703. RECEIPT OF EXAMINATION RESULTS

a. E4 through E7 Candidates. Upon receipt of the examination results from NETPDTC (N321), activities will first review the continued eligibility of all personnel listed and verify all multiple factors. After review, take the following action:

(1) Report names of personnel not known by the activity to NETPDTC (N321) by letter or message.

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

- (a) Candidate's full name.
- (b) Last four of social security number.
- (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) Commands receiving advancement candidates will communicate with previous duty station when entries and documentation required by paragraph 708 are not in the service record (information copy to NETPDTC (N321)).

(4) Submit a request to NETPDTC (N321) with information copy to NAVPERSCOM (PERS-811/**812**) for invalidation of examination and provide explanation for those who

- (a) were recommended in error.
- (b) had advancement recommendation withdrawn (comply with paragraph 721).
- (c) were reduced in rate (ensure reduction in rate was posted to the enlisted master file).
- (d) have been previously advanced under other advancement programs including (but not limited to) STAR, SCORE, CAP, CMAP, etc.
- (e) advanced from previous advancement cycles after resolution of an examination discrepancy or BCNR action.

(5) Correct examination discrepancies. Forward correct data/documentation as required by table 7-3 to NETPDTC (N321) via letter or message immediately after receipt of a message, letter, ESVR, or Profile Sheet identifying discrepancies. All correspondence must include complete name, last four of SSN, PRATE, ERATE, current UIC, examination cycle, and identification of NETPDTC correspondence that identified the discrepancy(ies). Correspondence and documentation forwarded to NETPDTC must be signed by the CO/OIC or By direction. Unsigned correspondence will be placed on hold, which will delay clearing examination

discrepancies and issuing valid examination results. All documents forwarded must individually reflect the member's full name and last four of social security number.

(6) If examination correction results in selection for advancement, and the member has subsequently participated in another examination while waiting determination of correction, the subsequent examination must be invalidated immediately upon notification of advancement authority from the previous examination.

(7) The following terms are used with examination results:

(a) TIRDE - Time in Rate Date from the Enlisted Master File.

(b) TIRDA - Time in Rate Date as recorded on the Answer Sheet.

(c) BCLE - Branch and Class of Service from the Enlisted Master File.

(d) BCLA - Branch and Class of Service from the Answer Sheet.

(e) ADVDT - Actual Date of Advancement to present paygrade (will be used for E7/8/9 candidates only).

(f) IRDTIS - Inactive Reserve Drill Time in Service (IRDTIS). The term reflects a combination of Total Active Service (TAS), Other Active Service (OAS), and Drill Time in Service (DTIS) for drilling reservists ONLY.

NOTE: IRDTIS will reflect on RCA/ESVR/PROFILE SHEETS as DTIS.

(g) IRTIG - Inactive Reserve Time in Grade. The term reflects a combination of Service in Paygrade (SIPG-Active), and Drill Service in Paygrade (DSPG) for drilling reservists ONLY.

NOTE: IRTIG will reflect on RCA/ESVR/PROFILE SHEETS as DSPG.

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(h) DSPG - Inactive Reserve Drill Service in
Paygrade. The term reflects service in Paygrade based on
Reserve computed time-in-rate date.

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

CYCLE 167 (MAR 00)		EXAMINATION STATUS VERIFICATION REPORT										MAY 31 2000				
UIC 20632 USS SAIPAN		THIS REPORT DOES NOT CONSTITUTE AUTH FOR ADV, CHG OF RATE, OR STKR DESIG. VERIFY ALL FMS DATA PRIOR TO EFF ANY ACTION. TO CLEAR DISCREPANCIES, SUBMIT INFO/ DOCUMENT BY LTR, SPDLTR OR MSG, REFER PARA 703 ADVMAN.														
- - - - - VERIFICATION DATA - - - - -																
NAME	SSN	PRATE	ERATE	BR/CL	D	S	AW	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	A	STATUS
ADAIR PAUL U	123456789	ABF2	ABF1	USN		N	05	0911	0000	0306	0000	02.5		3.80		PNA-PTS 1.5/1.0
BENDER WILLIAM	987654321	AS2	AS1	USN		N	06	1001	0000	0400	0000	00.5		3.66		PNA-PTS 1.0/0.0
CORNELL RALPH	111223333	MM2	MM1	USN		N	11	1900	0000	0706	0000	04.5		3.68		PNA-NO POINTS
EDWARDS SHARON	555774444	AN	ABH3	USN		N	00	0202	0000	0007	0000	00.0		3.60		PNA-PTS 1.5/0.5
HALL JAMES I	888665555	BM3	BM2	USN		N	04	0707	0000	0306	0000	03.5		3.00		PNA-PTS 1.0/0.0
HESS LINDA SK	223344556	CTO3	CTO2	USN		N	00	0305	0000	0100	0000	00.0		3.80		PNA-PTS 0.5/1.5
JOHNSON JASON	887766554	EW3	EW2	USN		N	00	0111	0000	0106	0000	00.5		3.60	E	PNA-PTS 0.5/0.5

FIGURE 7-2 - PROFILE SHEET/EXAMINATION PROFILE

DEPARTMENT OF THE NAVY
 NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER N321
 6490 SAUFLEY FIELD ROAD, PENSACOLA, FL 32509-5240 7/19/00

FROM: COMMANDING OFFICER PRESENT EXAM BRANCH SERIAL
 RATE RATE GROUP CLASS CYCLE NO. DATE UIC CODE

To: ET2 ET1 USN 167 1670138 MAR00 21949

SUBJ: EXAMINATION PROFILE INFORMATION AND EXAM STATUS

REF: (a) YR LETTER DTD 20 JUN 00

FINAL MULTIPLE FACTOR SCORE BREAKDOWN	Exam Standard Score	PMA (Eval Avg.)	Serv. In Pay Grade (YYMM)	Length of Service (YYMM)	Awards	PNA Points	Your Final Multiple	Minimum Multiple Required
YOUR MULTIPLE BROKEN DOWN BY EACH FACTOR	53	82.00 (3.80)	34.00 (1000)	24.25 (1503)	12	5.5	210.75	209.83
AVERAGE of candidates advanced in your rate	61	86.06 (3.88)	29.19 (0505)	23.74 (1002)	10	5.4		

PNA POINT BREAKDOWN	Cycle	Cycle	Cycle	Cycle	Cycle	Total
PNA POINTS EARNED FROM YOUR PREVIOUS EXAMS/PMA's THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE	164	163	160	159	156	5.5
PNA POINTS EARNED FROM THIS EXAM ADMINISTRATION THAT WILL APPLY TOWARD YOUR FMS ON THE NEXT EXAM	FROM EXAM STANDARD SCORE		FROM PMA		TOTAL	

EXAMINATION SCORE BREAKDOWN BY SECTION:

NO.	TOPIC	NUMBER OF QUESTIONS	YOUR SCORE	YOUR %ILE
1.	3-M	15	9	69
2.	TECHNICAL ADMINISTRATION	14	6	54
3.	SOLID-STATE DEVICES	15	8	66
4.	SYNCHROS	15	10	90
5.	POWER SUPPLIES	15	7	62
6.	CIRCUITS	15	3	10
7.	NUMBER SYSTEMS	15	11	46
8.	COOLING SYSTEMS	15	10	66
9.	COMMUNICATIONS	15	10	73
10.	MILITARY REQUIREMENTS	15	8	24

YOUR OVERALL PERCENTILE WAS 62.
 YOU SCORED HIGHER THAN 62 PERCENT
 OF THE CANDIDATES IN YOUR RATE
 WHO TOOK THIS EXAM.

Total Number of exam questions may not always equal 150 due to deletions. Deleted questions result if 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.

1. SUBJECT CANDIDATE HAS BEEN SELECTED AS A PRIMARY ADVANCEMENT TO ET1 . MEMBERS EFFECTIVE DATE OF ADVANCEMENT HAS NOT BEEN DETERMINED.

CONTACT YOUR ESO FOR MORE INFORMATION ABOUT DATA USED FOR YOUR MULTIPLE CALCULATION. DO NOT USE THIS SHEET TO STUDY FOR THE NEXT EXAM. EXAM SHEETS CONTENT VARIES FROM ONE EXAM SERIES TO ANOTHER. THIS SHEET CONTAINS THE TOPICS THAT WERE USED IN THIS EXAM ONLY AND MAY NOT APPEAR ON FUTURE EXAMS.

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

CYCLE 167 (MAR 00)		RATING CHANGE AUTHORIZATION										JUL 11 2000		
UIC 21830		ADVANCEMENTS/STRIKERS/CHANGES OF RATE EFFECTIVE 08/16/00										USS PORT ROYAL		
		PROVIDED ELIGIBILITY IS MAINTAINED, CANDIDATES LISTED ARE AUTHORIZED ADVANCEMENT, STRIKER DESIGNATION, OR CHANGE OF RATE. VERIFY ALL FMS DATA PRIOR TO EFFECTING ANY ACTION. AUTHORITY IS NETPDTC ADV LTR 3-00.												
- - - - - VERIFICATION DATA - - - - -														
NAME	SSN	P RATE	AUTH RATE	BR/CL	C D S	AW	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	E A
AKERMEN PHILIP WE	889933444	OS3	OS2	USN	A	02	0305	0000	0100	0000	00.0		4.00	
PHIPPS NANCY WI	555661555	OSSN	OS3	USN	A	00	0510	0000	0011	0000	00.0		4.00	
QUADE JAMES SCOT	300102020	MSSN	MS3	USN	A	00	0106	0000	0009	0000	00.0	2	4.00	E
WILLIAM DENNIS S	530003000	GM3	GM2	USN	A	00	0500	0000	0206	0000	00.0		4.00	
THE DATE (S) (ADSDA AND/OR TIRDA) OR BR/CL (BR/CLA) ON THE ANSWER SHEET FOR THE CANDIDATES LISTED BELOW ARE IN DISAGREEMENT WITH THE DATE (S) AND/OR BR/CL CONTAINED IN THE NAVY MASTER FILE. TAS AND/OR SIPG AND EXAMINATION RESULTS HAVE BEEN CALCULATED AND DETERMINED USING MASTER FILE DATA. REFER TO PARAGRAPH 703, ADVMAN FOR CORRECTIVE ACTION IF MASTER FILE DATA IS IN ERROR. "OK" INDICATES DATE(S)/BRCL AGREE.														
NAME	SSN	P RATE	ERATE	ADSDE	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CLE	BR/CLA			
WILLIAM DENNIS	530003000	GM3	GM2	OK	OK	0500	98/01/01	97/07/01	0206	OK	OK			

TABLE 7-1 - RCA AND ESVR COLUMN DEFINITIONS

COLUMN	DEFINITION	COLUMN	DEFINITION
NAME	Candidate's name	TAS	Total active naval service
SSN	Candidate's social security number	DTIS	Navy Reserve drill time in service
PRATE	Candidate's present rate	SIPG	Active naval service in paygrade
ERATE	Candidate's examination rate		
CD	Special identification code for personnel as follows:	PNA	Total PNA points earned from past cycles and used in the FMS computation for this cycle (except for E7/8/9)
	E - For EOD personnel assigned NECs 5331, 5332, or 5333	GRP	Special group code
	S - For SEAL/SDV personnel assigned NEC 5320 through 5327 or 8492	PERF	Performance mark average (E4 through E7 only)
	V - For Diver personnel assigned NEC 5311, 5341, or 5346	E	Early candidate: candidates who do not meet DOD TAFMS
	B - MU E7/8/9 personnel attached to UIC 64377 or 0434A	STATUS	Status of candidate (ESVR only)
	P - Personnel Exchange Program	BR/CL	Candidate's branch and class of service indicated as follows:
S	School completion codes as follows:		USN-Regular Navy
	A-Completion of Class "A" school		USNR-Reservist on extended active duty
	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	Awards (E4 through E6 only)		USNRI-Inactive drilling Navy Reservist, ADSW/OYR/ADT/AT

TABLE 7-2 – ESVR/PROFILE SHEET PROCESSING-STATUS DEFINITIONS

STATUS AS REFLECTED ON ESVR/PROFILE SHEET	DEFINITION
1. LDO SELBD ELIG/INELIG/FAIL	LDO candidate ONLY; no advancement authorized.
2. PNA NO PTS	Passed examination but not advanced because of insufficient FMS and examination score/performance average insufficient to receive PNA points.
3. PNA PTS ____ / ____	Passed examination but not advanced because of insufficient FMS but received PNA points as indicated for examination score/performance average. The points are applicable to FMS computation in future cycles only.
4. SELBD ELIGIBLE	E7/8/9 results forwarded to selection board for consideration.
5. SELBD INELIGIBLE	E7 Pass; but did not achieve sufficient FMS to be considered by selection board.
6. SELECTEE	E4/5/6/7/8/9 selectee status.
7. NON-SELECTEE	E7/8/9 non-selectee.
8. FAIL	Failed examination.
9. CHG RATE NOT QUAL	Did not achieve sufficient examination Standard Score (SS-37) to be authorized lateral change of rate.
10. PREV ADV CY-XXX (XXX = Exam cycle in which advanced)	Examination invalidated. Candidate was advanced as a result of a previous exam cycle. Also used to denote CAP or accelerated advancement.
11. INVAL - WPA	Examination invalidated. Candidate participated in an examination outside the normal path of advancement or a CREO-controlled rating without NAVPERSCOM (PERS-811) authorization.
12. INVAL - ADV WITHHELD	Examination invalidated. Advancement withheld because of activity request.
13. INVAL - SCH REQ	Examination invalidated. Candidate lacks required school.
14. INVAL - INSUFF TIR	Examination invalidated. Candidate has insufficient TIR.
15. INVAL - MBR DECLINED ADV	Examination invalidated. Candidate declined advancement.

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

STATUS AS REFLECTED ON ESVR/PROFILE SHEET	DEFINITION
16. NAVPERSCOM INVAL	Examination invalidated. NAVPERSCOM (PERS-811/ 812) has advised NETPDC (N321) to invalidate the examination for reasons other than defined in 10 through 15 above.
17. ACTIVITY INVAL	Examination invalidated. Command has advised NETPDC (N321) to invalidate the examination for reasons other than defined in 10 through 16 above.
18. NETPDC INVAL	Examination invalidated. NETPDC (N321) has taken action to invalidate the examination for reasons other than defined in 10 through 17 above.
19. REL ACT DUT	Released from active duty.
20. NAVPERSCOM HOLD	Discrepancy in examination returns. NAVPERSCOM (PERS-811/ 812) action pending. (See Note 1.)
21. NETPDC HOLD	Discrepancy in examination. NETPDC (N321) action pending. Results for personnel in this category will be published as soon as NETPDC (N3) makes final disposition.
22. FN HOLD	Candidate participated in a rating examination 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-811/ 812). (See Note 2.)
23. CITIZENSHIP UNK	Candidate participated in a rating examination requiring access to classified information and their citizenship is unknown.
24. INSUFF TIR	Candidate has insufficient TIR. Error can also be generated for E5/6 candidates who have not been identified properly as "Early Promote" evaluation TIR waivers.
25. ERRONEOUS SIPG	SIPG computed from the candidate's TIR date in the EMF is greater than 30 years or less than/equal to zero.
26. ERRONEOUS TAS	TAS computed from the candidate's ADSD in the EMF to the TED is greater than 40 years or less than/equal to zero.

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

STATUS AS REFLECTED ON ESVR/PROFILE SHEET	DEFINITION
27. PERF MARK ERROR	No performance mark average was recorded on answer sheet.
28. SCHOOL REQUIRED	Candidate lacks a required school.
29. WRONG PATH ADV	Candidate has participated in an examination outside their normal path of advancement.
30. UNMATCH - NAME/SSN	Name/social security number reported by candidate does not correspond with EMF or IMAPMIS for Inactive Reserves .
31. ADSD NOT AVAIL	Candidate's ADSD is not available from the EMF.
32. TIRDE NOT AVAIL	Candidate's TIR date is not available from the EMF.
33. PRATE ERROR XXXXX (XXXXX = Present Rate from EMF)	Present rate as recorded in the EMF (IMAPMIS for Inactive Reserves) is not the same as the present rate recorded on the answer sheet.

NOTES:

1. Based on information from NETPDTC (N321), NAVPERSCOM (PERS-811/**812**) will forward a letter to the member's command requesting additional information in the form of an investigation, if warranted, prior to releasing member from NAVPERSCOM HOLD.

2. Personnel who have recently obtained citizenship or completed a satisfactory background investigation (BI) may appear on the ESVR as a FN 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 Systems (MAPTIS) will appear on the ESVR as CITIZENSHIP UNK (Citizenship Unknown). Results for personnel in these two categories will be published as soon as NETPDTC receives command notification of citizenship status or waiver from NAVPERSCOM (PERS-811/**812**). The FN HOLD discrepancy for CT, ET, IS, IT, PC, and MA candidates may be cleared ONLY by a report of United States Citizenship.

TABLE 7-3 — CORRECTIVE ACTIONS FOR EXAMINATION DISCREPANCIES

DISCREPANCY	CORRECTIVE ACTION REQUIRED
<p align="center">UNMATCHED NAME/SSN</p> <p>Name/SSN do not match the EMF or member is not currently on EMF.</p>	<p>If NAME/SSN is not correct on the Enlisted Distribution Verification Report (EDVR), forward copies of the NAME/SSN change authorization correcting NAME or SSN on the EDVR.</p> <p>If member is recalled to active duty, forward copy of NAVPERS 1070/622, latest DD 214, and service record page (NAVPERS 1070/604) reflecting correct TIR date to NETPDTC (N321).</p> <p>If member is USN, forward copies of service record page (NAVPERS 1070/604) reflecting correct TIR date, and latest DD 214 to NETPDTC (N321). See Note (1).</p>
<p align="center">CITIZENSHIP UNK</p>	<p>Furnish correct current citizenship status of candidate.</p>
<p align="center">FN HOLD</p>	<p>Furnish citizenship status of candidate. Attach copy of citizenship waiver authorized by NAVPERSCOM (PERS-811/812). See Note (1).</p>
<p align="center">WRONG PATH ADV</p>	<p>Furnish correct present rate and examination rate. If member has authority for change of rate, forward a copy of the authorization. See Note (1).</p>
<p align="center">SCHOOL REQUIRED</p>	<p>Furnish name, class (e.g., ET "A"), and date of school completion. If school waiver is authorized, attach documentation. See Note (1).</p>
<p align="center">INSUFF TIR</p>	<p>1. ACTIVE DUTY CANDIDATES</p> <p>a. If TIRDE is correct, provide creditable DSPG calculated per paragraph 216d(5), documentation authorizing TIR waiver, or submit request for invalidation due to insufficient TIR. See Notes (1) and (2).</p> <p>b. If TIRDE is incorrect, forward copy of service record page (NAVPERS 1070/604) and other pertinent documentation reflecting correct TIR date to NAVPERSCOM (PERS-811/812) and NETPDTC (N321). Provide creditable DSPG as necessary for TIR eligibility. See Notes (1) and (2).</p> <p>c. If TIRDE 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 table 2-8 to NAVPERSCOM (PERS-811/812) and NETPDTC (N321). See Notes (1) and (2).</p>

**TABLE 7-3 – CORRECTIVE ACTIONS FOR EXAMINATION DISCREPANCIES
(CONTINUED)**

DISCREPANCY	CORRECTIVE ACTION REQUIRED
<p>INSUFF TIR (Continued)</p>	<p>2. INACTIVE DUTY CANDIDATES - Furnish correct total inactive reserve time in grade (IRTIG) in years and months (e.g., IRTIG-0303) computed per paragraph 216d(5). See Notes (1) and (2).</p>
<p>PERF MARK ERROR Generated when the PMA Block of the answer sheet is blank or greater than 4.00.</p>	<p>Furnish PMA in three digits (rounded to two decimal places – e.g., 3.76) for the authorized marking period with documentation as required by paragraph 323. See Note (3).</p>
<p>ERRONEOUS SIPG Indicates candidate has an excess of 30 years Service in Paygrade (SIPG) as computed from the TIR date recorded in the EMF, or the TIR date is a date equal or subsequent to the cycle's TED which will compute as zero SIPG.</p>	<p>Furnish a copy of service record page (NAVPERS 1070/604) reflecting correct TIR date to NAVPERSCOM (PERS-811/812) and NETPDTC (N321) or explanation of why SIPG exceeds 30 years.</p>
<p>PRATE ERROR XXXXX (XXXXX = Present rate from EMF) Generated whenever present rate in the EMF is not compatible with candidate's present rate recorded on the answer sheet.</p>	<p>Furnish NETPDTC with explanation for differences. If the present rate on command EDVR is incorrect, provide NETPDTC (N321) and NAVPERSCOM (PERS-811/812) with copies of the original document advancing/reducing member to the present rate. See Note (1).</p>
<p>TIRDE NOT AVAIL (TIR date is unavailable from the EMF).</p>	<p>If TIR date is not on the EMF, provide NETPDTC (N321) a copy of NAVPERS 1060/604, NAVPERS 1070/613 for NAVETS/OSVETS and other pertinent documents reflecting correct TIR date. Provide NAVPERSCOM (PERS 312G) a copy of NAVPERS 1070/604 or other pertinent documents, and for NAVETS/OSVETS provide NAVPERSCOM (PERS-811/812) with a copy of NAVPERS 1070/613. Required by para 216d.</p>
<p>NOTES:</p> <ol style="list-style-type: none"> 1. If required documentation is not available in the local service record, request copies of documents from CD-ROM or a letter of certification from NAVPERSCOM (PERS-312). 2. If TIR waiver is authorized, attach documentation. 3. Correction of performance mark error discrepancy (identified by NETPDTC) does not require documentation prior to publication of examination results. 	

b. Information for the Candidate. The Examination Profile Information Form provides the candidate with information on how well they performed on the examination as compared with other candidates who took the same examination.

(1) Examination Profile Form. Following each Navy-wide advancement examination, NETPDTC (N321) will forward an Examination Profile Information Sheet (figure 7-2) for all E4 through E7 candidates.

(a) In addition to subject matter tested, profile information forms report the candidate's Exam Standard Score (SS); PMA; SIPG; Awards; PNA points; FMS; and Minimum Multiple Required.

(b) After each exam, candidates will be able to see score breakdown 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.

(c) NETPDTC (N321) will post the profile form at <https://www.advancement.cnet.navy.mil>. Individuals can access the site from their home as well as ship/shore.

(2) PNA Points

(a) A PNA point factor is included in the FMS of E4 through E6 candidates who achieve a relatively high score on a Navy-wide advancement examination/have relatively high PMAs during an examination cycle in which the candidate competed for advancement but was not advanced because of quota limitations. PNA points are comprised of written examination SS and PMA. The SS and PMA are used to determine a candidate's relative standing among contemporaries competing for advancement in the same rate during the same examination cycle.

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

(c) The maximum cumulative PNA point total that may be credited to candidates is 15. PNA points are multiplied by two to obtain the PNA factor (maximum of 30 points) for FMS calculations. PNA points are computed in fractions of one-half point to a maximum of 1.5 points in each of the two creditable categories (SS and PMA) commensurate with their relative standing among contemporaries as follows:

Candidate's Relative Points Test Score	PNA Points Credited	Candidate's Relative Performance Mark Average	PNA Points Credited
Top 25 percent	1.5	Top 25 percent	1.5
Next 25 percent	1.0	Next 25 percent	1.0
Next 25 percent	0.5	Next 25 percent	0.5

NOTE: NETPDTC (N321) uses only the social security number to track PNA point credit. It is not necessary to notify NETPDTC to credit PNA points for candidates who have had name changes.

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

(4) PNA points from Inactive Reserve examinations may be used in computing PNA point credit for active duty examinations; PNA points from active duty examinations may be used to compute PNA point credit for Inactive Reserve examinations.

704. EFFECTING ADVANCEMENTS TO PAYGRADES E2, E3, AND STRIKER DESIGNATIONS

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). Qualified candidates who complete service requirement of 9 months between the 1st and 16th of the month will be advanced on the 16th day of that month; candidates who complete service requirement of 9 months on the 17th through the end of a month will be advanced on the 16th day of the following

month. TIR date for advancement is determined per paragraph 216. E2/E3 advancements must be effected locally for personnel reduced in rate or if NAVPERSCOM (PERS-811/**812**) 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 NAVPERS 1070/613 below and notify NAVPERSCOM (PERS-811/**812**) by message (para 721a) prior to the prospective advancement date. Message must indicate compliance with paragraph 704b. Once advancement is delayed, the command must effect the advancement to E2/E3 locally. Advancement cannot be delayed on or after the effective date. Do not info NETPDTC.

NAVPERS 1070/613:

(Date): Advancement to E2/E3 delayed this date because of
(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

```
FM      COMMAND
TO      COMNAVPERSCOM MILLINGTON TN//811/812//
INFO    DFAS CENTER CLEVELAND OH//Appropriate Code//
BT
UNCLAS FOUO //N01430//
MSGID/GENADMIN/CMD//
SUBJ/AUTOMATED ADVANCEMENT TO E2/E3 ICO (NAME, RATE,
XXX-XX-1234)//
REF/A/DOC/BUPERS/DDMMYY//
AMPN/BUPERSINST 1430.16F//
POC/
RMKS/1. REQUEST DELETE PROSPECTIVE AUTOMATED ADV TO
E2 ICO SNM. CO HAS DELAYED ADV IN COMPLIANCE WITH
PARA 704B OF REF A.//
BT
```

c. Striker Identification. Striker identification is governed by MILPERSMAN 1440-050.

d. 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-811/812) by message with details.

705. EFFECTING ADVANCEMENTS E4 THROUGH E9

a. The member's relative standing among peers who participated in the same Navy-wide examination for advancement determines the effective date of advancement to paygrades E4 through E6. 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. 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 for advancement may not be effected without prior approval of NAVPERSCOM (PERS-811/812). Upon

receipt of NAVPERSCOM (PERS-811/**812**) conversion approval, request NAVPERSCOM (PERS-811/**812**) to effect advancement.

c. Members may not be frocked or advanced to E4 prior to completing Petty Officer Indoctrination. Members may not be frocked or advanced to E7 prior to completing the Leading Petty Officer Leadership Course (LPOLC).

d. Determining relative standing and date of advancement for candidates affected by assignment to Iraq, Afghanistan, and the Horn of Africa will be as set forth in paragraph 614.

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

PAYGRADE	EXAMINATION CYCLE	LIMITING DATE
E4/5/6	February/March	31 December
E4/5/6	August/September	30 June
E7	January/February	31 August
E8/9	N/A	30 June

Under no circumstances is an advancement effected after the limiting date without approval of NAVPERSCOM (PERS-811/**812**).

707. SERVICE RECORD ENTRIES. To effect an advancement, change in rate, or striker identification, make entry on NAVPERS 1070/604 per MILPERSMAN. **For drilling Navy Reserve personnel, after effective date of advancement, ensure NSIPS reflects correct Time in Rate (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 TRANSFERRED PRIOR TO EFFECTIVE DATE OF
ADVANCEMENT

a. If a candidate is transferred to another duty station prior to receipt of examination results via ESVR or RCA, the transferring command will ensure a copy of the completed Worksheet is filed in the field service record. The transferring command must notify NETPDTC (N321) via message (information copy to new command) to forward results to the activity to which member transferred, include UIC.

b. For candidates transferred in a selectee status, before receipt of RCA, the transferring command will ensure a copy of the completed Worksheet and copy of ESVR are filed in the field service record, notify NETPDTC (N321) via message (information copy to new command) to forward the RCA to the activity to which transferred, include UIC.

c. If a candidate is authorized for advancement or change in rating, but is transferred after receipt of RCA and before the effective date of advancement, the transferring command will ensure a copy of the RCA and a copy of the completed Worksheet are filed in the field service record.

709. PERSONNEL SEPARATED OR TRANSFERRED FOR SEPARATION. For personnel being released from active duty (RELACDU)/discharged, the separating command will forward results to the members' home of record or address designated by the member. COs/OICs will inform advancement selectees who are being discharged or RELACDU that they must request advancement determination from NAVPERSCOM (PERS-811/812) upon return to active duty or affiliation in a drilling status (refer to figure 7-4). Commands must ensure

examinations are invalidated for personnel separated prior to publication of examination results.

710. FROCKING OF ENLISTED PERSONNEL. COs/OICs may frock enlisted personnel per MILPERSMAN 1420-060.

711. REMOVAL OF AUTHORITY TO BE FROCKED. Authority to be frocked may be removed when a CO/OIC determines a member is no longer eligible or deserving. Ensure the following service record page 13 entry is completed when authority to be frocked is removed:

NAVPERS 1070/613: (Date): "I understand my authority to be frocked 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. TIME-IN-GRADE (TIG) REQUIREMENT FOR E7 THROUGH E9

a. DOD Instruction 1332.20 of 12 February 2007 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** prior to completing 2 years TIG, must be reverted to the former paygrade. Notify NAVPERSCOM (PERS-82/913) of personnel being advanced and transferred to the Fleet Reserve/**Retired Reserve** prior to completion of 2 years time in grade. Members completing 30 years active service prior to serving 2 year TIG will be allowed to retire at the higher paygrade.

b. This 2-year TIG requirement for transfer to the Fleet 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 service record page 13 entry is required for all selectees being advanced to paygrade E7 through E9:

NOTE: Request for a waiver of TIG requirement may be submitted to NAVPERSCOM (PERS-82/**913**) with application for transfer to the Fleet Reserve or **Retired Reserve**.

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

713. ADVANCEES ON TEMPORARY OR PERMANENT DISABILITY RETIRED LIST (TDRL/PDRL). 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.

714. PERSONNEL INELIGIBLE FOR ADVANCEMENT

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

b. Personnel who have been determined by administrative (i.e., NJP, Administrative Discharge board, NETPDTC investigation) or courts-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 is substantiated, and 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 713).

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

f. Personnel in a rating requiring access to classified information who are not U.S. citizens. Commands with personnel who have an impending citizenship date must notify NAVPERSCOM (PERS-811/**812**); info NETPDTC (N321).

g. Personnel who have failed to meet Physical Readiness Standards as outlined in OPNAVINST 6110.1H.

h. Personnel in a security clearance required rating who have had their clearance revoked prior to their advancement date.

715. INVALIDATION OF CANDIDATES' ADVANCEMENT CYCLE PARTICIPATION. If, after examination administration, a candidate becomes ineligible for advancement for reasons other than withdrawal of the candidate's recommendation (i.e., reasons listed in paragraph 703 above, removal of security clearance, death, etc.), the command must invalidate the candidate's advancement cycle participation. Notify NETPDTC (N321) and provide reason for invalidation. With the limited advancement quotas available, commands must give particular attention to avoid wasting quotas.

716. DISCIPLINARY STATUS. COs/OICs have discretionary authority to effect authorized advancements of members who are in a disciplinary status.

a. Should the disciplinary status not be resolved prior to the limiting date, request determination from NAVPERSCOM (PERS-811/**812**).

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 721a to delay or 721b to

invalidate 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.

717. 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 Navy Reservists in the 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 716.

718. ADVANCEMENT OF NAVY RESERVE DRILLING PERSONNEL AS A RESULT OF NAVY-WIDE EXAMINATIONS COMPLETED DURING A TOUR OF ACTIVE DUTY. Personnel who participated in a Navy-wide rating examination or selected for advancement by a selection board during a tour of active duty and subsequently are released to inactive duty or discharged before the limiting date of advancement may be advanced under the following conditions:

- a. The individual must be a satisfactory participating member of a Navy Reserve drilling unit.
- b. Affiliation or reenlistment in the Navy Reserve must be within 12 months of the date of RELACDU.
- c. Request for advancement determination must be submitted within 6 months of the date of affiliation/reenlistment in the Navy Reserve. Advancement determination is always based on the latest examination in which the individual participated.
- d. Be in a "selectee" status and meet the FMS required for advancement in the Navy Reserve.
- e. Submit request for advancement determination in the format shown in figure 7-4.

719. ADVANCEMENT OF INDIVIDUALS AFTER REPORTING FOR ACTIVE DUTY/CHANGE OF COMPETITIVE CATEGORY

- a. Active duty personnel who convert from USN to USNR or USNR to USN may be authorized advancement as a result of

participation in a prior Navy-wide examination, provided the member is in a selectee status and has a FMS equal to or greater than the FMS required for the new competitive category in the same rating. For personnel reporting for active duty through Navy recruiting commands or via recall to active duty, advancements must be approved prior to reporting for active duty and orders/contract must reflect authorized paygrade. In all cases, advancement authorization must be from the current advancement cycle. Requests must be received and processed by NAVPERSCOM (PERS-811/**812**) prior to the limiting date of the current cycle.

b. If an individual changes active duty competitive categories (USN to USNR (FTS), USNR (FTS) to USNR, etc.) after participation in an examination and prior to publication of results, notify NETPDTC (N321) by message to ensure the examination is scored in the correct competitive category.

c. Individuals in a selectee status for E7/8/9 who change competitive category prior to their advancement date may request retention of that status in the new category. Notify NAVPERSCOM (PERS-811/**812**) by message of desire to retain selectee status. Selectees for E7 must have attained an FMS that would have resulted in a selection board eligible designation before the board that considers the new competitive category. The individual should be advised that their advancement date might change.

720. 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-811/**812**) for review and final determination.

FIGURE 7-4 – SAMPLE REQUEST FOR ADVANCEMENT DETERMINATION

(Command Letterhead)

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-811/812)

Subj: REQUEST FOR INDIVIDUAL ADVANCEMENT DETERMINATION AND AUTHORITY FOR
ADVANCEMENT

Ref: (a) BUPERSINST 1430.16F

Encl: (1) Copy of affiliation documentation (1326)

1. The inactive duty Navy Reservist identified is a member of a drilling Navy Reserve unit which has a drilling requirement and has stated that they participated for advancement to (rate) from the (mo/yr) Navy-wide examination while on active duty.

2. The following information is provided:

- a. Name:
- b. Social security number (last four digits):
- c. Present rate:
- d. Examination rate:
- e. Month and year of last examination:
- f. Date last released from active duty:
- g. Date affiliated:
- h. Unit to which attached:

3. Per paragraph 718 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 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 NETPDTC for FMS comparison from respective active/inactive exam cycles.

721. 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 cycle. Make service record entries as follows (message notification to NETPDTC (N321)/NAVPERSCOM (PERS-811/**812**) 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 via compliance with this article and OPNAVINST 6110.1H. Prospective advancements, for personnel in non-compliance with the current physical readiness program, should be withheld by the CO/OIC. NAVPERS 1070/613 required by OPNAVINST 6110.1H does not meet requirements for withholding advancement. The CO/OIC and the member must sign the NAVPERS 1070/613 required by this paragraph prior to withholding advancement.

(3) Commands must notify NETPDTTC (N321) via message, with an information copy to NAVPERSCOM (PERS-811/**812**), withholding advancement and advising of compliance with paragraph 721a. NETPDTTC (N321) will forward verification of withholding via Profile Sheet. Advancement authority terminates with limiting date for respective advancement cycle.

```
FM COMMAND
TO NETPDTTC PENSACOLA FL//N321//
INFO COMNAVPERSCOM MILLINGTON TN//811/812//
DFAS CENTER CLEVELAND OH// (AND ANY OTHER COMMANDS AS
NEEDED)
BT
UNCLAS FOUO //N01430//
MSGID/GENADMIN/USS NEVER SAIL//
SUBJ/WITHHOLDING OF CYCLE ___ ADVANCEMENT ICO (FULL NAME,
BRANCH/CLASS, XXX-XX-1234)//
REF/A/DOC/BUPERS/DDMMYY//
AMPN/BUPERSINST 1430.16F PARA 721A.//
POC/
RMKS/1. DUE TO _____, CO HAS WITHHELD CYCLE _____
ADV TO (RATE). NAVPERS 1070/613 REQUIRED IN REF A COMPLIED
WITH AND FILED IN FSR.//
```

(4) To reinstate a command-withheld advancement, CO/OIC must notify NETPDTTC (N321) via message, with an info copy to NAVPERSCOM (PERS-811/**812**), 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.

BUPERSINST 1430.16F
2 Nov 07

NOTE: Failure to reinstate a previously withheld advancement prior to the limiting date for the advancement cycle will terminate the member's selection.

```
FM COMMAND
TO NETPDT C PENSACOLA FL//N321//
INFO COMNAVPERSCOM MILLINGTON TN//811/812//
DFAS CENTER CLEVELAND OH// (AND ANY OTHER COMMANDS AS
NEEDED)
BT
UNCLAS FOUO //N01430//
MSGID/GENADMIN/USS WILL SAIL//
SUBJ/WITHHOLDING OF CYCLE ____ ADVANCEMENT ICO (FULL NAME,
BRANCH/CLASS, XXX-XX-1234)//
REF/A/DOC/BUPERS/DDMMYY//
REF/B/RMG/USS WILL SAIL/(DTG OF ORIG MSG)//
NARR/REF A, BUPERSINST 1430.16F PARA 721A(4). REF B,
REQUEST TO WITHHOLD ADVANCEMENT TO _____ ICO SNM.//
POC//.
RMKS/1. PER REF A, CO REINSTATED SNM'S REC FOR ADV ON
(____). ADV PREVIOUSLY WITHHELD BY REF B.//
```

(5) Personnel in a deserter or UA status. COs/OICs must withhold advancements per paragraph 721a utilizing the above withholding NAVPERS 1070/613. CO/OIC will indicate the member is not available for signature because of UA. Upon completion of NAVPERS 1070/613, CO/OIC must notify NAVPERSCOM (PERS-811/812) and NETPDT C of compliance with NAVPERS 1070/613 as directed by paragraph 721a(5). 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 the member is determined to be no longer qualified for advancement. Withdrawal of an advancement recommendation is the prerogative of the CO/OIC whether or not the recommendation was made by the member's previous CO/OIC. COs/OICs are advised that withdrawal of an advancement recommendation is a permanent action until recommendation is restored with a subsequent EVAL/FITREP. 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 whether a subsequent CO/OIC desires to restore the advancement

recommendation. When withdrawing a recommendation for advancement, take the following actions:

(1) Prepare a NAVPERS 1610/2 (Rev. 03-02), Fitness Report & Counseling Record (E7-O6)/NAVPERS 1616/26 (Rev. 03-02), Evaluation Report & Counseling Record (E1-E6), removing member's recommendation for advancement. NAVPERS 1610/2/NAVPERS 1616/26 must be signed by the member and the member's CO/OIC (this authority may not be delegated). An EVAL/FITREP 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) Make the following service record entry:

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

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". Message notification to NETPDTC (N321) and NAVPERSCOM (PERS-811/**812**) may not be sent prior to completion of the required NAVPERS 1070/613 and evaluation.

(3) If a member has taken an E4/5/6/7 advancement examination and the results have not been published, and recommendation is withdrawn, send message notification to NETPDTC (N321) with information copy to NAVPERSCOM (PERS-811/**812**) requesting examination results are invalidated and advising compliance with paragraph 721b.

(4) If member is a selectee for advancement to E4/5/6/7/8/9, send message notification to NETPDTC (N321), with information copy to NAVPERSCOM (PERS-811/**812**) advising withdrawal of advancement recommendation and compliance with paragraph 721b.

(5) If a member has been validated for E8/9 or is selection board eligible for E7, send message notification to NAVPERSCOM (PERS-811/**812**), with information copy to NETPDTC (N321), advising withdrawal of advancement recommendation and compliance with paragraph 721b.

```
FM COMMAND
TO NETPDTC PENSACOLA FL//N321//
INFO COMNAVPERSCOM MILLINGTON TN//811/812//
(ANY OTHER COMMANDS INVOLVED I.E., PERSUPPDET OR PARENT
CMD)
BT
UNCLAS FOUO //N1430//
MSGID/GENADMIN/USS NEVERSAIL//
SUBJ/WITHDRAWAL OF CYCLE ____ ADVANCEMENT RECOMMENDATION
ICO (RATE, NAME, BRANCH/CLASS, XXX-XX-1234)//
REF/A/DOC/BUPERS/DDMMYY//
AMPN/BUPERSINST 1430.16F PARA 721B.//
POC/
RMKS/1. CO/OIC HAS WITHDRAWN ADV REC FOR _____ (RATE)
ICO SNM. NAVPERS 1070/613 AND EVAL REQUIRED IN REF A
WERE COMPLETED ON (DATE) AND FILED IN FSR. REQUEST
INVAL CYCLE ____ (RATE MBR PARTICIPATED IN/SELECTED FOR
I.E. PN2) EXAM ICO SNM.//
```

(6) The member's signature is required on the adverse performance report and page 13 (withdrawing advancement). If member is missing, deployed on another command, UA, 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-311), and copy to NAVPERSCOM (PERS-811/**812**).

It is important that withdrawal action is completed prior to the effective date of the advancement and 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 for the request made, at which 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 the Board for Correction of Naval Records (BCNR). Petitions must be submitted on DD 149 (Sep 2000), Application for Correction of Military Record Under the Provisions of 10 U.S.C. 1552.

(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.

722. WITHHOLDING OF ADVANCEMENT ON MEMBERS ALLEGED TO HAVE COMMITTED CHILD SEXUAL ABUSE. Using the guidelines contained in paragraph 721a, the CO/OIC is required to withhold the prospective advancement on any member who is under administrative control of the Family Advocacy Program (FAP) 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 (CRC), Headquarters Review Team, or Child Sexual Assault Review Board (CSARB) the CO/OIC shall notify NAVPERSCOM (PERS-811/**812**) 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-811/**812**).

723. ADVANCEMENT TO PERMANENT ENLISTED RATES OF TEMPORARY OFFICERS. Except for TIR and TAFMS, all other prerequisites for advancement are waived for temporary officers advanced to permanent enlisted rates.

a. Personnel Appointed to or Serving in Dual Status Whose Permanent Enlisted Rate is E6. Members whose permanent enlisted rate is E6 on the date of appointment to temporary officer status may be advanced to E7, provided members meet the following requirements:

(1) Three years TIR in paygrade E6 computed to 1 January prior to the date of appointment to temporary officer status.

(2) Eleven years TAFMS in the fiscal year of appointment. For example, members appointed to LDO on 1 April 2000 may be concurrently advanced to permanent rate E7 only if their TIR in paygrade E6 totaled a minimum of 3 years computed to 1 January 2000, and 11 years TAFMS prior to 1 October 2000. Otherwise, advancement to permanent paygrade E7 will be effected on 1 September of the year in which the member has 3 years TIR in paygrade E6 when computed to 1 January of the year following, and 11 years TAFMS computed at the end of that fiscal year. For example, the member's advancement to E7 may be effected on 1 September 2000 if E6 TIR totals 3 years computed to 1 January 2001, and 11 years TAFMS prior to 1 October 2001. All service in a dual status is creditable for TAFMS and TIR in the member's permanent rate. TIR date for E7 is 1 September.

b. Appointment to Temporary Officer Status of Enlisted Members Whose Permanent Rate is E7 or E8. Members whose permanent enlisted rate is E7 or E8 on the date of appointment to temporary officer status may be advanced to E8 or E9, respectively, concurrent with the temporary officer appointment, provided they meet the following requirements:

(1) Three years TIR in present enlisted rate when computed to 1 September of the year appointed.

(2) Appropriate TAFMS requirements (16 years for E8 and 19 years for E9) prior to 1 October of the year appointed.

NOTE: Members who do not meet minimum TIR and TAFMS requirements in the year appointed to temporary officer status

will be advanced on 1 July of the year in which TIR and TAFMS requirements are met. The TIR date is 1 July of the year in which the advancement to paygrade E8/9 is effected, whether that date is before or after the effective date of appointment. All service in a dual officer/enlisted status is creditable for TIR in the member's permanent enlisted rate. Members advanced under these procedures must be serving in temporary officer status on the date enlisted advancement is effected. For example, a member who is a selectee for appointment to temporary officer status may not be advanced to a higher enlisted paygrade until the appointment is effected (see paragraph 723c for exception).

c. Advancement to Permanent Paygrade E8 and E9 of Temporary Officer Appointees Who Are Selectees for Advancement to E8 and E9. Members selected by the E8/9 selection board for advancement to paygrade E8/9, and who are later selected for temporary officer status, may be advanced on the date authorized, if the E8/9 advancement date is earlier than the projected temporary officer appointment commissioning date. If the projected date for appointment to temporary officer status is before the advancement date of paygrade E8/9, the advancement will be effected per paragraph 723b.

d. Advancement of Temporary Officers After Commissioning. After commissioning, temporary officers are advanced to paygrades E8 and E9 on 1 July of the current year if both TIR and TAFMS requirements are satisfied that year. TIR date for E8/9 is 1 July.

e. Service Record Entries for Temporary Officers Advanced to Permanent Enlisted Rates. Advancing temporary officers to permanent enlisted rates requires a NAVPERS 1070/604 entry in the enlisted field service record and a NAVPERS 1070/613 entry mailed for inclusion in the official officer record citing this instruction as authority for advancement. The NAVPERS 1070/613 shall contain the following comments in the remarks section: "TEMPORARY OFFICER APPOINTMENT WHILE SERVING IN A PERMANENT ENLISTED STATUS. Rate from: XXXX, Rate to: XXXX, Effective date: YYYYDD, Auth: BUPERSINST 1430.16F."

CHAPTER 8

COMBAT MERITORIOUS ADVANCEMENT PROGRAM (CMAP)

800. GENERAL. This chapter provides policy, eligibility, and administrative procedures for the Combat Meritorious Advancement Program (CMAP). This program was established to promote Sailors in pay grades 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 Command Advancement Program (CAP).

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 (e.g., 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 pay grades E1 through E5. Advancements to pay grades 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 pay grade.

d. Must meet basic advancement eligibility requirements per this manual with the exception of minimum TAFMS and advancement examination participation. A 1-year TIR waiver is authorized for this program for advancement to the paygrade E6.

e. Non-designated E3 Sailors must meet all requirements, except TAFMS and TIR, outlined in this manual and the Rating Entry for General Apprentices (REGA). Non-designated 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. CHNAVPERS has overall authority for this program and based on current events of CY 2005, Commander, U.S. Naval Forces Central Command (COMUSNAVCENT), Commander, Naval Special Warfare Command (COMNAVSPECWARCOM), and Commander, U.S. Marine Forces, Central Command (COMUSMARCENT) are designated as final approval authority for commands and units assigned to their respective area of responsibility. This authority may not be delegated to a lower level. CHNAVPERS 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 COMUSMARCENT) are authorized the following quotas per quarter (JAN-MAR, APR-JUN, JUL-SEP, and OCT-DEC):

<u>Advancement</u>	<u>Number of Quotas</u>
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 pay grade substitutions are not authorized.

b. Quotas under this program do not count against quotas authorized under the CAP.

c. Submit all waiver requests for additional quotas to the Chief of Naval Operations (CNO) at the address listed in paragraph 805.

805. NOMINATIONS. Nominations must be submitted within 1 year of the meritorious action/performance in combat. 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 COMUSMARCENT for consideration. Joint and other commands outside the chain of command of the designated approval authorities shall forward nominations to

Chief of Naval Operations (N132C3)
2 Navy Annex
Washington DC 20370

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 of 30 June 2006.

806. ADMINISTRATIVE PROCEDURES FOR APPROVED CMAP ADVANCEMENTS. To effect advancements, commands shall ensure the following:

a. Prepare an Administrative Remarks (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

NOTE: The date on the Administrative Remarks is the effective date of advancement, which is the date of approval by the approval authority, CHNAVPERS or CNO.

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) NAVADMIN 077/05 (b) BUPERSINST 1430.16F
1. Per reference (a), SN Joe E. Sailor, USN (or USNR), XXX-XX-6789 is recommended for advancement under the Combat Meritorious Advancement Program.
2. All requirements of reference (b) for advancement have been met and SN Sailor is fully qualified and eligible to be advanced 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 (can not be delegated)

b. The Administrative Remarks must be acknowledged by the member and signed by the CO. This may not be delegated.

c. File the Administrative Remarks in the member's field service record.

d. To effect advancement, commands shall prepare field service record entries and submit 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.

e. 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 CNO (N13) by message, info NETPDTTC (N32). The message shall include the Sailor's rank/rate, name, SSN (XXX-XX-1234 format), UIC, grade

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advanced to, and effective date of advancement. Additionally,
forward a copy of all approved packages to CNO (N132C3).

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 the Sailors prior to their death. Sailors who die while in a selectee or Passed Not Advanced (PNA) status will be advanced posthumously to be made effective the date of casualty. The amount of bonus, gratuity, pay or allowances is not changed by these advancements.

901. RESPONSIBILITY

a. NAVPERSCOM (PERS-811/**812**) will

(1) review the Personnel Casualty Report (PCR) message traffic and determine the advancement status of deceased enlisted Sailors.

(2) determine if the Sailor was in a selectee or PNA status at the time of death. NAVPERSCOM will forward the enlisted PCR to NETPDTC (N32) to confirm validation via electronic mail.

(3) contact the Sailor's CO to ensure there is no information held locally that would preclude posthumous advancement.

(4) contact NAVPERSCOM (PERS-83) to ensure the Sailor's record does not contain any information that would invalidate a posthumous advancement.

(5) prepare a posthumous advancement authorization and forward to CNO (N135C)

(6) forward cases to CNO (N135C) for final approval where there may be an objection to the proposed posthumous advancement as determined by NAVPERSCOM (PERS-811/**812**/83) stating reason for the objection.

b. NETPDTC (N32) will ensure the Sailor's advancement examination is not invalidated.

c. CNO (N135C) will

(1) upon receipt of posthumous advancement authorization, prepare a corrected final copy of DD 1300, Report of Casualty, indicating posthumous advancement.

(2) update the Defense Casualty Information Processing System (DCIPS) accordingly.

(3) file the posthumous advancement authorization or documentation indicating ineligibility in the casualty case file.

CHAPTER 10

RECRUITING MERITORIOUS ADVANCEMENTS

1000. GENERAL. This chapter provides policy, eligibility, and administrative procedures for recruiting meritorious advancements applicable to Enlisted Recruiter of the Year (EROY) and the Enlisted Reserve Recruiter of the Year (ERROY). This program was established to recognize the very best all-around enlisted recruiter from all eligible paygrades under Commander, Navy Recruiting Command (COMNAVCRUITCOM).

1001. BASIC ELIGIBILITY. Only recruiters who are currently in paygrade E6 or below will be eligible for meritorious advancement under this program. Sustained superior performance, leadership, motivation, self-improvement, and appearance are factors considered in determining the best all-round production recruiter. A selection board will review all nominations and final approval will be made by COMNAVCRUITCOM for EROY or ERROY. Refer to OPNAVINST 1430.4A, Navy Reserve Canvasser Recruiter (CANREC) Meritorious Advancement Program, and OPNAVINST 1700.11, Meritorious Advancement for Navy Enlisted Recruiter of the Year (EROY) and Navy Enlisted Reserve Recruiter of the Year (ERROY) for specific guidance. COMNAVCRUITCOM may issue supplemental instructions establishing selection criteria and announce the winner of the annual competition.

1002. ADVANCEMENT. The EROY and ERROY will be meritoriously advanced to the next paygrade.

a. A minimum TIR of 1 year must be met prior to effecting the advancement. Advancement will be delayed as necessary to meet this requirement. No administrative credit for DSPG will be authorized. The 1-year TIR requirement constitutes a waiver of the established Navy TIR requirements of 3 years as an E5 or E6 prior to advancement. This waiver may not be applied if the selectee was meritoriously advanced to the present paygrade and has less than 2 years TIR in the current paygrade. In this situation, the meritorious advancement will be delayed as necessary to achieve 3 years TIR prior to effecting the advancement. Additionally, all other advancement requirements defined in chapters 2 and 7 must be met prior to the issue of an advancement authorization, with the exception of examination participation.

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b. COMNAVCRUITCOM will forward their selection for EROY and ERROY to NAVPERSCOM (PERS-811/**812**) for issuance of advancement authorization.

CHAPTER 11

COMMAND ADVANCEMENT PROGRAM (CAP)

1100. GENERAL. This chapter provides policy, eligibility, and administrative procedures for the Command Advancement Program (CAP). This program allows certain COs to advance eligible personnel in paygrades E3, E4, and E5 to the next higher paygrade without reference to higher authority. This program is intended to function in conjunction with, not replace, the Navy's established advancement system. CAP advancements are not free. CAP advancement reduces the number of advancement openings available to deserving Sailors throughout the Navy during the semi-annual advancement exams. COs must ensure that the number of CAP advancements of their respective command does not exceed their authorized limit.

1101. BACKGROUND. CAP was established in 1978 as an incentive for seagoing personnel to be recognized for superior performance while working in a rigorous operating environment experienced at sea or while forward deployed.

1102. WAIVERS. No waivers will be granted to the policies or criteria of this chapter.

1103. ELIGIBILITY. The following criteria will be used when determining eligibility for CAP advancement:

a. Active duty personnel must be permanently assigned in Accounting Category Code 100 or temporarily assigned (minimum of 30 consecutive days) to a command designated as sea duty (Type 2 or 4). Temporary duty to Type 2 or 4 commands must not be for the sole purpose of CAP eligibility. Type duty codes are defined in the MILPERSMAN 1306-102 and reflected in the command manning documents (i.e., Enlisted Distribution Verification Report). Pre-Commissioning Units are authorized to administer CAP on or after their actual delivery date or in-service date.

b. Drilling Reservists must be locally assigned to a SELRES operational unit designated as sea duty, filling a valid billet listed on the unit's Reserve Unit Assignment Document (RUAD), and must be a satisfactory driller for a minimum of 1 year. SELRES operational units are identified by having the same Reserve Unit Identification Code (RUIC) as the Active Unit

Identification Code (AUSIC) and as documented on the unit's RUAD. The only exceptions are the Naval Mobile Construction Battalions (NMCBs), where SELRES personnel are often cross assigned in and out of different NMCB operational units. Advanced paygrade personnel must have made their temporary rate permanent to be eligible. Voluntary Recalls and mobilized personnel are eligible for this program once temporarily assigned (minimum of 30 consecutive days) to a command designated as sea duty (Type 2 or 4).

c. Meet all advancement requirements for the next higher paygrade per this instruction, including Time-in-Rate (TIR), with the exception of advancement examination participation.

d. Meet health and physical readiness requirements for advancement per OPNAVINST 6110.1H.

e. Per MILPERSMAN 1440-050, COs no longer have the authority to designate strikers; however, they are authorized to CAP non-designated strikers.

f. Non-designated strikers must meet all advancement and rating entry requirements per the MILPERSMAN 1440-050, and this instruction.

g. COs are not authorized to CAP non-designated strikers into any rating requiring a special selection process (e.g., MA, RP, DM) or that require an "A" school for entry into that rating, per current Rating Entry for General Apprentices Naval Administrative message (REGA NAVADMIN). Additionally, prior approval for CAP advancement must be obtained from NAVPERSCOM (PERS-811/**812**) for ratings with "Approval Required" on the latest REGA NAVADMIN.

h. COs are not authorized to CAP more than 1/3 of their total quota into CREO Group 3 ratings.

1104. COMMAND REQUIREMENTS. CAPs may be effected only by COs of commands that are designated as sea duty (Type 2 or 4). OICs are not authorized to administer CAP, but may recommend eligible candidates to their parent command. CAP advancements for personnel assigned to a detachment are counted against the parent command's annual quota. Therefore, authorization should be obtained from the parent command of a deployed detachment

prior to effecting CAP advancement. Drilling Reserve personnel may only be authorized CAP by the CO of the commissioned unit to which assigned. In the case of those commissioned units, which do not have an active duty CO, the officer who would assume command of the unit upon activation is authorized to approve CAP advancements.

1105. QUOTA LIMITATIONS

a. Based on the enlisted billets authorized by a unit's Manpower Authorization (BA Column) as designated for active and SELRES personnel, COs may advance eligible E3, E4, and E5 personnel between 1 January and 31 December inclusive as follows:

TOTAL ENLISTED BILLETS AUTHORIZED	PERCENTAGE AUTHORIZED	MAXIMUM AUTHORIZED QUOTAS BY PAYGRADE		
		E6	E5	E4
100 or less	2%	1	1	*
101 to 1000	1%	1	2	*
1001 TO 2000	1%	2	4	*
OVER 2000	1%	2	6	*

* Number is based on command's total CAP quotas.

b. Each command's total CAP quotas are computed by multiplying the total enlisted billets authorized by the percentage authorized. Quotas are rounded to the next higher number (i.e., $506 \times .01 = 6$ quotas). E4 quotas may be substituted for unused E5 or E6 quotas. E5 quotas may be substituted for unused E6 quotas. In no case may the total annual CAP advancements exceed the maximum authorized quota(s).

c. COs responsible for more than one Unit Identification Code (UIC) will base quotas on each individual OPNAV 1000/2 maintained. CAP quotas are not transferable between commands or UICs. Quotas of multiple UICs under one CO will not be combined to create one aggregated quota. CAP quotas are based on the BA of an individual UIC. Active duty and Drilling Reserve quotas are separate and may not be consolidated.

d. CAP quotas are not recyclable. Quota limitations are UIC specific and not allocated to individual COs. Personnel who have been CAP advanced and subsequently separated within the

same calendar year of advancement will not generate a command quota vacancy for that year.

1106. ADMINISTRATIVE PROCEDURES. Commands shall prepare a NAVPERS 1070/613, Administrative Remarks entry as follows:

NAVPERS 1070/613:

(Date): Per BUPERSINST 1430.16F, I advanced (member's rate and complete name) this date under the Command Advancement Program to rate of ____ for calendar year (2003).

I. M. SKIPPER

Signature of Commanding Officer (cannot be delegated)

1107. ACTION. File NAVPERS 1070/613, Administrative Remarks in member's service record, prepare service record entries, and submit appropriate NSIPS entry with the rate authorization code "E". Commands are required to retain copies for 2 years.

1108. ANNUAL CERTIFICATION. Each Type 2 or 4 command will submit an annual CAP Certification Report to NAVPERSCOM (PERS-811/**812**) (copy to the Immediate Superior in Command (ISIC)) no later than 15 January of each year. Use figure 11-1. Negative reports are required and should include unused quotas. The CO must sign this report; by direction is not authorized. If unauthorized CAP advancements are discovered by NAVPERSCOM (PERS-81), the command will be notified via their ISIC on the action to be taken that may include reduction of authorized CAP quotas for the following year.

FIGURE 11-1 - SAMPLE CAP ANNUAL CERTIFICATION LETTER

(Command Letterhead)

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-811/812)
Subj: COMMAND ADVANCEMENT PROGRAM (CAP) ANNUAL CERTIFICATION FOR YEAR 2005 FOR UIC 12345
Ref: (a) BUPERSINST 1430.16F

1. Per reference (a), the following CAP report is submitted:

- a. UIC: 12345
- b. Total Enlisted Billets Authorized (BA): Active: 506
SELRES: 0
- c. Maximum Authorized CAP Quotas and Advancements (506 x 0.01 = 6):

<u>Quota</u>	<u>Name</u>	<u>CAP Rate</u>	<u>SSN</u>	<u>Effective Date</u>
E6 (1)	EXAMPLE, Prime	IT1	XXX-XX-6789	16 Dec 2005
E5 (2)	MOTIVATION, Rig	BM2	XXX-XX-5678	06 Jul 2005
	FREE, World	CS2	XXX-XX-3333	26 Dec 2005
E4 (3)	MISSION, Accomp	BM3	XXX-XX-2222	16 Sep 2005
	PETTY, William	YN3	XXX-XX-1234	10 Jul 2005
	SMITH, Scott A	OS3	XXX-XX-4444	16 Feb 2005

(NOTE: Report unused CAP quotas)

2. All requirements of reference (a) for advancement have been met and all CAP Selectees are fully qualified and eligible to be advanced.

Signature of Commanding Officer (cannot be delegated)

CHAPTER 12

NAVY ENLISTED SELECTION BOARDS (E7 THROUGH E9)

1200. COMPOSITION OF THE BOARD. Each enlisted selection board consists of a Captain who serves as President, a senior recorder, and officers and master chief petty officers 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. The exact size of the board varies with availability of TEMADD funds, the number of records to be reviewed, and the time available.

a. The recorder, assistant recorders, CHNAVPERS, the Master Chief Petty Officer of the Navy (MCPON) **and the Reserve Force Master Chief** may provide consultative service to the entire board in any matter concerning selection that may be referred to them. The board sponsor divides the board members into panels responsible for reviewing the records of individuals in one general occupational area, i.e. deck, engineering, healthcare, supply, etc. Each panel will have a senior officer (CDR/O5) as the panel head.

b. Although the Presidents of the boards are not normally assigned to any panel, they may reorganize the panels as they desire.

1201. QUOTAS. CNO (N13) establishes the maximum select quota (Active and FTS) for each rating and includes this information to the board precepts for CHNAVPERS signature. Chief of Navy Reserve establishes quotas for drilling Navy Reserve personnel. The quotas are to be filled by the "best qualified" candidates competing for advancement. While the quota may not be exceeded, should it be determined by a panel that there is an insufficient number of "best qualified" candidates in a rating, the panel may recommend leaving part of the quota unfilled.

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 as well. 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 CNO

requirement for that rating. Only 3.5 percent of the Navy's total end-strength may be E8s and E9s.

b. Total Projected Losses and Gains

(1) Losses reflect the personnel who will be leaving the enlisted ranks during the phasing cycle, for example, Fleet Reserve, medical discharge, LDO/CWO program, demotion, etc.

(2) Gains reflect those who will enter a paygrade during the phasing cycle such as voluntary recall to active duty, those remaining to be advanced from the previous cycle, etc. Phasing cycles are as follows:

- E7 September through August
- E8/9 July through June

c. Growth. This number reflects projected growth of the Navy's authorized allowance during the phasing cycle.

d. Funding Authorized. The number of personnel the Navy may pay, as authorized, during the phasing cycle.

1202. EARLY SELECTEE QUOTA. Department of Defense (DOD) has established the Total Active Federal Military Service (TAFMS) requirement which is to be met prior to a member's advancement to a given paygrade. TAFMS requirements are as follows:

- E7 - 11 years
- E8 - 16 years
- E9 - 19 years

DOD has made provisions for early advancements. An "early" candidate is one who does not meet the TAFMS minimum service requirements. No more than 10 percent of the total number of Sailors in the E7/8/9 paygrades may have less than the prescribed TAFMS. The number of "early" selectee quotas available to the selection board is limited to a percentage of the total selectee quota. CNO (N13) monitors this and informs the board of what percentage can be early selectees. The percentage is an overall board figure, not a quota by rate.

Some panels may recommend fewer early selectees and others more because the average time in service of candidates varies from rating to rating. This percentage changes yearly.

1203. GENERAL GUIDANCE TO THE BOARD. Enlisted selection boards are convened by CHNAVPERS. CHNAVPERS provides instruction and guidance governing the proceedings of each selection board by a written precept that is specific to each selection board. NAVPERSCOM, MCPON, and **Reserve Force Master Chief** provide input for inclusion in the board precepts. The precept also outlines the expected conduct and performance of individuals serving with the board. Board members, recorders, and support staff shall not divulge board proceedings, deliberations, or recommendations of the selection boards at any time, except as authorized by CHNAVPERS or higher authority, nor shall the names of selectees be disclosed prior to the official release of the board results by CHNAVPERS.

1204. DOCUMENTS CONSIDERED BY THE BOARD. The permanent records for each rating are assigned to the respective panel by the board assistant recorders. These records are maintained in the Electronic Military Personnel Records System (EMPRS). Documents in field codes 30 through 38 are provided to selection boards (refer to MILPERSMAN 1070-080 and BUPERSINST 1070.27B). It is the selection board candidate's responsibility to ensure all required documentation is available to the selection board panel members.

a. Correspondence that is sent by the candidate to the board president prior to the board's convening date is scanned and included in the EMPRS review. The NAVADMIN message announcing the selection board schedule contains the package submission deadline date and further guidance.

NOTE: Documents submitted to the selection board are not submitted for permanent service record inclusion.

b. Another document used by the board is the Performance Summary Record (PSR). The PSR is an electronic snapshot of the official record.

1205. CORRESPONDING WITH THE SELECTION BOARD. Only the candidate may submit unofficial correspondence to the President of the selection board. Include a simple cover letter (see figure 12-1). Short statements to explain any item of concern not covered by submission of a document may be made (see figure 12-2). The candidate's command may officially advise the board of a specific accomplishment such as earning a college degree or

receipt of an award after the candidate has submitted a package (see figure 12-3) and prior to the selection board convening. Once a selection board convenes, supplemental correspondence and messages will not be forwarded to the board for review. Refer to the latest NAVADMIN selection board announcement message for due dates, address, and other submission guidelines.

1206. RECORD REVIEW. The panel members review the candidate's official and submitted materials. Depending on keenness of competition, panel members may review entire career performance to establish trends and break ties.

a. Considerations vary slightly from year to year and in no way should be considered the only factors influencing selection. End-of-the-board information is posted on the selection board web site after CHNAVPERS approves the recommendation of the boards. The board precepts also outline important criteria for selection. The single most important factor influencing selection is sustained superior performance of duty.

b. Each candidate's record is reviewed by two different panel members.

1207. SLATING PROCESS. Once the review of an entire rating is complete, the panel arranges all the candidates from top to bottom. This is called "slating". At that time, the panel determines the cut-off for promotable candidates and recommended selectees. Once slating is completed, the entire board is briefed as to the rating's structure, its job peculiarities, number of candidates, and the background of individuals recommended and not recommended for selection. During the briefing, no names are used and the entire board votes on the slate which must be accepted by a board majority. After all of the slatings have been approved by the board, a written report of the board's recommendations for selection is signed by all members and the president and submitted to CHNAVPERS for approval. The content of the report must certify that the board complied with all instructions and directions contained in the precept and that the board carefully considered the case of every candidate whose name was furnished for review. Upon CHNAVPERS approval of the selectees, a NAVADMIN is prepared and released to announce the selectees.

1208. LOSS OF ADVANCEMENT RECOMMENDATION. Selection board candidates must maintain CO's recommendation for advancement. If

a candidate for selection loses their advancement recommendation after convening of the selection board for which they are competing, commands must take pro-active action to inform NETPDTC (N321) and NAVPERSCOM (PERS-811/**812**) of the administrative action taken against the individual. The quick action of the command allows the selection board to be notified of the loss of recommendation and possibly modifying their selection results. If a member that was selected by a selection board loses their advancement recommendation prior to their Effective Date of Advancement/Rate, notify NAVPERSCOM (PERS-811/**812**) by message. Paragraphs 714 to 717 and 720 provide specific guidance to commands on invalidating advancement recommendations and examinations.

1209. SELECTION BOARD CANDIDATES WITH FLEET RESERVE/**RETIRED RESERVE** REQUESTS. Master and senior chief petty officer candidates who request voluntary transfer to the fleet reserve/**retired reserve** render themselves ineligible for selection board consideration. The only exception to this policy are candidates at High Year Tenure (HYT) provided they will be on active duty on that date as set forth in the specific selection board guidance. Personnel who have an approved or pending voluntary fleet reserve/**retired reserve** application and desire consideration by the selection board must have the fleet reserve/**retired reserve** application cancelled on that date as set forth in the specific selection board guidance. Section 209 provides specific guidance and instructions for E7 to E9 candidates that have submitted voluntary fleet reserve/**retired reserve** requests.

1210. FROCKING AUTHORITY FOR ENLISTED SELECTION BOARD SELECTEES. CHNAVPERS is the approval authority of all enlisted selection board recommendations. CHNAVPERS announces approval of the selection board recommendations by releasing a NAVADMIN. The NAVADMIN is the official announcement made to individual Navy commands and must be in the command's possession prior to frocking of selectees.

BUPERSINST 1430.16F
2 Nov 07

FIGURE 12-1 - SAMPLE COVER LETTER

1430
(date)

From: IT1(SW) P. S. SELECTME, USN, XXX-XX-3333
To: President, FY-__ E7 Selection Board (Active/**Reserve**)

Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD

Ref: (a) NAVADMIN ___/___

Encl: (1) Package of items for review

1. Per reference (a), enclosure (1) is forwarded for consideration.

P. S. SELECTME
IT1(SW) USN

BUPERSINST 1430.16F
2 Nov 07

FIGURE 12-2 - COVER LETTER WITH SHORT STATEMENTS

	1430 (date)
From:	IT1(SW) P. S. SELECTME, USN, XXX-XX-3333
To:	President, FY-__ E7 Selection Board (Active/ Reserve)
Subj:	INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD
Ref:	(a) NAVADMIN ___/___
Encl:	(1) Package of items for review
1. Per reference (a), enclosure (1) is forwarded for consideration.	
2. Please be aware that upon review of my service record, I discovered two records of NJP proceedings from a different enlisted person. These documents do not refer to me and I have sent correspondence to NAVPERSCOM (PERS-313) to have them removed from my permanent service record.	
	P. S. SELECTME IT1(SW) USN

BUPERSINST 1430.16F
2 Nov 07

FIGURE 12-3 — SAMPLE COMMAND MESSAGE

ROUTINE
R 211430Z MAY 06
FM ATKRON ONE SEVEN SIX
TO COMNAVPERSCOM MILLINGTON TN//PERS81//
UNCLAS//N01430//
PASS TO PRESIDENT, E7 SELECTION BOARD (ACTIVE/**RESERVE**)
MSGID/GENADMIN/VA-176//
SUBJ: AWARD NOTIFICATION ICO IT1(SW) P S SELECTME, USN, XXX-XX-3333
RMKS/1. SNM WAS AWARDED A NAVY AND MARINE CORPS COMMENDATION MEDAL
FROM COMSIXTHFLT ON 10MAY06, FOR THE PERIOD 12NOV04-01MAY06. REQ
AWARD BE CONSIDERED DURING E7 SELECTION PROCESS.//
BT

APPENDIX A

NEAS GLOSSARY

ACTIVE DUTY SERVICE DATE (ADSD)	The actual or adjusted date from which the amount of active military service performed is calculated. The ADSD reflects all periods of active Federal military service in commissioned officer, warrant officer, or enlisted status.
ADVANCEMENT IN RATE	Promotion to a higher paygrade.
APPRENTICESHIPS (E1 THROUGH E3)	General rates are apprenticeships assigned to E1 through E3 personnel to indicate their eligibility for entry into various ratings. Within the apprenticeships are two types of striker, designated and non-designated. General apprenticeships (non-designated) consist of Airman (AN), Fireman (FN), Seaman (SN) and Constructionman (CN).
CHIEF PETTY OFFICERS (E7 THROUGH E9)	Provide supervisory, technical, and high-level administrative expertise for the Navy. Can be thought of as a "Master" level tradesman.
CONCURRENT CHANGE IN RATING	Conversion from one rating to another rating concurrent with advancement in rate; for example, YN2 to LN1.
DESIGNATED STRIKER	Designated strikers are personnel who are identified as apprentices for a specific rating. They possess significant skills in a rating as a result of on-the-job (OJT) training with subsequent designation via the Navy-wide advancement-in-rate examination or formal classroom training. Quotas for striker designation are determined by the strength planning section of CNO (N132C5) and by COMNAVRESFORCOM for drilling Reservists. Strikers are eligible for advancement only in the identified rating.
EFFECTIVE DATE OF ADVANCEMENT/RATE	The day a member is actually advanced or changes rates; the date a member begins getting paid for advancement.

EMERGENCY RATINGS Emergency ratings are career fields encompassing skills or qualifications that do not require identification by a rating during peacetime, but are required in wartime. Currently, there are no emergency ratings.

GENERAL RATINGS General ratings identify personnel by occupation. They provide the primary means of identifying billeted requirements and personnel qualifications. Boatswain's Mate (BM) is an example of a general rating. Some ratings are combined at paygrade E7 E8 or E9 to form broader career fields when the occupational content is similar. This provides for progressively higher levels of authority and responsibility. The "Paths of Advancement" for Combined Ratings chart at the end of this appendix shows combined ratings and their structures.

GENERAL RATINGS
W/SPECIALTIES Some general ratings have specialty areas. For example, Aviation Electronics Technician (AT) has two specialty areas: **I**ntermediate Maintenance and **O**rganizational Maintenance. Aviation Warfare Systems Operator (AW) has three specialties: (**A**coustic, **N**on-acoustic, and **H**elicopter). Unlike service ratings, specialties are NOT identified as part of the ratings structure; they do, however, have separate occupational standards (OCCSTDs) and advancement-in-rate examinations.

LATERAL CHANGE IN
RATE A conversion from one rate to another; for example, BM3 to QM3.

NONDESIGNATED
STRIKER Personnel in the apprenticeship rates who are not assigned striker identification are termed non-designated.

OCCUPATIONAL
FIELDS Broad groupings of similar occupations used by manpower, personnel, and training managers to organize the analysis, management, and administration of Navy ratings. Examples are General Seamanship (BM and QM); Ordnance Systems (GM, MN, MT, and TM.); Logistics (CS, SH, and SK).

PETTY OFFICERS (E4 THROUGH E6) Petty officers are technicians and supervisors within ratings who are capable of accomplishing tasks normal to their rating and paygrade. They provide the hands-on skills required to maintain, repair, and operate systems and equipment. They can be thought of as "Journeyman" level tradesman.

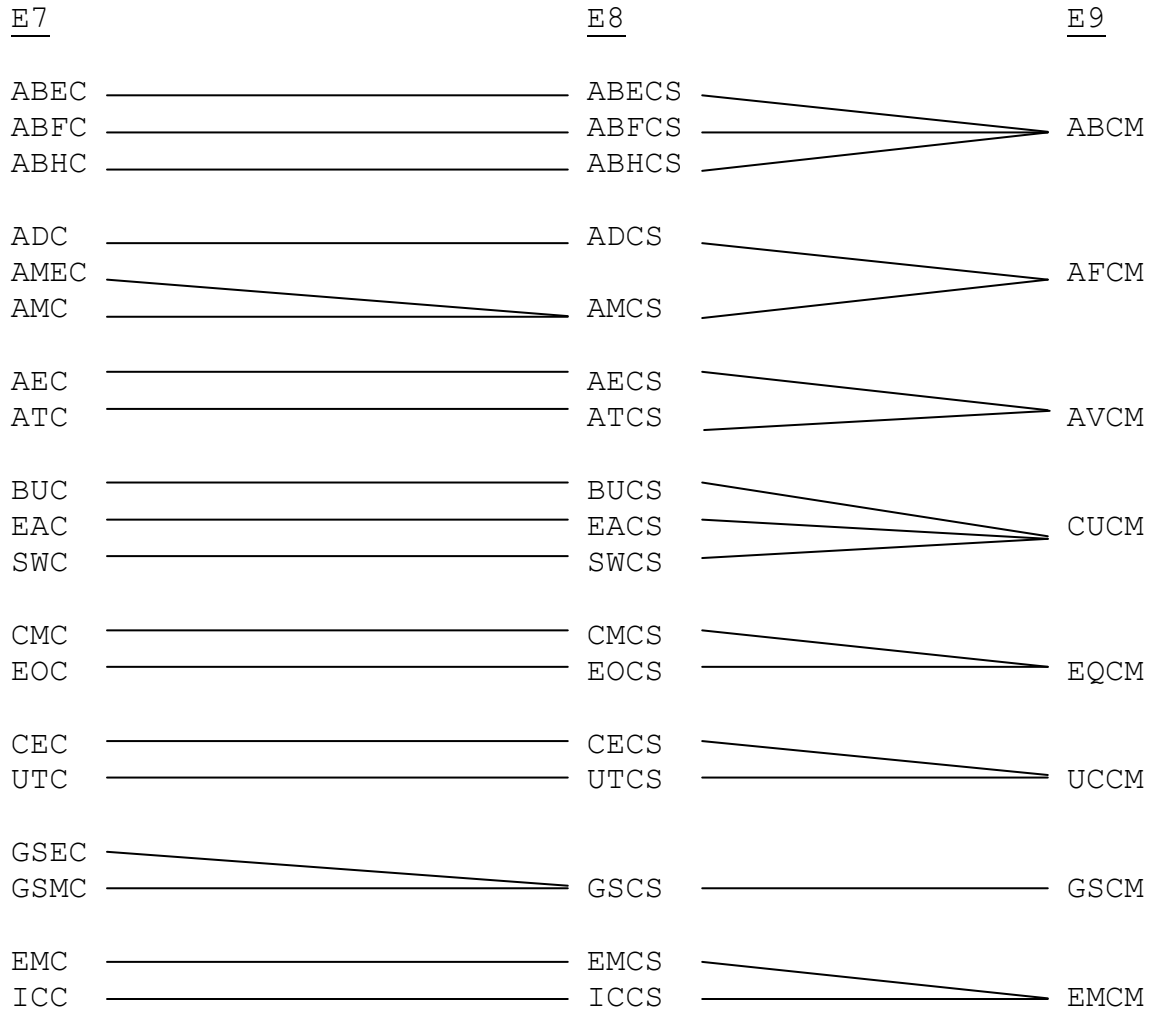
RATE Rate identifies personnel occupationally by paygrades E1 through E9. Rate reflects levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates are divided into three groups: general (E1 through E3 apprenticeships), petty officers (E4 through E6), and chief petty officers (E7 through E9).

RATINGS Ratings are broad enlisted career fields. They identify occupational specialties that encompass related aptitudes, training, experience, knowledge, and skills for the purpose of career development and advancement. The three types of ratings (general, service, and emergency) are described in this appendix.

REDUCTION IN RATE Demotion to a lower paygrade.

SERVICE RATINGS Service ratings are subdivisions of certain general ratings. The service rating may be established at any paygrade up to E9. Gas Turbine Systems Technician (GS) is an example of a general rating which contains two service ratings: Gas Turbine Systems Technician (Electrical) (GSE) and Gas Turbine Systems Technician (Mechanical) (GSM).

PATH OF ADVANCEMENT FOR COMPRESSED RATINGS
(See General Rating Definition)



APPENDIX B

REFERENCES AND FORMS USED IN NEAS

TABLE B-1 - REFERENCES

Short Title	Long Title
BUPERSINST 1001.39F	Administrative Procedures for Naval Reservists on Inactive Duty
BUPERSINST 1610.10A	Navy Performance Evaluation System
DODI 1332.20 of 12 Feb 07	Minimum Service In grade for Non-disability (Voluntary) Retirement
DODD 5200.2 of 9 Apr 99	DOD Personnel Security Program
DJMS PTG	Defense Joint Military System Procedure Training Guide (DJMS PTG)
PERS 4013 1080 #1 UM-02	Diary Message Reporting System Users Manual (DMRSMAN)
PERS 4013 1080 #4 UM-01	Enlisted Distribution Verification Report Users Manual (EDVRMAN)
JAGINST 5800.7E	Manual of the Judge Advocate General (JAGMAN)
NAVMED P-117	Manual of the Medical Department (MANMED)
NAVPERS 15560D	Naval Military Personnel Manual (MILPERSMAN)
NAVPERS 18068F	Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards - Volume I
NAVPERS 18068F	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 1000.23C	Pay/Personnel Administrative Support Systems (PASS) Management Manual (PASSMAN)
OPNAVINST 1414.1D	Enlisted Surface Warfare Specialist Qualification (ESWS)
OPNAVINST 1414.2A	Enlisted Aviation Warfare Specialist Qualification Program (EAWS)

Short Title	Long Title
OPNAVINST 1420.1A	Enlisted to Officer Commissioning Programs Application Administrative Manual
OPNAVINST 1430.4A	Navy Reserve Canvasser Recruiter (CANREC) Meritorious Advancement Program
OPNAVINST 1700.11	Meritorious Advancement for Navy Enlisted Recruiter of the Year (EROY) and Navy Enlisted Reserve Recruiter of the Year (ERROY)
OPNAVINST 5351.2	Enlisted Navy Leader Development (NAVLEAD)
NAVADMIN 069/04	Navy Leadership Development Program for Enlisted Sailors
OPNAVINST 5700.7G	The U.S. Navy Personnel Exchange Program (PEP)
OPNAVINST 6110.1H	Physical Readiness Program
OPNAVNOTE 5400	Standard Navy Distribution List (SNDL) Parts 1 and 2
SECNAVINST 1650.1H	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 of 1 Jun 06	Department of the Navy Personnel Security Program Instruction
SECNAV M-5510.36 of 1 Jun 06	Department of the Navy (DON) Information Security Program (ISP) Regulation Instruction
NAVY REGS	United States Navy Regulations, 1990
U.S.C. (Title 10)	United States Code
BIBS	Bibliography for Advancement-in-rate-Exam Study

TABLE B-2 – FORMS USED IN NEAS

Following forms are available at <https://forms.daps.dla.mil/>

FORMS	NUMBER
Enlisted Qualification History (Service Record page 4) or Awards Record	NAVPERS 1070/604 (Rev. 3-05) or NAVPERS 1070/880 (2-03)
Administrative Remarks (Service Record page 13)	NAVPERS 1070/613 (Rev. 07-06)
Agreement to Extend Enlistment	NAVPERS 1070/621 (Rev. 01-00)
Agreement to Recall or Extend Active Duty	NAVPERS 1070/622 (Rev. 08-07)
Certificate of Appointment, Petty Officer Third Class (USN)	NAVPERS 1430/7 (Rev. 01-06)
Certificate of Appointment, Petty Officer Second and First Class (USNR)	NAVPERS 1430/8 (Rev. 06-06)
Certificate of Appointment, Petty Officer Second and First Class (USN)	NAVPERS 1430/9 (Rev 01-06)
Certificate of Appointment (Chief, Senior Chief, and Master Chief Petty Officer [USN])	NAVPERS 1430/32 (Rev. 01-06)
Certificate of Appointment (Chief, Senior Chief, and Master Chief Petty Officer [USNR])	NAVPERS 1430/33 (Rev. 01-06)
Fitness Report & Counseling Record (E7-O6)	NAVPERS 1610/2 (Rev. 03-02)
Evaluation Report & Counseling Record (E1-E6)	NAVPERS 1616/26 (Rev. 03-02)

NOTE: For forms listed below, use the following:

1. NETPDTC (N321), 6490 Saufley Field Road, Pensacola, FL 32509-5240
2. NETPDTC (N8612) 290 Sprague Avenue, Pensacola, FL 32509-5112
3. <https://www.advancement.cnet.navy.mil>

Automated Mailing Address Input	NETPDTC 1400/1 (Rev. 11-96)	Order from 1
Navy Advancement Examination Answer Sheet	NETPDTC 1430/2 (Rev. 9/00)	Order from 2
Advancement in Rate or Change of Rating (Worksheet)	NETPDTC 1430/3 (Rev. 9-03)	Download from 3