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

**IN REPLY REFER TO**
BUPERSINST 1430.16E
PERS-852/862
25 Jul 01

BUPERS INSTRUCTION 1430.16E

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

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

Encl: (1) Advancement Manual for the advancement of enlisted personnel of U.S. Navy and U.S. Naval Reserve

1. Purpose. To provide procedures for administering the advancement in rate system for enlisted members serving on active duty in U.S. Navy, U.S. Naval Reserve and inactive U.S. Naval Reserve. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1430.16D.

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 Navy and Naval Reserve. Accordingly, this provides the basis for the authority under which enlisted personnel may be reduced in rate as punishment under Article 15 of the Uniform Code of Military Justice (UCMJ) or for incompetence per MILPERSMAN 1450-010.

a. Authority to Advance Enlisted Personnel to Paygrades E-7 through E-9. Enlisted personnel are advanced to paygrades E-7 through E-9 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 E-7 through E-9.

b. Authority to Advance Enlisted Personnel to Paygrades E-2 through E-6. Enlisted personnel may be advanced to paygrades E-2 through E-6 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) have the independent authority to advance personnel to paygrades E-4 through E-6 after the personnel meet all requirements of this manual and compete successfully in NEAS. An officer in charge (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.

5. Action. To ensure proper administration of NEAS, all personnel concerned 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.

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

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Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
SNDL Parts 1 & 2

# ADVANCEMENT MANUAL

# FOR THE ADVANCEMENT OF ENLISTED PERSONNEL

# OF THE U.S. NAVY AND U.S. NAVAL RESERVE

**TABLE OF CONTENTS**

**PAGE**

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

100. PURPOSE OF THE ADVANCEMENT MANUAL.....1-1
101. APPLICABILITY OF THE ADVANCEMENT MANUAL.....1-2
102. CONCEPTS OF NEAS.....1-2
TABLE 1-1 FINAL MULTIPLE SCORE COMPUTATION.....1-4
TABLE 1-2 CONVERSION CHART (MONTHS TO DECIMAL VALUES)..1-4
103. RESPONSIBILITIES.....1-5
TABLE 1-3 PROGRAMS FOR ADVANCEMENT WITHOUT TAKING ADVANCEMENT EXAMINATIONS.....1-7
TABLE 1-4 SAMPLE NEAS ADMINISTRATIVE CHECKLIST.....1-8

**CHAPTER 2 – ELIGIBILITY REQUIREMENTS**

200. GENERAL ELIGIBILITY REQUIREMENTS.....2-1
TABLE 2-1 ELIGIBILITY REQUIREMENTS CHECKLIST.....2-1
201. CO/OIC RECOMMENDATION.....2-2
202. TIME IN RATE (TIR).....2-2
TABLE 2-2 BASIC TIME IN RATE REQUIREMENTS.....2-2
203. PATH OF ADVANCEMENT.....2-2
204. SPECIAL REQUIREMENTS OF CERTAIN RATES AND RATINGS.....2-3
TABLE 2-3 RATINGS REQUIRING ACCESS TO CLASSIFIED INFORMATION.....2-4
205. REQUIRED SERVICE SCHOOLS.....2-7
206. EVALUATION COMPLETED IN APPROPRIATE CYCLE.....2-8
207. MEDICAL OR DISCIPLINARY STATUS.....2-8
208. SELECTEES FOR OFFICER/WARRANT APPOINTMENTS.....2-9
209. SELECTION BOARD ELIGIBILITY FOR SUBMITTED/APPROVED FLEET RESERVE OR RETIRED RESERVE REQUESTS.....2-9
210. DOCUMENTATION OF ELIGIBILITY REQUIREMENTS.....2-11
211. PERFORMANCE TESTS.....2-11
212. NAVY LEADERSHIP TRAINING CONTINUUM (LTC).....2-11
213. ENLISTED WARFARE QUALIFICATIONS.....2-12
214. SPECIAL INSTRUCTIONS FOR EXAMINATION OF PERSONNEL IN FORMAL TRAINING.....2-12
215. SATISFACTORY PARTICIPATION IN THE NAVAL RESERVE.....2-13
216. SERVICE REQUIREMENTS AND TERMINAL ELIGIBILITY DATE....2-14
TABLE 2-4 TERMINAL ELIGIBILITY DATE REQUIREMENTS.....2-14
TABLE 2-5 TAFMS REQUIREMENTS FOR ADVANCEMENT.....2-14

TABLE 2-6 TAFMS COMPUTATION.....2-15
TABLE 2-7 TIR DATE ASSIGNMENTS.....2-16
TABLE 2-8 EXAMPLE NAVET/OSVET TIR RECOMPUTATION.....2-17
217. EXAMINATION PARTICIPATION FOR LDO PURPOSES.....2-23

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

300. PURPOSE AND PREPARATION OF THE WORKSHEET.....3-1
301. NAME (BLOCK 1).....3-1
FIGURE 3-1 EXAMPLE WORKSHEET. .....3-3
FIGURE 3-2 EXAMPLE ANSWER SHEET. .....3-4
302. PRESENT RATE (BLOCK 2).....3-5
303. EXAM RATE (BLOCK 3).....3-5
304. SOCIAL SECURITY NUMBER (BLOCK 4).....3-6
305. EXAMINATION SERIAL (BLOCK 5).....3-6
306. CYCLE (BLOCK 6).....3-6
307. PERM DUSTA UIC (BLOCK 7).....3-6
308. PNEC (BLOCK 8).....3-6
309. SCHOOL (BLOCK 9).....3-6
310. FORM (BLOCK 10).....3-7
311. BRANCH/CLASS (BLOCK 11).....3-7
312. REASON FOR PARTICIPATION (BLOCK 12).....3-8
313. SEX (BLOCK 13).....3-8
314. SPECIAL GROUP (BLOCK 14).....3-8
315. ADSD (BLOCK 15).....3-9
316. TIR DATE FOR ACTIVE DUTY CANDIDATES ONLY (BLOCK 16)....3-9
317. PERFORMANCE MARK AVERAGE (PMA) (BLOCK 17).....3-9
318. AWARDS (BLOCK 18).....3-11
TABLE 3-1 AWARD POINT VALUES.....3-12/13
319. ACTUAL DATE OF ADVANCEMENT (BLOCK 19).....3-13
320. DRILLING RESERVIST – TIME IN SERVICE (BLOCK 20).....3-13
321. DRILLING RESERVIST – TIME IN GRADE (BLOCK 21).....3-14
322. BLOCKS E THROUGH H.....3-14
323. CORRECTIONS TO WORKSHEET AND ANSWER SHEET.....3-14
324. EARLY IDENTIFICATION OF CANDIDATES WITH EXAMINATION DISCREPANCIES.....3-15

**CHAPTER 4 – ORDERING EXAMINATIONS**

400. METHODS TO ORDER EXAMINATIONS.....4-1
401. RECEIVING THE EXAMINATION ORDERING LETTER.....4-1
402. ORDERING NAVY-WIDE EXAMINATIONS.....4-1
403. SHIPPING EXAMINATIONS.....4-2

TABLE 4-1 SAMPLE FORMAT FOR ORDERING ADVANCEMENT EXAMINATIONS....4-4
TABLE 4-2 NETPDTC AUTOMATED MAILING ADDRESS INPUT (FRONT)....4-5
TABLE 4-2 NETPDTC AUTOMATED MAILING ADDRESS INPUT (BACK)....4-6
TABLE 4-3 SAMPLE FORMAT FOR ORDERING ALL SUBSTITUTE ADVANCEMENT EXAMINATIONS AND NAVAL RESERVE LATE EXAMINATIONS....4-7

**CHAPTER 5 – HANDLING, ACCOUNTABILITY AND STOWAGE OF EXAMINATIONS**

500. GENERAL....5-1
501. HANDLING EXAMINATIONS....5-1
502. ACCOUNTABILITY FOR EXAMINATIONS....5-2
FIGURE 5-1 EXAMINATION PACKING LIST....5-4
FIGURE 5-2 EXAMPLE LETTER OF TRANSMITTAL FOR FORWARDING EXAMINATIONS....5-7/8
503. STOWAGE OF EXAMINATIONS AND RELATED MATERIALS....5-9

**CHAPTER 6 – ADMINISTRATION OF NAVY-WIDE ADVANCEMENT-IN-RATE EXAMINATIONS**

600. GENERAL....6-1
601. PREPARATION FOR ADMINISTRATION....6-1
602. REQUIRED MATERIALS....6-2
603. CANDIDATES WITHOUT WORKSHEETS....6-3
604. ADMINISTRATION DATES....6-3
TABLE 6-1 ADVANCEMENT-IN-RATE EXAMINATION SCHEDULE....6-4
605. DEVIATION FROM SCHEDULED ADMINISTRATION DATES....6-5
606. ADMINISTRATION OF SUBSTITUTE EXAMINATIONS....6-5
607. SPLITTING EXAMINATIONS....6-5
608. MISSING EXAMINATION QUESTIONS....6-6
609. ADMINISTRATION OF EXAMINATIONS....6-6
610. FORWARDING EXAMINATION RETURNS....6-8
611. ACCOUNTABILITY FOR EXAMINATIONS AFTER ADMINISTRATION....6-8
612. EXAMINATIONS RECEIVED TOO LATE TO ADMINISTER....6-9
FIGURE 6-1 SAMPLE LETTER OF TRANSMITTAL FORWARDING ADVANCEMENT EXAMINATIONS FOR E-4/5/6/7 CANDIDATES....6-10/11
FIGURE 6-2 SAMPLE LETTER OF TRANSMITTAL FOR VALIDATION ANSWER SHEETS FOR E-8/9 CANDIDATES....6-12/13

**CHAPTER 7 – EFFECTING ADVANCEMENTS/CHANGE IN RATE OR RATING**

700. GENERAL.....7-1
701. ADVANCEMENT CYCLES.....7-1
702. RESULTS OF NAVY-WIDE ADVANCEMENT EXAMINATIONS.....7-1
FIGURE 7-1 EXAMPLE OF AN EXAMINATION STATUS VERIFICATION REPORT (ESVR).....7-3
FIGURE 7-2 DATA MAILER/EXAMINATION PROFILE.....7-4
FIGURE 7-3 EXAMPLE OF A RATING CHANGE AUTHORIZATION (RCA).....7-5
TABLE 7-1 RCA AND ESVR COLUMN DEFINITIONS.....7-6
TABLE 7-2 ESVR/DATA MAILER PROCESSING-STATUS DEFINITIONS.....7-7/8/9
703. RECEIPT OF EXAMINATION RESULTS.....7-10
TABLE 7-3 CORRECTIVE ACTIONS FOR EXAMINATION DISCREPANCIES.....7-12/13/14
704. EFFECTING ADVANCEMENTS TO PAYGRADES E-2, E-3, AND STRIKER DESIGNATIONS.....7-17
705. EFFECTING ADVANCEMENTS E-4 THROUGH E-9.....7-19
706. LIMITING DATE.....7-19
707. SERVICE RECORD ENTRIES.....7-19
708. PERSONNEL TRANSFERRED PRIOR TO EFFECTIVE DATE OF ADVANCEMENT.....7-20
709. PERSONNEL SEPARATED OR TRANSFERRED FOR SEPARATION.....7-20
710. FROCKING OF ENLISTED PERSONNEL.....7-21
711. REMOVAL OF AUTHORITY TO BE FROCKED.....7-21
712. TIME-IN-GRADE REQUIREMENT FOR E-7 THROUGH E-9.....7-21
713. ADVANCEES ON TEMPORARY OR PERMANENT DISABILITY RETIRED LIST (TDRL/PDRL).....7-22
714. PERSONNEL INELIGIBLE FOR ADVANCEMENT.....7-22
715. INVALIDATION OF CANDIDATES' ADVANCEMENT CYCLE PARTICIPATION.....7-23
716. DISCIPLINARY STATUS.....7-23
717. MEDICAL STATUS.....7-24
718. ADVANCEMENT OF NAVAL RESERVE DRILLING PERSONNEL AS A RESULT OF NAVY-WIDE EXAMINATIONS COMPLETED DURING A TOUR OF ACTIVE DUTY.....7-24
FIGURE 7-4 SAMPLE REQUEST FOR ADVANCEMENT DETERMINATION.....7-25
719. ADVANCEMENT OF INDIVIDUALS AFTER REPORTING FOR ACTIVE DUTY/CHANGE OF COMPETITIVE CATEGORY.....7-26
720. ERRONEOUS ADVANCEMENT.....7-26
721. WITHHOLDING OR WITHDRAWING RECOMMENDATION FOR ADVANCEMENT.....7-26

722. WITHHOLDING OF ADVANCEMENT ON MEMBERS IN FAMILY ADVOCACY PROGRAM.....7-31
723. ADVANCEMENT TO PERMANENT ENLISTED RATES OF TEMPORARY OFFICERS.....7-32

**APPENDICES**

A. NEAS GLOSSARY.....A-1
B. REFERENCES AND FORMS USED IN NEAS.....B-1

# CHAPTER 1

## NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS) GENERAL INFORMATION

**NOTE FOR NAVAL RESERVE PERSONNEL**

**This manual contains provisions for administering NEAS for Naval Reservists on active duty (Training and Administration of Reserves/Active Duty for Special Work/1-Year Recall/ Canvasser Recruiter) (TAR/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 Naval Reserve personnel is highlighted in boldface print. Questions should be directed to Navy Personnel Command (NAVPERSCOM) (PERS-862).**

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; and
- 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 Naval Reserve on Active Duty

(1) Regular Navy and Naval Reserve personnel on general assignment active duty.

(2) Training and Administration of Reserves (TARs).

(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 Naval Reserve on Inactive Duty**

**(1) Assigned to a Naval Reserve unit with a drilling requirement**;

**(2) Recalled for Active Duty for Special Work (ADSW)/1-Year Recall or recalled under Presidential Recall Authority 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 E-2 through E-9.

- Advancement to E-2 and E-3;
- Advancement-in-rate examinations;
- The Final Multiple Score (FMS);
- Advancement to E-7/8/9 by selection board action;
- Special selection boards;
- E-6 examination qualification requirement for LDO; and
- Other methods of advancement/change in rating of personnel.

a. Advancement to E-2 and E-3. Personnel meeting minimum time-in-rate (TIR) requirements will be advanced automatically from E-2 and E-3 without local action. A special performance evaluation is not required to document recommendation for advancement. Additional information for advancements to paygrades E-2 and E-3 is found in paragraph 704.

b. Advancement to E-4 through E-7. Advancement candidates E-4 through E-7 take competitive examinations that are used as part of a final multiple score (FMS). The FMS system is based on knowledge, performance, and experience factors, and considers the "whole person" in its selection criteria. The FMS factors are shown in table 1-1. Use table 1-2 to convert months to decimal values. For E-7, the FMS is comprised of the examination score and performance evaluations. For E-4 through E-6, 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 COMPUTATION

| EXAM | | | E-4/E-5 MAX POINTS | E-6 MAX POINTS | E-7 MAX POINTS |
|---|---|---|---|---|---|
| **FACTOR** | **PAYGRADE** | **COMPUTATION** | | | |
| **STANDARD SCORE (SS)** | All | Indicated on Exam Profile Sheet | 80 (34%) | 80 (30%) | 80 (60%) |
| **PERFORMANCE[1]** | E-4/E-5 | (PMA x 60)-156 | 84 (36%) | | |
| | E-6 | (PMA x 60)-130 | | 110 (41.5%) | |
| | E-7 | (PMA x 13) | | | 52 (40%) |
| **SERVICE IN PAYGRADE (SIPG)[2]** | E-4/E-5 | (2 x SIPG)+15 | 30 (13%) | | |
| | E-6 | (2 x SIPG)+19 | | 34 (13%) | |
| **AWARDS** | E-4/E-5 | Values listed in chapter 3 Table 3-1 | 10 (4%) | | |
| | E-6 | | | 12 (4.5%) | |
| **PASS NOT ADVANCED (PNA) POINTS[3]** | E-4/E-5 | 2 x PNA Pts from last five exam cycles | 30 (13%) | | |
| | E-6 | | | 30 (11%) | |
| **MAXIMUM FMS POSSIBLE (100%)** | | | 234 | 266 | 132 |

1. Maximum PMA = 4.00 See 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 (E-7), Senior Chief Petty Officer (E-8), and Master Chief Petty Officer (E-9) by Selection Board Action. Advancement to E-7, E-8, and E-9 requires selection board action. Candidates who qualify for selection board consideration are designated SELECTION BOARD ELIGIBLE (SBE). E-7 candidates must be designated SBE by competing in a Navy-wide advancement examination and meeting final multiple requirements for their rate. E-8 and E-9 candidates are designated SBE on the basis of their CO/OIC recommendation. Selection boards are convened annually by CHNAVPERS.

d. Special Selection Boards. Special enlisted selection boards, both active and reserve, convene approximately 9 months after the convening date of the respective regular board, as necessary, per BUPERSINST 1401.2.

e. E-6 Examination Requirement for Promotion to LDO. E6 personnel must pass the E-7 advancement-in-rate examination to qualify for LDO. OPNAVINST 1420.1 and NAVPERS 15627, Limited Duty Officer and Chief Warrant Officer Professional Guidebook 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 PSD, are responsible for strict adherence to current established guidelines, procedures, and policies of NEAS, including, but not limited to, the following:

(1) To properly administer 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 (BIB) and Advancement Handbooks.

(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, TAD, or in a transient status because of Permanent Changes of Station (PCS) on regularly scheduled examination date.

**TABLE 1-3 — PROGRAMS FOR ADVANCEMENT WITHOUT TAKING ADVANCEMENT EXAMINATIONS**

| PROGRAM | ID NUMBER | NOTES |
|---|---|---|
| Command Advancement Program (CAP) | BUPERSINST 1430.17E | |
| Accelerated Advancement Program | MILPERSMAN 1430-010 | |
| Selective Conversion and Reenlistment (SCORE) Program | MILPERSMAN 1160-090 | |
| Selective Training and Reenlistment (STAR) Program | MILPERSMAN 1160-100 | |
| 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 time in rate in present paygrade will normally be advanced during the annual SOY Washington recognition week. Those not having 1-year time in rate will be advanced when minimum requirement is met. |
| COMNAVCRUITCOM Enlisted Recruiter of the Year (EROY) | OPNAVINST 1700.11 | EROY and ERROY selectees are eligible for meritorious advancement to the next higher paygrade. |
| COMNAVRESFOR Enlisted Reserve Recruiter of the Year (ERROY) | | |
| Meritorious advancements for recruiting personnel | OPNAVINST 1430.4 | CNO and CHNAVPERS (annual authorization) |

**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 for 2 years? | | |
| 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 | | |
| | Yes | No |
| (1) required leadership training continuum? | | |
| (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? | | |
| (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: | | |
| | Yes | No |
| 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-852/**862**) to clear discrepancies and report corrections? | | |
| 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 E-4 through E-9.

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

(6) To identify and publish mandatory advancement eligibility requirement listings for all paygrades and ratings.

(7) To publish advancement examination BIBs, Nonresident Training Courses (NRTCs), Advancement Handbooks for ratings, and NAVEDTRA 12061, Catalog of Nonresident Courses.

# 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 high year tenure [HYT]-mandated) transfer to Fleet Reserve (E-7/8/9 candidates) (paragraph 209) |
| Eligibility documented by service record entry (paragraph 210) |
| Performance tests (paragraph 211) |
| Complete leadership continuum (paragraph 212) |
| Enlisted Warfare Qualifications (paragraph 213) |
| Pass Navy-wide advancement-in-rate examination |
| **Naval Reservists: Satisfactory drill participation in the Naval Reserve (paragraph 215)** |
| Physical Readiness per OPNAVINST 6110.1F |
| 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 chapter 7, 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 REQUIREMENTS**

| PAYGRADE | E-1 to E-2 | E-2 to E-3 | E-3 to E-4 | E-4 to E-5 | E-5 to E-6 | E-6 to E-7 | E-7 to E-8 | E-8 to E-9 |
|---|---|---|---|---|---|---|---|---|
| TIR | 9 MOS | | 6 MOS | 12 MOS | 36 MOS | | | |

203. PATH OF ADVANCEMENT. Path of advancement is that path from E-1 to E-9, 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 the NAVPERS 1070/604; however, because of system information exchange complications, updates to the Enlisted Master File (EMF), or **the Inactive Manpower and Personnel Management Information System (IMAPMIS)**, entries should reflect original effective date of paygrade.

a. Striker Identification. COs/OICs of Chief of Naval Education and Training (CNET) 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 Naval 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.

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-815/**862**) authority is required to participate in Navy-wide examinations for change in rating. **SELRES submit change of rating per BUPERSINST 1001.39D**.

204. SPECIAL REQUIREMENTS OF CERTAIN RATES AND RATINGS

a. Citizenship and Security 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-852/**862**) and copy to NETPDTC (N321). Approved waivers are for examination participation in that 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 (FN hold) until proof of citizenship is received and the enlisted master file 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 2-3 shows which rates and ratings (including related service rating or striker identification) require access to classified information.

TABLE 2-3 - RATINGS REQUIRING ACCESS TO CLASSIFIED INFORMATION

| |
|---|
| AC, AE, AF, AFCM[1], AG, AO, AT, AW, AZ, CT[2], DM, EM[1], ET[2], EW, FC, FT, GM, HT, IC, IS[2], IT[2], JO, LI, LN, MA[2], MN, MT, OS, PC[2], PH, QM, SM, STG[2], STS, TM, and YN |

[1] Advancement to AFCM or EMCM requires citizenship prior to advancement eligibility.

[2] U.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 2-3) 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. Immigrant aliens from the countries listed in DOD 5200.2-R of January 1987 may not enter these ratings until 5 years after U.S. citizenship is attained, or until they have been residents of the U.S. more than 10 years and have been given U.S. citizenship during that period. The same citizenship/residency requirements generally apply to the other ratings listed in table 2-3; however, waivers may be requested from NAVPERSCOM (PERS-852) for USN/R personnel or **NAVPERSCOM (PERS-862) for TAR, ADSW/OYR, CANREC, and drilling Naval 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. If from a non-designated country, member meets residency requirement for citizenship.

2. If from a non-designated country, 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.

3. If from a designated country, member is a naturalized citizen who will pass the 5th anniversary of their naturalization prior to the limiting date for the examination the member will take.

4. If from a designated country and a U.S. citizen for less than 5 years, member will pass the 10th anniversary of their becoming a resident of the U.S. prior to the limiting date for the examination 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 204.a(1)(b) as requiring access to classified information. Request waivers from NAVPERSCOM (PERS-852/**862)** 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-852) 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 service members. Additional instructions are available through NAVADMIN 049/00, which streamlined the application process for military services members. 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 table 2-3, which generally does not require access to classified information. Navy-wide advancement examinations taken by foreign nationals in ratings listed in table 2-3 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 and NAVADMIN 049/00). 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.

b. 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), article 15-65 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. PCs and strikers for PC must meet and maintain the minimum requirements outlined in the Enlisted Transfer Manual for attending PC "A" school prior to participating in Navy-wide examinations. This includes maintaining a valid driver's license.

c. 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 E-4 examination participation are listed in periodic NAVADMINs regarding REGA/CREO and **ALNAVRESFORs regarding ECMO**. Satisfactory completion of the following advanced schools is mandatory for participation in a Navy-wide examination:

| RATE | SCHOOL |
|---|---|
| AGC | Meteorological Oceanographic Analysis Forecaster Course (MOAF AG-CL) |
| LN3 | Naval Justice School |
| MUCS | Intermediate Course (A-450-0012) or<br>Section Leader Course (A-450-0012) or<br>Ceremonial Conductor/Drum Major Course (A-450-0016)<br>Or Enlisted Bandleader Course (A-450-0014) or<br>Assistant Director/Enlisted Bandleader Course (A-450-0014) |
| MUCM | Enlisted Bandleader Course (A-450-0014) or<br>Assistant Director/Enlisted Bandleader Course |

**NOTE FOR NAVAL RESERVE PERSONNEL**

**Naval Reservists are eligible for advancement in those ratings listed in ALNAVESFOR 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-862). Class "A" school requests for drilling Naval Reservists should be requested from COMNAVRESFOR (N33).**

206. EVALUATION COMPLETED IN APPROPRIATE CYCLE. An evaluation must be completed within the computation period for the appropriate advancement cycle.

207. MEDICAL OR DISCIPLINARY STATUS. Personnel who are otherwise eligible for advancement to paygrade E-2 or E-3, participation in Navy-wide advancement examinations (E-4 through E-7), or nomination for E-8 and E-9 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 Status. Personnel in a limited duty status may participate for advancement-in-rate if otherwise qualified, provided the medical condition that necessitated placement in limited duty 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. **Naval Reservists in Records Review Status. Reserve personnel in Records Review status are NOT eligible for advancement 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 because of member's misconduct.**

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

208. SELECTEES FOR OFFICER/WARRANT APPOINTMENTS. Enlisted members selected for temporary or permanent officer or warrant appointments to be executed on dates after the convening dates of E-7 and E-8/E-9 selection boards are ineligible for further advancement by those boards unless formal, written declination is received by NAVPERSCOM (PERS-852/**862**) before the convening dates of the enlisted selection boards.

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

a. Transfer to the Fleet Reserve. Except for Fleet Reservists recalled to active duty, E-6, E-7, and E-8 members who have submitted formal written requests for transfer to the Fleet Reserve are ineligible for further advancement consideration, unless the request is HYT-mandated. To be eligible for board consideration, personnel requesting Fleet Reserve-mandated by HYT date must be on active duty the day the board convenes through adjournment and have a HYT date on or before the date established in current NAVADMIN for that advancement cycle. 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:

(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. 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).** **Naval 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 mandated by HYT.**

**(1) Members who have submitted requests or are approved for voluntary transfer to the Retired Reserve shall not be permitted to participate in the E-7 examination nor be validated for selection board eligibility for E-8/9. Eligibility may be restored if the request or authority for transfer to the Retired Reserve is successfully canceled prior to the administration of the E-7 examination or validation for E-8/9.**

**(2) Members who submit a request for transfer to the Retired Reserve subsequent to participation in the E-7 examination or validation for E-8/9, but before selection board adjournment, must be invalidated. Commands shall notify NETPDTC (N321) and NAVPERSCOM (PERS-862) 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-852/**862**) prior to participation. Examinations taken before 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 website in the ratio of 1 test for every six candidates in the rating and paygrade involved.

212. NAVY LEADERSHIP TRAINING CONTINUUM (LTC)

a. Active Duty Personnel. Completion of LTC in current paygrade is required to participate in the E-6 or E-7 advancement examination or to be considered by the E-8 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 LTC prior to effective date of advancement.

b. **Drilling Reserve Personnel**

**(1) Personnel in paygrade E-5 are not required to attend LTC.**

**(2) E-6 and E-7 personnel with a TIR date of 1 September 1997 or before are not required to complete LTC for their current paygrade.**

**(3) Members who have completed Leadership Training Course (LTC) in their current paygrade have satisfied the LTC requirement for advancement.**

**(4) All E-6 and E-7 personnel with a TIR date after 1 September 1997 who have not completed LTC must complete LTC for their current paygrade prior to participating in the E-7 advancement examination or being considered by the E-8 selection board. Waivers may be authorized by the first flag officer in chain of command under extraordinary circumstances.**

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. As directed by MILPERSMAN 1440-050, nondesignated personnel who have an "A" school request pending or 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-815) approval.

Nondesignated personnel attending Class "A" schools for ratings listed as "open" on the current CREO/REGA listing, who are TIR eligible and recommended, 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-815/**862)** for authority to effect the advancement to the next paygrade in the new rating.

Excluding advancement to E-7/8/9, an authorized advancement based on a Navy-wide examination successfully completed prior to the class convening date (with NAVPERSCOM (PERS-815/**862**) approval) may be effected.

c. Class "A" Schools with Lengthy Training. Personnel in paygrades E-1 through E-5 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. 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 E-6) in their present rating. All candidates for advancement to E-4 through E-6 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 NAVAL 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 1001.39D. Members assigned to a Voluntary Training Unit (VTU), except those assigned because of HYT are eligible for advancement.**

216. SERVICE REQUIREMENTS AND TERMINAL ELIGIBILITY DATE

a. Terminal Eligibility Date (TED). A TED is the date to which an advancement candidate's Service in Paygrade (SIPG) or Drill Service in Paygrade (DSIP) is computed for advancement purposes. TEDs for each examination cycle are shown in table 2-4.

**TABLE 2-4 — TERMINAL ELIGIBILITY DATE REQUIREMENTS**

| EXAMINATION MONTH | ADVANCEMENT TO | TERMINAL ELIGIBILITY DATE (TED) |
|---|---|---|
| February/March | E-4 through E-6 | 1 July of the same year |
| August/September | | 1 January of the next year |
| November | E-8 and E-9 | 1 October of the next year |
| January/February | E-7 | 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 2-5.

**TABLE 2-5 — TAFMS REQUIREMENTS FOR ADVANCEMENT**

| PAYGRADE | DOD TAFMS | PAYGRADE | DOD TAFMS |
|---|---|---|---|
| E-2 | 6 months | E-6 | 7 years |
| E-3 | 1 year | E-7 | 11 years |
| E-4 | 2 years | E-8 | 16 years |
| E-5 | 3 years | E-9 | 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 equals or exceeds 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 E-6, 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 2-6 shows the number of months automatically added to the computed TAFMS.

**TABLE 2-6 — TAFMS COMPUTATION**

| EXAMINATIONS OR NOMINATION MONTHS | CANDIDATES FOR ADVANCEMENT TO | TAFMS COMPUTED TO TED OF | AUTOMATICALLY ADDED TO TAFMS |
|---|---|---|---|
| January | E-7 | 1 January | 9 months |
| March | E-4 through E-6 | 1 July | 3 months |
| September | E-4 through E-6 | 1 January | 9 months |
| November | E-8 and E-9 | 1 October | 1 year |

c. TIR Date Assignments. TIR requirements were 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 2-7.

d. TIR Date Assignment for Personnel Returning to Active Duty

(1) TIR Date for Navy Veterans (NAVETs) and Other Service Veterans (OSVETs) Who Return to Active Duty in Same Paygrade Held at Discharge or Release from Active Duty. NAVETs/OSVETs who return to active duty after a break in service in excess of 24 hours in the same paygrade held at discharge or release from active duty may have an adjusted TIR date. Actual date of rate will be the date of reentry on active duty. Compute adjusted TIR on NAVPERS 1070/613 and record on NAVPERS 1070/604. Forward a copy of the NAVPERS 1070/613 to NAVPERSCOM (PERS-852/**862**). Table 2-8 is a NAVPERS 1070/613 using a sample computation.

**TABLE 2-7 — TIR DATE ASSIGNMENTS**

| PAYGRADE | ADVANCED OR ENTRY DURING THE PERIOD | ASSIGN TIR DATE |
|---|---|---|
| E-1 | Any period | Date of entry in Navy (Same as ADSD) |
| E-2 - E-3 | 1st - 16th of month | 1st day of month in which advancement or enlisted/reenlisted into active duty or date of reserve affiliation. (Refer to paragraph 704a for effective date of advancement) |
| | 17th - end of month | 1st day of month following month in which advanced or enlisted/reenlisted into active duty or date of reserve affiliation. (Refer to paragraph 704a for effective date of advancement) |
| E-4 - E-6 | 1 Jan - 30 Jun | 1 Jan of current year |
| | 1 Jul - 31 Dec | 1 Jul of current year |
| E-7 | 1 Sep - 31 Aug | 1 Sep of advancement cycle |
| E-8 - E-9 | 1 Jul - 30 Jun | 1 Jul of advancement cycle |
| E-1 - E-9 | Reduction in rate (RIR) | Actual date of RIR |

(2) TIR Date on Reporting to Active Duty from Inactive Naval Reserve with No Prior Active Duty. The members are assigned a new TIR date per table 2-7, with date of recall as the new effective date of advancement.

(3) TIR Date for NAVETs/OSVETs Who Return to Active Duty in Lower Paygrade Than Held on Release from Active Duty. NAVETs/OSVETs who reenlist or return to active duty in a lower paygrade than held on release from active duty or in a lower paygrade than held in drilling Reserve status, whether return to active duty was in USN or USNR status, are assigned a TIR date per table 2-7.

(4) TIR Date for Fleet Reserve/Retired/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 in a lower paygrade than held on retirement or transfer to the Fleet Reserve are assigned a new TIR date per paragraph 216d(3) above, using the date of return to active duty as the effective date of rate. No credit for previous SIPG served in the lower paygrade will accrue to members who return to active duty in a reduced rate, but TIR waivers may be requested per paragraph 216g.

**TABLE 2-8 — EXAMPLE NAVET/OSVET TIR RECOMPUTATION**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

**USS UNDERWAY (AOE 0)**

1 MAR 93 NAVET/OSVET TIR recomputation per BUPERSINST 1430.16E.

| | |
|---|---|
| Rate at last discharge/RELACDU: | BM2 |
| Rate upon reenlistment/reentry on active duty: | BM2 |
| Date of last discharge from active duty/ RELACDU (FM DD-214): | 91JAN12 |
| Date of reenlistment/reentry on ACDU: | 93FEB04 |
| Date of advancement (FM DD-214): | 89SEP16 |
| Old TIR date: | 89JUL01 |

COMPUTATION:

| | |
|---|---|
| Date of reenlistment: | 930204 |
| Date after discharge date: | -910113 |
| Broken service: | 020021 |
| Old TIR: | 890701 |
| Broken Service: | +020021 |
| Computed date of advancement (CDA): | 910722 |

Adjusted TIR = 01JUL91

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-852/**862**].)

NAVY, HAZE GREY 123-45-6789 USN

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(5) Credit for Drill Service in Paygrade (DSPG) for Active Duty Advancement Eligibility. DSPG is used for the singular purpose of TIR eligibility, and no final multiple points are credited; therefore, if a candidate's SIPG meets the minimum TIR requirements for advancement, DSPG serves no purpose and need not be used. When DSPG is used for advancement eligibility, use the following computation procedures:

(a) Reporting to Active Duty in Paygrade Held on Release from Naval Reserve Drilling Status. For members reporting to active duty from USNR drilling status, compute DSPG from the member's USNR TIR date to the TIR date assigned on member's return to active duty (do not compute DSPG to the date of member's release from USNR status). The computation is entered in block 21 of the candidate's NAVEDTRA 1430/2, Recommendation for Advancement-in-Rate or Change in Rating Worksheet and is credited whether the member's status on active duty is USN or USNR. Credit DSPG only if the member's participation in USNR drilling status was satisfactory as defined in paragraph 215.

(b) Example Computation for Creditable DSPG. PN2 Smith was advanced to PN2 on 16 September 1992 and assigned a TIR of 1 July 1992 while in a USNR drill status. On 1 November 1994, the member was recalled to active duty, and the effective date of rate was established as 1 November 1994 with a new active duty TIR date of 1 July 1994. The member is eligible for the March 1995 Navy-wide examination for PNl utilizing DSPG based on the following computation:

DSPG:

| | |
|---|---|
| 94 07 01 | TIR date upon return to active duty |
| -92 07 01 | TIR as a drilling Reserve |
| 02 00 00 | DSPG |

TOTAL ACTIVE DUTY TIR:

| | |
|---|---|
| 95 07 01 | TED date for March 1995 Navy-wide examination |
| -94 07 01 | TIR date established upon recall to active duty |
| 01 00 00 | Total active duty TIR |

TOTAL TIR FOR MARCH 1995 EXAMINATION:

| | |
|---|---|
| 01 00 00 | Total active duty TIR |
| +02 00 00 | DSPG (enter in block 21 of answer sheet) |
| 03 00 00 | Total TIR for March 1995 Navy-wide examination |

**NOTE:** Members who are required to accept a paygrade reduction on return to active duty may not be credited with DSPG. Refer to paragraph 216g for possible TIR waiver.

e. **TIR Date Assignment for Personnel Entering or Returning to the Naval Reserve**

**(1) TIR for Drilling Naval Reserve Personnel under Continuous Service Conditions. Periods of less than 12 months in which a member is not a participating member of a drilling Naval Reserve unit or serving on active duty constitute continuous service, and member retains original TIR. The effective date of rate is the date of affiliation/reaffiliation.**

**(2) TIR for Drilling Naval Reserve Personnel under Broken Service Conditions. Periods of 12 months or greater in which a member enlists, reenlists, or affiliates in a drilling Naval Reserve unit after release/discharge from active duty or transfer/discharge from a Naval Reserve drilling unit constitute a break in service. Personnel who have a break in service as defined above and enter or return to a drilling status will be assigned a TIR date per table 2-7 with the date of affiliation/reenlistment as the effective date of rate.**

**(3) NAVETs/OSVETs who affiliate in the Naval Reserve in a lower paygrade than held on release from active duty or in a Reserve status are assigned a new TIR date per table 2-7. Effective date of rate will be the date of reenlistment or affiliation. Such personnel may be authorized a TIR waiver by NAVPERSCOM (PERS-862).**

f. 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. 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 PN3 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 PN3. Member's effective date for PN3 will be 99MAY20, with TIR of 98JAN01.

(3) TIR Date for an Authorized Lateral Conversion. Members 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 E-2 and E-3. COs/OICs have the authority to reinstate members to E-2 or E-3

(one paygrade only) anytime after reduction in rate, without referral to higher authority. TIR is assigned per table 2-7 based on the date of reinstatement. NOTE: Only NAVPERSCOM (PERS-852) has reinstatement authority to paygrades E-4 and above.

(c) The 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 E-4 Through E-9 by NAVPERSCOM (PERS-852) per MILPERSMAN 1430-020. TIR date is assigned by NAVPERSCOM (PERS-852).

(e) TIR Date for Members Reduced in Rate as the Result of Erroneous Advancement. When a member is reduced in rate as the result of an erroneous advancement, the TIR date assigned on last advancement to the rate to which member is reduced is reassigned on adjustment to member's correct rate.

g. 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 E-5 and E-6 who received a promotion recommendation of Early Promote on their most recent observed periodic evaluation in that paygrade. Personnel authorized a TIR waiver under this paragraph shall be identified in the transmittal letter to NETPDTC (N321) (figure 6-1). Failure to identify candidates who have been granted TIR waiver will result in invalidation of the examination because of insufficient TIR. Letter extensions and NOB evaluations do not effect this waiver. This waiver only applies for participation in Navy-wide examinations.

- Waivers are good for only one cycle.

- 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.

- 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.

- 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.

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

(2) NAVETs/OSVETs who return to active duty or drilling status in a lower paygrade than previously held at time of discharge/release from active duty (RELACDU) or drilling status may request a TIR waiver to participate in a Navy-wide examination for advancement in rate. This applies only to the next higher paygrade from that held on reenlistment or return to active duty or drilling status, even if the member was required to accept a reduction of more than one paygrade upon reentry into active duty or drilling status. Forward requests for TIR waivers to reach NAVPERSCOM (PERS-852/**862**) at least 2 months prior to the scheduled examination. TIR waiver requests will contain the following information:

- Date discharged/RELACDU or drilling status.

- Rate held at time of discharge/RELACDU/drilling status.

- Rate authorized on return to active duty or drilling status.

- Date of reenlistment or return to active duty/drilling status.

- OSVETs only: Detailed job description in other service.

217. EXAMINATION PARTICIPATION FOR LDO PURPOSES. Personnel who meet the eligibility requirements for the LDO program, have completed all requirements for E-7, but do not meet the minimum

E-7 TIR requirements, are authorized to participate in the E-7 examination for LDO consideration only. They will not be considered for advancement to E-7 by the E-7 selection board.

# CHAPTER 3

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

This chapter provides specific guidance for filling out NAVEDTRA 1430/2, 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. The chapter also provides instructions for clearing examination discrepancies.

300. PURPOSE AND PREPARATION OF THE WORKSHEET. The ESO is responsible for preparation of a Worksheet for each candidate participating in a Navy-wide advancement cycle (E-4 through E-7), 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. ESO is responsible for reviewing all Worksheets for accuracy.

b. Candidates verify and sign the Worksheets prior to taking the examination.

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

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

> **NOTE:** In the following paragraphs, instructions are provided for filling in the Worksheet (figure 3-1). An example of an answer sheet is provided in figure 3-2.

301. NAME (BLOCK 1). Enter the candidate's full name (last, first and middle), as verified by command Enlisted Distribution Verification Report (EDVR) or **Navy Standard Integrated Personnel**

**System (NSIPS) data for drilling Naval 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.

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET)
NAVEDTRA 1430/2 (Rev. 8/92) S/N 0115-LF-014-6900

*NOTE: Print legibly. Use block letters*

1. NAME (LAST, FIRST, MIDDLE): SEAMAN ABLE TIM
2. PRESENT RATE: DC FN
3. EXAM RATE: DC 3
4. SOCIAL SECURITY NUMBER: 123456789
5. EXAM SERIAL: 143065 7
6. CYCLE: 143
7. PERM DUSTA UIC: 03369
8. PNEC: 0000
9. SCHOOL: N ● C
10. FORM: A B C D E
11. BRANCH/CLASS: ○ USN ● USNR (Active) ○ USNR (Inactive) ○ TAR ○ TEMAC ○ TEMAC CAN/REC
12. REASON FOR PARTICIPATION: ● ADVANCEMENT ○ LATERAL C/R ○ CONCURRENT C/R ○ LDO CAND ONLY ○ E8/9 VALIDATION *
13. SEX: ● F
14. SPECIAL GROUP: ○ EOD ○ UDT ○ SEAL ○ DIVER ○ NAVY BAND ○ PEP ○ DEEP FREEZE ○ IR ADV PG
15. ADSD: YR 92 MO 04 DA 28
16. TIR Date: YR 93 MO 02 DA 01
17. Performance Average: 3.80

*After submission of answer sheet to NETPMSA via REGISTERED Mail, and completion of Block (E), provide E8/E9 candidate with a copy of this worksheet.

18. AWARDS: 00
19. (YR/MO/DA order, for actual date of advancement): A B C D E F
20. FOR DRILLING RESERVISTS, ONLY — Time In Serv: YRS MOS
21. Time In Grade: YRS MOS

ELIG CHECK (A): ✓TIR ✓MRPO Course ✓Prof Course ✓PAR ✓MILEAD Exam ✓Eval Rec ✓PRT

I hereby verify the information hereon and certify it to be correct
15JAN94 (Date) Able T. Seaman (Signature of Candidate) (B)

This certifies that the candidate named above fulfills currently prescribed requirements and is in all respects qualified for advancement or change of rate as indicated.
20JAN94 (Date) J. L. Frost CDR, USN (Signature of CO or by direction) (C)

Terminal Eligibility Date (TED): _____

USE BELOW FORMULAS TO COMPUTE SIPG AND TAS TO CHECK TIR ELIG AND VERIFY SIPG/TAS ON RCA/ESVR/DATA MAILERS:

| SIPG CHECK | Yr | Mo | Da | TAS CHECK | Yr | Mo | Da |
|---|---|---|---|---|---|---|---|
| TED | 94 | 07 | 01 | TED | 94 | ~~01~~ 06 | ~~01~~ 31 |
| Minus | | | | Minus | | | |
| TIR Date | 93 | 02 | 01 | ADSD | 92 | 04 | 28 |
| SIPG= | 01 | 05 | 00 + 1 01 | TAS= | 02 | 02 | 03 + 1 04 |

Enter SIPG and TAS in below blocks for future verification

| SIPG YR | SIPG MO | TAS YR | TAS MO |
|---|---|---|---|
| 01 | 05 | 02 | 02 |

NOTES: (1) ACTIVE DUTY PERS — Compute Drill Service in paygrade (DSPG) Block 21, if and ONLY if needed to meet minimum TIR eligibility for advancement.
(2) INACTIVE RESERVE PERS — Make no entries in Blocks 15 & 16. Enter all Time in Service and Time in Grade in Blocks 20 & 21.
(F)

CHANGE OF RATING AUTHORITY

Participated in _____ (Exam Rate) examination for change of rating in accordance with _____.

(FORWARD CERTIFIED COPY OF AUTHORIZATION TO NETPMSA WITH ANS SHT) (D)

INACTIVE RESERVE PERSONNEL ONLY

Nr. Days ACDUTRA in Paygrade: _____ ACDUTRA Waiver in Paygrade: (Max. of one period) Yes ☐ No ☐
Auth: _____
(G)

TO BE COMPLETED BY THE EXAMINING BOARD

Candidate named above has been examined for advancement or change of rating in accordance with the instructions contained in BUPERSINST 1430.16 (series), and Part IV of the General and Verbatim Instructions.

Exam serial Nr. 144065 for Cycle 143 was utilized.

033/5MAR94 (Ser Nr and Date of Trans Ltr) R405-736-668 (Registered Mail Nr.)
1 MAR 94 (Date Exam Admin) USS EISENHOWER (Location of Board)
8MAR94 (Date) PN Boat LT USN (Signature of Senior Member) (E)

COMPLETE WHEN EXAM RESULTS ARE PUBLISHED

(✓) Advancement/Concurrent change of rate authorized eff. SEL. AUTH: NETPMSA ADV LTR 3 - 94.
( ) Lateral change of rate authorized.
( ) Designated striker authorized.
( ) Passed exam, not advanced due to quota limitations. PNA Points earned: ____/____.
( ) Passed exam, C/R not authorized.
( ) Passed exam, Selection Board Ineligible.
( ) Selection Board Eligible, Non-selectee.
( ) Passed exam, LDO Selection Board Eligible.
( ) Failed exam.

(H) 15 JUN 94 (Date) VCP (Initials)

*[This space for local use as desired].*

AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM 5 UNITED STATES CODE 301, DEPARTMENTAL REGULATIONS. THE PURPOSE OF THIS WORKSHEET IS TO PERMIT AN INDIVIDUAL TO COMPETE IN A NAVY-WIDE EXAMINATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING. THE INFORMATION IS RECORDED IN THE AUTOMATED NAVAL ENLISTED ADVANCEMENT SYSTEM UNDER THE NAVAL TRAINING INFORMATION SYSTEM AND IS USED TO SELECT THE BEST QUALIFIED PETTY OFFICERS THAT THE NAVY REQUIRES TO MAN ITS SHIPS AND STATIONS. IN ADDITION, THIS INFORMATION MAY BE USED IN STATISTICAL ANALYSIS FOR THE PURPOSE OF MAINTAINING THE INTEGRITY OF, AND IMPROVEMENTS TO THE ADVANCEMENT SYSTEM. COMPLETION OF THIS WORKSHEET IS MANDATORY FOR ADVANCEMENT CONSIDERATION. IF THE INDIVIDUAL DOES NOT PROVIDE THE INFORMATION REQUESTED, HE OR SHE WILL NOT BE CONSIDERED FOR ADVANCEMENT.

**FIGURE 3-1 — EXAMPLE WORKSHEET**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

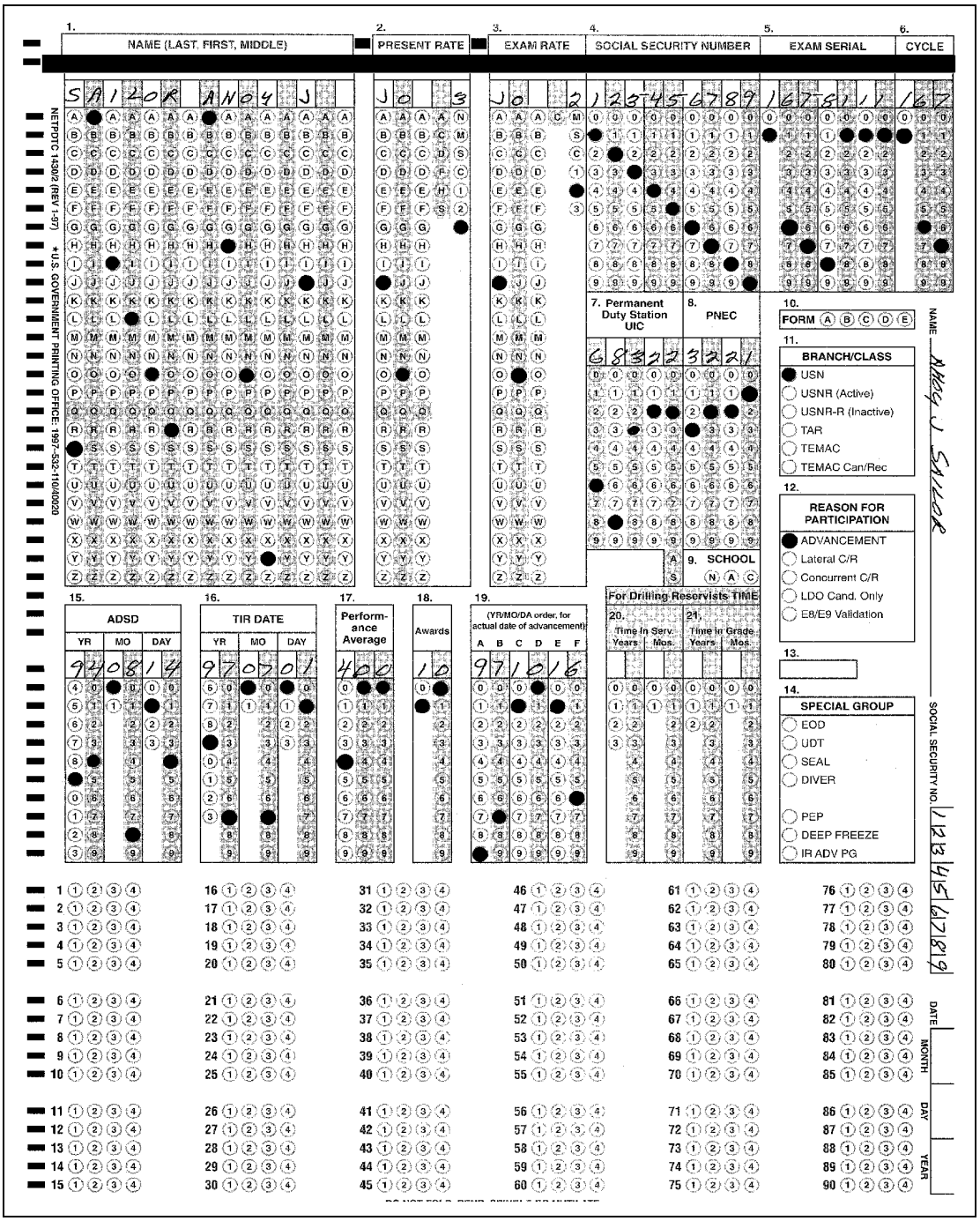


**FIGURE 3-2 — EXAMPLE ANSWER SHEET**
**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

302. PRESENT RATE (BLOCK 2). Enter the candidate's present rate.

- For Non-Rated/Non-Designated and HN/DN Personnel. Leave the first three spaces blank. Enter the rate abbreviation in the last two spaces (for example, FN).

- For Designated Strikers. Enter the striker identification in the first two or three spaces (for example, DC). Enter the rate abbreviation in the last two spaces (for example, FN).

- For Petty Officer Third Class or Above. Enter the present general or service rating in the first two or three spaces (e.g., BM, DC, or GM). Enter the petty officer level (for example, 3 for E-4, 2 for E-5, 1 for E-6, C for E-7, or CS for E-8) in the last one or two spaces. For example use TM, AW, AT in the PRESENT RATE block; do not use rating specialties such as MMW, AWN, ATI, ETR, etc. LDO E-7 candidates will enter present or frocked rate.

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.) For alternate paths of advancement, enter the examination rate as indicated in the following paragraphs:

a. Change of Rating C/R Authority. 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 D) of the Worksheet. For example

> Participated in LN2 examination for change of rating per NAVPERSCOM ltr PERS-815 of 10 May 1998.

b. CHNAVPERS Announced Alternate Path of Advancement. Alternate paths of advancement authorized for certain ratings are announced prior to examination cycles. Members competing in

an alternate path of advancement will enter in the EXAM RATE Block the rate for which they are authorized to participate.

304. SOCIAL SECURITY NUMBER (BLOCK 4). Enter the candidate's social security number.

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. CYCLE (BLOCK 6). Enter the examination cycle number in the current examination cycle NAVADMIN message or as indicated on NETPDTC's examination ordering letter; for example: 152, 059.

307. PERM DUSTA UIC (BLOCK 7). 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.**

308. PNEC (BLOCK 8). (Leave this block blank).

309. SCHOOL (BLOCK 9). Darken the appropriate circle, as described below:

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

**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.

**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 NAVPERSCOM (PERS-815) waived Class "A" or "C" School requirements for a particular candidate, forward the letter authorizing the waiver to NETPDTC (N321).

310. FORM (BLOCK 10). Do NOT darken any circle unless specifically directed by NETPDTC (N321). Do NOT use the FORM block for candidates participating in a duplicate examination, as discussed in paragraph 607.

311. BRANCH/CLASS (BLOCK 11). Darken Branch and Class in which the candidate is serving as of the date of examination administration. If, after the examination, the member changes branch/class, notify NETPDTC (N321) immediately (for example, USN to USNR (TAR)). If branch/class changes after publication of examination results, advancement determination will be requested from NAVPERSCOM (PERS-852/**862**) with information copy to NETPDTC (N321). **ADSW/OYR candidates will be considered USNR/INACTIVE in the Reserve cycles.**

| | |
|---|---|
| • USN | Active Duty Regular Navy. |
| • **USNR (*Active*)** | **Active Duty Reserve on General Assignment (not including ADSW and OYR on active duty for less than 1 year).** |
| • **USNR (*Inactive*)** | **Inactive Duty Drilling Naval Reservists, ADSW/OYR, or members serving on presidential recall orders.** |
| • **TAR** | **Training and Administration of Reserves.** |
| • **TEMAC** | **Leave blank. These personnel will take inactive reserve examination.** |
| • **CANREC** | **COMNAVCRUITCOM/COMNAVRESCRUITCOM personnel assigned to production billets.** |

312. REASON FOR PARTICIPATION (BLOCK 12). Indicate the reason for participation per the definitions below.

- Advancement — Normal advancement competition.
- Lateral C/R — Lateral change of rate (C/R) applies to candidates participating in an examination for conversion from one rating to another at the same paygrade. Candidates participating in this category must have NAVPERSCOM (PERS-815/**862**) approval.
- Concurrent C/R — Concurrent C/R applies to candidates participating in an examination for conversion from one rating to another and advancement in paygrade. In these cases, fill in only the Concurrent C/R; NOT the Advancement circle. Candidates participating in this category must have NAVPERSCOM (PERS-815/**862**) approval.
- LDO Candidate Only — This block pertains only to those personnel who are participating for LDO. If the candidate is TIR eligible and is participating for both LDO and advancement, darken only the ADVANCEMENT circle.
- E-8/9 Validation — E-8 and E-9 Selection Board validations for USNR (inactive) and active duty personnel who are not validated by NETPDTC (N321).
- CAP — Leave this block blank.

313. SEX (BLOCK 13). Leave this block blank.

314. SPECIAL GROUP (BLOCK 14). This block is used to identify certain candidates in the following categories. Only one special group may be marked ("X" used in NECs below indicates more than one NEC number applies).

- EOD — NEC of 533X.
- Seal/SDV — NEC of 532X, 8491 or 8492.
- Diver — NEC of 5311, 5341, or 5346.
- Navy Band — Leave this block blank.
- PEP — For personnel currently assigned to the Personnel Exchange Program (PEP), or within 2 years after completion of PEP tour. Refer to OPNAVINST 5700.7G.
- IR ADV PG. — Leave this block blank.

315. ADSD (BLOCK 15). Active duty candidates only. Enter the candidate's Active Duty Service Date (ADSD), as recorded and verified in the service record and EDVR, in numeric year, month, and day (YY/MO/DA) order.

316. TIR DATE FOR ACTIVE DUTY CANDIDATES ONLY (BLOCK 16). Enter numeric year, month, day (YY/MO/DA) TIR for present paygrade as recorded and verified in the candidate's service record and EDVR.

317. PERFORMANCE MARK AVERAGE (PMA) (BLOCK 17).

a. Computing PMA Using Regular Evaluations. A PMA is required for each advancement candidate except for E-8/9 and PEP candidates. 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. 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 three 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 local 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:

- 31 December for the January examination
- **31 January for the February (IR) examination**
- 28/29 February for the March examination
- **31 July for the August (IR) examination**
- 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 received at a lower paygrade.

(4) **AT/ADT evaluations for inactive duty drilling Naval 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 first day of the month in which an advancement examination is scheduled. (See BUPERSINST 1610.10, annex P.)

**PMA COMPUTATION NOTE**

- Naval 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 Naval Reservists, provided they fall within the prescribed computation period for the applicable cycle.**

318. AWARDS (BLOCK 18). 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 E-4/5 is 10 points; for E-6, 12 points.

Do NOT use awards in final multiple score computation for E-7/8/9 candidates. Table 3-1 provides point values for awards received by personnel. NOTE: 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 Good Conduct). See table 3-1, note 2.

**TABLE 3-1 — AWARD POINT VALUES**

| AWARD | NUMBER POINTS/AWARDS | | NOTES* |
|---|---|---|---|
| Medal of Honor | 10 | | |
| Navy Cross | 5 | | |
| Distinguished Service Medal or Cross | 4 | | |
| Silver Star Medal | 4 | | |
| Legion of Merit | 4 | | |
| Distinguished Flying Cross | 4 | | |
| Navy and Marine Corps Medal | 3 | | |
| Soldier's Medal | 3 | | |
| Bronze Star Medal | 3 | | |
| Purple Heart | 3 | | |
| Defense Meritorious Service Medal | 3 | | |
| Meritorious Service Medal | 3 | | |
| Gold Life Saving Medal | 3 | | |
| Joint Service Commendation Medal | 3 | | |
| Commendation Medal | 3 | | |
| Executive Letter of Commendation | 2 | (max 1) | See note 1 |
| Joint Service Achievement Medal | 2 | | |
| Achievement Medal | 2 | | |
| Combat Action Ribbon | 2 | | |
| Good Conduct Medal (Navy or Marine Corps) | 2 | (max 5) | See note 2 |
| Naval Reserve Meritorious Service Medal | 2 | (max 5) | |
| Aviation Aircrew Insignia | 2 | | See note 3 |
| Navy Fleet Marine Force Ribbon | 2 | | |
| Air Medal (Strike/Flight) | 1 | (max 5) | |
| T-AFS Tour | 1 | | See note 4 |
| Letter of Commendation (Flag/Senior Executive Service) | 1 | (max 2) | See note 1 |
| Recruiter Duty | 1 | | See note 5 |

*** SEE BOX 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 E-4, E-5, and E-6 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 awards (such as Battle "E", Golden Helm Award, Robert S. Gray 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."<br>• 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)<br>• 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 count as 2 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 | Awards point credit for these designations will be applied as long as eligibility for the designation is maintained. When multiple awards are earned, a maximum of 2 points may be awarded. |
| 4 | Candidates currently serving or who have served permanent change of station (PCS) on a T-AFS tour on or after 10 April 1991. |
| 5 | Maximum of 1 point may be awarded to recruiters who successfully completed a tour of recruiting on or after 1 May 1989. An award point may also be granted to canvasser recruiter personnel who complete a minimum of 3 years of recruiting duty. |

319. ACTUAL DATE OF ADVANCEMENT (BLOCK 19). Complete this block for E-7/8/9 candidates only. Enter YY/MO/DA candidate's effective date of paygrade. Do NOT use TIR date or date of lateral conversion.

320. **DRILLING RESERVIST - TIME IN SERVICE (BLOCK 20). Complete this block for drilling Reservists, ADSW/OYR/AT/ADT personnel on active duty. Calculate member's TIS by subtracting member's PEBD as reflected on NSIPS data from the Terminal Eligibility Date (TED) for the applicable examination cycle. Round off to years and months, and enter in this block.**

321. **DRILLING RESERVIST - TIME IN GRADE (BLOCK 21)**

a. Active Duty Candidates. Compute creditable Drill Service in Paygrade (DSPG) and enter in this block for E-4/5/6/7/8 active duty members ONLY if the time is required to meet TIR eligibility. Otherwise, leave this block blank. Refer to paragraph 216d(5) for computation of DSPG.

b. **Drilling Reserve ADSW/OYR/ADT/AT on Continuous Active Duty. Compute creditable Drill Service in Paygrade (DSPG) by subtracting Reserve TIR date in present paygrade from the TED. Round off this total to years and months, and enter in this block.**

322. BLOCKS E THROUGH H. Are no longer mandatory.

323. CORRECTIONS TO WORKSHEET AND ANSWER SHEET

a. Errors Discovered Prior to Transmittal of Examination Returns. When errors are discovered in blocks 1 through 21, 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:

- 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.

- When requesting PMA corrections after publication of examination results, include copies of all applicable evaluations in present paygrade covering the entire computation period. This documentation must accompany all

PMA corrections submitted to NETPDTC (N321). ONLY omitted annual evaluations and math computation errors may be submitted for PMA correction.

- 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.

- A supplementary evaluation submitted after the first day of the month in which an advancement examination is scheduled may not be used to compute or recompute 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, which properly identifies the individual concerned; indicates all awards (including those previously reported on the answer sheet) with inclusive dates for which awards have been authorized; and copies of letters of commendation.

324. EARLY IDENTIFICATION OF CANDIDATES WITH EXAMINATION DISCREPANCIES. To minimize discrepancies at the time of initial publication of advancement examination results, NETPDTC (N321) will identify discrepant 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 NETPDTC (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 the NETPDTC 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 the Internet. Commands without a password and with Internet access should request their Command UIC password by sending an E-Mail to http://Exam.Ordering.N32@cnet.navy.mil. Upon receipt of their password, commands may order their examinations through Internet Explorer at http://neasos.cnet.navy.mil/cgi-bin/. Commands will log in with their UIC and password. Commands have the advantage to order for themselves or order specific examinations to be shipped to another location. In those cases, arrangements should have been made with the command to where the examinations are being sent. Commands ordering via the Internet have the advantage of tracking their orders with either General Service Administration (GSA) contract for overnight delivery contract carrier or by U.S. Postal Service Registered Mail.

b. Message. The second method is to order by message. When ordering, list examinations in alphabetical order by rating, using the format at table 4-1.

401. RECEIVING THE EXAMINATION ORDERING LETTER. When NETPDTC (N321) forwards the initial results from the previous examination cycle, an ordering letter is included for the next examination cycle. The letter provides ordering information and includes an enclosure needed when ordering examinations for the next examination cycle: Order only ratings listed on the enclosure. A copy of current ratings is also found at NETPDTC's website.

402. ORDERING NAVY-WIDE EXAMINATIONS. The following guidelines should be used in ordering examinations:

a. Avoid Ordering Excess Examinations. Determine the number of eligible candidates, including those persons taking the test for LDO application only.

b. List Examination Requirements Alphabetically by Rating. List requirements alphabetically by rating, including

examination specialties (e.g., AWA, ATI, ETS, and MME) when ordering by message.

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

d. When to Order Examinations. Use the below table:

| EXAMINATION MONTH | ORDER NO LATER THAN |
|---|---|
| January | 15 DECEMBER |
| February | 15 JANUARY |
| March | 1 FEBRUARY |
| August | 15 JULY |
| September | 1 AUGUST |

**NOTE:** Commands with upcoming deployment schedules shall submit examination orders via message with explanation giving deadline delivery date.

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

f. Substitute Examinations. 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.

403. SHIPPING EXAMINATIONS

a. Examination Shipping for All Ratings. NETPDTC (N321) ships advancement examinations only to activities with a UIC and a mailing address listed in the SNDL, Parts 1 and 2. Examinations for commands supported by PSDs will be forwarded to the servicing PSD. NETPDTC (N321) maintains an automated address file containing both UICs and the addresses of activities. To ensure accuracy and timely distribution of examinations and results, activities should update addresses

whenever there is a change, by using NETPDTC 1400/1, NETPDTC Automated Mailing Address Input, shown in table 4-2.

b. Ordering Substitute Examinations. 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 table 4-3. Each late request message for a substitute examination must info Immediate Superior in Command (ISIC) and contain a valid justification. In general, valid reasons are provided below.

- Emergency leave as defined in MILPERSMAN
- Sick in Quarters (SIQ) or hospitalization
- Operational commitments (clarified)

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

**TABLE 4-1 — SAMPLE FORMAT FOR ORDERING ADVANCEMENT EXAMINATIONS**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

FM COMMAND

TO NETPDTC PENSACOLA FL//N321//

INFO (ANY COMMANDS LISTED IN PARA 3)//

UNCLAS //N01418//

SUBJ/REQUEST FOR NAVY-WIDE ADVANCEMENT EXAMS FOR CYCLE XXX//

MSGID/GENADMIN/(COMMAND)//

REF/A/DOC/BUPERS/DDMMYY//

AMPN/REF A IS BUPERSINST 1430.16E (ADVMAN), CHAPTER FOUR//

RMKS/1. PER REF A, FOLLOWING EXAMS ARE REQUIRED FOR ADMINISTRATION:

| RATING | P03 | P02 | P01 | RATING | P03 | P02 | PO1 |
|---|---|---|---|---|---|---|---|
| BM | 01 | -- | 02 | JO | -- | 01 | 01 |
| CTA | 01 | 02 | -- | MM | 01 | 02 | 01 |
| CTR | -- | 01 | 02 | STG | -- | 01 | -- |
| DT | -- | 02 | 01 | TM | 01 | 02 | -- |
| FT | 02 | 04 | 01 | YN | 01 | -- | 02 |

CYCLE: XXX COMMAND UIC: XXXXX TOTAL EXAMS: 32

2. EXAM ANSWER SHEETS REQUIRED: YES/NO

3. REQUEST FORWARD ADDITIONAL EXAMS TO COMMAND(S) LISTED:

NAME SSN PRATE ERATE COMMAND UIC

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

## TABLE 4-2 — NETPDTC AUTOMATED MAILING ADDRESS INPUT (FRONT)

NETPDTC
AUTOMATED MAILING ADDRESS INPUT

DATE:_____

***USE THIS FORM TO NOTIFY NETPDTC OF A CHANGE OF ADDRESS. COMPLETE THE APPROPRIATE SECTIONS OF THIS* FORM (use reverse side if necessary); *FORWARD TO THE FOLLOWING ADDRESS:***

COMMANDING OFFICER, NETPDTC (N321), 6490 SAUFLEY FIELD ROAD, PENSACOLA FL 32509-5240

### ACTIVITY INFORMATION

**UNIT IDENTIFICATION CODE (UIC):** _____ **MESSAGE SHORT TITLE (DPVS):** _____

**COMPLETE MAILING ADDRESS (SNDL):**_____

_____

_____

_____

### ACTIVITY(IES) SUBORDINATE TO ABOVE ACTIVITY

IF ABOVE COMMAND IS PARENT ACTIVITY, COMPLETE THE FOLLOWING INFORMATION. LIST THE COMMANDS FOR WHICH ENLISTED SERVICE RECORDS ARE MAINTAINED AND ENLISTED EXAMINATION RESULTS ARE RECEIVED.

| UIC | SHORT TITLE (DPVS) | COMPLETE MAILING ADDRESS (SNDL) INCLUDE 9-DIGIT ZIP |
|---|---|---|
| _____ | _____ | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| _____ | _____ | _____ |
| | | _____ |
| | | _____ |
| | | _____ |

### TENANT ACTIVITY

IF A TENANT ACTIVITY, PROVIDE THE FOLLOWING INFORMATION FOR THE COMMAND THAT MAINTAINS YOUR ENLISTED SERVICE RECORDS AND RECEIVES YOUR ENLISTED EXAMINATION RESULTS:

| UIC | SHORT TITLE (DPVS) | COMPLETE MAILING ADDRESS (SNDL) INCLUDE 9-DIGIT ZIP |
|---|---|---|
| _____ | _____ | _____ |
| | | _____ |
| | | _____ |
| | | _____ |

_____
Signature (Authorized Official)

NETPDTC 1400/1 (11/96)

**TABLE 4-2 — NETPDTC AUTOMATED MAILING ADDRESS INPUT (BACK) (CONTINUED)**

NETPDTC AUTOMATED MAILING ADDRESS INPUT
(Continued)

**ACTIVITY(IES) SUBORDINATE TO ABOVE ACTIVITY (Continued)**

| UIC | SHORT TITLE (MAD) | COMPLETE MAILING ADDRESS (SNDL) INCLUDE 9-DIGIT ZIP |
|---|---|---|
| _____ | _____ | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| _____ | _____ | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| _____ | _____ | _____ |
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| _____ | _____ | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| _____ | _____ | _____ |
| | | _____ |
| | | _____ |
| | | _____ |

NETPDTC 1400/1 (11/96)_____

**TABLE 4-3 — SAMPLE FORMAT FOR ORDERING ALL SUBSTITUTE ADVANCEMENT EXAMINATIONS AND NAVAL RESERVE LATE EXAMINATIONS**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

FM COMMAND

TO NETPDTC PENSACOLA FL//N321//

INFO (IMMEDIATE SUPERIOR) (ANY COMMANDS LISTED IN PARA 3)

COMNAVPERSCOM MILLINGTON TN//852/**862**//

UNCLAS//N01418//

MSGID/GENADMIN/(COMMAND)//

SUBJ/REQUEST FOR CYCLE XXX SUBSTITUTE ADVANCEMENT EXAMS//

REF/A/RMG/CNO WASHINGTON DC//DTG//

AMPN/REF A IS NAVADMIN XXX/YY//

RMKS/1. PER REF A, FOLLOWING SUBSTITUTE EXAMS ARE REQUIRED FOR

ADMINISTRATION:

| RATING | P03 | P02 | P01 |
|---|---|---|---|
| MME | 01 | -- | 02 |
| TM | 01 | 01 | -- |
| YN | 01 | -- | 02 |

COMMAND UIC: XXXXX TOTAL EXAMS: 08

2. EXAM ANSWER SHEETS REQUIRED: YES/NO

3. EXAMS IN PARA 1 ARE FOR FOLLOWING PERSONNEL:

| NAME | SSN | ERATE | JUSTIFICATION |
|---|---|---|---|

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

# 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 article 1145, United States Navy Regulations:

> 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 safeguard and accountability of examinations and all related examination material at all times, to ensure the integrity of NEAS.

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 501(b). 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 Naval Reserve unit and the potential for their participation in a current or future enlisted advancement examination.

502. ACCOUNTABILITY FOR EXAMINATIONS

a. Receipt of Examinations from NETPDTC

(1) Transfer Custody of Examinations to Authorized Person. Upon receipt of the 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 and NRTC answer keys.

(2) Check and Receipt for Examinations. Open the package(s) and check the individual examinations against the packing list(s) provided with the shipment (figure 5-1). Ensure

examination serial numbers on the packing list(s) and those on the examination booklets match. Receipt for the examinations by signing the preprinted endorsement on the last page of the RECEIPT COPY of the enclosed packing list and return it to NETPDTC (N321).

(3) Reporting Missing, Lost, or Compromised Examinations. Both upon receipt and just 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-852/**862**), copy to NETPDTC (N321), as soon as possible.

(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.

WYE08R04

10/16/00

NAVAL EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT AND
TECHNOLOGY CENTER

NARDACPNCLA 10461/122(10-77)

Date 18 OCT 00

FIRST ENDORSEMENT
NAVEDTRADEVCEN Ltr.

| SERIAL | OF |
|---|---|
| | |

From:

ficer in Charge
rsonnel Support Activity Detachment Anacostia
'01 South Capitol St, S.W.
ashington, D.C. 20374-3005

To:

COMMANDING OFFICER
NETPDTC CODE 321
6490 SAUFLEY FIELD RD
PENSACOLA,FLORIDA 32509-5240

Subj: Examinations, Receipt of

1. Receipt of the above examinations is acknowledged.
2. A careful inspection of the examination package(s) disclosed no evidence of tampering with the seals or the wrapping.
3. The examinations were received and checked against shipping list by a commissioned or warrent officer or designated civilian employee.
4. Examinations have been handled and are being stowed in accordance with current examination security regulations.

L. M. CHESELDINE
(Signature of Commanding Officer)
By direction
SIGN LAST PAGE ONLY

SHEET NO. 26

PERSUPP DET WASHINGTON DC// SEP 00 42557 430698
ORDERED BY PERSUPP DET WASHINGTON DC//30//

ACTIVITY NAME UIC ORD.NO

| RATE | 1 | 2 | 3 | 4 | 5 | 6 | TOTAL |
|---|---|---|---|---|---|---|---|
| | EXAMS FOR | CYCLE 168 - ACTIVE DUTY | | | EXAMS | | |
| ET2 | 1642775 | | | | | | 1 |
| ET2 | 1642776 | | | | | | 1 |
| | TOTAL | EXAM BOOKLETS FOR PAY GRADE E-5 | | | | | 2 |
| TA1 | 1640273 | | | | | | 1 |
| FC1 | 1641430 | | | | | | 1 |
| MS1 | 1643139 | | | | | | 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 | | | |

ABOVE SUBSTITUTE ADVANCEMENT EXAMINATIONS ARE TO BE ADMINISTERED ONLY TO ACTIVE DUTY CANDIDATES ON OR AFTER THE REGULAR SCHEDULED ADMINISTRATION DATE OR AS AUTHORIZED BY CHAPTER 7 OF ADVMAN.

PACK3.FRM - LASER PRINT (6-92)

**FIGURE 5-1 — EXAMINATION PACKING LIST**

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 on 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 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.

c. 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. Do NOT transfer examinations to non-Navy activities/other services without prior approval from NAVPERSCOM (PERS-852/**862**); info NETPDTC (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 PSD, forward the examination and Worksheet to the PSD, 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 for 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 candidates 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 that 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.

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

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 1430.16E

Encl: (1) Examination Booklet(s)
(2) NAVPERS 1430/2 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:

| | NAME | SSAN | PRESENT RATE | EXAM RATE | EXAM SERIAL NUMBER |
|---|---|---|---|---|---|
| 1. | JONES, Mary P. | 000-00-0000 | SN | BM3 | 1470101 |
| 2. | *SEAMAN, John P. | 111-11-1111 | 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 date and date .[1]

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

_____

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

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

[1]In 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**

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

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

(f) Include in the letter of transmittal (figure 5-2) certification that the individual(s) has/have the required security clearance to participate in the examination. NAVPERS 15909G, Enlisted Transfer Manual provides guidance for certifying an individual's eligibility for access to classified material.

(g) Ensure receiving commands are authorized to administer examinations per paragraph 502c.

(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

(a) Envelopes. Place the examination(s) and the letter of transmittal in double envelopes. Prominently 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 1430.16E. The inner envelope shall also show the address and classification per SECNAVINST 5510.36.

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

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 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.

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 lists/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 any/all of 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 NAVADMIN for current examination cycle.

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 NAVADMIN for current examination cycle.

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 as shown in table 6-1 or as announced by current NAVADMIN.

**TABLE 6-1 — ADVANCEMENT-IN-RATE EXAMINATION SCHEDULE**

| (Days below may be changed as announced) | | | | |
|---|---|---|---|---|
| RATE | ACTIVE DUTY | | **INACTIVE DUTY NAVAL RESERVISTS** | |
| | MARCH | SEPTEMBER | **FEBRUARY** | **AUGUST** |
| PO1 | 1st Tuesday | 1st Thursday | **During month** | **During month** |
| PO2 | 2nd Tuesday | 2nd Thursday | | |
| PO3 | 3rd Tuesday | 3rd Thursday | | |
| | | | | |
| E-7 | JANUARY | | **FEBRUARY** | |
| | 3rd Thursday | | **During month** | |

**NOTES:**

1. **All TAR personnel will take the same examination as other active duty personnel, but will compete for vacancies within the personnel allowance of the TAR program.**
2. **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.**
3. **Drilling Naval 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 community.**
4. **ADSW/OYR personnel will participate in the inactive duty examination regardless of length of continuous active duty and will compete for vacancies within the Selected Reserve community.**
5. **Inactive Reserve candidates will participate in the E-4 through E-7 Selected Reserve examinations during the months of February and August, 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.

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-852/**862**), 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 unless otherwise authorized by NAVPERSCOM (PERS-852/**862**).

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, E-7/8/9, 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 the 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 E-7/8/9, and designated civilian employees

may handle the answer sheets until they are deposited as Registered Mail in the U. S. postal system 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-852/**862**) with justification.

610. 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 E-4/5/6/7 candidates and figure 6-2 for E-8/9 candidates. Send the original to NETPDTC (N322), 6490 Saufley Field Road, Pensacola, FL 32509-5126 via U.S. Registered Mail or the current holder of the GSA contract for overnight delivery. Prepare a SEPARATE letter of transmittal for each paygrade, with the exception of E-8/9 candidates, **Inactive Reserve (SELRES) candidates**, and E-4/5/6 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 U.S. Registered Mail or the current holder of the GSA contract for overnight delivery within 7 working days after administration of each examination. Do not fold or staple answer sheets. Protect answer sheets with cardboard backing.

611. ACCOUNTABILITY FOR EXAMINATIONS AFTER ADMINISTRATION

a. After administering examinations, destroy all examination booklets, used and unused, and scratch paper per SECNAVINST 5510.36 in the presence of at least two personnel designated by the CO/OIC to handle examinations. Make report of destruction to NETPDTC (N321) on the letter of transmittal (see figure 6-1). List all examinations, used, unused, or

transferred, on the letter of transmittal 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).

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.**

c. Copies of reports of destruction and receipts for transfer of examinations shall be maintained for 2 years.

612. EXAMINATIONS RECEIVED TOO LATE TO ADMINISTER. Destroy regular examinations received after the administration date, and forward a destruction report (figure 6-1) to NETPDTC (N321).

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

1430
Ser
Date

REGISTERED MAIL
FOR OFFICIAL USE ONLY

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 1430.16E

Encl: (1) #_____ Examination Returns (answer sheets)
(2) Listing by Activity
(3) Listing of Unused and Transferred Examinations
(4) Listing of Early Promote Time in Rate Waiver Candidates

1. Enclosures (1) through (4) 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. (Strike out this paragraph, if not applicable.) The candidates listed in enclosure (2) whose examination serial numbers are identified by (DUP) used the duplicate method of an examination. Test booklets were examined and markings, if any, were removed before use by the second candidate.

4. All examination booklets for personnel listed in enclosure (2), and all complete examinations listed in enclosure (3) as being unused, have been destroyed by (method of destruction) in the presence of the authorized personnel whose signatures follow:

Name, Rank Name, Rank

5. The examinations of the personnel listed in enclosure (2) were conducted as outlined in chapter 6 of reference (a).

6. (Strike out this paragraph, if not applicable.) Enclosure (4) lists candidates who were granted TIR waiver per paragraph 216g(1) of reference (a).

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

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

**FIGURE 6-1 — SAMPLE LETTER OF TRANSMITTAL FORWARDING ADVANCEMENT EXAMINATIONS FOR E-4/5/6/7 CANDIDATES**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

**LISTING BY ACTIVITY**

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. | 444-44-4444 | IT1 | ITC | 1061078 | USN |
| DOE, J. | 333-33-3333 | MU1 | MUC | 1060089 (DUP) | USN |
| DOOR, W. | 666-66-6666 | MU1 | MUC | 1060089 (DUP) | USN |

ACTIVITY AND CODE (1) ANSWER SHEET

USS NEVERSAIL 22222

| | | | | | |
|---|---|---|---|---|---|
| BRUSH, F. | 777-77-7777 | 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.

**UNUSED EXAMINATIONS:**

| EXAM RATE | EXAM SERIAL NUMBER | EXAM RATE | EXAM SERIAL NUMBER |
|---|---|---|---|
| ABHC | 1062004, 106200 | BMC | 1065330, 1065331 |
| QMC | 1060560 | CTRC | 1060235 |

TRANSFERRED EXAMINATIONS:

| EXAM RATE | EXAM SERIAL NUMBER | TRANSFERRED TO (UIC) |
|---|---|---|
| STSC | 1060136 | USS NEVERSAIL - XXXXXX |

Enclosure (3)

**"EP" TIR WAIVERS**

ACTIVITY AND CODE

USS FORMAT 11111

| NAME (ALPHABETIC ORDER) | SOCIAL SECURITY NUMBER | PRESENT RATE | EXAM RATE | SERIES AND EXAM SERIAL NUMBER | BRANCH OF SERVICE |
|---|---|---|---|---|---|
| BOAT, P. | 444-44-4444 | IT1 | ITC | 1061078 | USN |

Enclosure (4)

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

**FIGURE 6-1 — SAMPLE LETTER OF TRANSMITTAL FORWARDING ADVANCEMENT EXAMINATIONS FOR E-4/5/6/7 CANDIDATES (CONT'D)**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

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 E-8/9 CANDIDATES

Ref: (a) BUPERSINST 1430.16E

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 E-8/9 selection board.

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

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

**FIGURE 6-2 — SAMPLE LETTER OF TRANSMITTAL FOR FORWARDING VALIDATION ANSWER SHEETS FOR E-8/9 CANDIDATES**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

LISTING BY ACTIVITY

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. | 987-65-4321 | PNC | PNCS | USN | 45112 |
| DRAPIER, S.B. | 555-55-5555 | ATCS | AVCM | USN | 0022A |
| ELIJA, B. R. | 888-88-8888 | BMC | BMCS | USNRI | 62480 |
| RICHARDSON, C. R. | 111-11-1111 | MMCS | MMCM | USNRT | 00668 |
| RIGGINS, A. B. | 000-00-0000 | LNC | LNCS | USN | 00668 |
| WASHOUT, V. R. | 222-22-2222 | EMCS | EMCM | USNRR | 62480 |

Enclosure (2)

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

**FIGURE 6-2 — SAMPLE LETTER OF TRANSMITTAL FORWARDING VALIDATION ANSWER SHEETS FOR E-8/9 CANDIDATES (CONT'D)**

# 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 E-4 through E-6 candidates, and one annual advancement cycle for E-7 and E-8/9 candidates.

| PAYGRADE | ADVANCEMENT CYCLES |
|---|---|
| E-4/5/6 | 1 January - 30 June<br>1 July - 31 December |
| E-7 | 1 September - 31 August |
| E-8/9 | 1 July - 30 June |

702. RESULTS OF NAVY-WIDE ADVANCEMENT EXAMINATIONS. Navy-wide examination results for personnel on active duty, including TAR and CANREC personnel, are issued as follows:

a. E-4 through E-6 Candidates. NETPDTC (N321) issues examination results by message, Examination Status Verification Report (ESVR) (figure 7-1), and Data Mailer (figure 7-2). Advancements and striker designation authorities are issued on Rating Change Authorization (RCA) (figure 7-3) and Data Mailer. Tables 7-1 and 7-2 define specific columns and processing codes used on these documents.

b. E-7 Candidates. NETPDTC (N321) provides examination results via ESVR after processing returns. The ESVR will list those candidates who are eligible to be considered by a Selection Board to be convened by CHNAVPERS. Upon conclusion of the Selection Board, a list of personnel selected for advancement will be disseminated by CHNAVPERS. Advancements are issued on RCA and Data Mailer.

c. E-8 and E-9 Candidates. NETPDTC (N321) provides ESVRs listing candidates as SELECTION BOARD ELIGIBLE or DISCREPANCY upon completion of the validation process. Upon conclusion of

the Selection Board, a list of personnel selected for advancement will be disseminated by CHNAVPERS. Advancements are issued on RCA and Data Mailer.

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

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 | C D | S | AW | TAS | DTIS | SIPG | DSPG | PNA | GRP | PERF | E 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 7-1 — EXAMPLE OF AN EXAMINATION STATUS VERIFICATION REPORT (ESVR)**
**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

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 RATE | EXAM RATE | GROUP | BRANCH CLASS | CYCLE | SERIAL 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 164 | Cycle 163 | Cycle 160 | Cycle 159 | Cycle 156 | Total |
|---|---|---|---|---|---|---|
| PNA POINTS EARNED FROM YOUR PREVIOUS EXAMS/PMAs THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE | 2.0 | 1.5 | 1.0 | 0.5 | 0.5 | 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 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 7-2 - DATA MAILER/EXAMINATION PROFILE**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

CYCLE 167 (MAR 00) RATING CHANGE AUTHORIZATION JUL 11 2000
ADVANCEMENTS/STRIKERS/CHANGES OF RATE EFFECTIVE 08/16/00

UIC 21830
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 | PRATE | 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 | PRATE | 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 |

**FIGURE 7-3 - EXAMPLE OF A RATING CHANGE AUTHORIZATION (RCA)**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

**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 | Naval Reserve drill time in service |
| PRATE | Candidate's present rate | SIPG | Active naval service in paygrade |
| ERATE | Candidate's examination rate | DSPG | Naval Reserve drill service in paygrade |
| 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 E-7/8/9) |
| | 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 (E-4 through E-7 only) |
| | V - For Diver personnel assigned NEC 5311, 5341, or 5346 | E | Early candidate: candidates who do not meet DOD TAFMS |
| | B - MU E-7/8/9 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—TAR |
| | N - No Class "A" or "C" school | | USNRC —Canvasser Recruiter |
| AW | Awards (E-4 through E-6 only) | | USNRI—Inactive drilling Naval Reservist, ADSW/OYR/ADT/AT |

**TABLE 7-2 — ESVR/DATA MAILER PROCESSING-STATUS DEFINITIONS**

| STATUS AS REFLECTED ON ESVR/DATA MAILER | 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 | E-7/8/9 results forwarded to selection board for consideration. |
| 5. SELBD INELIGIBLE | E-7 Pass; but did not achieve sufficient FMS to be considered by selection board. |
| 6. SELECTEE | E-4/5/6/7/8/9 selectee status. |
| 7. NON-SELECTEE | E-7/8/9 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-815) 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. |

| STATUS AS REFLECTED ON ESVR/DATA MAILER | DEFINITION |
|---|---|
| 16. NAVPERSCOM INVAL | Examination invalidated. NAVPERSCOM (PERS-852) has advised NETPDTC (N321) to invalidate the examination for reasons other than defined in 10 through 15 above. |
| 17. ACTIVITY INVAL | Examination invalidated. Command has advised NETPDTC (N321) to invalidate the examination for reasons other than defined in 10 through 16 above. |
| 18. NETPDTC INVAL | Examination invalidated. NETPDTC (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-852) action pending. (See Note 1.) |
| 21. NETPDTC HOLD | Discrepancy in examination. NETPDTC (N321) action pending. Results for personnel in this category will be published as soon as final disposition is made by NETPDTC (N3). |
| 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-852/**862**). (See Note 2.) |
| 23. CITIZENSHIP UNK | Candidate participated in a rating examination requiring access to classified information and their citizenship is unknown. |
| 24. TIG 6 MOS GTR TIS (INACTIVE RESERVE ONLY) | Candidate's IRTIG is 6 months or more greater than IRTIS. |
| 25. INSUFF TIR | Candidate has insufficient TIR. |
| 26. ERRONEOUS SIPG | SIPG computed from the candidate's TIR date in the EMF is greater than 30 years, or less than/equal to zero. |
| 27. 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. |
| 28. PERF MARK ERROR | No performance mark average was recorded on answer sheet. |
| 29. SCHOOL REQUIRED | Candidate lacks a required school. |
| 30. WRONG PATH ADV | Candidate has participated in an examination outside their normal path of advancement. |

| STATUS AS REFLECTED ON ESVR/DATA MAILER | DEFINITION |
|---|---|
| 31. UNMATCH - NAME/SSN | Name/social security number reported by candidate does not correspond with EMF or **IMAPMIS for Inactive Reserves.** |
| 32. ADSDE NOT AVAIL | Candidate's ADSD is not available from the EMF. |
| 33. TIRDE NOT AVAIL | Candidate's TIR date is not available from the EMF. |
| 34. 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. |
| 35. ERROR DTIS = 0000 | **Reserve candidate has failed to furnish IRTIS on answer sheet.** |

**NOTES:**

1. Based on information from NETPDTC (N321), NAVPERSCOM (PERS-852/**862**) 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 an 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-852/**862**). The FN HOLD discrepancy for CT, ET, IS, IT, PC, and MA candidates may be cleared ONLY by a report of United States Citizenship.

703. RECEIPT OF EXAMINATION RESULTS

a. E-4 through E-7 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:

- Candidate's full name.
- Social security number.
- Present rate.
- Examination rate.
- Examination serial number.
- Examination activity.
- Date examination was administered.
- Date and serial of the letter of transmittal.
- Registered mail/tracking number under which examination answer sheet was mailed.
- UIC noted on Worksheet.
- 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-852/**862**) for invalidation of examination and provide explanation for those who

- declined advancement.
- were recommended in error.

- had advancement recommendation withdrawn (comply with para 721).
- were reduced in rate (ensure reduction in rate was posted to the enlisted master file).
- have been previously advanced under other advancement programs including (but not limited to) STAR, SCORE, CAP, etc.
- advanced from previous advancement cycles.

(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 Data Mailer identifying discrepancies. All correspondence must include complete Name, 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 social security number.

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

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

- **ADSDE** — Active Duty Service Date from the Enlisted Master File
- **ADSDA** — Active Duty Service Date as recorded on the Answer Sheet
- **TIRDE** — Time in Rate Date from the Enlisted Master File
- **TIRDA** — Time in Rate Date as recorded on the Answer Sheet

- **BCLE —** Branch and Class of Service from the Enlisted Master File
- **BCLA** — Branch and Class of Service from the Answer Sheet
- **ADVDT** — Actual Date of Advancement to present paygrade (will be used for E-7/8/9 candidates only)
- **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: IRTIS will reflect on RCA/ESVR/DATA MAILERS as DTIS.**
- **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/DATA MAILERS as DSPG.**
- **DSPG — Inactive Reserve Drill Service in Paygrade. The term reflects service in Paygrade based on Reserve computed time-in-rate date.**

**TABLE 7-3 — CORRECTIVE ACTIONS FOR EXAMINATION DISCREPANCIES**

| DISCREPANCY | CORRECTIVE ACTION REQUIRED |
|---|---|
| **UNMATCHED NAME/SSN**<br><br>Name/SSN do not match the EMF or member is not currently on EMF. | 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.<br><br>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).<br><br>If member is USN, forward copies of enlistment contract reflecting correct ADSD, service record page (NAVPERS 1070/604) reflecting correct TIR date, and latest DD 214 to NETPDTC (N321). See Note (1). |
| **CITIZENSHIP UNK** | Furnish correct current citizenship status of candidate. |
| **FN HOLD** | Furnish citizenship status of candidate. Attach copy of citizenship waiver authorized by NAVPERSCOM (PERS-852/**862**). See Note (1). |

| DISCREPANCY | CORRECTIVE ACTION REQUIRED |
|---|---|
| **WRONG PATH ADV** | Furnish correct present rate and examination rate. If member has authority for change of rate, forward a copy of the authorization. See Note (1). |
| **SCHOOL REQUIRED** | Furnish name, class (e.g., ET "A"), and date of school completion. If school waiver is authorized, attach documentation. See Note (1). |
| **INSUFF TIR** | 1. ACTIVE DUTY CANDIDATES<br>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).<br>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-852/**862)** and NETPDTC (N321). Provide creditable DSPG as necessary for TIR eligibility. See Notes (1) and (2).<br>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-852/**862)** and NETPDTC (N321). See Notes (1) and (2).<br><br>**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).** |
| **SIPG 6 MO GRTR TAS**<br><br>Generated when TIR date/ADSD is/are incorrectly recorded in the EMF causing a candidate's SIPG to be computed as 6 months or more greater than the TAS. | 1. If the candidate's TIR date and ADSD agree with dates on EMF, provide an explanation of why SIPG is 6 months or more greater than TAS.<br><br>2. If the candidate's TIR date/ADSD is/are incorrect in the EMF, submit documentation as follows:<br>a. TIR date - Copy of service record page NAVPERS 1070/604 to NAVPERSCOM (PERS-312G). For NAVETS requiring TIR adjustment, forward NAVPERS 1070/613 required by para 216d to NAVPERSCOM (PERS-852/**862)** and NETPDTC (N321).<br>b. ADSD - Copy of DMRS/SDS change correcting ADSD to NETPDTC (N321). |
| **TIG 6 MO GRTR TIS (INACTIVE RESERVE ONLY)** | **Furnish correct inactive Reserve Drill Time in Service (DTIS) and Inactive Reserve Time in Paygrade (IRTIG) calculated per paragraph 216d(5). See Note (3).** |

| DISCREPANCY | CORRECTIVE ACTION REQUIRED |
|---|---|
| **PERF MARK ERROR**<br><br>Generated when the PMA Block of the answer sheet is blank or greater than 4.00. | 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 (4). |
| **ERRONEOUS TAS**<br><br>Indicates candidate has either an excess of 40 years total active federal service as computed from the ADSD recorded in the EMF, or the ADSD is a date equal or subsequent to the cycle's TED which will compute as zero TAS. | Furnish a copy of DMRS/SDS change entry to NETPDTC (N321), or explanation of why TAS exceeds 40 years. |
| **ERRONEOUS SIPG**<br><br>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. | Furnish a copy of service record page (NAVPERS 1070/604) reflecting correct TIR date to NAVPERSCOM (PERS-852/**862)** and NETPDTC (N321) or explanation of why SIPG exceeds 30 years. |
| **PRATE ERROR XXXXX**<br><br>**(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. | Furnish NETPDTC with explanation for differences. If the present rate on command EDVR is incorrect, provide NETPDTC (N321) and NAVPERSCOM (PERS-852/**862)** with copies of the original document advancing/reducing member to the present rate. See Note (1). |
| **ADSDE NOT AVAIL**<br><br>(ADSD is unavailable from the EMF) | If ADSD is not on the EMF, provide copy of DMRS/SDS change entry establishing ADSD to NETPDTC (N321). |
| **TIRDE NOT AVAIL**<br><br>(TIR date is unavailable from the EMF). | 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 852/**862)** with a copy of NAVPERS 1070/613. Required by para 216d. |

**NOTES:**

1. If required documentation is not available in the local service record, request copies of documents from microfiche records or a letter of certification from NAVPERSCOM (PERS-313C).

2. If TIR waiver is authorized, attach documentation.

3. IRTIG normally cannot exceed IRTIS by more than 6 months.

4. Correction of performance mark error discrepancy (identified by NETPDTC) does not require documentation prior to publication of examination results.

b. Examination Profile Form. Following each Navy-wide advancement-in-rate examination, NETPDTC (N321) will forward an Examination Profile Information Sheet (figure 7-2) for all E-4 through E-7 candidates.

(1) 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.

(a) In addition to subject matter tested, profile information forms report the candidate's Exam Standard Score; Performance Mark Average; Service in Pay Grade; Awards; Passed, Not Advanced Points; Final Multiple; 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 provide one copy of the profile form for each candidate. Copies of the profile information form are not retained by NETPDTC (N321).

(2) PNA Points

(a) A PNA point factor is included in the FMS of E-4 through E-6 candidates who achieve a relatively high score on a Navy-wide advancement examination/have relatively high performance mark averages 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 standard score and performance mark average. Performance mark averages and standard scores 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 2 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 (test score and performance mark average) 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 E-2, E-3 AND STRIKER DESIGNATIONS

a. Advancement to Paygrade E-2/E-3. Advancements to paygrade E-2/E-3 are automatically posted on the 16th day of a month by NAVPERSCOM (PERS-333). 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. E-2/E-3 advancements for personnel reduced in rate or whose prospective automatic advancement was removed by NAVPERSCOM (PERS-852) must be effected locally.

b. Delaying Advancement to E-2/E-3. All personnel are considered eligible for advancement to E-2/E-3 upon meeting time in rate 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-852/**862)** by message (para 721a). Message must indicate compliance with paragraph 704b. Once advancement is delayed, the command must effect the advancement to E-2/E-3 locally. Message notification must be received by NAVPERSCOM (PERS-852/**862**) prior to the prospective advancement date. Advancement cannot be delayed on or after the effective date. Do not info NETPDTC.

NAVPERS 1070/613:

(Date): Advancement to E-2/E-3 delayed this date because of (give reason for delaying advancement).

_____
CO/OIC Signature
(CO's/OIC's signature may not be delegated)

"I have read the above and understand that authority for advancement to E-2/E-3 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//852/**862**//
INFO DFAS CENTER CLEVELAND OH//
BT
UNCLAS FOUO //N01430//
MSGID/GENADMIN/CMD//
SUBJ/AUTOMATED ADVANCEMENT TO E2 ICO (NAME, RATE, SSN)//
REF/A/DOC/BUPERS/DDMMYY//
AMPN/REF A, BUPERSINST 1430.16E (ADVMAN).//
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 E-2 and E-3. If an administrative error precludes the advancement of a member to paygrade E-2 or E-3 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.

705. EFFECTING ADVANCEMENTS E-4 THROUGH E-9

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 E-4 through E-6. The effective advancement date for members selected for advancement to paygrades E-7 through E-9 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/Data Mailer.

b. Advancements for personnel converted to another rating subsequent to selection for advancement may not be effected without prior approval of NAVPERSCOM (PERS-815/**862)**. Upon receipt of NAVPERSCOM (PERS-815/**862)** conversion approval, request NAVPERSCOM (PERS-852/**862)** to effect advancement.

c. Members may not be frocked or advanced to E-4 prior to completing Petty Officer Indoctrination. Members may not be frocked or advanced to E-7 prior to completing Chief Petty Officer Indoctrination.

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 |
|---|---|---|
| E-4/5/6 | February/March | 31 December |
| E-4/5/6 | August/September | 30 June |
| E-7 | January/February | 31 August |
| E-8/9 | N/A | 30 June |

Under no circumstances is an advancement effected after the limiting date without approval of NAVPERSCOM (PERS-852/**862**).

707. SERVICE RECORD ENTRIES. To effect an advancement, change in rate, or striker identification, make entry on NAVPERS 1070/604 per MILPERSMAN. **For drilling Naval Reserve personnel, submit required NSIPS.** For personnel advanced under special programs, document authority as follows on 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 exam results 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.

b. For candidates transferred in a selectee status, before receipt of authorized advancement date (RCA), the transferring command will ensure a copy of the completed Worksheet and copy of ESVR is 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.

c. If a candidate is authorized advancement or change in rating, but is transferred after receipt of rate change authority (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 is filed in the field service record with the transfer evaluation.

709. PERSONNEL SEPARATED OR TRANSFERRED FOR SEPARATION. For personnel being released from active duty/discharged, the separating command will forward results to the member’s home of record or address designated by the member. COs/OICs will inform advancement selectees who are being discharged or

released to inactive duty that advancement may be effected upon return to active duty or affiliation with a USNR unit. 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 deserving or eligible. Ensure the following service record page 13 entry is completed when authority to be frocked is removed:

(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 E-7 THROUGH E-9

a. DODD 1332.20 of 26 Feb 82 and SECNAVINST 1811.3M state "nondisability (voluntary) retirement for members serving in grades E-7, E-8, and E-9 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 in grade, 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 years time in grade 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. Following service record page 13 entry is required for all selectees being advanced to paygrade E-7 through E-9:

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

_____
Signature of Member

WITNESSED: _____
Signature with by direction authority

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

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 Title 10, U.S.C. Advancements should be effected locally via appropriate SDS 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 court-martial proceedings to have used, attempted or conspired to use fraudulent means to obtain advancement are ineligible for advancement on the cycle for which fraud 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 a impending citizenship date must notify NAVPERSCOM (PERS-852/**862**); info NETPDTC (N321).

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

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., selection for commission, previously advanced, etc.), the command must invalidate the candidate's advancement cycle participation. Notify NETPDTC (N321) and provide reason for invalidation.

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-852/**862**).

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 Naval Reservists in records review** status 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 NAVAL 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 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 Naval Reserve drilling unit.**

**b. Affiliation or reenlistment in the Naval Reserve must be within 12 months of the date of release from active duty.**

**c. Request for advancement determination must be submitted within 6 months of the date of affiliation/reenlistment in the Naval Reserve. Advancement determination is always based on the latest examination in which the individual participated.**

**d. Advancement will be authorized only for those members who attained selectee status from their latest active duty examination or selection board.**

**e. Submit request for advancement determination in the format shown in figure 7-4.**

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

(Command Letterhead)

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-**862**)

Subj: REQUEST FOR INDIVIDUAL ADVANCEMENT DETERMINATION AND AUTHORITY FOR ADVANCEMENT

Ref: (a) BUPERSINST 1430.16E

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

1. The inactive duty Naval Reservist identified is a member of a drilling Naval Reserve unit which has a drilling requirement and has stated that they were a selectee 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:
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.

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

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

**FIGURE 7-4 — SAMPLE REQUEST FOR ADVANCEMENT DETERMINATION**

**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.

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. 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-852/**862**) prior to the limiting date of the current cycle.

b. If an individual changes active duty competitive categories (USN to USNR (TAR), USNR (TAR) 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 E-7/8/9 who change competitive category prior to their advancement date, may request retention of that status in the new category. Notify NAVPERSCOM (PERS-852/**862**) by message of desire to retain selectee status. Selectees for E-7 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 may 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-852/**862**) for review and final determination.

721. WITHHOLDING OR WITHDRAWING RECOMMENDATION FOR ADVANCEMENT. Withholding or withdrawing a recommendation is an administrative action and will not be exercised by COs/OICs as a punitive measure in substitution of appropriate actions provided by the UCMJ. 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's 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:

NAVPERS 1070/613:

(Date): AUTHORIZED ADVANCEMENT TO _____ WITHHELD THIS DATE DUE TO (give reasons for withholding advancement).

_____
CO/OIC SIGNATURE

"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. It is my decision to/not to seek a review of this matter."

_____
MEMBER'S SIGNATURE/DATE

| |
|---|
| **NOTE:** NAVPERS 1070/613 must be signed by the member and the member's CO/OIC. The signature may not be delegated. |

Message notification to NETPDTC (N321)/NAVPERSCOM (PERS-852/**862**) may not be sent prior to completion of required NAVPERS 1070/613.

(2) Withholding advancements because of Physical Fitness Assessment (PFA) failure must be accomplished via compliance with this article and OPNAVINST 6110.1F. 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 6110.1F does not meet

requirements for withholding advancement. The CO/OIC and the member must sign the NAVPERS 1070/613 required by this paragraph to legally withhold an advancement.

(3) Commands must notify NETPDTC (N321) via message, with an information copy to NAVPERSCOM (PERS-852/**862**), withholding advancement and advising of compliance with paragraph 721a. NETPDTC (N321) will forward verification of withholding via Data Mailer. Advancement authority terminates with limiting date for respective advancement cycle.

FM COMMAND
TO NETPDTC PENSACOLA FL//N321//
INFO COMNAVPERSCOM MILLINGTON TN//852/**862**//
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, SSN)
REF/A/DOC/BUPERS/DDMMYY
AMPN/REF A, BUPERSINST 1430.16E (ADVMAN) PARA 721A./
POC/
RMKS/DUE TO _____ CO HAS WITHHELD CYCLE ____ ADV TO (RATE), NAVPERS 1070/613 REQUIRED REF A COMPLIED WITH AND FILED IN FSR.//

(4) To reinstate withheld advancement, CO/OIC must notify NETPDTC (N321) via message, with an info copy to NAVPERSCOM (PERS-852/**862**), 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). Advancement/selectee status will be forwarded via Data Mailer.

FM COMMAND
TO NETPDTC PENSACOLA FL//N321//
INFO COMNAVPERSCOM MILLINGTON TN//852/**862**//
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, SSN)
REF/A/DOC/BUPERS/DDMMYY
REF/B/RMG USS NEVER SAIL/(DTG OF ORIG MSG)/
NARR/REF A, BUPERSINST 1430.16E PARA 721A(4). REF B, REQUEST TO WITHHOLD ADVANCEMENT TO _____ ICO SNM.//
POC/
RMKS/PER REF A, CO HAS REINSTATED SNM'S REC FOR ADV ON (DATE). ADV PREVIOUSLY WITHHELD BY REF B.//

(5) Personnel in a deserter or unauthorized absence (UA) status. COs/OICs must withhold advancements per paragraph 721a utilizing the above withholding NAVPERS 1070/613. CO/OIC will indicate that the member is not available for signature because of UA. Upon completion of NAVPERS 1070/613, CO/OIC must notify NAVPERSCOM (PERS-852/**862)** and NETPDTC of compliance with NAVPERS 1070/613 as directed by paragraph 721a(5). Any prospective advancements, including prospective advancement to E-2/E-3 (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 present CO/OIC. COs/OICs are advised that withdrawal of an advancement recommendation is a permanent action (for that advancement cycle) with no administrative recourse. When withdrawing a recommendation for advancement, take the following actions:

(1) Prepare a NAVPERS 1616/26 removing member's recommendation for advancement. NAVPERS 1616/26 must be signed by the member's CO/OIC; this authority may not be delegated.

(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

"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. It is my decision to/not to seek a review of this matter."

_____
MEMBER'S SIGNATURE/DATE

**NOTE:** Message notification to NETPDTC (N321) may not be sent prior to completion of the required NAVPERS 1070/613 and evaluation.

(3) If a member has taken an E-4/5/6/7 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-852/**862**) requesting examination results be invalidated and advising compliance with paragraph 721b(4).

(4) If member is a selectee for advancement to E-4/5/6/7/8/9, send message notification to NETPDTC (N321), with information copy to NAVPERSCOM (PERS-852/**862**) advising withdrawal of advancement recommendation and compliance with paragraph 721b(5).

(5) If a member has been validated for E-8/9 or is selection board eligible for E-7, send message notification to NAVPERSCOM (PERS-852/**862**), 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//852/**862**//
(ANY OTHER COMMANDS INVOLVED I.E., PSD OR PARENT CMD)
BT
UNCLAS FOUO //NO1430//
MSGID/GENADMIN/USS NEVERSAIL//
SUBJ/WITHDRAWAL OF CYCLE ____ADVANCEMENT RECOMMENDATION ICO (RATE, NAME, BRANCH/CLASS, SSN)//
REF/A/DOC/BUPERS/DDMMYY
AMPN/REF A, BUPERSINST 1430.16E (ADVMAN) PARA 721B.//
POC/
RMKS/CO/OIC HAS WITHDRAWN ADV REC FOR _____ (RATE) ICO SNM. NAVPERS 1070/613 AND EVAL REQUIRED 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.

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 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-852/**862**) upon release from administrative control by NAVPERSCOM (PERS-83CC) 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-852/**862**).

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 E-6. Members whose permanent enlisted rate is E-6 on the date of appointment to temporary officer status may be advanced to E-7, provided members meet the following requirements:

(1) 3 years TIR in paygrade E-6 computed to 1 January prior to the date of appointment to temporary officer status, and

(2) 11 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 E-7 ONLY if their TIR in paygrade E-6 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 E-7 will be effected on 1 September of the year in which the member has 3 years TIR in paygrade E-6 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 E-7 may be effected on 1 September 2000 if E-6 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 E-7 is 1 September.

b. Appointment to Temporary Officer Status of Enlisted Members Whose Permanent Rate is E-7 or E-8. Members whose permanent enlisted rate is E-7 or E-8 on the date of appointment to temporary officer status may be advanced to E-8 or E-9, respectively, concurrent with the temporary officer appointment, provided they meet the following requirements:

(1) 3 years TIR in present enlisted rate when computed to 1 September of the year appointed, and

(2) appropriate TAFMS requirements (16 years for E-8 and 19 years for E-9) prior to 1 October of the year appointed.

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 E-8/9 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 E-8 and E-9 of Temporary Officer Appointees Who Are Selectees for Advancement to E-8 and E-9. Members selected by the E-8/9 selection board for advancement to paygrade E-8/9, and who are later selected for temporary officer status, may be advanced on the date authorized, if the E-8/9 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 E-8/9, the advancement will be effected per paragraph 723b.

d. Advancement of Temporary Officers After Commissioning. After commissioning, temporary officers are advanced to paygrades E-8 and E-9 on 1 July of the current year if both TIR and TAFMS requirements are satisfied that year. TIR date for E-8/9 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: YYMMDD, Auth: BUPERSINST 1430.16E."

# APPENDIX A

## NEAS GLOSSARY

| | |
|---|---|
| OCCUPATIONAL FIELDS | Broad groupings of similar occupations used by manpower, personnel, and training managers to organize the analysis, management, and administration of Navy ratings. There are 23 such groupings. Examples are General Seamanship (BM and SM); Ordnance Systems (GM, MN, MT, and TM.); Logistics (DK, MS, SH, and SK). |
| 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 below. |
| 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 E-7, E-8, or E-9 to form broader career fields when the occupational content is similar. This provides for progressively higher levels and scopes 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. |
| SERVICE RATINGS | Service ratings are subdivisions of certain general ratings. The service rating may be established at any paygrade up to E-9. 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). |

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|---|---|
| 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. |
| RATE | Rate identifies personnel occupationally by paygrades E-1 through E-9. Rate reflects levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates are divided into three groups: general (E-1 through E-3 apprenticeships), petty officers (E-4 through E-6), and chief petty officers (E-7 through E-9). |
| APPRENTICESHIPS (E-1 THROUGH E-3) | General rates are apprenticeships assigned to E-1 through E-3 personnel to indicate their eligibility for entry into various ratings. General apprenticeships consist of Airman (AN), Fireman (FN), and Seaman (SN). Dentalman (DN) and Hospitalman (HN) are strikers. Within the apprenticeships are two types of strikers: designated and nondesignated. |
| 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 Deputy Chief of Naval Operations (DCNO) (N132C5) and **by COMNAVRESFOR for drilling Reservists.** Strikers are eligible for advancement only in the identified rating. |
| NONDESIGNATED STRIKER | Personnel in the apprenticeship rates who are not assigned striker identification are termed nondesignated. |
| PETTY OFFICERS (E-4 THROUGH E-6) | Petty officers are technicians and work managers 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. |
| CHIEF PETTY OFFICERS (E-7 THROUGH E-9) | Chief petty officers (E-7 through E-9) provide supervisory, expert, and higher level technical and managerial expertise for the Navy. |
| LATERAL CHANGE IN RATE | A conversion from one rate to another; for example, BM3 to QM3. |

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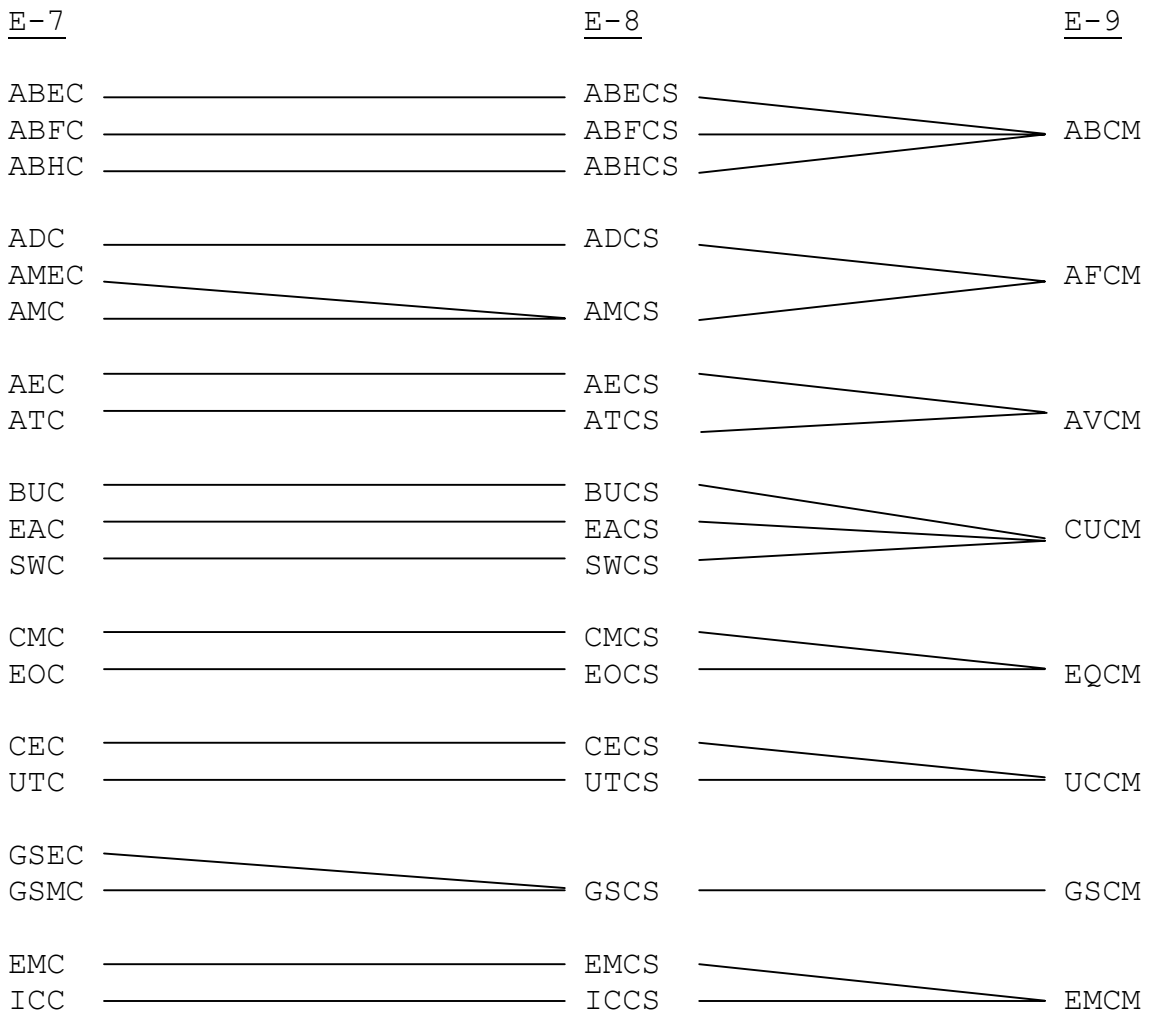
|---|---|
| ADVANCEMENT IN RATE | Promotion to a higher paygrade. |
| REDUCTION IN RATE | Demotion to a lower paygrade. |
| CONCURRENT CHANGE IN RATING | Conversion from one rating to another rating concurrent with advancement in rate; for example, YN2 to LN1. |
| EFFECTIVE DATE OF ADVANCEMENT/RATE | The day a member is actually advanced or changes rates; the date a member begins getting paid for advancement. |
| 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. |

**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 | Stocking Point |
|---|---|---|
| BUPERSINST 1001.39D | Administrative Procedures for Naval Reservists on Inactive Duty | Notes 1, 2 |
| BUPERSINST 1401.2 | Special Enlisted Selection Board | Notes 1, 2 |
| BUPERSINST 1430.17E | Command Advancement Program (CAP) | Notes 1, 2 |
| BUPERSINST 1610.10 | Navy Performance Evaluation and Counseling System (EVAL/FITREP) | Notes 1, 2 |
| DODD 1332.20 of 26 Feb 82 | Minimum Service In grade for Non-disability (Voluntary) Retirement | Note 6 |
| DOD 5200.2-R of Jan 87 | Personnel Security Program | Note 6 |
| DJMS PTG | Defense Joint Military System Procedure Training Guide (DJMS PTG) | Note 3 |
| EPMAC 1080 #1 UM-02 | Diary Message Reporting System Users Manual (DRMSMAN) | Note 4 |
| EPMAC 1080 #4 UM-01 | Enlisted Distribution Verification Report Users Manual (EDVRMAN) | Notes 2, 4 |
| JAGINST 5800.7C | Manual of the Judge Advocate General (JAGMAN) | |
| NAVEDTRA 12061 | Catalog of Nonresident Training Courses | Note 5 |
| NAVEDTRA 10500 | Catalog of Navy Training Courses (CANTRAC) | Note 5 |
| NAVMED P-117 (MANMED) | Manual of the Medical Department | Note 10 |
| NAVPERS 15560C | Naval Military Personnel Manual (MILPERSMAN) | Notes 1, 2 |
| NAVPERS 15627 | Limited Duty Officer and Chief Warrant Officer Professional Guidebook | Note 7 |
| NAVPERS 15909G | Enlisted Transfer Manual (ENLTRANSMAN) | Notes 1, 2 |

| | | |
|---|---|---|
| NAVPERS 18068F | Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards - Volume I | Notes 1 and 2 |
| NAVPERS 18068F | Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards - Volume II | Notes 1 and 2 |
| NAVSO P-3069 | Source Data Systems Procedures Manual (SDSPROMAN) | Note 3 |
| NAVSO P-6064 (MCM) | Manual for Courts-Martial, Uniform Code of Military Justice | Note 8 |
| OPNAVINST 1000.23B | Pay/Personnel Administrative Support Systems (PASS) Management Manual (PASSMAN) | Note 6 |
| OPNAVINST 1160.5C | Reenlistment Quality Control Program | Note 6 |
| OPNAVINST 1414.1D | Enlisted Surface Warfare Specialist Qualification (ESWS) | Note 6 |
| OPNAVINST 1414.2A | Enlisted Aviation Warfare Specialist Qualification Program (EAWS) | Note 6 |
| OPNAVINST 1420.1 | Enlisted to Officer Commissioning Programs Application Administrative Manual (CWO/LDO). | Note 6 |
| OPNAVINST 1430.4 | Naval Reserve Recruiter Meritorious Advancement Program | Note 6 |
| OPNAVINST 1700.11 | Meritorious Advancement for Navy Enlisted Recruiter of the Year (EROY) and Navy Enlisted Reserve Recruiter of the Year (ERROY) | Note 6 |
| OPNAVINST 5351.2 | Enlisted Navy Leader Development (NAVLEAD) | Note 6 |
| OPNAVINST 5700.7G | The U.S. Navy Personnel Exchange Program (PEP) | Note 6 |
| OPNAVINST 6110.1F | Physical Readiness Program | Note 6 |
| OPNAVNOTE 5400 | Standard Navy Distribution List (SNDL) Parts 1 and 2 | Note 6 |
| SECNAVINST 1650.1F | Navy and Marine Corps Awards Manual | Note 6 |
| SECNAVINST 1811.3M | Voluntary Retirement and Transfer to the Fleet Reserve | Note 6 |
| SECNAVINST 5212.5D | Navy and Marine Corps Records Disposition Manual | Note 6 |
| SECNAVINST 5420.193 | Board for Correction of Naval Records (BCNR) | Note 6 |
| SECNAVINST 5510.30A | Navy Personnel Security Program | Note 6 |

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|---|---|---|
| SECNAVINST 5510.36 | Department of the Navy (DON) Information Security Program (ISP) Regulation | Note 6 |
| | United States Navy Regulations 1990 | Note 6 |
| | United States Code | Note 9 |
| | Advancement Handbooks | Note 5 |
| | Bibliography for Advancement-in-rate-Exam Study (BIBS) | Note 5 |

**LEGEND:**

**Note 1** – These instructions are available on the BUPERS CD-ROM. Forms are also available at http://forms.daps.mil/order/.

**Note 2** – These instructions are available through a link on the BUPERS Homepage: http://www.bupers.navy.mil/ using the Instructions button. Forms are also available at http://forms.daps.mil/order/.

**Note 3** – These instructions are available through a link on the BUPERS Homepage: http://www.bupers.navy.mil/ using the Services button and then clicking on Defense Joint Military Pay Services (DJMS) link.

**Note 4** – EPMAC 1080 instructions are available at www.epmac.nola.navy.mil using the Download button.

**Note 5** – Nonresident Training Courses, BIBS, and Advancement Handbooks are available online at: http://www.advancement.cnet.navy.mil.

**Note 6** – Unclassified OPNAV and SECNAV instructions are available online at: http://neds.nebt.daps.mil.

**Note 7** - Available at www.persnet.navy.mil/index.html, click on Community Manager, click on LDO/CWO Community Manager then click on Applicants Page.

**Note 8** - Available at http://jaglink.jag.af.mil/ucmj.htm.

**Note 9** - Available at http://uscode.house.gov/usc.htm.

**Note 10** - Available at www.vnh.org.

**TABLE B-2 — FORMS USED IN NEAS**

| FORM/REPORT | NUMBER | NSN/ORDERING INFO |
|---|---|---|
| Advancement in Rate or Change of Rating (Worksheet) | NAVEDTRA 1430/2 (Rev. 8-92) | Note 5 |
| Enlisted Qualification History (Service Record page 4) | NAVPERS 1070/604 (Rev. 7-91) | Notes 1 and 2 |
| Administrative Remarks (Service Record page 13) | NAVPERS 1070/613 (Rev. 10-81) | Notes 1 and 2 |
| Agreement to Recall or Extend Active Duty | NAVPERS 1070/622 (Rev. 01-00) | Notes 1 and 2 |
| Evaluation Report & Counseling Record (E1-E6) | NAVPERS 1616/26 (Rev. 7-95) | Notes 1 and 2 |
| Certificate of Appointment, Petty Officer Third Class (USN) | NAVPERS 1430/7 (Rev. 12-99) | 0106-LF-985-3000 |
| Certificate of Appointment, Petty Officer Second and First Class (USN) | NAVPERS 1430/8 (Rev. 12-99) | 0106-LF-985-4200 |
| Certificate of Appointment (Chief, Senior Chief, and Master Chief Petty Officer [USN]) | NAVPERS 1430/32 (Rev. 10-01) | 0106-LF-987-1000 |

**Note 1** – These forms are available on the BUPERS CD-ROM. Forms are also available at http://forms.daps.mil/order/.

**Note 2** – These forms are available through a link on the BUPERS Homepage: http://www.bupers.navy.mil/ using the Instructions button. Forms are also available at http://forms.daps.mil/order/.

**Note 5** – These forms are available online in Nonresident Training Courses, BIBS, and Advancement Handbooks http://www.advancement.cnet.navy.mil.

**NOTE: For forms listed below, use the following NETPDTC addresses:**
**1.** NETPDTC (N321), 6490 Saufley Field Road, Pensacola, FL 32509-5240
**2.** NETPDTC, (N8612) 290 Sprague Avenue, Pensacola, FL 32509-5112

| | | |
|---|---|---|
| Automated Mailing Address Input | NETPDTC 1400/1 (Rev. 11-96) | Order from (address 1) |
| Navy Advancement Examination Answer Sheet | NETPDC 1430/2 (Rev. 8-92) | Order from (address 2) |