



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

BUPERSINST 1430.17
PERS-811
30 April 2003

BUPERS INSTRUCTION 1430.17F

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

Subj: COMMAND ADVANCEMENT PROGRAM (CAP)

Ref: (a) NAVPERS 15909G, Enlisted Transfer Manual (ENLTRANSMAN)
(b) BUPERSINST 1430.16E
(c) OPNAVINST 6110.1G
(d) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)

1. Purpose. To provide policy, eligibility requirements, and administrative procedures for the Command Advancement Program (CAP). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1430.17E.

3. Scope. This program allows certain commanding officers (COs) to advance eligible personnel in paygrades E-3, E-4, and E-5 to the next higher paygrade without reference to higher authority. This program is intended to function in conjunction with, not replace, the Navy's established advancement system.

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

5. Waivers. No waivers will be granted, nor shall they be requested to the policies or criteria of this instruction.

6. Eligibility. The following criteria will be used when determining eligibility for CAP advancement:

a. Active duty personnel must be permanently or temporarily assigned (minimum of 30 consecutive days) to a command

designated as sea duty (Type 2 or 4). Type duty codes are defined in reference (a). Eligible units of the operating forces are listed in Part I of the Standard Navy Distribution List (SNDL).

b. Drilling Reservists must be locally assigned to an NRF Ship, NRF Aviation Squadron, or NR EODMU or assigned to an NMCB filling a valid billet in one of these units. These units are designated as sea duty (Type 2 or 4) and their Reserve Unit Identification Code and Active Unit Identification Code are the same with the exception of NMCB units. The member must also be a satisfactory driller for a minimum of 1 year. Advanced paygrade personnel must have made their temporary rate permanent to be eligible. Active Duty for Special Work (ADSW) and One-Year Recall (OYR) personnel are eligible for this program once temporarily assigned (minimum of 30 consecutive days) to a command designated as sea duty (Type 2 or 4).

c. Meet all advancement requirements for the next higher paygrade as listed in reference (b), with the exception of advancement exam participation.

d. Meet health and physical readiness requirements for advancement per reference (c).

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

f. Non-designated strikers must meet all advancement and entry requirements per references (b) and (d).

g. COs are not authorized to CAP non-designated strikers into any rating requiring a special selection process (e.g., MA, RP, DM) or that require an "A" school for entry into that rating, per current Rating Entry for General Apprentices Naval Administrative message (REGA NAVADMIN).

h. COs are not authorized to CAP personnel with "Early Promote" "EP" 1 year time in rate waiver.

7. Command Requirements. Command advancements may be effected only by COs of commands that are designated as sea duty (Type 2 or 4). Officers in charge (OICs) are not authorized to

administer CAP, but may recommend eligible candidates to their parent command. CAP advancements for personnel assigned to a detachment are counted against the parent command's annual quota. Therefore, authorization should be obtained from the parent command of a deployed detachment prior to effecting a CAP advancement. Drilling Reserve personnel may only be authorized CAP by the CO of the commissioned unit to which assigned. In the case of those commissioned units, which do not have an active duty CO, the officer who would assume command of the unit upon activation is authorized to approve CAP advancements.

8. Quota Limitations

a. Based on the enlisted billets authorized by a unit's Manpower Authorization (BA Column) for active personnel or the SELRES Unit Reserve Unit Assignment Document (RUAD) for SELRES personnel, COs may advance eligible E-3, E-4, and E-5 personnel between 1 January and 31 December inclusive as follows:

| <u>TOTAL ENLISTED BILLETS AUTHORIZED</u> | <u>MAXIMUM AUTHORIZED QUOTAS BY PAYGRADE</u> | | |
|--|--|-----|-----|
| | E-6 | E-5 | E-4 |
| 100 or less | 1 | 1 | 0 |
| 101 to 1,000 | 1 | 2 | 0 |
| 1,001 to 2,000 | 2 | 4 | 0 |
| over 2,000 | 2 | 6 | 0 |

Note: In no case may the total annual CAP advancements exceed the maximum authorized quota(s). E-4 quotas may be substituted for unused E-5 or E-6 quotas.

b. COs responsible for more than one Unit Identification Code (UIC) will base quotas on each individual OPNAV 1000/2 or RUAD maintained. Active duty and Drilling Reserve quotas are separate and may not be consolidated. Sea, Air, Mariner (SAM) II personnel are counted against Drilling Reserve quotas.

9. Administrative Procedures. Commands shall prepare a NAVPERS 1070/613, Administrative Remarks page entry as follows:

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(Date): Per BUPERSINST 1430.17F, I have been advanced this date under the Command Advancement Program to ____for calendar year (2003).

I. M. SKIPPER
(MUST BE SIGNED BY CO NOT BY DIRECTION)

10. Action. File NAVPERS 1070/613, Administrative Remarks page in member's service record, prepare service record entries and submit appropriate Navy Standard Integrated Personnel System (NSIPS) entry. Commands are required to retain copies for 2 years.

11. Form. NAVPERS 1070/613, Administrative Remarks can be obtained online at <http://forms.daps.mil/order/>.

Tomaszeski

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

Distribution:
SNDL Parts 1 and 2