



## Navy-Wide Apprenticeship (E1-E4) Advancement Changes Fact Sheet

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### BLUF

NAVADMIN 168/23 announced the first step of aligning the Apprenticeship Payband (E-1 to E-4) to support Billet Based Advancement. Sailors will be advanced from E-1 to E-4 based on time-in-service (TIS). Sailors not in an accelerated advancement program will advance to Petty Officer 3<sup>rd</sup> Class based on time-in-service only.

### Who needs to know?

- Apprentices Sailors (E-1 to E-4)
- Deckplate Leadership
- Command Career Counselors
- CPPAs
- Triads

### What you need to know – key points

- As of July 1, 2024, all E-1 to E-4 advancements will be based on time-in-service (TIS).
- Time-in-Service requirements
  - E-1 to E-2: 9 months TIS
  - E-2 to E-3: 18 months TIS
  - E-3 to E-4: 30 months TIS
- Sailors must maintain a CO's retention recommendation and meet the TIS to advance.
- Sailors are not required to complete Professional Military Knowledge Eligibility Exam (PMK-EE) to advance to E-4.
- Advancements will be automatically effected by Navy Standard Integrated Personnel System (NSIPS).
- Fall 2023 (Cycles 260 and 113) will look different as the Navy transitions from the traditional advancement to the new TIS advancement.
- Cycle 260/113 advancement calculations via Alternative Final Multiple Score (A-FMS) will be heavily weighted towards TIS, with quotas greatly increased for historically slow-advancing rates.
- To facilitate the transition, commands will need to validate all eligible E-3 Sailors Enlisted Advancement Worksheets (EAWs) in NSIPS for the Fall 2023 Advancement Cycle.
- There will be no Spring 2024 advancement cycle for E-3 to E-4.
- This policy does not apply to nuclear, advanced technical, and electronic field Sailors who already obligate for additional service to advance to E4.
- Professional Apprenticeship Career Track (PACT) Sailors will continue to earn rating designations that is aligned with the TIS-based advancement.
- If a Sailor is reduced in rank, they will need to regain the CO's recommendation for advancement and will be required to serve 6 months Time-In-Rate (TIR) at each following paygrade to E-4 or meet the required TIS gate.
- Meritorious Advancement opportunities will be available for CO's to advance their top performing Sailors with necessary E3 experience to E4 early.



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## Sample POD/POW Notes

- MAJOR ADVANCEMENT CHANGES FOR E-1 TO E-4 SAILORS! Starting **July 1, 2024** all E-1 to E-4 Sailors will be part of Apprentice Advancement Alignment. What does this mean for you? Sailor will now be advanced from E-1 to E-4 based on their time in service (TIS) and there will no longer be advancement quotas for E-4. TIS for advancement is as follows:
  - E-1 to E-2: 9 Months TIS
  - E-2 to E-3: 18 Months TIS
  - E-3 to E-4: 30 Months TIS

The Fall 2023 advancement cycle will look different as the Navy transitions. The Fall 2023 cycle will have greatly increased quotas for historically slow-advancing rates.

## FAQ

### Q. What is Apprentice Advancement Alignment?

A. Apprentice Advancement Alignment (Triple A) is a change in the advancement of Sailors in the apprentice ranks (E-1 to E-4). Sailors will now be advanced from E-1 to E-4 based on their TIS. This new policy is the first step in aligning the apprentice payband (E-1 to E-4) to support the Navy's shift to Billet Based Advancement (BBA).

### Q. What are the time-in-service requirements?

A. TIS requirements are as follows:

E-1 to E-2: 9 months TIS

E-2 to E-3: 18 months TIS

E-3 to E-4: 30 months TIS

### Q. Will Sailors who obligated for additional service in order to promote to E-4 still promote?

A. Yes. Sailors who have already obligated additional service to advance to E-4 will still advance in accordance with their contract.

### Q. How will this be phased in?

A. Fall 2023 (Cycles 260 and 113) will look different as the Navy transitions from the traditional advancement to the new TIS advancement. Cycle 260/113 advancement calculations via Alternative Final Multiple Score (A-FMS) will be heavily weighted towards TIS, with quotas greatly increased for historically slow-advancing rates.

On July 1, 2024, all Sailors who have not reached the TIS for their next rank will be enrolled in the program automatically. Sailors who are over the 30 month TIS mark will be phased in over the course of 2024.

### Q. If a Sailor has been an E-3 for more than 30 months at the time of the announcement, will they automatically advance to E-4?

A. Yes. To reduce the number of Sailors advanced at once the Navy will use the final quota-based advancement cycle for E-4 advancement to start phasing in advancements weighted heavily towards time in service. Starting on July 1, 2024, all Sailors that have surpassed the TIS requirement for E-4 and maintained their CO's recommendation for advancement will be advanced to E-4.

### Q. Will Sailors be eligible for benefits of E-4s the day they are advanced?

A. They will be, pay transmittals will be effective in the next pay period.

### Q. Will there still be opportunities for Meritorious Advancement (MAP)?

A. Yes. There will be opportunities for the top-performing Sailors with necessary E-3 experience to advance to E-4 early through MAP.

### Q. What happens if a Sailor is awarded reduction in rank at Captains Mast?

A. If a Sailor is reduced in rank, they will need to regain the CO's recommendation for advancement and will be required to serve 6 months TIR at each following paygrade to E-4 or meet the required TIS gate.

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SUBJ/NAVY-WIDE APPRENTICE (E1 - E4) ADVANCEMENT CHANGES//

REF/A/DOC/BUPERS/07FEB22//

REF/B/DOC/NPPSC/19FEB21//

REF/C/MSG/CNO WASHINGTON DC/N1/161157ZJUL20//

REF/D/MSG/CNO WASHINGTON DC/N1/311716ZMAY23//

REF/E/DOC/COMNAVPERSCOM/01DEC22//

REF/F/MSG/CNO WASHINGTON DC/N1/201449ZDEC18//

NARR/REF A IS BUPERSINST 1430.16G CH-1, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE. REF B IS OPS ALERT 007-21 (PMK-EE). REF C IS NAVADMIN 201/20, PROFESSIONAL MILITARY KNOWLEDGE ELIGIBILITY EXAM REVISED BUSINESS RULES. REF D IS NAVADMIN 131/23, FALL 2023 SELECTED RESERVE E-4 THROUGH E-6 ADVANCEMENT (CYCLE 113). REF E IS MILPERSMAN ARTICLE 1510-033, GOVERNING ADVANCED ELECTRONICS FIELD, ADVANCED TECHNICAL FIELD AND NUCLEAR FIELD RATINGS. REF F IS NAVADMIN 312/18, ADVANCEMENT POLICY CHANGE.//

RMKS/1. This NAVADMIN changes apprentice (E-1 - E-4) advancements into a time-in-service (TIS) based construct, effective 1 July 2024.

This change will better regulate advancement through E-4 in order to provide a solid foundation for billet based advancements (BBA) into the journeyman ranks (E-5 and E-6). It also provides a more predictable and transparent advancement path to E-4 for all Sailors and ensures that every Sailor can be in a position to make a re-enlistment decision as an E-4 prior to the end of their initial obligated service.

2. As a modification to reference (a), all E-1 through E-4 advancements will transition on 1 July 2024 to a TIS-based construct. TIS requirements to advance from E-1 through E-4 will be as follows:

- a. E-1 - E-2: 9 months TIS.
- b. E-2 - E-3: 18 months TIS.
- c. E-3 - E-4: 30 months TIS.

3. Eligibility. The only two requirements to be eligible to advance E-1 through E-4 are to maintain a commanding officer's (CO) retention and promotion recommendation and meet the required TIS.

E-2 through E-4 advancements will be automatically effected by the Navy Standard Integrated Personnel System (NSIPS). This NAVADMIN removes all other associated E-4 advancement eligibility criteria listed in references (a) through (d), to include the requirement to complete E-4 Professional Military Knowledge Eligibility Exam (PMK-EE) for any advancement program. E-4 time-in-rate dates for advancement eligibility to E-5 will be established based on advancement month to E-4. For Selected Reserve (SELRES) Sailors, the effective date for purposes of TIS is the pay entry base date.

4. Exclusions. This new policy does not include nuclear, advanced technical, and electronic field Sailors who already obligate for additional service in order to advance to E-4. Those Sailors will continue to receive an accelerated advancement for service in those needed skill sets in line with reference (e). Additionally, Sailors in the Professional Apprenticeship Career Track (PACT) program will continue to earn rating designations and advancement to E-4 in line with PACT program requirements, with a timeline that is similar to TIS-based advancements described above.

5. Meritorious Advancement Program (MAP). MAP to E-4 will remain for top-performing Sailors that have necessary experience as an E-3. A specified number of quotas will be made available for COs to request to advance those Sailors utilizing the MAP function of NSIPS. Detailed guidance will be provided in advance of each MAP season. SELRES Sailors should refer to the annual Reserve MAP ALNAVRESFOR messages for further guidance.

6. Sailors reduced in rate below E-4. In order to advance, Sailors must receive their CO's advancement recommendation and the member will be required to serve six months at their reduced paygrade and any subsequent paygrades, or meet required TIS gates (whichever is later).

7. Transition. While this new TIS-based construct does not go into effect until 1 July 2024, the Fall 2023 advancement cycles (260 and 113) for E-4 advancements will be adjusted to help transition the force into a fully TIS based system over the next year. Specifically, calculations via the alternative final multiple score (A-FMS) are now heavily weighted towards longer TIS, there are increased quotas for ratings with historically slower advancement timing, and there is no requirement to complete PMK-EE for E-4. The A-FMS computations will replace the E-4 FMS computations in reference (f). There will not be a Spring 2024 advancement cycle for E-4 advancements due to implementation of the TIS based system on 1 July 2024.

8. In order to facilitate this transition, commands are directed to finalize or certify all cycle E-4 enlisted advancement worksheets (EAW) in NSIPS as "Eligible for Advancement" or "Not Eligible for Advancement" for the Fall 2023 advancement cycles. The only criteria necessary to validate advancement eligibility for the Fall 2023 advancement cycles are required time-in-rate and current CO's

advancement recommendation. Commands should refrain from completing manual EAWs and instead rely on NSIPS to validate cycle eligibility prior to EAW closeout dates. Each Sailor's Educational Services Officer (ESO) must certify E-4 EAWs as eligible if these two conditions are met. EAW closeout dates are promulgated in the cycle NAVADMINs.

9. This NAVADMIN represents a fundamental process change for first-term Sailors and guarantees advancement opportunity to E-4 for eligible Sailors currently in the process of deciding to "Stay Navy." Those who do decide to "Stay Navy" will soon thereafter become eligible to compete for billet based advancements into Journeyman leadership roles within the detailing marketplace.

10. This NAVADMIN will remain in effect unless otherwise cancelled.

11. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//