

## **Advancement Examination Readiness Review (AERR)**

### **Once notified you are selected to attend an AERR**

Your duty to help maintain the integrity of the advancement examination development process begins the moment you are officially notified by Commanding Officer, Naval Education and Training Professional Development Center (NETPDC) that you were selected to attend a review.

While communication with other members of your command or other command concerning your attendance at a particular AERR is NOT prohibited, it is discouraged.

Any attempts to have you provide input to the advancement examinations that would advantage a small group of candidates should be reported to the NETPDC staff.

#### **While at the AERR**

Only designated support staff is authorized to speak to you about administrative matters.

You will be required to sign a Non-Disclosure Statement on your first day of the conference.

No lists, notes, or writing you compile during the conference may leave the conference area. At the end of the review all lists, notes, and other writings must be left in the room for shredding.

#### **After the AERR**

Your duty to maintain the confidentiality of the material developed is required. Do not disclose restricted information about your conference **material** to anyone. The NETPDC staff will brief the AERR attendees on what information they are allowed to share with their Sailors and command.

#### **At all times**

If you believe that the integrity of the examinations has been affected by improper influence from an outside source, misconduct by another attendee, or for any other reason, or believe someone is exerting or attempting to exert inappropriate influence over you, report it to NETPDC staff immediately. When in doubt, report.