

Advancement Checklist



This is a product of the MyNavy Portal (MNP) Team in coordination with the Navy Advancement Center, NETPDC N3.

Please address comments and feedback via email to mnp-webmaster@us.navy.mil

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ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E3

Required Item	Recommended Item	URL	Info Tips
 Verify you have 18 Months Time in Service (TIS)		https://www.mnp.navy.mil/group/sailor-landing-page	The Sailor Landing Page/MyCareer Advancement Readiness widget provides indicators and actionable information for Sailors.
 Verify CO Recommendation in last EVAL			Verify CO Recommendation in last EVAL.
	Request Career Development Board (CDB)	https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Resources/	View CDB Training Videos, First Term Success Workshop Training, and Career Development Training Courses.
	Determine interim/final security clearance requirements for your rating are met	https://www.cool.osd.mil/usn/moc/index.html?nav=rate	Visit Navy COOL and review your Rating Card.
	Review and complete your Occupational and Readiness Standards (OaRS)	https://www.cool.osd.mil/usn/resources_and_links/index.html?UnderstandingYourLadr	








ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E4

Required Item	Recommended Item	URL	Info Tips
 Verify you have 30 months Time in Service (TIS)		https://www.mnp.navy.mil/group/sailor-landing-page	The Sailor Landing Page/MyCareer Advancement Readiness widget provides indicators and actionable information for Sailors.
 Verify CO Recommendation in last EVAL			IAW BUPERSINST 1430.16G CH-1, Chapter 2, "The most recent evaluation is the sole source of recommendation for advancement."
	Request Career Development Board (CDB)	https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Resources/	View CDB Training Videos, First Term Success Workshop Training, and Career Development Training Courses.
	Determine interim/final security clearance requirements for your rating are met	https://www.cool.osd.mil/usn/moc/index.html?nav=rate	Visit Navy COOL and review your Rating Card.
	Review your Learning and Development Roadmap (LaDR)	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, every Sailor in the U.S. Navy must have and utilize their LaDR.
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	




ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E5 (NON-BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
 Complete Professional Military Knowledge Eligibility Exam (PMK-EE)		https://learning.nel.navy.mil/ELIAASv2p/	<p>i Info Tips</p> <p>Complete via Navy eLearning or download the mobile app at: https://www.applocker.navy.mil/#!/apps/B011A7C4-24BC-4472-B32B-520F00DD0575</p> <p>Review Basic Time-in-Rate (TIR) Requirements in BUPERSINST 1430.16G CH-1, Chapter 2, Table 2-1.</p> <p>For more information on your EAW, go to: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/EAW/</p>
	Validate PMK-EE completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Complete Enlisted Leader Development (ELD) training		https://www.netc.navy.mil/ELD/	
	Validate ELD training completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Verify Time in Rate (TIR) eligibility		https://www.mnp.navy.mil/group/sailor-landing-page	
	Validate TIR eligibility on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Complete and sign Enlisted Advancement Worksheet (EAW)		https://www.nsips.cloud.navy.mil/	
	Validate and route your EAW to your command Educational Services Officer (ESO)	https://www.nsips.cloud.navy.mil/	
 Coordinate with your Educational Services Officer (ESO) to order your Navy-wide Advancement Exam (NWAE)			









ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E5 (NON-BBA RATINGS Continued)

Required Item	Recommended Item	URL	Info Tips
 Take and pass NWAEE			<p>i Info Tips</p> <p>Your exam score can be from 20-80. The exam score is a numeric representation of how well you did compared to peers taking the same exam. A 50 means your number of correct answers fell in the middle of the scoring distribution.</p>
	Review current NAVADMIN for Navy-wide Advancement Exam (NWAEE) cycle information	https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/	
	Review your Learning and Development Roadmap (LaDR)	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, Every Sailor in the U.S. Navy must have and utilize their LaDRs.
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
		https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies	Per BUPERSINST 1430.16G CH-1, Chapter 2, "Advancement candidates will use the NWAEE bibliography published by the Navy Advancement Center (NAC) as a single source for NWAEE preparation. All other externally produced study guides and materials are NOT affiliated with NAC."
	Develop and execute a study plan		<p>Navy Advancement Bibliographies document the references used when writing exam questions and are posted five months in advance of exam administrations. Visit Navy COOL at: https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies.</p> <p>Be sure to review "Topics and Subtopics," which identify testable areas for the selected rating.</p>





ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E5 (BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips	
 Complete Professional Military Knowledge Eligibility Exam (PMK-EE)	Validate PMK-EE completion on your NSIPS/EAW	https://learning.nel.navy.mil/ELIAASv2p/	 Info Tips Complete via Navy eLearning or download the mobile app at: https://www.applocker.navy.mil/#!/apps/B011A7C4-24BC-4472-B32B-520F00DD0575	
		https://www.nsips.cloud.navy.mil/		
 Complete Enlisted Leader Development (ELD) training	Validate ELD training completion on your NSIPS/EAW	https://www.netc.navy.mil/ELD/		
		https://www.nsips.cloud.navy.mil/		
 Verify Time in Rate (TIR) eligibility	Validate TIR eligibility on your NSIPS/EAW	https://www.mnp.navy.mil/group/sailor-landing-page		Review Basic Time-in-Rate (TIR) Requirements in BUPERSINST 1430.16G CH-1, Chapter 2, Table 2-1.
 Complete and sign Enlisted Advancement Worksheet (EAW)	Validate and route EAW to your command Educational Services Officer (ESO)	https://www.nsips.cloud.navy.mil/		For more information on your EAW, go to https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/EAW/
 Coordinate with your Educational Services Officer (ESO) to order your Rating Knowledge Exam (RKE)		https://www.nsips.cloud.navy.mil/		









ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E5 (BBA RATINGS continued)

Required Item	Recommended Item	URL	Info Tips
 Take and pass RKE			
 Review Performance Summary Report (PSR) and verify EVAL continuity (no gaps in reporting periods)		https://www.bol.navy.mil/ccdreports/	
	Review current NAVADMIN for Billet-Based Advancement (BBA) information	https://www.mynavyhr.navy.mil/CareerManagement/Detailing/Enlisted/Detailing-Marketplace/	
	Review LaDR and identify recommended assignments for advancement	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, your LaDR provides a well-defined path to advancement, complete with directions for using required and recommended resources.
	Review Billet Based Advancement (BBA) eligibility status in your Sailor Landing Page/MyCareer Advancement Readiness - Billet Based Advancement card	https://www.mnp.navy.mil/group/sailor-landing-page	
	Review Detailing Countdown (checklist) in your Sailor Landing Page/MyCareer Assignment card	https://www.mnp.navy.mil/group/sailor-landing-page	





ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E6 (NON-BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
 Complete Professional Military Knowledge Eligibility Exam (PMK-EE)		https://learning.nel.navy.mil/ELIAASv2p/	 Info Tips Complete via Navy eLearning or download the mobile app at https://www.applocker.navy.mil/#!/apps/B011A7C4-24BC-4472-B32B-520F00DD0575 Review Basic Time-in-Rate (TIR) Requirements in BUPERSINST 1430.16G CH-1, Chapter 2, Table 2-1. IAW BUPERSINST 1430.16G CH-1, Chapter 2, "COs/OICs may waive up to one year of the required TIR for Sailors in paygrades E5 and E6 who received a promotion recommendation of EP on the most recent periodic evaluation in the current paygrade." For more information on your EAW, go to: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/EAW/
	Validate PMK-EE completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Complete Enlisted Leader Development (ELD) training		https://www.netc.navy.mil/ELD/	
	Validate ELD training completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Verify Time in Rate (TIR) eligibility		https://www.mnp.navy.mil/group/sailor-landing-page	
	Validate ELD training completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Confirm Early Promote (EP) TIR waiver, if applicable			
	Confer with your Educational Services Officer (ESO) six months before exam administrations		
 Complete and sign Enlisted Advancement Worksheet (EAW)		https://www.nsips.cloud.navy.mil/	



ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E6 (NON-BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Validate and route EAW to your command Educational Services Officer (ESO)	https://www.nsips.cloud.navy.mil/	For more information on your EAW, go to https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/EAW/
 Coordinate with your Education Services Officer (ESO) to order your Navy-wide Advancement Exam (NWAE)			Your exam score can be from 20-80. The exam score is a numeric representation of how well you did compared to peers taking the same exam. A 50 means your number of correct answers fell in the middle of the scoring distribution.
 Take and pass NWAE			
	Review current NAVADMIN for Navy-wide Advancement Exam (NWAE) cycle information	https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/	
	Review your Learning and Development Roadmap (LaDR)	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, every Sailor in the U.S. Navy must have and utilize their LaDRs.
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Review your rating's Bibliography for Advancement	https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies	Per BUPERSINST 1430.16G CH-1, Chapter 2, "Advancement candidates will use the NWAE bibliography published by the Navy Advancement Center (NAC) as a single source for NWAE preparation. All other externally produced study guides and materials are NOT affiliated with NAC."








ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E6 (NON-BBA RATINGS continued)

Required Item	Recommended Item	URL	Info Tips
	Review your rating's Bibliography for Advancement	https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies	<p>i Info Tips</p> <p>Per BUPERSINST 1430.16G CH-1, Chapter 2, "Advancement candidates will use the NWAEE bibliography published by the Navy Advancement Center (NAC) as a single source for NWAEE preparation. All other externally produced study guides and materials are NOT affiliated with NAC."</p>
	Develop and execute a study plan		<p>Navy Advancement "Bibliographies" document the references used when writing exam questions and are posted five months in advance of exam administrations. Visit Navy COOL at: https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies.</p> <p>Be sure to review "Topics and Subtopics," which identify testable areas for the selected rating.</p>





ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E6 (BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
 Complete Professional Military Knowledge Eligibility Exam (PMK-EE)		https://www.nsips.cloud.navy.mil/	Complete via Navy eLearning or download the mobile app at: https://www.applocker.navy.mil/#!/apps/B011A7C4-24BC-4472-B32B-520F00DD0575
	Validate PMK-EE completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Complete Enlisted Leader Development (ELD) training		https://www.netc.navy.mil/ELD/	Review Basic Time-in-Rate (TIR) Requirements in BUPERSINST 1430.16G CH-1, Chapter 2, Table 2-1.
	Validate ELD training completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Verify Time in Rate (TIR) eligibility		https://www.mnp.navy.mil/group/sailor-landing-page	Review Basic Time-in-Rate (TIR) Requirements in BUPERSINST 1430.16G CH-1, Chapter 2, Table 2-1.
	Validate TIR eligibility on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Complete and sign Enlisted Advancement Worksheet (EAW)		https://www.nsips.cloud.navy.mil/	For more information on your EAW, go to: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/EAW/
	Validate EAW and route to your command Educational Services Officer (ESO)	https://www.nsips.cloud.navy.mil/	
 Coordinate with your Educational Services Officer (ESO) to order your Rating Knowledge Exam (RKE)			









ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E6 (BBA RATINGS continued)

Required Item	Recommended Item	URL	Info Tips
 Take and pass Rating Knowledge Exam (RKE)			
 Review Performance Summary Report (PSR) and verify EVAL continuity (no gaps in reporting periods)		https://www.bol.navy.mil/ccdreports/	
	Review current NAVADMIN for Billet-Based Advancement (BBA) information	https://www.mynavyhr.navy.mil/CareerManagement/Detailing/Enlisted/Detailing-Marketplace/	
	Review LaDR and identify recommended assignments for advancement	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, your LaDR provides a well-defined path to advancement, complete with directions for using required and recommended resources.
	Review Billet Based Advancement (BBA) eligibility status in your Sailor Landing Page/MyCareer Advancement Readiness card	https://www.mnp.navy.mil/group/sailor-landing-page	
	Review Detailing Countdown (checklist) in your Sailor Landing Page/MyCareer Assignment card	https://www.mnp.navy.mil/group/sailor-landing-page	



ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E7 (NON-BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
 Complete Professional Military Knowledge Eligibility Exam (PMK-EE)		https://learning.nel.navy.mil/ELIAASv2p/	Complete via Navy eLearning or download the mobile app at https://www.applocker.navy.mil/#!/apps/B011A7C4-24BC-4472-B32B-520F00DD0575
 Complete Enlisted Leader Development (ELD) training		https://www.netc.navy.mil/ELD/	
 Verify Time in Rate (TIR) eligibility		https://www.mnp.navy.mil/group/sailor-landing-page	
 Confirm Early Promote (EP) TIR waiver, if applicable			IAW BUPERSINST 1430.16G CH-1, Chapter 2, "COs/OICs may waive up to one year of the required TIR for Sailors in paygrades E5 and E6 who received a promotion recommendation of EP on the most recent periodic evaluation in the current paygrade."
	Validate EAW and route to your command Educational Services Officer (ESO)	https://www.nsips.cloud.navy.mil/	For more information on your EAW, go to https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/EAW/
 Coordinate with your Educational Services Officer (ESO) to order your Navy-wide Advancement Exam (NWAE)			
 Take and pass NWAE			Your exam score can be from 20-80. The exam score is a numeric representation of how well you did compared to peers taking the same exam. A 50 means your number of correct answers fell in the middle of the scoring distribution.
	Review current NAVADMIN for Navy-wide Advancement Exam (NWAE) cycle information	https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/	








ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E7 (NON-BBA RATINGS continued)

Required Item	Recommended Item	URL	Info Tips
	Review your Learning and Development Roadmap (LaDR)	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, Every Sailor in the U.S. Navy must have and utilize their LaDRs.
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Review your rating's Bibliography for Advancement	https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies	Per BUPERSINST 1430.16G CH-1, Chapter 2, "Advancement candidates will use the NWAEB bibliography published by the Navy Advancement Center (NAC) as a single source for NWAEB preparation. All other externally produced study guides and materials are NOT affiliated with NAC."
	Develop and execute a study plan		Navy Advancement "Bibliographies" document the references used when writing exam questions and are posted five months in advance of exam administrations. Visit Navy COOL a: https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies . Be sure to review "Topics and Subtopics," which identify testable areas for the selected rating.






ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E7 (BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
 Complete Professional Military Knowledge Eligibility Exam (PMK-EE)		https://learning.nel.navy.mil/ELIAASv2p/	Complete via Navy eLearning or download the mobile app at https://www.applocker.navy.mil/#!/apps/B011A7C4-24BC-4472-B32B-520F00DD0575
	Validate PMK-EE completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Complete Enlisted Leader Development (ELD) training		https://www.netc.navy.mil/ELD/	
	Validate PMK-EE completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Verify Time in Rate (TIR) eligibility		https://www.mnp.navy.mil/group/sailor-landing-page	Refer to Chapter 2 of the Advancement Manual: https://www.mynavyhr.navy.mil/Portals/55/Reference/Instructions/BUPERS/BUPERSINST%201430.16.pdf
	Validate TIR eligibility on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	
 Confirm Early Promote (EP) TIR waiver, if applicable			IAW BUPERSINST 1430.16G CH-1, Chapter 2, "COs/OICs may waive up to one year of the required TIR for Sailors in paygrades E5 and E6 who received a promotion recommendation of EP on the most recent periodic evaluation in the current paygrade."
 Complete and sign Enlisted Advancement Worksheet (EAW)		https://www.nsips.cloud.navy.mil/	For more information on your EAW, go to https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/EAW/



ADVANCEMENT CHECKLISTS – PREPARE PROSPECTIVE E7 (BBA RATINGS continued)

Required Item	Recommended Item	URL	Info Tips
	Validate PMK-EE completion on your NSIPS/EAW	https://www.nsips.cloud.navy.mil/	For more information on your EAW, go to: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/EAW/
 Coordinate with your Educational Services Officer (ESO) to order your Rating Knowledge Exam (RKE)			
 Take and pass Rating Knowledge Exam (RKE)			Your exam score can be from 20-80. The exam score is a numeric representation of how well you did compared to peers taking the same exam. A 50 means your number of correct answers fell in the middle of the scoring distribution.
 Review Performance Summary Report (PSR) and verify EVAL continuity (no gaps in reporting periods)		https://www.bol.navy.mil/ccdreports/	
	Review current NAVADMIN for Billet-Based Advancement (BBA) information	https://www.mynavyhr.navy.mil/CareerManagement/Deztailing/Enlisted/Detailing-Marketplace/	
	Review LaDR and identify recommended assignments for advancement	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, your LaDR provides a well-defined path to advancement, complete with directions for using required and recommended resources.
	Review Billet Based Advancement (BBA) eligibility status in your Sailor Landing Page/MyCareer Advancement Readiness card	https://www.mnp.navy.mil/group/sailor-landing-page	
	Review Detailing Countdown (checklist) in your Sailor Landing Page/MyCareer Assignment card	https://www.mnp.navy.mil/group/sailor-landing-page	



POST-EXAM CHECKLISTS – ADVANCED PROSPECTIVE E5 (NON-BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review Navy-wide Advancement Exam (NWAE) results	https://www.mn3p.navy.mil/web/advancement-and-promotion/navy-advancement-center	<p>i Info Tips</p> <p>Your Cycle profile is broken down by exam topics and subtopics, providing percentile performance of each content area to help identify job standards in your rating that may require more study time or hands-on training.</p>
	Review/Verify Enlisted Profile Sheet	https://neas.ncdc.navy.mil/public/ProfileSheet.aspx	
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Discuss your new role and expectations with chain of command and mentor		



POST-EXAM CHECKLISTS – ADVANCED PROSPECTIVE E5 (BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review Rating Knowledge Exam (RKE) results	https://www.mn3p.navy.mil/web/advancement-and-promotion/navy-advancement-center	<p>i Info Tips</p> <p>Your Cycle profile is broken down by exam topics and subtopics, providing percentile performance of each content area to help identify job standards in your rating that may require more study time or hands-on training.</p> <p>IAW OPNAVINST 1500.77A, your LaDR provides a well-defined path to advancement, complete with directions for using required and recommended resources.</p>
	Review/Verify Enlisted Profile Sheet	https://neas.ncdc.navy.mil/public/ProfileSheet.aspx	
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Discuss your new role and expectations with chain of command and mentor		
	Review LaDR and identify recommended assignments for advancement	https://www.cool.osd.mil/usn/all_ladrs.html	
	Discuss MNA advancement opportunities with your chain of command, command career counselor, and mentor	https://mynavyassignment.dc3n.navy.mil/	
	Discuss Detailing Marketplace options with your Detailer	https://www.mynavyhr.navy.mil/CareerManagement/Detailing/Enlisted/Detailing-Marketplace/	
	Apply for up to 7 job applications per MNA cycle	https://mynavyassignment.dc3n.navy.mil/	



POST-EXAM CHECKLISTS – ADVANCED PROSPECTIVE E6 (NON-BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review Navy-wide Advancement Exam (NVAE) results		<p>i Info Tips</p> <p>Your Cycle profile is broken down by exam topics and subtopics, providing percentile performance of each content area to help identify job standards in your rating that may require more study time or hands-on training.</p>
	Review/Verify Enlisted Profile Sheet	https://neas.ncdc.navy.mil/public/ProfileSheet.aspx	
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Discuss your new role and expectations with chain of command and mentor		



POST-EXAM CHECKLISTS – ADVANCED PROSPECTIVE E6 (BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review Rating Knowledge Exam (RKE) results		
	Review/Verify Enlisted Profile Sheet	https://neas.ncdc.navy.mil/public/ProfileSheet.aspx	<p>Your Cycle profile is broken down by exam topics and subtopics, providing percentile performance of each content area to help identify job standards in your rating that may require more study time or hands-on training.</p> <p>IAW OPNAVINST 1500.77A, your LaDR provides a well-defined path to advancement, complete with directions for using required and recommended resources.</p>
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Discuss your new role and expectations with chain of command and mentor		
	Review LaDR and identify recommended assignments for advancement	https://www.cool.osd.mil/usn/all_ladrs.html	
	Visit MyNavy Assignment (MNA) and review advertised advancement opportunities for your rating	https://mynavyassignment.dc3n.navy.mil/	



POST-EXAM CHECKLISTS – ADVANCED PROSPECTIVE E6 (BBA RATINGS continued)

Required Item

Recommended Item

URL

i Info Tips

Discuss MNA advancement opportunities with your chain of command, command career counselor, and mentor

Discuss Detailing Marketplace options with your Detailer

<https://www.mynavyhr.navy.mil/CareerManagement/Detailing/Enlisted/Detailing-Marketplace/>



Apply for up to 7 job applications per MNA cycle



POST-EXAM CHECKLISTS – NON-SELECT ALL PAYGRADES (NON-BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review Navy-wide Advancement Exam (NWAE) results		
	Review Enlisted Profile Sheet	https://neas.ncdc.navy.mil/public/ProfileSheet.aspx	<p>Your Cycle profile is broken down by exam topics and subtopics, providing percentile performance of each content area to help identify job standards in your rating that may require more study time or hands-on training.</p> <p>IAW OPNAVINST 1500.77A, every Sailor in the U.S. Navy must have and utilize their LaDRs.</p>
	Review Bibliography	https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies	
	Review Navy Enlisted Occupational Standards (NEOCS)	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Review LaDR for career planning and goal setting	https://www.cool.osd.mil/usn/all_ladrs.html	
	Request Career Development Board (CDB)		
	Review MyNavy Assignment opportunities within your current paygrade.	https://www.bol.navy.mil/bam/mnp.aspx?app=cwaysss	
	Discuss methods to improve your Final Multiple Score (FMS) with your Education Services Officer (ESO)	https://www.mn3p.navy.mil/web/advancement-and-promotion/fms-calculator	



POST-EXAM CHECKLISTS – NON-SELECT ALL PAYGRADES (BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review Rating Knowledge Exam (RKE) Results		You must pass the RKE to be eligible for BBA applications in MNA. Your RKE score is also used in the MNA Sailor Scoring Criteria.
	Review Enlisted Profile Sheet	https://neas.ncdc.navy.mil/public/ProfileSheet.aspx	Your Cycle profile is broken down by exam topics and subtopics, providing percentile performance of each content area to help identify job standards in your rating that may require more study time or hands-on training.
	Review Bibliography	https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies	Study exam bibliographies are posted five months in advance of exam administrations.
	Review Navy Enlisted Occupational Standards (NEOCS)	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Review LaDR for career planning and goal setting	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, every Sailor in the U.S. Navy must have and utilize their LaDRs.
	Request Career Development Board (CDB)		
	Review MyNavy Assignment opportunities within your current paygrade	https://www.bol.navy.mil/bam/mnp.aspx?app=cwaysss	
	Discuss career options with chain of command, command career counselor, and mentor	https://www.mn3p.navy.mil/web/advancement-and-promotion/fms-calculator	



POST-EXAM CHECKLISTS – NON-SELECT ALL PAYGRADES (BBA RATINGS continued)

Required Item

Recommended Item

URL

Info Tips

Discuss methods to improve your Final Multiple Score (FMS) with your Educational Services Officer (ESO)

<https://www.mn3p.navy.mil/web/advancement-and-promotion/fms-calculator>

Discuss Detailing Marketplace options with your Detailer



<https://www.mynavyhr.navy.mil/CareerManagement/Detailing/Enlisted/Detailing-Marketplace/>



If PRD eligible, apply for up to 7 job applications per MNA cycle



POST-EXAM CHECKLISTS – SCREENING BOARD ELIGIBLE/BOARD PREP PROSPECTIVE E7 (ALL RATINGS)

Required Item	Recommended Item	URL	Info Tips
 Review/Verify Enlisted Profile Sheet documents Screening Board eligibility		https://neas.ncdc.navy.mil/public/ProfileSheet.aspx	
 Review Performance Summary Report (PSR) and verify EVAL continuity (no gaps in reporting periods)		https://www.bol.navy.mil/ccdreports/	
	Review LaDR Career Path and discuss during a Career Development Board (CCB)	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, Every Sailor in the U.S. Navy must have and utilize their LaDRs.
	Review Selection Board NAVADMIN and Precept	https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Enlisted/CPO-Selection-Boards/	
	Review OMPF-My Record for accuracy and completeness	https://www.mnp.navy.mil/group/my-record/records-review	
	Assemble and submit Letter to the Board via Electronic Submission of Selection Board Documents (ESSBD) no later than 10 days before Board convening date	https://www.bol.navy.mil/bam/mnp.aspx?app=ESSBD	
	Verify you have ESSBD email receipt for your Letter to the Board submission		
	Review Advancement Screening Board results	https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Enlisted/CPO-Selection-Boards/	



POST-EXAM CHECKLISTS – SCREENING BOARD SELECTEE E7 SELECTEE (NON-BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review LaDR for career planning and goal setting	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, every Sailor in the U.S. Navy must have and utilize their LaDRs.
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Discuss your new role and expectations with chain of command and mentor		
	Identify and implement lifestyle changes to support your new leadership role	https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Warrior-Toughness/	




POST-EXAM CHECKLISTS – SCREENING BOARD SELECTEE E7 SELECTEE (BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review LaDR for career planning and goal setting	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, every Sailor in the U.S. Navy must have and utilize their LaDRs.
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Discuss your new role and expectations with chain of command and mentor		
	Identify and implement lifestyle changes to support your new leadership role	https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Warrior-Toughness/	
	Review current NAVADMIN for Senior Enlisted Marketplace (SEM) information	https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Senior-Enlisted-Marketplace/	
	Review LaDR and identify recommended assignments for advancement	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, your LaDR provides a well-defined path to advancement, complete with directions for using required and recommended resources.
	Review Billet Based Advancement (BBA) eligibility status in your Sailor Landing Page/MyCareer Advancement Readiness card	https://www.mnp.navy.mil/group/sailor-landing-page	






POST-EXAM CHECKLISTS – SCREENING BOARD SELECTEE E7 SELECTEE (BBA RATINGS continued)

Required Item	Recommended Item	URL	Info Tips
	Review Detailing Countdown (checklist) in your Sailor Landing Page/MyCareer Assignment card	https://www.mnp.navy.mil/group/sailor-landing-page	<p>i Info Tips</p> <p>IAW OPNAVINST 1500.77A, Every Sailor in the U.S. Navy must have and utilize their LaDRs.</p>
	Visit MyNavy Assignment (MNA) and review advertised advancement opportunities for your rating	https://mynavyassignment.dc3n.navy.mil/	
	Discuss MNA advancement opportunities with your chain of command, command career counselor, and mentor		
	Discuss Detailing Marketplace options with your Detailer	https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Detailing-Marketplace/	
 Apply for up to 7 job applications per MNA cycle		https://mynavyassignment.dc3n.navy.mil/	



ADVANCEMENT CHECKLISTS – SCREEN BOARD PREP PROSPECTIVE E8 (ALL RATINGS)

Required Item	Recommended Item	URL	Info Tips
 Review/Verify Enlisted Profile Sheet documents Screening Board eligibility		https://neas.ncdc.navy.mil/public/ProfileSheet.aspx	
 Review Performance Summary Report (PSR) and verify EVAL continuity (no gaps in reporting periods)		https://www.bol.navy.mil/ccdreports/	
 Complete Enlisted Leader Development (ELD) training		https://www.netc.navy.mil/ELD/	
	Review Selection Board NAVADMIN and Precept	https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Enlisted/CPO-Selection-Boards/	
	Review OMPF-My Record for accuracy and completeness	https://www.mnp.navy.mil/group/my-record/records-review	
	Assemble and submit Letter to the Board via Electronic Submission of Selection Board Documents (ESSBD) no later than 10 days before Board convening date	https://www.bol.navy.mil/bam/mnp.aspx?app=ESSBD	
	Verify you have ESSBD email receipt for your Letter to the Board submission		
	Review Advancement Screening Board results	https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Enlisted/SCPO-Selection-Boards/	



ADVANCEMENT CHECKLISTS – POST SCREENING BOARD E8 SELECTEE (NON-BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review LaDR for career planning and goal setting	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, every Sailor in the U.S. Navy must have and utilize their LaDRs.
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Discuss your new role and expectations with chain of command and mentor		
	Identify and implement lifestyle changes to support your new leadership role	https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Warrior-Toughness/	
	Complete Senior Enlisted Academy (SEA) course, if eligible	https://www.netc.navy.mil/SEA/	The U.S. Navy Senior Enlisted Academy (SEA) is a six-week leadership development program for active and reserve E8/9.



ADVANCEMENT CHECKLISTS – POST SCREENING BOARD E8 SELECTEE (BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review LaDR for career planning and goal setting	https://www.cool.osd.mil/usn/all_ladrs.html	<p>i Info Tips</p> <p>IAW OPNAVINST 1500.77A, every Sailor in the U.S. Navy must have and utilize their LaDRs.</p> <p>IAW OPNAVINST 1500.77A, your LaDR provides a well-defined path to advancement, complete with directions for using required and recommended resources.</p> <p>The U.S. Navy Senior Enlisted Academy (SEA) is a six-week leadership development program for active and reserve E8/9.</p>
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Discuss your new role and expectations with chain of command and mentor		
	Identify and implement lifestyle changes to support your new leadership role	https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Warrior-Toughness/	
	Review current NAVADMIN for Senior Enlisted Marketplace (SEM) information	https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Senior-Enlisted-Marketplace/	
	Review LaDR and identify recommended assignments for advancement	https://www.cool.osd.mil/usn/all_ladrs.html	
	Review Billet Based Advancement (BBA) eligibility status in your Sailor Landing Page/MyCareer Advancement Readiness card	https://www.mnp.navy.mil/group/sailor-landing-page	
	Complete Senior Enlisted Academy (SEA) course, if eligible	https://www.netc.navy.mil/SEA/	



ADVANCEMENT CHECKLISTS – POST SCREENING BOARD E8 SELECTEE (BBA RATINGS)


Required Item	Recommended Item	URL	Info Tips
	Review Detailing Countdown (checklist) in your Sailor Landing Page/MyCareer Assignment card	https://www.mnp.navy.mil/group/sailor-landing-page	
	Visit MyNavy Assignment (MNA) and review advertised advancement opportunities for your rating	https://mynavyassignment.dc3n.navy.mil/	
	Discuss MNA advancement opportunities with your chain of command, command career counselor, and mentor		
	Discuss Detailing Marketplace options with your Detailer	https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Detailing-Marketplace/	



Apply for up to 7 job applications per MNA cycle




ADVANCEMENT CHECKLISTS – POST SCREENING BOARD E9 SELECTEE (NON-BBA RATINGS)


Required Item	Recommended Item	URL	Info Tips
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	<div data-bbox="1936 207 1987 249"></div> <div data-bbox="2051 207 2178 249">Info Tips</div> <p>The U.S. Navy Senior Enlisted Academy (SEA) is a six-week leadership development program for active and reserve E8/9.</p>
	Discuss your new role and expectations with chain of command and mentor		
	Identify and implement lifestyle changes to support your new leadership role	https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Warrior-Toughness/	
 Complete Senior Enlisted Academy (SEA) course, if eligible		https://www.netc.navy.mil/SEA/	



ADVANCEMENT CHECKLISTS – POST SCREENING BOARD E9 SELECTEE (BBA RATINGS)

Required Item	Recommended Item	URL	Info Tips
	Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your new paygrade	https://www.mynavyhr.navy.mil/References/NEOCS-Manual/	
	Discuss your new role and expectations with chain of command and mentor		
	Identify and implement lifestyle changes to support your new leadership role	https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Warrior-Toughness/	
	Review current NAVADMIN for Senior Enlisted Marketplace (SEM) information	https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Senior-Enlisted-Marketplace/	
	Review LaDR and identify recommended assignments for advancement	https://www.cool.osd.mil/usn/all_ladrs.html	IAW OPNAVINST 1500.77A, your LaDR provides a well-defined path to advancement, complete with directions for using required and recommended resources.
	Review Billet Based Advancement (BBA) eligibility status in your Sailor Landing Page/MyCareer Advancement Readiness card	https://www.mnp.navy.mil/group/sailor-landing-page	
 Complete Senior Enlisted Academy (SEA) course, if eligible		https://www.netc.navy.mil/SEA/	The U.S. Navy Senior Enlisted Academy (SEA) is a six-week leadership development program for active and reserve E8/9.

**ADVANCEMENT CHECKLISTS – POST SCREENING BOARD E9 SELECTEE (BBA RATINGS continued)**

Required Item	Recommended Item	URL	Info Tips
	Review Detailing Countdown (checklist) in your Sailor Landing Page/MyCareer Assignment card	https://www.mnp.navy.mil/group/sailor-landing-page	
	Visit MyNavy Assignment (MNA) and review advertised advancement opportunities for your rating	https://mynavyassignment.dc3n.navy.mil/	
	Discuss MNA advancement opportunities with your chain of command, command career counselor, and mentor		
	Discuss Detailing Marketplace options with your Detailer	https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Detailing-Marketplace/	
 Apply for up to 7 job applications per MNA cycle		https://mynavyassignment.dc3n.navy.mil/	