<p align="center">General Advancement Frequently Asked Questions</p>

1. What is the purpose of the Navy-wide advancement examination (NWAE)?

The NWAE score provides an unbiased factor for the Final Multiple Score (FMS) algorithm and helps rank order qualified enlisted candidates for advancement consideration. All candidates who take an NWAE are to have met necessary eligibility requirements for advancement and have been recommended by their CO/OIC.

2. What enlisted exams are developed, produced, and distributed for administration by the Navy Advancement Center (NAC)?

Active Duty (AD) and Training and Readiness of the Reserves (TAR) personnel are administered enlisted Navy-wide advancement examinations (NWAEs) for Active Duty cycles. Navy Reserve and Canvasser Recruiter personnel, to include all candidates serving on voluntary recall or mobilization, are administered enlisted NWAEs for SELRES cycles.

*Reference BUPERSINST 1430.16 (Series), Table 6-1.

3. Am I eligible to take the next enlisted Navy-wide advancement exam (NWAE)?

Prior to taking an NWAE, you must meet all eligibility requirements for the next higher paygrade, along with meeting your Time-in- Rate requirement and have the promotion recommendation of your Commanding Officer / Officer-in-Charge (CO / OIC). Check box 45 on your Evaluation Report to see your CO's recommendation for promotion.

Chapter 2 of BUPERSINST 1430.16 (series) has specific details on eligibility requirements for advancement. Also, it is critical that your security clearance is up-to-date (if required for your rating) prior to taking the exam; many exams are invalidated due to security clearances. Check with your division Chief Petty Officer (CPO), Command Career Counselor (CCC), or your Educational Services Officer (ESO) to see if you need to meet any additional mandatory requirements prior to taking your exam.

*Reference BUPERSINST 1430.16 (Series), Chapter 2 and Table 2-1.

4. What is an Enlisted Advancement Worksheet (EAW)?

Prior to participating in a Navy-Wide advancement examination (NWAE) cycle, different Education Services Officers (ESOs) and members are responsible for preparation of the electronic EAW (Advancement in Rate or Change of Rating (Worksheet) NETPDC 1430/3 (Rev. 09-20)) for each candidate participating in an advancement examination cycle (E4 through E7), including Limited Duty Officer (LDO) Program candidates. The EAW lists required advancement eligibility data elements and elements used in calculating the Final Multiple Score (FMS). All Sailors must verify their EAW through their Assistant Educational Services Officer (AESO). DO NOT take this lightly. This is YOUR career and YOU should ensure that you know what you are signing since every point counts.

*Electronic EAWs are auto-generated only for REGULAR TIME-IN-RATE (TIR) ELIGIBLE CANDIDATES, (E6 & E7). EARLY PROMOTE (EP) TIR WAIVER ELIGIBLE CANDIDATE electronic EAW must be manually created for each exam cycle for which member is eligible as an EP TIR WAIVER ELIGIBLE CANDIDATE.

5. How is your Performance Mark Average (PMA) / Reporting Senior's Cumulative Average (RSCA) PMA calculated?

Your (E4 and E5) PMA uses only the Promotion Recommendation block (Block 45) from evaluations in the current paygrade. Your (E6 and E7) RSCA PMA uses RSCA from the Promotion Recommendation block (Block 43) from evaluations in the current paygrade. Use only the evaluations that fall within the prescribed dates outlined in the applicable advancement exam cycle NAVADMIN. For E4, your Education Services Officer (ESO) uses evaluations from the past 8 to 9 months. For E5, the past 14 to 15 months are used. For E6 and E7, the past 36 months are used.   Refer to BUPERSINST 1430.16 (Series), chapter 3, for PMA calculation and NAVADMIN 312/18 for RSCA PMA calculation.

 *Electronic EAW PMA / RSCA PMA are auto-populated from NSIPS.

 *References BUPERSINST 1430.16 (Series), chapter 3 for PMA and NAVADMIN 312/18 for RSCA PMA.

6. Your exam Standard Score (SS) - what does it really mean?

Navy-wide advancement exam raw scores are converted to norm-referenced standard scores (SS). SS is a reflection (numeric representation) of how well candidates do compared to candidate peers taking the same exam. The SS range is 20 to 80, with a score of 50 representing a candidate who fell in the middle of the raw score distribution. SS changes from exam to exam since the average computations are based on the peer group at the time the particular exam is given.

There are occurrences where the highest scoring candidate does not have a SS of 80 and the lowest scoring candidate does not have a SS of 20. These occurrences are totally dependent on the peer group taking the exam.

In general, an SS of 80 indicates a candidate scored higher than 99% of the candidates taking the exact same exam (i.e. 99th percentile). A SS of 70 indicates candidate scored higher than 98% of all candidates, 60 indicates 84%, 50 indicates 50%, 40 indicates 16%, 30 indicates 2%, and 20 indicates 1%. It is the SS, not the raw score (number of questions answered correctly) that is a component of the Final Multiple Score (FMS). Lastly – the FMS is used to rank order candidates, using the combination of all elements: exam SS, evaluations (PMA or RSCA PMA), awards, education, PNA points and service-in-paygrade. The FMS for E7 candidates is based on only two elements – SS and RSCA PMA.

7. How are my award points used in my Final Multiple Score?

Awards computed in the E4/5/6 Final Multiple Score (FMS) must be 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. The maximum award points E4/5 candidates can earn is 10 points. There is a maximum of 12 points for E6 candidates.

Always make sure your awards are correctly listed in the Navy Department of Awards Web Service (NDAWS) AND current award points are correct on your exam worksheet AND your exam answer sheet.

*Reference BUPERSINST 1430.16 (Series), par 307, associated notes, and Table 3-1.

8. Pass but Not Advance (PNA) points. I passed the exam but was not advanced. How are PNA points calculated?

If you did not advance to the next-higher paygrade in an E4/5/6 Navy-wide advancement exam cycle, PNA points may be added to your Final Multiple Score. PNA points can be awarded for E5/6 if you pass the advancement exam and demonstrate superior rating knowledge and for E4/5/6 if you demonstrate superior performance.

PNA points come from two sources, Exam Standard Score (SS) and Performance Mark Average (PMA) or Reporting Senior's Cumulative Average (RSCA) PMA. E4/5/6 can receive up to 1.5 points for PMA/RSCA PMA and E5/6 can receive 1.5 points for SS for a maximum of 3.0 points for E5/6 and 1.5 points for E4 per advancement cycle.

Only the PNA points from the most recent three consecutive exam cycles in the same paygrade are used, so 9.0 points is the maximum PNA points for E5/6 and 4.5 points for E4.

Your PNA points for PMA/RSCA PMA must fall within the top 25% of ranked performance mark averages by competing group. Your SS must also fall in the top 25% of standard scores.

*Reference BUPERSINST 1430.16 (Series), paragraph 703.b.(2) and NAVADMIN 312/18, par 2.c.

9. Education Points: How do I get credit for my degree toward advancement?

Sailors competing for advancement to paygrades E4 through E6 will be awarded two points for an accredited associate's degree, and four points for an accredited baccalaureate degree or above. Education points will be awarded for the highest degree held, and will increase the total overall Final Multiple Score (FMS) points.

To receive Education Points, your degree must be reflected in the Joint Services Transcript (JST). Degrees can only be entered into JST that are accredited by an accrediting agency recognized by the Department of Education.

For additional information regarding transcripts, log into https://jst.doded.mil/ or email jst@doded.mil.

To allow sufficient time for the JST Operations Center to process all documents, transcripts for Sailors competing for advancement to E4 through E6 MUST be received no later than the first day of the month in which their advancement exam occurs. (i.e., Active Duty Cycle = 1 Mar and 1 Sep, SELRES Cycle = 1 Feb and 1 Aug).

*Reference BUPERSINST 1430.16 (Series), par paragraph 703.b.(3).

10. "Whole Person Concept" - it's not just your exam scores that get you advanced, it's your Final Multiple Score (FMS).

The Final Multiple Score (FMS) is a "Whole Person Concept" approach that considers your Navy-wide advancement examination (NWAE) standard score (objective metric that measures rating knowledge) along with other factors to ensure the right Sailors are advanced. The other factors considered for E4/5/6 are Performance Mark Average (PMA) or Reporting Senior's Cumulative Average (RSCA) PMA (how well you perform in your job and as a Sailor), Service in Paygrade (experience in your job), Awards (your accomplishments in your job and as a Sailor), Education Points (self-improvement through education (accredited college degrees), and PNA points (credit for doing great on previous NWAE cycles in a quota-limited rate).

For those who are CPO board eligible, the FMS is computed using RSCA PMA and NWAE standard score only.

OPNAV N132 provides advancement quotas for the Active Duty cycles and BUPERS-32 provides advancement quotas for the SELRES cycles. Some ratings in a paygrade have limited quotas, so the Navy works hard to advance the most qualified Sailors using the Whole Person Concept.

*Sailors may also review prior exam cycle and plan for future exam cycle Final Multiple Score (FMS) using the FMS Calculator App.

11. The NAC rank-orders Sailors for advancement. What does that mean?

NAC uses the results from Navy-wide advancement examinations (NWAEs) to assess knowledge at the next-higher paygrade and compute an individual Sailor's Final Multiple Score (FMS). The FMS is used to compare all Sailors in the same exam rate. NAC rank orders Sailors - the highest FMS score is the number one Sailor for advancement, second highest is number two, etc. - so the most qualified candidates are advanced given the number of vacancies (quotas) in a particular exam rate. The FMS is made up of different factors, but it's key to remember that sustained superior performance is also a primary factor for advancement.

12. Your Profile Sheet - How did you do compare to your peers?

Exam Cycle Results Profile Sheets provide exam candidates with information on Navy-wide advancement examination (NWAE) performance as compared with other candidates who took the same NWAE.

E4 through E6 candidate Profile Sheet provides (for both YOU and AVERAGE OF CANDIDATES IN YOUR RATE):

1. Exam Standard Score (SS)
2. PMA (Eval Avg) will be PMA for E4/5 or RSCA PMA for E6
3. Service In Pay GRADE (SIPG)
4. AWARDS
5. Education Points
6. PNA POINTS (applied from prior three (3) exam cycles)
7. YOUR Final Multiple Score (FMS)
8. Minimum Multiple Required (for selection / advancement)
9. Exam Score Breakdown
10. Status

E7 candidate Profile Sheet provides (for both YOU and AVERAGE OF CANDIDATES IN YOUR RATE):

1. Exam Standard Score (SS)
2. PMA will be RSCA PMA (Eval Avg)
3. Service In Pay GRADE (SIPG)
4. YOUR Final Multiple Score (FMS)
5. Minimum Multiple Required (for selection board eligibility)
6. Exam Score Breakdowns
7. Status

NOTE: Some of the items above will not be shown on some Profile Sheets (e.g., for candidates who are in a fail status, have a discrepancy, or have been invalidated).

Additionally, E7/8/9 profile sheets report selection board or advancement status. Once exam results are published, profile sheets can be accessed on the Navy Advancement Center's (NAC) link on MyNavy Portal (MNP) < https://www.mnp.navy.mil/group/advancement-and-promotion> to view and print, or Educational Services Officers (ESOs) can access profile sheets on NEAS Web <https:/neas.ncdc.navy.mil, select NEAS Rpts – Individual Profile Sheets> (a Common Access Card (CAC) log in is required at each site). Profile sheets are available on line for two years.

13. Does the Profile Sheet tell me how many questions I got correct in each section?

Yes. The profile sheet tells you the number of questions in each Navy-wide advancement examination (NWAE) section and the number of questions you answered correctly in each section. It also gives you a percentile which reflects how well you did in each NWAE section in relation to your peers who took the exact same NWAE.

For example: A percentile of 80% indicates that you scored higher than 80% of the candidates answering questions in the section. Percentile is not the same as percent. Percentile reflects relative standing in a peer group. Percent just gives what proportion of the items was answered correctly.

14. My Profile Sheet says DISC. What does this mean?

DISC means there is a Discrepancy with your advancement information and your Final Multiple Score cannot be calculated until this error is corrected through your Educational Services Officer (ESO) and the Navy Advancement Center (NAC) with supporting documentation. A discrepancy can keep an otherwise qualified Sailor from being advanced.

The most common discrepancies are –

Performance Mark Error - this means that your Performance Mark Average (PMA) or Reporting Senior's Cumulative Average (RSCA) PMA is missing or is out of range. This is the number one discrepancy.

Insufficient Time-in-Rate - this means that your time-in-rate (TIR) is less than the required needed for the next paygrade or you have not been identified properly for Early Promote TIR waiver.

Unmatched Name/SSN - this means that your Name/SSN translated from the DOD ID Number does not match the Enlisted Master File (EMF) or the Inactive Manpower and Personnel Management Information System (IMAPMIS).

Wrong Path of Advancement - this means that you participated in a Navy-wide advancement examination outside your normal path of advancement. (i.e. - a BM3 took a MA2 exam)

*Ref: BUPERSINST 1430/16 (Series), Table 7-2.

15. What is the most common exam discrepancy for Reservists?

The number one discrepancy for advancement eligible Reservists is a Performance Mark Average (PMA) or Reporting Senior's Cumulative Average (RSCA) PMA calculation error; your Educational Services Officers (ESOs) should ensure PMA / RSCA PMA is calculated accurately on the Enlisted Advancement Worksheet (EAW) for each exam cycle. Also, Navy Advancement Center (NAC) sees DOD ID and name errors on exam sheets - this error falls directly on the member for correction when filling out the answer sheets.

Finally, some Reservists get a Wrong Path of Advancement (WPA) discrepancy Why is that? When a Reserve member is on Active Duty, information is often taken out of or is not updated properly in NSIPS/IMAPMIS. This can easily be corrected without any action required by the NAC, but commands must make the NSIPS/IMAPMIS correction locally.

Check with your ESOs to make sure your information is up to date!

16. E8/E9 Eligibility Profile Sheets.

All advancement-eligible Chiefs and Senior Chiefs should check their Profile Sheets on the Navy Advancement Center's (NAC's) link on MyNavy Portal (MNP) <https://www.mnp.navy.mil/group/advancement-and-promotion> to view and print or contact your Educational Services Officer (ESO). After you verify your eligibility you should ensure your record is up-to-date by using the Web Enabled Record Review (WERR) on BUPERS Online (BOL). WERR allows you to view documents that have been submitted, reviewed and accepted as a part of your official military personnel file.

17. Why do I need a Common Access Card (CAC) to view my profile sheet?

Much of the information included on the Navy Advancement Center's (NAC's) link on MyNavy Portal (MNP) includes Personally Identifiable Information (PII). DoD policy clearly states CAC login is required when systems contain PII. Profile sheets are developed, maintained and linked to the Navy Enlisted Advancement System, and contain PII on individual Sailors.

18. I took either a SUBSTITUTE exam (AC - AD/TAR) or was authorized a LATE ADMINISTRATION (RC- RESERVE), when will it be scored?

Once the Navy Advancement Center (NAC) receives your late Navy-wide advancement examination (NWAE) answer sheet from your command, it is immediately scanned and scored. For published results NWAE cycles, profile sheets can be accessed on the Navy Advancement Center's (NAC) link on MyNavy Portal (MNP) < https://www.mnp.navy.mil/group/advancement-and-promotion> to view and print, or Educational Services Officers (ESOs) can access profile sheets on NEAS Web <https:/neas.ncdc.navy.mil, select NEAS Rpts – Individual Profile Sheets> (a Common Access Card (CAC) log in is required at each site). Profile sheets are available on line for two years.A profile sheet with your results is created and posted on NEAS Web < https://prod.neas.netc.navy.mil/NEASRpts/Individual.aspx> for the command's view, and on the NAC link on MNP for the individual Sailor's view.

19. Does it hurt to know how you did on the last exam when you are planning your exam study?

Not a bit. Exam writers test the major subject matter of their ratings. Major subject matter (shown as sections on the profile forms) will reappear. But not the same questions! Use past profile information as just another piece of information to help you organize your study plan. But don't get trapped into thinking the profile form provides the questions or answers. It doesn't.

20. Why haven't the results come out yet?

After a Navy-wide Advancement Examinations (NWAEs) are received at the commands, there are seven primary steps that lead to NWAE results.

Below is a basic snapshot of the process from NWAE administration to release of results:

1. NWAEs are administered.

2. Fleet and shore commands mail NWAE answer sheets to NETPDC - historically, this process step takes six to seven weeks due to mailing locations.

3. When approximately 95% of the NWAE answer sheets have been returned and processed for an advancement cycle, including late exams, NAC generates scores and determines test takers / test passer counts.

4. NAC then sends a list of NWAE passer counts for each examination rate/competitive group to OPNAV N132.

5. Enlisted Community Managers (ECMs) and manpower authorities determine vacancies and funding available. Advancement quotas are approved by the Chief of Naval Personnel (CNP) and forwarded to NAC.

6. Individual rating FMS selection cut lines are set in the Navy Enlisted Advancement System (NEAS) based on the CNP approved quotas.

7. Results are published first on BUPERS Online (BOL) for Triad notification, then the following day in the form of profile sheets posted on the Navy Advancement Center's (NAC) link on MyNavy Portal (MNP) < https://www.mnp.navy.mil/group/advancement-and-promotion> to view and print, or Educational Services Officers (ESOs) can access profile sheets on NEAS Web <https:/neas.ncdc.navy.mil, select NEAS Rpts – Individual Profile Sheets> (a Common Access Card (CAC) log in is required at each site). Profile sheets are available on line for two years.

21. How does the Navy figure out what records to send to E7 selection board for consideration?

Advancement to E7 requires selection board action. In order to qualify for selection board consideration, candidates must meet eligibility requirements in Chapter 2 of BUPERSINST 1430.16.

E7 candidates are designated selection board eligible (SBE) by competing in a Navy-wide advancement examination (NWAE) cycle and meeting the 60% Final Multiple cut requirement for their examination rating/competitive group based on rank-ordering of eligible candidates (with the exception of those who are waived per BUPERSINST 1430.16G, paragraph 614.)

For those who are Chief Petty Officer (CPO) board eligible, the FMS is computed using their Reporting Senior's Cumulative Average (RSCA) Performance Mark Average (PMA) and NWAE standard score only.

22. How can I track the advancement opportunity for my enlisted rate?

The Navy Advancement Center (NAC) posts the two years or more of advancement results for Active Duty and SELRES cycles on the Navy Advancement Center's (NAC) link on MyNavy Portal (MNP) <https://www.mnp.navy.mil/group/advancement-and-promotion> under Command Advancement Tools, then Exam Statistics By Rate, UIC, and Downloadable Statistics.

For E4/5/6, the data is displayed with the following fields:

ERATE - Examination Rate GRP – Competitive Group
TOTAL - Number of candidates in examination rate/competitive group
ADV - Number of candidates advanced
ADV % - Percentage of candidates advanced
PNA - Number of candidates that passed the exam, but did not advance
ADV PNA % - Percentage of candidates that passed the exam, but did not advance
FAIL - Number of candidates that failed the exam
FAIL % - Percentage of candidates that failed the exam
DISC - Number of discrepant candidates
DISC % - Percentage of discrepant candidates
ADV SS - The average exam standard score of candidates who advanced

23. Advancement Pay Determination - I just got advanced off the last exam, when am I getting paid?

For Active Duty Selected Reserve (SELRES) cycles, OPNAV N132 provides monthly pay increment quotas. These quotas are loaded into the Navy Enlisted Advancement System (NEAS) quarterly and spread across all examination rate/competitive groups by pay grade. For E4/5/6, selectees are advanced by Final Multiple Score, not exam Standard Score (SS). For E7/8/9, selectees are advanced by Selection Board seniority ranking.

The pay increments for each exam cycle are as follows –

JAN (Active Duty) and FEB (SELRES) E7 has 12 pay increments - Sep (current year) through Aug (following year)

FEB (SELRES) and MAR (Active Duty) E4/5/6 has 6 increments - Jul (current year) through Dec (current year)

AUG (SELRES) and SEP (Active Duty) E4/5/6 has 6 increments - Jan (following year) through Jun (following year)

NOV (Active and SELRES) E8/9 has 12 increments - Jul (current year) through Jun (following year)

Typically for Active Duty cycles, the majority of Sailors will advance in the final month of the advancement cycle. Typically for SELRES cycles, advancement is spread evenly for each increment.

At the top of the Profile Sheet page is an email sign up service that will notify you when the advancement month is set by the pay increment. Once you have signed up, you don't need to check the MyNavy Portal (MNP) link < https://www.mnp.navy.mil/group/advancement-and-promotion> every month to see when you advance.

*Reference BUPERSISNT 1430.16 (Series), Chapter 7.

24. What is pay increment difference between E4-E6 and E7-E9?

Since E4/5/6 Navy-wide advancement exams are administered twice a year, there are six monthly increments. Since E7/8/9 selection boards are held once a year, there are 12 monthly increments.

25. E4/5/6 Navy-wide Advancement Exams (NWAE) cycle and Individual Augmentee (IA) Deployments - I was on an IA and missed an exam. What do I need to do?

If you were an IA Sailor who missed a E4/5/6 NWAE cycle while you were in a Congressionally Designated Combat Zones and Approved Contingency Operations Area (CDCZ/ACOA) status, the first thing you need to do is contact your Educational Services Officer (ESO). The ESO will ensure an Enlisted Advancement Worksheet (EAW) is created, validated, and certified for each cycle missed while in IA status. On the EAW, Special Circumstance should reflect – Exam Missed Due to IA (E4/5/6). Refer to BUPERSINST 1430.16G, paragraph 314.e., for processing missed exams due to assignment in CDCZ/ACOA. A new profile sheet will be created for the examination missed for you to view and print at the Navy Advancement Center's (NAC) link on MyNavy Portal (MNP) < https://www.mnp.navy.mil/group/advancement-and-promotion>, or Educational Services Officers (ESOs) can access profile sheets on NEAS Web <https:/neas.ncdc.navy.mil, select NEAS Rpts – Individual Profile Sheets> (a Common Access Card (CAC) log in is required at each site). Profile sheets are available on line for two years.

Reference BUPERSINST 1430.16 (Series), Chapter 6 and applicable exam cycle NAVADMIN for additional guidance.

26. Selection Board Eligible (SBE) Criteria for Individual Augmentee (IA) candidates serving in Congressionally Designated Combat Zones and Approved Contingency Operations Areas (CDCZ/ACOA)

BUPERSINST 1430.16G, par 614, establishes criteria for E7/LDO IA candidates in who may be waived from participation in the CPO advancement exam. Although Sailors may be waived from taking the CPO exam, they ARE NOT automatically Selection Board Eligible (SBE). SBE waiver validation must be completed by the eligible Sailor's permanent command using a validation answer sheet transmittal letter. Refer to NAVADMIN 336/07 and the Advancement Manual, Chapter 6 for additional information and specific requirements.

Sailors who do not have a valid profile sheet for the Active Duty or Selected Reserve (SELRES) CPO selection board not be considered SBE. A candidate may verify their selection board eligibility on the Navy Advancement Center's (NAC) link on MyNavy Portal (MNP) < https://www.mnp.navy.mil/group/advancement-and-promotion> to view and print, or Educational Services Officers (ESOs) can access profile sheets on NEAS Web
<https:/neas.ncdc.navy.mil, select NEAS Rpts – Individual Profile Sheets> (a Common Access Card (CAC) log in is required at each site). Profile sheets are available on line for two years. Failure to comply with established policy and procedures will result in a missed advancement opportunity.

Also, CDCZ/ACOA candidates, ESO should ensure that the applicable exam cycle electronic EAW Special Circumstance entry reflects - IA Waiver Granted (E6&E7).

27. What are the exam content and scoring differences between active duty and reserve personnel?

None, both Active Duty and Select Reserve (SELRES) have similar Navy-wide advancement examination content and are scored the same. Reserve personnel are required to have the same knowledge as their active duty counterparts. The only difference is the specific Chief of Naval Personnel (CNP) authorized advancement opportunity or quota numbers for each component (AC or RC).

28. What number of questions answered wrong will result in failing an exam?

A raw score cut value is applied to each Navy-wide Advancement Examination (NWAE) exam rate to determine whether a candidate passed or failed to pass the NWAE. If a candidate's raw score (the number of questions answered correctly) falls below the applicable raw score cut standard, then the candidate "fails" to pass the NWAE and is eliminated from competition for advancement.

Currently, the raw score cut standard for a 175-item NWAE (without deletions) are:
-   (E4) – 49
-   (E5) – 55
-   (E6&E7) - 61

29. I am taking the advancement exam for the next higher paygrade. What should I do to improve my chances for advancement?

For E5/6/7 candidates the Navy-wide advancement examination (NWAE) is only one part of the Final Multiple Score (FMS), but Sailors have the opportunity to increase their advancement opportunity by scoring higher than their peers taking the same exam (see note "What is the standard score? How is it determined?"). Mastery of the exam comes down to how well you know your job. Learn as much as you can about your rating from all sources. Study the references listed in your bibliography. Bibliographies are exam- specific, so be sure to download and review the material listed for the correct cycle.

For E4/5/6/7 candidates, another key to improving chances for advancement are high performance evaluations in the form of Performance Mark Averages (PMAs) and Reporting Senior's Cumulative Average (RSCA) PMA.

Awards and educational points also increase the FMS as well as Passed Not Advanced (PNA) points received in previous NWAE cycles for exam rates/competitive groups with quota-limited advancement.

30. What will my advancement opportunity be next cycle?

Quotas, or vacancies, within each rating community and paygrade are determined by the Chief of Naval Personnel, Commander, Naval Reserve Force, and Enlisted Community Managers. Advancement in a Navy-wide advancement exam cycle is determine by the quotas that are provided.

Advancement opportunity and career progression are directly linked to a rating's manning level. Personnel in undermanned ratings have greater opportunities for advancement than those in over-manned ratings.

31. If I have done all that and still get only Passed Not Advanced (PNA) points, what is the problem?

Some Navy-wide advancement exam rates can be quota-limited each exam cycle. When there are few or no vacancies, there are few or no advancements. Advancement via NWAEs is an advance-to-vacancy system. Note: Advancement cut off scores are different from cycle to cycle.

32. When questions are deleted from an exam, how does this affect my score?

Deleted questions do not enhance or detract from anyone's advancement opportunity. Raw to standard score conversions are based on the raw scores of the peer group, so everyone is treated equally.