



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 1552.4C
ETS21
25 Aug 2000

CNET INSTRUCTION 1552.4C

Subj: ADMINISTRATION OF THE NAVY ENLISTED ADVANCEMENT SYSTEM
(NEAS)

Ref: (a) CNETINST 5450.46B
(b) BUPERSINST 1430.16D
(c) NAVPERS 18068F

1. Purpose. To promulgate responsibilities and procedures for the development of Navywide enlisted advancement-in-rate examinations and the administration of the NEAS and for enlisted members serving on active duty in the U.S. Navy, and the inactive U.S. Naval Reserve per reference (a). This is a major revision and should be read in its entirety.

2. Cancellation. CNETINST 1552.4B

3. Background

a. The NEAS is administered in accordance with policy direction from the Chief of Naval Operations (CNO) and implementation guidance from the Bureau of Naval Personnel (BUPERS) per reference (b) and other directives as appropriate.

b. The NEAS provides for the orderly progression of qualified enlisted personnel to higher levels of responsibility throughout their Navy careers to fill petty officer manning levels required for Navy ships and stations per CNO policy.

c. The NEAS competitive system for petty officer advancement provides credit for knowledge, performance, and seniority per reference (b). Advancement for any one person cannot be assured, but the NEAS does guarantee that all enlisted personnel of a particular rating and similar qualification will have equal opportunity to compete for advancement.

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d. The Navywide enlisted advancement-in-rate examination

helps to rank-order fully qualified candidates on the basis of technical knowledge of the next higher rate. Navy Occupational Standards and Naval Standards, established by the Chief of Naval Personnel (CHNAVPERS) and published in reference (c), support the examination.

4. Responsibilities

a. Chief of Naval Education and Training (CNET). CNET provides command support and management, and ensures adequate funding for staffing.

b. Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC). Administers the NEAS as directed by CNO in coordination with BUPERS and CNET, as follows:

(1) Maintains liaison with offices of CNO, BUPERS, CNET, and other commands as required on technical matters affecting the NEAS. Manages and coordinates the operation of the NEAS to meet its mission.

(2) Develops, distributes, and scores all Navywide advancement-in-rate examinations.

(3) Maintains liaison with Navy Manpower Analysis Center (NAVMAC) for review and development of the Occupational and Naval Standards that support training, advancement, and assignment.

(4) Develops and distributes the Bibliography (Bib) for Advancement-in-rate Exam Study and Advancement Handbooks for all Navy ratings.

(5) Coordinates printing, storage, accountability, and shipping of all Navywide advancement-in-rate examinations. Receives and processes returned examination answer sheets.

(6) Publishes to commands Navywide the status and advancement dates of candidates for advancement based on quotas provided by BUPERS. Provides administrative support for preparing and distributing Profile Analysis Forms, ordering examinations, maintaining an automated address file, and clearing advancement discrepancies.

(7) Maintains correspondence files and an address database of all activities serviced by the NEAS.

(8) Designs, develops, and performs the technical functions and controls for the integrity, preservation, and statisti-

cal analysis of all Navy advancement examinations. Conducts current and long-range advancement studies and other studies as directed by CNO, BUPERS, and CNET.

(9) Maintains direct liaison with selection board support personnel to ensure expeditious handling and accuracy of all information sent to or received from BUPERS.

/s/D. L. BREWER, III
Vice CNET

Distribution (CNETINST 5218.2D):
Lists I through V

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