



Navy-Wide Apprentice (E1-E4) Advancement Changes Fact Sheet

POC: nxag_n132c@navy.mil

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NAVADMIN 168/23 announced the first step of aligning the Apprentice 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 3rd Class based on time-in-service only.

Who needs to know?

- Apprentice 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 TIR 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? Sailors 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 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 eligible and pay transmittals will be effective 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.