



DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY DETACHMENT  
WASHINGTON DC  
235 WICK DRIVE SW  
WASHINGTON DC 20373-5803

Canc: Jun 11

PSDWASHNOTE 1418  
ESO  
18 June 2010

PERSUPPDET WASHINGTON DC NOTICE 1418

Subj: AUGUST 2010 (CYCLE 087) NAVY-WIDE EXAMINATIONS FOR  
ADVANCEMENT IN RATE OF INACTIVE NAVAL RESERVE PERSONNEL  
TO PETTY OFFICER THIRD CLASS THROUGH PETTY OFFICER FIRST  
CLASS

Ref: (a) BUPERSINST 1430.16F (ADVMAN)  
(b) NAVADMIN 169/10

Encl: (1) Listing of Time-in-Rate (TIR) eligible candidates  
(2) Sample memo for use to submit corrections to TIR list  
(3) Sample memo for one year Time in Rate Waiver

1. Purpose. To provide information regarding the August 2010 Navy-wide advancement examination for Inactive Naval Reserve personnel for advancement to Petty Officer Third Class through Petty Officer First Class.

2. Information

a. References (a) and (b) provide regulatory and eligibility requirements for administration of Navy-wide advancement examinations.

b. Enclosure (1) lists Time-in-Rate (TIR) eligible candidates for participation in the advancement examination for the next higher rate during the month of August 2010. Review the TIR list for any discrepancies. Enclosure (2) must be used to submit TIR list corrections to PSD if any discrepancy is found.

3. Examination Schedule. The examination will be administered at the former Naval and Marine Corps Reserve Center, Bldg 351, Anacostia Annex, Drill Deck according to the following schedule:

<u>DRILL WEEKEND</u>	<u>DATE</u>	<u>DAY</u>	<u>TIME</u>
First	07 August 2010	Saturday	0730
Fourth	28 August 2010	Saturday	0730

Candidates must report to the examination site in the uniform of the day, with an appropriate military identification card.

4. Basic Eligibility Requirements

a. To participate in an advancement examination cycle, a member must be assigned to a unit with a drilling requirement and maintain satisfactory drill participation requirements as defined in BUPERSINST 1001.39D. Members assigned to a Voluntary Training Unit (VTU), except those assigned because of HYT are eligible for advancement.

b. Candidates must have the following Time-in-Rate (TIR) requirements computed to the Terminal Eligibility Date (TED) of 1 JAN 2011 for E-4/5/6 candidates

<u>EXAM RATE</u>	<u>TIR REQUIREMENTS</u>
E-4	6 months as E-3
E-5	1 year as E-4
E-6	3 years as E-5

c. Candidates must maintain their Commanding Officer's recommendation for advancement to remain eligible. The most recent evaluation is the sole source of recommendation for advancement. Therefore, PSD must receive the latest evaluation on all eligible members by close of business on 31 July 2010 in order to verify their advancement recommendation. Failure to comply by 31 July 2010, renders member ineligible for examination participation.

d. Evaluations received during the computation period listed below will be used to compute candidates' Performance Mark Average (PMA):

<u>PROSPECTIVE PAYGRADE</u>	<u>CURRENT PAYGRADE</u>	<u>COMPUTATION PERIOD</u>
E-4	E-3	1 Jan 10 through 31 Jul 10
E-5	E-4	1 Jun 09 through 31 Jul 10
E-6	E-5	1 Aug 07 through 31 Jul 10

Candidates are required to have evaluation(s) during the above computation period with an advancement recommendation in their current paygrade. A special evaluation may be submitted with an ending date no later than 31 July 2010 for candidates who did not receive a regular evaluation during the above period.

PSDWASHNOTE 1418  
18 Jun 2010

e. Candidates who reach High Year Tenure (HYT) on or after 1 Jan 2011 (The first day of the advancement cycle) or have received a HYT waiver to remain in a SELRES status on or after 1 Jan 2011, are eligible to participate in the advancement exam per MILPERSMAN 1160-130. Personnel who exceed the HYT limit for the next paygrade do not meet the criteria to serve in the next paygrade vacancy and therefore are not eligible for advancement.

5. Action

a. All candidates for the August 2010 examination are required to verify their worksheet prior to the examination date. Failure to do so may result in an examination not being available on the testing date. Worksheets will be available for verification between 1 July through 31 July 2010, 0800-1600, at the NAF Administration Bldg, 1 San Diego Loop, Andrews AFB.

b. Customer commands must notify PERSUPPDET Washington DC 31 July 2010 of any candidate who is unable to take the advancement examination on their normal scheduled drill weekend in August. A memorandum from the unit is required stating that the member will be available on the alternate drill weekend.

6. Substitute examinations. Candidates unable to participate in the regularly scheduled examination on 07 August 2010 and 28 August 2010 must submit, for approval, a letter from their Commanding Officer/Officer in Charge requesting a substitute (late) exam, stating the reason for the request. Requests must be received by the Educational Services Officer, PERSUPPDET Washington DC no later than 31 August 2010. The date for the substitute (late) exam is Saturday, 25 September 2010 at 0800.

7. Point of Contact is PS3 Sales Jeno.sales@navy.mil or via phone at (202) 433-2032, or fax 202-433-0082.



M. E. CHAPMAN

Distribution:  
CO, NAF Washington DC

**SAMPLE MEMORANDUM TO BE USED TO CORRECT TIME IN RATE LIST**

Date:

**Memorandum**

From: Commanding Officer, **Unit name**, **Ruic**:  
 To: Director, Personnel Support Detachment, Washington DC  
 Attn: Reserve ESO

Subj: TIME IN RATE LIST CORRECTION FOR AUGUST 2010 (CYCLE 087)  
 EXAMINATION FOR ADVANCEMENT TO E-4 THROUGH E-6

1. The following **member(s)** **is/are** either not in my unit or not eligible to take the August 10 advancement exam. If in my unit, their reason for non-eligibility is indicated in the remarks section. For those who are not in my unit, the remarks section also indicates the reason why.

NAME	SSN	TIR DATE	PRATE	ERATE	RANK DATE	REMARKS

2. The following **member(s)** of my unit **is/are** eligible to take the August 10 advancement exam, but their **name(s)** **is/are** not on the Time in Rate list. The following information below is provided on the **member(s)**. Request verification of eligibility and add **member(s)** to the list.

NAME	SSN	TIR DATE	PRATE	ERATE	RANK DATE	REMARKS

Signature of CO or By Direction

**NOTE: This is just a sample memorandum. It should be modified accordingly.**

Enclosure (2)

**SAMPLE MEMORANDUM FOR ONE YEAR TIME IN RATE WAIVER**

**Memorandum**

From: Commanding Officer, [Unit name], [RUIC]:  
To: Director, Personnel Support Detachment, Washington DC  
Attn: Reserve ESO

Subj: APPROVED TIME IN RATE WAIVER REQUEST ICO:  
[RANK] [NAME], [SSN], [BRCL]

Ref: (a) BUPERSINST 1430.16F

Encl: (1) NAVPERS [1616/26] period of report [YYMMDD] to [YYMMDD]

1. Per reference (a), enclosure 1 is submitted as justification, and a 1 year time in rate waiver is approved for [YN2] [John Doe] to take the August 10 Cycle 087 advancement examination for advancement to [YN1].

2. Point of contact in this matter is [YNCS] [Smukatally],  
DSN: [456-7890] or commercial [123-456-7890] or email  
[joe.smukatally@navy.mil]

[Signature of CO]

**NOTE: This is just a sample memorandum. It should be modified accordingly.**

Enclosure (3)