



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

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PSDWASHNOTE 1418  
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6 Oct 2010

PERSUPPDET WASHINGTON NOTICE 1418

Subj: JANUARY 2011 (CYCLE 210) NAVY-WIDE ADVANCEMENT EXAMINATION  
FOR ADVANCEMENT IN RATE OF ACTIVE DUTY PERSONNEL TO CHIEF  
PETTY OFFICER

Ref: (a) BUPERSINST 1430.16F (ADVMAN)  
(b) CNO WASHINGTON DC 101214Z SEP 10 (NAVADMIN 302/10)  
(c) CNO WASHINGTON DC 131544Z DEC 07 (NAVADMIN 336/07)  
(d) CNO WASHINGTON DC 261419Z SEP 08 (NAVADMIN 272/08)  
(e) CNO WASHINGTON DC 241612Z AUG 00 (NAVADMIN 221/00)

Encl: (1) Listing of Time-in-Rate (TIR) Eligible Personnel

1. Purpose. To announce the schedule for the January 2011 (Cycle 210) E-7 Navy-wide Advancement Examination, and to provide additional information for those personnel under the personnel accounting of Personnel Support Activity Detachment, Washington for examination purposes.

2. Information

a. Enclosure (1) is a listing of personnel who are Time-in-Rate eligible to participate in the January 2011 (Cycle 210) advancement examination. Per references (a) and (b), candidates must have three years Time-in-Rate (TIR) computed to the Terminal Eligibility Date (TED) of 1 January 2012.

b. Refer to reference (c) for pertinent guidance regarding for Sailors in Iraq, Afghanistan, and the Horn of Africa.

c. The requirements to complete the leadership training in order to participate in the E7 advancement examination has been removed. Per reference (d), the Chief Petty Officer selectee leadership course (CPOSLC) supports Sailors selected for CPO. Implemented in 2007, commands will continue to present this course as required unit training. Selectees will complete phase one and phase two of the CPOSLC at their respective command prior to frocking.

d. Per reference (e), CO's may waive up to one year TIR for E6 Sailors who receive a promotion recommendation of "Early Promote" on their periodic evaluation (15NOV10). Timely

submission of TIR Waivers to ESO is critical to allow sufficient time to order an examination for the member.

e. Per reference (b), candidates who reach high year tenure (HYT) on or after the first day of the advancement cycle (1SEP11) or have received a HYT waiver to remain on active duty beyond 1 September 2011, are eligible for advancement and will be considered by the selection board if they are selection board eligible. Those candidates with a HYT date prior to 1 September 2011 are not selection board eligible and should not be administered the January 2011 examination. Candidates will not be granted a HYT waiver for participation in the examination or consideration by the selection board.

### 3. Action

a. Request commands inform personnel listed in enclosure (1) of their eligibility to compete in the upcoming Navy-wide examination cycle. Examinations will be ordered for all personnel listed in enclosure (1). However, commands are required to furnish ESO with Exam Rate (ERATE) information for their personnel who require specialty examinations (i.e. ATI, ATO, ETN, ETR, NCC, NCR, MME, etc.).

b. Commands are requested to notify the Educational Services Officer (ESO), PSD Washington D.C. in writing of newly reporting personnel that are exam eligible and not listed on enclosure (1).

c. Time-in-Rate (TIR) waivers are due by 22 November 2010 to allow for sufficient time for ESO to order examinations. All TIR waivers must be on command letterhead and signed by the CO/OIC. A copy of the members' 15NOV10 evaluation must be furnished with the waiver.

4. 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>Examination</u>	<u>Date</u>	<u>Time</u>	<u>Day</u>
Chief Petty Officer	20JAN11	0715	Thursday

5. Active Duty for Special Work (ADSW)/Recall to Active Duty personnel

PSDWASHNOTE 1418  
6 Oct 2010

a. E-6 ADSW and Recall personnel will participate with active duty personnel. ADSW and Recall personnel who desire to participate with drilling Reserve personnel during February 2011 should contact ESO to make special arrangements.

b. Guidance and information will be provided under separate cover for E-3/4/5 ADSW/Recall personnel eligible to participate with active duty personnel during March 2011.

6. Proctors and working parties

a. The following commands are requested to provide E-7/8/9 personnel, or commissioned officers, to serve as proctors. Names must be submitted to the ESO, PSD Washington no later than 10 January 2011. Once a proctor has been identified to serve, if something comes up that precludes them from performing their duty, an appropriate replacement must be furnished.

<u>COMMAND</u>	<u># OF PROCTORS REQUIRED</u>
BUMED (UIC 00018)	02 (1-FEMALE/1-MALE)
DIA WASHINGTON (UIC 63415)	02 (1-FEMALE/1-MALE)
NAVY BAND (UIC 0434A)	06 (2-FEMALES/4-MALES)
NAF WASHINGTON (UIC 00166)	03 (2-FEMALES/1-MALE)
NCTS WASHINGTON (UIC 48388)	02 (2-MALES)
VAQ 209 WASHINGTON (UIC 53870)	03 (1-FEMALE/2-MALES)
VR 53 WASHINGTON (UIC 55617)	03 (2-FEMALES/1-MALE)
NCIS WASHINGTON (UIC 63285)	01 (MALE)
SPAWARSSYSCOM (UIC 35333)	01 (FEMALE)
WHITE HOUSE COMM (UIC 65475)	02 (MALES)

NOTE: All proctors should familiarize themselves with chapter 6 of reference (a). Proctors are to report to the designated exam site no later than 0645 to meet with the ESO, and to discuss duties and responsibilities prior to administration of the exam.

b. The following commands are requested to provide a working party to set up and take down tables and chairs at the exam site:

<u>COMMAND</u>	<u>PERSONNEL</u>	<u>SET UP TIME</u>	<u>TAKE DOWN TIME</u>
DIA WASH DC	02	19JAN11 @ 1300	20JAN11 @ 1130
OPNAV WASH DC	03	19JAN11 @ 1300	20JAN11 @ 1130
WHCA WASH DC	02	19JAN11 @ 1300	20JAN11 @ 1130

NOTE: All working party members will muster with the ESO in accordance with the above schedule, at the examination site.

PSDWASHNOTE 1418  
6 Oct 2010

7. Verification of worksheets. All candidates for the January 2011 E-7 Navy-wide Advancement 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 6 December 2010 through 17 December 2010, 0800-1600, Monday through Friday at the Educational Services Office, Personnel Support Activity Detachment Washington D.C. Command Pass Coordinator (CPCs) may obtain worksheets for signature at your command with 24 hours prior notice. All worksheets must be returned by COB 17 December 2010.

8. Check-in. All candidates will report to the examination site, with proper military identification card, no later than 0715 for orderly check-in and assigned seating. Electronic devices, such as cell phones, beepers, black-berries, palm pilots, etc. shall not be brought into the examination site. Calculators or organizers, which are capable of memory storage, will not be authorized. Additionally, candidates will not be allowed to wear wristwatches. Examinees will be advised of the time remaining, to complete their examination.

9. Uniform. Navy exams are an official Navy function. As such, all candidates must report to the exam site in their uniform of the day. Civilian clothes are not authorized.

10. Substitute examination. Candidates unable to take the original advancement examination who are eligible for and desire to participate in the substitute examination must submit a letter to the ESO, PERSUPPDET WASHDC. This letter must be signed by the member's CO/OIC, and include a valid justification for failing to participate in the regular advancement examination. Requests for substitute examinations must be received no later than 26 January 2011. The request should include a point of contact and phone number.

11. For further information, please contact Ms. Cheseldine, ESO at (202) 433-2031 or [Lynda.Cheseldine@navy.mil](mailto:Lynda.Cheseldine@navy.mil).



M. E. CHAPMAN

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PSDWASHINST 5215.1D  
List I & II