



**DEPARTMENT OF THE NAVY**  
COMMANDING OFFICER  
NAS PENSACOLA  
190 RADFORD BLVD  
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 1430.1S  
Code N04C  
MAR 17 2010

NASPNCLA INSTRUCTION 1430.1S

Subj: ADVANCEMENT OF ENLISTED PERSONNEL

Ref: (a) PERSUPPACTPNCLAINST 1430.1C, CH-1  
(b) BUPERSINST 1430.16D  
(c) MILPERSMAN 1430-020

1. Purpose. To establish policies regarding advancement of Naval Air Station, Pensacola personnel per references (a) through (c), which provide information, eligibility requirements, and procedures for advancement of enlisted personnel.

2. Cancellation. NASPNCLAINST 1430.1R

3. Background. In order to advance, enlisted personnel must satisfy certain conditions, including minimum time in paygrade, demonstrated ability in the occupational requirements of their rating, local command recommendations, and passing of the advancement examination. In some instances, specific training requirements and courses of instruction may also be required. Under reference (b), all personnel must meet the current weight control standards before advancement may be effected.

4. Recommendations

a. Personnel should be recommended for advancement in rate only when they are fully qualified in all respects to hold the higher rate to which advancement is to be effected. Advancement should not be made in the nature of a reward for faithful or extended service or simply because the minimum service requirements have been fulfilled. It is poor personnel management to advance a member in rate or recommend a member for change in rate or rating to a position for which they are not fully qualified.

b. Prior to being recommended for advancement to paygrade E-3, personnel who have not completed Apprenticeship Training (AT) or an appropriate "A" school must complete the appropriate E-3 (SN/AN/FN/CN) correspondence courses, as well as pass the appropriate E-3 test prior to being recommended for advancement to E-3. These requirements are waived for "A" school and "AT" graduates. All E-2 personnel must complete the Basic Military Requirements course prior to being recommended for advancement to E-3.

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c. In order to facilitate automatic advancements, for pay purposes, to paygrade E-2 on the member's eligibility date, all members in paygrade E-1 will be considered recommended for advancement unless the NAS Pensacola Educational Services Liaison is notified otherwise.

d. Recommendations for advancement after reduction in rate will be per reference (c). Recommendations for restoration to paygrade E-2 from paygrade E-1 will be per reference (c), Article 1430-020, paragraph 2.

5. Schedule of examinations

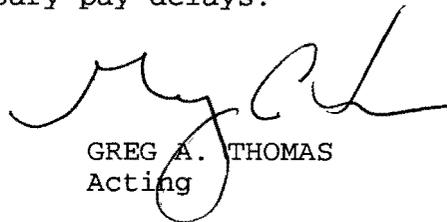
a. All examinations will be scheduled and administered by the Personnel Support Activity Detachment, Pensacola per reference (a).

b. Performance tests will be administered by the Personnel Support Activity Detachment, Pensacola following paragraph 713 of reference (b).

6. Action

a. The NAS Pensacola, Educational Services Liaison will notify the departments when recommendations will be due for each advancement cycle. When so notified, Department Heads and Special Assistants will forward a list of all personnel who are fully qualified and recommended for advancement. This list must be signed by the Administrative Officer. Previously recommended personnel must be renominated for each examination series so that an examination may be ordered.

b. Recommendations for advancement to paygrade E-3 must be submitted two months in advance of the member's normal eligibility date in order to avoid unnecessary pay delays.



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