



DEPARTMENT OF THE NAVY

COMMANDING OFFICER

NAS PENSACOLA

190 RADFORD BLVD

PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 1510.1G
Code 53000

OCT 15 2002

NASPNCLA INSTRUCTION 1510.1G

Subj: TRAINING FOR ADVANCEMENT OF ENLISTED PERSONNEL

Ref: (a) BUPERSINST 1430.16E

Encl: (1) Advancement Requirements Guide

1. Purpose. To publish training requirements necessary for advancement and establish responsibilities for training as outlined in reference (a).
2. Cancellation. NASPNCLAINST 1510.1F
3. Action. Department Heads and Special Assistants have overall responsibility for advancement of members within their departments. Specific responsibilities are as follows:

a. Department Heads and Special Assistants

(1) Screen all recommendations for advancement to ensure personnel meet the criteria in enclosure (1), and submit recommendations to the Command Career Counselor (CCC) Office.

(2) Conduct advancement ceremonies not conducted by the Commanding Officer.

b. Division Officers

(1) Prepare enlisted personnel for advancement and be aware of the progress and status of each person within the division.

(2) Inform personnel of the requirements for advancement, qualification deadlines, and examination dates. This is the single most important link between candidates and Division Officers.

c. Command Career Counselor. Act as a liaison between departments and PSD/ESO regarding advancement recommendations and verification, discrepancy lists, examination board members, and proctors.



J. M. PRUITT

Distribution:

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(NASPNCLAINST 5216.1V)

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Commanding Officer

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ADVANCEMENT REQUIREMENTS GUIDE

<u>RATE</u>	<u>CO'S RECOMMENDATION</u>	<u>TIME-IN-RATE (TIR)</u>
E-1/E-2	X	9 MOS
*E-2/E-3	X	9 MOS
**E-3/E-4	X	6 MOS
E-4/E-5	X	12 MOS
E-5/E-6	X	36 MOS
E-6/E-7	X	36 MOS
E-7/E-8	X	36 MOS
E-8/E-9	X	36 MOS

*BMR's are required for non-designated personnel for advancement to E-3

**Applicable rate training courses (MM3, PN3, MS3, etc.) are required for non-designated personnel to be eligible to take the E-4 exam