

COMBINED GENERAL AND VERBATIM INSTRUCTIONS
FOR THE ADMINISTRATION OF
NAVY-WIDE ADVANCEMENT AND RATING KNOWLEDGE EXAMINATIONS
FOR ACTIVE DUTY AND RESERVE CYCLES
(E5 THROUGH E7)

Please read the Verbatim in its entirety. Recent Verbatim changes are highlighted.

This exam verbatim is applicable to all pay grades E5 through E7 examination cycles, supersedes all previous revisions, and will remain in effect until superseded. These instructions should be filed with the Advancement Manual, BUPERSINST 1430.16 (latest series) so they will be available for use in subsequent examination cycles. Additional copies of these instructions are available at the Navy Enlisted Advancement System (NEAS) website <https://neas.ncdc.navy.mil>; select Home, Resources, then Verbatim.pdf, or MyNavy Portal at <https://www.mn3p.navy.mil/web/advancement-and-promotion/navy-advancement-center>; select "Exam Verbatim Instructions" on the NWAEE Resources tile.

Since these instructions supersede all previous revisions, they should be thoroughly read prior to examination administration.

- I. Description of NETPDC 1430/2 (Rev 10-2016) Answer Sheet (GREEN)
- II. Instructions for the Educational Services Officer (ESO) Prior to Exam Administration
- III. Exam Verbatim Instructions
- IV. Post-administration Instructions

I. Description of NETPDC 1430/2 (Rev 10-2016) Answer Sheet (GREEN): The NETPDC 1430/2 (Rev 10-2016) Answer Sheet is GREEN and supersedes all other answer sheets. It is the only answer sheet acceptable by NETPDC. **DO NOT REPRODUCE THIS ORIGINAL ANSWER SHEET.** These answer sheets are of certain weight and grade paper. Reproducing will make tracking marks askew. When completing the NETPDC 1430/2 Answer Sheet, which is designed for scoring on an optical scanner, ensure directions are followed as they are given. The optical scanner is very sensitive and any unnecessary marks appearing on the sheet may cause erroneous scoring. ***Under no circumstances should the answer sheet be folded, stapled, spindled, cut, mutilated or marked on with a permanent marker.***

NOTE: From this point forward, this Verbatim will only mention "worksheet" when referring to the Enlisted Advancement Worksheet (EAW), Data Sheet or the Advancement-in-Rate or Change of Rating (Worksheet) NETPDC 1430/3 (Rev 11-25) available at the NEAS website <https://neas.ncdc.navy.mil>; select Home, Resources, Document Downloads, then Advancement Worksheet.

NOTE: From this point forward, this Verbatim will only mention "exam" or "examination" when referring to Navy-wide Advancement Exams (NWAEs) or Rating Knowledge Exams (RKEs).

II. Instructions for the Educational Services Officer (ESO) Prior to Exam Administration

1. It is important to maintain standardized test procedures. Each examination room will be under the direct, continuous supervision of at least one Commanding Officer or Officer in Charge designated ESO. Proctors will be assigned to assist ESO with exam administration to achieve a ratio of at least one proctor to each 25 candidates. ESOs and proctors for exams must be commissioned officers, E7/8/9, or designated civilian (GS-07 or senior) who hold the minimum clearance required to handle classified exams for ratings assigned to their command(s). Personnel supervising examinations should be thoroughly familiar with these instructions before the examinations are administered. The examination room must be continuously monitored. Exam proctors should walk about the room to guard against cheating. The following preparations should be made:

a. Provide an adequate supply of **soft black-lead** #2 pencils with erasers. No other marking device shall be used.

b. Provide an adequate supply of scratch paper. Candidates are **NOT** authorized to write on scratch paper prior to examination commencement.

NOTE: DO NOT PROVIDE BLANK LINED MUSIC SHEETS TO MU TEST TAKERS. MU examination booklets contain blank lined music sheets.

NOTE: Due to a formatting error on the Cycle 270 Series 266 MU substitute exams, the lined paper at the end of the exams has six lines and a 7th partial line per section. Please only use the top five lines in each section.

c. To avert cheating, ensure each candidate's Common Access Card (CAC) is examined, the picture compared to the candidate's facial features, and the name and DOD ID compared with the list of candidates before distributing candidate examination booklet and answer sheet.

d. Distribute answer sheets (NETPDC 1430/2) (Rev 10-2016) (GREEN) -- Bar-coded answer sheets should be distributed to the candidate indicated. Blank answer sheets will be distributed to all other candidates.

NOTE: The requirement for candidates to take the Navy-wide Advancement Exam (NWAE) to compete for advancement to E4 is permanently eliminated. Refer to NAVADMIN 168/23 for additional information.

e. Distribute printed worksheet to the appropriate exam candidate.

NOTE: Candidates should be made aware of the provisions of paragraph II.1.f. prior to exam day. This information should be used in command Plan of the Day notes.

f. Ensure the following materials are available or allowed for candidates participating in the indicated ratings. ESOs should review all examination ratings being administered, and advise candidates prior to examination day if they will be unable to supply any of the following items:

- | | |
|---|------------------|
| (1) Bearing Rate Slide Rule | FT, STS |
| (2) Bearing Rate Computer | FT, STS |
| (3) Nautical Slide Rule | FT, MN |
| (4) Speed Solver | FT, STS |
| (5) Towed Array D/E Range Finder | STS |
| (6) Parallel ruler, Drafting Divider, and
at least three sheets of DMA Form 50590
(Maneuvering Board Paper) | FT, MN
OS, QM |

NOTES:

1. Any candidate may use log tables and slide rules. Musicians are **NOT** authorized to use **musical slide rules**.

2. **CANDIDATES MUST PROVIDE THEIR OWN CALCULATOR AND ESO SHOULD VERIFY THEIR CALCULATOR IS AUTHORIZED FOR EXAMINATION USE PRIOR TO THE EXAM ADMINISTRATION DATE. A-SCHOOL ISSUED CALCULATORS MAY NOT BE IN COMPLIANCE.**

3. All exam candidates may use solar or battery powered, hand-held electronic calculators of any key configuration so long as they can display only numeric and mathematical characters.

4. Exam candidates are **NOT AUTHORIZED** to use programmable calculators (able to perform automatic mathematical calculations from memory/storage), graphing calculators, calculators capable of displaying running text, mini-laptop computers, smart watches, smart cellular telephones, electronics with wireless, Bluetooth or Internet access capability, as well as similar items supporting information retrieval and storage.

5. SEABEE ratings are **NOT AUTHORIZED** to use preprogrammed construction, electrician, plumbing or other calculators designed specifically for tradesman use (such as the Construction Master series calculators). Engineering Aide (EA) candidates are authorized to use general scientific calculators that are not programmable.

6. The day of the exam, proctors should satisfy themselves of each calculator's capabilities and functions, to ensure the calculator is limited to mathematical use only and will **NOT** be used for retrieving or storing text.

7. NO OTHER EXAMINATION MATERIAL OR INSTRUMENTS MAY BE BROUGHT INTO THE EXAMINATION ROOM. ESO AND PROCTORS SHOULD PAY PARTICULAR ATTENTION TO ENSURE THERE ARE NO PERSONAL ELECTRONIC DEVICES BROUGHT INTO THE EXAMINATION AREA (I.E., CELL PHONE, SMART PHONE, SMARTWATCH, WRISTWATCH, TABLET, PERSONAL DIGITAL ASSISTANT (PDA), WIRELESS EYEWEAR, OR ANY OTHER DEVICE(S) CAPABLE OF RECEIVING, RECORDING, OR TRANSMITTING DATA, ETC.). EACH ESO SHOULD PROVIDE THE PLAN OF THE DAY NOTES AND COMMUNICATIONS WITH THEIR COMMAND, STATING THAT PERSONAL ELECTRONIC DEVICES AS WELL AS WRISTWATCHES AND SMARTWATCHES ARE PROHIBITED IN THE EXAMINATION AREA.

8. THE ONLY ITEMS CANDIDATES SHOULD HAVE IN THEIR POSSESSION ARE THE MATERIALS PROVIDED TO THEM AND ANY MATERIALS AUTHORIZED ABOVE.

9. UNAUTHORIZED MATERIAL, INSTRUMENTS, OR ELECTRONIC DEVICES DISCOVERED AFTER EXAMINATION COMMENCEMENT WILL RESULT IN IMMEDIATE TERMINATION OF AN EXAMINATION. ESO/PROCTOR WILL IMMEDIATELY DISQUALIFY THE CANDIDATE, TERMINATE THE EXAM, AND COLLECT ALL EXAMINATION MATERIALS. A follow-up report will be sent to NETPDC (N321).

g. Ensure proctors are thoroughly instructed regarding the verbatim and monitoring procedures. Proctors shall be assigned to assist the ESO in sufficient numbers to achieve a ratio of at least **one proctor for every 25 candidates**. During the examination session, proctors:

- ◆ May explain the instructions on the face of the exam booklet.
- ◆ Will provide extra pencils and scratch paper when needed.
- ◆ Will escort candidates to the head in emergency situations.
- ◆ Will escort candidates in case of an emergency, such as a fire alarm. The candidates will place their worksheets, answer sheets, and scratch paper inside their examination booklet and leave them on the table. The proctor will ensure all candidates understand that no talking is permitted during the emergency and while waiting to return to the examination area. The proctors will collect all exam booklets, ensuring the worksheets, answer sheets, and scratch paper are in each booklet. Upon conclusion of the emergency situation, candidates will return to the examination area and re-commence exam administration with adjusted timeline.
- ◆ Will collect all exam materials and worksheets after exam completion, and ensure answer sheets are complete and accurate.
- ◆ Will **NOT** read the exam questions to candidate(s), and will **NOT** interpret questions.
- ◆ Will **NOT** put the answer sheet in with examination booklet. Keep all items separate to prevent shredding of answer sheets.

h. Ensure the surface being used has a hard top upon which the answer sheets can be properly marked. Because the answer sheets are optically scanned when processed, ensure that the answer sheet is not marked on any soft surface, such as tablecloths, table coverings, or oilcloths.

2. All exam booklets should arrive sealed in a clear plastic wrapper. If wrapper is not sealed, contact NETPDC (N321) via e-mail at usn.pensacola.netpdc.mbx.netpdc-n321-exam-orders@us.navy.mil, with a copy to NAVPERSCOM (PERS-803), at advancements-active@navy.mil or advancements-reserve@navy.mil as applicable, detailing the incident - exam booklet in question, when discovered, condition of wrapper and exam, and any other pertinent information. If possible, provide a different exam booklet to the candidate or split an exam and retain the exam in question for further action.

3. When candidates receive their examination materials and are seated, examiners should read aloud the Verbatim Instructions (per Part III) that set forth step-by-step procedures for completing the information portion of the answer sheet and the method for answering questions. Examiners should read the Verbatim Instructions **WORD FOR WORD, DISTINCTLY, AND SLOWLY**. Allow sufficient time for the candidates to follow instructions. Proctors should assist the examiner by verifying candidates are filling in the front of the answer sheet correctly.

4. There may be instances when a candidate feels the information on the worksheet is incorrect. In such a case, advise the candidate to circle the information on the worksheet and bring it to the attention of a proctor when the candidate finishes the examination. When there are errors, the ESO will take corrective action as outlined in Part IV of this instruction.

NOTE: If ESO determines a candidate is unable to participate in an Active Duty/TAR REGULAR exam, ESO may order and administer a SUBSTITUTE exam. For SELRES, the ESO may reschedule the candidate for a late exam administration by sending request to Navy Reserve Force ESOs at cnrfc_reserve_forces_eso@us.navy.mil, copy to Immediate Supervisor in Command (ISIC) ESO.

III. Exam Verbatim Instructions

Words in a box like this are instructions to the ESO and should **NOT** be read to the candidates. **UPPERCASED and BOLDED** words indicate that portion which is to be read aloud to the candidates. *ITALICIZED and UNDERLINED* words indicate that portion which is to be given extra verbal emphasis.

WAIT FOR INSTRUCTIONS BEFORE COMPLETING ANY SECTIONS OF YOUR ANSWER SHEET. I REPEAT, WAIT FOR INSTRUCTIONS BEFORE COMPLETING ANY SECTIONS ON YOUR ANSWER SHEET! DO NOT FILL IN ANY BLOCKS ON YOUR ANSWER SHEET UNTIL YOU HAVE BEEN DIRECTED TO DO SO. SOME BLOCKS ARE NOT REQUIRED TO BE COMPLETED. ACCURACY IN FILLING OUT YOUR ANSWER SHEET IS REQUIRED SO YOUR ANSWER SHEET CAN BE PROPERLY SCORED BY THE NAVY ADVANCEMENT CENTER.

YOU SHOULD HAVE IN FRONT OF YOU AN EXAMINATION BOOKLET IN A SEALED CLEAR PLASTIC WRAPPER, A WORKSHEET, AN ANSWER SHEET, A SOFT NUMBER TWO OR ELECTROGRAPHIC BLACK LEAD PENCIL WITH AN ERASER, AND SCRATCH PAPER. YOUR EXAMINATION BOOKLET IS WATER-MARKED WITH EITHER THE WORDS "ACTIVE", "RESERVE", "SUBSTITUTE" OR WITH NO MARKINGS IF YOU ARE ISSUED AN EXAM THAT HAS FIGURES IN COLOR. IF YOU ARE ACTIVE DUTY OR TAR, YOUR EXAMINATION BOOKLET SHOULD BE WATER-MARKED EITHER "ACTIVE" IF YOU ARE TAKING AN EXAM DURING THE REGULAR SCHEDULED EXAM DAY OR "SUBSTITUTE" IF YOU ARE TAKING THE EXAMINATION BEFORE OR AFTER THE REGULAR SCHEDULED EXAM DAY. IF YOU ARE A RESERVIST, INCLUDING VOLUNTARY RECALL, MOBILIZATION OR CANVASSER RECRUITER, YOU SHOULD ONLY TAKE AN EXAMINATION WATER-MARKED "RESERVE". IF YOU DO NOT HAVE ANY OF THE MENTIONED ITEMS OR THE CORRECT EXAMINATION BOOKLET, RAISE YOUR HAND AND A PROCTOR WILL ASSIST YOU.

Pause and make sure all candidates have been assisted.

NO MATERIALS ARE ALLOWED IN THE EXAMINATION ROOM OTHER THAN THAT WHICH WE HAVE PROVIDED OR ALLOWED.

IF YOU HAVE OTHER MATERIAL, PLEASE RAISE YOUR HAND. A PROCTOR WILL COLLECT THE MATERIAL AND HOLD IT FOR YOU UNTIL YOU HAVE COMPLETED YOUR EXAMINATION. BATTERY OR SOLAR POWERED CALCULATORS, SLIDE RULES, LOG TABLES, SPEED SOLVERS, BEARING RATE COMPUTERS OR ANY OTHER MATERIALS SPECIFICALLY PROVIDED BY OR APPROVED BY THE ESO ARE THE ONLY EXCEPTIONS. ALL ISSUED OR PROVIDED ITEMS, INCLUDING SCRATCH PAPER, MUST BE TURNED IN AT THE COMPLETION OF THE EXAMINATION.

ANY PERSONAL ELECTRONIC DEVICES, SUCH AS A CELL PHONE, SMART PHONE, SMARTWATCH, WRISTWATCH, TABLET, PERSONAL DIGITAL ASSISTANT (PDA), WIRELESS EYEWEAR, OR ANY OTHER DEVICE(S) CAPABLE OF RECEIVING OR TRANSMITTING DATA, ARE NOT AUTHORIZED IN THE EXAMINATION ROOM. IF YOU HAVE ONE OF THESE ITEMS IN YOUR POSSESSION, RAISE YOUR HAND NOW. A PROCTOR WILL TAKE CUSTODY OF THE ITEM AND RETURN IT TO YOU UPON COMPLETION OF THE EXAMINATION.

THE ONLY ANSWER SHEET AUTHORIZED IS NETPDC 1430/2 (Rev 10-2016). SECTION NUMBERS AND TITLES ON THIS GREEN ANSWER SHEET CORRESPOND WITH THE BLOCK NUMBERS AND TITLES ON YOUR WORKSHEET. AGAIN, DO NOT BUBBLE IN ANY INFORMATION UNTIL WE REVIEW THE ITEMS ON YOUR ANSWER SHEET AND THE BAR-CODED INFORMATION.

DO NOT FOLD OR MUTILATE YOUR ANSWER SHEET. DO NOT MAKE ANY UNNECESSARY MARKS ON YOUR ANSWER SHEET. IF YOU MAKE AN ERROR, MAKE SURE THAT YOU ERASE IT THOROUGHLY. UNNECESSARY MARKS CAN AFFECT THE PROPER SCORING OF YOUR EXAMINATION.

IF YOU THINK ANY INFORMATION ON YOUR WORKSHEET IS INCORRECT, CIRCLE IT ON THE WORKSHEET. I REPEAT, CIRCLE IT ON THE WORKSHEET, AND BRING IT TO THE ATTENTION OF A PROCTOR WHEN YOU FINISH YOUR EXAMINATION. ENTER THE INFORMATION ON YOUR ANSWER SHEET ONLY AFTER DIRECTED TO DO SO.

CANDIDATES WITH CORRECT BAR-CODED INFORMATION ON THEIR ANSWER SHEETS SHOULD NOT COMPLETE THE BLOCKS OR BUBBLES FOR SECTIONS 1, 2, 3, OR 4, THE FIRST THREE BLOCKS IN SECTION 5 OR SECTION 10. HOWEVER, IF A SECTION OF THE BAR-CODED INFORMATION DOES NOT MATCH THE CORRESPONDING INFORMATION ON YOUR WORKSHEET, FILL IN THE CORRESPONDING SECTION'S BLOCKS AND BUBBLES ON THE ANSWER SHEET WHEN I READ THOSE INSTRUCTIONS. ANY MARKS IN A BUBBLED AREA WILL OVER-RIDE THAT SECTION OF THE BAR-CODE.

EXAMPLE: IF THE BAR-CODED NAME IS INCORRECT, THEN ONLY SECTION 1 (NAME) NEEDS TO BE FILLED IN. IF ONE LETTER OF THE BAR-CODED NAME IS INCORRECT, THEN THE WHOLE NAME MUST BE BUBBLED IN. AGAIN, ANY MARKS IN A BUBBLED AREA WILL OVER-RIDE THAT SECTION OF THE BAR-CODE.

TAKE YOUR ANSWER SHEET AND PLACE IT IN FRONT OF YOU WITH THE HEAVY BLACK DASH MARKS ON YOUR LEFT DISPLAYING THE FRONT PAGE OF THE ANSWER SHEET.

WE WILL NOW START FILLING IN THE ANSWER SHEET IF YOU DO NOT HAVE A BAR-CODED ANSWER SHEET OR THE INFORMATION IS NOT CORRECT IN THE BAR-CODED PORTION.

NAME (LAST, FIRST, MIDDLE) (SECTION 1)

IF YOU HAVE A BAR-CODED ANSWER SHEET AND THE INFORMATION IN THIS SECTION IS CORRECT DO NOT MAKE ANY ENTRIES. I REPEAT, IF YOU HAVE A BAR-CODED ANSWER SHEET AND THE INFORMATION IN THIS SECTION IS CORRECT, DO NOT MAKE ANY ENTRIES ON THE ANSWER SHEET. IF THE BAR-CODED INFORMATION IS NOT CORRECT, OR YOU DO NOT HAVE A BAR-CODED ANSWER SHEET, FILL IN YOUR LAST NAME, SKIP A BLOCK, THEN FILL IN YOUR FIRST NAME, SKIP A BLOCK AND THEN FILL IN YOUR MIDDLE NAME IF YOU HAVE ONE. IF YOUR FULL NAME IS TOO LONG FOR THE BLOCKS ALLOWED, ENTER AS MUCH OF YOUR NAME AS POSSIBLE. USE NO PERIODS, COMMAS, OR HYPHENS AND DO NOT INCLUDE JR, SR, III, ETC. IN THIS SECTION. DO NOT SKIP A BLOCK IN YOUR LAST NAME.

FOR EXAMPLE, FOR DE MARCO, "D" "E" SPACE "M" "A" "R" "C" "O"; ENTER DEMARCO WITHOUT A SPACE. BUBBLE IN THE CORRESPONDING LETTERS IN THE VERTICAL COLUMNS. IN THE CASE OF SKIPPED OR BLANK BLOCKS, DO NOT, I REPEAT, DO NOT BUBBLE IN ANY CIRCLES. IF YOUR NAME IS INCORRECT ON THE WORKSHEET, CIRCLE IT AND WRITE IN YOUR FULL NAME (LAST, FIRST, MIDDLE).

DEPARTMENT OF DEFENSE IDENTIFICATION (DOD ID) / COMMON ACCESS CARD IDENTIFICATION (CAC ID) NUMBER (SECTION 2)

YOUR 10-DIGIT DOD ID NUMBER (LOCATED ON THE BACK OF YOUR CAC) IS REQUIRED BY THE NAVY ADVANCEMENT CENTER TO MANAGE OFFICIAL MILITARY FILES AND SUPPORT THE NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS). NEAS USES YOUR DOD ID NUMBER AS THE MILITARY PERSONNEL IDENTIFICATION NUMBER. THE USE OF YOUR DOD ID NUMBER IS JUSTIFIED AS AN OPERATIONAL NECESSITY TO REDUCE THE UNACCEPTABLE LEVELS OF RISK OF IMPROPERLY IDENTIFYING THE INCORRECT EXAM CANDIDATE.

IF YOU HAVE A BAR-CODED ANSWER SHEET AND THE INFORMATION IN THIS SECTION IS CORRECT DO NOT MAKE ANY ENTRIES ON THE ANSWER SHEET. OTHERWISE, IF THE BAR-CODED INFORMATION IS NOT CORRECT, OR YOU DO NOT HAVE A BAR-CODED ANSWER SHEET; ENTER YOUR DOD ID NUMBER IN THE BLOCKS PROVIDED. BUBBLE IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. TAKE EXTRA CARE WHEN BUBBLING IN THE NUMBERS.

NOTE TO ESO: Candidates are cautioned to take extra care when bubbling in the numbers, since there are many problems with candidates bubbling in "zero" instead of "one" and vice versa. Also, be vigilant about limiting DOD ID Number information on answer sheets for only those candidates with blank answer sheets or incorrect bar-coded information.

EXAM RATE (SECTION 3)

THE EXAM RATE ON THE FRONT OF YOUR EXAMINATION BOOKLET SHOULD REFLECT THE EXAM RATE ON YOUR WORKSHEET AND ON YOUR ANSWER SHEET, IF YOU HAVE A BAR-CODED ANSWER SHEET. OTHERWISE, IF THE EXAM RATE ON YOUR EXAMINATION BOOKLET IS NOT THE SAME AS THE EXAM RATE ON YOUR WORKSHEET, RAISE YOUR HAND FOR PROCTOR ASSISTANCE. IF YOU DO NOT HAVE A BAR-CODED ANSWER SHEET OR YOUR BAR-CODED ANSWER SHEET DOES NOT REFLECT THE CORRECT EXAMINATION YOU ARE TAKING, FILL IN THE RATING PORTION (LEFT JUSTIFIED); FOR EXAMPLE: "ETV", "BM", "ABE", STARTING IN THE FIRST BLOCK IMMEDIATELY FOLLOWED BY THE RATING LEVEL OF THE EXAM RATE, FOR EXAMPLE "2", "1", "C". DO NOT SKIP ANY BLOCKS IN BETWEEN THE EXAM RATE AND RATING LEVEL. BUBBLE IN THE CORRESPONDING LETTERS AND NUMBERS IN THE VERTICAL COLUMNS. DO NOT BUBBLE IN ANY CIRCLES FOR BLANK COLUMNS. (ENSURE THE EXAM RATE IS ENTERED AS IT APPEARS ON YOUR EXAMINATION BOOKLET.) IF THE INCORRECT EXAM RATE IS ENTERED, YOUR EXAMINATION WILL BE INCORRECTLY SCORED OR YOU WILL BE IN A WRONG PATH OF ADVANCEMENT STATUS.

EXAMPLES:

Y	N	2	
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Or

E	T	V	2
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CYCLE (SECTION 4)

NOTE TO ESO: Provide the correct cycle number to the candidates, as stated in the current cycle NAVADMINs. If SELRES and Active Duty cycle examinations are being administered at the same time, ensure the proper cycle number is provided for each.

THIS SECTION IDENTIFIES THE EXAMINATION CYCLE. IF YOUR BAR-CODED ANSWER SHEET REFLECTS THE CORRECT CYCLE AS ENTERED ON YOUR WORKSHEET, DO NOT MAKE AN ENTRY IN THIS SECTION OF THE ANSWER SHEET. OTHERWISE, REFER TO THE "CYCLE" SECTION ON YOUR WORKSHEET AND ENTER THE THREE-DIGIT NUMBER IN THE "CYCLE" SECTION OF YOUR ANSWER SHEET. BUBBLE IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

EXAM SERIAL (SECTION 5)

THIS SECTION IDENTIFIES THE SEVEN-DIGIT EXAMINATION SERIAL NUMBER OF YOUR EXAM BOOKLET. CANDIDATES WITH BAR-CODED INFORMATION MUST VERIFY THE THREE-DIGIT NUMBER AFTER THE EXAM RATE ON THE BAR-CODE WITH THE FIRST THREE NUMBERS ON THE SERIAL NUMBER OF THE EXAMINATION BOOKLET. IF THEY MATCH, YOU WILL ONLY COMPLETE THE LAST FOUR BLOCKS IN THIS SECTION. IF THESE NUMBERS DO NOT MATCH, COMPLETE THE ENTIRE SEVEN-DIGIT SECTION. BUBBLE IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. THIS SERIAL NUMBER SHALL NOT BE OBTAINED FROM ANY SOURCE OTHER THAN THE EXAMINATION BOOKLET. IF THE INCORRECT SERIAL NUMBER IS ENTERED ON YOUR ANSWER SHEET, YOUR EXAMINATION MAY BE SCORED INCORRECTLY. IF YOUR WORKSHEET IS MISSING ANY OF THE SEVEN DIGIT EXAMINATION SERIAL NUMBERS, CIRCLE IT AND WRITE IN THE CORRECT INFORMATION ON THE WORKSHEET.

FILL IN IF APPLICABLE (SECTION 6)

REFER TO THE "FILL IN IF APPLICABLE" BLOCK OF YOUR WORKSHEET. A CANDIDATE WHO IS TAKING THE CHIEF PETTY OFFICER EXAMINATION ONLY FOR LDO ELIGIBILITY WILL BUBBLE IN THE LDO CANDIDATE CIRCLE. A CANDIDATE WHO IS IN THE PERSONNEL EXCHANGE PROGRAM (PEP) WILL BUBBLE IN THE PEP CIRCLE. A CANDIDATE WITH AN EP TIR WAIVER WILL BUBBLE IN THE EP TIR WAIVER CIRCLE.

AWARDS (SECTION 7)

E7 CANDIDATES LEAVE THIS SECTION BLANK. E5/6 CANDIDATES, REFER TO THE "AWARDS" SECTION OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE AWARDS VALUE SHOWN ON THE WORKSHEET. THE AWARDS VALUE IS A TWO-DIGIT NUMBER AND TWO DIGITS MUST BE ENTERED IN THE BLOCKS ON THE ANSWER SHEET. FOR EXAMPLE, IF YOU HAVE AN AWARDS VALUE OF TWO, ENTER ZERO-TWO IN THE BLOCKS. BUBBLE IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. IF THE "AWARDS" SECTION OF YOUR WORKSHEET IS BLANK, LEAVE THIS SECTION BLANK. DO NOT ADD EDUCATION POINTS IN THIS SECTION.

PERFORMANCE AVERAGE (SECTION 8)

REFER TO THE "PMA OR RSCA PMA" SECTION OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE PERFORMANCE MARK AVERAGE (PMA) OR REPORTING SENIOR'S CUMULATIVE AVERAGE (RSCA) PMA SHOWN ON THE WORKSHEET. THIS IS A THREE-DIGIT NUMBER AND THREE DIGITS MUST BE ENTERED IN THE BLOCKS ON THE ANSWER SHEET. FOR EXAMPLE, A PMA OF THREE-POINT-SIX-ZERO SHOULD BE ENTERED AS THREE-SIX-ZERO. BUBBLE IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. IF NO PMA OR RSCA PMA IS ON YOUR WORKSHEET, CIRCLE IT AND BRING THIS FACT TO THE ATTENTION OF THE PROCTOR.

TODAY'S DATE (SECTION 9)

ALL CANDIDATES, INCLUDING THOSE WITH BAR-CODED INFORMATION, ARE TO FILL IN TODAY'S DATE IN THIS SECTION. STARTING WITH THE FIRST TWO BLOCKS ON THE LEFT, ENTER THE LAST TWO DIGITS OF THE YEAR. FOR EXAMPLE 2026, BUBBLE IN TWO-SIX. THE NEXT TWO BLOCKS ARE THE MONTH. JANUARY WOULD BE ZERO-ONE AND SEPTEMBER WOULD BE ZERO-NINE. THE LAST TWO BLOCKS ARE THE DAY OF THE MONTH. FOR EXAMPLE FOR SEP 18, BUBBLE IN ONE-EIGHT. IF THE DATE IS INCORRECT ON THE WORKSHEET, CIRCLE IT AND WRITE IN TODAY'S DATE.

PERMANENT DUTY STATION UIC (SECTION 10)

THIS BLOCK INDICATES YOUR COMMAND'S FIVE-DIGIT UNIT IDENTIFICATION CODE (UIC). IF YOUR BAR-CODED ANSWER SHEET REFLECTS THE EXAM RESULTS UIC AS ON YOUR WORKSHEET, DO NOT MAKE AN ENTRY IN THIS SECTION. OTHERWISE, STARTING WITH THE FIRST BLOCK TO THE LEFT, ENTER ON YOUR ANSWER SHEET THE EXAM RESULTS UIC SHOWN ON YOUR WORKSHEET AND BUBBLE IN THE CORRESPONDING NUMBERS/LETTER IN THE VERTICAL COLUMNS.

TIME IN GRADE (SECTION 11)

REFER TO THE "TIME IN GRADE" SECTION OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE TIME IN GRADE SHOWN ON THE WORKSHEET. STARTING WITH THE FIRST BLOCK TO THE LEFT, ENTER THE TWO-DIGIT YEARS FOLLOWED BY THE TWO-DIGIT MONTHS. BUBBLE IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. IF TIME IN GRADE IS INCORRECT ON THE WORKSHEET, CIRCLE IT AND WRITE IN THE TIME IN GRADE.

THIS COMPLETES THE FRONT PAGE OF THE ANSWER SHEET; DOUBLE-CHECK ALL ANSWER SHEET INFORMATION AND MARKS YOU HAVE MADE. SINCE AN OPTICAL SCANNER WILL SCORE THIS ANSWER SHEET, ANY MARKS, RIGHT OR WRONG, THAT YOU HAVE MADE, WILL BE PROCESSED. ADDITIONALLY, THE OPTICAL SCANNER READS ONLY THE BUBBLED IN CIRCLES. MAKE SURE ALL CIRCLES ARE COMPLETELY FILLED IN WITH NO STRAY MARKS. DO NOT FOLD OR MUTILATE YOUR ANSWER SHEET. IF YOU HAVE ANY QUESTIONS, PLEASE RAISE YOUR HAND AND A PROCTOR WILL ASSIST YOU.

Pause and make sure all candidates have been assisted.

TURN TO THE BACK PAGE OF YOUR ANSWER SHEET.

EACH OF THE 175 QUESTIONS IN THIS EXAMINATION HAS FOUR NUMBERED RESPONSES, ONLY ONE OF WHICH IS THE CORRECT ANSWER. YOU ARE TO FILL IN ONLY ONE RESPONSE FOR EACH QUESTION. ANY QUESTION ANSWERED BY TWO OR MORE RESPONSES WILL BE SCORED AS INCORRECT. IF YOU ERASE, ERASE COMPLETELY AND THOROUGHLY AND THEN BUBBLE IN YOUR DESIRED RESPONSE. ANSWER ALL QUESTIONS; THE NUMBER OF CORRECT RESPONSES DETERMINES YOUR SCORE. THERE IS NO PENALTY FOR GUESSING.

YOUR EXAMINATION WAS PREPARED SOME MONTHS AGO; THEREFORE, IT MAY BE POSSIBLE THAT SOME OF THE QUESTIONS ARE NOW OBSOLETE. EVEN THOUGH A QUESTION APPEARS TO BE OBSOLETE, BUBBLE IN THE ANSWER THAT YOU BELIEVE TO BE CORRECT.

YOU WILL BE DISQUALIFIED IF CAUGHT CHEATING DURING THIS EXAMINATION OR IF EVIDENCE OF CHEATING IS DISCOVERED BY THE ESO, EXAM PROCTORS, OR THE NAVY ADVANCEMENT CENTER. REPRODUCTION OF THIS EXAMINATION OR ANSWER SHEET IN WHOLE OR IN PART IS PROHIBITED. DO NOT DISCUSS EXAM CONTENT AFTER TAKING AN EXAM TO ENSURE NO CANDIDATE IS DISADVANTAGED IN ADVANCEMENT PROCESSES. UNAUTHORIZED DISCLOSURE OF EXAM CONTENT MAY RESULT IN ADMINISTRATIVE AND/OR DISCIPLINARY ACTION.

AS A RESULT OF THE EXTREMELY HIGH ACCURACY LEVEL OF THE SCANNING PROCESS, ANSWER SHEETS ARE NOT AND WILL NOT BE HAND-GRADED OR REGRADED.

IF YOU NEED TO GO TO THE RESTROOM BEFORE BEGINNING THIS EXAMINATION, RAISE YOUR HAND. DOES ANYONE NEED TO TAKE A RESTROOM BREAK?

NOTE TO ESO: If there are any candidates requiring a break, a break can be given at this time. Proctors must ensure all examination materials remain in the examination room and that no examinations have been opened. Once examination booklets are opened, a break cannot be given except for individual emergencies or emergencies such as fire drills.

YOU WILL HAVE EXACTLY THREE HOURS TO COMPLETE THE EXAM. WHEN YOU HAVE COMPLETED YOUR EXAMINATION, TURN IN YOUR EXAMINATION BOOKLET, ANSWER SHEET, WORKSHEET, SCRATCH PAPER, AND ALL OTHER ISSUED MATERIALS TO THE EXAM PROCTOR OR ESO. YOU WILL BE GIVEN A NOTIFICATION AFTER ONE HOUR HAS ELAPSED, AFTER TWO HOURS HAS ELAPSED, AND WHEN THERE IS ONLY 10 MINUTES REMAINING.

NOW OPEN THE CLEAR PLASTIC EXAMINATION BOOKLET ENVELOPE AND REMOVE THE EXAMINATION BOOKLET. OPEN YOUR BOOKLET AND PAGE CHECK THE EXAMINATION TO ENSURE THERE ARE NO BLANK OR MISSING PAGES AND THAT ALL PAGES ARE LEGIBLE, AND CORRECTLY NUMBERED. ENSURE THERE ARE NO MISSING ITEMS. ENSURE YOU HAVE THE CORRECT EXAM BOOKLET, WITH THE CORRECT SPECIALTY WHERE APPROPRIATE; FOR EXAMPLE, ATI2, ATO2, EMN2, ET1, ETN1, ETV2, ITE2, ITR2, MMA1, MMN2, NCC1, NCR1, ETC.

PLEASE RAISE YOUR HAND, IF YOU DO NOT HAVE THE CORRECT EXAM BOOKLET, IF YOUR EXAM BOOKLET IS INCOMPLETE, OR IF IT IS NOT LEGIBLE.

EVERYONE ELSE CLOSE YOUR EXAM BOOKLET. DO NOT BEGIN THE EXAM UNTIL I TELL YOU TO "START THE EXAM."

ESO: Ensure each candidate has the correct exam booklet and each candidate is taking the correct exam.

Pause while these instructions are followed.

If any examination booklet contains discrepancies, take the following steps:

- a. Distribute another examination booklet if available, collect the exam booklets containing discrepancies and maintain in secure storage until exam issue is resolved. Report all exam discrepancies to NETPDC.
- b. If spare examination booklets are not available, arrange for candidates to participate by using the SPLITTING EXAMINATION (A-B) method. "Split" exams may only be split between two candidates taking an exam at the same time. Separate the examination booklet into two equal parts (staple to prevent loss of pages), give each candidate one-half of the booklet, and administer the exam to each candidate simultaneously. When both candidates have finished their respective halves, a proctor will examine each half, remove any markings made by the first user, and exchange the halves. Proctor will ensure that candidates taking a "Split" exam are beginning each part of the exam with the correct number sequence to prevent incorrect completion of the answer portion of the answer sheet. However, the candidates will have no more than 90 minutes to complete their half of the exam before the proctor must exchange halves to ensure each candidate is given a fair opportunity to finish the exam in the three-hour time period. The proctor will return the unfinished half of the examination booklet to the candidate within the three hour testing window if time permits. Proctors must notify candidates being administered split examination booklets of the 90-minute split-half exchange time limit before the exam begins.

NOTE: Splitting an examination for use by more than two candidates is not authorized under any circumstance. In those cases where there are not enough examinations available to split in order to accommodate the number of candidates at the test site, the ESO shall order a substitute examination for those candidates affected.

c. If there are printing discrepancies or pages missing, determine first whether or not there are more than 10 items of the examination missing or illegible. If 10 or fewer items are involved, require the candidate to use the examination and complete the items that are present. Make a full report to NETPDC (N321) by letter and provide it with the letter of transmittal when forwarding examination returns. If more than 10 items are involved, do not use the examination, but immediately request a substitute examination by separate correspondence. Do not include requests for substitute examinations in the letter of transmittal. In either case, do not return the exam booklets to NETPDC, but maintain locally until exam issue is resolved, then destroy the exam locally.

ARE THERE ANY QUESTIONS? If there are no questions, say: **READY.** **OPEN**
BOOKLETS. **YOU HAVE EXACTLY THREE HOURS.** **BEGIN!**

After one hour has elapsed, say:

ONE HOUR HAS ELAPSED; YOU HAVE TWO HOURS TO COMPLETE YOUR EXAMINATION.

After two hours have elapsed, say:

TWO HOURS HAVE ELAPSED; YOU HAVE ONE HOUR TO COMPLETE YOUR EXAMINATION.

After two hours and fifty minutes have elapsed, say:

TWO HOURS AND FIFTY MINUTES HAVE ELAPSED; YOU HAVE 10 MINUTES IN WHICH TO COMPLETE YOUR EXAMINATION.

After three hours have elapsed, say:

STOP! **CLOSE YOUR EXAMINATION BOOKLETS IMMEDIATELY, TURN IN YOUR EXAMINATION BOOKLETS, ANSWER SHEETS, WORKSHEETS, SCRATCH PAPER, AND ALL OTHER MATERIALS TO THE EXAMINER.**

IV. Post-administration Instructions: As each candidate submits their examination materials, the examiner will ensure that the following items are turned in: the same examination booklet that was issued to the candidate, the candidate's worksheet, the candidate's NETPDC 1430/2 (GREEN) Answer Sheet, all other issued materials provided by the examination activity, and **ALL** scratch paper, whether used or unused. **To avoid possible shredding of answer sheets, do not put answer sheets in the examination booklets.**

a. The answer sheets must be verified against the worksheet and checked for completeness to ensure all required or corrected information has been correctly entered. Ensure the correct bubbles have been filled in to match the information in the Section blocks. In those cases where candidates have circled information on the worksheet, indicating they believe information is in error, **the ESO is responsible for verifying and correcting this information before forwarding the answer sheets to NETPDC.** If circled information on the worksheet is incorrect, correction requests should be made, as applicable, to the "electronic" EAW in NSIPS prior to EAW close date or via the Post-Exam Administrative Comment (PAC) feature in the EAW and routed to the NETPDC Records Administrator role. **Ensure that responses on the answer sheets are correctly bubbled in and that there are no unnecessary marks.** In the case of errors discovered after submitting answer sheets, take action as outlined in the BUPERSINST 1430.16 (latest series) or as modified in the current cycle and EAW NAVADMINS.

b. Once the candidate has turned in an answer sheet, **ONLY** the ESO and CO/OIC ESO designated personnel may have access to the answer sheets. The electronic EAW or paper worksheet can be used to prepare the letter of transmittal. **The ESO is responsible to ensure that the letter of transmittal, with enclosures, matches the actual number of candidates and answer sheets being mailed, and is properly prepared, signed and forwarded with the answer sheets via the fastest traceable means possible using the proper mailing procedures to the following Official Mail Manager (OMM) Consolidated Mail Facility (CMF) address:**

**OMM CMF PENSACOLA
ATTN: NETPDC (N321)
210 WEST AVE SUITE A
NAS PENSACOLA, FL 32508**

NOTE: Review Block 6 (Special Circumstance) of the EAW to identify:

- 1) LDO or IA Waiver Granted for E7 candidates
- 2) EP TIR Waiver for E6/7 candidates
- 3) Exams Missed Due to IA for E5/6 candidates
- 4) PEP

Refer to BUPERSINST 1430.16 (latest series) for additional guidance.

(1) CONUS Installations and Ships In-Port CONUS. Send packages via fastest traceable means under current GSA contract. Retain a proof of delivery tracking number.

(2) OCONUS Shore Commands. Send packages via Priority Mail Express Military Service (PMEMS). Retain a proof of delivery tracking number.

(3) Deployed Ships. Send examination answer sheets via registered mail to the servicing CMF in the deployed area. The mail is to be placed in a registered mail working bag and addressed to the CMF, attention to the Postal Officer, for the theater in which the deployed ship is located. The third line must be endorsed, " (ENLISTED EXAM ANSWER SHEETS ENCLOSED - DO NOT OPEN IN MAILROOM)." (It is important that this endorsement is placed on the third line of the address).

The Postal Officer is to deliver the registered article to the official mail manager, who will place the unopened registered mail in an appropriate USPS shipping package, mailing it to OMM CMF PENSACOLA, ATTN: NETPDC (N321), 210 WEST AVE SUITE A, NAS PENSACOLA, FL 32508.

Below is a listing of Fleet Mail Centers and Consolidated Mail Facility to which deployed ships are to use when sending answer sheets. Always check with your postal officer ahead of time to ensure addresses are current:

Atlantic Theater

POSTAL OFFICER
FLEET MAIL CENTER - SIGONELLA
(ENLISTED EXAM ANSWER SHEETS ENCLOSED -
DO NOT OPEN IN MAILROOM)
PSC 812 BOX 19
FPO AE 09627

POSTAL OFFICE
FLEET MAIL CENTER - ROTA
(ENLISTED EXAM ANSWER SHEETS ENCLOSED -
DO NOT OPEN IN MAILROOM)
PSC 819 BOX 99
FPO AE 09645

POSTAL OFFICER
FLEET MAIL CENTER - NAPLES
(ENLISTED EXAM ANSWER SHEETS ENCLOSED -
DO NOT OPEN IN MAILROOM)
PSC 817 BOX 99
FPO AE 09622

Southwest Asia

POSTAL OFFICER
FLEET MAIL CENTER - BAHRAIN
(ENLISTED EXAM ANSWER SHEETS ENCLOSED -
DO NOT OPEN IN MAILROOM)
PSC 900 BOX 1
FPO AE 09838

Pacific Theater

POSTAL OFFICER
FLEET MAIL CENTER - YOKOHAMA
(ENLISTED EXAM ANSWER SHEETS ENCLOSED -
DO NOT OPEN IN MAILROOM)
PSC 471 BOX 1
FPO AP 96347

POSTAL OFFICER
CONSOLIDATED MAIL FACILITY - GUAM
(ENLISTED EXAM ANSWER SHEETS ENCLOSED -
DO NOT OPEN IN MAILROOM)
PSC 455 BOX 1
FPO AP 96540

These mailing instructions are to be followed **exactly**. **NEVER ship exam answer sheets without traceable means.** *Special care must be taken to* **NEVER FOLD, STAPLE, SPINDLE, CUT, MUTILATE, OR USE A PERMANENT MARKER ON ANSWER SHEETS.** Cardboard stiffeners may be used in packaging for mailing envelopes. **DO NOT SEAL THE ENTIRE ENVELOPE OR BOX WITH EXCESSIVE TAPE - SEAL ONLY EDGES AND SEAMS.**

NOTES:

1. **Do NOT send exam booklets, packing lists, letters of destruction, or worksheets unless specifically directed by NETPDC.**
2. Prepare a separate letter of transmittal for each paygrade and each exam administration cycle, with the exception of SELRES candidates and E5/6 candidates administered substitute exams subsequent to regularly scheduled administration dates. When personnel from more than one activity are to be included, group the candidate names by activity.
3. Active Duty cycle answer sheets should be returned by paygrade with the exception when administering E5/E6 substitute exams. When Active Duty substitute examinations are administered after the regularly scheduled dates, one letter of transmittal should be used for all paygrades for a respective cycle and administration date.

4. For SELRES examinations, one letter of transmittal should be used for all paygrades for each respective administration date. **SELRES ANSWER SHEETS SHOULD BE TRANSMITTED AFTER EACH DRILL WEEKEND - DO NOT HOLD ANSWER SHEETS.** This enables NETPDC to commence processing earlier.

5. **Do NOT submit Active Duty and SELRES answer sheets on the same transmittal letter.** A separate letter must be submitted for each.

6. **Do NOT discuss items in the examination booklet after the examination administration.**

7. Examination booklets and related test materials should be accounted for and destroyed in accordance with BUPERSINST 1430.16 (latest series), chapter 6 and local destruction policy.

8. Refer to the BUPERSINST 1430.16 (latest series), Chapter 6, for further selection board eligibility waivers and missed cycle guidance.