



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 1430.1
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USNA INSTRUCTION 1430.1

From: Superintendent, U.S. Naval Academy

Subj: COMMAND GUIDANCE FOR MERITORIOUS ADVANCEMENT PROGRAM

Ref: (a) NAVADMIN 089/16

1. Purpose. To provide the U.S. Naval Academy (USNA) guidelines and procedures when executing reference (a).
2. Scope and Applicability. The provisions of this instruction apply to all USNA UICs, including the Naval Academy Preparatory School (NAPS) and U.S. Naval Academy Band.
3. Policy. Per reference (a), the Meritorious Advancement Program (MAP) provides an opportunity for Commanding Officers (CO) to meritoriously advance top performing Sailors who have demonstrated sustained superior performance. MAP is not intended to continue Sailors on active duty that would otherwise be facing separation due to High Year Tenure, denied final active reenlistment, or as an advantage to Sailors in rates with low advancement opportunities. It is explicitly understood that there may be no suitable candidate, in which case, per reference (a), the quota would be returned to NPC for re-issuance to another claimant.
4. Nomination Criteria
 - a. Eligibility. Sailors who are eligible in all respects for advancement to the next paygrade may be considered for MAP. Only top performing Sailors who consistently display all of the characteristics expected at the next higher paygrade should be nominated. All MAP candidates must meet actual time-in-rate requirements.
 - b. Disqualification. Sailors that have been awarded CO's Non-Judicial Punishment, failed a Physical Fitness Assessment (PFA) cycle within the previous 24 months, or have failed the most recent Navy-wide Advancement Exam are not eligible for MAP. If a Sailor was not an "EP" on their last periodic evaluation, they should not normally be considered; significant explanation must be included as to why the chain of command wishes to nominate someone who was not given an "EP" advancement recommendation.

5. Selection Process

a. Nomination Process. Candidates from USNA and NAPS (USNA Echelon III command) will be solicited by the USNA Command Master Chief (CMC) and forwarded for consideration under the following timeline:

- 1) 31 May: "Intent to nominate" briefed to the Chief of Staff (COS)
- 2) 15 Jun: Written nomination packages received
- 3) NLT 30 Jun: Board process complete and recommendation(s) made to the Superintendent via the COS.

b. Nomination Package. Nomination packages will be the principal tool for determining the best candidate, if any, to recommend an individual for an available quota. As Sailors should remain unaware of their nomination, there will be no in-person candidate boarding process. Packages will consist of a document that is single-spaced, single-sided, Times New Roman, 12-point font with 1" margins; it must not exceed two pages and will include a candidate summary, as well as a bulletized list of accomplishments. The Sailor's last two periodic evaluations, results from their last Navy-wide Advancement Exam (if applicable), and a Physical Readiness Information Management (PRIMS) printout depicting their last two PFA results will also be included for consideration.

c. Selection Board Composition. A board will review packages and deliver the best candidate, if any, to the Superintendent via the COS. The CMC will chair the board and it will include representatives from the following cost centers that have eligible junior enlisted billets:

- (1) Commandant of Midshipmen: Brigade Master Chief
- (2) Superintendent: EPO LCPO
- (3) Academic Dean: E&W LCPO
- (4) Information Technology Services Division: LCPO
- (5) NAPS: Command Master Chief

d. Selection Board Process: The board chair will not vote and each cost center senior enlisted will have one vote, eliminating the possibility of a tie. The Sailor who best and most clearly exemplifies all of the traits expected of service at the next higher paygrade will be recommended for MAP.

e. If the board determines that no nominated Sailors are suitable for advancement, the CMC will brief the Superintendent and receive a final determination.

6. Advancement. Per reference (a), if a Sailor is chosen for meritorious advancement, all required documentation will be submitted and advancement authorized during "open season."

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

8. Review and Effective Date. The Enlisted Personnel Office will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five year anniversary date, or an extension has been granted.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA intranet website, <http://www.usna.edu/AdminSupport/INST/USNAINST1430.1/>