



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1430.3  
N00E  
18 Sep 23

NAVSUPPACT NAPLES INSTRUCTION 1430.3

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: MERITORIOUS ADVANCEMENT PROGRAM

Ref: (a) BUPERSINST 1430.16G CH-1, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve  
(b) OPNAVINST 6110.1K, Physical Readiness Program  
(c) NAVPERS 15560D, Navy Military Personnel Manual  
(d) NAVADMIN 109/18 FY-18 Meritorious Advancement Program  
(e) NAVADMIN 031/19 2019 Meritorious Advancement Program  
(f) NAVADMIN 176/19 2019 Meritorious Advancement Program Season Two and Automation Update  
(g) NAVADMIN 201/20 Professional Military Knowledge Eligibility Exam Revised Business Rules

Encl: (1) Sample Nomination Package  
(2) Nomination Board Grading Sheet

1. Purpose. To provide policy, eligibility requirements, selection and administrative procedures for U.S. Naval Support Activity Naples (NAVSUPPACT), Italy for the Meritorious Advancement Program (MAP).
2. Scope. MAP is intended to empower the Commanding Officer (CO) to identify and advance the most talented, experienced, and proficient Sailors within the command based on first-hand demonstrated performance and ability.
3. Background. The MAP was expanded in April of 2016 as an incentive for shore command personnel to be recognized for superior performance while working in a rigorous operating environment.
4. Waivers. No waivers will be granted nor will they be requested to the policies or criteria of this instruction.
5. Eligibility. The following criteria will be used when determining eligibility for MAP advancement:
  - a. Permanently assigned active duty or full time support personnel.

b. The Sailor must meet all advancement requirements for the next higher paygrade as listed in reference (a) with the exception of advancement exam participation. The CO may waive up to 12 months of the required time-in-rate (TIR) for E5 Sailors who have received a promotion recommendation of early promote on the most recent observed periodic evaluation.

c. Meet physical readiness requirements for advancement per reference (b).

6. Administrative Procedures. Nominations for MAP will be made using enclosure (1) and submitted to admin in ETMS2 with the subject of the tasker 'MAP NOMINATION: YN1 SAILOR'. Each department may submit a number of packages equal to the number of available MAP quotas per paygrade.

a. Packages will be completed by E7 or above personnel in the Sailor's department and will not be delegated to junior personnel.

b. MAP boards will be convened and chaired by the Command Master Chief. Departmental Leading Chief Petty Officers will participate as members of the board in order to consider all nominations and grade all nomination packages utilizing enclosure (2).

c. This is a package board only with no participation or knowledge by the nominated Sailors.

#### 7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions

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in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. L. RANDAZZO

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcnt.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

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SAMPLE MAP NOMINATION PACKAGE

From: Department Head, U.S. Naval Support Activity Naples, Italy  
To: Commanding Officer, U.S. Naval Support Activity Naples, Italy  
Via: (1) Command Master Chief, U.S. Naval Support Activity Naples, Italy  
(2) Executive Officer, U.S. Naval Support Activity, Italy

Subj: MERITORIOUS ADVANCEMENT PROGRAM NOMINATION ICO  
YN2(IW/SW) SAILOR, USN

Encl: (1) Member Data Summary  
(2) Performance Evaluation Summary  
(3) Exam Profiles Sheets (last three cycles for next higher paygrade)  
(4) NAVPERS 1070/881 Training, Education, and Qualification History  
(5) NAVPERS 1070/880 Awards History  
(6) PRIMS PFA Listing (all cycles)  
(7) Additional Justifying Correspondence

1. The attached information is provided as justification for the Meritorious Advancement of IT2 First M. Last to Petty Officer [RANK].
2. Justifying comments.
3. Point of contact information.

D. H. NAME

Nomination Board Grading Sheet

MERITORIOUS ADVANCEMENT PROGRAM GRADING WORKSHEET														
Rate:	Last Name:	First Name:	Warfare:	Command:	UIC:	ADSD:	PRD:	SEAOS:	Report Date:	TIR Date:				
YN2	SAILOR	JOE	IW/SW	NSA NAPLES	70294	7/16/2014	Sep-22	9/30/2021	8/10/2018	7/1/2017				
Performance Evaluations:(Last 3 Years of Evaluations: If NOB is within last 3 Years use Eval Prior to NOB)														
Eval end date:	Promotion Rec:	ITA	RS Avg (Cum):	Eval end date:	Promotion Rec:	ITA	RS Avg (Cum):	Eval end date:	Promotion Rec:	ITA	RS Avg (Cum):			
3/15/2021	EP	4.57	3.71	3/15/2020	MP	4.14	3.76	9/18/2019	EP	4.29	3.70			
Eval end date:	Promotion Rec:	ITA	RS Avg (Cum):	Eval end date:	Promotion Rec:	ITA	RS Avg (Cum):	Eval end date:	Promotion Rec:	ITA	RS Avg (Cum):			
EXAM STANDARD SCORE (CYCLE 251)				EXAM STANDARD SCORE (CYCLE 248)				EXAM STANDARD SCORE (CYCLE 247)						
59.93				64.11				51.59						
Categories:			Package Notes:											
<b>1: MAP Performance (Last 3 Years of Evaluations; If NOB is within last 3 Years use Eval Prior to NOB) (Max Points 285)</b>			<b>190</b>											
<b>TO INCLUDE:</b>														
> EP-50 pts; MP-25 pts; P-0 pts; > Comparison to Reporting Senior Cumulative Average: (.04-Less)- 0 Pts; (.05-.19)-5 pts; (.20-.34)-10 pts; (.35-.49)-15 pts; (0.50-.64)-20 pts; (.65-.79)-25 Pts; (.80-.94)- 30 Pts; (.95-1.09)-35 pts; (1.10-1.24)- 40 Pts; (1.25-Higher)- 45 pts			EP/MP/EP = 125 pts (Above RSCA Points = .86, .38, .59 (30+15+20) = 65. 125+65= 190											
<b>2: Navy Wide Advancement Exam (Average of Last 3 Cycles) (Max Points 80)</b>			<b>58.54</b>											
<b>TO INCLUDE:</b>														
> Exam Standard Score: Exact Points from Score should be average of the last three exams.			59.93+64.11+51.59/3=58.54											
<b>3: Time in Rate (Max 50 Pts)</b>			<b>15</b>											
<b>TO INCLUDE:</b>														
>10 or More Yrs-50 pts; 5-10 Yrs- 25 Pts; 3-5 Yrs- 15 pts; 1-3 Yrs- 10 Pts; 0-1 Year-5 Pts			4 Years = 15 pts											
<b>4: Education Accomplishments (Completed Degrees and Warfare Devices Entire Career) (Max 50 Points)</b>			<b>8</b>											
<b>TO INCLUDE:</b>														
> Completed College Degree (Associates: 5 pts / Bachelors: 10 pts / Masters: 15 pts) >Enlisted Warfare Device (Two pts ea; Max 10 Pts) > Completed Professional Military Education for Current Paygrade and next Higher Paygrade ONLY: Initial PME: 2 Pt / Basic PME: 2 pts / Primary PME: 2 pts / Joint PME: 2 pts (Max 10 Pts)			IW = 2 / SW = 2 / PPME = 2 / SEJPME= 2. 2+2+2+2=8											
<b>5: Personal Awards &amp; Recognition (ALL CAREER Listed Items Only-No Unit) (Max 30 Points)</b>			<b>11</b>											
<b>TO INCLUDE:</b>														
> Navy Commendation Medal or higher (3 pts each) > Navy Achievement Medal (2 pts each) > MOVSM (2 pts each) > Sailor of the Quarter (1 pts each) > Sailor of the Year (2 pts each) > Flag Letter of Commendation (1 pt each)			4xNAM = 8 / MOVSM = 2 / IFLOC = 1 (11 pts)											
<b>6: Professional Military Requirements (0 Pts)</b>			<b>YES</b>											
Per NAVADMIN 035-21 MAP candidates have to successfully complete the Professional Military Knowledge Eligibility Examination (PMK-EE) requirement for the next paygrade prior to the first day of the MAP season (1 March 020).														
<b>7: Physical Readiness (PFA Results 3 yrs/6 cycles)</b>			<b>6</b>											
			Cycle			19-1			18-1			17-1		
Outstanding-5			PFA Score			E			E			G		
Excellent-3			Points			3			3			0		
Aggregate Score :			<b>288.54</b>											
Board member Name:			Board member Signature:						Date:					
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