How and what to study for the Navy Advancement Examinations

The "KEY" to securing a quota in Fleet RIDE-Perform To Serve (FR-PTS) is on time advancement

Many Sailors believe that there is too much information to study or they don't know what exactly to study. Other questions that come up are where to get the references and how early is too early to start studying. We will try to answer these questions and provide some insight to better help you prepare for your upcoming Navy-Wide Advancement Examination (NWAE).

Comments/Questions from the Fleet

1) What do I study?

- A) There is a lot of information that you can study but the only reference material you should be studying should be from your Bibliographies (BIBS) which are released six months prior to the examination. This is the time to start studying. Go ahead and get the BIBS as soon as they are released and don't wait. The BIBS are comprised of all of the references that were used to come up with the questions on the particular test that you will be participating. If you study any other reference material then what is listed in your BIBS then you are studying to become a better Sailor but not for the examination. The BIBS can be found on https://www.a.nko.navy.mll under the Career Management Tab and Selecting Navy Advancement Center (NAC). There you will find them based on examination date.
- B) In the same area where you will find the BIBS there is a section with the topics that could be on your examination. An example on how to use this resource:

If you are a PSSN and your topic is "Pay Entitlements" you should look at the references on your BIBS. If there is a reference that discusses "Pay Entitlements" I would study that material. "Beware" that not all topics advertised in this section were used to develop your examination.

C) Previous profile sheets are great report cards on what you need to study more and what you need to study less of. Profile sheets provide you how many questions you answered correctly on each topic that was utilized on the previous examinations. We need to emphasize: no matter how well you do you should always study the topics you did poorly but don't forget to at least review those topics that you did well on (things do change).

2) How do I study? Who do I turn to for help?

- A) There is no one way to study. Some like to study as individuals and some as a group. Commands/Departments/Divisions have used Jeopardy games and have provided study time. The answer to the "who" you study with is easy. Other Sailors in your rate is a great way to use your coworkers to help each other succeed. As an example, in a PSD if all PSSN came together and divided the reference material and the topics that could be on the examinations (see 1B and 1C above) and each individual created questions for each topic that they were responsible for then you just divided the work by as many Sailors that are involved. One could have ESO, Pay Entitlements, Travel Pay and so on.
- B) Don't forget your mentors and your senior enlisted. Don't forget the motto, "Ask the Chief". Although, don't forget the Petty Officer Second Class or First Class who are even just as good a resource since they are still taking examinations. They are a great resource of information for prior examinations. Ask them as to how to get the references that are on the BIBS and not about particular questions (they change all the time). If you are a first timer taking an examination ask them

on what to expect on the day of the exam. Things like making sure you are early or the doors will close if you are late and you will not be able to take the examination. Six months is a long time to wait for the next examination.

C) As we discussed earlier (see 1A above), the NKO website for the Navy Advancement Center is an excellent tool with answers to questions such as these and much more. The Navy Advancement Center (NAC) has also gone to the 21st century and has a Facebook page. There you will get great information and even ask questions to the people who are responsible in developing your examinations. As of December 2010, over 15,000 Sailors have become fans and continues to grow. Even other Sailors are on online standing by to assist/mentor you.