CAREER COUNSELOR HANDBOOK

Bureau of Naval Personnel

ACKNOWLEDGEMENTS

PREFACE

The Bureau of Naval Personnel Career Counselor Handbook provides commands and career counselors the necessary tools to develop, implement, and direct an effective career development program. Ease of use, documented reference, and standardized expressions have been incorporated throughout this manual to simplify its use at all levels of the command.

Information contained in this handbook reflects directives, policies, and programs that are effective as of the date of publication. Navy directives, however, are continuously updated, especially those concerning personnel management, career development, and retention incentives. Appropriate references are provided with each chapter. Prior to counseling members on career decisions, the user must ensure that up-to-date references are available and utilized.

ACRONYMS USED IN THIS HANDBOOK

AC	Active Component
ADSD	Active Duty Service Date
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AFCT	Armed Forces Classification Test
AIP	Assignment Incentive Pay
AMM	Activity Manning Manager
AMS	Activity Manning Support
AOR	Area of Responsibility
ASHOSH	Annual Retirement Point Record/Annual Statement of Service History
ASM	Advanced Skills Management
ASVAB	Armed Services Vocational Aptitude Battery
BBD	Billet Based Distribution
BIC	Best in Class
BOL	BUPERS Online
BRS	Blended Retirement System
BRS/CP	Blended Retirement System Continuation Pay
BUPERS	Bureau of Naval Personnel
CA	Cross Assigned
CAC	Common Access Card
CANTRAC	Catalog of Navy Training Courses
CC	Career Counselor
CCC	Command Career Counselor
CDB	Career Development Board
CDP	Career Development Program
CDT	Career Development Team
CDTC	Career Development Training Course
CDTC-RC	Career Development Training Course-Reserve Component
CEM	Career Exploration Module
CFS	Command Financial Specialist
CIC	Command Indoctrination Program Coordinator
CIP	Command Indoctrination Program
CIMS	Career Information Management System
CIPR	Command Information Program Review
CLEP	College Level Examination Program
CMC	Command Master Chief
CNRFC	Commander Navy Reserve Force Command
CO	Commanding Officer
COB	Chief of the Boat
COC	Chain of Command
CONUS	Continental United States
COOL	Credentialing Opportunities On-Line
CPPA	Command Pay and Personnel Administrator Course

CSC	Command Sponsor Coordinator
CTA	Career Tools Afloat
CTO	Career Transition Office
C-WAY	Career Waypoints
C-WAY-CONV	Career Waypoints-Conversion
C-WAY-PACT	Career Waypoints-Professional Apprenticeship Career Track
C-WAY-REEN	Career Waypoints-Reenlistment
C-WAY-TRANS	Career Waypoints-Transition
DANTES	Defense Activity for Non-Traditional Education Support
DDCC	Department/Divisional Career Counselor
DH	Department Head
DIVO	Division Officer
DLCPO	Department and Division Leading Chief Petty Officers
DON	Department of Navy
DMAP	Detailing Marketplace Assignment Policy
DMDC	Defense Manpower Data Center
DOD	Department of Defense
DODID	Department of Defense Identification
EAOS	Expiration of Active Obligated Service
ECM	Enlisted Community Manager
eCRM	Enterprise Customer Relationship Management
EFMP	Exceptional Family Member Program
ESR	Electronic Service Record
ESRP	Enlisted Supervisor Retention Pay
ETJ	Electronic Training Jacket
FAM	Functional Area Manager
FCP	Family Care Plan
FFSC	Fleet Family Support Center
FLTMPS	Fleet Management and Planning System
FTSW	First Term Success Workshop
HARP	Hometown Area Recruiting Program
HYT	High Year Tenure
IAP	In Assignment Processing
ICDP	Individual Career Development Plan
IRR	Individual Ready Reserves
ISIC	Immediate Superior-in-Command
ITP	Individual Transition Plan
ITS	Intends to Separate
JOIN	Job Opportunities in the Navy
JST	Joint Services Transcript
LOS	Lengths of Service
LTE	Long Term Extension
MGIB	Montgomery GI Bill
MGIB-SR	Montgomery GI Bill-Selected Reserve
MLC	Military Life Cycle
MNA	MyNavy Assignments
MNP	MyNavy Portal

MOC	Military Occupational Classification
MyNRH	MyNavy Reserve Homeport
MPT&E	Manpower, Personnel, Training, and Education
NAVETS	Navy Veterans
NAVPERSCOM	Navy Personnel Command
NRA	Navy Reserve Activity
NRC	Navy Reserve Center
NCPACE	Navy College Program for Afloat College Education
NEAS	Navy Enlisted Advancement System
NEL	Navy eLearning
NFRS	Navy Family Readiness System
NIAPS	Navy Information Application Product Suite
NPC	Navy Personnel Command
NRC	Navy Reserve Center
NRMS	Navy Retention and Monitoring System
NRPDC	Navy Reserve Professional Development Center
NSIPS	Navy Standard Integrated Personnel System
NTMPS	Navy Training Management & Planning System
OCONUS	Outside Continental United States
OIC	Officer in Charge
OMPF	Official Military Personnel File
OPNAV	Office of the Chief of Naval Operations
OSVETS	Other Service Veterans
PACT	Professional Apprentice Career Track
PCS	Permanent Change of Station
PEBD	Pay Entry Base Date
PFA	Physical Fitness Assessment
PFM	Personal Financial Management
POA&M	Plan of Actions and Milestones
POC	Point of Contact
PRD	Projected Rotation Date
PRIMS	Physical Readiness Information Management System
PRISE-R	Prior Service Reenlistment Eligibility-Reserve
PRT	Physical Readiness Test
PSD	Personnel Support Detachment
PSR	Performance Summary Record
RASW	Reserve Affiliation Success Workshop
R-ADM	Relational Administrative Data Management
RC	Reserve Component
REA	Retention Excellence Award
REDCOM	Navy Reserve Region Readiness and Mobilization Command
RESCORE	Reserve Selected Conversion for Reenlistment
RPPEA	Reserve Personnel Program Excellence Award
PRD	Projected Rotation Date
SAAR	System Access Authorization Request
SEAOS	Soft Expiration of Active Obligated Service
SEL	Senior Enlisted Leader

SELRES	Selected Reserves
SOPS	Standard Operating Procedures
SPEC CIRC	Special Circumstance
SRB	Selective Reenlistment Bonus
STAR	Selective Training and Reenlistment
STE	Short Term Extension
TA	Tuition Assistance
TAP	Transition Assistance Program
TAR	Training and Administration of the Reserve
TRP	Targeted Reentry Program
TYCOM	Type Commander
UCC	Unit Career Counselor
UIC	Unit Identification Code
USMAP	United Services Military Apprenticeship Program
USNCC	United States Navy Community College
VMET	Verification of Military Experience and Training
VTU	Voluntary Training Unit
XO	Executive Officer
YG	Year Group

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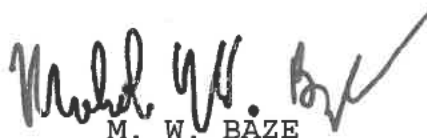
INTRODUCTION

The foundation of a successful Navy Enlisted Retention and Career Development Program (CDP) is the commitment of the chain of command (COC) to ensure every Sailor is provided the guidance and opportunity to succeed.

CAREER DEVELOPMENT PROGRAM

1. The Navy Enlisted Retention and CDP is designed to improve the ability of Sailors to achieve their professional goals and positively impact their desire to remain on active duty or transition to the Navy Reserve. Active COC involvement, from the top down, is the key element to a successful CDP. This program provides Sailors the guidance needed to successfully manage their own careers and to meet personal and professional goals.

2. The Bureau of Naval Personnel Career Counselor Handbook (CCH) provides the following guidance to establish and maintain a CDP for both Active and Reserve Components:

    a. CDP Management

    b. Career Development Team (CDT)

    c. Training

    d. Career Tools

    e. Career Planning

    f. Program Review

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CHAPTER ONE

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

INTRODUCTION

The CDP is executed by the Career Development Team (CDT) and managed by the Command Career Counselor (CCC). Coordination by the entire Chain of Command (COC) is critical for an effective program. The information presented is to assist the CCC in the set-up and daily management of the CDP. The best resources beyond the instructions and manuals are the Immediate Superior-in-Command (ISIC) and Type Commander (TYCOM) Counselors. It is imperative that all newly reporting CCCs contact their respective ISIC and/or TYCOM Counselor to maintain a network through continuous communication.

The following items will assist in developing an effective and successful CDP:

- Discuss the CDT and its benefits with the command leadership

- Ensure the command has a trained CDT

- Assign a Career Development Training Course/Career Development Training Course-Reserve Component (CDTC/CDTC-RC) qualified counselor for every 30 Sailors

- Complete an internal self-assessment utilizing NAVPERS 1040/2 Command Information Program Review (CIPR) within 90 days of reporting aboard, reporting all findings to the COC

- Establish direct contact with ISIC and TYCOM for support as necessary

- The Command Master Chief (CMC), Chief of the Boat (COB) or Senior Enlisted Leader (SEL), Executive Officer (XO), and Commanding Officer (CO) provide performance feedback, utilizing NAVPERS 1040/3 Career Counselor Initial Tour Feedback, for all CCCs within six months of reporting aboard and submit as indicated to TYCOM

- Review or establish the annual budget for maintenance of CDP requirements

- Office organization procedures

- Primary responsibilities include training, administration of the CDP, internal public relations, and other facets of the CDP

- Conduct annual CDP review, per OPNAVINST 1040.11 (Series) (The Navy Enlisted Retention and Career Development Program), utilizing NAVPERS 1040/2

OFFICE ORGANIZATION PROCEDURES AND BUDGET

The CCC's office shall be accessible to all Sailors; the CCC shall have access to a suitable office space to perform private counseling. Information technology requirements include a computer system that is capable of running career development software and associated online programs. It is strongly recommended that the CCC has the highest-level internet access necessary to accomplish mission requirements.

During planning board for training meetings, or the command's equivalent scheduling vehicle, the command will ensure the following career programs are part of the schedule:

- CDBs

- Reenlistment and retirements

- Monthly CC team meetings and training

- Quarterly CDT meetings

- Additional career development related items

Use SECNAVINST 5210.1 to ensure proper office organization.

Manuals, instructions, and messages can be found at the MyNavy HR web site under "Reference Library".

It is advised that you establish an annual budget for travel and consumables. One of the first priorities should be a review of the CCC's budget. Submit the budget, via the COC, for approval. The following items are recommended (reference: Department of Navy (DON), Office of the Assistant Secretary Memorandum for Distribution of 14 December 2006): Reenlistment and retirement items may include:

- Discharge pins and retirement pins

- Presidential Certificates – DD Form 2452 (Fleet Reserve Only)

- Retirement flags

- Coins, plaques, and command photos, etc.

- Reenlistment pens

- Cakes

- Certificate paper

- Award certificate folders and covers

- Retention Excellence Award Pennant as applicable

- Retention Excellence Award Best in Class Pennant as applicable

Temporary additional duty may include but not limited to:

- Fleet Engagement Team Visits/Area Training

- Navy Personnel Command (NPC) visits

- TYCOM and ISIC training

- Conducting assessments on all subordinate commands, as required

- Career Development Symposium/Training

CAREER INFORMATION MANAGEMENT SYSTEM (CIMS)

CIMS is the required means for planning, scheduling, and tracking CDBs. Additionally, CIMS will be used for tracking all other CDP activities.

RETENTION STATISTICS AND REPORTS

The CCC is responsible for monitoring retention and attrition statistics and preparing monthly reports for submission to the CO, via the XO and CMC, COB, or SEL. To gain access to the Navy Retention Monitoring System (NRMS) see Chapter 10.

CHAPTER TWO

BUILDING THE CAREER DEVELOPMENT TEAM (CDT)

INTRODUCTION

A well-trained and organized CDT engages the entire Chain of Command (COC) and provides a means to guarantee continuity in career development efforts and individual professional growth. An effective command CDT is the cornerstone of a successful Career Development Program (CDP).

The Command Career Counselor (CCC) is the primary manager of the CDT. The CDT membership is comprised of:

- Commanding Officer (CO)

- Executive Officer (XO)

- Command Master Chief (CMC), Command Senior Chief (CMDCS), Chief of the Boat (COB), or Senior Enlisted Leader (SEL)

- Command Career Counselor (CCC)

- Department Heads (DH) and Division Officers (DIVO)

- Department and Division Leading Chief Petty Officers (DLCPO)

- Department, Division, and Unit CC

To establish a well-trained CDP, conduct the Career Development Training Course (CDTC) and/or Career Development Training Course-Reserve Component (CDTC-RC) for all Department and Divisional Counselors (DDCC). This provides the following command-wide benefits:

- Increased Chain of Command (COC) credibility

- Increase in the counseling expertise of supervisory personnel

- Lower Sailor-to-counselor ratio

- Better informed Sailors

- More time for CCCs to manage the CDT, oversee the program, and counsel individual Sailors that require their expertise and experience (decentralization)

- Increased program efficiency and effectiveness

A version of these courses can be found on the MyNavy HR and MyNavy Reserve Homeport web sites. CCCs and subject matter experts will instruct the CDTC/CDTC-RC.

DEPARTMENT, DIVISION, AND UNIT CAREER COUNSELOR

All department, division, and unit career counselors are vital parts of the CDT.

Training for department, division, and unit counselors will be conducted monthly, at a minimum, to comply with OPNAVINST 1040.11 (Series).

Prospective department, division, and unit counselors shall possess the following attributes:

- High professionalism

- Ability to interpret and communicate career related concepts and instructions

- Willingness and enthusiasm to serve as a counselor

For the program to be effective, commands will exercise care not to exceed a 30:1 Sailor-to-counselor ratio. Large department/units may assign multiple counselors to maintain an effective program. Department/units that have greater than 250 personnel assigned, require a full-time counselor for an effective program.

MEETING PREPARATION

Agenda: The agenda is the core of the meeting and should contain a chronological sequence of the items intended to be covered during the meeting. Agenda items should be detailed and distributed to the CDT members prior to the meeting to allow them to prepare.

Meeting: You should reserve a space or room, well in advance, that is large enough for the expected audience. You should ensure the space is ready and that all necessary equipment is in

working order. Test the audio-visual equipment at least 30
minutes prior to the meeting. You should prepare enough
handouts for the attendees and confirm and prepare guest
speakers, if necessary.

Minutes of the Meeting: Compile and prepare meeting minutes for
the COC's approval. Minutes will be prepared and routed to the
CO, via the CMC and XO, no later than 48 hours after the
meeting. Distribute approved minutes to all CDT members upon
the CO's approval. CCC will maintain the original approved
minutes for 24 months from the date of the meeting. The minutes
should include:

- The start and end times, date, place held, and members
  present and absent

- All agenda items discussed and decisions made (If actions
  are agreed upon, identify the members responsible for the
  action and expected completion dates

- The date, time, and place of the next meeting (by
  establishing a consistent meeting time and place, all
  attendees should be able to schedule them as a recurring
  item on their calendars)

Cancellation of the meeting: If a meeting must be cancelled, do
so as far in advance as possible so all concerned can reschedule
accordingly.

CHAPTER THREE
TRAINING

INTRODUCTION

Training is a key component of any successful Career Development Program (CDP). This is accomplished with advanced and ongoing career counselor (CC) trainings. Starting with your Immediate Superior-in-Command (ISIC) and Type Commander (TYCOM) CCs, build your community network. Identify other established CCs in your Area of Responsibility (AOR) to further enhance your training.

FORMAL TRAINING

Requirements and qualifications are identified in the Military Personnel Manual (MILPERSMAN), article 1306-905, article 1440-020, and in the Catalog of Navy Training Courses (CANTRAC). Formal CC training includes:

- Command Career Counselor Course (A–501–0011). Active duty quota requests must be forwarded to the Navy Counselor rating detailer via ISIC and TYCOMs

- Reserve Career Information Course (R–501–0005). Reserve quotas are obtained through the Navy Reserve Professional Development Center (NRPDC) via the Chain of Command (COC). This course is designed for any CC that supports Ready Reserve personnel

- Career Development Training Course (CDTC) via the MyNavy HR website, Career Development Training Course-Reserve Component (CDTC-RC) via the MyNavy Reserve Homeport (MyNRH) website (Only accessible to TAR and Selected Reserve personnel)

- First Term Success Workshop (FTSW) via the MyNavy HR website

- Reserve Affiliation Success Workshop (RASW) via the MyNavy Reserve Homeport (MyNRH) website

- Command Pay and Personnel Administrator Course (CPPA)(A-500–0035)

- Career Development Symposium/Trainings

INFORMAL TRAINING

- Regional fleet engagement team visits

- Career Development Symposium/Trainings

- Navy Family Readiness System (NRS) sponsored events

ADDITIONAL TRAINING

Fleet, Force, Regional, and ISIC Counselors will provide training to subordinate and supported Command Career Counselors (CCCs) in the following computer systems and programs:

- Command Information Management System (CIMS) website

- MyNavy HR website

- Bureau of Naval Personnel (BUPERS) Online (BOL) website

- Career Waypoints (C-WAY) website (Reenlistment and PACT functions)

- Transition between Reserve Component (RC), Training and Administration of the Reserve (TAR) Component, and Active Component (AC) (RC2AC, RC2TAR, RC2RC)

- Detailing via MyNavy Assignment (MNA) website

- Blended Retirement System Continuation Pay (BRS/CP), Selective Reenlistment Bonus (SRB), Fleet Reserve and retirement, Selective Training and Reenlistment (STAR), Enlisted Supervisor Retention Pay (ESRP), Detailing Marketplace Assignment Policy (DMAP)

- Navy Retention Monitoring System (NRMS) website

- Defense Manpower Data Center (DMDC) website

- Navy E-Learning (NeL) via MyNavy Portal (MNP) website

- Career Development Team (CDT) organization and meetings

- Review of each department, division, and unit CDP utilizing CIPR NAVPERS 1040/2

- Monthly report to the Commanding Officer (CO), routed via Executive Officer (XO) and the Command Master Chief (CMC) or Senior Enlisted Leader (SEL)

- New programs and policies as appropriate

- MyNRH website

CHAPTER FOUR
CAREER TOOLS

INTRODUCTION

Navy Career Tools are web-based applications designed to support and enhance Sailor career management, retention, and professional development. This chapter identifies the online applications that support Sailors and their careers and command career information programs.

Navy Career Tools are accessible in two environments:

- Internet - Fleet users may access the Navy Career Tool suite located on the internet, whether from shore-based commands or from ships at sea

- Afloat - Depending on geographic location, internet is not always available. In this situation, fleet users may access afloat versions of the available Navy Career Tools

AFLOAT ENVIRONMENT

Afloat Command Career Counselors (CCC) should encourage crewmembers to use Afloat Career Tool versions, if available, rather than allow them to struggle with bandwidth limitations while underway.

Navy Information Application Product Suite (NIAPS) is available on most surface ships, aircraft carriers, and submarines. Applications include:

- Career Tools Afloat common access portal

- Navy eLearning (NeL) Afloat

- Electronic Training Jacket (ETJ) Afloat

- Fleet Training Management and Planning System (FLTMPS) Afloat

Navy Standard Integrated Personnel System (NSIPS) web afloat is available on most surface ships. Applications include:

- NSIPS Web Afloat

- Electronic Service Record (ESR) Afloat

- Career Information Management System (CIMS) Afloat

- E-Leave Afloat

Because afloat applications are disconnected from the internet, application data must be "refreshed" periodically. This data refresh occurs through a process called replication. Replication is the transfer and exchange of information between systems ashore and systems afloat. During the replication process, which normally occurs several times per day, compressed data is transferred between ship and shore either by satellite or from a pier connection. These smaller data files contain only information that has changed since the last time the systems exchanged data. A two-way data exchange enables afloat Sailors to see fresh information from shore, and keeps shore-based systems up-to-date with information from the ship. Overall, the replication process requires significantly less bandwidth than when Sailors access the internet directly, resulting in a more positive and successful experience for users at sea.

CAREER COUNSELOR ACCESS

The Command Career Counselor (CCC) serves as the critical link between a Sailor, their command, and supporting Navy organizations, to include Navy Personnel Command (NPC). On behalf of the Commanding Officer, the CCC is responsible for managing the command's Career Development Program (CDP). Assigned to a position of great trust, the CCC reports directly to the Executive Officer via the Command Master Chief, Chief of the Boat, or Senior Enlisted Leader on all matters related to the CDP management.

The CCC is required to obtain access to and use the following online systems to manage the Command Development Program:

- BUPERS Online (BOL)

- MyNavy Portal (MNP)

- Career Information Management System (CIMS via NSIPS)

- MyNavy Assignment (MNA) (Command/Career Counselor/View Only)

- Career Waypoint System (C-WAY via BOL)

- Defense Manpower Data Center (DMDC) (DD Form 2648)

- Fleet Training Management and Planning System (FLTMPS)

- Navy Retention Monitoring System (NRMS via NSIPS)

RETIREMENT AND SEPARATION REQUEST VIA NSIPS

Step 1: Sailor logs into NSIPS under Member Self-Service.

Figure 4-1- NSIPS Login

Step 2: Select "Employee Self-Service" from the left menu then select "Request Retirement/ Separation".
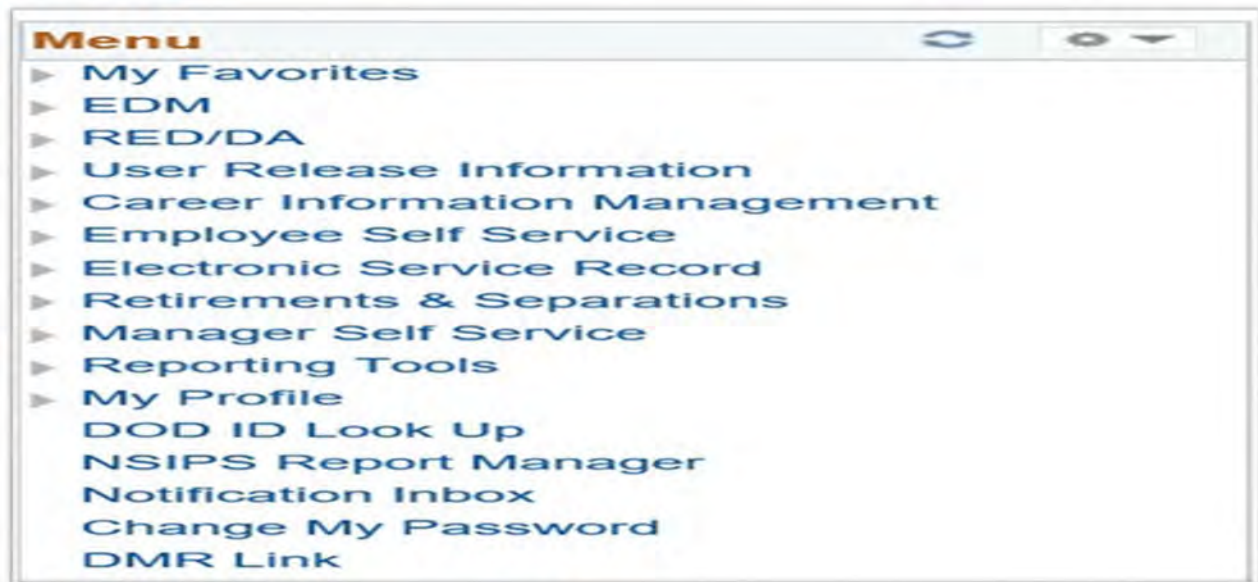
Figure 4-2- NSIPS Menu

Step 3:   Ensure that member is viewing the "Request" tab. Member should verify all pertinent information on this tab

Figure 4-3- Request Tab

Note: Counselor will be able to review request in R&S Command
Request Home page.

Figure 4-4- Command Access Home Page

Note: Counselor shall verify eligibility per applicable
MILPERSMAN.

Step 4: Counselor shall verify all yellow and red alerts have
been addressed.

Figure 4-5 - Retirement Eligibility Result

Step 5: Counselor must ensure that Planned Separation Address has been inputted.

Figure 4-6- Planned Separation Address

Once all information has been inputted and verified by member, CCC will use the "route" icon to forward the request to next applicable reviewer/approver.

Figure 4-7- Reviewer/Approver View

OFFICIAL MILITARY PERSONNEL FILE (OMPF)

The OMPF is a permanent record that documents the career of every service member from time of entry until final separation. These documents affect or influence the member's career and benefits, and include information about accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement from the Navy. The OMPF "My Record" user role provides the ability to view, download, and print documents for personal and professional use. Selection boards view many of these documents when considering candidates for retention, advancement, and special programs.

Access the system: Using the Command Access Card (CAC) with a CAC-enabled computer, go to BUPERS Online (BOL)> OMPF.

Figure 4-8- BOL Login Page

Required Actions:

- At least 9 months prior to any selection board, review OMPF, either through the OMPF "My Record" user role or by ordering a CD. Take all necessary actions to ensure OMPF is current, accurate, and complete, especially following reenlistments

- Use correction procedures provided at MyNavy HR > Career Management > Records Management > Military Personnel Records > Document Correction

- Use correction procedures identified via the OMPF > My Record > FAQ hyperlink

Tip: After documents are scanned to the OMPF they are destroyed. Members should maintain copies of all official documents. Additionally, members should periodically order and retain a CD for emergency situations (such as backup for document loss due to system-file corruption). The CD contains personal and private information, and should be kept in a secure place.

PERFORMANCE SUMMARY RECORD (PSR)

The PSR is a three-part report that summarizes the member's personnel data and performance history. The three parts are:

- PSR Part I: Personnel Data Summary (previously titled Enlisted Summary Record)

- PSR Part II: Evaluation Summary (Pre-1996 Form)

- PSR Part III: Evaluation Summary (1996-Present)

Tip: Generally, the Personnel Data Summary (PSR Part I) is the very first document the selection board reviews when evaluating the member's record. The system can be accessed by:

- Using CAC with CAC-enabled computer, go to BOL

- Click ODC, OSR, PSR to view, download and print copies of the PSR

Figure 4-9- Locating ODC, OSR, PSR, ESR on BOL

Required actions:

- View and verify PSR once per year, and at least 6 months prior to selection board review

- To resolve errors or missing evaluations, contact NAVPERSCOM, Performance Evaluation Branch (PERS-32)

ELECTRONIC SERVICE RECORD (ESR)

ESR is an online version of some, but not all, service record data. The ESR is available in the connected and disconnected environments. Periodically, ESR data is printed on forms that are submitted for permanent retention in the OMPF.

MILPERSMAN 1160-030 states that servicing personnel offices will ensure the ESR reenlistment closeout function is executed when a

member reenlists and the following ESR documents are submitted to the member's OMPF along with the reenlistment contract:

Awards History (NAVPERS 1070/880)

- Training, Education, and Qualifications History (NAVPERS 1070/881)

- Member Data Summary (NAVPERS 1070/886)

- History of Assignments (NAVPERS 1070/605)

- Permanent Administrative Remarks (NAVPERS 1070/613) created at time of reenlistment

Access the system: Internet - Using CAC with CAC-enabled computer, go to Navy Standard Integrated Personnel System (NSIPS)> Member Self Service> Electronic Service Record.

Figure 4-10- NSIPS Login

Afloat - Go to the NIAPS Career Tools Afloat (CTA) main page for more information on the NSIPS Afloat applications. CAC is not required.

Important: Sailors must establish their ESR account on the internet. Afloat Sailors may create a second ESR account via the shipboard NSIPS server.

Required Actions:

- Review ESR pages and work with supporting personnel representative to ensure data accurately reflects the member's personal and professional achievements

- Take all necessary actions to ensure ESR is current, accurate, and complete

Important: Training data documented in Relational Administrative Data Management (R-ADM) and Advanced Skills Management (ASM) is provided to the Navy Training Management & Planning System (NTMPS) data warehouse and is viewable in FLTMPS and ETJ. However, R-ADM and ASM data is not accepted by NSIPS and is not documented in the ESR. Sailors should coordinate with their servicing TSC to have training qualifications entered directly into NSIPS. Additionally, those eligible for selection board review should print R-ADM and ASM transcripts for enclosure to their letter to the board.

ELECTRONIC TRAINING JACKET (ETJ)

The ETJ provides a view of career information documented in other Navy databases, such as training and education (including Navy e-Learning, NECs, and college courses), qualifications and certifications, career history, advancement status, and awards.

Access the system: Using CAC with CAC-enabled computer, go to MyNavy Portal > Electronic Training Jacket (ETJ).
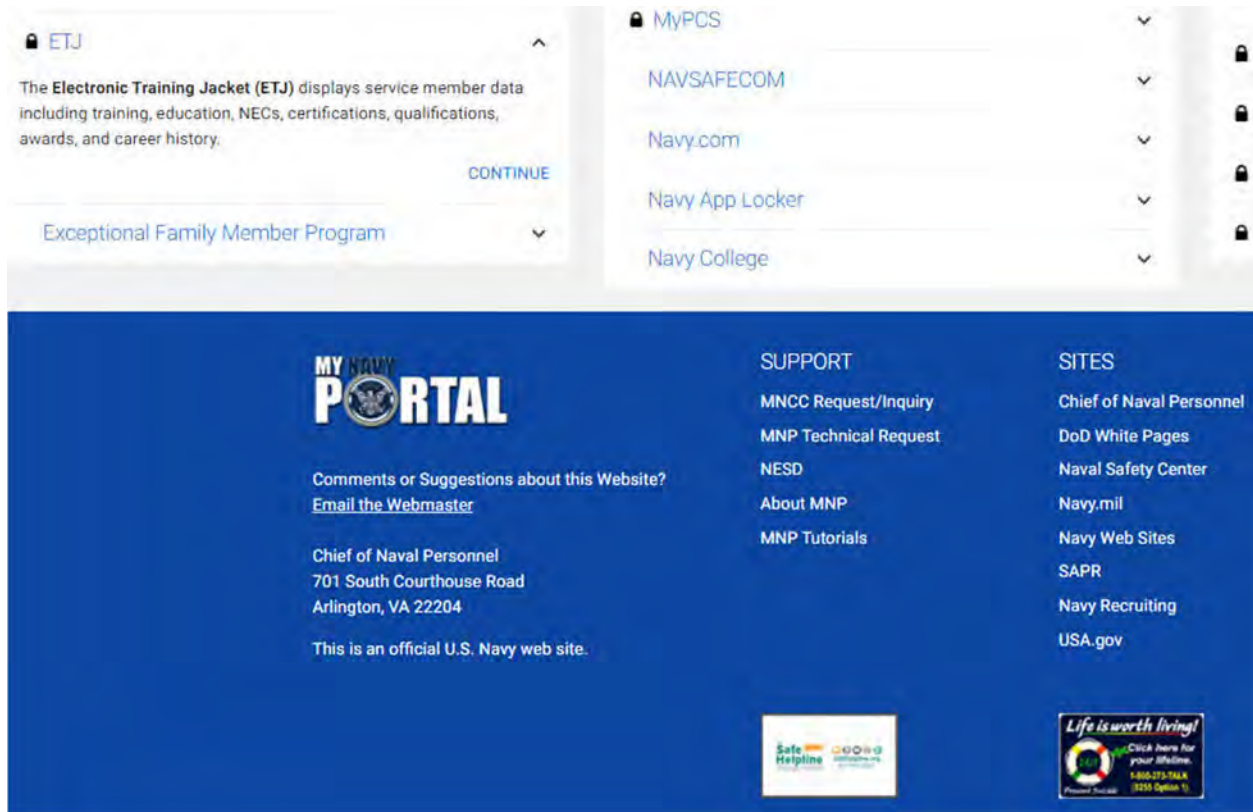
Figure 4-11- ETJ on MNP

Access the Afloat system: Go to the Career Tools Afloat (CTA)
login page. Log in and then click ETJ Afloat. CAC is not
required.

Required actions:

Review ETJ pages to verify information accurately reflects
personal and professional achievements. Take all necessary
actions to ensure ETJ is current, accurate, and complete.
Periodically, afloat Sailors should compare their afloat ETJ
with the internet version to ensure the two accounts are
synchronized and all data is present in their internet-based
ETJ.

Tip: Enlisted warfare qualifications must be documented in the
NTMPS data warehouse (viewable via the member's ETJ) before they
will display in MyNavy Assignment. Therefore, members who find
qualifications missing from the MyNavy Assignment Sailor Info
page must work with their CPPA to ensure proper documentation in
NSIPS ESR and FLTMPS ETJ. It is not possible to update MyNavy
Assignment directly.

PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS)

PRIMS provides a view of the current and historical results of the member's semi-annual Physical Fitness Assessment (PFA).

Access the system: Using CAC with CAC-enabled computer, go to MyNavy Portal>PRIMS.
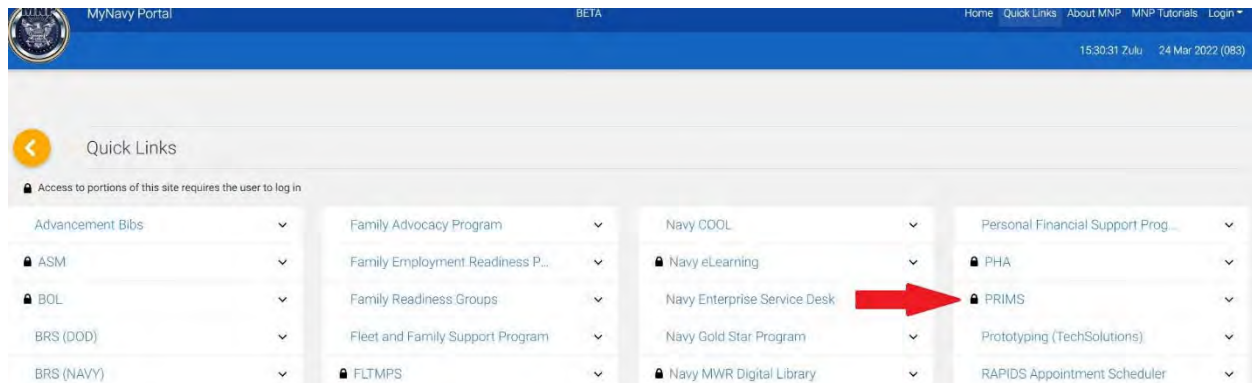

Figure 4-12- PRIMS on MNP

Required Action:

Verify PRIMS for accuracy in medical waivers and past Physical Readiness Test (PRT) results.

NAVY DEPARTMENT OF AWARDS WEB SERVICE (NDAWS)

The NDAWS website provides online access to Navy awards information and help. The web site is divided into 5 separate sections:

- Home

- Personal

- Unit

- Veteran Awards

- Awarding Authorities

Access the system: Go to BOL main menu>Select "NPC Document Services">Select NDAWS tab (left side of screen)

Figure 4-13- NDAWS in BOL

Required Actions:

- Conduct a personal awards query to verify all awards are present. Go to Personal Awards > (Personal Awards History) Personal Awards Query

- Conduct unit awards query to identify unit awards received. Go to Unit Awards > (Unit Awards History) Unit Awards Query

- Use correction procedures provided. Go to U.S. Navy Awards. Click Personal Awards > (REFERENCES) Updating Personal Awards

NAVY ELEARNING (NeL)/NAVY ELEARNING (AFLOAT)

NeL and NeL Afloat delivers computer-based learning designed to enhance professional and personal growth. Complete NeL courses in the connected environment provided by the internet or in the disconnected (Afloat) environment provided by NIAPS.

Note: NeL ashore and NeL Afloat look and perform differently. However, courses completed in either system should replicate between ship and shore and course completion records should be synchronized.

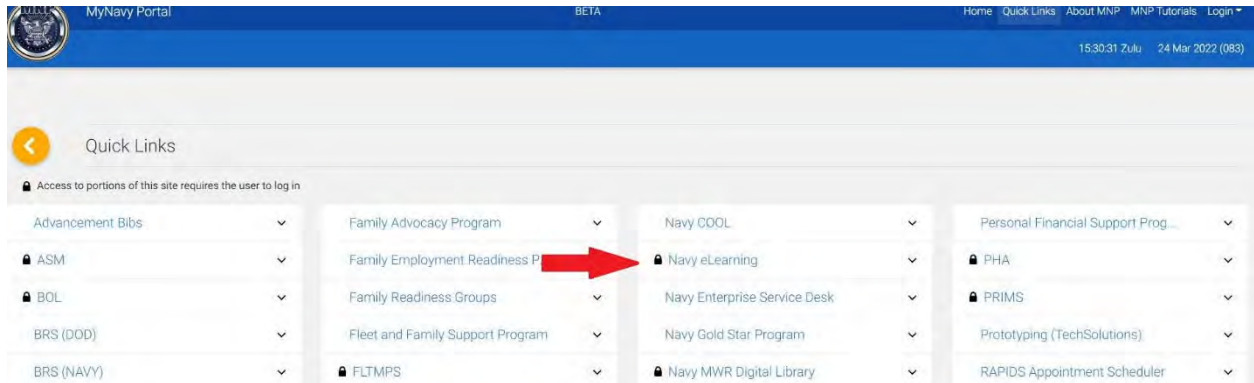Access the system: Using CAC with CAC-enabled computer, go to MyNavy Portal > Navy E-Learning.

Figure 4-14- NeL on MNP

Access the Afloat system. Go to the Career Tools Afloat login page > Log-in and then click Navy eLearning Afloat.

Important: If you begin a course in the internet environment, you must complete the course in the internet environment. If you begin a course in the NIAPS environment, you must complete the course in the NIAPS environment.

Required actions:

- Complete NeL to enhance professional knowledge, skills and abilities

- Verify course completions are documented in the ETJ

UNITED STATES NAVY COMMUNITY COLLEGE (USNCC)

The USNCC works with active duty enlisted Sailors to apply credits earned from military training and prior education toward their associate degree. The USNCC provides a 5 course Naval Studies Certificate that counts as 15 of the 60 credits required for associate degrees. The USNCC program is separate from tuition assistance and voluntary education programs, which means the lifetime limit on TA/VOLED credits for service members can be applied toward a bachelor and/or master's degree. This helps set active duty enlisted Sailors on a path of lifelong learning.

The USNCC envisions enlisted service members will apply for an associate degree or stackable certificate relevant to their rating. Students are able to take college courses each year; these courses will be delivered directly by the USNCC or one of its partner institutions. The Department of the Navy will fund students' participation in these programs consistent with its policies and procedures. Each program will include a:

- Naval Studies Certificate that will include 5 courses in:

  o Naval ethics and leadership (NAV101),

  o Modern naval history (NAV102),

  o Naval force design (NAV103),

  o Civil/military organization and policies (NAV104), and

  o An introduction to the geopolitical environment (NAV105);

- General education component that will include additional courses in English, math, and a combination of humanities, sciences and social sciences; and

- Professional certificate in a series of concentration courses that align to various naval-relevant areas of study:

  o Data analytics,

  o Cybersecurity,

  o Organizational leadership,

  o Military studies,

  o Nuclear engineering technology,

  o Logistics with a maritime focus, and aviation maintenance technology

ELIGIBILITY:

All active duty enlisted service members in the Navy are eligible to apply for admission. Admission to USNCC is a selective process. You will be considered against candidates based on the needs of the naval services with priority consideration extended to junior service members with no previously earned college degrees. Service members who have previously earned college degrees may be considered for admission into certificate programs. Other factors may include: Your rating, prior educational experience, space availability, and demand for your selected degree program.

Admission consideration is dependent upon continued approval from your command and your service separation date (EAOS) must be no sooner than 3 months from the course start date. Diversity, equity, and inclusion are inextricably linked to the readiness and mission success of our military services. Therefore, diverse representation of the Navy will be a priority in the selection process for USNCC participation.

Enrollment with the USNCC requires command approval for initial admission and again every 4 months of your enrollment.

Requirements for approval:

- Good standing with your command

- Active Duty USN must not be within 3 months of separation (EAOS)

- Adequate off-duty time to complete coursework (we recommend 10 - 12 hours per week to be successful)

- Service members cannot participate in USNCC programs simultaneously with TA/VolEd related courses within the same given term

APPLICATION PROCEDURES:

- Choose your desired associate degree program

- Submit an application online at https://usncc.force.com/s/enrollment. Please pay close attention to Important Dates regarding application, enrollment, and course start dates

- Be prepared by having the following information available:

  o Basic military service information (e.g., Rotation dates, EAOS date, CAC ID)

  o Prior education information, to include high school, college, and military transcripts (JST)

  o Name and contact information for your command's designated Education-Service Officer (ESO) or designated command representative that approves education participation

STEPS AFTER APPLICATION:

- Evaluation — at the conclusion of the open application period, the USNCC admissions team will evaluate your application materials and prioritize applicants for admission

- Notification — The USNCC admissions team will send out notifications to applicants that are selected to advance in the enrollment process and/or those that may be placed on the waiting list if demand exceeds spaces available

- Command approval — The USNCC admissions team will request approval via electronic form from your command's Education Service Officer (ESO) or designated command representative (as provided on your application)

- Partner institution notification — if command approval is granted and you submit your CAC-signed USNCC Student Agreement and Education Records Release forms by the assigned deadlines, your designated partner institution will evaluate your application materials to determine admission into your desired degree program

- Submit college transcripts — If you have completed any college-level coursework, you will be required to submit official transcripts from all previous institutions where you have attempted or completed college coursework. You will be responsible for submitting transcripts directly to your assigned partner institution

- Admission confirmed - If selected for admission into your desired degree program, you will be notified of your admission status and next steps to successfully begin your educational journey

NAVY CREDENTIALING OPPORTUNITIES ON-LINE (COOL)

Navy COOL explains how Sailors can meet civilian certification and licensure requirements related to the member's rating, job, designator, and occupation. It also provides the ability to accomplish the following:

- Get information about civilian licensure and certification

- Learn how to fill gaps between Navy training and experience and civilian credentialing requirements

- Discover resources that help members gain civilian job credentials

- Identify resources to fund credentialing exams, such as the Navy-funded credentialing program and GI Bill

- MILGEARS. Developed to assist service members while they serve, as they transition, and beyond. Helps you plan in advance by highlighting future possibilities and helps you visualize how to reach those goals

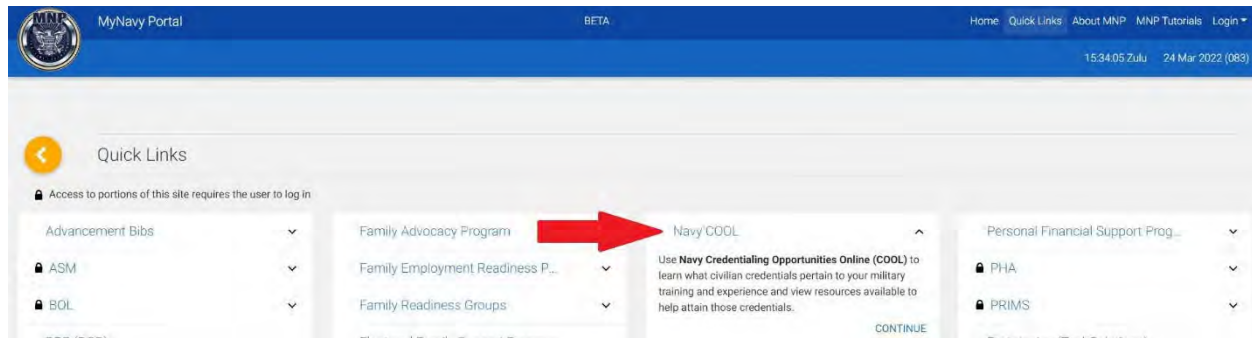Access the system. Go to MyNavy Portal >Navy COOL CAC is not required.

Figure 4-15- Navy COOL in MNP

Required actions: Identify and earn national certification, and or federal and state licensure

- Verify certificates and achievements are documented in ETJ, ESR, Joint Services Transcript (JST), and OMPF

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

USMAP is a formal military training program that provides Sailors the opportunity to improve job skills and to complete civilian apprenticeship requirements while on active duty. USMAP is free, requires no off-duty hours, and can use the member's military experience to grant up to one half of the required on-the-job training. Upon completion of the program, Sailors become registered apprentices with the U.S. Department of Labor.

Access the system. Go to MyNavy Portal > USMAP > no CAC required.
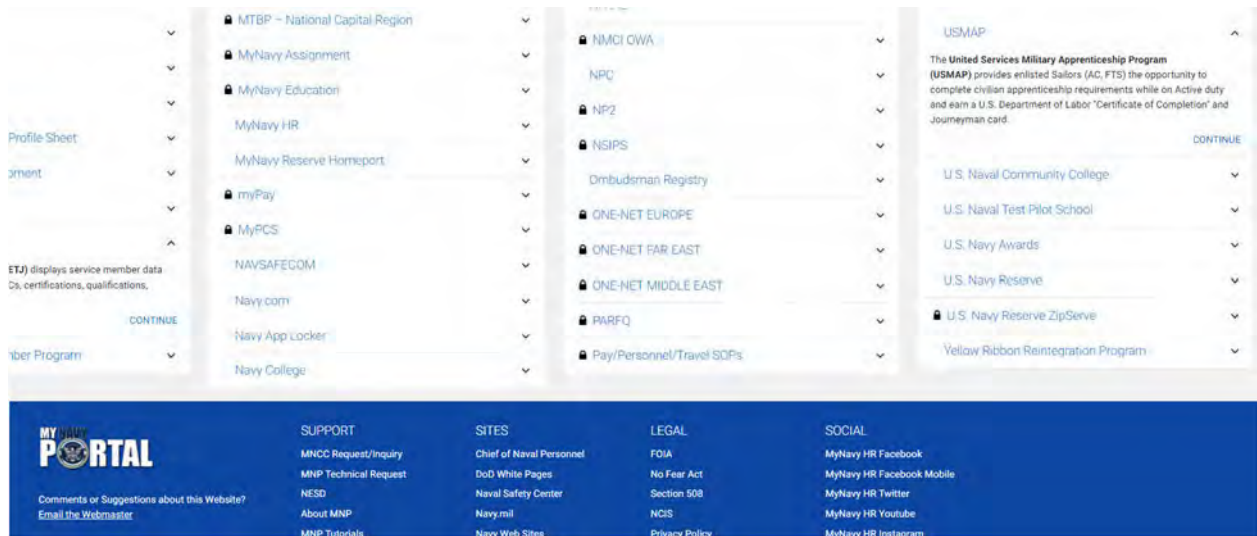
Figure 4-16- USMAP in MNP

Required Action:

- Verify certificates and achievements are documented in ETJ, ESR, JST, and OMPF

JOINT SERVICE TRANSCRIPT (JST)

JST documents college courses, degrees, and certifications completed on active duty through Tuition Assistance (TA) or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education. JST provides recommended college credit for the member's military occupational experience and training. Recommendations are made by the American Council on Education. Access the system. Using

CAC with CAC-enabled computer, go to MyNavy Portal > JST.
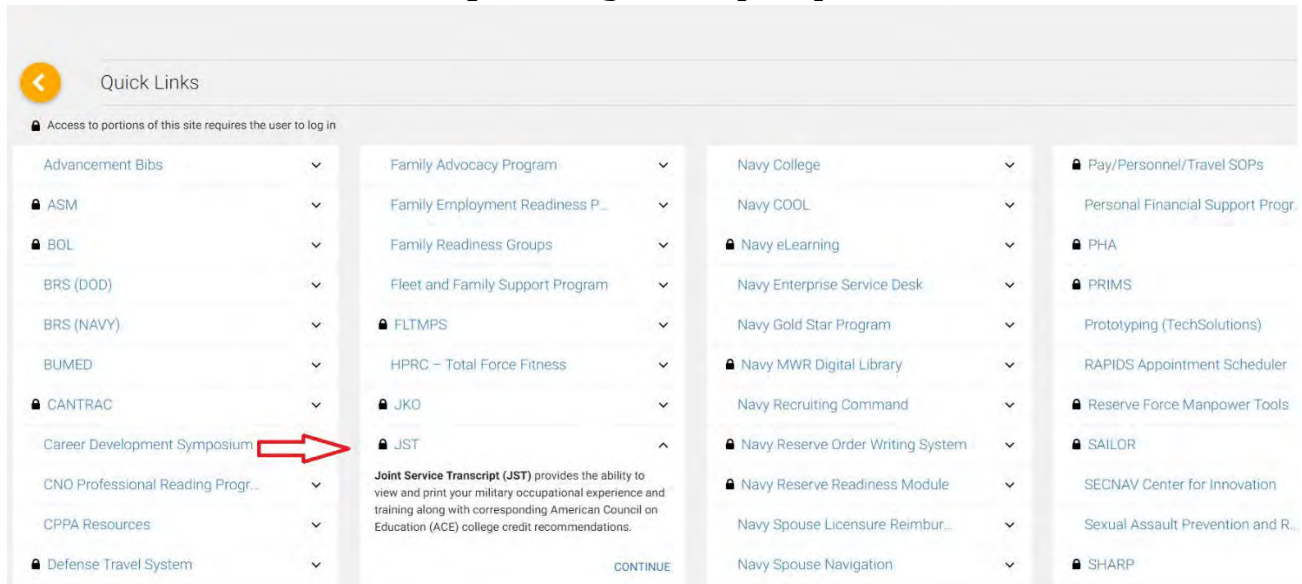
Figure 4-17- JST on MNP

Required Actions:

- Review JST to verify data accurately reflects training and education data

- Take all necessary actions to ensure JST is current, accurate, and complete

- Use correction procedures identified on the JST Welcome page. *See* "How to Make Updates or Corrections to your JST"

- Use JST to facilitate degree planning

WEBSITES FOR CAREER INFORMATION

The internet provides multiple resources for career information. Counselors are cautioned to use only official web sites to obtain current information, policy, and documents.

Required Actions: Bookmark online resources and references as necessary to support Sailor career counseling and command career information programs. Frequently used websites:

BUPERS Online
https://www.bol.navy.mil/

Career Waypoint System (C-WAY via BOL)
https://www.bol.navy.mil/

Defense Manpower Data Center (DMDC) (DD Form 2648)
https://www.dodtap.mil/

Fleet Training, Management and Planning System (FLTMPS)
https://ntmpsweb.dc3n.navy.mil

MILCONNECT
https://milconnect.dmdc.osd.mil

My Education
https://myeducation.netc.navy.mil/

MyNavy Assignment (MNA)
https://mynavyassignment.navy.mil

MyNavy HR
https://www.mynavyhr.navy.mil/

Navy College
https://www.navycollege.navy.mil

Navy Commissioning Programs
https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Commissioning-Programs/

Navy Directives (instructions/notices/manuals/publications)
http://doni.daps.dla.mil/default.aspx

Navy Enlisted Advancement System (NEAS)
https://prod.neas.netc.navy.mil/ConsentBanner.htm

Navy Family Readiness System
http://www.cnic.navy.mil/ffr/family_readiness.html

Navy Homepage
http://www.navy.mil

Navy Reserve Homeport
https://www.navyreserve.navy.mil/Pages/default.aspx

Navy Retention Monitoring System (NRMS via NSIPS)
www.nsips.navy.mil

Navy Standard Integrated Personnel System (NSIPS)
https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp

Recruiting (USN & USNR)
http://www.navy.com/

Salesforce Homepage
https://veterans.force.com

U.S. Citizenship and Immigration Services
http://www.uscis.gov/portal/site/uscis

U.S. Navy Awards
https://www.bol.navy.mil/

U.S. Navy Credentialing Online (Navy COOL)
https://www.cool.osd.mil/usn/

U.S. Military Apprenticeship Program (USMAP)
https://usmap.cnet.navy.mil/usmapss/static/banner.jsp

Job Opportunities in the Navy (JOIN)
https://join.sscno.nmci.navy.mil/

CHAPTER FIVE
CAREER PLANNING

INTRODUCTION

To promote personal and professional growth and regular feedback, every command will track the progress of each Sailor through continuous intervention and peer-to peer coaching, inspiring Sailors to reach their full potential and achieve maximum performance. Using an effective timeline will provide the necessary guidance and support for Sailors approaching critical career milestones. These timelines include:

- Career Development Board (CDB)

- PRD/EAOS/SEAOS (PRD/EOS/SEOS for Reserve Component)

- Professional Apprentice Career Track (PACT)

- Prior Service Reenlistment Eligibility-Reserve (PRISE-R)

- Career Waypoint-Reenlistment (C-WAY-REEN)

- Blended Retirement System (BRS)/Continuation Pay (CP)

- MyNavy Assignment (MNA)

- High Year Tenure (HYT)

- Transition

CAREER COUNSELOR (CC) RESPONSIBILITIES AND PROCEDURES (COMMAND, DEPARTMENT, DIVISION, AND UNIT CAREER COUNSELORS)

- Indoctrinate all newly reporting Sailors on CDB process (check-in interview)

- Identify Sailors that require a CDB via Career Information Management System (CIMS)

- Schedule CDBs (with the assistance of the Command Master Chief (CMC), Chief of the Boat (COB), or Senior Enlisted Leader (SEL), as needed)

- Disseminate CDB schedule via plan of the day, week, or month; flight schedule; Site TV, and e-mail Chain of Command as appropriate

- Notify the CDB members and Sailors of date, time, and location

- Document CDB members, minutes, recommendations, and verify comments within CIMS

- Follow-up as needed

CAREER DEVELOPMENT BOARD (CDB) DISCUSSION TOPICS

In addition to topics on the Individual Career Development Plan (ICDP), the topics listed below are recommended for discussion at the CDB:

- Familiarization with individual Sailor's background (personal history)

- Command mission, vision, guiding principles, Sailor expectations, and command duties and responsibilities

- Introduction of the established Career Development Team (CDT)

- Personal and professional goals (short and long-term)

- Retesting with the Armed Forces Classification Test (AFCT)

- Warfare qualifications

- PRD timeline and opportunities (MNA)

- Advancement requirements (PMK-EE, rating bibliographies, precept, etc.)

- Education (Tuition Assistance (TA), College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Test, etc.), Montgomery GI Bill-Active Duty (MGIB-AD)/MGIB-Selected Reserve (MGIB-SR) and Post 9/11 GI Bill

- Mentorship (mentor and protégé responsibilities)

- Collateral duties

- Physical readiness

- Rating or "A" school selection (PACT/ PRISE-R)

- Incentives (active and reserve bonuses, etc.)

- C-WAY-REEN, transition and conversion

- Commissioning and special programs

- HYT

- Navy Reserve affiliation and drill participation requirements

Other topics that are encompassed in the Sailor's Military Life Cycle (MLC) management. The latest MLC fact sheet is provided via MyNavy HR. These topics include:

- Financial education and planning to include use of the Financial Well-Being Assessment

- Certifications (United Services Military Apprenticeship Program (USMAP), Navy Credentialing Opportunities On-line (COOL), etc.)

- Pre-separation counseling

- Transition Assistance Program (TAP)

- Capstone

- eBenefits registration

- Military Occupational Classification (MOC) Crosswalk

- Service Member Group Life Insurance

- Veterans Administration (VA) benefits

ACTIVE DUTY CDBS

REPORTING CDBS are to be conducted at the command level.
Sailors shall be given a CDB within 60 days of reporting. The
first CDB is the most critical interaction between the Sailor
and immediate Chain of Command (COC). This not only provides
Sailors with the opportunity to express their goals but also
allows command expectations and resources to be discussed.

24/48/60-MONTH CDBS are to be conducted by the department.
These CDBs are for the Sailor and the department CDT members to
review the Sailor's qualifications, goals and career
progression. CDBs are not required for Sailors who had a
command-level C-WAY CDB in the immediate 12-months prior to the
24/48/60-month department requirement.

C-WAY-REEN CDBs are to be conducted at the command level. C-
WAY-REEN CDBs are required 18 months prior to a Sailor's
expiration of active obligated service (EAOS), soft EAOS
(SEAOS), and Projected Rotation Date (PRD) to discuss C-WAY
timeline, Sailor's career intentions, incentives, and options.
Recommended resources are Enlisted Community Managers' (ECM)
community overview and rating qualifications, which can be found
on the MyNavy HR website under the "Career Management" tab.

SEPARATION CDBS are to be conducted at the command level.
Separation CDBs include HYT, fleet Reserve, retirement, force
shaping initiatives, and Sailors who intend to separate that are
not covered under C-WAY-REEN (E-7 and above and E-6 over 14
years). Recommended resources are rating exam profile sheets,
ECM community overview, Navy Reserve, and transition timelines
providing a copy of MPM 1900-015 to every separating Sailor.
Per MPM 1001-145 Command Career Counselors (CCC) are responsible
for ensuring that separating members are counseled on IRR-ASP
participation requirements, and that the counseling is recorded
on NAVPERS 1070/613 Administrative Remarks.

CDB TYPE	COMMAND	DEPARTMENT	REMARKS
REPORTING	X		Within 60 days of reporting
24-Month		X	All Sailors that have been onboard for 24 months and have 15 months or more remaining to PRD or EAOS/SEAOS
48-Month		X	All Sailors that have been onboard for 24 months and have 15 months or more remaining to PRD or EAOS/SEAOS
60 Month		X	As required
C-WAY-REEN	X		18 months prior to EAOS/SEAOS/PRD and not already approved to reenlist in rate
Separation	X		HYT, Fleet Reserve, retirements, and force shaping initiatives not covered by C-WAY

Table 5-1- Active duty CDB timeline

PROFESSIONAL APPRENTICESHIP CAREER TRACKS (PACT)

PACT Sailors will follow the same basic order negotiation process in MNA as rated Sailors. At 12 months prior to their PRD, a PACT Sailor will apply for their next set of orders which ties them to their new rating.

FROM REPORT DATE	ACTION TO BE TAKEN
60 days	- Conduct reporting CDB and develop an ICDP and document in CIMS
6 months	- Conduct department level PACT/PRISE-R CDB and document as required in CIMS
12 months	- Conduct department level PACT (command level for PRISE-R) CDB and document in CIMS
18 months	- Conduct command level PACT/PRISE-R CDB and document as required in CIMS, if required
24 months	- Conduct command level PACT/PRISE-R CDB for those not designated and document in CIMS

Table 5-2- Action to be taken for PACT CDB type

Reporting CDB is to be conducted at the command level. Counselors will qualify Sailors in C-WAY and provide job qualifications listing to the member. 6 and 12-month CDBs are to be conducted at the department level to review PACT Sailors' rating opportunities. Before PACT Sailors enter their negotiation window, commands must perform the 6-month CDB and report their career and PACT intentions in C-WAY. At 12-month CDBs, counselors will continue reviewing Sailors' rating opportunities and update C-WAY accordingly. The 18-month CDB is to be conducted at the command level only if a Sailor has not been approved for rating designation.

CDB TYPE	COMMAND	DEPARTMENT	REMARKS
Reporting	X		Within 60 days of reporting
6-Month		X	Review Sailor's rating opportunities
12-Month		X	Review Sailor's rating opportunities
18-Month	X		As required

Table 5-3- PACT CDB timeline

RESERVE COMPONENT (RC) CDBS

Reporting CDB are to be conducted at the command level. Drilling reservists will be seen within the first 4 drill weekends. The first CDB is the most critical interaction between the Sailor and immediate COC. This not only provides the Sailor with command expectations but also provides the Sailor insight on what to expect in that command.

24/48/60-month CDBs are to be conducted by the department. These CDBs are for the Sailor and the department CDT members to review the Sailor's qualifications, goals, and career progression. CDBs are not required for Sailors who had a command level C-WAY CDB in the immediate 12-months prior to the 24/48/60-month department requirement.

The PRISE-R Program is a reserve affiliation program that allows Navy veterans (NAVETS) and other service veterans (OSVETS) to affiliate with the Selected Reserve (SELRES). PRISE-R is for OSVET enlistment into Navy Reserve ratings and for NAVET

affiliation/enlistment into the SELRES with a change of rating.

HYT CDBs are to be conducted at the command level at least 24 months prior to HYT date.

CDB Type	Command	Department	Remarks
Reporting	X		Within four drill weekends of reporting to unit
24-Month		X	As required
48-Month		X	As required
60-Month		X	As required
C-WAY	X		24 months prior to Soft EAOS (SEAOS)/ or as required
HYT/Age 60	X		24 months prior to HYT date

Table 5-4- Reserve Component CDB timeline

CDB Type	Command	Department	Remarks
Reporting	X		Within four drill weekends of reporting to unit
6-Month		X	Review Sailor's rating opportunities
12-Month		X	Review Sailor's rating opportunities
18-Month	X		As required

Table 5-5- PRISE-R CDB timeline

CAREER WAYPOINTS (C-WAY-REEN)

The C-WAY system automatically generates reenlistment applications based on active duty Sailors' proximity to the end of their enlistment contract (EAOS, as extended (SEAOS)).

TIME BEFORE EAOS	ACTION TO BE TAKEN
18-Month	-Utilize C-WAY-REEN and CIMS to identify eligible Sailors -Conduct CDB and document in CIMS -Develop an ICDP utilizing CIMS -CCC input all C-WAY-REEN applications via the Career Waypoints web site
16-12 Months	-C-WAY-REEN Sailors will have options to submit for in-rate or SELRES
15-13 Months	-Sailors will have options to submit for conversion via MNA -Rate changes that require a rating package will be handled by BUPERS-32 outside the MNA conversion process -Schedule Sailor for TAP class -CCC counsels Sailor regarding transition options
12-3 Months	-C-WAY-REEN denied final active can request to submit for SELRES only quota, if desired

Table 5-6- C-WAY AD SEAOS timeline

The C-WAY system automatically generates reenlistment applications based on an Active Component Sailor's proximity to PRD.

TIME BEFORE PRD	ACTION TO BE TAKEN
18 Months	- Utilize C-WAY-REEN to identify eligible Sailors - Conduct CDB and document in CIMS - Develop an ICDP utilizing CIMS - CCC input all C-WAY-REEN applications via the Career Waypoints website
15-13 Months	- C-WAY-REEN Sailors will have options to submit for in-rate
12-7 Months	- If denied, contact detailer directly for disposition guidance

Table 5-7- C-WAY AD PRD timeline

Note: Timelines subject to change. Refer to MyNavy HR website for most current reference.

C-WAY approvals authorize reenlistment or extension and must be executed prior to listed expiration date on approval letter. C-WAY maximum quota expiration date:

* 16 months after approval date, (e.g., April 2023 approval month, 30 August 2024 expiration)

Returning C-WAY quotas for Sailors with an approved C-WAY-REEN in-rate quota who subsequently choose to separate or disqualify themselves for retention will sign NAVPERS 1070/613 Administrative Remarks (permanent entry), clearly indicating their situation. CCCs will use the "quota return" button on the C-WAY application page to return the quota to the ECM prior to member's separation from the Navy. Contact ECM for specific guidance.

The Career Transition Office (CTO) facilitates the transition of enlisted service members approved through C-WAY (AC2RC). The CTO serves as a conduit between the active separation authority and Navy Reserve Centers (NRC). The CTO will make the transition as smooth as possible by streamlining the transition process. https://www.mynavyhr.navy.mil/Career-Management/Transition/

MY NAVY ASSIGNMENT (MNA)

MNA is designed to be used by Sailors, CCCs, and command personnel. The web-based system allows Sailors to view available jobs and make their own applications or submit through their CCC. MNA user's guide, schedules, and enhancements can be found by utilizing the MNA Web site. Print and post updated schedule before each cycle.

CCCs will have applicable access to include: Enlisted CCC, Command, View Only, Reserve CCC, and Reserve Command roles as required.

The following chart applies to all active duty applications:

PRIOR TO PRD	ACTION TO BE TAKEN
18-13 Months	- If command or Sailor desires to adjust PRD based on operational needs or to match PRD to SEAOS. - Submit for special programs or career incentives - Submit duty preferences - Submit My Resume
12-6 Months	- Submit MNA applications for desired jobs.
5 Months	- Detailers issue orders to Sailor based on the highest priority vacant billets

Table 5-8- MNA timeline

To gain access to MNA, see chapter 8.
MNA POC: MyNavyassign ISC@navy.mil.

RESERVE COMPONENT (RC) MNA

MNA is executed on a quarterly basis rather than a monthly basis. This is an effort to ensure each SELRES has adequate opportunity to submit for orders during their MNA window and is not disadvantaged by drill scheduling issues. The quarterly schedule will ultimately result in every SELRES PRD falling on the last day of March, June, September, or December.

PRIOR TO PRD	MNA	ACTION TO BE TAKEN
		- Billets are made available on MNA/BBD when the current occupant is 180 days from PRD
180 days prior to PRD	First Cycle	- Review Reserve MNA/BBD calendar - Review MNA/BBD available billets - Main Phase: All personnel eligible to apply for up to 7 valid billets - Local Phase: Cross Assigned (CA) or In Assignment Processing (IAP) personnel eligible to apply for up to 7 valid billets
Next Quarter	Second Cycle	- Review Reserve MNA/BBD calendar - Review MNA/BBD available billets - Main Phase: All personnel eligible to apply for up to 7 valid billets - Local Phase: CA or IAP personnel eligible to apply for up to 7 valid billets
	Results	- Selections are announced on or about the first day of the subsequent calendar quarter - A member can be forced out of a billet through it being advertised on MNA/BBD and subsequent assignment of said billet to another Sailor

Table 5-9-Reserve Component MNA timeline

RC2AC/RC2TAR members must contact their detailer immediately following reenlistment to negotiate for orders. Member must be prepared to transfer at the convenience of and per the needs of the Navy.

Once gained to the AC, the appropriate detailer will draft the member's orders within 5 working days, to include any intermediate stops.

Upon execution of orders, the TSC will process the loss transaction from the Navy Reserve Activity (NRA) within 4 days. The gaining TSC will process the gain transaction to the member's new assignment within 4 days once the member reports.

MNA Reserve questions. Reserve point of contact (POC) for enlisted assignments: Commander Navy Reserve Force Command (CNRFC) (N121). Reservists may have their questions answered by emailing Reserve Enlisted Assignments at:

CNRFC_Enlisted_Assignments@navy.mil or by visiting the Navy Reserve Homeport website.

BLENDED RETIREMENT SYSTEM (BRS)/CONTINUATION PAY (CP)

BRS includes a continuation pay provision which is designed to incentivize service members to obligate for an additional 4 years of service and increase the likelihood that the members will remain in the Navy until eligibility for a regular or non-regular retirement. Service member of the Navy who are covered by BRS are eligible to receive CP. CP is a one-time mid-career, between 8 to 12 years of service, incentive pay in exchange for an agreement to perform 4 years of additional obligated service. CP is in addition to any other career field-specific or retention incentives.

From PEBD	ACTION TO BE TAKEN
8 years	- Members under the BRS are eligible to elect to receive CP - Must agree to serve additional 4 years of obligated service commencing on the 12th anniversary of the member's pay entry base date (PEBD) - If members are unable to elect via NSIPS, CCC will enroll service member via permanent NAVPERS 1070/613 and forward to NAVPERSCOM or servicing PSD for processing
11 years 363 days	- If members want to elect CP they must do so before 12 years of service - 6 months prior to member's 12 years of service NSIPS will send a reminder to the member - 90 days prior to the CP date, another reminder will be sent out to the member via NSIPS

Table 5-10- BRS CP timeline

HIGH YEAR TENURE (HYT)

The HYT policy is a vital and effective force management tool utilized to properly size and shape the Active Component (AC) and the Reserve Component (RC). HYT management is regulated by establishing standardized Length of Service (LOS) gates by pay grade, balanced with a waiver process to enable the Navy to retain the right number of members. As one of the Navy's key

enlisted force management tools, the HYT policy facilitates viable career paths and advancement opportunities across all pay grades and LOS spectrums. The standardized HYT gates allow members greater flexibility to stay Navy within a stabilized force. Through this measured process, the Navy enhances quality throughout the continuum of service.

FROM HYT DATE	ACTION TO BE TAKEN
24 Months	Command level CDB
10 Months	Request HYT waiver as needed

Table 5-11- AC HYT action timeline

HYT POC. BUPERS-32 processes HYT requests for active duty, Training and Administration of the Reserve (TAR), and Selected Reserve (SELRES) personnel. PERS-913 processes HYT requests for Voluntary Training Unit (VTU) and Individual Ready Reserve (IRR) Personnel. HYT Reference: MILPERSMAN 1160-120.

TRANSITION FROM ACTIVE DUTY

Transition counseling and assistance positively impacts retention and mission readiness by providing professional career development resources to Sailors. Effective transition assistance ensures that Sailors who transfer to the Navy Reserve or decide to separate and return to the civilian sector are productive citizens and ambassadors for the Navy. OPNAVINST 1900.2(series) is very specific regarding separation guidance.

Transition counseling and transition benefits are separate and distinct. Services refer to permanent programs for all separating members (voluntary or involuntary) that provide career change information. Personnel transferring to the fleet reserve or retiring should begin transition counseling and TAP, 24 months prior to desired, or planned fleet reserve or retirement date.

Note for RC: TAP requirements will be completed prior to the end date on RC Sailor mobilization/active duty for special work (ADSW)/active duty for training (ADT) orders, of 180 days or more. RC personnel will complete TAP requirements utilizing the services available from their NRA/NRC, Navy mobilization processing site, and supported command as indicated below. Specific responsibilities are assigned based on the type of active duty orders the RC Sailor is completing. Orders are categorized as either mobilization, Outside Continental United

States (OCONUS) ADSW, Continental United States (CONUS) ADSW, or ADT. ADSW orders to Hawaii or Alaska will follow CONUS ADSW guidance. Refer to the most recent NAVADMIN for command responsibilities.

To gain access to Defense Manpower Data Center (DMDC), see Chapter 9.

Fleet Reserve and retirement requests must be submitted via NSIPS member self-service per the following timeline:

TIME BEFORE EAOS	ACTION TO BE TAKEN
24 Months	- Initiate retirement or fleet reserve request (E-7 and above). Submit retirement or Fleet Reserve request via Retirements and Separations in members Employee Self-Service located in NSIPS. For more information refer to Chapter 9 - Conduct initial counseling and initiate DD 2648 (Service Member Pre-separation/Transition Counseling and Career Readiness Standards eFORM) for service members separating, retiring, released from active duty (REFRAD), or being deactivated - Develop individual transition plan - Schedule TAP class
18 Months	- Initiate fleet reserve request for E-6. Initiate fleet reserve request (E-6 and above). Submit fleet reserve request via Retirements and Separations in members Employee Self-Service located in NSIPS. - Conduct initial counseling and initiate DD 2648 (Service Member Pre-separation/Transition Counseling and Career Readiness Standards eFORM) for service members separating, retiring, released from active duty (REFRAD), or being deactivated - Develop individual transition plan (ITP) -Schedule TAP class
12 Months	-Verify completion of initial and pre-separation counseling no later than 365 days prior to separation
9 Months	- Career Transition Officer coordinator validates TAP class completions or ensure member is still scheduled for completion prior to 6 months before EAOS

6 Months	- Confirm completion of TAP class
90 Days	- 10 U.S.C., 1142 deadline for DD 2648 completion of Service Members Individual Transition Plan Checklist by command representative
<90 Days	- In the event of a short-fused discharge or separation, Sailors must complete all requirements for transition as listed in 12 months - 90 days' timeline. The DD 2648 must be annotated with comments explaining non-compliance with Title 10 U.S.C. 1142

Table 5-12- Fleet Reserve and Retirement actions to be taken

The following should be tracked and coordinated between CPPA and TSC, below is to be expected.

• Service members will receive a one-time letter of approval (LOA) that will be provided as an attachment under the ATTACHMENT/COMMENTS/RECOMMENDATION tab on both their retirement and fleet reserve approved request

• Statement of service (SOS) will be completed by PERS-836 in NSIPS and made available to the member no later than 120 days prior to the approved date

Reserve retirements will be completed per BUPERSINST 1001.39F, CH-1. Applications for retirement should be submitted via command unit to NAVPERSCOM, Reserve Personnel Services Branch (PERS-912).

RETIREMENT AND FLEET RESERVE CEREMONIES

Retirement (Fleet Reserve) ceremonies should be conducted per MILPERSMAN 1800-010.

REENLISTMENT CEREMONY

Reenlistments are a significant event in the career of an enlisted member. As such, members should be afforded a meaningful ceremony to recognize the member's high-quality performance, as indicated by the recommendation for reenlistment. Therefore, reenlistment ceremonies are to be conducted in a dignified manner that appropriately reflects the importance of the oath that the Sailor is taking. This includes the participants wearing the proper uniform and conducting themselves in an appropriate manner.

Reenlistment certificates for Sailor and family members can be generated in CIMS.

Additional information can be found in MILPERSMAN 1160-020.

Reenlistments should be conducted per MILPERSMAN 1160-030. Extensions should be conducted per MILPERSMAN 1160-040.

Utilize NPPSC 1160/1 Command Career Request to establish eligibility and authorization to reenlist or extend.

Review of the following topics should be part of all discussions regarding reenlistments and or extensions:

- Bonus eligibility

- Post 9/11 GI Bill eligibility and transferability

- C-WAY REEN

- HYT

CHAPTER SIX
CAREER INFORMATION MANAGEMENT SYSTEM

INTRODUCTION

This Chapter was developed by the Bureau of Naval Personnel
(BUPERS), Enlisted Community Management Department (BUPERS-3),
in partnership with the Fleet and Force Navy Counselors. It is
designed to assist career counselors by providing information
and procedures to gain access to the Career Information
Management System (CIMS). As well as how to utilize the
program's interface to ensure success of the command's Career
Development Team (CDT).

CAREER INFORMATION MANAGEMENT SYSTEM (CIMS)

CIMS is the primary means to plan, schedule, and track Career
Development Program (CDP) activities. To request access to CIMS
navigate to the CIMS homepage. Look for the CIMS link to submit
a System Access Authorization Request (SAAR) online. For more
information on accessing CIMS and to download the CIMS user
guide go to the MyNavyHR website. <u>MyNavy HR > Career Management
> Career Counseling > CIMS-NRMS</u>.

Note: Some challenges may exist for forward deployed platforms
that are operating under the CIMS Afloat module, which has not
received all the upgrades that the Web/Ashore modules have
received. Please consult with your Type Commander
(TYCOM)/Immediate Superior in Command (ISIC) counselor for
further guidance and workaround if your access becomes
problematic in meeting reporting and functional requirements.

USER ROLES

The User Roles within CIMS are CIMS Functional Area Manager,
CIMS Command Career Counselor, CIMS Departmental/Divisional
Career Counselor, CIMS Inquiry, and Sponsor Coordinator.

CIMS FUNCTIONAL AREA MANAGER (FAM) ROLE

- The CIMS FAM Role is used as currently designed within the
  NSIPS Application Security process but is set aside to
  specifically deal with CIMS System Access Authorization
  Request (SAAR)

- The FAM may approve SAAR requests for access to CIMS

- The FAM authorizes the user the ability to view, update, approve, and manages user access requests for CIMS users

CIMS INQUIRY ROLE

- The CIMS Inquiry Role authorizes view-only access based on permissions granted. This role is designed to allow users at different echelon levels to view data for their activity and all activities identified as subordinate to them within the Operational Security Tree. The role may be granted to a single UIC level (e.g., Wing or Surface Squadron Level) or at an echelon level (e.g., Fleet or Force Level)

- The CIMS Inquiry Role user may access all reports in their UICs as well as reports of all subordinate UICs

- The CIMS Inquiry Role user has view only access to CDBs, Career Decisions, Correspondence Tracking, Sponsor Assignment, Rating Conversion, United Services Military Apprenticeship Program (USMAP) data, Reports, and all Lists

CIMS CCC ROLE

The CIMS CCC role authorizes the user to view, update, correct, and approve CIMS items based on access permissions granted within the operational security tree. CCCs may access and populate CIMS pages for all personnel assigned to them. In addition to the CIMS pages accessible by Departmental and Divisional Counselors, the CCC may access the following CIMS pages, and perform these tasks:

- Career Counselor Manage Assign

- Individual Department/Division Assignment

- Complete all certificates for personnel assigned to them

- CIMS calculators

- CCCs may modify departmental and divisional CCs input into CIMS pages and/or verify those pages as correct

- Mass Department/Division Assignment pages

- Records of Sailors who are assigned to their UICs or subordinate UICs

- Reports and lists for their UICs or subordinate UICs

- Assign DDCCs in CIMS

- Assign Sailors to DDCCs

This action allows verified information to be stored permanently as data in the NSIPS Enterprise Data Warehouse. Members with this role also gives access to modify/update the users' SAAR Request under ERM Security Administration in the Navigation panel, for the purpose of requesting greater access to CIMS/NSIPS or additional UICs.

CIMS ACCESS

Step 1. Go to NSIPS Login screen, click on System Access Authorization Request SAAR (NSIPS, ESR, Web Ad Hoc)
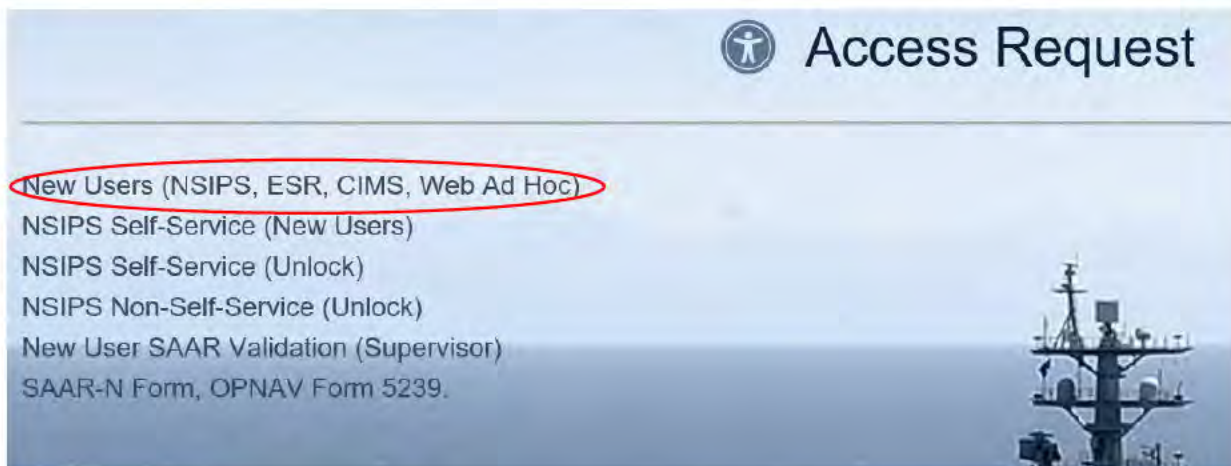
Figure 6-1- New User request

Step 2. When you get to the next page click on the CIMS radio button and click next.
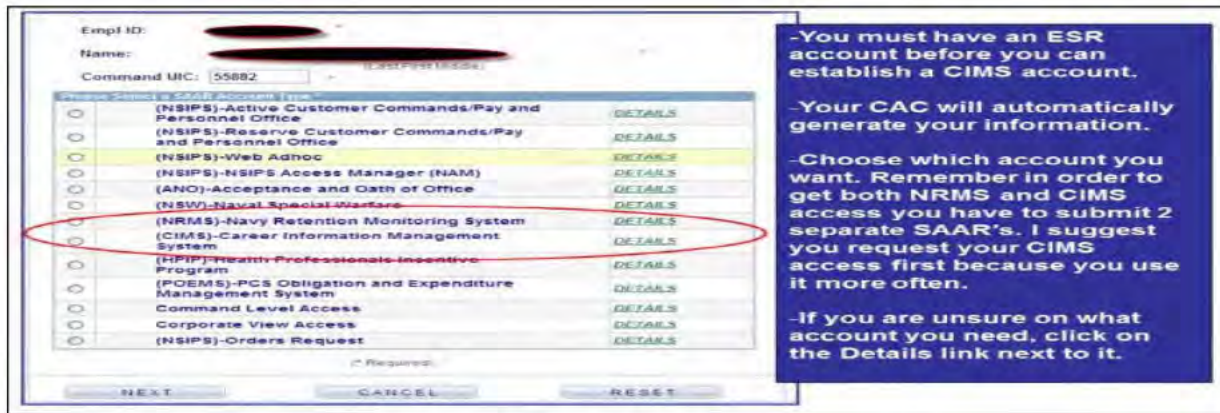
Figure 6-2- Select CIMS account

Step 3. On the next page, select which level access is needed and then click, "OK"
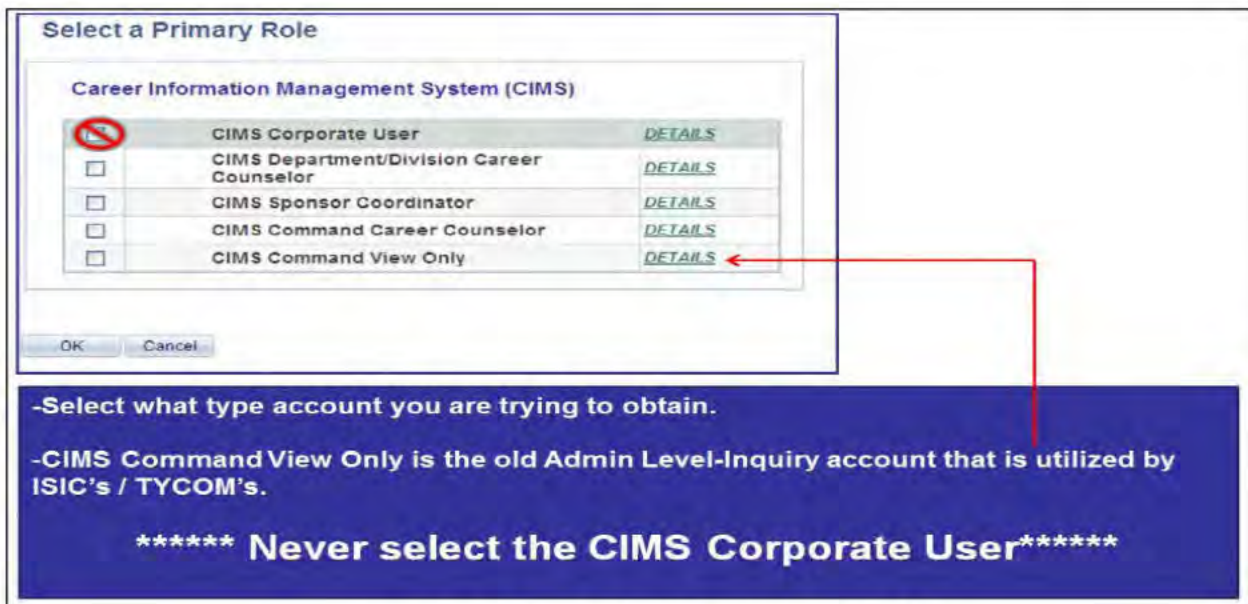
Figure 6-3- Select primary role

Step 4. Enter telephone, email address, and justification. After you enter your justification click on "CIMS UIC Access" in the center of the page and enter which UICs you will need. Be sure the justification matches what you are requesting. All email addresses must be a ".mil" e-mail address or the application will be rejected.

When entering your supervisor's information ensure you enter it accurately so it can be retrieved. Enter it as Last Name, First Name (do not add a space between last name and first name), ex. if you enter it as SMITH,JOSEPH the supervisor must enter it as such.

After you verify all information is correct on your SAAR click "submit". Soon after you submit it, emails will be sent to you and your supervisor.

Figure 6-4- Enter required information

Step 5. Supervisor verification. Supervisor will receive an email similar to the figure below. Supervisor must copy the code from the email.

Figure 6-5- Supervisor verification code

Step 6. Supervisor must go to the NSIPS home page, click on "New User SAAR Validation (Supervisor)"
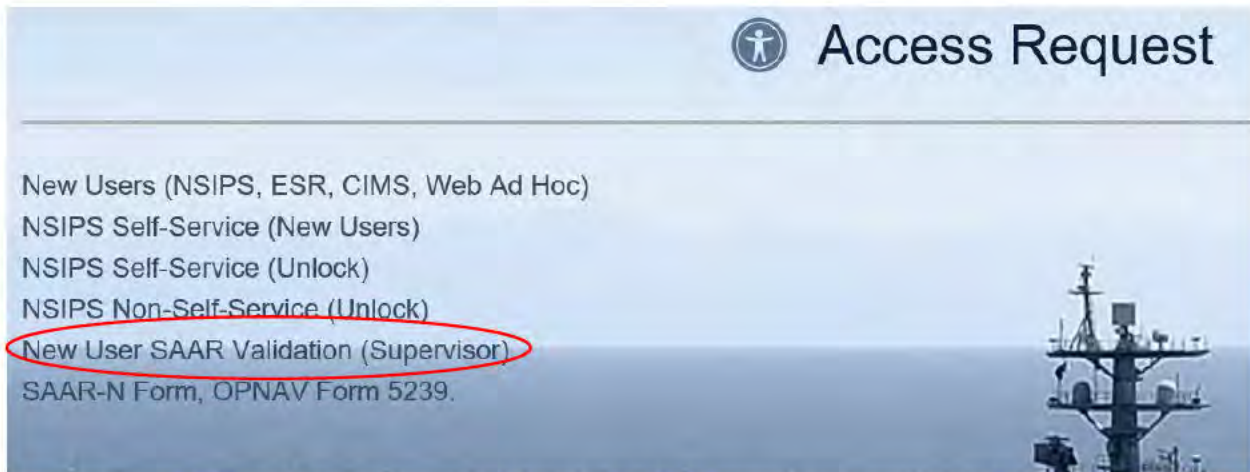
Figure 6-6- "New User SAAR Validation (Supervisor)" selection

Step 7. Supervisor must paste the code from the email on the code line, and click "confirm". The supervisor lines will pop-up to allow them to enter their information just as you typed it. Remember this has to be identical or else they will not be able to retrieve the SAAR.
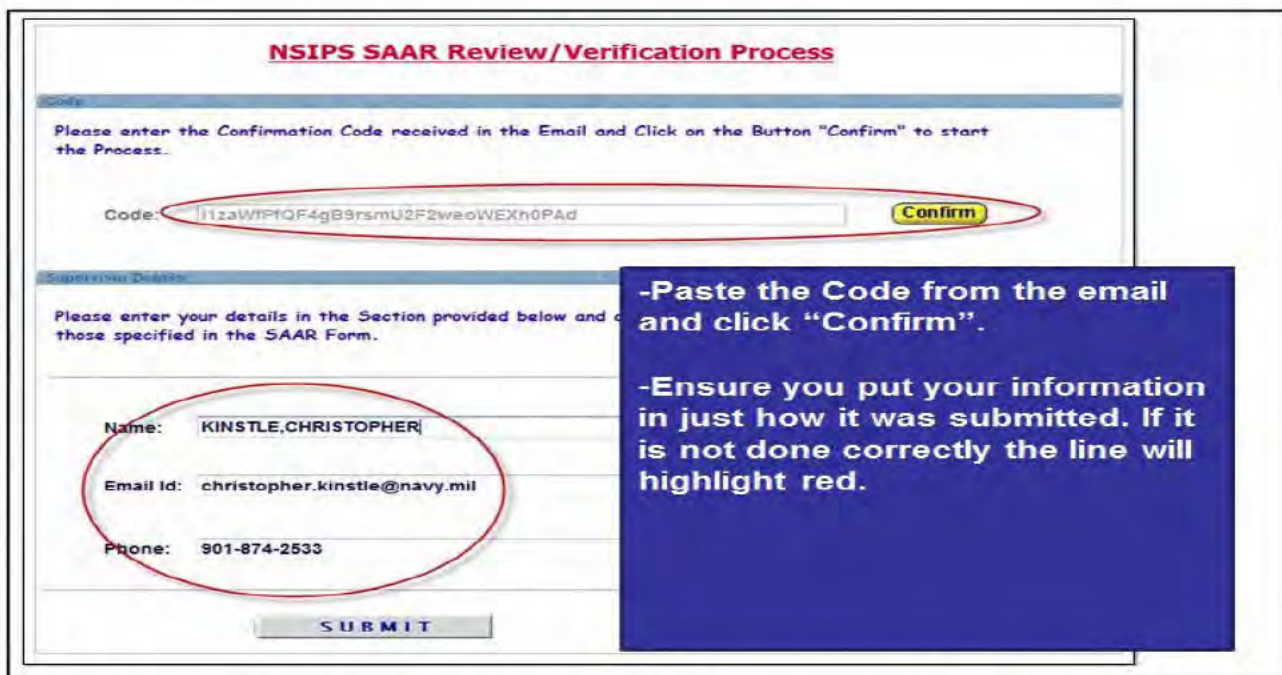
Figure 6-7- Supervisor verification code and information

Step 8. Supervisor must check the SAAR for completeness (including proper justification and all UICs the member needs access to), then click "submit".

Figure 6-8- Supervisor verification of all user information

Step 9.   This will bring the supervisor to the final routing
stage.   This must be submitted to the CIMS SUPER FAM PRIMARY or
CIMS SUPER FAM SECONDARY.

Figure 6-9- Supervisor FAM selection

Once your supervisor approves, you will then receive an email
that your SAAR is awaiting approval by the CIMS SUPER FAM. Once
approved by the CIMS SUPER FAM, a third email will be sent
letting you know your access has been approved. Please allow 48
hours for approval by the CIMS SUPER FAM; for further questions,
please contact the NSIPS help desk at nsipshelpdesk@navy.mil.

NAVIGATION AND FEATURES

This section will discuss the Navigation of CIMS and the ESR. Of special interest will be the differences in the menu based upon the access role the user holds, whether it is CCC, DDCC, or the inquire roles.

NAVIGATION CIMS (USE/INQUIRE)

USE- This menu item allows the user to access CDBs, Career Decisions, Correspondence Tracking, Career Information Training, SRB Submission, Rating Conversion, and USMAP Information for the CCC and Department/Division Career Counselor (DDCC) role user. The following menu items are only available under the CCC role:

- Department/Division/Shop/Duty mass Setup

- Member Department/Division/Duty Setup

- Individual Department/Division Assignments

- Career Development Team Management

- Mass Career Development Team Assignment

- Disconnected CDB Download

- Disconnected CDB Upload

The CCC role users will have access to all records within the UICs they have been assigned as CCC. The DDCC role users will have access only to those records which have been assigned to them by their CCC.

The Department/Division/Shop menu items and their usage are discussed in the CLA Users Guide and will not be discussed in this guide.

INQUIRE- This menu item allows the user to view CDBs, Career Decisions, Correspondence Tracking, Sponsor Assignment, Rating Conversion, and USMAP Information and is accessible to all role users. This CIMS Access List is available to CCC roles and CIMS FAM Users only.

Note: Inquire role users have access to all records within the UICs they have been assigned access.

NAVIGATION ESR (USE/SETUP)

ELECTRONIC SERVICE RECORD- USE - This menu item grants Career
Counselors access to Administrative Remarks and Course Data.
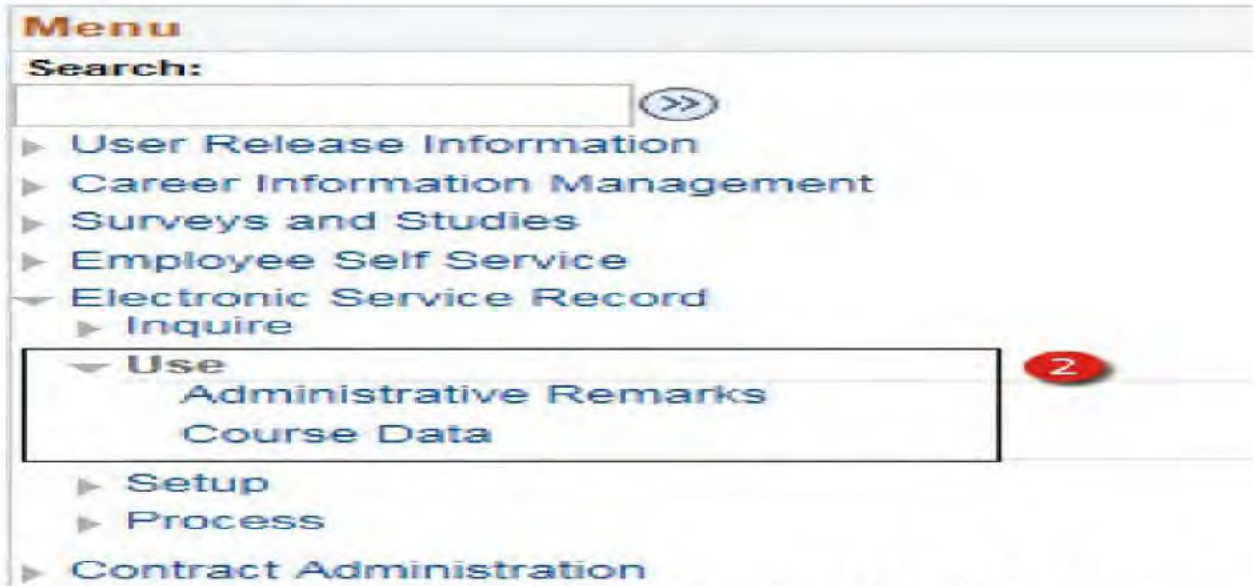
Figure 6-10- ESR/USE- Administrative Remarks and Course Data

ELECTRONIC SERVICE RECORD- SETUP- This menu item grants Career
Counselors access to Administrative Remarks and allows Career
Counselors to create Page 13 Administrative Remarks.
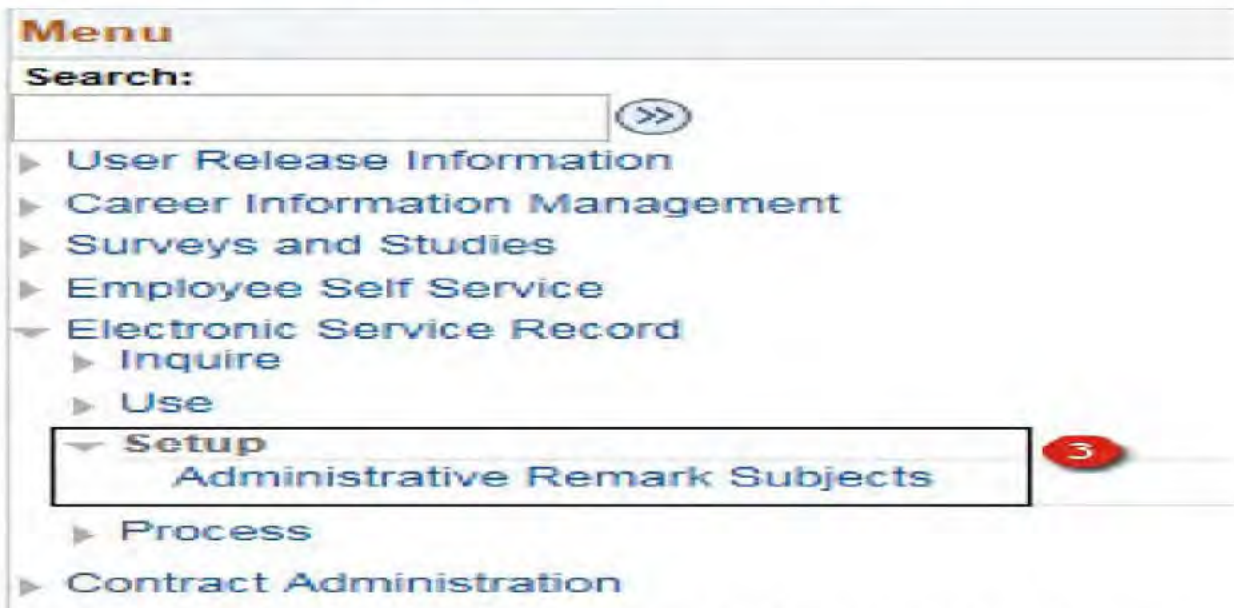
Figure 6-11- ESR/SETUP- Create PG 13 (Administrative Remarks)

NAVIGATION REPORTS AND LISTS

REPORTS- This menu item grants access to the Command Career Counselor (CCC), Department/Division Career Counselor (DDCC). It allows access to Command Demographics, Periodic Retention, and Transition Assistance Program Reports. Users are only allowed to produce reports for the UICs they have been granted access. Inquire role users do not have access to this menu item.

LISTS- This menu item grants access to all role users to access the Advancement Information, Losses, Personnel Information, Sponsor Coordinator and Unit Tracking List Reports.

CAREER DEVELOPMENT TEAM MANAGEMENT

Figure 6-12- Career Development Team Management

- 1. **Rank/Rate** – Rate/Rank the member is currently being paid (Corporate data)

- 2. **Name** – Full Last Name, First Name, and Middle Name of the member (Corporate data)

- 3. **Current DSC** – Current Duty Status Code of the member (Corporate data)

- 4. **Assigned Date** – Date the member was assigned as Departmental or Divisional Career Counselor

- 5. **UIC** – Unit Identification Code the assigned career counselor is assigned to (If the career counselor will be acting as career counselor for a department or division of another command, that command's UIC should be entered here)

- 6. **Assignment Indicator** – The Assignment Indicator identifies the member as either a Departmental or Divisional Career Counselor or the Leading Chief Petty Officer

- 7. **Dept/Div** – This field identifies the department or the division for which the LCPO/career counselor is responsible. This field is limited to valid departments/divisions as setup by the Command leave Administrator. Valid departments/divisions are located and selected by using the lookup button

- 8. **Deassigned Date** – When a career counselor is removed from their responsibilities as a career counselor, the date of occurrence is entered in this field and saved

Note: Saving a date in this field does not remove access to all records associated with the related department or division displayed on the row unless it is the last (only) remaining assignment. Deassignment of a career counselor on this page does not revoke the member's access to CIMS. To revoke access to CIMS an update to the member's SAAR is required.

Note: DDCCs/LCPOs are only able to access specific records assigned by the Command Career Counselor. CCCs assign records through the Individual Dept/Div Assign page discussed in chapter 6 of this guide or the Mass Career Development Team Assign page.

CORRESPONDENCE TRACKING

This section covers the Correspondence Tracking page and provides Career Counselors the ability to track 20 Active Duty and 9 Reserve correspondence types. Data entered onto this page may be used for reporting and statistical analysis in CIMS Online/CIMS Analytics in NRMS.

Figure 6-13- Correspondence Tracking page

CAREER INFORMATION TRAINING

This section covers the Career Information Training page and provides Career Counselors the ability to enter Career Information Training dates for Sponsor training, Career Development Training Course (CDTC), First Term Success Workshop (FTSW), and Reserve Affiliation Success Workshop (RASW). Data entered on this page may be used for reporting processes in CIMS Online.

Figure 6-14- Career Information Training page

UNITED STATES MILITARY APPRENTICESHIP PROGRAM (USMAP)

The USMAP Information page can be used to check the current progress of service member's apprenticeship program. All information contained on this page is corporate data and cannot be updated using this page. Updates may be accomplished at the USMAP site.

Figure 6-15- USMAP Information page

CDB VERIFICATION PROCESS

The verification process is available only to Command Career Counselors and used to validate information entered by the Department/Division Career Counselors on the Career Development board page. This allows the Command Career Counselor to make corrections, additions, or other changes to the record before it becomes permanent in the database. Command Career Counselors should make every effort to ensure that information in CDBs is accurate and complete.

Figure 6-16- CDB Verification page

Figure 6-17- CDB Verification page with CDB data

SELECTED REENLISTMENT BONUS (SRB)

The SRB page can be used to submit and check the status of SRB submissions.

Figure 6-18- SRB Submission Page

Figure 6-19- SRB Status page

CERTIFICATES

This certificates page will allow you to create a variety of certificates for use in ceremonies.

Figure 6-20- Certificates page

UNIT TRACKING

The Unit Tracking page can be utilized to track command information and offers the following queries: Alpha Roster, Career Counselor Roster, Career Decisions, CDB Notifications, Correspondence tracking, Professional Apprentice Career Track (PACT), Career Waypoints (C-WAY), Post 9/11 GIB, and Detailing Marketplace Assignment Policy (DMAP).
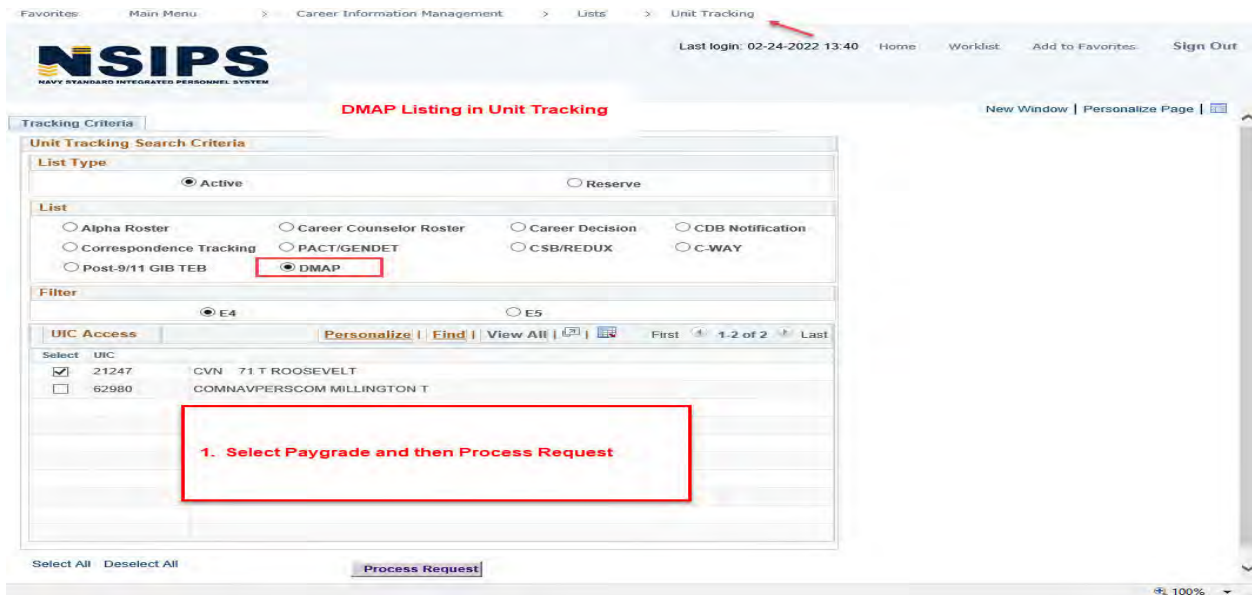
Figure 6-21- Unit Tracking page

DETAILING MARKETPLACE ASSIGNMENT POLICY (DMAP)

The DMAP Listing function in Unit Tracking allows you to pull a list of Sailors by paygrade and assists in determining eligibility for the DMAP program. This function is only available on the web version of CIMS. The Correspondence Tracking page provides a method of tracking DMAP correspondence as well, see Figure 6-23. Users are only allowed to produce List reports for the UICs they have been granted access.

Figure 6-22- DMAP Listing

Figure 6-23- Correspondence Tracking (DMAP)

CAREER DECISIONS

The career decisions page can be used to enter data that pertains to a Sailors future. Things such as extensions, reenlistments, separations, fleet reserve, and retirements can be seen here. Fields on this page change depending on which plan type selection is picked. See Figures 6-24 and 6-25.

Figure 6-24- Career Decisions page

Career Decisions

| Rank/Rate: NCC | Name: ▮▮▮▮▮▮▮▮▮ | Current DSC: 100 |

| ADSD: 10/26/2004 | PRD: 01/01/2025 | EAOS: 12/08/2026 | Soft EAOS: 12/08/2026 |

| CREO/ECMO: | PEBD: 10/26/2004 | DIEMS: 11/25/2003 | DIERF: |

| UIC: 60191 | NAS OCEANA VA |

Separation/Reenlistment/Fleet Reserve Retirement/Extensions   Find | View All   First ◀ 1 of 1 ▶ Last

Program   [+]

Plan Type: [Reenlistment ▾]   Planned Date: [12/31/2024] 📅

Lump Sum Leave Calculator

Grade: [E07] 🔍 Base Pay: $5473.20 Days Selling: [ ] Est Paid Leave Amt: [ ]

Request Status

Number of Years: [6 yrs ▾]

Reenlistment

Location:	OCEANA	Time: [ ]
Reenlisting Officer:	TBD	
	Last Name, First Name MI., Rank	

Comments: [ ]
254 characters remaining

🟢 **Calculators**

CIMS - Selective Reenlistment Bonus   CIMS - Retirement Plan   CIMS - Survivor Benifit Plan

💾 Save   🔍 Return to Search

Figure 6-25-Career Decisions (Plan Type: Reenlistment selection) page

CHAPTER SEVEN
CAREER WAYPOINTS (C-WAY) OVERVIEW

INTRODUCTION

C-WAY is a corporate information technology system which provides a mechanism for matching personnel inventory to requirements with the best performing Sailors. It serves as a service continuum system and is designed as a long-term force management tool, balancing manning across rates, ratings, Active Component (AC), Training and Administration of the Reserves (TAR), and Reserve Component (RC). The Bureau of Naval Personnel (BUPERS) controls the reenlistment and enlistment contract extension quotas. C-WAY will be continually enhanced to link present and future enlisted force management strategies that align policy and execution to meet mission requirements.

Career counselors will use C-WAY to screen for rating eligibility, counsel, and guide eligible rated Sailors to new career opportunities and rating conversions for Career Waypoint-Reenlistment (C-WAY-REEN) and undesignated Professional Apprenticeship Career Track (PACT) Sailors. C-WAY provides the best match of Sailors' qualifications and aptitude to meet Navy rating entry requirements for rating assignment and conversions.

REQUIRED ACTION

Command Career Counselors (CCC) must conduct a mandatory C-WAY screening for every Career Development Board (CDB), starting with Sailors reporting onboard. CCCs are encouraged to use C-WAY to screen rated Sailors, discuss conversion opportunities, and submit applications. CCCs will also screen PACT Sailors, discuss rating entry opportunities, and guide them to apply for a designation in MNA or remain on board.

HOW TO REQUEST AN ACCOUNT

Use OPNAV 5239/14 SAAR-N, as listed on the MyNavy HR web page. Form MUST be digitally signed. Supervisor (block 16) must be a rated NC, Command Master Chief or Senior Enlisted Leader, Executive Officer, or Commanding Officer. E-mail OPNAV 5239/14 SAAR-N form to career_waypoints@navy.mil for processing. CCCs, will access C-WAY utilizing BUPERS Online (BOL).
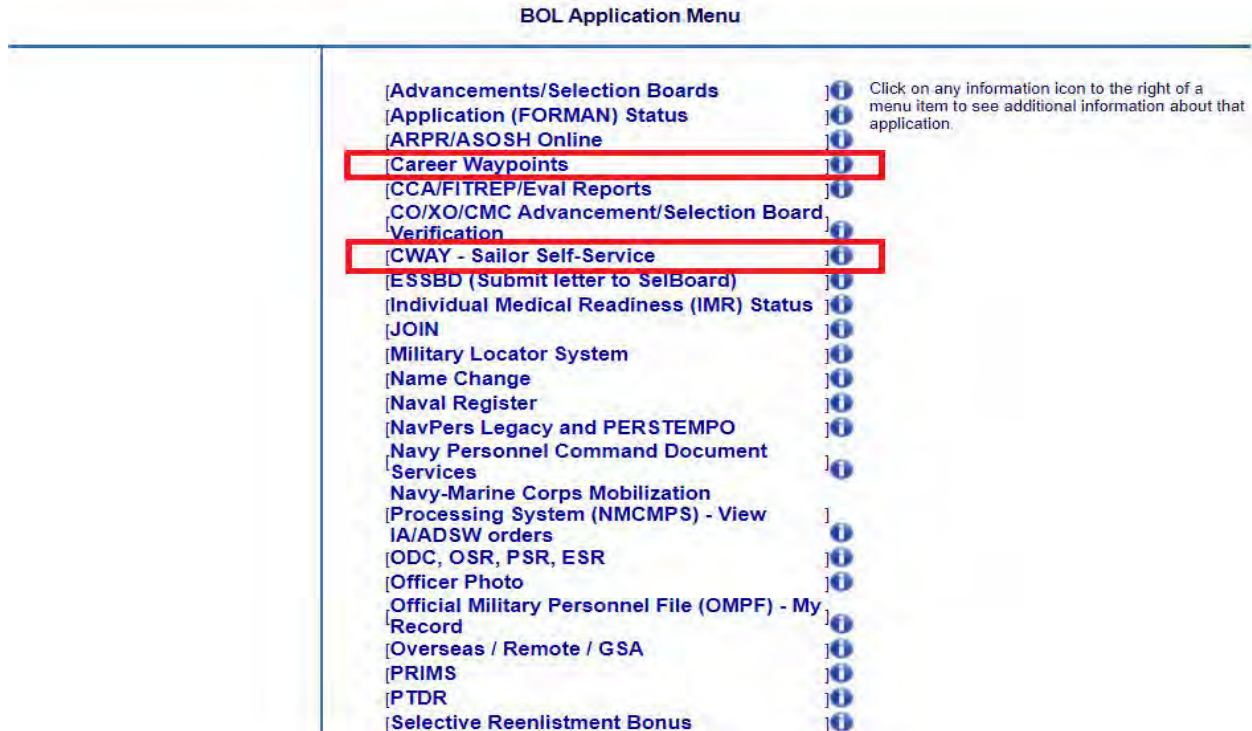
BOL Application Menu

[Advancements/Selection Boards]
[Application (FORMAN) Status]
[ARPR/ASOSH Online]
[Career Waypoints]
[CCA/FITREP/Eval Reports]
[CO/XO/CMC Advancement/Selection Board Verification]
[CWAY - Sailor Self-Service]
[ESSBD (Submit letter to SelBoard)]
[Individual Medical Readiness (IMR) Status]
[JOIN]
[Military Locator System]
[Name Change]
[Naval Register]
[NavPers Legacy and PERSTEMPO]
[Navy Personnel Command Document Services]
Navy-Marine Corps Mobilization [Processing System (NMCMPS) - View IA/ADSW orders]
[ODC, OSR, PSR, ESR]
[Officer Photo]
[Official Military Personnel File (OMPF) - My Record]
[Overseas / Remote / GSA]
[PRIMS]
[PTDR]
[Selective Reenlistment Bonus]

Click on any information icon to the right of a menu item to see additional information about that application.

Figure 7-1- Access to C-WAY in BOL

- Login to C-WAY

- Use the Sailor Browser. The Sailor Browser is the portal to Sailor data. From the Sailor Browser, counselors view and edit Sailor details, view and add counselor notes, and locate a Sailor

QUALIFYING SAILORS

- Counselors can use the qualify option from the Sailor Detail page to access a list of qualified jobs (eligible ratings) for the specified Sailor

- The Qualified Jobs window provides filter, sort, and print capabilities. Additionally, counselors can obtain and review job cards, additional job requirements, and conversion information

- Counselors can also use the Career Exploration Module (CEM) to show Sailors why they are not qualified for a desired rating and guide the Sailors to meet the requirements, if possible

Figure 7-2- Career Exploration Module

POLICY FOR C-WAY

In order to reenlist, all rated AC and TAR Sailors, E-3 - E-6, with 14 years or less service at their Expiration of Active Obligated Service (EAOS) as extended, Soft Expiration of Active Obligated Service (SEAOS), must have a C-WAY quota approval. C-WAY must also be utilized for PACT intentions (Request Participation/Decline Participation/Not Eligible/Request to remain onboard) and AC/TAR/Selected Reserves (SELRES)/Transition/Affiliation. Refer to current PACT policy for most up-to-date guidance.

C-WAY TIMELINES

Mandatory C-WAY-REEN applications automatically generate 18 months out from SEAOS or PRD.

- Eligible Sailors in the mandatory SEAOS or Special Circumstance (SPEC CIRC) Projected Rotation Date (PRD) window, will have their applications submitted and reviewed for an in-rate quota

- If a Sailor does not desire an In-Rate quota, the CCC will still be able to submit the Sailor for SELRES, Not Eligible, Intends to Separate (ITS), Targeted Reentry Program (TRP), or No Apply this month

- Counselors should review those Sailors who are not eligible monthly, and verify their ineligibility. (i.e. Not recommended for retention, PFA Failures, Security Clearances, etc.)

SEAOS TIMELINE
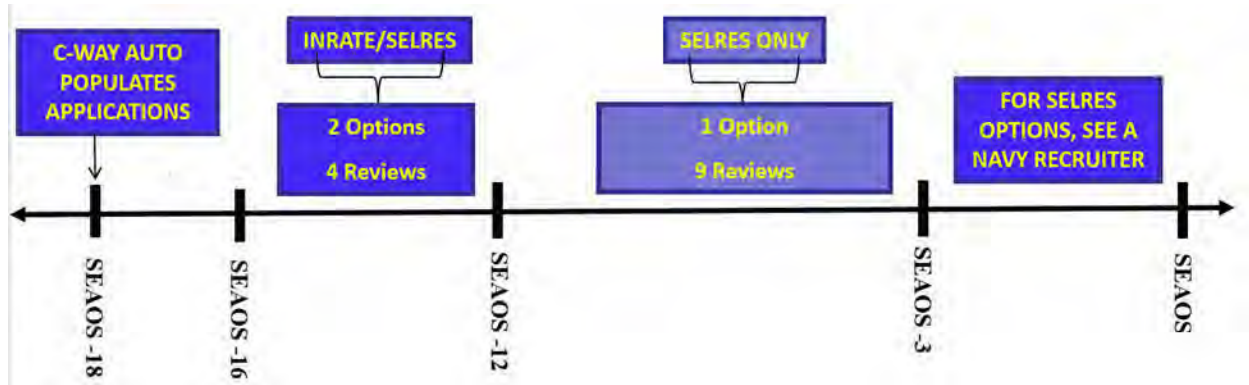
Figure 7-3- SEAOS Timeline

PRD TIMELINE
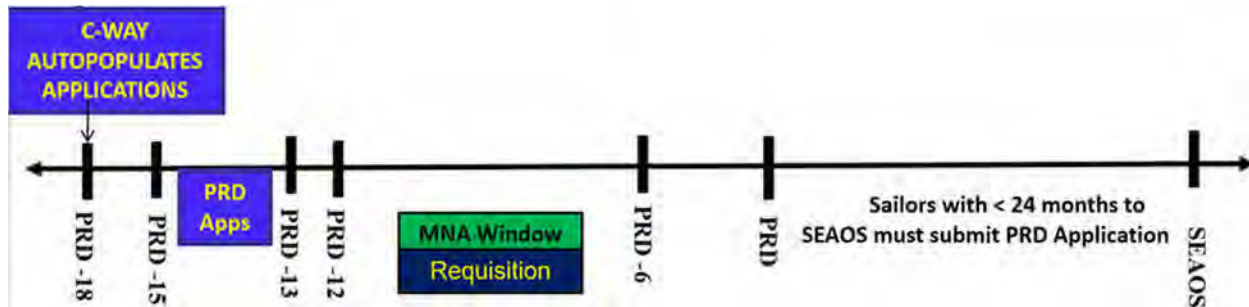
Figure 7-4- PRD Timeline

Note: Mandatory PACT intentions must be submitted 12 months prior to Project Rotation Date. See current PACT policy for most up-to-date guidance.

LIST OF CAREER MANAGEMENT MODULES IN C-WAY

C-WAY-REEN applies to all rated AC and TAR Sailors, E-3 – E-6, with 14 years or less of service at their SEAOS, requiring authorization to either reenlist or execute a Short Term Extension (STE) when required. The Sailor can, at any time in their C-WAY SEAOS window, apply for SELRES. C-WAY-REEN also applies to Sailors in their projected rotation date (PRD) window who do not have 24 months of contract time or greater, from their PRD.

C-WAY-Transition (C-WAY-TRANS) applies to SELRES Sailors
desiring to transition to AC or convert to TAR. Refer to
MILPERSMAN 1306-1504 for further guidance.

C-WAY-Professional Apprenticeship Career Track (C-WAY-PACT)
Marketplace applies to unrated Sailors desiring to become rated.
Refer to current PACT policy for most up-to-date guidance.
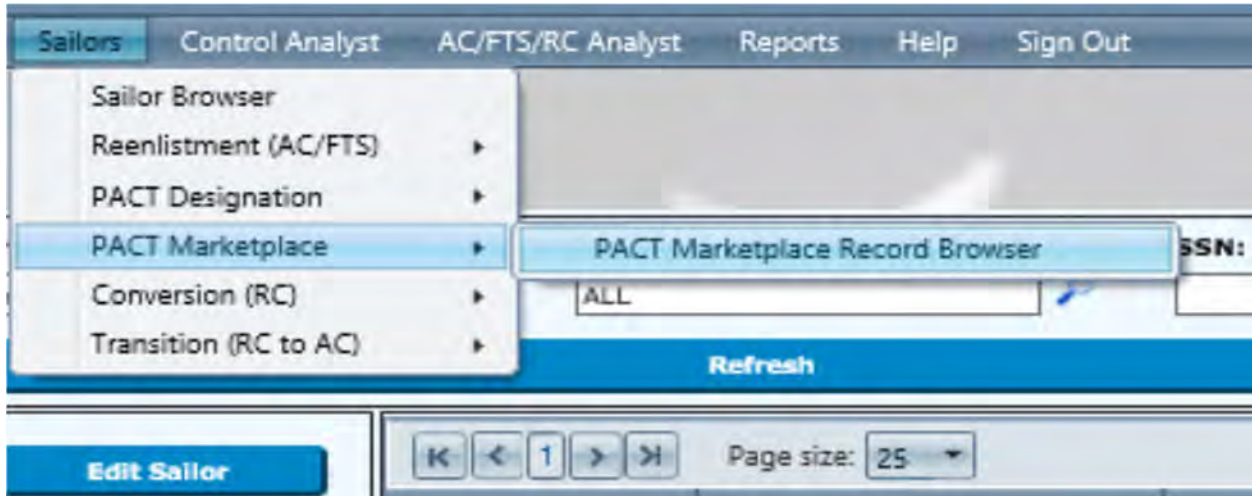

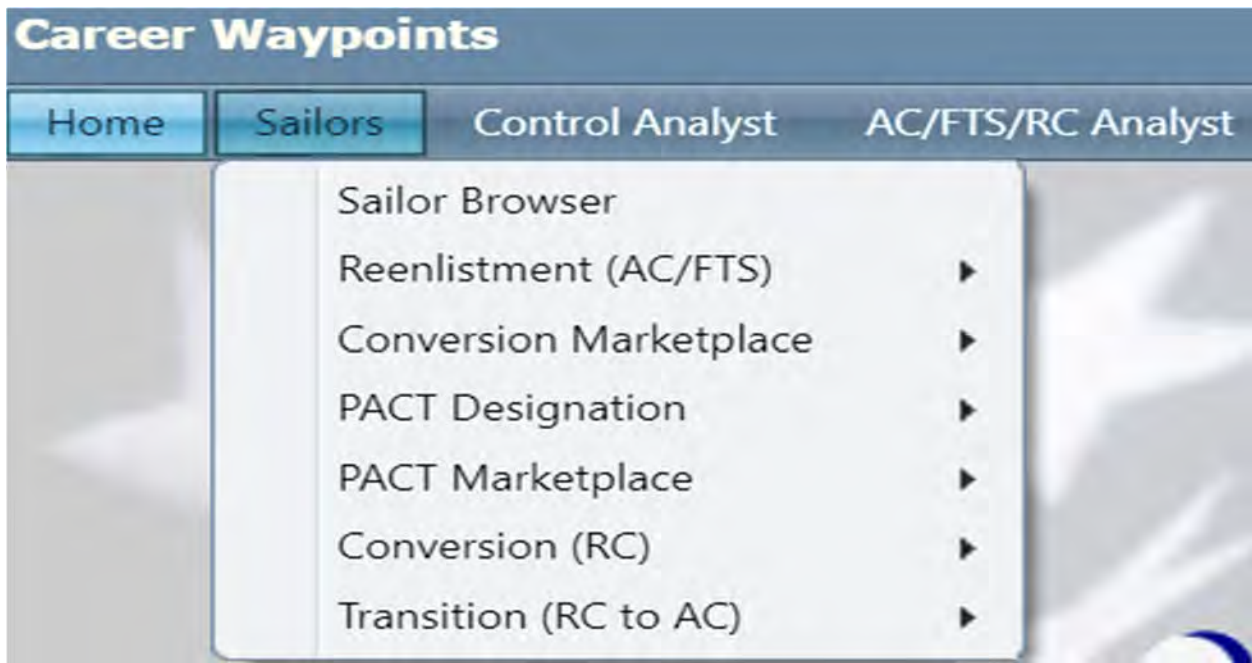*Figure 7-5- C-WAY-PACT Marketplace Record Browsing*

Figure 7-6- C-WAY Menu

FUNCTIONS OF C-WAY MODULES
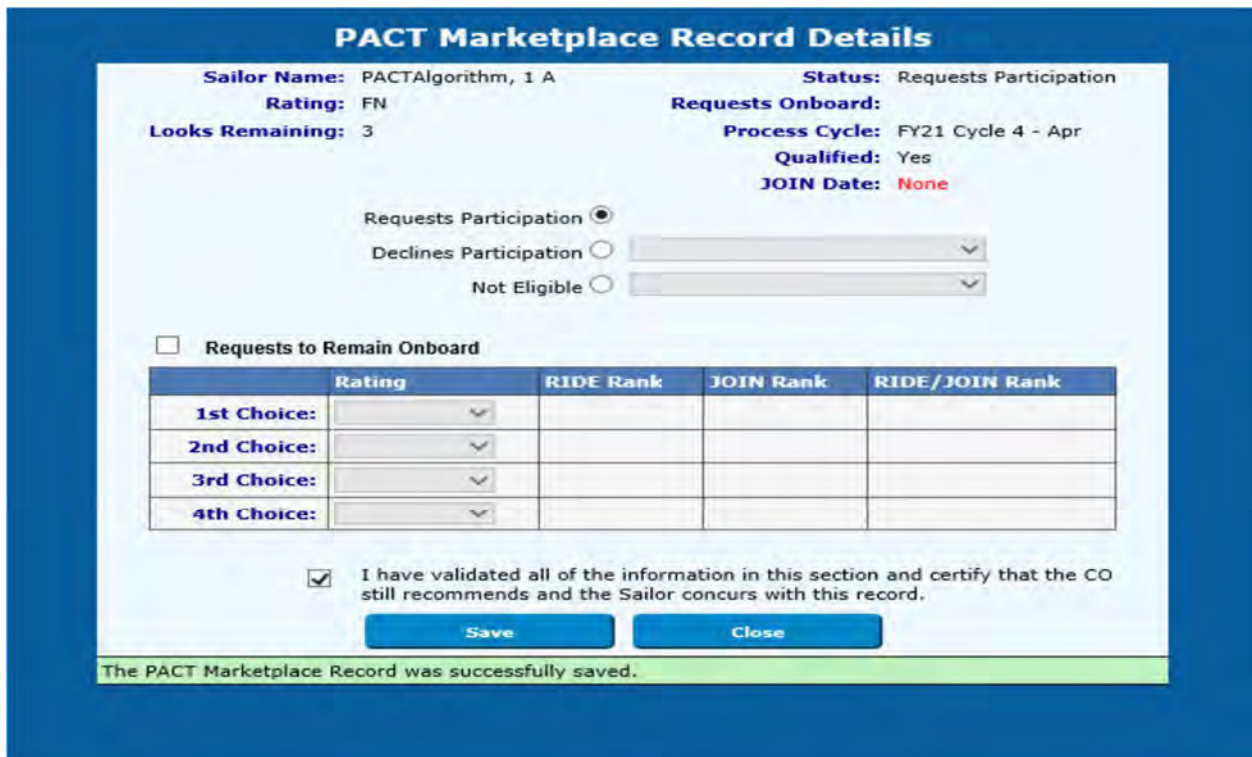
C-WAY-REEN

Counselors can submit an In-Rate Application directly from C-WAY. In addition, the Reenlistment (AC/RC) Application Browser shows the status of all C-WAY-REEN applications submitted by Sailors in the command. Counselors can edit applications submitted through C-WAY directly from this browser and build and print status reports for individual applications as well as for the entire command.

C-WAY-PACT MARKETPLACE

This is the only way for counselors to submit a PACT intention. In addition, the PACT marketplace browser shows the status of all PACT Marketplace applications submitted by Sailors in the command. Counselors can find which applications have been approved, rolled over, or rejected and identify those Sailors who are required to reapply. Counselors can build and print status reports for individual applications as well as for the entire command.

Note: Sailors > PACT Marketplace > PACT Marketplace Browser > Records Details.

Figure 7-7- PACT Marketplace Record

C-WAY-TRANS RC/AC

Counselors may submit a C-WAY RC application to AC/TAR with or without a change in rating via C-WAY-TRANS. In addition, the transition (RC/AC) application browser shows the status of all C-WAY RC to AC/TAR applications submitted by Sailors in the command. Counselors can find which applications have been approved, rolled over, or rejected and identify those Sailors who are required to reapply. Counselors can edit applications submitted through C-WAY directly from this browser and build and print status reports for individual applications as well as for the entire command.

All reserve personnel must have their Year Group (YG) established prior to C-WAY application. YG calculation combines the total Active days of service a Sailor has performed. This is taken from their Annual Retirement Point Record/Annual Statement of Service History (ASHOSH), and subtracted by the desired start date of the C-WAY application using the calculation below:

YG CALCULATION
Active Duty Days: _____
AT/ADT Days: _____
Inclusive Day: + 1 _____
Total: _____(Convert to YY MM DD Format)

```
     YY MM DD     Desired Start Date
-    YY MM DD     Total Active Service
=    YY MM DD     Adjusted Active Duty Service Date (ADSD)
```

YG_____ (Fiscal Year October 1 – September 30)

C-WAY CONVERSION (C-WAY-CONV) FOR RC

Counselors may submit a C-WAY RC conversion directly from C-WAY. In addition, the Conversion (RC) Application Browser shows the status of all C-WAY RC conversion applications submitted by Sailors in the command. Counselors can find which applications have been approved, rolled over, or rejected and identify those Sailors who are required to reapply. Counselors can edit applications submitted through C-WAY directly from this browser and build and print status reports for individual applications as well as for the entire command. For information on "A" school training, refer to MILPERSMAN 1236-020.

THE CAREER COUNSELOR (CC) ROLE IN C-WAY

Associated job functions and tasks enable CCCs and department CCs to enter, edit, and qualify C-WAY jobs and PACT openings.

Counselors will "qualify" the Sailor to view eligibility for any and all ratings, which maximizes the likelihood of training success by matching an individual's specific cognitive abilities (measured by ASVAB) to the specific technical training requirements of a job.

Note: Sailors > Sailor Browser > Search Sailors > Edit > Qualify

Figure 7-8- Sailor Browser Qualify Function

The "Notes" section of C-WAY is intended as an opportunity to allow communication between the Career Counselors and the Enlisted Community Managers. If the Sailor recently earned their warfare device or an NEC, and it is not reflected in the C-WAY "Sailor Details" page, verify receipt and make a note. Warfare devices and NECs cannot be updated by BUPERS-328.

Note: Sailors > Sailor Browser > Notes

Figure 7-9- Sailor Browser Notes Function

C-WAY ASSIGNED ROLES

Role	Assigned Function
Command Career Counselor	- Edit and qualifies - Submits C-WAY applications and reviews their status - Defines departments within responsible UIC(s) - Creates departmental CC accounts - Assigns departmental CCs to UIC/department pairings
Department Career Counselor	- Assists CCCs to enter, edit, qualify, and rank Sailor data to C-WAY

Table 7-1- Assigned Functions by Role

CCC shall explain the Self-Service function to Sailors. The Sailor Self-Service Access enables individual Sailors with an internet connection and a Common Access Card (CAC) to directly access C-WAY functions, as well as view their entire C-WAY record.

C-WAY REPORTS

CCC's have the ability to pull multiple reports in CWAY to assist in the management and reporting of the Career Development Program (CDP). Two of the main reports are listed and described below.
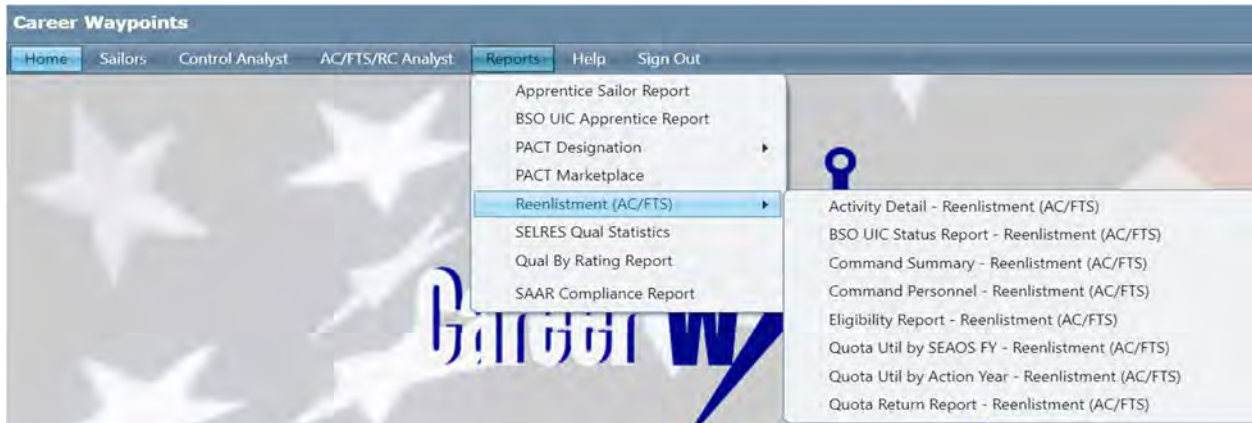
Figure 7-10- Command Summary Report

The Command Summary Report allows the CCC to pull all approved C-WAY letters for the command. This report also lists all Sailors "Denied Final Active" in C-WAY and those that do not meet general reenlistment eligibility.

Figure 7-11- Apprentice Sailor Report

The Apprentice Sailor Report provides the CCC with a one stop shop on the status of every PACT Sailor's qualification status in C-WAY. Additionally, the blue hyperlink listed in the "Onboard" column will provide a detailed report for all PACT Sailors within the command.

Figure 7-12- Pact Detailed Report

COMMUNITY HEALTH CATEGORIES IN C-WAY

Open Reenlistment- Sailors in undermanned skill sets; equal to or less than 98%. Formerly known as undermanned.

Balanced Reenlistment- Sailors in skill sets that are fully-manned; 98% – 102%.

Competitive Reenlistment- Sailors in skill sets that are over-manned or have special requirements; equal to or greater than 102%. Formerly known as overmanned.

JOB OPPORTUNITIES IN THE NAVY (JOIN)

C-WAY gives job opportunities to Sailors based on eligibility, aptitude fit, and needs of the Navy. The JOIN module adds the Sailor's interest in Navy jobs. It allows CCCs to guide Sailors in a direction that may provide the best opportunities for advancement (OPEN ratings), the best FIT to successfully complete training (RIDE Rank), and now CCCs have a tool that allows this combination to add the Sailor's interest (RIDE/JOIN Rank). In summary, CCCs know what the Sailor's opportunities are and know what the Sailor is interested in doing. This should allow CCCs to optimize the counseling sessions.

Once Sailors have completed the JOIN survey, they are directed to report to their CCC for the results or can review results using C-WAY Self-Service in BOL. The survey results are automatically fed into C-WAY.

C-WAY USER GUIDE

In conjunction with this article, a C-WAY User Guide has been developed to provide detailed procedural information on the execution of C-WAY. The C-WAY User Guide will be updated on a regular basis and is located on the MyNavy HR website. You can access the C-WAY User Guide online in the Career Counselor > C-WAY section.

CHAPTER EIGHT
MYNAVY ASSIGNMENT (MNA)

INTRODUCTION

MNA is designed and used by Sailors, Command Career Counselors (CCC), and command personnel. The web-based system allows Sailors to view available jobs and make their own applications or through their CCC. Sailors can view MNA through the following secure web site: https://mynavyassignment.navy.mil/.

ACCESS REQUIREMENTS
For career counselor access or higher, please use OPNAV 5239/14 SAAR-N and NAVPERS 1330/3 Distribution Systems Request. Both forms are required to be digitally signed and sent by an encrypted email to: MyNavy_Assign.FCT@navy.mil upon completion. The following rules must be followed when filling out OPNAV 5239/14:

- Block 11 - contains access level requested and electronic data interchange personal identifier (Department of Defense Identification (DoD ID) number), usually on the back of your Common Access Card (CAC)

- Block 15 to 16B - Must be signed by your Commanding Officer (CO), Executive Officer (XO), or Officer in Charge (OIC)

- Blocks 18 to 21 - Must be completed by your Command Information Assurance Manager

- Blocks 26 to 30 - Must be completed by your Command Security Manager or whoever does security clearances for your command

- Once entered into the system, use your CAC to login

When applying you will need to complete NAVPERS 1330/3, signed by your CO, XO, or OIC. The signature block on this form must match the signature block on the OPNAV 5239/14. The following information will be completed:

- Section I - Must be completely filled out

- Section II - Check the role(s) for the level of access you are requesting

- Remarks block - Allows you to describe additional information needed, example: additional UICs

- When requesting more than 5 UICs attach an excel spreadsheet

- Accounts will be removed under the following conditions: CAC expiration date, PRD, and security clearance

- For additional information, see the MyNavy Assignment page on the MyNavy HR Website

- NAVPERS 1330/3 is located at: https://www.mynavyhr.navy.mil/Portals/55/Reference/Forms/NAVPERS/NAVPERS 1330-3 Rev08-21.pdf?ver=CKKjpyUaVQ9Sd9fywwyXFQ%3d%3d

When a user transfers, the gaining command must resubmit a new access request - no exceptions. Users should receive confirmation via email that an account has been created within 72 hours of receipt.

For CAC binding resets, disabled accounts, or other inquiries, contact the MNA support staff at MyNavy_Assign.FCT@navy.mil.

CCC ROLES

ENLISTED COMMAND CAREER COUNSELOR ROLE: This role is designed to be utilized by a command's enlisted career counselor in assisting Sailors with viewing potential future jobs in MNA and has the ability to make selections upon a Sailor's behalf. Requests for Enlisted Command Career Counselor should typically be limited to a single command where the person is stationed, however multiple commands may be assigned based on the specific situation.

ENLISTED COMMAND ROLE: This role is designed to be utilized by personnel at a command to review Sailor applications to jobs onboard, offered on MNA during the Sailor Application Phase. This role provides command comments and ranking of applicants. Requests for the Enlisted Command Role should typically be limited to a single command where the person is stationed, however multiple commands may be assigned based on the specific situation.

MNA roles for CCC's that service reserve personnel are: Reserve CCC, and Reserve Command roles, as required.

Additional Roles within MNA include: Activity Manning Manager (AMM), Activity Manning Support (AMS), View Only, Type Commander (TYCOM), Immediate Superior-In-Command (ISIC), and Allocation Manager. CCC's are required to have View Only access.

TIMELINES

The CCC should print and post the MNA schedule found on the MyNavy Assignment homepage every month.

Figure 8-1- MNA Schedule

The following chart applies to Active Duty job applications:

PRIOR TO PRD	ACTION TO BE TAKEN
18-12 Months	- Submit Projected Rotation Date (PRD) change request if command or Sailor desires to adjust PRD based on operational needs or to match PRD to Soft Expiration of Active Obligated Service (SEAOS) - Sailor updates Duty Preferences and My Resume - Sailor applies for any special programs 12-15 months prior to PRD - Sailor can apply for direct conversion, normally 15-12 months prior to PRD
12 Months	- Sailor enters negotiation window - Sailor applies for up to 7 billets in MNA. Utilize the MNA Negotiation Window Table on the MNA page on the MyNavy HR website - Sailors can apply for conversion-out opportunities

8-3

	– Professional Apprentice Career Track (PACT) Sailors begin rating designation process
6 Months	– If Sailor has not yet been selected for orders, detailers issue orders to Sailor based on the highest priority vacant billets

Table 8-1- MNA Active Duty Timeline Chart

Note: Sailors may access MNA anytime to view jobs, perform searches, and bookmark desirable jobs.

Reserve Component (RC) MNA is executed on a quarterly basis rather than a monthly basis. This is an effort to ensure each Selected Reserve (SELRES) Sailor has adequate opportunity to submit for orders during their MNA window and are not disadvantaged by drill scheduling issues. The quarterly schedule will ultimately result in every SELRES PRD falling on the last day of March, June, September, or December.

The following chart applies to SELRES job applications:

PRIOR TO PRD	MNA	ACTION TO BE TAKEN
		– Billets are made available on MNA when the current occupant is 180 days from PRD
180 days prior to PRD	First Cycle	– Review Reserve MNA calendar – Review MNA available billets – Main Phase: All personnel eligible to apply for up to 7 valid billets – Local Phase: Cross Assigned (CA) or In Assignment Processing (IAP) personnel eligible to apply for up to 7 valid billets
Next Quarter	Second Cycle	– Review Reserve MNA calendar – Review MNA available billets – Main Phase: All personnel eligible to apply for up to 7 valid billets – Local Phase: CA or IAP personnel eligible to apply for up to 7 valid billets
	Results	– Selections are announced on or about the first day of the subsequent calendar quarter – A member can be forced out of a billet through it being advertised on MNA and subsequent assignment of said billet to another Sailor

Table 8-2- MNA SELRES Timeline Chart

RC2AC/RC2TAR members must contact their detailer immediately following reenlistment to negotiate for orders. Member must be prepared to transfer at the convenience of and per needs of the Navy. Once gained to the Active Component (AC), the appropriate detailer will draft the member's orders within 5 working days, to include any intermediate stops.

Upon execution of orders, TSC will process the loss transaction from the Navy Reserve Activity (NRA) within 4 days. The gaining servicing TSC will process the gain transaction to the member's new assignment within 4 days once the member reports.

NAVIGATION AND FEATURES

HOME PAGE

The Enlisted CCC Home Page collects information that a Counselor needs on a regular basis. All listings have useful links to functions and information. The home page populates based on all commands the CCC has access to and contains the following: Advertised Jobs, Prospective Losses (Sailors who are either in or past the negotiating window, have no PRD or Orders), and/or Navy Reserve Center (NRC) Applications (NRC applications submitted by Sailors at your command).

Figure 8-2- MNA Homepage

Options under the home menu include: View My Homepage, View My User Profile, View My Area of Responsibility, and Change Roles.

Figure 8-3- MNA Options under Homepage

SAILOR INFO

The Sailor Info menu includes Active/TAR Personnel Detail, Active/TAR Personnel Search.

Figure 8-4- MNA Options under Sailor Info

The Sailor Personnel Detail is a snapshot of certain data fields in a Sailor's service record that affect distribution. You can view Personnel Detail for onboard Sailors and Sailors who have applied for jobs. Personnel Detail supplies 4 sections of information (Professional, Personal, Support, and Special Pays Information) and provides links to other Sailor data.

Figure 8-5- MNA Personnel Detail Page

The Sailor History tab provides information on a Sailor's Navy Enlisted Classification Codes (NEC), schools, physical readiness data, EVAL/FitReps, and warfare qualifications.

Figure 8-6- MNA Sailor History Page

The Sailor Preferences tab shows the Sailor's desires for next job assignment, career goals, school goals, and Special Program interest (this link will be visible only if the Sailor has Duty Preferences on file in MNA.

Figure 8-7- MNA Sailor Preference Tab

The Sailor Application History tab shows all applications successfully submitted by or for the Sailor in the last 5 years.

Figure 8-8- MNA Sailor Application Tab

The Sailor Alert History tab shows Cumulative Alerts, Gates, Flags, and Notifications.
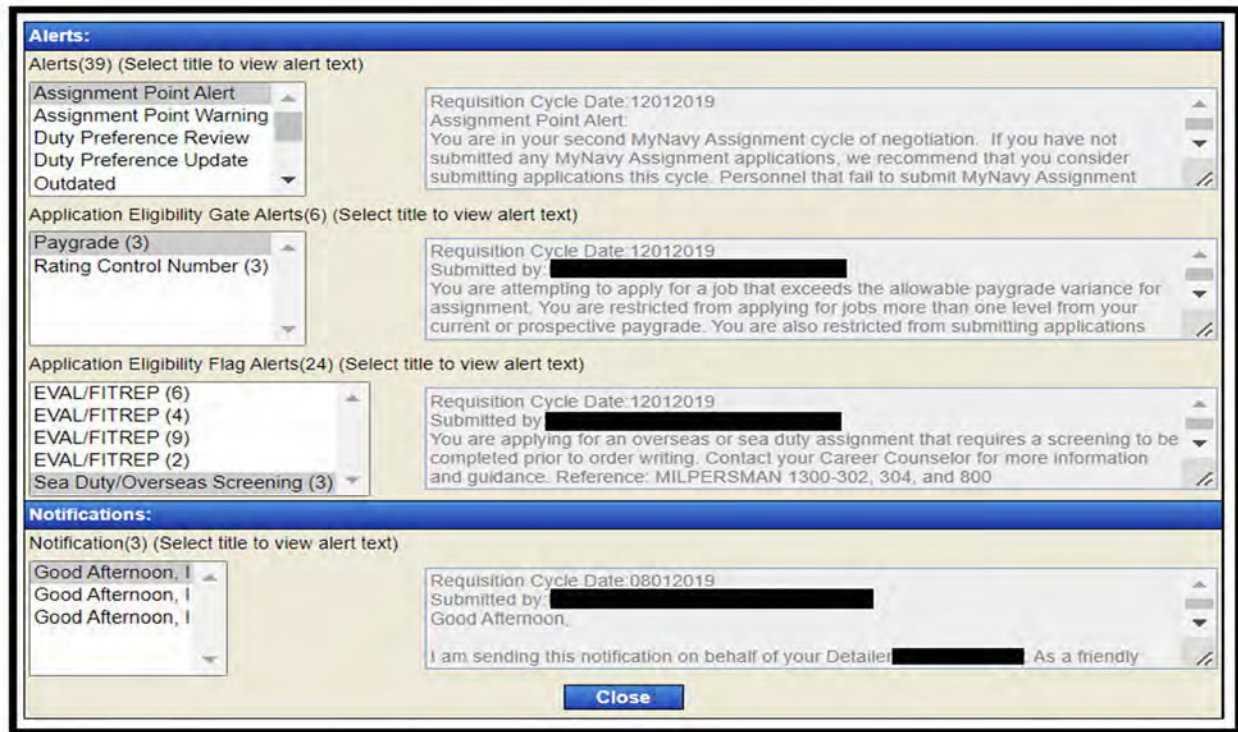
Figure 8-9- MNA Sailor Alert Tab

The View Resume tab is where the Sailor verifies that their information is correct.

Figure 8-10- MNA View Resume Tab (top)

Figure 8-11- MNA View Resume Tab (bottom)

JOBS

The Jobs menu includes Job Search, Active/TAR Search by UIC, View Community Notes.

Figure 8-12- MNA Jobs Menu

The Job Search tab is where the Sailor enters required input (Community/Pay Grade) and optional input. Click search and view the results.

Figure 8-13- MNA Job Search tab

Figure 8-14- MNA Job Search Results

The Submit Active/TAR function allows Sailors with the Enlisted Counselor Role (not Command Rep), to submit applications on a Sailor's behalf during the Application Phase. Access the application screen from multiple places within the system, including Job Search, Job Comparison, and Job Detail. No more than 7 applications are allowed for each Sailor during each application cycle. You must rank each application according to preference (1 - 7, with 1 being most desired).

Locate desired job and select the option to apply.

Figure 8-15- MNA Submit by Job

Enter Sailor SSN and click Load Sailor Data

Figure 8-16- MNA Load Sailor Data in Job

Verify the correct Sailor name displays and select a preference for the application. Enter comments to the Detailer and the Sailor Bid if it is an Assignment Incentive Pay (AIP) job.

SELECT

Make Preference light green for this job (if not already green), and then click apply. Respond to system messages to complete or cancel application submission, as appropriate.

DIRECT CONVERSION REQUESTS

MNA allows Sailors interested in rating conversion to view open positions and determine their potential fit for those positions before the conversion process begins. Rate change requests will be made, approved, and processed within MNA. If quotas out of the Sailor's current rating are not available, Sailors will not normally be able to submit conversion applications.

- Direct conversion requests allow Sailors outside their negotiation window to apply for a job with a different rating

- Enlisted Community Managers (ECM)s have the ability to set a "black out" time, also called a direct conversion threshold, prior to a Sailor entering their order negotiation window. The conversion threshold prevents Sailors from making a direct conversion request in that time frame

- Sailors in their orders negotiation window can request conversion by applying to a job in a rating for which they qualify, assuming that their current rating has out-quotas. Conversion out opportunities are displayed by year group, NEC (if ECM populated), and number of out-quotas

Submit Direct Conversion Requests for Sailors: If a Sailor assigned to one of the counselor's UICs is eligible for direct conversion, the counselor's view of the Sailor's personnel detail page will include a button for submitting a request on the Sailor's behalf.

To be eligible to submit a direct conversion, a Sailor must: Have a PRD that is greater than the direct conversion threshold (at least 1 month beyond the beginning of the orders negotiation window), have conversion data from Career Waypoints, and have the presence of any rating and RIDE/JOIN scores on the personnel detail pages.

Support Information					
Career Waypoints (C-WAY)					
PACT Eligible					
No					
Qualified Conversion Ratings	ETN	EMN	MMN	CTN	MC
RIDE/JOIN Rank	N/A	N/A	N/A	N/A	N/A
JOIN Rank	N/A	N/A	N/A	N/A	N/A
RIDE Rank	8680	8680	8680	8395	8395

Figure 8-17- MNA RIDE/JOIN Scores

To be approved automatically, a direct conversion request requires: Sailor is eligible for the requested rating; an out-quota exists matching the Sailor's rating, pay grade, year group, and service component (Active or TAR); an in-quota exists matching the desired rating, Sailor's pay grade, year group, and service component.

Access the personnel details page of an eligible Sailor desiring direct conversion:

- Go to the Support Information section to see the qualified ratings for the Sailor

- Scroll to the bottom of the page and click Submit Conversion Request

- In the pop-up window, click the down arrow to access the list of ratings

- Select the Sailor's desired Conversion Rating and then click Submit
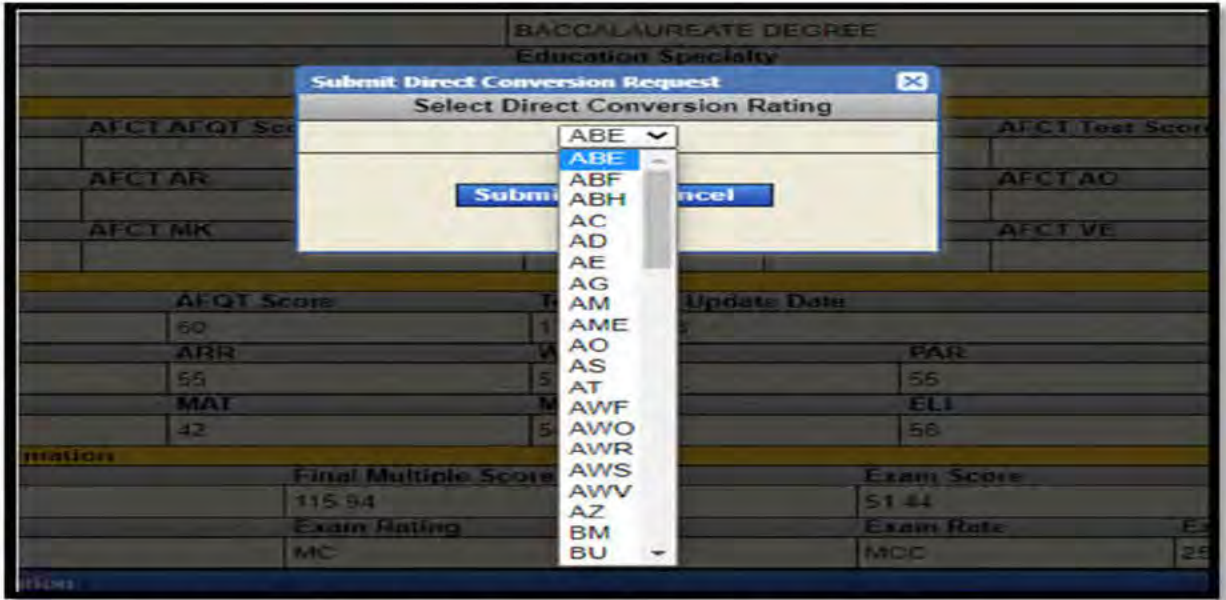
Figure 8-18- MNA Submit Direct Conversion Request
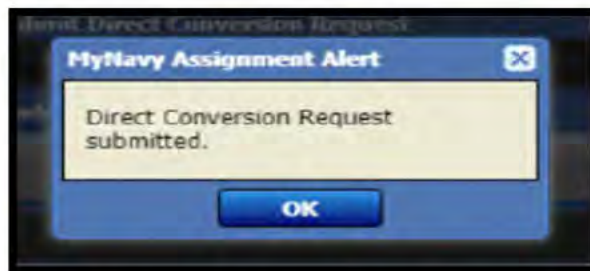
Figure 8-19- MNA Submit Direct Conversion Request Confirmation

The response you receive will depend on workflow requirements as determined by the Sailor's qualified ratings, out-quotas of the Sailor's current rating, and in-quotas of the requested rating. If the Sailor's request was auto-disapproved, you may reload the page and attempt to submit a direct conversion request to a different rating.
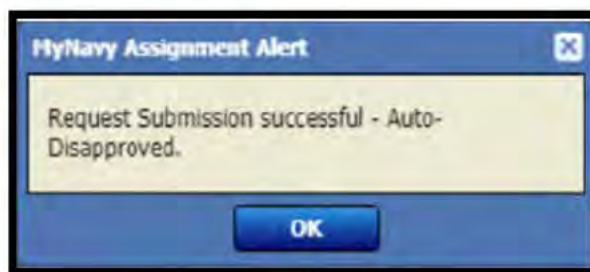
Figure 8-20- Direct Conversion Request Disapproved

If the request was auto-approved or successful and entered the workflow process, the submit conversion request button will no longer display for this Sailor.
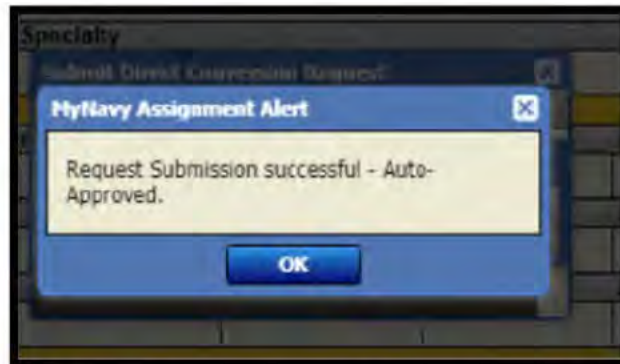
Figure 8-21- Direct Conversion Request Approved

PACT SAILOR DESIGNATION

PACT Sailors have the ability to apply for their rating and next duty station simultaneously.

- PACT Sailors must request participation for MyNavy Assignment via the C-WAY PACT Marketplace prior to submitting for rating/orders. They will follow the same basic order-negotiation process in MNA as other fleet Sailors. If a PACT Sailor selects to remain onboard and are denied, they will automatically be submitted for participation in MNA

- PACT Sailors will begin the rating designation process 12 months prior to their PRD and will apply via MNA for a maximum of 3 cycles
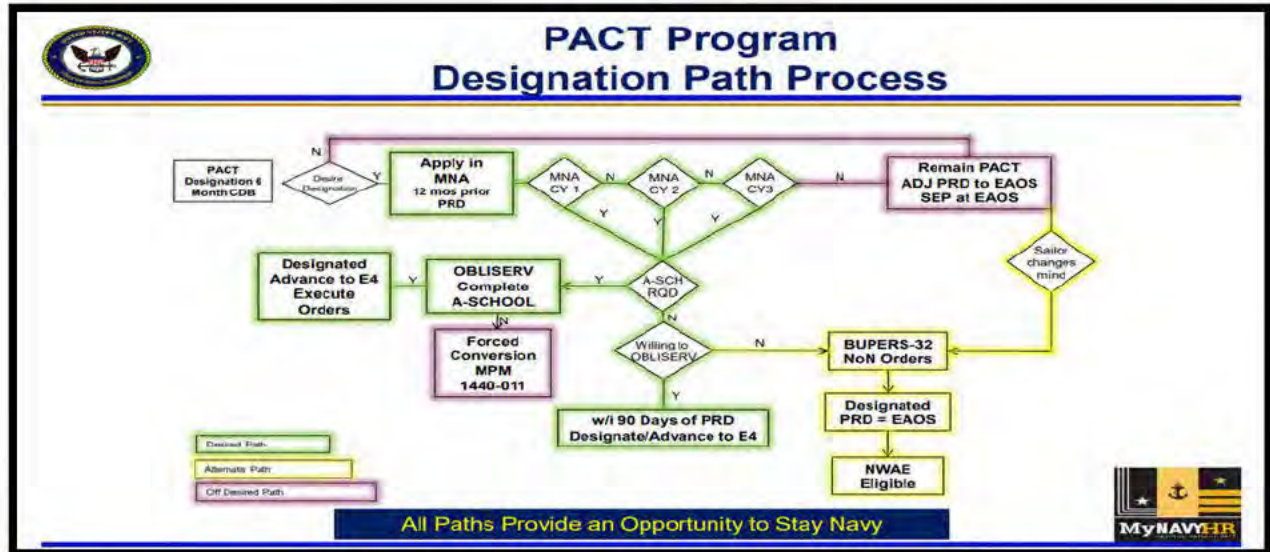
Figure 8-22- PACT Program Designation Path

- PACT Sailors who fail to select for a rate will have their PRD adjusted to match their Soft Expiration of Active Obligated Service (SEAOS). Sailors whose PRD has been adjusted to their SEAOS and desire to negotiate for a designation/requisition outside the normal negotiating window shall contact the PACT Community Manager at PACT_ADMIN.fct@navy.mil for negotiation

- PACT Sailors should submit up to 7 applications each MNA cycle, and Detailers will make job selections based on Sailor's PRD, training availability to meet the job requirements, and the needs of the Navy

- Those Sailors who meet their Obligated Service (OBLISERV) requirements for the new rating or incur a minimum of 24 months sea duty (whichever is greater), can be advanced to E4 with the approval of their Commanding Officer

- PACT Sailors will receive sea duty credit for the time they have served at sea. Sailors who decline to apply for designation will have their PRD adjusted to their SEAOS, will remain in a PACT status for the duration of their enlistment, and will not be eligible for reenlistment

APPLICATIONS

This menu includes Review Active/TAR Job Applications, View Incoming Active/TAR Job Applications, and View Active/TAR Results for Previous Cycle.

Review Active/TAR Job Applications: Once job applications are submitted, they may be reviewed until the detailer selection phase begins. They may be edited or deleted until the end of the current application phase. Counselors may edit the application comments, preference, or the Sailor bid (for AIP jobs). They can also opt to make the preference light green for the application.

View Incoming Active/TAR Applications: All incoming applications at your assigned command(s) will display when you access the incoming applications page. The display of applications includes links to assist in your review of applicants. You may access each applicant's personnel detail and other professional information; compare all applications for a single job or compare any number of applicants side by side.

View Active/TAR Results for Previous Cycle: Application results become available at the end of the selection phase. Results remain viewable until the next selection phase begins. You may see results for a specific Sailor, your entire command, or all applications you submitted for various Sailors.

Figure 8-23- MNA Application Results

REPORTS

This menu includes three reports: Application Summary, Application Cancel, and Career Intention. Select the report, enter the search criteria and then click search. Where available, click links to view report details.

Application Summary Report displays the number of open requisitions per cycle for your command, applications made to those requisitions, and selections made for those applications.

Figure 8-24- MNA Application Summary Report

Application Cancel Report displays the number of applications initiated but not completed, and any associated gates or flags. Analyzing this data can aid in discussions with the ISIC/TYCOM on filling open jobs.

Figure 8-25- Application Cancel Report

Career Intention Report displays summary of career intentions/ career interests for Sailors at your command, as specified in Sailor duty preferences. This information is informative during career development boards (CDB) and for command retention programs.

Figure 8-26- MNA Career Intentions Report

Note: Members who find qualifications missing from the MNA Sailor Info page must work with their CPPA to ensure proper documentation in NSIPS ESR and FLTMPS ETJ. It is not possible to update MNA directly.

RANKING AND COMMAND COMMENTS

The CCC shall also have access to the Enlisted Command role. This allows the command to rank applicants and make command comments. This feature is useful in assisting the detailers with making distribution decisions. This feature is only available under the Command Enlisted role.

Review applications to command jobs and provide comments to the detailer for each applicant during the "apply and command" phases. Rank applicants on a 1-to-5 scale for suitability to the job (1=least fit, 5=best fit).

For more information, review the MyNavy Assignment User's Guide on the MyNavy Assignment Page on the MyNavy HR website: https://www.mynavyhr.navy.mil/Career-Management/ Detailing/MyNavy-Assignment/.

MNA POC: MyNavy Assign.FCT@navy.mil;

MNA Reserve POC: CNRFC Enlisted Assignments@navy.mil

**CHAPTER NINE
DEFENSE MANPOWER DATA CENTER (DMDC)**

INTRODUCTION

DMDC is a website that houses multiple applications for the Transition Assistance Program (TAP). TAP currently consists of 3 user permission types of "Transition Assistance Operators"; Member, Manager and Counselor.

REQUESTING ACCESS

Users should contact the transition helpdesk to request access to the DMDC web site. The transition helpdesk will forward all access requests to the appropriate service's site security manager, who is responsible for providing guidance and authorizing users. All users will be required to complete a DD form 2875 System Authorization Access Request (SAAR) before being approved for access.

TECHNICAL REQUIREMENTS

- The log-in to TAP is protected by secure socket layer technology, and requires an internet browser that supports JavaScript

- To allow all pop-up windows the opportunity to properly launch, recommend the interface 'pop-up blocker' be temporarily disabled while using TAP

- For CAC log-in authentication, a CAC reader and associated software is required

USING THE TRANSITION ASSISTANCE PROGRAM (TAP) WEB APPLICATION

TAP supports secure login authentication for Department of Defense (DoD) Common Access Card (CAC) holders who have been approved by their Service's site security manager for authorized access.

After ensuring you have the minimum web browser requirements and your account was approved, you can access the TAP website following the below steps:

- The TAP log-in page displays

- Click the "Log-in" button

- The standard mandatory DoD notice and consent page displays

- Read the consent to monitor information and click the "OK" button

- The Registered User Logon page displays

- Click the "Continue" button to logon using your CAC (select non-email certificate)

- The TAP home page will be displayed

The home tab is the default landing page when you log-in to the application. Below the introductory paragraph is a current announcement and boxes that support the primary goals of DoDTAP: eForm Dashboard, Person Search, Sessions, VMET, Transition Reports, and Resources. You can click on any box to take you to that section of TAP or alternatively, you can select the applicable tab in the blue ribbon bar on top to navigate to the desired section.
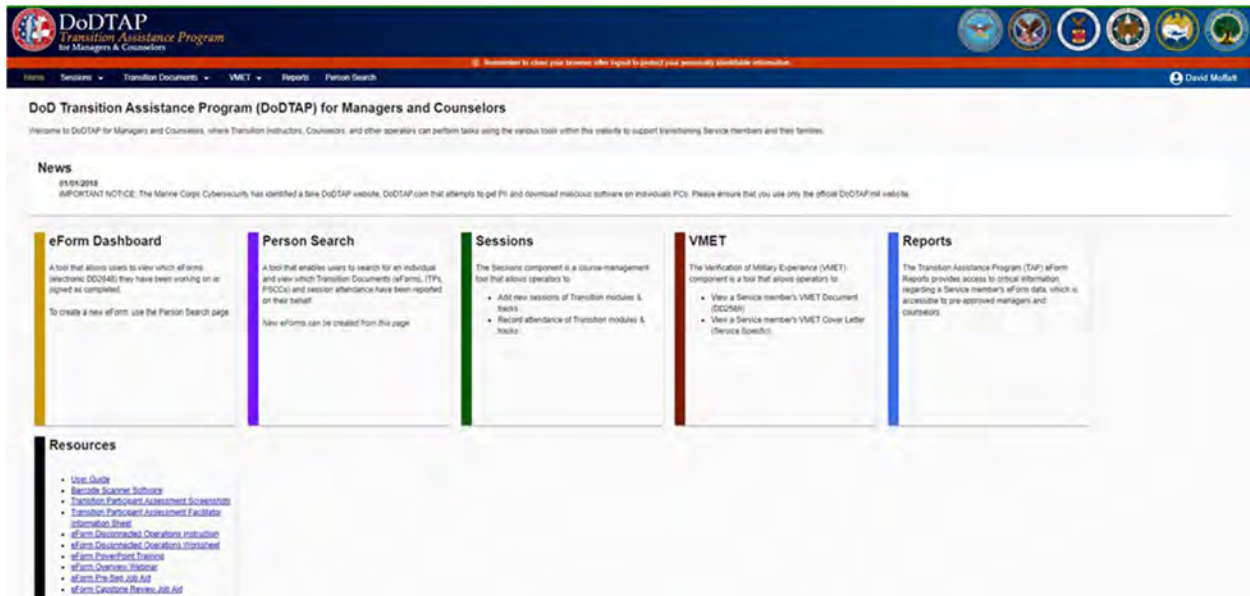
Figure 9-1- DoDTAP Homepage

E-FORM DASHBOARD

With the TAP Manager and Counselor user permissions, counselors can report, search for, edit, or delete e-forms. The e-form Dashboard allows the counselor to view both In-Progress and Completed e-forms. It assists the counselor in managing their Sailors throughout the TAP process by allowing them to accomplish:

- Submit, delete, and view initial counseling, pre-separation/capstone dates, and module/track completion data

- Report, search for, edit, and complete transition checklist (DD 2648 Pre-separation/Transition Counseling and Career Readiness Standards (CRS) e-form for service members separating, retiring, released from active duty (REFRAD), or being deactivated

Figure 9-2- DoDTAP e-form Dashboard

Figure 9-3- DoDTAP e-form Dashboard Search

PERSON SEARCH

Counselors can also search for their Sailors by their last name
and either their DOD ID, or SSN. This assists the counselor in
finding Sailors that they have not worked with before.

Figure 9-4- DoDTAP Person Search

VMET DOCUMENTS

Counselors can access Verification of Military Experience and
Training (VMET) documents (DD-2586 and cover letter) from the
VMET tab. VMET records update periodically.
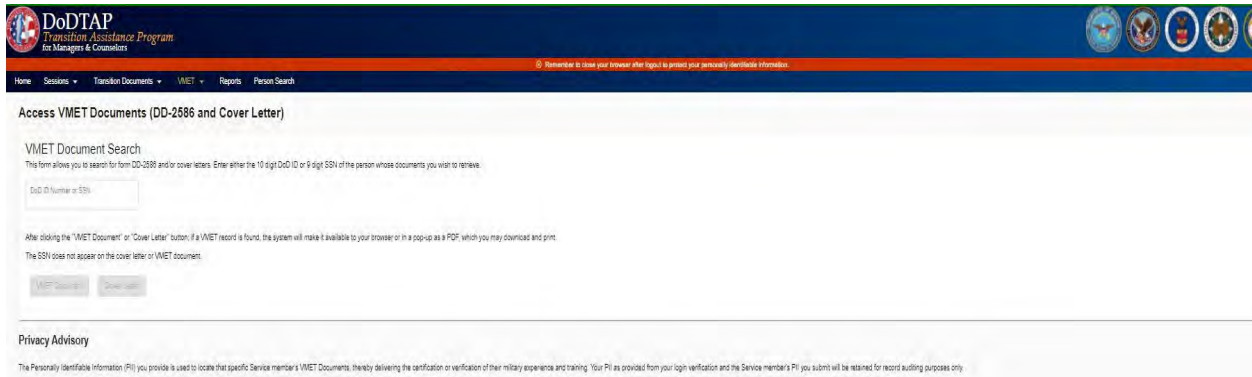
Figure 9-5- DoDTAP VMET Access

COMMANDER'S VERIFICATION

Commanders or their designees will receive e-mail notification
and token-based access to review and verify compliance on a
single dashboard and then notify managers/counselors of
approval.

Figure 9-6- Commander's Verification of e-form

DISCONNECTED OPERATIONS

Disconnected Operations is only intended for situations where connectivity is not available (such as incarceration, hospitalization, or afloat units). When executing disconnected operations there will be an additional worksheet that will need to be completed.

The e-form disconnected operations worksheet can be found on the home tab and gives further instructions on disconnected operation procedures.
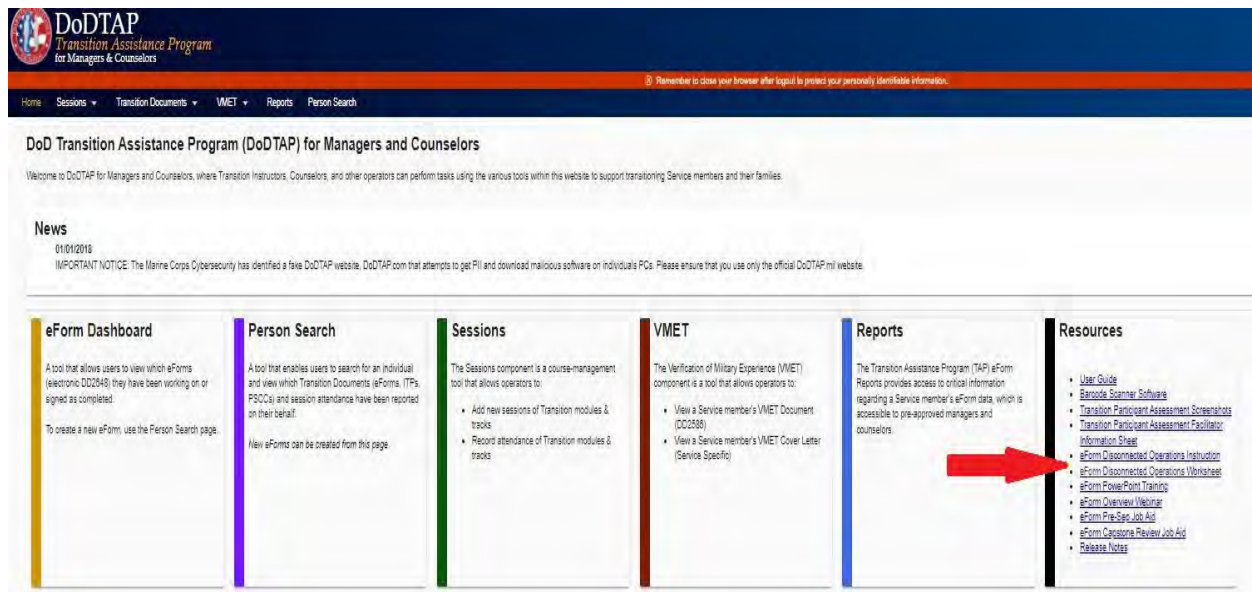
Figure 9-7- e-form Disconnected Operations Worksheet

For the most up-to-date information on the Transition Assistance Program, latest instructions, and processing of required forms visit:

https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/

CHAPTER TEN
NAVY RETENTION MONITORING SYSTEM (NRMS)

INTRODUCTION

The NRMS is a web-based application that is a component of Navy Standard Integrated Personnel System (NSIPS) analytics, with computer-based/online training, an electronic system authorization access request (SAAR) process, and helpdesk support. NRMS is the single authoritative source for retention metrics.

- Used to analyze, maintain, and disseminate command reenlistment and attrition data to fleet and other Echelon II commanders

- Used to monitor navy reenlistment and attrition trends

- Used by fleet and other echelon II commanders to evaluate benchmarks for command recognition awards such as Retention Excellence Award (REA), Best in Class (BIC), Reserve Personnel Program Excellence Award (RPPEA), and other recognition programs

- It has sophisticated business intelligence capabilities, including ad hoc reporting to support analysis

- It has standardized metrics (fleet and staff using same business rules)

- Used to validate transactions (e.g., reenlistments, extensions, separations, etc.) against the command retention-attrition report

- Used to inform Immediate Superior-in-Command (ISIC) of any discrepancies
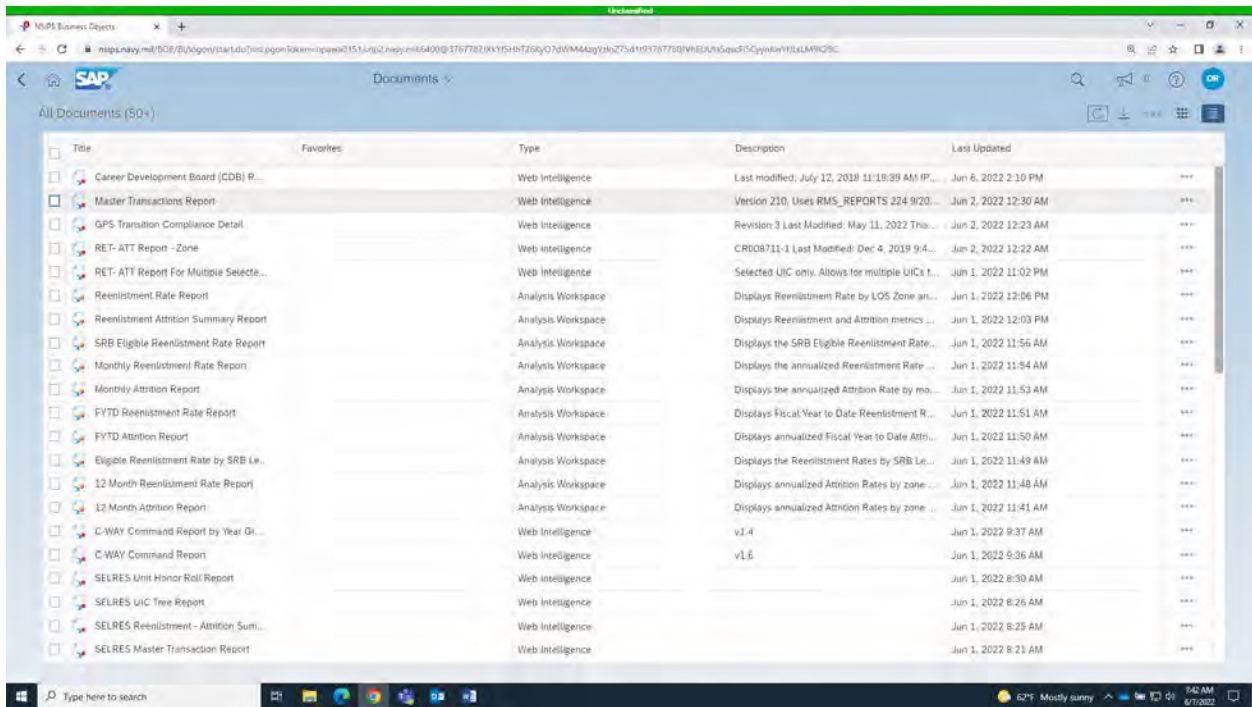
Figure 10-1- NRMS Documents

NRMS ACCESS

Your NRMS account will be created separately from your CIMS account, but will go through the same steps as creating your CIMS account. To request access to NRMS, navigate to the NSIPS website and look for the NRMS link to submit OPNAV 5239/14 SAAR-N online for access and to download the NRMS Power Points.

NRMS REPORTS:

Command Career Counselors (CCC) utilize NRMS to review the following reports:

- Retention/Attrition

- Transaction

- Career Information Program Analytical

- Unit Identification Code (UIC) Tree

- Soft EAOS Metric Cubes

- Transition Goals, Plans, Success Analytics

RETENTION-ATTRITION (RET-ATT) PROGRAM REPORTS

The CCC is the principal command advisor in all matters
concerning the career development of Sailors and is responsible
for monitoring retention and attrition statistics and preparing
monthly and quarterly reports for submission to the CO. In
order to track program effectiveness, the CCC must maintain data
as outlined in OPNAVINST 1040.11(series). In the Career
Counselor folder in NRMS, there are two types of reports that
produce the same data but with the following exceptions:

- RET-ATT Report – Zone (provides query capability)

- RET-ATT Report – Zone - Less Prompts (no query capability)

RET-ATT Report – Zone has a query feature that allows commands
to filter data. The query feature is labeled as "Report Group
By" within the report prompt panel. Some of the "Report Group
By" categories include, but are not limited to:

- Branch class

- Accounting category code

- Dependent category

- Duty type

- Education category

- Gender

- Primary Navy enlisted classification code

- Pay grade

- Platform

- Ship category

- Race/ethnicity

- Rating

- Region or area of responsibility
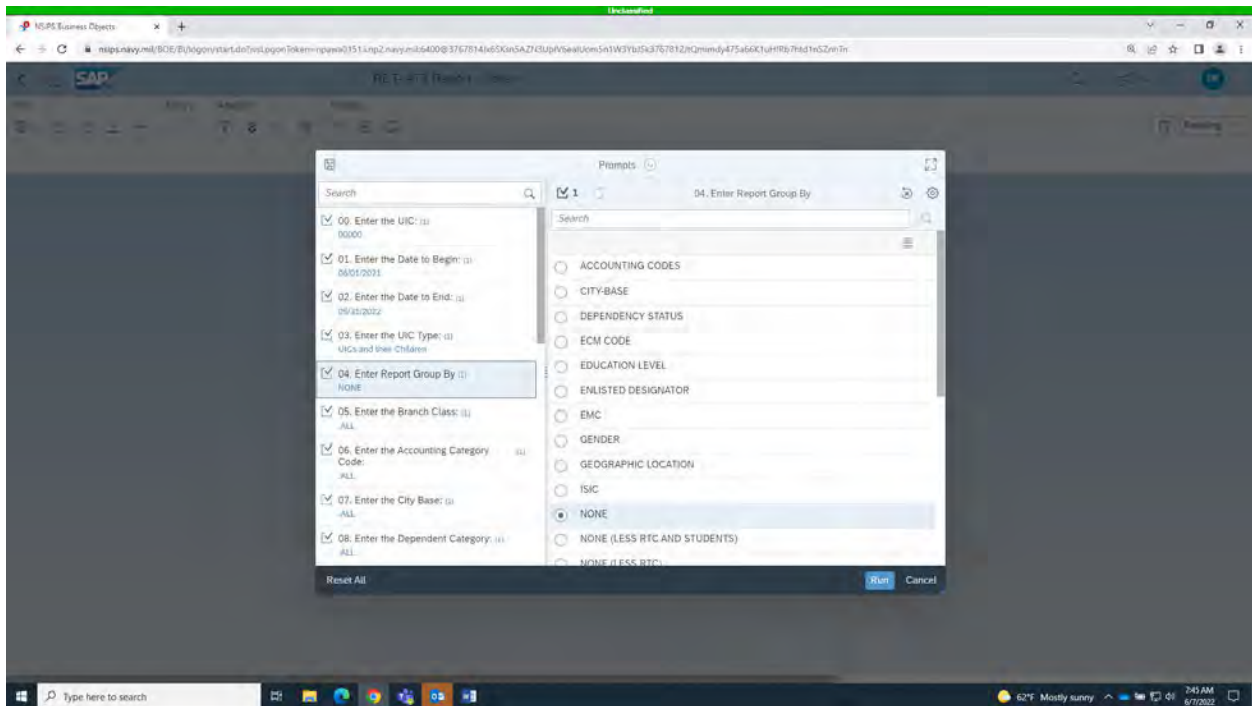
Figure 10-2- RET-ATT Report – Zone (With Prompts)

RET-ATT Report – Zone – Less prompts provide the data without the "Report Group By" feature.
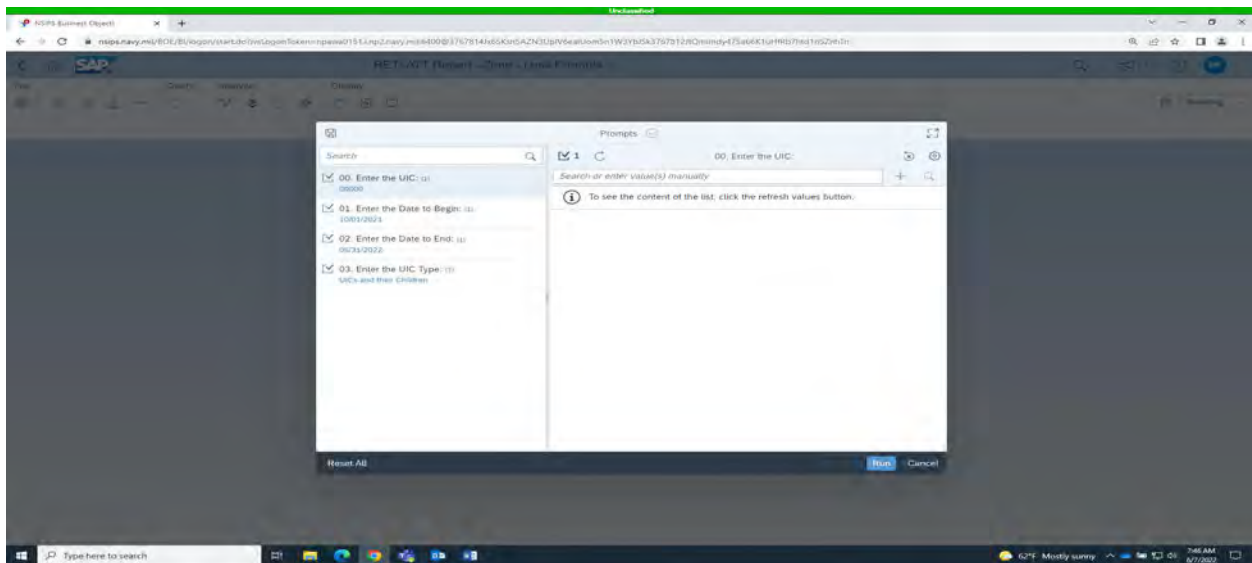
Figure 10-3- RET-ATT Report- Zone- Less Prompts

TRANSACTION REPORTS

The two types of transaction reports within NRMS are the Master Transaction Report and the Transaction Report. These reports complement the RET-ATT reports. RET-ATT report provides the numbers and the transaction reports provides the details (names, etc.) behind the numbers.

The transaction reports provide the list of transactions that are captured within NSIPS. These transactions include:

* Reenlistments

* Separations

* Operative extensions

* Retirements

* Fleet Reserve

* Non-qualifying extensions*

* Executed extensions*

Note: *Not displayed on the RET-ATT Reports.

The key differences between the transaction reports are:

* Master Transaction Report displays the data associated with the UIC and its children. The term "children" refers to subordinate UICs that are assigned under the parent UIC

* Transaction Report displays the data associated to the UIC only

* To verify your UIC structures refer to the UIC Tree Report

CAREER INFORMATION PROGRAM ANALYTICAL REPORT

The Career Information Program Analytical Report is located in the CIMS Analytics folder within NRMS and is compiled from CIMS and comprise the following:

* Retention/Attrition Report

- CDB completion rate

- C-WAY-Reenlistment submission rate

- Advancement statistics (last cycle)

- Physical Fitness Assessment (PFA) statistics (last cycle)

- College education level

- Career Development Training Course

CAREER INFORMATION PROGRAM ANALYTICAL REPORT for   OPNAV (00011)
UIC(s) Selected: Selected UICs
Based upon Date Range: January 1, 2022 through February 28, 2022
Branch Class: USN & USNR FTS
# of Months: 2

UIC: 00011 OPNAV

Career Information Analytical Report Section I
(based on entire date range selected)

RET/ATT Summary

Zone	AT EAOS	Before EAOS	Ineligible Losses Before EAOS RE-4	Ineligible Losses Before EAOS Other	Reenl	RA	Reenl Rate	Reenl Rate With RA	RA Rate	Cross Section Att Rate	Avg Non EAOS Inv
A 0 - 6 Yrs	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	10
B 6+ - 10 Yrs	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	18
C 10 + - 14 Yrs	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	20
D 14 + - 19 Yrs	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	20
E 20 Plus Yrs	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	16
Total Less Zone E	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	67

Career Development Boards (CDB)	Reporting	6 Months	12 Months	18 Months	24 Months	36 Months	48 Months	60 Months	Total
Completion Rate	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	100.0%	0.0%	50.0%

Career Waypoints (C-WAY) Packages	Submitted	Approved in Rate	Conversions	Denied - Final	% On Time (SEAOS)
Total Number	0	0	0	0	0.0%

Career Information Analytical Report Section II
(based on date range "End Date" Only)

Last Active Duty Advancement Cycle # 220	E4	E5	E6	E7	E8	E9
Command USN	0.0%	100.0%	26.7%	0.0%	0.0%	0.0%
Command FTS	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
All Navy USN	39.8%	24.8%	19.8%	0.0%	0.0%	0.0%
All Navy FTS	52.7%	24.9%	14.1%	0.0%	0.0%	0.0%

Last PRT Cycle ( )	Pass	Medl Waived	Fail	No Show	Excused	Unknown
Total Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Current College Education Levels	E1	E2	E3	E4	E5	E6	E7	E8	E9
Associate Degree	0	0	0	0	2	2	3	1	1
Bachelor's Degree	0	0	0	0	2	7	6	1	1
Master's Degree	0	0	0	0	0	2	3	1	2

Current Career Development Training Course (CDTC)	Assigned	Trained	PCT
Career Counselors	9	5	55.6%

Universe: CIMS CIPAR

Page 1 of 1

Figure 10-4- Career Information Program Analytical Report

UNIT IDENTIFICATION CODE (UIC) TREE REPORT

The UIC Tree Report produces the Chain of Command (COC) structure that is used for data roll-up and reporting within NRMS. The UIC type within reports has the option for "Selected UICs", "UICs and their Children", and "Children Only".

Sample UIC Tree Report, which shows the COC above the selected UIC and any commands that fall below a selected UIC.

UIC Tree Report for UIC: 00011

```
00011 OPNAV
    00014 CNR ARLINGTON VA
        00173 NRL WASH DCNWCF
            31686 FLTSCIDEVRON ONE PAX RIVER MD

            44905 NRLSITEDET PTHUENEME SEA COMP

            48485 NAVRSCHLABSUPDET WASH DC

            48498 FLTSCIDEVRON ONE SUPPACT

            66846 NRLSITEDET PT HUENEME

            68288 NRL SITE DET (SEA COMPONENT)

        43503 ONR LO CLO POL TECH & ADV PROJ

        47556 MDA NATL TEST FAC

        62923 ONRG HQ SINGAPORE
            35997 ONR INT FLD OFF ASIA TOYKO JP

            40412 ONR GLOBAL DET SINGAPORE

            60158 ONRG DET PRAGUE
```

Figure 10-5- UIC Tree Report

The UIC filters within reports will use the structure from the UIC Tree Report when displaying data. The following definitions are used to determine which UICs are included in each report:

- Selected UICs: Displays data from only the UICs that are directly entered into the filter of a report

- UICs and their Children: Displays data from the UIC entered in a report filter and all UICs that are below the command within its UIC tree

CHILDREN ONLY: Displays data from only the UICs that are below the UIC that are entered in the report filter.

Note: CCC shall verify UIC tree. To correct UIC discrepancies contact your ISIC/TYCOM.

TRANSITION GOALS, PLANS, SUCCESS (GPS) ANALYTICS REPORTS

GPS Analytics Reports provide the capability to report and analyze active and reserve, officer and enlisted, transition GPS data via ad hoc and standardized reports down to the UIC level.
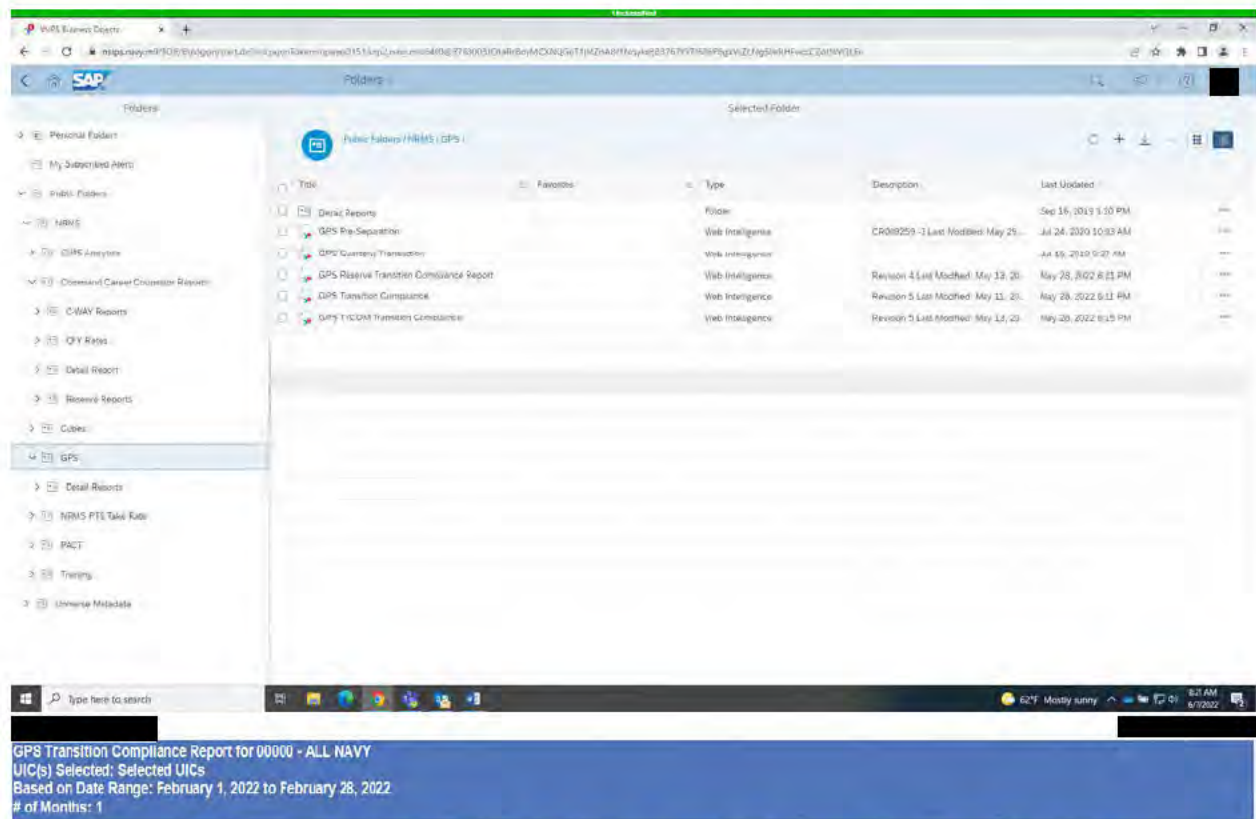
Figure 10-6- GPS Analytics Reports

REENLISTMENT STATISTICS

Reenlistment statistics are divided by five zones of enlistment:

Active Component
Zone A – 0 to 6 years
Zone B – >6 to 10 years
Zone C – >10 to 14 years
Zone D – >14 to 20 years
Zone E – >20 years

Table 10-1- Enlistment Zones

The following formulas are used to compute active duty retention statistics:

Reenlistment Rate (Aggregate) =	Reenlistments + LTE / Reenlistments + LTEs + EAOS Losses
Reenlistment Rate with RA (Reserve Affiliation) =	Reenlistments + LTE + RAs / Reenlistments + LTEs + EAOS Losses
Cross Section Attrition	[Non EAOS Losses / Non EAOS Inventory *12 /# months]

Table 10-2- Retention statistic formulas

Reenlistment Rate (Aggregate) Example:

        Reenlistments (9) + LTE (1) = 10
        Reenlistments (9) + LTE (1) + EAOS Losses (5) = 15
        10/15 = 66.7%

Reenlistment Rate with RA (Reserve Affiliation):

        Reenlistments (8) + LTE (1) + RA (1) = 10
        Reenlistments (8) + LTE (1) + EAOS Losses(5) = 15
        10/15 = 66.7%

Cross Section Attrition:

        Non EAOS Losses (4) / Non EAOS Inventory (10) = 40%
        .40 x 12 = 4.8
        4.8 / 12 = .4

RET/ATT SUMMARY for All Navy (00000)
By Enlistment Zone Based on Transaction Date
UIC(s) Selected: UICs and their Children
Based upon Date Range: October 01, 2020 through September 30, 2021
# of Months: 12

Zone	At EAOS	Before EAOS	Ineligible Losses Before EAOS RE-4	Ineligible Losses Before EAOS Other	Reenl	RA	Reenl Rate	Reenl Rate With RA	RA Rate	Cross Section Att Rate	Avg Non EAOS Inv
A 0 - 6 Yrs	23894	10638	4962	5373	15192	814	63.6 %	67.0 %	9.6 %	7.0 %	153043
B 6+ - 10 Yrs	12978	1026	362	630	8056	829	62.1 %	68.5 %	17.7 %	2.1 %	48166
C 10+ - 14 Yrs	6754	519	123	377	5434	306	80.5 %	85.0 %	25.5 %	1.7 %	30141
D 14+ - 19 Yrs	6547	284	88	173	6145	82	93.9 %	95.1 %	61.2 %	0.9 %	33105
E 20 Plus Yrs	7124	130	8	115	1959	0	27.5 %	27.5 %	0.0 %	1.0 %	12480
Total Less Zone E	50173	12467	5535	6553	34827	2031	69.4 %	73.5 %	14.1 %	4.7 %	264455

10638 divided by 153043 Average Non EAOS Inventory = 7.0% Cross Section Attrition

Figure 10-7- Cross Section Attrition

Note: All variables subject to change based on validated transactions. Utilize Master Transaction Report for cross referencing.

Active Component definitions of terms:

- Long Term Extension (LTE): Extension of 24 months or greater. Does not include 6-Year Obligation (6-YO) Program 24-month extensions

- Before Expiration of Active Obligated Service (EAOS) losses: Losses more than 90 days before EAOS

- Before EAOS inventory: The number of people that are more than 90 days from their hard EAOS

- Cross-Section Attrition Rate: Measures annualized loss behavior prior to EAOS obligation for the zone population

LEGACY RETENTION EXCELLENCE AWARD (REA)/BEST IN CLASS (BIC) REA

The REA is an annual award used by fleet and other Echelon II commanders to recognize superior command accomplishment in executing programs and policies that best enable our Sailors to succeed in their navy careers and directly supports the concept of brilliant on the basics. The BIC distinction will highlight commands that optimize principles to retain an operationally ready, diverse and talented force. Units not identified to participate in the REA BIC distinction will be identified as REA

Legacy and follow REA benchmarks for the current FY.
Eligibility is established by each Echelon II command in
conjunction with their requirements. All REA awardees are
authorized to fly a retention excellence pennant. REA BIC
awardees are authorized to paint their anchor gold as
applicable. Refer to the most recent REA benchmarks NAVADMIN to
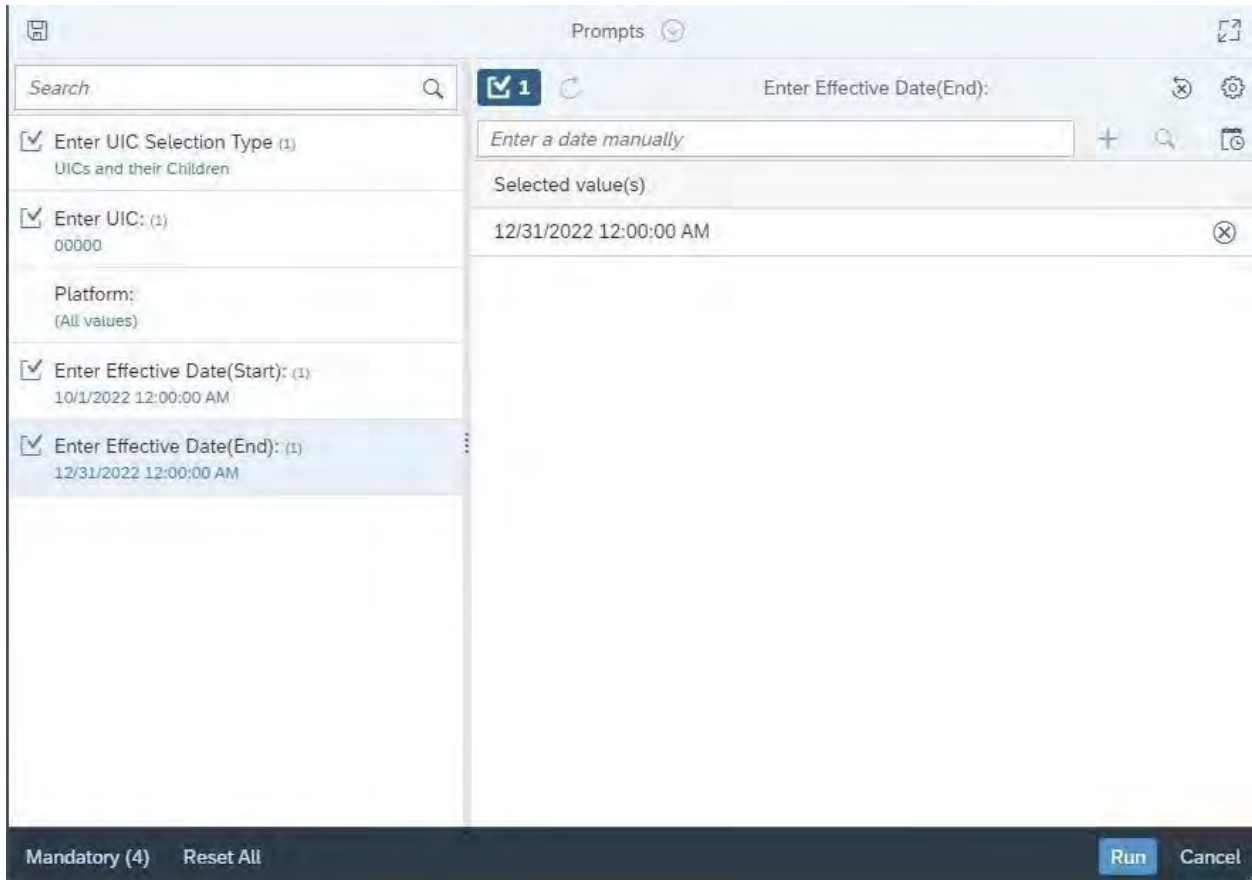determine eligible BIC Units.

Figure 10-8- REA BIC PROMPTS

Retention Excellence Award (REA) Best in Class for All Navy (00000)
By Enlistment Zone Based upon Transaction Date
UIC(s) Selected: UICs and their Children

For Date Range: October 01, 2022 through December 31, 2022
# of Months: 3

Platform	Command	Command Name	Eligibility Flag	Zone A Statistics								Zone B Statistics						Zone C Statistics					
				EAOS Loss	Before EAOS Loss	Reenl	RA	Avg Non EAOS Inv	Reen Rate %	Reen Rate with RA	Cross Section Att%	EAOS Loss	Before EAOS Loss	Reenl	RA	Reen Rate %	Reen Rate with RA	EAOS Loss	Before EAOS Loss	Reenl	RA	Reen Rate %	Reen Rate with RA
CV-CVN	03368	CVN 68 NIMITZ	Ineligible	44	34	47	0	1936	51.6%	51.6%	7.0%	1	2	7	0	70.0%	70.0%	0	0	15	0	100.0%	100.0%
CV-CVN	03369	CVN 69 EISENHOWER	Ineligible	57	36	59	2	2066	60.9%	52.6%	5.9%	2	0	6	4	86.7%	100.0%	3	0	12	0	80.0%	80.0%
CV-CVN	20993	CVN 70 VINSON	Ineligible	47	26	58	4	2025	58.2%	59.0%	5.1%	2	1	9	1	80.0%	90.0%	0	0	6	0	100.0%	100.0%
CV-CVN	21247	CVN 71 T ROOSEVELT	Ineligible	69	32	57	2	1919	58.4%	61.5%	5.7%	2	2	3	1	50.0%	66.7%	0	1	14	0	100.0%	100.0%
CV-CVN	21297	CVN 72 ABRAHAM LINCOLN	Ineligible	37	6	59	6	2069	65.1%	69.8%	1.0%	4	1	11	0	73.3%	73.3%	1	0	10	1	90.9%	100.0%
CV-CVN	21412	CVN 73 GEORGE WASHINGTON	Ineligible	19	23	49	1	1820	72.1%	73.5%	5.1%	2	0	5	0	71.4%	71.4%	2	0	2	0	50.0%	50.0%
CV-CVN	21847	CVN 74 JOHN C STENNIS	Ineligible	34	23	49	1	1868	58.5%	62.2%	5.0%	2	1	4	0	66.7%	66.7%	1	0	11	0	91.7%	91.7%
CV-CVN	21853	CVN 75 HARRY S TRUMAN	Ineligible	14	4	25	4	2053	64.1%	74.4%	0.8%	7	0	3	1	30.0%	40.0%	1	0	7	0	87.5%	87.5%
CV-CVN	22173	CVN 76 RONALD REAGAN	Ineligible	6	22	57	2	2273	69.3%	92.0%	3.9%	2	0	10	0	83.0%	83.3%	3	3	13	0	82.1%	82.4%
CV-CVN	22170	CVN 77 GEORGE H W BUSH	Ineligible	18	56	94	3	1858	85.6%	88.2%	11.8%	5	0	13	0	86.7%	86.7%	0	0	14	0	100.0%	100.0%
CV-CVN	23173	CVN 78 GERALD R FORD	Ineligible	16	32	83	2	1460	67.3%	71.4%	5.7%	1	0	13	0	92.9%	92.9%	1	2	11	0	91.7%	91.7%
CV-CVN	66585	CVN 79 JOHN F KENNEDY PCU	Ineligible	1	13	6	0	709	83.3%	83.3%	7.3%	1	1	4	0	80.0%	80.0%	1	0	7	0	87.5%	87.5%
		Report Totals:		332	314	611	28	22129	64.8%	67.8%	5.8%	32	9	87	7	73.1%	78.0%	13	5	123	1	90.4%	91.2%

Figure 10-9- REA BIC REPORT

CHAPTER ELEVEN
CAREER INFORMATION PROGRAM REVIEW (CIPR)

INTRODUCTION

The CIPR is the fleet, force, and Immediate Superior-in-Command's (ISIC) primary resource to assess the effectiveness of a command's career development program (CDP). Additionally, this resource is for commands to objectively self-assess their organizational strengths and other areas that require further attention.

Per OPNAVINST 1040.11 (series), the command must be evaluated annually using NAVPERS 1040/2 Career Information Program Review. The CIPR is located on the MyNavy HR website at: https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Resources/

Results will be recorded and a Plan of Action and Milestones (POA&M) generated to ensure all elements of the program are in compliance with policy and or instruction.

A self-assessment must be completed within 90 days of a newly reporting Command Career Counselor (CCC). Findings must be forwarded to the ISIC upon completion. A summary should be created per the SECNAV M-5216.5 (Navy Correspondence Manual) and forwarded to the Chain of Command (COC).

Commands with multiple Navy Counselors (NC) (CVN, LHD, etc.) may conduct a CIPR with the newly reporting NCs, within the 90 days of members reporting, as a training tool to familiarize them with the command's programs and can be forwarded to the ISIC for review.

TYPES OF CIPRS

- TYCOM and ISIC reviews are conducted annually by the next higher echelon

- Command review is an internal self-assessment and must be conducted within 90 days of new CCC reporting on board. Additionally, this can be conducted anytime at command discretion, e.g., new Commanding Officer (CO) or Command Master Chief (CMC) reporting on board

- Department reviews are conducted annually by the CCC and it is strongly recommended prior to any turnover by departmental CCs

- An assist CIPR is a command-requested review to be conducted by the ISIC or TYCOM. This will be an informational CIPR and the results are maintained within the command lifelines

CONDUCTING AND BRIEFING A PROGRAM REVIEW

NAVPERS 1040/2 is the primary resource to assess the effectiveness of a command's CDP. Additionally, this resource is for commands to objectively self-assess their organizational strengths and other areas that require further attention.

- Commands will be notified, via official correspondence, no less than 45 days prior to the program review. Consideration must be given to the command's operational/mission requirements

- CIPRs will not be conducted during the first quarter of the fiscal year

- CIPRs not conducted by the ISIC during the FY must be approved in writing by the Type Commander (TYCOM) prior to the review. Navy Reserve Center (NRC) Career Counselors (CC) will conduct CIPR annually on all reserve units administratively assigned

- Prepare a summary and POA&M

- Analyze and develop recommendations to present to the CO for implementation

- Schedule CIPR in-brief and out-brief with CO, XO, and CMC

PLAN OF ACTIONS AND MILESTONES (POA&M)

POA&M will be completed by the command and forwarded to the ISIC within 30 calendar days of the CIPR. It should address areas that have been identified of non-compliance and the command's course of action to correct discrepancies. The POA&M will state specific actions to be taken; program manager who is responsible for completing the action; the start, milestones, and completion dates; and expected results. Commands will track all action

items and ensure they are completed prior to next CIPR. Refer
to the CIPR training located:

https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Resources/ for guidance, and memorandum templates.