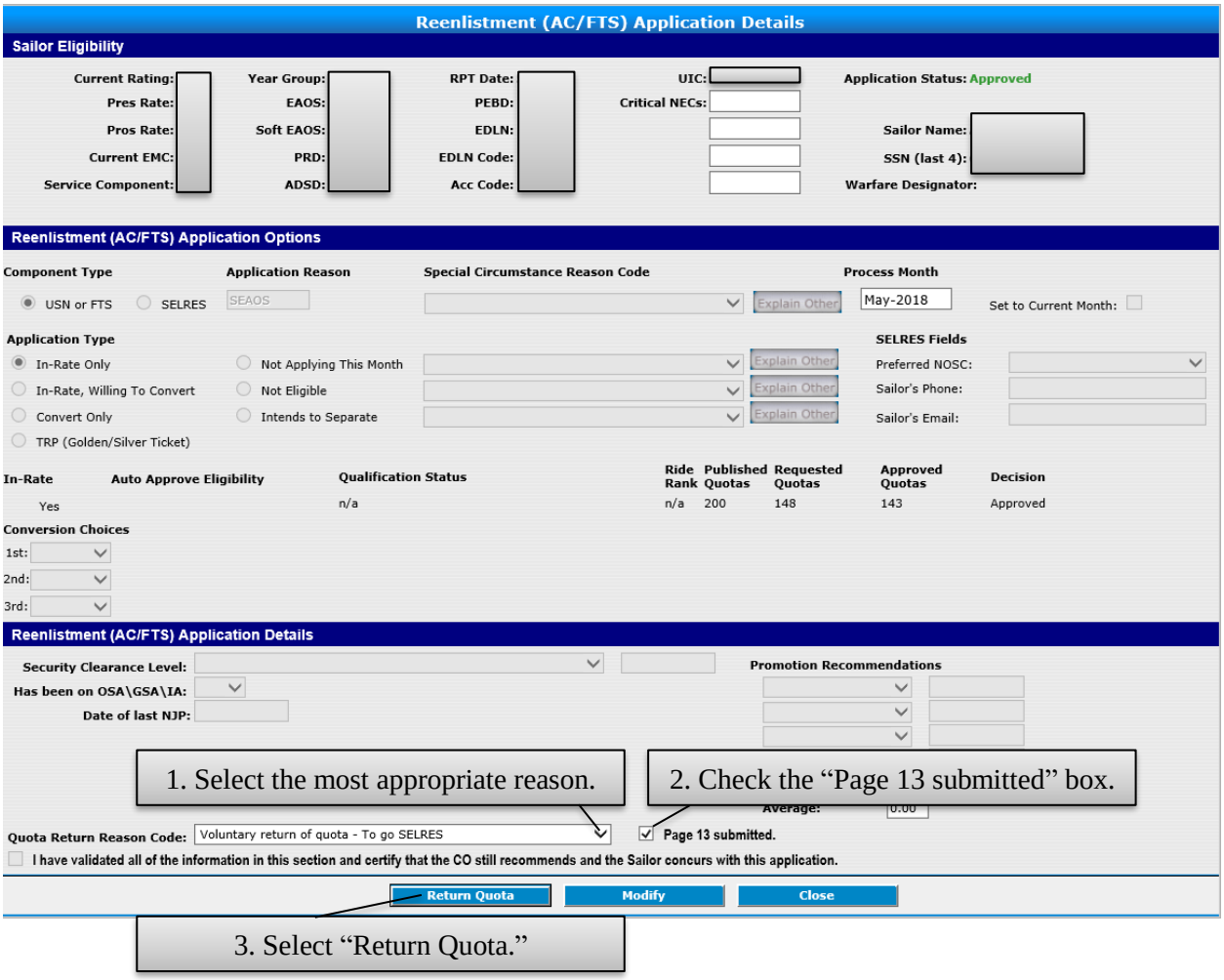
RETURNING A REENLISTMENT (AC/FTS) QUOTA
(11 June 2018)

1. Retrieve the applicable "Approved" (Approved, Approved-DC or Approved-A School) application and open it.
2. Go to the bottom of the page and click on the dropdown box titled "Quota Return Reason Code." Select the most appropriate reason from the list provided.
3. Check the box titled "Page 13 submitted," as this is required for all Sailors returning quotas per MILPERSMAN 1160-140. Page 13's (NAVPERS 1070/613) should be uploaded into eSubmission once signed.
4. Click on the "Return Quota" button at the bottom of the page.
5. Upon completion of this process, the application status will be updated to "Approved-Revoked" or "Denied-Final Active," depending on the Sailor's distance from SEAOS.

Note 1: Be advised, that if you return the quota and the Sailor is still within their C-WAY window, a new application will be generated within 24 hours and submission will be required. If you revoke a quota on 30 May, a new application will generate 31 May. CCCs must plan appropriately as "Failed to Submits" will not be removed for this situation.
Note 2: If the CCC can't return the quota due to system errors, send the page 13 to career_waypoints@navy.mil to have the quota revoked.