



# **CAREER WAYPOINTS (C-WAY) USER GUIDE**

**BUPERS-33  
(REV. 20 Aug 2019)**

# TABLE OF CONTENTS

○ C-WAY Website	3
○ Cover Sheet	4
○ C-WAY Modules	5
○ Current OPNAV N13 Business Rules	6
○ SAAR Addendum	7
○ How to Fill Out the SAAR Addendum	8
○ How to Remove C-WAY Access	10
○ To See a List of Sailors	11
○ IA/TAD Sailors	13
○ To Qualify a Sailor	14
○ SEAOS Timeline	21
○ PRD Timelines	22
○ SEAOS Applications	23
○ Submitting C-WAY-REEN Applications (details all six Application Types)	24
○ Member “Undecided” information located on pages 30 and 31	
○ Determining In-Rate and Conversion Opportunities	36
○ Approval Process Overview	38
○ Determining Automatic Approval Eligibility	39
○ Spec-Circ PRD Applications	40
○ To Check the Status of an Application	41
○ How to return an Approved Quota	42
○ Targeted Reentry Program (TRP)	43
○ SELRES Applications	47
○ Printing a Final Determination Letter	49
○ C-WAY Command Summary Reports	50
○ C-WAY-PACT Designation	51
○ Submitting a C-WAY-PACT Designation Application	53
○ C-WAY-CONV for RC to RC	55
○ Submitting a C-WAY-CONV Application	56
○ Checking the Status of a C-WAY-CONV Application	59
○ Transition Applications (RC to AC/FTS)	60
○ Submitting a C-WAY-TRANS Application	61
○ Determining Total Active Service for RC to AC is located on page 63	
○ Checking the Status of a C-WAY-TRANS Application	65
○ How to Find Community Health Slides	66
○ Reenlistment Checklist for Success	69
○ Status Codes	70
○ Closing	71

# WEBSITE FOR C-WAY



**Navy Personnel Command**

**C-WAY**

Navy Personnel Command > Career Info > Career Counseling > C-WAY

Boards \* Career Info \* Officer \* Enlisted \* Support & Services \* Organization \* Reference Library \*

Augmentation  
Career Counseling  
**C-WAY**  
CIMS and NRMS  
Commissioning Programs  
Resources

Career Toolbox  
Deployability  
Education  
Enlisted Career Admin  
Language & Culture  
Officer Career Prog  
Pay and Benefits  
Performance Evaluation  
Personnel Conduct and Separations  
Records Management  
Reserve Personnel Mgmt  
Retirement

**Career Waypoints (C-WAY)**

[FAQs for Extension of Enlistments to Complete Prescribed Sea Tour for First Term Personnel](#)

The **Career Waypoints (C-WAY)** system 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 designated as a long-term force management tool, balancing manning across rates, ratings, Active Component (AC), Full Time Support (FTS), and Reserve Component (RC) through Bureau of Naval Personnel (BUPERS) control of the reenlistment and enlistment contract extension quotas.

The following enlisted career management processes are supported by the C-WAY system:

- **Reenlistment** - Applies to Sailors E3 to E6 with 14 years or less of active service between Active Duty Service Date (ADSD) and Expiration of Active Obligated Service as Extended (SEAOS) requesting authorization to either reenlist. C-WAY automatically generates most reenlistment applications for Sailors 15, 14, and 13 months prior to Projected Rotation Date (PRD) who have 24 months between PRD and SEAOS and for Sailors 16 to 13 months prior to SEAOS. Lateral conversion for Active Component (AC) and Full Time Support (FTS) and transition between AC and FTS will be submitted during the Sailors' Reenlistment looks.
- **PACT Designation** - C-WAY PACT Designation (Professional Apprenticeship Career Track) auto-generates partially populated applications for PACT Sailors who are eligible for rating designation via class "A" school, or Direct Rating Entry Designation (RED), or apprenticeship change. See MILPERSMAN 1306-611 for details.
- **Conversion** - Reserve Component (RC) Sailors who desire lateral conversion will apply via the Conversion module in C-WAY. See MILPERSMAN 1440-010, BUPERSINST 1001.39 (Series).
- **Transition between Reserve Component and Active Component (AC) or Full Time Support (FTS)** - RC2AC transition requests are incorporated into C-WAY. Additionally, SELRES and Voluntary Training Unit (VTU) Sailors use C-WAY to apply for both in-rate and conversion into ratings with available AC and FTS quotas, provided they meet program requirements.
- **Reclassification** - Utilized by the Production Management Office to reclassify AC and FTS Sailors attriting from Recruit Training

<http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>

Note: BUPERS-33 recommends all CCCs visit this site routinely as we post updates as they occur.

Questions regarding C-WAY Policy and this guide may be submitted to [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil).

# COVER SHEET

General Information. The Career Waypoints (C-WAY) system provides a mechanism for matching personnel inventory to requirements with the best performing Sailors. It is designed as a long-term force management tool, balancing manning across rates, ratings, Active Component (AC), Full Time Support (FTS), and Reserve Component (RC) through Bureau of Naval Personnel (BUPERS) control of reenlistment and enlistment contract extension authority.

Eligibility. Career Waypoints applies to all designated AC, FTS, and RC E6 and below Sailors for lateral conversions and component conversions. Additionally, C-WAY applies to all AC and FTS E6 for reenlistment/extension and rating designation authorization.

Form. OPNAV 5239/14 SAAR-N

# CAREER WAYPOINTS MODULES

- **CAREER WAYPOINTS-REENLISTMENT (C-WAY-REEN)** – Applies to rated E3 to E6 AC/DC/FTS Sailors with 14 years or less of active service as calculated from Active Duty Service Date (ADSD) to Soft Expiration of Active Obligated Service (SEAOS), requesting authorization to either reenlist or execute an extension when required. C-WAY automatically generates most reenlistment applications for Sailors 15, 14, and 13 months prior to Projected Rotation Date (PRD) who have less than 24 months between PRD and SEAOS and for Sailors 16 to 9 months prior to SEAOS. Lateral conversion for Active Component (AC) and Full Time Support (FTS) and transition between AC and FTS will be submitted during the Sailors' Reenlistment looks. References: MILPERSMAN 1160-140, NAVADMIN 231/17 and NAVADMIN 243/16.
- **CAREER WAYPOINTS-PROFESSIONAL APPRENTICESHIP CAREER TRACK (C-WAY-PACT)** – C-WAY PACT Designation (Professional Apprenticeship Career Track) auto-generates partially populated applications for PACT Sailors who are eligible for rating designation via Navy Wide Advancement Exam (NWAE), class "A" school, or direct Rating Entry Designation (RED), or apprenticeship change. Reference: MILPERSMAN 1306-611.
- **CAREER WAYPOINTS-CONVERSION (C-WAY-CONV)** – Reserve Component (RC) Sailors who desire lateral conversion will apply via the Conversion module in C-WAY. References: MILPERSMAN 1160-140, MILPERSMAN 1440-010, and BUPERSINST 1001.39 (Series).
- **CAREER WAYPOINTS-TRANSITION (C-WAY-TRANS)**– RC2AC transition requests are incorporated into C-WAY. Additionally, SELRES and Voluntary Training Unit (VTU) Sailors use C-WAY to apply for both in-rate and conversion into ratings with available AC and FTS quotas, provided they meet program requirements. Reference: MILPERSMAN 1306-1505.
- **RECLASSIFICATION** - Utilized by the Production Management Office to reclassify AC and FTS Sailors attriting from Recruit Training Command (RTC) and class "A" school training.
- **JOB OPPORTUNITIES IN THE NAVY (JOIN)** - Applies to all Sailors, matching Sailors interests with their aptitudes. To take the Survey go to BUPERS Online (BOL). The CCC can access the reports in C-WAY by selecting “Qualify” and then “JOIN Rating Results.”

# CURRENT OPNAV N13 BUSINESS RULES EXERPTS

References: MILPERSMAN 1160-140 and NAVADMIN 231/17.

## General Information.

1. C-WAY maximum quota expiration date: 16 months after application date (i.e. Mar-2018 application/processing month, Jul-2019 expiration)
2. Quota utilization: For Sailors within 16 months of SEAOS, any change in Enlisted Manning Code (EMC), current enlistment date (CED) or SEAOS constitutes utilization of the quota.
3. Separation Quotas remain in C-WAY until the Sailor has effected separation, or the Sailor is reset by the cognizant Enlisted Community Manager (ECM).
4. Sailors selected for advancement via NWAEE or the Meritorious Advancement Program (MAP) must participate in standard C-WAY competition for quota approval. Sailors who have exhausted their C-WAY-REEN looks, but are then selected for advancement, will be reset by cognizant ECM upon request to grant one additional C-WAY-REEN look at the frocked pay grade or permanent paygrade. Sailors must have time to receive C-WAY-REEN results and reenlist prior to SEAOS. *Extensions are NOT authorized to await C-WAY results.*
5. All E-4 and above Sailors requesting in-rate reenlistment will be auto-approved provided there are no adverse community health conditions identified by the ECM. See Automatic Approval Slides on pages 38 and 39 for additional information.
6. Rate manning categories are as follows:
  - a. Open Reenlistment: Undermanned skill sets (97.9% or less manning).
  - b. Balanced Reenlistment: Fully manned skill sets (98% to 102% manning).
  - c. Competitive Reenlistment: Overmanned or Special Requirement skill sets (102.1% or greater manning).
7. Nuclear trained Sailors may apply for a quota at any point they are eligible in a reenlistment zone by submitting a Special Circumstance (Spec Circ) "Nuclear Power Program (NPP)" application.
8. Sailors who desire to Stay Navy and have exhausted all in-rate and conversion looks may ask their ECM about a Needs of the Navy (NOTN) conversion quota. The quota will be offered via C-WAY notes. Check C-WAY notes often!

## **SAAR-N (OPNAV FORM 5239/14) is required to gain access and to edit access to Career Waypoints.**

**All new users requesting access, including those who did not log onto the system for over 90 days and lost access, will be required to submit a SAAR-N in order to gain access. The SAAR-N MUST be the original, unaltered, digitally signed form. The form is emailed to BUPERS-33 (Career Waypoints) at [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil).**

**Instructions for completing the SAAR-N can be found on the next two pages and on our website at <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>.**

**The instructions provided are C-WAY specific (not Navy-wide) and not intended to inconvenience the command, but to ensure access is granted to Sailors designated by the command TRIAD.**

# SAAR-N (OPNAV FORM 5239/14 PAGE ONE EXPLAINED FOR CAREER WAYPOINTS ACCESS

<b>SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)</b>			
<b>PRIVACY ACT STATEMENT</b>			
AUTHORITY: Executive Order 10450, Public Law 90-474, the Computer Fraud and Abuse Act; and System of Records Notice: NM0500-2 Program Management and Locator System. PRINCIPAL PURPOSE: To record user identification for the purpose of verifying the identities of individuals requesting access to Department of Defense (DOD) systems and information. ROUTINE USES: The collection of data is used by Navy Personnel Supervisors/Managers, Administration Office, Security Managers, Information Assurance Managers, and System Administration with a need to know. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST:		DATE (DDMMYYYY):	
<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		Current date	
SYSTEM NAME (Platform or Application): Career Waypoints		LOCATION (Physical Location of System): Millington, TN	
<b>PART I (To be completed by Requester)</b>			
1. NAME (Last, First, Middle Initial): Last, First MI		2. ORGANIZATION: USS Example (DDG-000)	
3. OFFICE SYMBOL/DEPARTMENT: Example: N01C/CCC		4. PHONE (DSN and Commercial): DSN: 123-3210    COM: 111-222-3333	
5. OFFICIAL E-MAIL ADDRESS: ".mil" email only	6. JOB TITLE AND GRADE/RANK: Example entry: CCC/NC1		
7. OFFICIAL MAILING ADDRESS: Not required for CWAY	8. CITIZENSHIP: <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> LN   Other	9. DESIGNATION OF PERSON <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR	
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access): <input checked="" type="checkbox"/> I have completed Annual IA Awareness Training.    DATE (DDMMYYYY):    Must be completed in current FY			
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If an individual is a contractor - provide company name, contract number, and date of contract expiration in Block 14a).</b>			
11. JUSTIFICATION FOR ACCESS: Type of access requested: (list one) CCC, Dept CCC, ISIC or CMC.  Requested UIC(s): If more than one UIC, list your UICs in numerical order (if you have more than 20 UICs, list them on an excel spreadsheet and forward with the SAAR-N.			
12. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED	12a. If Block 12 is checked "Privileged", user must sign a Privileged Access Agreement Form.		DATE SIGNED (DDMMYYYY):
13. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify Category): <input type="checkbox"/> OTHER:			
14. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested. <input checked="" type="checkbox"/>		14a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date): (List current PRD or date access will no longer be required)	
15. SUPERVISOR'S ORGANIZATION/DEPARTMENT: CMC/N00C	15a. SUPERVISOR'S E-MAIL ADDRESS: cmc@ddg000.navy.mil	15b. PHONE NUMBER: 111-222-1234	
16. SUPERVISOR'S NAME (Print Name): I. T. Leader, CMDCM, CMC	16a. SUPERVISOR'S SIGNATURE: 		16b. DATE (DDMMYYYY): Date signed
17. SIGNATURE OF INFORMATION OWNER/OPR: 	17a. PHONE NUMBER:		17b. DATE (DDMMYYYY):
18. SIGNATURE OF IAM OR APPOINTEE: 	19. ORGANIZATION/DEPARTMENT: IAM / N7	20. PHONE NUMBER: 111-333-1234	21. DATE (DDMMYYYY): Date signed



ACCESS TO CAREER WAYPOINTS (CWAY)  
(Rev. 4 April 2019)

The following instructions are specific for the Career Waypoints (CWAY) program. Incomplete requests will be denied.

These requirements are due to the amount of PII and sensitive information available and not intended to inconvenience the command, but to ensure appropriate access is granted to those who require access to this career-affecting program.

The CWAY Program Office (BUPERS-33) will only utilize SAAR-N (OPNAV 5239/14) for authorization to create/modify any type of CWAY account. Faxes and copies are not accepted. Sailors may download a prefilled version of this form from the Career Waypoints website.

### INSTRUCTIONS FOR COMPLETING THE SAAR-N OPNAV FORM 5239/14

1. "Type of Request." If you've never had access, check "Initial." If you are modifying current access, mark "User ID" and fill in your user ID in the block.
2. "Date." Fill in today's date in DDMMYYYY format.
3. "System Name." Fill in "Career Waypoints."
4. "Location." Fill in "Millington, TN."

#### Part I

1. "Name." Fill in your Last Name, First Name, and Middle Initial.
2. "Organization." Your command (i.e. USS Carl Vinson CVN-70).
3. "Office Symbol/Department." List the department in which you work (i.e. N01C/CCC, N00C/CMC, 600/Dept CC).
4. "Phone." Fill in your DSN and Commercial phone number. If you do not have DSN, leave blank.
5. "Official E-Mail Address." Fill in your ".mil" email address only (no civilian/3<sup>rd</sup> party addresses).
6. "Job Title and Grade/Rank." List your Job Title (i.e. CCC or DEPT CC) and your rate/rank (i.e. NC1/E6, AE2/E5).
7. "Official Mailing Address." Not required for access.
8. "Citizen." Check the appropriate box as it pertains to you.
9. "Designation of Person." Check the appropriate box as it pertains to you.
10. "Information Assurance (IA) Awareness Training Requirements." Check the box and list the date you completed the yearly required IA training. **Must be within the current fiscal year in which you are submitting the SAAR-N.**

#### Part II





11. "Justification for Access." Type in the requested access you need (i.e. Department Career Counselor, Career Counselor, Command Master Chief). List all requested UICs in numerical order. If you have more than 20 UICs, list them in an excel spreadsheet and forward with the SAAR-N. If you are simply adding an additional UIC, type in "Keep existing UICs and add NXXXXX."

#### Example block 11 entry:

Type of access requested: Dept. CC.  
Requested UICs: 23456, 65432, & 76543

12. "Type of Access Required." Select "Authorized."
  - 12a. Not required for CWAY access.
  13. "User Requires Access to." Check "Unclassified."
  14. "Verification of Need to Know." Check the box.
  - 14a. "Access Expiration Date." Fill in your current PRD in MMYYYY format.
  15. "Supervisor's Organization/Department." (The CMC/command SEL is preferred)
    - Note 1: The CCC (rated NC or 806R/9588 only) may sign as the supervisor for Dept CC access only.
    - Note 2: All other applications require CMDCM/Command SEL, XO, or OIC/CO (triad) signature.
    - Note 3: For SELRES Sailors assigned to commissioned units, follow guidance in notes 1 and 2 listed above.
- For SELRES Sailors not assigned to commissioned units, the supervisor section must be signed by a member of the



E-MAIL SUBMIT		
(Block 22 Cont)		
<p>I further understand that, when using Navy IT resources, I shall not:</p> <ul style="list-style-type: none"> <li>- Auto-forward any e-mail from a Navy account to commercial e-mail account (e.g., .com).</li> <li>- Bypass, stress, or test IA or Computer Network Defense (CND) mechanisms (e.g., Firewalls, Content Filters, Proxy Servers, Anti-Virus Programs).</li> <li>- Introduce or use unauthorized software, firmware, or hardware on any Navy IT resource.</li> <li>- Relocate or change equipment or the network connectivity of equipment without authorization from the Local IA Authority (i.e., person responsible for the overall implementation of IA at the command level).</li> <li>- Use personally owned hardware, software, shareware, or public domain software without written authorization from the Local IA Authority.</li> <li>- Upload/download executable files (e.g., .exe, .com, .vbs, or .bat) onto Navy IT resources without the written approval of the Local IA Authority.</li> <li>- Participate in or contribute to any activity resulting in a disruption or denial of service.</li> <li>- Write, code, compile, store, transmit, transfer, or introduce malicious software, programs, or code.</li> <li>- Use Navy IT resources in a way that would reflect adversely on the Navy. Such uses include pornography, chain letters, unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use, violation of statute or regulation, inappropriately handled classified information and PII, and other uses that are incompatible with public service.</li> <li>- Place data onto Navy IT resources possessing insufficient security controls to protect that data at the required classification (e.g., Secret onto Unclassified).</li> </ul>		
23. NAME (Last, First, Middle Initial): Last, First MI	24. USER SIGNATURE: 	25. DATE SIGNED (DDMMYYYY): Date signed
<b>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</b>		
26. TYPE OF INVESTIGATION: NACLCL	26a. DATE OF INVESTIGATION (DDMMYYYY): 31 Dec 2017	
26b. CLEARANCE LEVEL: SECRET (must be clearance eligible for access to CWAY)	26c. IT LEVEL DESIGNATION: LEVEL I <input type="checkbox"/> LEVEL II <input checked="" type="checkbox"/> LEVEL III <input type="checkbox"/>	
27. VERIFIED BY (Print name): I. M. Sailor, YNC, ASM	28. SECURITY MANAGER TELEPHONE NUMBER: 111-444-1234	29. SECURITY MANAGER SIGNATURE: 
		30. DATE (DDMMYYYY): Date signed
<b>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</b>		
31. TITLE:	31a. SYSTEM:	31b. ACCOUNT CODE:
	31c. DOMAIN:	
	31d. SERVER:	
	31e. APPLICATION:	
	31f. DATASETS:	
	31g. DIRECTORIES:	
	31h. FILES:	
32. DATE PROCESSED (DDMMYYYY):	32a. PROCESSED BY: 	32b. DATE (DDMMYYYY):
33. DATE REVALIDATED (DDMMYYYY):	33a. REVALIDATED BY: 	33b. DATE (DDMMYYYY):

- NOSC TRIAD/BIAD for CCC access and/or a rated NC or 806R CCC may sign as the supervisor for Dept CC access. The 807R NEC (RCL) is not sufficient.
- 15a. "Supervisor's E-Mail Address." Fill in the email for the supervisor referred to in #15 & 16.
- 15b. "Phone Number." Supervisor's phone number.
16. "Supervisor's Name." Fill in the name referred to in block #15. (Example: Iam T. Leader, ADCS, Cmd SEL)
- 16a. "Supervisor's Signature." MUST be digitally signed.
- 16b. "Date." Fill in the date signed in DDMMYYYY format.
- 17 thru 17b. Not required for CWAY access.
18. "Signature of IAM or Appointee." MUST be digitally signed by your command designated Information Assurance Manager (IAM) or the application will be rejected.
19. "Organization/Department." Example entry: CVN-70 IAM/030.
20. "Phone Number." Fill in the IAM's phone number.
21. "Date." Fill in the date the IAM digitally signed the SAAR-N.
23. "Name." Name of Sailor requesting access in Last Name, First Name, Middle Initial order.
24. "User Signature." MUST be digitally signed by the requestor, or it will be rejected.
25. "Date Signed." Date signed by the requestor in DDMMYYYY format.

**Part III.** (This part must be completed by the command's security manager or assistant security manager)

26. "Type of Investigation." Fill in the type of security clearance investigation performed for the Sailor requesting CWAY access.
- 26a. "Date of Investigation." Fill in the date the security clearance investigation was completed in DDMMYYYY format.
- 26b. "Clearance Level." Fill in the requestor's security clearance level (i.e. Secret). Note: The Sailor must be eligible for a clearance to get access.
- 26c. "IT Level Designation." Check the appropriate box (normally Level II for Secret and Level I for Top Secret).
27. "Verified by." Fill in the Security Manager's name, including rate/rank and title (i.e. I. M. Sailor, YNC, ASM).  
**Note 1:** Per SECNAV M-5510.36, Security Managers must be an officer, GS-11 or above and have a favorably adjudicated SSBI.  
**Note 2:** Per SECNAV M-5510.36, Assistant Security Managers must be officers, E-6 or above or GS-6 or above.
28. "Security Manager Phone Number." Fill in the phone number for the Security Manager.
29. "Security Manager Signature." MUST be digitally signed by the Security Manager or ASM.
30. "Date." Fill in the date that the Security Manager digitally signed the SAAR-N Form.

**Part IV.**

31 - 33b. Leave blank.

Verify Parts I, II and III are accurate, completely filled in and contain all appropriate electronic signatures. The SAAR-N (OPNAV 5239/14) must be digitally signed and emailed to BUPERS-33 (Career Waypoints Program Office) at the email listed below. All CWAY accounts are linked to your CAC via your digital signature on the SAAR-N. When you initially log in with your CAC, you will be prompted to enter and confirm your SSN. Counselors cannot issue temporary accounts; therefore, if a temporary account is needed, please contact BUPERS-33 for assistance.

Telephone: (901)874-2102  
 Email: [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil)  
 Website: <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>

Address for detailed SAAR-N Instructions:  
<http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>

# HOW TO REMOVE C-WAY ACCESS

- Command Career Counselor access. To disable CCC access, the CMC/SEL or ISIC CCC must contact BUPERS-33 to request removal. This is required because the CMC/SEL directly supervises the CCC and unit CCs per OPNAVINST 1040.11D.
- Departmental Career Counselor access. To disable Dept CC access, the CCC must contact BUPERS-33 to request removal.
- Once disabled, the Sailor will be required to submit a new SAAR-N (OPNAV FORM 5239/14) in order to regain access.

# TO SEE A LIST OF SAILORS

**Career Waypoints** User Profile:

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

**Sailor Browser**

- Reenlistment (AC/FTS) Application Browser
- Reenlistment (AC/FTS) Approval Browser
- PACT Designation Application Browser
- PACT Designation Approval Browser
- Conversion (RC) Application Browser
- Special Conversion (RC) Application Browser
- Special Conversion (RC) Approval Browser
- Transition (RC to AC) Application Browser
- Transition (RC to AC) Approval Browser

**WAYPOINTS**

**VOLUNTARY EXTENSION OF ENLISTMENT TO COMPLETE PRESCRIBED SEA TOUR FOR FIRST-TERM PERSONNEL**  
The purpose of this NAVADMIN is to announce an opportunity for first-term Sailors to apply for authorization to extend their current enlistment to complete the prescribed sea tour for their applicable rating. Sailors who elect to extend their enlistment to complete their prescribed sea tour will benefit from additional opportunities to advance and additional opportunities to apply for

[https://careerwaypoints.zcna.nmci.navy.mil/Sailor/Candidate\\_Br.aspx](https://careerwaypoints.zcna.nmci.navy.mil/Sailor/Candidate_Br.aspx)

All data utilized in this guide is fictional and for informational purposes only.

## TO SEE A LIST OF SAILORS (CONT'D)

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

### Sailor Browser

#### Fast Filters

SSN:  Name:  Updated By:  UIC:  Rating:  ADSD:  PG:  Service:

**List** Show 500 items Item Count Reset

Q SSN	Full Name	EAOS	SEAOS	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept Rating	ADSD
-------	-----------	------	-------	-----	------	----	-----	------	---------	-----------------	------

Edit  
Extended Edit  
Notes  
In Rate  
Locate Sailor  
Close

Record: 1 of 4 Page: 1 of 1

Ensure that the “UIC” field reflects the UIC for which you are inquiring.

Additionally, on this screen, you can click on a column title, such as SEAOS, and put the Sailors in ascending or descending order accordingly.

**All data utilized in this guide is fictional and for informational purposes only.**

# **IA/TAD SAILORS**

Career Waypoints has the option to assign Sailors a secondary UIC. This is helpful when assisting Sailors who are on Individual Augmentee (IA) or Temporary Additional Duty (TAD) assignments.

To assign a Secondary UIC, email BUPERS-33 with the Sailor's full name, rate/rank, the UIC for which you have Command Career Counselor access, and the date through which you need access to the Sailor (expiration date). The UIC will automatically be removed the day following the expiration date. Explain that the Sailor is attached to your command for IA or TAD assignment. Do not request access to the UIC for which the IA/TAD Sailor already belongs.

# TO QUALIFY A SAILOR

Environment: NOLA QA

User Profile: [ ]

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

### Sailor Browser

Fast Filters

SSN: [ ] Name: [ ] Rating: [ ] ADSD: [ ] UIC: My UICs [ ] Dept: [ ] PG: [ ] Service: [ ]

List Show 100 items Item Count [ ] Reset

Edit	Q SSN	Full Name	EAOS	SEAOs	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept	Rating	A
					11/15/2016	11/15/2016	E8	N90014	A211			IT	
					01/25/2015	01/25/2015	E4	N90014	A211			EO	
					01/25/2014	01/25/2014	E4	N90014	A211			EO	
			1/15/2016	11/15/2016			E8	N90013	A210			LS	7
			1/15/2017	11/15/2017			E2	N90012	DECK			SA	3
					06/15/2016	06/15/2016	E8	N90013	A210			LS	7
					10/15/2016	10/15/2016	E5	N90014	A211			LS	
					10/15/2016	10/15/2016	E3	N90014	A211			AN	
					10/15/2016	10/15/2016	E3	N90014	A211			SN	
					10/15/2016	10/15/2016	E3	N90014	A211			SN	
					10/15/2016	10/15/2016	E3	N90014	A211			SN	
					10/15/2016	10/15/2016	E3	N90014	A211			SN	
					10/15/2016	10/15/2016	E3	N90014	A211			SN	
					10/15/2016	10/15/2016	E4	N90014	A211			AME	
					10/15/2016	10/15/2016	E5	N90014	A211			AME	
					10/15/2016	10/15/2016	E4	N90014	A211			AME	
					10/15/2016	10/15/2016	E8	N90014	A211			EN	
					10/15/2016	10/15/2016	E4	N90014	A211			EO	

Record: 9 Page: 1

Any Sailor who does not have an "\*" under the "Q" column needs to be qualified.

Go to "Sailor Browser" under "Sailors" to see your list of Sailors, then click on the Sailor you wish to qualify. Then click "Edit".

**\*\*\*ALL SAILORS MUST BE QUALIFIED IN C-WAY\*\*\***

All data utilized in this guide is fictional and for informational purposes only.



## TO QUALIFY A SAILOR (Cont'd.)

Verify that all available drop down items are completed correctly. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.

Click on “Test Scores & Evaluations” to move to the next qualification.

All data utilized in this guide is fictional and for informational purposes only.

# TO QUALIFY A SAILOR (Cont'd.)

The screenshot shows the 'Sailor Details' form in the Career Waypoints system. The form is divided into several sections: Summary, General Information, Test Scores & Evaluations, and Promotion Recommendations. The Summary section contains fields for SSN, DoD ID, Last Name, First Name, Middle Initial, Gender (set to Male), and Date of Birth (7/1/1990). The Test Scores & Evaluations section includes ASVAB Exam Date (4/16/2004), ASVAB Version (02D), and various sub-scores (GS: 60, AR: 60, WK: 60, PC: 60, MK: 60, EI: 60, AS: 60, MC: 60, AO\*: 60, VE: 60, CS\*: 60, NO\*: 60, AFQT: 80). Other fields include NAPT Exam Date (1/1/2009), NAPT\* (90), DLAB Exam Date (8/1/2006), and DLAB\*\* (100). The Promotion Recommendations section has fields for Early Promote (11/15/2013) and Must Promote (11/15/2012). A 'Most Recent PFA Results and Date' section shows a result of 'P' on 10/1/2013. At the bottom, there are tabs for 'Medical' and 'Legal & Moral', and buttons for 'Qualify', 'Notes', 'Save', and 'Close'. Two text boxes with arrows provide instructions: one pointing to the ASVAB scores and another pointing to the 'Medical' tab.

**Summary**

SSN:  DoD ID:   
Last Name:  First Name:  Middle Initial:   
Gender: Male Date of Birth: 7/1/1990

**General Information**

**Test Scores & Evaluations**

ASVAB Exam Date:	ASVAB Version:	GS:	AR:	WK:	PC:	MK:	EI:	AS:	MC:	AO*:	VE:	CS*:	NO*:	AFQT:
4/16/2004	02D	60	60	60	60	60	60	60	60	60	60	60	60	80

NAPT Exam Date: 1/1/2009 NAPT\*: 90  
DLAB Exam Date: 8/1/2006 DLAB\*\*: 100

\* AO/CS/NO/NAPT - Optional \*\* DLAB required for CTI

**Promotion Recommendations**

Early Promote	Must Promote
11/15/2013	11/15/2012
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Most Recent PFA Results and Date:  
P 10/1/2013

Verify all of the testing information. Make sure that the ASVAB scores are the composite scores vice raw scores. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.

Click on "Medical" to move to the next qualification.

Medical  
Legal & Moral

Qualify Notes Save Close

All data utilized in this guide is fictional and for informational purposes only.



# TO QUALIFY A SAILOR (Cont'd.)

The screenshot displays the 'Sailor Details' form in a web browser. The form is divided into several sections: Summary, General Information, Test Scores & Evaluations, Medical, and Legal & Moral. The Medical section is currently active and contains the following fields:

- Color Perception: Normal (dropdown)
- Stereoscopic Vision: Yes (dropdown)
- Hearing Acuity: Yes (dropdown)
- Speech Impediment: No (dropdown)
- Vision All 20/20?:
- Distant Uncorrected Vision: Left: 20, Right: 20
- Near Uncorrected Vision: Left: 20, Right: 20
- Distant Corrected Vision: Left: 20, Right: 20
- Near Corrected Vision: Left: 20, Right: 20

At the bottom of the form, there are four buttons: Qualify, Notes, Save, and Close. A white callout box with a black border is positioned over the 'Legal & Moral' section, containing the text: 'Click on "Legal & Moral" to move to the next qualification.'

All data utilized in this guide is fictional and for informational purposes only.

# TO QUALIFY A SAILOR (Cont'd.)

**Sailor Details**

**Summary**

SSN:  DoD ID:

Last Name:  First Name:  Middle Initial:

Gender: Male  Date of Birth: 7/1/1990

**General Information**

**Test Scores & Evaluations**

**Medical**

**Legal & Moral**

Moral Turpitude Offenses: No  Adverse Personal History: No  Civil Convictions, Courts Martial, or NJP: No

History of Drug Abuse: No  Alcohol Abuse: No  Security Clearance Eligible: Yes

**Moral Turpitude Offenses:** Mark yes if “Any minor offense that involves moral turpitude, or evidences unreliability such as theft (including shop-lifting), assault and battery, carrying a concealed weapon, etc., may be considered disqualifying.” Refer to Sailor’s DD Form 1966 for previous disclosure.

**Adverse Personal History:** “Any person who has been treated for mental illness must produce medical evidence of successful treatment.” Mark yes if Sailor is currently undergoing treatment for a mental illness.

**Civil Convictions, Courts Martial, or NJP:** Mark yes if “Criminal Record of (1) conviction by Courts Martial, (2) punishment under Article 15 of the UCMJ within the last 24 months, or (3) civilian convictions other than minor traffic violations.”

**History of Drug Abuse:** Mark yes if “Illegal or non-medical use or possession of drugs.” Refer to Sailor’s DD Form 1966 for previous disclosure.

**Alcohol Abuse:** Mark yes if the Sailor’s “use of alcohol is to the extent that it has an adverse affect on the user’s health or behavior, family, community, or the Navy, or leads to unacceptable behavior as evidenced by one or more alcohol-induced incidents.”

**Security Clearance Eligible:** “Applicants with juvenile or police records, regardless of whether a moral waiver is required, must be screened for eligibility for a security clearance. Any applicant not considered eligible for a security clearance may not be converted to a rating for which a security clearance may be required.”

# TO QUALIFY A SAILOR (Cont'd.)

Unclassified

https://careerwaypointsq.sscno.nmcl.navy.mil/SailorCandidate... DSA Multi-Hod Internet Acc... Career Waypoints - Sailor Br... Career Waypoints - Sailor Br...

File Edit View Favorites Tools Help

https://careerwaypointsq.sscno.nmcl.navy.mil/ - Career Waypoints - Sailor Details - Windows Internet Explorer

### Sailor Details

Home

#### Summary

SSN:  DoD ID:

Last Name:  First Name:  Middle Initial:

Gender:  Male Date of Birth:  7/1/1990

#### General Information

#### Test Scores & Evaluations

#### Medical

#### Legal & Moral

Moral Turpitude Offenses:  No

Adverse Personal History:  No

Civil Convictions, Courts Martial, or NJP:  No

History of Drug Abuse:  No

Alcohol Abuse:  No

Security Clearance Eligible:  Yes

Qualify Notes Save Close

When all tabs have been verified for accuracy, click "Qualify".

12:24 4/30/2015

All data utilized in this guide is fictional and for informational purposes only.

# TO QUALIFY A SAILOR IN C-WAY (CONT'D)

The screenshot displays the 'Sailor Browser' application. At the top, there is a navigation bar with links: Home, Sailors, Control Analyst, AC/FTS/RC Analyst, Reports, Help, and Sign Out. Below this is the 'Sailor Browser' title and a 'Fast Filters' section with fields for SSN, Name, Updated By, UIC, Rating, ADSD, PG, and Service. A callout box with a black border and white background contains the text: 'Ensure the "Q" column has an asterisks for the Sailor you just qualified.' An arrow points from this box to the 'Q' column header in the table below. The table has columns: Q, SSN, Full Name, EAOS, SEAOS, EOS, SEOS, PG, UIC, Dept, 2nd UIC, 2nd Dept Rating, and ADSD. The 'Q' column contains a vertical list of asterisks. On the left side of the table, there are buttons: Edit, Extended Edit, Notes, In Rate, Locate Sailor, and Close. At the bottom, there are pagination controls for 'Record' and 'Page', both showing '1'.

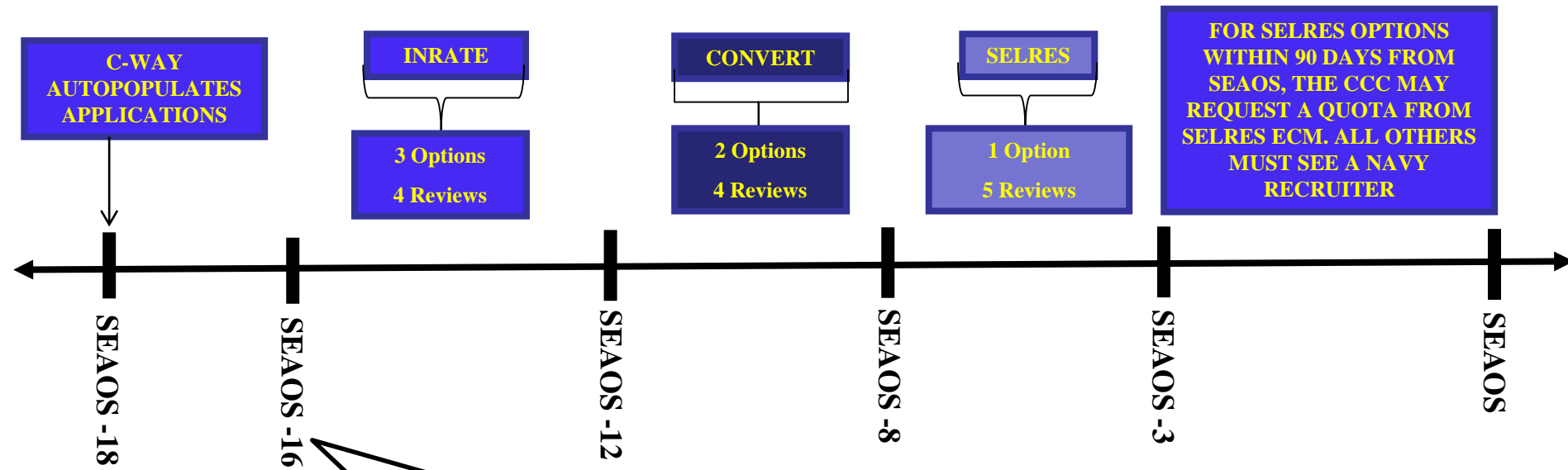
**\*\*\*Commands are required to have 100% of their Sailors qualified in C-WAY.\*\*\***

All data utilized in this guide is fictional and for informational purposes only.

# CAREER WAYPOINTS SEAOS TIMELINE (3-2-1)



- CMSID alignment (No C-WAY-Reenlistment Applications)
- Sailors negotiate orders
- CCC Workload reduced (fewer applications/counseling)
- Clear PERS-4 demand signal

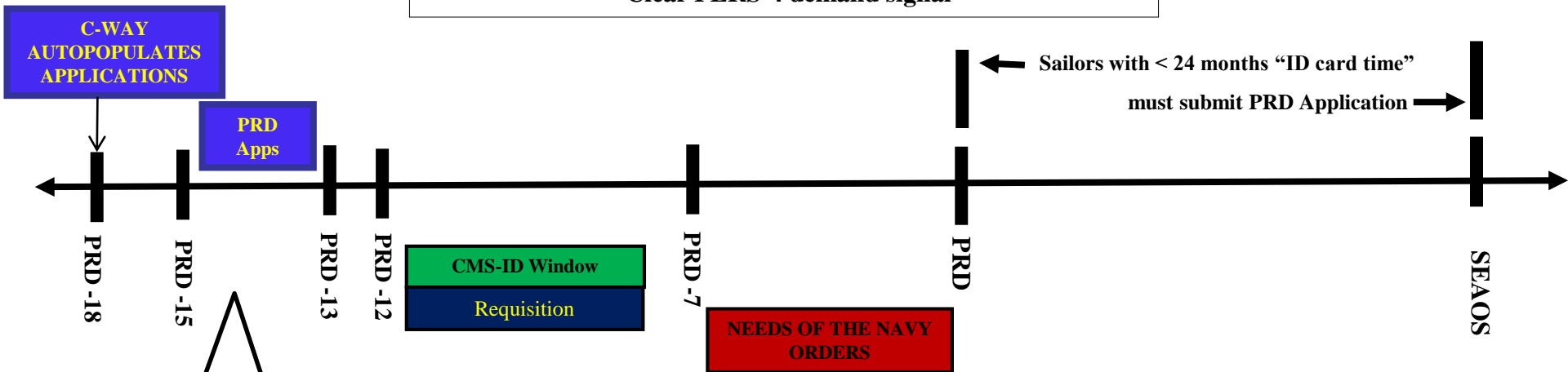


**Applications are not processed until 16 months prior to SEAOS.**  
**3 Options = In-rate, Conversion, SELRES**  
**2 Options = Conversion, SELRES**  
**1 Option = SELRES**

# CAREER WAYPOINTS PRD TIMELINE



- CMSID alignment (No C-WAY-Reenlistment Applications)
  - Sailors negotiate orders
- CCC Workload reduced (fewer applications/counseling)
  - Clear PERS-4 demand signal



**-PRD APPLICATIONS ARE PROCESSED 15 to 13 MONTHS PRIOR TO PRD ONLY.  
-PRD APPLICATIONS CANNOT BE RESET.**

## IF DENIED, OPTIONS:

1. REMAIN IN PLACE (IF REQUIRED, MOVE PRD OUT TO MATCH SEAOs);
2. EXECUTE EXTENSION (IF NEEDED) TO MEET PRESCRIBED SEA TOUR LAW NAVADMIN 307/17;
3. PERS-40 MAY DIRECT TRANSFER WITH REMAINING OBLISERV.

# **SOFT END OF ACTIVE OBLIGATED SERVICE (SEAOS) APPLICATIONS (3-2-1)**

-Sailors have four (4) In-Rate reviews starting 16 months from SEAOS followed by four (4) Conversion reviews, followed by five (5) SELRES Only reviews.

SEAOS applications are submitted as follows:

- 18 months prior to SEAOS, applications are auto-generated in C-WAY;
- 16 – 13 months prior to SEAOS, applications are racked and stacked for In-Rate, Conversion, or SELRES; only period racked and stacked for In-Rate;
- 12 – 9 months prior to SEAOS, applications are racked and stacked for Conversion or SELRES; last active duty looks available;
- 8 – 4 months prior to SEAOS, applications are racked and stacked for SELRES Only. These applications are generated by the CCC/Dept CC.

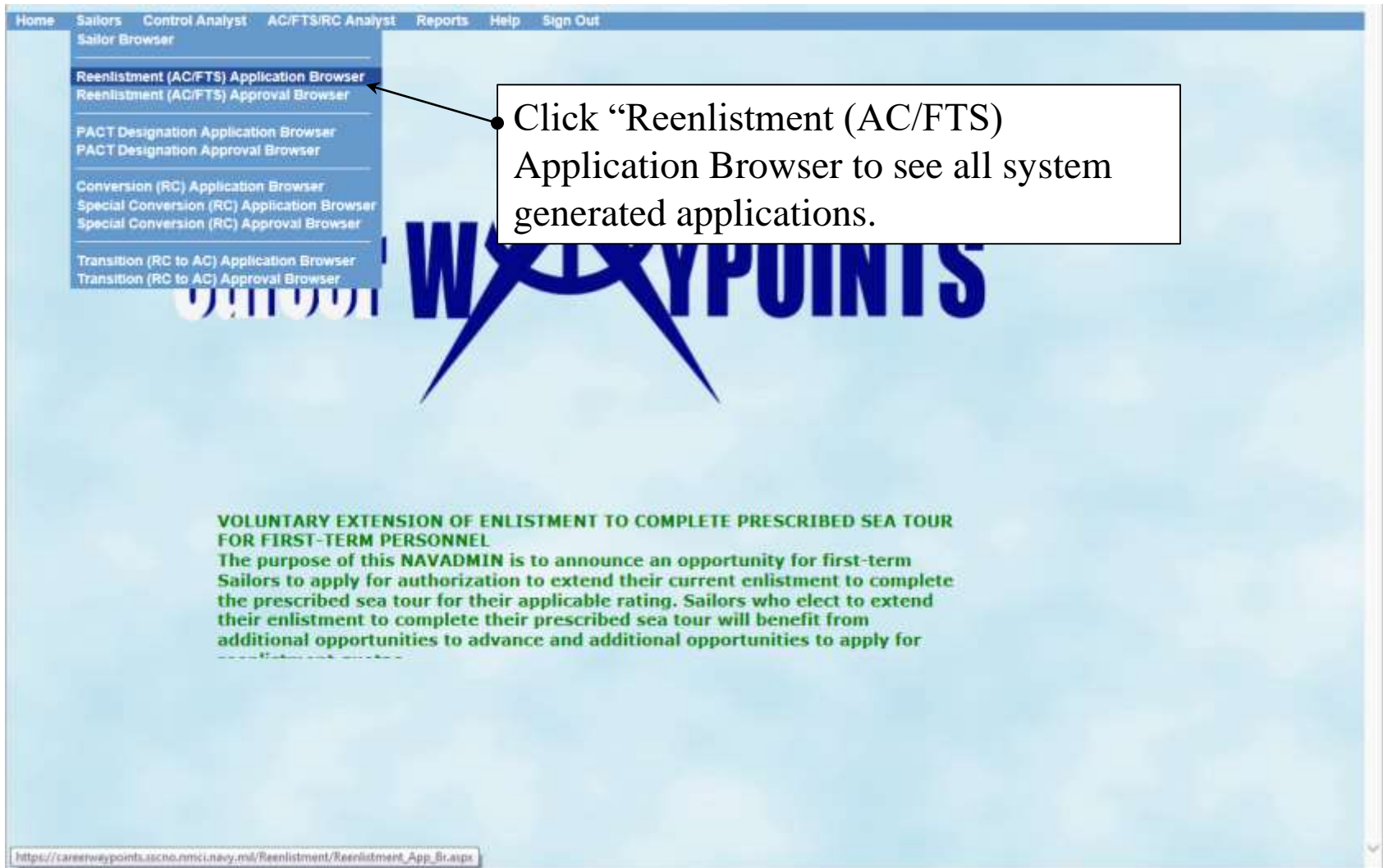
Note: PRD applications will not auto-populate if a Sailor has greater than 24 months between their PRD and SEAOS date. The CCC will have to generate, if needed.

# **SUBMITTING C-WAY-REEN APPLICATIONS**

1. Applications can be submitted under either, “Sailors > Reenlistment (AC/FTS) Application Browser” or “Sailors > Sailor Browser.”
2. Applications can be submitted as a Batch Submission, but this method is not preferred.
3. The most utilized types of applications are SEAOS and Special Circumstance-PRD; therefore, the focus will be on those in this guide.



# SUBMITTING APPLICATION THROUGH “REENLISTMENT (AC/FTS) APPLICATION BROWSER”



Most CCCs utilize the “Reenlistment (AC/FTS) Application Browser” in order to submit C-WAY applications. All system-generated applications can be found under this section.

**All data utilized in this guide is fictional and for informational purposes only.**

# SUBMITTING APPLICATION THROUGH “REENLISTMENT (AC/FTS) APPLICATION BROWSER” (CONT’D)

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

## Reenlistment (AC/FTS) Application Browser

1. Select “All.”

2. To ensure you see all system generated applications, expand the “From and “To” dates. We recommend expanding the “To Date” for three months out at a minimum.

3. To open an application, click on the application and select “Application Details.”

**Fast Filters**

Status:  SSN:  Name:  Rating:  EMC:  Service:  App Reason:  UIC:

**List** From Date:  To Date:  Expiration Month:  Item Count:  Reset Show 25 items

Flag	CO and	Notes	Current Rating	Full Name	SSN4	App Status	App Reason	Crit NEC	UIC
*		*	ABE			Initial - Action Required	Spec Circ		
*		*	SH			Initial - Action Required	Spec Circ		
*		*	FC			Initial - Action Required	Spec Circ		
*		*	HM			Initial - Action Required	Spec Circ		
*		*	CE			Initial - Action Required	SEAOS		
*		*	CTI			Initial - Action Required	SEAOS		
*		*	EM(OTH)			Initial - Action Required	SEAOS		
*		*	CS			Initial - Action Required	SEAOS		
*		*	AZ			Initial - Action Required	SEAOS		
*		*	AO			Initial - Action Required	SEAOS		
*		*	EM(OTH)			Initial - Action Required	SEAOS		
*		*	AC			Initial - Action Required	SEAOS		
*		*	MA			Initial - Action Required	SEAOS		
*		*	OS			Initial - Action Required	SEAOS		
*		*	CS			Initial - Action Required	SEAOS		
*		*	AWF			Initial - Action Required	SEAOS		
*		*	ABH			Initial - Action Required	SEAOS		
*		*	ITS			Initial - Action Required	SEAOS		
*		*	GSE			Initial - Action Required	SEAOS		

Page: 1

# IN-RATE ONLY APPLICATION

**Reenlistment (AC/FTS) Application Details**

**Sailor Eligibility**

Current Rating: FC(AEGIS)	Year Group: YG 2013	RPT Date: 11/1/2014	UIC: <input type="text"/>	Application Status: <b>Initial - Action Required</b>
Pres Rate: PCA2	EAOS: 6/11/2019	PEBD: 6/12/2013	Critical NECs: <input type="text"/>	Sailor Name: <input type="text"/>
Pros Rate:	Soft EAOS: 6/11/2019	EDLN:	<input type="text"/>	SSN (last 4): <input type="text"/>
Current EMC: B311	PRD: 10/1/2019	EDLN Code:	<input type="text"/>	Warfare Designator:
Service Component: USN	ADSD: 6/12/2013	Acc Code: 100	<input type="text"/>	

**Reenlistment (AC/FTS) Application Options**

<b>Component Type</b>	<b>Application Reason</b>	<b>Special Circumstance Reason Code</b>	<b>Process Month</b>
<input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	<input type="text" value="SEAOS"/>	<input type="text"/>	<input type="text" value="Feb-2018"/> Set to Current Month: <input type="checkbox"/>
<b>Application Type</b>	<input type="text"/>	<input type="text"/>	<b>SELRES Fields</b>
<input checked="" type="radio"/> In-Rate Only <input type="radio"/> Not Applying This Month	<input type="text"/>	<input type="text"/>	Preferred NOSC: <input type="text"/>
<input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Not Eligible	<input type="text"/>	<input type="text"/>	Sailor's Phone: <input type="text"/>
<input type="radio"/> Convert Only <input type="radio"/> Intends to Separate	<input type="text"/>	<input type="text"/>	Sailor's Email: <input type="text"/>
<b>In-Rate</b>	<b>Auto Approve Eligibility</b>	<b>Qualification Status</b>	<b>Ride Rank</b>
Yes		n/a	n/a
			<b>Published Quotas</b>
			10
			<b>Requested Quotas</b>
			1
			<b>Approved Quotas</b>
			0

Fill in all information under the “Reenlistment (AC/FTS) Application Details” section. If a Sailor does not have five evaluations, make a note explaining why. Remember, the ECMs read these notes and could be a determining factor in the decision process. This is applicable for all In-Rate, In-Rate, Willing to Convert and Convert Only applications.

**Reenlistment (AC/FTS) Application Details**

Security Clearance Level: <input type="text" value="SECRET"/>	<input type="text" value="3/22/2013"/>	<b>Promotion Recommendations</b>
Has been on OSA\GSA\IA: <input type="text" value="No"/>		<input type="text" value="Early Promote"/> <input type="text" value="3/15/2017"/>
Date of last NJP: <input type="text"/>		<input type="text" value="Must Promote"/> <input type="text" value="3/15/2016"/>
		<input type="text" value="Promotable"/> <input type="text" value="3/15/2014"/>
		<input type="text"/>
		<input type="text"/>
		<b>Average:</b> <input type="text" value="4.00"/>

PFA Failures in the Last 3 Years:

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Check this box and click “Submit.”

# IN-RATE, WILLING TO CONVERT APPLICATION

**Reenlistment (AC/FTS) Application Options**

**Component Type**  
 USN or FTS    SELRES

**Application Reason**   **Special Circumstance Reason Code**   **Process Month**  
 SEAOS   [ ]   Explain Other   Feb-2018   Set to Current Month:

**Application Type**  
 In-Rate Only    Not Applying This Month   Explain Other  
 In-Rate, Willing To Convert    Not Eligible   Explain Other  
 Convert Only    Intends to Separate   Explain Other

**SELRES Fields**  
 Preferred NOSC: [ ]  
 Sailor's Phone: [ ]  
 Sailor's Email: [ ]

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas
Yes		n/a	n/a	10	1	0

**Conversion Choices**  
 1st: [ ]  
 2nd: [ ]  
 3rd: [ ]

This application can be used for all Sailors who are 16 to 13 months from SEAOS. The application will first be racked and stacked In-Rate; if disapproved, then it will be racked and stacked for the conversion choices (1<sup>st</sup> – 3<sup>rd</sup>). If there are no conversion options populating, the ECM may not be allowing convert out opportunities. We recommend you verify by viewing the ECM's rating community health slides located on the NPC website. Link: <http://www.public.navy.mil/bupers-npc/enlisted/community/Pages/default.aspx>.

# CONVERT ONLY APPLICATION

**Reenlistment (AC/FTS) Application Options**

**Component Type**  
 USN or FTS    SELRES

**Application Reason**   **Special Circumstance Reason Code**   **Process Month**  
 SEAOS   [ ]   Explain Other   Feb-2018   Set to Current Month:

**Application Type**  
 In-Rate Only    Not Applying This Month   Explain Other  
 In-Rate, Willing To Convert    Not Eligible   Explain Other  
 Convert Only    Intends to Separate   Explain Other

**SELRES Fields**  
 Preferred NOSC: [ ]  
 Sailor's Phone: [ ]  
 Sailor's Email: [ ]

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas
		n/a	n/a			

**Conversion Choices**  
 1st: [ ]  
 2nd: [ ]  
 3rd: [ ]

Convert only applications are used from 12 to 9 months from SEAOS. Generally, if a Sailor is in this window, there will be opportunities available provided the Sailor qualifies for the advertised rating(s). Convert Only applications can be submitted during the SEAOS application window of 16 to 9 months prior to SEAOS and PRD applications 15 to 13 months prior to PRD.

# NOT ELIGIBLE APPLICATION

**Reenlistment (AC/FTS) Application Options**

**Component Type**  
 USN or FTS    SELRES

**Application Reason**   **Special Circumstance Reason Code**   **Process Month**  
SEAOS   [ ]   Feb-2018   Set to Current Month:

**Application Type**  
 In-Rate Only    Not Applying This Month  
 In-Rate, Willing To Convert    Not Eligible  
 Convert Only    Intends to Separate

**In-Rate**   **Auto Approve Eligibility**   **Qualification**  
n/a   n/a

**Conversion Choices**  
1st: [ ]  
2nd: [ ]  
3rd: [ ]

**Other Reasons (from dropdown):**  
Discipline - Admin SEP  
Loss of Security Clearance  
Not Recommended - Evaluations  
Not Recommended - PFA  
Other

**Explain Other**   **Explain Other**   **Explain Other**

**SELRES Fields**  
Preferred NOSC: [ ]  
Sailor's Phone: [ ]  
Sailor's Email: [ ]

**Unfilled Quotas**   **Approved Quotas**

“Not Eligible” applications are used for Sailors who are NOT eligible for reenlistment in accordance with MILPERSMAN 1160-030.

Common reasons are provided in the drop down. If you have another reason, select “Other” and you will be prompted to provide the reasons in the “Explain Other” box.

Note: “Not Eligible” applications are only available for mandatory C-WAY applications. In the event you have an application that is outside the mandatory reason and the Sailor becomes ineligible for reenlistment, select “Cancel.”

# INTENDS TO SEPARATE APPLICATION

**Reenlistment (AC/FTS) Application Options**

**Component Type**  
 USN or FTS  SELRES

**Application Reason** SEAOS **Special Circumstance Reason Code** [Dropdown] **Process Month** Feb-2018  Set to Current Month

**Application Type**  
 In-Rate Only  In-Rate, Willing To Convert  Convert Only  
 Not Applying This Month  Not Eligible  Intends to Separate

**In-Rate** **Auto Approve Eligibility** **Qualification** n/a

**Conversion Choices**  
1st: [Dropdown]  
2nd: [Dropdown]  
3rd: [Dropdown]

**Special Circumstance Reason Code** dropdown menu:  
Attending college not using Post 911 GI bill benefits  
Attending college using Post 911 GI bill benefits  
No desire to affiliate with USN or USNR  
No quota available for Member's desires  
Other

**SELRES Fields**  
Preferred NOSOC: [Dropdown]  
Sailor's Phone: [Text Box]  
Sailor's Email: [Text Box]

**Denied Requested Quotas** **Approved Quotas**

“Intends to Separate” applications are for Sailors who have decided to separate from active duty Navy service.

Entering an application as “Intends to Separate” will lock the Sailor’s future applications into an “Intends to Separate” status. This status will remain until the Sailor reaches the “Denied-Final Active” point at nine (9) months from SEAOS, or if the current application is un-submitted.

Per MILPERSMAN 1160-140, the CCC may contact C-WAY to have the Sailor’s “Intends to Separate” application un-submitted and reset for SELRES applications only. Active Duty resets require the respective ECM’s authorization.



# NOT APPLYING THIS MONTH APPLICATION

**Reenlistment (AC/FTS) Application Options**

**Component Type**  
 USN or FTS  SELRES

**Application Reason**  
SEAOS

**Special Circumstance Reason Code**  
[Dropdown Menu]  
Member not available for Counseling  
Waiting for updated ASVAB  
Waiting for updated Security Clearance  
Waiting for updated Citizenship  
No quota available for Member's desires  
Member undecided  
Other  
Career Intermission Program

**Process Month**  
Feb-2018 Set to Current Month:

**Application Type**  
 In-Rate Only  Not Applying This Month  
 In-Rate, Willing To Convert  Not Eligible  
 Convert Only  Intends to Separate

**In-Rate** **Auto Approve Eligibility** **Qualification**  
n/a

**Conversion Choices**  
1st: [Dropdown]  
2nd: [Dropdown]  
3rd: [Dropdown]

**SELRES Fields**  
Preferred NOSC: [Dropdown]  
Sailor's Phone: [Text Field]  
Sailor's Email: [Text Field]

**shed Requested as Quotas** **Approved Quotas**

If a Sailor has no desire to apply for C-WAY during a system-generated application, enter a “Not Applying This Month” application. Ensure that the Sailor understands that he/she is losing an opportunity for one of his/her scheduled looks.

If the Sailor was separated prior to his/her SEAOS date, choose this option to avoid receiving a “Failed to Submit.”

If the reason for not submitting is not listed in the drop down, select “Other” and provide a reason when prompted.

Note: These applications are only available for mandatory C-WAY applications, otherwise select “Cancel.”

# SUBMITTED

### Reenlistment (AC/FTS) Application Details

**Sailor Eligibility**

Current Rating: [REDACTED]	Year Group: YG 2016	RPT Date: 4/4/2016	UIC: [REDACTED]	Application Status: <b>Submitted</b>
Pres Rate: [REDACTED]	EAOS: 11/3/2019	PEBD: 11/4/2015	Critical NECs: [REDACTED]	Sailor Name: [REDACTED]
Pros Rate: [REDACTED]	Soft EAOS: 11/3/2020	EDLN: [REDACTED]	[REDACTED]	SSN (last 4): [REDACTED]
Current EMC: B440	PRD: 4/1/2019	EDLN Code: [REDACTED]	[REDACTED]	Warfare Designator: [REDACTED]
Service Component: USN	ADSD: 11/4/2015	Acc Code: 100	[REDACTED]	

### Reenlistment (AC/FTS) Application Options

<b>Component Type</b> <input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	<b>Application Reason</b> Spec Circ	<b>Special Circumstance Reason Code</b> PRD <input type="button" value="Explain Other"/>	<b>Process Month</b> Jan-2018 <input type="checkbox"/> Set to Current Month				
<b>Application Type</b> <input checked="" type="radio"/> In-Rate Only <input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Convert Only	<input type="radio"/> Not Applying This Month <input type="radio"/> Not Eligible <input type="radio"/> Intends to Separate	[REDACTED] <input type="button" value="Explain Other"/> [REDACTED] <input type="button" value="Explain Other"/> [REDACTED] <input type="button" value="Explain Other"/>	<b>SELRES Fields</b> Preferred NOSC: [REDACTED] Sailor's Phone: [REDACTED] Sailor's Email: [REDACTED]				
<b>In-Rate</b> Yes	<b>Auto Approve Eligibility</b>	<b>Qualification Status</b> n/a	<b>Ride Rank</b> n/a	<b>Published Quotas</b> 1	<b>Requested Quotas</b> 4	<b>Approved Quotas</b> 0	<b>Decision</b>

After verifying that all of the information is correct and accurate, submit the Sailor's application. Ensure that the word "Submitted" appears in the "Application Status". The application must be submitted and not just saved in order to be racked and stacked.

3rd: [REDACTED]

### Reenlistment (AC/FTS) Application Details

<b>Security Clearance Level:</b> SECRET <input type="button" value="2/24/2015"/>	<b>Promotion Recommendations</b>
<b>Has been on OSA\GSA\IA:</b> No	Promotable <input type="button" value="7/15/2015"/>
<b>Date of last NJP:</b> [REDACTED]	[REDACTED]
<b>Most Recent PFA Results and Date:</b> P <input type="button" value="10/10/2017"/>	[REDACTED]
<b>PFA Failures in the Last 3 Years:</b> 0	[REDACTED]
	<b>Average:</b> 3.00

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

All data utilized in this guide is fictional and for informational purposes only.



# NOTES

**Career Waypoints** User Profile: [ ]

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

### Reenlistment (AC/FTS) Application Browser

#### Notes

SSN: [ ] Name: [ ]

Status: Submitted

**Note:** Notes are used by the CCCs, Department CCs, Enlisted Community Managers and Career Waypoints Dept. When updating anyone's record, make a note.

**History:**

- \*\*\*\*\* [ ] 10/25/2017 8:40:59 AM  
Added secondary UIC due to transfer.
- \*\*\*\*\* [ ] 10/16/2017 8:06:46 PM  
I have updated the following information in this application and acknowledge that the corporate data source must be updated:  
Prior Security Clearance Level: SECRET  
Updated  
Security Clearance Level: SECRET  
Prior Security Clearance Date: 4/20/2015  
Updated Security Clearance Date: 2/24/2015

Save Notes Report Close

Page: 1

UIC
N3959
N0527
N8697
N6923
N3166
N0956
N2138
N6744
N5545
N2317
N0964
N0016
N4230
N4525
N4595
N5575
N5572
N2314
N3852
N2183
N5804
N4618
N6309
N3025
N2138

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 his/her warfare device or NEC and it is not reflected in the C-WAY “Sailor Details” page, verify receipt and make a note. NOTE: Warfare devices and NECs cannot be updated by BUPERS-33. If it is missing, contact your Command Pass Coordinator or Personnel Department.

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# SUBMITTING AN APPLICATION UNDER SAILOR BROWSER

The screenshot shows the 'Sailor Browser' interface. At the top, there is a navigation bar with 'Home', 'Sailors', 'Control Analyst', 'AC/FTS/RC Analyst', 'Reports', 'Help', and 'Sign Out'. Below this is a 'Fast Filters' section with input fields for 'SSN:', 'Name:', and 'Updated', along with dropdown menus for 'PG:' and 'Service:'. A 'List' button is highlighted in blue. Below the filters is a table with columns for 'QSSN', 'Full Name', '2nd Dept Rating', and 'ADSD'. The table contains several rows of data, including sailor IDs like 'E5 N8806N' and 'E5 N32915'. On the left side of the table, there is a vertical menu with buttons for 'Edit', 'Extended Edit', 'Notes', 'In Rate', 'Locate Sailor', and 'Close'. The 'Edit' button is highlighted in yellow. A white box with a black border contains three numbered instructions: (1) Type in the Sailor's SSN or last name, first name. (2) Click on "List." (3) Click "Edit" to open the record. Arrows point from the text in the box to the corresponding elements in the interface.

(1) Type in the Sailor's SSN or last name, first name.

(2) Click on "List."

(3) Click "Edit" to open the record.

All applications can be submitted under "Sailors" > "Sailor Browser". If the application is not automatically generated by C-WAY, then the application has to be entered via "Sailors" > "Sailor Browser". SEAOS and PRD applications are automatically generated. Note: If the Sailor has greater than 24 months between the PRD date and SEAOS date, an application will not auto-populate.

**All data utilized in this guide is fictional and for informational purposes only.**

# SUBMITTING AN APPLICATION UNDER SAILOR BROWSER (CONT'D)

### Sailor Details

#### Summary

SSN:  DoD ID:

Last Name:  First Name:  Middle Initial:

Gender:  Date of Birth:

#### General Information

#### Test Scores & Evaluations

#### Medical

#### Legal & Moral

Moral Turpitude Offenses:  Adverse Personal History:  Civil Convictions, Courts Martial, or NJP:

History of Drug Abuse:  Alcohol Abuse:  Security Clearance Eligible:

If no “Apply Reenlistment (AC/FTS)” button is available, check the following:

- Is Sailor a designated E2 or below?
- Is Sailor over 14 years between ADSD and SEAOS?
- Is Sailor selected or frocked to Chief?

If the answer is Yes, then C-WAY does not apply.

#### CTO Support

All data utilized in this guide is fictional and for informational purposes only.

# IN-RATE & CONVERSION OPPORTUNITIES

**Fast Filters**

SSN:  Name:  Pres Rate:  Pros Rate:  Gender:  In-Rate Quotas:  ConvOut Quotas:  Auto In-Rate Approval IF Eligible:  Service Comp:  App Reason:

Quota Month:  Display Current Month Jobs:  **List** Show 500 items  Item Count

Rating Name	Rating	Status	RIDE Rank RIDE	RIDE/JOIN Rank	Conversion Quotas
Cryptologic Technician Technical	CTT	Not Qualified	N/A	N/A	N/A

Record:  1 of 1 Page:  1 of 1

“Reenlist (AC/FTS) Qualified Jobs” screen shows the number of In-Rate quotas and Convert Out quotas as shown above. If you try to submit your Sailor for a conversion quota and cannot determine why there are no conversion options, utilize this screen to see whether or not the Sailor has conversion opportunities. If an ECM is undermanned in a Year Group and Rank, he/she will not authorize convert out options; therefore, the Sailor’s only Active Component option is to submit for In-Rate only.

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# IN-RATE & CONVERSION OPPORTUNITIES

**Career Waypoints** User Profile:

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

### Reenlistment (AC/FTS) Qualified Jobs

#### Fast Filters

SSN:  Name:  Pres Rate:  GSMFN Pros Rate:  Gender:  Male In-Rate Quotas:  1 ConvOut Quotas:  0  Auto In-Rate Approval if Eligible:  No Service Comp:  USN App Reason:  Spec Circ

Quota Month:  Jan-2018 Display Current Month Jobs:  **List** Show 500 items  Item Count  1

Job Card	Rating Name	Rating	Status	RIDE Rank	RIDE <small>Score</small>	RIDE/JOIN Rank	Conversion Quotas
<input type="button" value="Add'l Job Reqs."/> <input type="button" value="Reenlist Application"/> <input type="button" value="Notes"/> <input type="button" value="CEM"/> <input type="button" value="Printable Job List"/> <input type="button" value="JOIN Rating Results"/> <input type="button" value="JOIN Job Groups"/>  <input type="button" value="Close"/>	Gas Turbine System Technician Mechanical	GSM	Preliminary eligible	19	60.85	N/A	N/A

If there is a number listed here, that indicates two things:

- (1) That this Sailor's rate is allowing "Convert Out."
- (2) The number identifies how many rates he qualifies for that has "Convert In" opportunities for their Year Group and rank.

This scenario tells you that GSM is not allowing Sailors to "Convert Out."

Record:  1 of 1 Page:  1 of 1

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# AUTOMATIC APPROVAL PROCESS OVERVIEW FOR SEAOS APPLICATIONS

- **Automatic approval.** C-WAY auto-approval functionality was implemented February 1, 2014 for non-nuclear rating SEAOS applications. All E4 – E6 Sailors requesting an in-rate reenlistment will get an immediate status of APPROVED in C-WAY provided the following conditions are met:

- ECM has determined a “need” based on year group and pay grade;
- Sailor is eligible in all respects and submits a valid application;
- Sailor utilized a system-generated SEAOS application;
- Sailor is not in the Nuclear Power Program;
- No automatically populated data on the C-WAY application has been changed (security clearance, evaluation etc.). Changing data on the application including updating evaluations will result in the application changing from auto-approved to approved pending status for ECM review;
- No known adverse community health conditions exist.

- **Nuclear Power.** All applications for Sailors in nuclear programs will be placed in an “Approved Pending” status and will be routed to the Enlisted Community Managers at OPNAV N13 for review.

- **C-WAY Letters.** Notification letters will NOT be available immediately. However, approval letters will be available the following day via the Approval Letter button located in the reenlistment browser. Simply highlight the approved application and click on the approval letter button. Additionally, you may retrieve the letter via your Command Summary Report.



# DETERMINING AUTOMATIC APPROVAL

## Reenlistment (AC/FTS) Qualified Jobs

### Fast Filters

SSN:	Name:	Pres Rate:	Pros Rate:	Gender:	In-Rate Quotas:	ConvOut Quotas:	Auto In-Rate Approval if Eligible:	Service Comp:	App Reason:
		GSMFN		Male	1	0	No	USN	Spec Circ
Quota Month:	Jan-2018	Display Current Month Jobs:	<input checked="" type="checkbox"/>	<b>List</b>	Show 500 items	Item Count	1	Reset	

## Reenlistment (AC/FTS) Application Details

### Sailor Eligibility

Current Rating:	Year Group:	RPT Date:	UIC:	Application Status: Saved - Action Required
Pres Rate:	EAOS:	PEBD:	Critical NECs:	Sailor Name:
Pros Rate:	Soft EAOS:	EDLN:		SSN (last 4):
Current EMC: B740	PRD:	EDLN Code:		Warfare Designator:
Service Component: USN	ADSD:	Acc Code: 100		ENLISTED AVIATION WARFARE SPECIALIST(AW)

### Reenlistment (AC/FTS) Application Options

<b>Component Type</b> <input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	<b>Application Reason</b> SEAOS	<b>Special Circumstance Reason Code</b> [Dropdown]	<b>Process Month</b> Jan-2018
<b>Application Type</b> <input checked="" type="radio"/> In-Rate Only <input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Convert Only	<input type="radio"/> Not Applying This Month <input type="radio"/> Not Eligible <input type="radio"/> Intends to Separate	[Dropdown] Explain Other	<b>SELRES Fields</b> Preferred NOSC: [Dropdown] Sailor's Phone: [Text] Sailor's Email: [Text]
<b>In-Rate</b> Yes	<b>Auto Approve Eligibility</b> Eligible for Approved Status	<b>Qualification Status</b> N/A	<b>Approved Quotas</b> 1

These two areas identify Auto-Approval eligibility.

### Reenlistment (AC/FTS) Application Details

<b>Security Clearance Level:</b> SECRET	<b>Promotion Recommendations</b>
<b>Has been on OSA/GSA/IA:</b> [Dropdown]	Must Promote 11/15/2017
<b>Date of last NJP:</b> [Text]	Early Promote 3/3/2017
<b>Most Recent PFA Results and Date:</b> P 11/14/2017	Must Promote 11/15/2016
<b>PFA Failures in the Last 3 Years:</b> 0	Must Promote 11/15/2015
	Early Promote 12/4/2014
	<b>Average:</b> 4.40

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# C-WAY SPECIAL CIRCUMSTANCE – PROJECTED ROTATION DATE (SC-PRD) APPLICATIONS

- PRD Applications are submitted as follows:
  - 18 months prior to PRD, applications are auto-generated in C-WAY;
  - 15 – 13 months prior to PRD, applications are racked and stacked for In-Rate and Conversion quotas for OBLISERV purposes.
- C-WAY automatically generates mandatory, constrained C-WAY SC-PRD applications 18 months prior to the Sailors' PRDs for those who have less than 24 months of contract time remaining as calculated from PRD to SEAOS.
- Sailors who do not receive SC-PRD quotas will be required to enter SEAOS applications.
- Sailors who do not receive a SC-PRD approval will need to contact their respective detailer.
- PRD applications are submitted the same as SEAOS. The only difference is that the Application Reason will state "Spec Circ" and the Special Circumstance Reason Code will state "PRD" (shown below).

**Reenlistment (AC/FTS) Application Options**

Component Type:  USN or FTS  SELRES

Application Reason: Spec Circ Special Circumstance Reason Code: PRD Explain Other

Process Month: Jan-2018 Set to Current Month:

Application Type:  In-Rate Only  Not Applying This Month  In-Rate, Willing To Convert  Not Eligible  Convert Only  Intends to Separate

In-Rate: Yes Auto Approve Eligibility: Not Eligible Qualification Status: n/a

Ride Rank	Published Quotas	Requested Quotas	Approved Quotas
n/a	2	1	1

Conversion Choices: 1st: [v] 2nd: [v] 3rd: [v]

SELRES Fields: Preferred NOSC: [v] Sailor's Phone: [v] Sailor's Email: [v]

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# TO CHECK THE STATUS OF A C-WAY APPLICATION

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

Recruitment (AC/FTS) Application Browser

1. Click the hourglass and select "All."

2. Move the "From" date back a year and move the "To" date out 3 months.

Status: ALL

Filters

From Date: Jan-2017 To Date: Jun-2019

App Status	App Reason	Crit NEC	UIC	2nd UIC	YG	EAOS	SEAOs	PRD	Proc Mo
Approved	SEAOS				2014	07/08/2018	09/08/2019	09/01/2019	May-2018
Approved	SEAOS				2015	09/15/2019	09/15/2019	06/01/2019	Oct-2018
Approved	Spec Circ				2011	06/28/2021	06/28/2021	09/01/2019	Jun-2018
Approved	Spec Circ				2016	07/17/2020	07/17/2020	09/01/2019	Jun-2018
Approved	SEAOS				2008	03/31/2020	03/31/2020	08/01/2019	Nov-2018
Approved	Spec Circ				2008	06/21/2021	06/21/2021	12/01/2019	Oct-2018
Approved - Executed	Spec Circ				2008	01/05/2019	01/05/2019	06/01/2018	Jun-2017
Approved - Executed	SEAOS				2008	01/05/2019	07/05/2019	07/01/2019	Mar-2018
Approved - Executed	Spec Circ	Y			2014	03/10/2018	07/10/2020	02/01/2019	Nov-2017
Approved - Executed	SEAOS				2007	05/27/2020	05/27/2020	06/01/2019	Jan-2019
Approved - Expired	Spec Circ				2015	09/15/2019	09/15/2019	06/01/2018	Aug-2017
Approved - Expired	Spec Circ				2008	03/31/2020	03/31/2020	08/01/2018	Aug-2017
Approved - Expired	Spec Circ				2007	05/27/2020	05/27/2020	06/01/2018	Jun-2017
Approved - Expired	Spec Circ	Y			2010	10/13/2019	01/13/2021		Sep-2017
Denied	Spec Circ				2015	09/15/2019	09/15/2019	07/01/2018	Jul-2017
Intends to Separate	Spec Circ				2016	07/05/2020	07/05/2020	11/01/2019	Aug-2018
Intends to Separate	Spec Circ				2016	07/05/2020	07/05/2020	11/01/2019	Sep-2018
Intends to Separate	Spec Circ				2016	07/05/2020	07/05/2020	11/01/2019	Dec-2018
Intends to Separate	Spec Circ				2016	07/05/2020	07/05/2020	11/01/2019	Nov-2018
Intends to Separate	Spec Circ				2016	07/05/2020	07/05/2020	11/01/2019	Oct-2018
Intends to Separate	Spec Circ				2016	07/05/2020	07/05/2020	11/01/2019	Jan-2019
Intends to Separate	Spec Circ				2016	07/05/2020	07/05/2020	11/01/2019	Feb-2019
Intends to Separate	SEAOS				2016	07/05/2020	07/05/2020	11/01/2019	Mar-2019
No Apply this Month	Spec Circ				2008	06/21/2021	06/21/2021	12/01/2019	Sep-2018

Page: 1

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# HOW TO RETURN AN APPROVED QUOTA (APPLIES TO IN-RATE, CONVERSIONS, SELRES, COMPONENT CHANGE, AND TRP)

**Reenlistment (AC/FTS) Application Details**

**Sailor Eligibility**

Current Rating: Year Group: YG 2013 RPT Date: 10/24/2017 UIC: N61690 Application Status: **Approved - A-School**  
 Pres Rate: EAOS: 6/2/2018 PEBD: 10/3/2012 Critical NECs: 0170 Sailor Name:  
 Pros Rate: Soft EAOS: 6/2/2018 EDLN: SSN (last 4):  
 Current EMC: PRD: EDLN Code: Warfare Designator:  
 Service Component: USN ADSD: 10/3/2012 Acc Code: 342 ENLISTED SURFACE WARFARE SPECIALIST(SW)

**Reenlistment (AC/FTS) Application Options**

Component Type:  USN or FTS  SELRES Application Reason: BEACOS Special Circumstance Reason Code: Explain Other Process Month: Nov-2017 Set to Current Month:

Application Type:  In-Rate Only  Not Applying This Month Explain Other  SELRES Fields  
 In-Rate, Willing To Convert  Not Eligible Explain Other Preferred NOSC:  
 Convert Only  Intends to Separate Explain Other Sailor's Phone:  
 Sailor's Email:

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
		n/a	n/a	2	9(4/1/4)	2(2/0/0)	Approved - A-School

Conversion Choices

1st: 15 2nd: 3rd:

**Reenlistment (AC/FTS) Application Details**

Security Clearance Level: SECRET 6/20/2012  
 Has been on OSA\GSA\IA: Date of last NJP:  
 Most Recent PFA Results and Date: P 5/22/2017  
 PFA Failures in the Last 3 Years: 0  
 Quota Return Reason Code: Voluntary return of quota - To go SELRES Page 13 submitted.  
 I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

**Returning Approved Quota.**

1. Select the most appropriate "Quota Return Reason Code."
2. Click Page 13 submitted.
3. Click "Return Quota."
4. You will be prompted to enter notes. Be specific.

**Return Quota** **Modify** **Close**

The Career Counselor has the ability to return an approved quota when a Sailor chooses to separate or when losing eligibility. When a Sailor is under orders and refuses to obligate for additional service as required by the orders, the C-WAY quota must be returned via the return button. Commands are advised that a NAVPERS 1306/7 must be forwarded to PERS-4 indicating that the member has refused to OBLISERV. PERS-40BB will Flag the record as appropriate and the Sailor will not be able to resubmit for another ACDU quota. See MILPERSMAN 1306-125. **Note: If the Sailor is still within their C-WAY application timeline and the quota is revoked, a new application will be generated within 24 hours. Plan accordingly, as Failed to Submits will not be removed for this situation.**

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# TARGETED REENTRY PROGRAM (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend ACDCU and FTS officer and enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy. C-WAY applies to enlisted personnel; therefore, we will only discuss the enlisted Sailors (see NAVADMIN for officer info). Important details are as follows:

1. Two options.

- Golden Ticket – Sailors are guaranteed an expedited return to ACDCU within one year from separation from ACDCU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- Silver Ticket – Sailors are afforded an expedited return to ACDCU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

2. To be considered.

- Must be recommended by the commanding officer.
- Sailor applications must be “Intends to Separate” from the onset of the SEAOS application timeline.
- A Sailor’s first SEAOS application may be submitted for the TRP option only, but BUPERS-33 recommends both, the ITS and TRP be submitted.
- If the TRP option was not requested on the Sailor’s first application, the command may request the TRP option for months 15 through 9 in the SEAOS Timeline.
- The TRP option will no longer be available once the Sailor is within 8 months of SEAOS.
- The Sailor must have completed their initial active duty requirement, but have not reached 14 years of ACDCU service (0 to 14 YOS).

3. BUPERS-3 is the approving authority.

4. TRP approved Sailors who have completed their Military Service Obligation (MSO) and accept TRP will be transferred to the Navy Reserve (Standby Reserve Inactive, USNR-S2) for two years. Sailors will only be required to maintain accurate recall information with PERS-9, no drilling requirements or ability to earn retirement points.

5. TRP approved Sailors who have not completed their MSO and accept TRP will be transferred to the Navy Reserve (Ready Reserve). If the Sailor has not utilized the TRP option within the two year period, the Sailor will remain in the Navy Reserve until they fulfill their MSO requirement.

# SUBMITTING A TRP APPLICATION (1<sup>st</sup> SEAOS APPLICATION)

**Reenlistment (AC/FTS) Application Options**

**Component Type**  
 USN or FTS  SELRES

**Application Reason**  
Spec Circ

**Special Circumstance Reason Code**  
PRD

**Process Month**  
Mar-2019  Set to Current Month

**Application Type**  
 In-Rate Only  Not Applying This Month  
 In-Rate, Willing To Convert  Not Eligible  
 Convert Only  Intends to Separate  
 TRP (Golden/Silver Ticket)

**SELRES Fields**  
Preferred NOSC:   
Sailor's Phone:   
Sailor's Email:

**In-Rate** **Auto Approve Eligibility** **Qualification Status** **Hide Published Rank Quotas** **Requested Quotas** **Approved Quotas**  
n/a n/a

**Conversion Choices**  
1st:   
2nd:   
3rd:

(1) Select the "TRP (Golden/Silver Ticket)" radio button.

(2) Ensure all data is completed under the Application Details section.

**Reenlistment (AC/FTS) Application Details**

**Security Clearance Level:** NO DETERMINATION MADE

**Has been on OSA\GSA\IA:**

**Date of last NJP:**

**Promotion Recommendations**  
   
   
   
   
   
**Average:** 0.00

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

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# SUBMITTING A TRP APPLICATION (MOS 15 - 9)

### Reenlistment (AC/FTS) Application Options

<b>Component Type</b> <input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	<b>Application Reason</b> SEAOS	<b>Special Circumstance Reason Code</b> [Dropdown] <input type="button" value="Explain Other"/>	<b>Process Month</b> Mar-2019	Set to Current Month: <input type="checkbox"/>		
<b>Application Type</b> <input type="radio"/> In-Rate Only <input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Convert Only <input type="radio"/> TRP (Golden/Silver Ticket)	<input type="radio"/> Not Applying This Month <input type="radio"/> Not Eligible <input checked="" type="radio"/> Intends to Separate	[Dropdown] <input type="button" value="Explain Other"/> [Dropdown] <input type="button" value="Explain Other"/> Attending college using Post 911 GI bill benefits <input type="button" value="Explain Other"/>	<b>SELRES Fields</b> Preferred NOSC: [Dropdown] Sailor's Phone: [Text] Sailor's Email: [Text]			
<b>In-Rate</b>	<b>Auto Approve Eligibility</b>	<b>Qualification Status</b> n/a	<b>Ride Published Rank Quotas</b> n/a	<b>Requested Quotas</b>	<b>Approved Quotas</b>	<b>Decision</b>
<b>Conversion Choices</b> 1st: [Dropdown] 2nd: [Dropdown] 3rd: [Dropdown]						

### Reenlistment (AC/FTS) Application Details

<b>Security Clearance Level:</b> SECRET [Dropdown] 6/15/2016	<b>Promotion Recommendations</b>
<b>Has been on OSA\GSA\IA:</b> [Dropdown]	[Dropdown] [Text]
<b>Date of last NJP:</b> [Text]	[Dropdown] [Text]
	[Dropdown] [Text]
	[Dropdown] [Text]
	[Dropdown] [Text]

(4) If the CO later decides to recommend a Sailor for the TRP program, he/she may do this for Sailors who have been submitted as ITS from the onset. The CCC will open the most current ITS application and click the "Request TRP" button.

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

# SUBMITTING A TRP APPLICATION (REVOKING)

**Reenlistment (AC/FTS) Application Options**

<b>Component Type</b>	<b>Application Reason</b>	<b>Special Circumstance Reason Code</b>	<b>Process Month</b>	
<input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	BEAOS		Mar-2018	Set to Current Month: <input checked="" type="checkbox"/>
<b>Application Type</b>			<b>SELRES Fields</b>	
<input type="radio"/> In-Rate Only <input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Convert Only <input checked="" type="radio"/> TRP (Golden/Silver Ticket)	<input type="radio"/> Not Applying This Month <input type="radio"/> Not Eligible <input type="radio"/> Intends to Separate		Preferred NOSC: <input type="text"/> Sailor's Phone: <input type="text"/> Sailor's Email: <input type="text"/>	
<b>In-Rate</b>	<b>Auto Approve Eligibility</b>	<b>Qualification Status</b>	<b>Ride Rank</b>	<b>Published Quotas</b>
		n/a	n/a	
<b>Conversion Choices</b>				
1st:	<input type="text"/>			
2nd:	<input type="text"/>			
3rd:	<input type="text"/>			

**Reenlistment (AC/FTS) Application Details**

<b>Security Clearance Level:</b> Interim confidential	<b>Promotion Recommendations</b>
<b>Has been on OSA\GSA\IA:</b> No	Early Promote 11/15/2016
<b>Date of last NJP:</b>	Must Promote 11/15/2015
	Promotable 11/15/2014

(5) In the event a Sailor loses eligibility for the TRP program (determined by CO), the command may contact CWAY to have the quota revoked. A NAVPERS 1070/613, quota return page 13 will be required.

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Unsubmit
Close



# CREATING A SELRES APPLICATION

The screenshot displays the 'Reenlistment (AC/FTS) Application Details' form. The top section, 'Sailor Eligibility', includes fields for Current Rating, Year Group, RPT Date, UIC, Application Status (Initial - Action Required), Pres Rate, EAOS, PEBD, Critical NECs, Sailor Name, Pros Rate, Soft EAOS, EDLN, SSN (last 4), Current EMC, PRD, EDLN Code, Warfare Designator, Service Component (USN), and ADSD. The middle section, 'Reenlistment (AC/FTS) Application Options', features 'Component Type' (USN or FTS, SELRES), 'Application Reason' (SEADS), 'Special Circumstance Reason Code', 'Process Month' (Jan-2018), and 'Application Type' (In-Rate Only, In-Rate, Willing To Convert, Convert Only). A callout box with arrows points to the 'SELRES' radio button and the 'SELRES Fields' dropdown menu. The 'SELRES Fields' dropdown is open, showing a list of locations including CNRF NORVA, NAF WASH DC, NAVREG MW GLAKES, NAVREG NW RCC WA, NAVREG SE JAX FL, NAVREG SW SD CA, NOSC AKRON OHIO, NOSC ALAMEDA CA, NOSC ALBUQUE NM, NOSC AMARILLO TX, NOSC AMITYVLE NY, NOSC ANCHORAGE, NOSC ATLANTA GA, NOSC AUGUSTA GA, NOSC AUSTIN TX, NOSC AVOCA PA, NOSC B MD, NOSC BANGOR ME, NOSC BATTLE CRK, NOSC BELL CA, NOSC BESSEMER AL, NOSC BILLINGS MT, NOSC BOISE ID, NOSC BRUNSWICK, NOSC BUFFALO NY, NOSC CHARLOTTE, NOSC CHASN SC, NOSC CHATTANOOGA, and NOSC CHEYENNE WY. The bottom section, 'Reenlistment (AC/FTS) Application Details', includes Security Clearance Level (SECRET), Has been on OSA\GSA\IA, Date of last NJP, Most Recent PFA Results and Date, PFA Failures in the Last 3 Years (0), and Promotion Recommendation. A checkbox at the bottom states 'I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.' The form has buttons for Submit, Save, Modify, and Close.

1. Select "SELRES" for Component Type.  
2. Complete the required "SELRES Fields."

\*Open an "Initial - Action Required" or "Saved - Action Required" application and modify as shown above to submit a SELRES application.

All data utilized in this guide is fictional and for informational purposes only.

# SELRES APPLICATIONS

- If a Sailor has received the Denied – Final Active (DFA - within 8 months of SEAOS), the CCC can generate the application and submit it themselves locally.
- If a Sailor still has ACDU looks available and is not set for Intends to Separate, the CCC can generate the application and submit it themselves locally.
- If a Sailor has Intends to Separate applications submitted and has not reached 8 months from SEAOS (DFA), then the CCC may contact BUPERS-33 directly to request a SELRES reset.
- Per MILPERSMAN 1306-1501, the CCC may contact the SELRES Enlisted Community Manager directly to request a SELRES quota (*not a reset*) for Sailors within 90 days from SEAOS. Resets for SELRES are NOT authorized during this period.



# PRINTING A FINAL DETERMINATION LETTER

**Reenlistment (AC/FTS) Application Browser**

Fast Filters

Status:  SSN:  Name:  Rating:  EMC:  Service:  App Reason:

From Date:  To Date:  Expiration Month:  View Count:  Reset

Flag	CO and	Notes	Current Rating	SSN4	App Status	App Reason
Y			TT		Approved	Spec Citc
			HM		Approved	SEAOS
			HM		Approved	SEAOS
			STS		Approved	SEAOS
			HM		Approved	SEAOS
N			EM(Oth)		Approved	SEAOS
Y			QM		Approved	SEAOS
Y			AM		Approved	Spec Citc
Y			CS		Approved	SEAOS
Y			AC		Approved	SEAOS
Y			AM		Approved	SEAOS
Y			AD		Approved	SEAOS
Y			ET(Oth)		Approved	SEAOS
Y			AD		Approved	SEAOS
Y			HM		Approved	SEAOS
Y			SO		Approved	SEAOS
Y			NC(CRP)		Approved	SEAOS
Y			CTN		Approved	SEAOS
Y			AD		Approved	SEAOS
Y			HM		Approved	SEAOS
Y			EOG		Approved	SEAOS
Y			ETR		Approved	SEAOS
Y			AWR		Approved	SEAOS
Y			HM		Approved	SEAOS

Simply highlight the approved application and click on “Official Letter.” If the letter does not generate here, go to your Summary Report.

## Command Reenlistment (AC/FTS) Summary Report - Date: 3/14/2019

**Career WAYPOINTS**

Name	Last 4 SSN	UIC	Current Rate	Current SEAOS	Months to SEAOS	Application Status
+ No Final Status - In Mandatory SEAOS Window						
+ No Final Status - In Mandatory PRD Window						
+ No Final Status - Denied Final In-Rate						
+ Approved to Reenlist in Active Component - In-Rate						
+ Approved for SELRES - In-Rate						
+ Approved for SELRES - Conversion						
+ Denied Final Active						
+ Does Not Meet General Reenlistment Program Eligibility						

The Command Reenlistment (AC/FTS) Summary Report provides all letters for the command. The next page will show you where to retrieve the report.

# C-WAY COMMAND SUMMARY REPORTS

**Career Waypoints**

Home Sailors Control Analyst AC/FTS/RC Analyst **Reports** Help Sign Out

Apprentice Sailor Report  
BSO UIC Apprentice Report  
N100 OPNAV Report  
PACT Report  
PACT Execution Report  
PACT Non-R&S Decisions Report  
PACT Quota Utilization Report

---

Activity Detail - Reenlistment (AC/FTS)  
Approved Not Executed - Reenlistment (AC/FTS)  
BSO UIC Status Report - Reenlistment (AC/FTS)  
BSO UIC Coverage Report  
**Command Summary - Reenlistment (AC/FTS)**  
**Command Personnel - Reenlistment (AC/FTS)**  
CTO Report - Reenlistment (AC/FTS)  
ECM Result Report - Reenlistment (AC/FTS)  
Eligibility Forecast - Reenlistment (AC/FTS)  
Eligibility Report - Reenlistment (AC/FTS)  
Execution Report - Reenlistment (AC/FTS)  
Final Disposition - Reenlistment (AC/FTS)  
NES Message  
Non-R&S Decisions - Reenlistment (AC/FTS)  
Quota Util by SEAOS FY - Reenlistment (AC/FTS)  
Quota Util by Action Year - Reenlistment (AC/FTS)  
Quota Return Report - Reenlistment (AC/FTS)  
Rating/Srv/EMC Mismatch  
SELRES Qual Statistics  
SELRES TRUIC Coverage  
Terminal State - Reenlistment (AC/FTS)

---

Qual By Rating Report

---

SAAR Compliance Report  
CWAY BO Reporting

**Career**

**IF A SAILOR WHO DE ENLISTMENT QUOTA, COMMUNITY MANAGI**

**December 2017 Reer**

For command information, these two reports provide the most detailed information.

All data utilized in this guide is fictional and for informational purposes only.

# C-WAY PACT DESIGNATION

## MILPERSMAN 1306-611 & NAVADMIN 118/18

1. Undesignated Sailors have the following choices of designation:
  - a. Apprenticeship Change (e.g. FN to SN, SN to AN, etc.);
  - b. Direct Rating Designation (RED). Sailor must have been onboard the **command 12 months or greater**.  
Explanation: PACT PRDs are set at 24 months from arrival and the Sailor is authorized to be rated 12 months prior to their PRD.
  - c. "A" School (Sailor must be onboard command for **12 months** or greater).
  - d. Navy Wide Advancement Exam (NWAE) (Sailor must be E3 and TIR eligible for the next exam cycle, and **be 12 months on board and have an approved quota as follows**:
    - 1) March Cycle - Application months are from September to February of the exam year.
    - 2) September Cycle - Application months are from March to August of the exam year.
  
1. BUPERS-3, PACT ECM provides the rating approval and advancement letters (not CWAY generated).
2. If the Sailor is approved for NWAE, ensure you order the appropriate exam. NWAE approvals are good for one exam cycle only. BUPERS-33 provides a list to NETPDTC with approvals for NWAE.
  - a. Once a Sailor is approved for NWAE and completes the exam, one of the below must happen:
    - 1) If the Sailor has a 36 or below Standard Score, he/she will have to reapply for designation.
    - 2) If the Sailor has a Standard Score of 37 or greater, but is not selected for advancement, the command must update the Sailor's rating in NSIPS.
    - 3) If the Sailor has a Standard Score of 37 or greater, and is selected for advancement, the command must update the Sailor's rating in NSIPS (DO NOT AFFECT ADVANCEMENT).
3. If the Sailor is approved for "A" school, contact the "A" school detailer.
4. If the Sailor is approved for RED, a letter from BUPERS-3 will be sent to the command authorizing designation. RED continued on the next page.

## **C-WAY PACT DESIGNATION (CONT'D)**

### **MILPERSMAN 1306-611 & NAVADMIN 118/18**

#### **RED Process**

1. Apply for a rating/ratings in CWAY.
2. CWAY results identify who was approved. CWAY shows "Approved-Pending Doc."
3. Results are scrubbed for billet assignment by PERS-40 (Detailers).
4. The approval letter is sent to the command (could take a few months) with OBLISERV and billet assignment. ECM updates CWAY to "Approved."
5. BUPERS-32/33 will update the PACT Sailor's rate during the first week of the month the Sailor is due to be rated. The command is no longer required to send the letters to PSD.
6. Once rated (about 7 to 10 days after the beginning of the month), the CCC applies for a CWAY quota just like everyone else. Note: The letter *does not* replace a CWAY quota.
7. Sailor reenlists for OBLISERV and accelerated advancement.

Note: The PACT process is being migrated into CMSID and this process may change within the next few months.

# SUBMITTING A C-WAY-PACT APPLICATION

**Career Waypoints**

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

Sailor Browser

Reenlistment (AC/FTS) Application Browser  
 Reenlistment (AC/FTS) Approval Browser

**PACT Designation Application Browser**  
 PACT Designation Approval Browser

Conversion (RC) Application Browser  
 Special Conversion (RC) Application Browser  
 Special Conversion (RC) Approval Browser

Transition (RC to AC) Application Browser  
 Transition (RC to AC) Approval Browser

To see all PACT applications that need to be submitted, select the following:

- Initial Action Required
- Saved-Action Required, and
- Ready to Submit

Fast Filters

Status:  SSN:  Name:  UIC:  Approved Rating:  From Date:  To Date:

Application Details	Process Month	Status	Auto Approved	NWAE Exam Cycle	Current Rating	1st Choice	1st Choice Billet Available	2nd Choice
<input type="button" value="Edit Sailor"/>	Jan-2018	Initial Action Required			SN			
<input type="button" value="Rating Entry Report"/>	Jan-2018	Saved - Action Required			AN	AS - NWAE		AD - NWA
<input type="button" value="Application History"/>	Jan-2018	Initial Action Required			AN			
<input type="button" value="Notes"/>	Jan-2018	Ready to Submit			SN	HM - ASCH	No	
<input type="button" value="Delete"/>	Jan-2018	Saved - Action Required			SA			
<input type="button" value="Close"/>	Jan-2018	Initial Action Required			AN			
	Jan-2018	Initial Action Required			SN			
	Jan-2018	Initial Action Required			SA			
	Jan-2018	Saved - Action Required			AA	ABH - RED		
	Jan-2018	Saved - Action Required			SN	GM - NWAE		LS - NWA
	Jan-2018	Saved - Action Required			AN	AZ - NWAE		PR - ASCI
	Jan-2018	Initial Action Required			AN			
	Jan-2018	Initial Action Required			AN			
	Jan-2018	Saved - Action Required			AN			
	Jan-2018	Initial Action Required			AN			
	Jan-2018	Saved - Action Required			SN	PS - RED		PS - NWA
	Jan-2018	Initial Action Required			SN			
	Jan-2018	Saved - Action Required			AA	AD - RED		AM - RED
	Jan-2018	Saved - Action Required			AA	PR - ASCH		AZ - RED
	Jan-2018	Saved - Action Required			AN	AE - NWAE		AME - AS
	Jan-2018	Saved - Action Required			SN			
	Jan-2018	Saved - Action Required			SN	GM - RED		LS - RED
	Jan-2018	Saved - Action Required			AA	AZ - RED		
	Jan-2018	Saved - Action Required			SA	SH - RED		LS - RED
	Jan-2018	Saved - Action Required			SN	YN - RED		YN - NWA
	Jan-2018	Saved - Action Required			AN	AZ - NWAE	No	



# SUBMITTING A C-WAY-PACT APPLICATION (CONT'D)

**PACT Designation Application Details**

**Sailor Eligibility**

None of These Apply  **1. Select the applicable eligibility status.**  
Note: If a Sailor has no options available, select “Declined Available Rating Change” to avoid receiving a “Failed to Submit.”

Ineligible for Rating Change   
Not Recommended for Rating Change   
Declined Available Rating Change

Application Status: **Saved - Action Required**  
Current Rate:   
Year Group:   
Command:

**Rating Change Choices**

Career Path Requested:  Designation  Apprentice

Process Month:

Rating	Path	Billet Available	Requested Quotas	Approved Quotas	Decision	Rack and Stack Rank
1st Choice: AS	NWAE	<input type="checkbox"/>	(2/9/4)			
2nd Choice: AD	NWAE	<input type="checkbox"/>	(7/15/13)			
3rd Choice:		<input type="checkbox"/>				

**2. Click the dropdowns to select the member’s desired rating and path.**  
Note: If there are no options, double-check the member’s qualification information.

**Career Milestone Dates**

Rating Change Submission:   
PACT Gain Date: 8/21/2016 **4. Enter the appropriate dates according to the member’s CDBs.**  
RPT Date: 8/21/2016  
ADSD: 5/10/2016  
Time In Rate: 2/1/2017

Reporting (CMD-1st Term):   
Reporting (DEPT-2nd + Term):   
Prof Growth (DEPT):   
Striker/A-School (CMD):   
Rating Change Interview (CMD):

**Rating Change Package Information**

EAOS (Without Extension): 5/9/2020  
Time On Board: 17 months  
PRD (As Listed on EDVR): 9/1/2018 **5. Enter “Rating Change Package Information” as applicable to the member.**  
Did Member PNA Last Exam?:   
Most Recent NJP:   
Most Recent PFA Results and Date:   
PFA Failures in the Last 3 Years:   
If A-School Requested: Is Member Willing To OBLISERV?: N/A  
Earliest Date Avail for A-School:   
Current Promotion Recommendation (Most Recent Eval): MP  
Previous Promotion Recommendation: P

I have validated the information in this application with the Sailor. I, on behalf of the CO, certify it to be correct and the CO recommends approval as requested.

6. Once completed, you may click “Save” if you aren’t ready to submit the application or check the validation box and click “Submit” to forward on to Rack and Stack. Must be submitted by 2359 CST on the last day of the month.

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## **C-WAY-CONV FOR RC TO RC**

SELRES Sailors who desire lateral conversion from one rate to another in SELRES will apply through C-WAY-CONV. Policy states:

- Serve a minimum of 24 months in present rating;
- be an enlisted member of SELRES with less than 18 years for retirement (be advised that there may be program restrictions);
- be a Petty Officer First Class (E6) or below; and
- meet BCA standards to attend service schools.

Conversion references: MILPERSMAN Articles 1440-010, 1440-011 and 1306-618

# SUBMITTING A C-WAY-CONV APPLICATION

Go into your Sailor Browser and select the Sailor who is desiring to convert. You must double-check the Sailor's information to ensure he or she will be eligible for all ratings they truly qualify for. Once all information is verified, click "Apply Conversion (RC)" on the bottom of the page (see below).

The screenshot displays the 'Sailor Details' application form, organized into several sections:

- Summary:** Fields for SSN, DoD ID, Last Name, First Name, Middle Initial, Gender (set to 'Female'), and Date of Birth.
- General Information:** A large section containing fields for PEBD (4/6/2010), Service Code (SELRES), Paygrade (E5), Current Rating (ABE), Previously Held Rating, Security Clearance (SECRET), MOD Code (0), MAS Code - Medical, UIC, Department, Secondary UIC, Secondary Department, Prospective Rate, MDC Code, MAS Code - Administrative, US Citizen (Yes), Parents U.S. Born (Yes), All immediate family US Citizens (Yes), Civilian Education (HS Diploma), NRA Code, Security Clearance Date (3/9/2010), IMS Code, and MAS Code - Training.
- Test Scores & Evaluations:** A section with sub-sections for Medical, Legal & Moral, and CTO Support.
- Buttons:** A row of buttons at the bottom: Qualify, Apply Conversion (RC) (circled in red), Apply Transition (RC to AC), Notes, Save, and Close.

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# SUBMITTING A C-WAY-CONV APPLICATION (CONT'D)

**\*\*\*IMPORTANT\*\*\***  
If this says “Closed,” that means the ECM is NOT allowing Sailors to convert out of that rating. No need to call C-WAY; we can’t help.

**Fast Filters**  
SSN: \_\_\_\_\_ Name: \_\_\_\_\_ Present Rate: ABE2 Gender: F Convert Out Status: **Open** Application Type: Voluntary Rating Status: Open

Rating Name	Rating	Status	DC Status	A-School Status	RiDE Rank	RIDE/JOIN Rank
Logistics Specialist	LS	Preliminary eligible	Open	Closed	4	N/A
Machinist's Mate – Other	MM(OTH)	Preliminary eligible	Open	Closed	9	N/A
Yeoman	YN	Preliminary eligible	Open	Closed	11	N/A
Personnel Specialist	PS	Preliminary eligible	Open	Closed	14	N/A
Master-At-Arms	MA	Preliminary eligible	Closed	Open	15	N/A
Religious Program Specialist	RP	Preliminary eligible	Open	Closed	21	N/A
Ships Serviceman	SH	Preliminary eligible	Open	Closed	23	N/A
Hull Maintenance Technician	HT	Preliminary eligible	Open	Closed	24	N/A
Culinary Specialist	CS	Preliminary eligible	Open	Closed	32	N/A
Boatwain's Mate	BM	Preliminary eligible	Open	Closed	38	N/A

DC Status: “Open” identifies that the rate qualifies for Direct Conversion.  
A-School Status: “Open” identifies that the rate requires a service school.  
Select “Conversion” to open the application.

Page 1 of 1 Rows per Page: 25 Item Count: 10

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# SUBMITTING A C-WAY-CONV APPLICATION (CONT'D)

**Conversion (RC) Application Details**

**Sailor Information**

Sailor Name:	SPI Code:	MOD Code: 0	NECs	Application Status
SSN:	PEBD:	MDC Code: 0000		Approved Rating
Current Rating:	EOS:	IMS Code:		Approved Path
Pres Rate:	SEOS:	MAS Code - Medical:		Last Updated Date
Pros Rate:	PRD:	MAS Code - Admin:		Expiration Month
UIC:	NRA:	MAS Code - Training:		
Report Date:				

**Conversion Application**

**Application Reason**

Voluntary  Forced

**Forced Reason Code**

[Explain Other](#)

**Primary CCC**

Name:

Email:

Phone:

Conversion Choices	Rating	Path	Invalid Choice	Invalid Choice Reason	Qualification Status	RIDE Rank
1st Choice:	<input type="text" value=""/>	<input type="text" value=""/>				
2nd Choice:	<input type="text" value=""/>	<input type="text" value=""/>				
3rd Choice:	<input type="text" value=""/>	<input type="text" value=""/>				

A-School Waiver Requested [Waiver Request Detail](#)

This Sailor is not a NAT with greater than six years of service.

**Application Information**

Earliest A-School Avail Date:

Security Clearance Level:

Bonus Type:

Bonus Effective Date:

Date of last NJP:

Recent PFA results and date:

PFA Failures in the Last 3 Years:

**Promotion Recommendations**

<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>

Average:

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

I have read the additional job requirements (AJR) for each conversion rating selected and have sent all required documentation to the ECM at selres\_ecm@navy.mil

[Submit](#) [Save](#) [Close](#)

Complete all information (as applicable). A-School Waiver Requests are rare and only entertained for Sailors who have received the other service (Army, Air Force, Marines & Coast Guard) equivalent. Any questions regarding A-School Waivers should be directed to the ECM. Once all information has been entered, check the two boxes and click “Submit.”

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# CHECKING THE STATUS OF A C-WAY-CONV APPLICATION

**Career Waypoints**

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

Sailor Browser

Reenlistment (AC/FTS) Application Browser  
Reenlistment (AC/FTS) Approval Browser

PACT Designation Application Browser  
PACT Designation Approval Browser

**Conversion (RC) Application Browser**

Special Conversion (RC) Application Browser  
Special Conversion (RC) Approval Browser

Transition (RC to AC) Application Browser  
Transition (RC to AC) Approval Browser

**Fast Filters**

Status:  SSN:  Name:  Rating:  LOC:  From Date:  To Date:  Expiration Month:

Refresh

Application Details	Notes	Name	SSN	LOC	Rating	EOS	SEOS	Application Reason	App Status	Last Updated	Exp
YNS						10/2/2020	10/2/2020	Forced	Approved DC	12/7/2017	Mar-1
AM						10/10/2021	10/10/2021	Voluntary	Approved DC	11/15/2017	Feb-1
AWF						1/6/2021	1/6/2021	Forced	Approved DC	1/23/2018	Apr-2
HT						9/12/2020	9/12/2020	Voluntary	Approved DC	12/7/2017	Mar-1
PS						9/15/2019	9/15/2019	Voluntary	Approved DC	12/7/2017	Mar-1
AT						4/4/2019	4/4/2019	Voluntary	Approved DC	1/18/2018	Apr-2
AD						7/21/2018	7/21/2018	Voluntary	Approved DC	12/7/2017	Mar-1
HT						4/4/2021	4/4/2021	Voluntary	Approved DC	12/7/2017	Mar-1
AE						10/24/2020	10/24/2020	Voluntary	Approved DC	1/23/2018	Apr-2
AS						8/13/2020	8/13/2020	Voluntary	Approved DC	1/4/2019	Apr-2
AE						9/18/2020	9/18/2020	Voluntary	Approved DC	1/10/2018	Apr-2
OS						9/11/2021	9/11/2021	Forced	Approved DC	1/18/2018	Apr-2
MA						9/12/2019	9/12/2019	Voluntary	Approved DC	12/11/2017	Mar-1
AT						6/6/2020	6/6/2020	Voluntary	Approved DC	1/18/2018	Apr-2
AE						10/18/2019	10/18/2019	Voluntary	Approved DC	10/25/2017	Jan-1
AT						5/15/2019	5/15/2019	Voluntary	Approved DC	11/16/2017	Feb-1
FC						12/16/2021	12/16/2021	Voluntary	Approved Pending	8/15/2017	Aug-1
BM						6/21/2017	6/21/2017	Voluntary	Approved Pending	1/24/2017	Jan-1
ET(OTh)						9/13/2019	9/13/2019	Voluntary	Approved Pending	1/3/2018	Jan-1
HM						6/24/2019	6/24/2019	Voluntary	Approved Pending	9/29/2017	Sep-1
BM(OTh)						3/3/2019	3/3/2019	Voluntary	Approved Pending	10/11/2017	Oct-1
AE						5/2/2020	5/2/2020	Voluntary	Approved Pending	10/20/2016	Oct-1
AD						8/18/2023	8/18/2023	Voluntary	Approved Pending	9/20/2017	Sep-1
AD						5/25/2020	5/25/2020	Voluntary	Approved Pending	10/25/2017	Oct-1
AM						7/18/2019	7/18/2019	Voluntary	Approved Pending	11/29/2017	Nov-1

Page 1 of 2 Rows per Page: 25 Item Count: 75

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# C-WAY-TRANSITION FOR RC TO AC/FTS

Reserve Sailors who desire to execute a component change from Reserve Component (RC) to Active Component (AC) or Full Time Support (FTS) will submit a C-WAY-TRANS application. Sailors must:

- Be a member of the SELRES at the time of application. Retired Sailors and Sailors of the Individual Ready Reserve (IRR) are not eligible;
- Be a satisfactory drill participant;
- Be designated;
- Have completed all requirements to make rate permanent for all temporary rating Reserve affiliation programs;
- Have completed any mandatory drilling obligations (i.e. NAT Sailors – restrictions are currently lifted);
- Be able to meet prescribed enlisted age limitations for continuation set forth in MILPERSMAN 1160-010;
- Meet physical readiness assessment standards IAW OPNAVINST 6110.1 (Series);
- Meet requirements for reenlistment per NAVMED P-117, Manual of the Medical Department; and
- Be eligible to reenlist for 48 months without exceeding High Year Tenure (HYT) program limitations outlined in MILPERSMAN 1160-120 and NAVADMIN 143/17. (Waivers are authorized.)



# SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS

Go into your Sailor Browser and select the Sailor who is desiring to convert. You must double-check the Sailor's information to ensure he or she will be eligible for all ratings they truly qualify for. Once all information is verified, click "Apply Transition (RC to AC)" on the bottom of the page (see below).

The screenshot displays the "Sailor Details" application form, organized into several sections:

- Summary:** Fields for SSN, DoD ID, Last Name, First Name, Middle Initial, Gender (set to Female), and Date of Birth.
- General Information:** A large section containing fields for PEBD (4/6/2010), UIC, US Citizen (Yes), Service Code (SELRES), Department, Parents U.S. Born (Yes), Paygrade (E5), Secondary UIC, All immediate family US Citizens (Yes), Current Rating (ABE), Secondary Department, Civilian Education (HS Diploma), Previously Held Rating, Prospective Rate, NRA Code, Security Clearance (SECRET), Security Clearance Date (3/9/2010), MOD Code (0), MDC Code, IMS Code, MAS Code - Medical, MAS Code - Administrative, and MAS Code - Training.
- Test Scores & Evaluations:** A section with sub-sections for Medical, Legal & Moral, and CTO Support.
- Buttons:** A row of buttons at the bottom: "Qualify", "Apply Conversion (RC)", "Apply Transition (RC to AC)" (highlighted with a red circle), "Notes", "Save", and "Close".

All data utilized in this guide is fictional and for informational purposes only.

# SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS (CONT'D.)

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

### Transition (RC to AC) Qualified Jobs

#### Fast Filters

SSN:  Name:  Present Rate:  Gender:  ADSD:  YG:

Service Component:  Total Active Service: Years:  Months:  Days:  Desired Active Start Month:

Rating Name	Rating	Service Component	Desired NEC	Status	Quotas Pub(Req)	RIDE Rank	RIDE/JOIN R
Aircrew Survival Equipmentman	PR	FTS		Preliminary eligible	2(5)	22	N/A
Damage Controlman	DC	AC		Preliminary eligible*	1(1)	41	N/A

Page 1 of 1 Rows per Page: 25 Item Count: 2

The CCC will be required to calculate and enter the Sailor's Total Active Service before continuing. This needs to be accurate, as this affects the Sailor's retirement!

Once the Total Active Service and Desired Active Start Month are entered, the "Apply Transition" button will activate.

How to determine a SELRES Sailor's Year Group (YG) and Total Active Service is on the next page.

# DETERMINING TOTAL ACTIVE SERVICE FOR RC TO AC

Continued on Next Page

ANNUAL STATEMENT OF SERVICE HISTORY										
PERIOD		W H Y	INACTIVE POINTS				ACTIVE POINTS		QUALIFYING PTS / SERVICE	
FROM DATE (MM/DD/YY)	TO DATE (MM/DD/YY)		DRILLS/ FUNERAL HONORS DUTY	CORRES. COURSES	MEMBER- SHIP	INACTIVE SUBTOTAL	ACTIVE DUTY	AT/ADT	TOTAL POINTS	SERVICE (YY/MM/DD)
09/22/10	07/13/11	0	000	000	12	012	0000	000	00012	000000
07/14/11	09/21/11	1	000	001	00	001	0070	000	00071	010000
09/22/11	12/15/11	1	000	000	00	000	0085	000	00085	000000
12/16/11	09/21/12	0	032	007	12	051	0000	000	00051	010000
09/22/12	09/21/13	0	039	007	15	061	0000	013	00074	010000
09/22/13	09/21/14	0	046	012	15	073	0000	020	00093	010000
09/22/14	-----	-	035	000	--	---	0000	000	-----	-----

**Step 1.** Obtain the Sailor’s Annual Statement of Service History (ASOSH) from BUPERS Online.

Add the “Active Points” columns together. This example totals 188 days of ACDU.

**Step 2.** Determine total ACDU time only. *This is an example only.*

2015 09 01 (Desired recall date (1 Sep 2015 for this example))

       -188 (Total ACDU & AT/ADT Points as identified from the Sailor’s ASOSH)

2015 02 25

       +1 (Inclusive Day)

**2015 02 26** = New Active Duty Service Date (ADSD). The year group is the fiscal year in which an adjusted ADSD falls.

**Website to subtract days from a date:**

<https://www.timeanddate.com/date/dateadd.html>

2015 09 01 (Desired recall date)

       -2015 02 26 (New ADSD)

**00 06 06** (Total ACDU service)

# SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS (CONT'D.)

**Transition (RC to AC) Application Details**

Sailor Information				
Sailor Name:	PEBD:	NRA:	NECs	Application Status:
SSN:	EOS:	Mod Code: 7		Last Updated Date:
Current Rating: DC	SEOS:	MDC Code: 7		Expiration Month:
Pres Rate: DC2	YG: 2013	IMS Code:		Total Active Service
Pros Rate:	ADSD: 02/01/2013	MAS Code - Medical:		Years: 05
Previous Rating:	EAOS:	MAS Code - Admin:		Months: 00
Current EMC Code: B200	SEAOS:	MAS Code - Training:		Days: 00
SPI Code:	PRD:			

Conversion Application							
Rating/Service	Invalid Choice	Invalid Choice Reason	Qualification Status	RIDE Rank	Published Quotas	Requested Quotas	Start Month
DC/AC			Preliminary eligible*	41	1	1	Feb-2018
Type: In-Rate						Primary CCC	
						Name:	-Select a Primary CCC-
						Email:	
						Phone:	

Update all requested information. When complete, check the validation box and click the "Submit" button.

Transition (RC to AC) Application Details	
NAT Status:	Sailor is not a NAT
Security Clearance Level:	
Date of last NJP:	
Bonus Type:	None
Bonus Effective Date:	
Recent PFA results and date:	
PFA Failures in the Last 3 Years:	0

Remaining NAT Obligation Opportunity Start Month: 0 Yrs, 0 Mths

Promotion Recommendations:


Average:

I have validated all of the information in this section and certify that the CO recommends and the Sailor concurs with this application.

Notes
Save
Submit
Close

All data utilized in this guide is fictional and for informational purposes only.

# CHECKING THE STATUS OF A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS

**Career Waypoints**

Home Sailors Control Analyst ACFTS/RC Analyst Reports Help Sign Out

Sailor Browser

- Reinstatement (AC/FTS) Application Browser
- Reinstatement (AC/FTS) Approval Browser
- FACT Designation Application Browser
- FACT Designation Approval Browser
- Conversion (RC) Application Browser
- Special Conversion (RC) Application Browser
- Special Conversion (RC) Approval Browser
- Transition (RC to AC) Application Browser**

**Fast Filters**

Status:  SSN:  Name:  Rating:  UIC:  Service:  From Date: Jul-2017 To Date: Mar-2018 Expiration Month:

Refresh Reset

Application Details	Notes	Name	SSN4	UIC	Current Rating	EOS	SEOS	Type	App Status	Start Month	Expire M
+	*				EN	7/16/2018	7/16/2018	In-Rate	Approved	Jan-2018	
+	*				AO	1/14/2018	4/14/2018	In-Rate	Approved	Jan-2018	
+	*				IS	3/25/2018	3/25/2018	In-Rate	Approved	Jan-2018	
+	*				IS	4/2/2019	4/2/2019	In-Rate	Approved	Jan-2018	
+	*				AW5	8/20/2019	8/20/2019	In-Rate	Approved	Jan-2018	
+	*				HM	11/3/2019	11/3/2019	In-Rate	Approved	Jan-2018	
+	*				HM	11/2/2021	11/2/2021	In-Rate	Approved	Jan-2018	
+	*				HM	4/11/2019	4/11/2019	In-Rate	Approved	Jan-2018	
+	*				BM	7/24/2018	7/24/2018	In-Rate	Approved	Jan-2018	
+	*				AZ	3/18/2021	3/18/2021	In-Rate	Approved	Jan-2018	
+	*				BU	3/4/2020	3/4/2020	In-Rate	Approved	Jan-2018	
+	*				HM	3/21/2019	3/21/2019	In-Rate	Approved	Jan-2018	
+	*				IT	3/4/2021	3/4/2021	In-Rate	Approved	Sep-2017	
+	*				UT	10/20/2018	10/20/2018	In-Rate	Approved	Nov-2017	
+	*				UT	10/28/2023	10/28/2023	In-Rate	Approved	Jan-2018	
+	*				HM	9/16/2023	9/16/2023	In-Rate	Approved	Jan-2018	
+	*				QM	1/29/2021	1/29/2021	In-Rate	Approved	Jan-2018	
+	*				IS	4/8/2019	4/8/2019	In-Rate	Approved	Jan-2018	
+	*				CS	11/4/2020	11/4/2020	In-Rate	Approved	Jan-2018	
+	*				BU	7/25/2019	7/25/2019	In-Rate	Approved	Nov-2017	
+	*				AD	12/10/2022	12/10/2022	In-Rate	Approved	Jan-2018	
+	*				CM	4/20/2024	4/20/2024	In-Rate	Approved	Dec-2017	
+	*				MA	3/7/2020	3/7/2020	In-Rate	Approved	Dec-2017	
+	*				AZ	6/19/2020	6/19/2020	Conversion	Approved - Executed	Jul-2017	
+	*				AO	6/9/2020	6/9/2020	In-Rate	Approved - Executed	Nov-2017	

Page 1 of 18 Rows per Page: 25 Item Count: 443

All data utilized in this guide is fictional and for informational purposes only.



# HOW TO FIND THE COMMUNITY HEALTH SLIDES

The screenshot shows the Navy Personnel Command website interface. At the top left is the Navy Personnel Command logo. The main header reads "Navy Personnel Command". Below the header is a navigation bar with "Boards", "Career Info", "Officer", "Enlisted", "Support & Services", "Organization", and "Reference Library". A search bar is on the right. A red banner across the top of the main content area contains the text: "AMRDEC-SAFE is no longer a communications are: (1) CMS-ID (2) Community Managers (3) Administration (4) f delivery for Letters to the Board (LTB). Authorized methods for selection board (5) should be sent as early as possible for on-time delivery, due to on-base routing." A yellow callout box with the number "2" points to the "Community Managers" link in the navigation bar. A red callout box with the number "3" points to the "Administration" link in the dropdown menu. A yellow callout box with the text "These are the Enlisted Community Manager's pages." points to the "Enlisted Links" section. The "Enlisted Links" section includes "Enlisted Detailing" and "Placement Mgmt". The "Officer Links" section includes "Officer Links". The "Contact Your Detailer" section includes "Enlisted" and "Officer". The "NPC Links" section includes "Welcome Aboard", "Find Your PSD", "Unit Move/Homeport Change How Do I...?", "NPC Weather Info", "Other Links", "Customer Service", and "MPTE Portal (Intranet)". The "Career Navigator" section is at the bottom left. The "NEW MESSAGES" section includes "075/19 NAVY UNIFORM POLICY AND UNIFORM INITIATIVE UPDATE", "074/19 2018 NAVAL SHORE ACTIVITIES SAILOR OF THE YEAR", and "073/19 FY-20 LAW EDUCATION PROGRAM SELECTION BOARD RESULTS". There are also social media links for "Tweets by @usnpeople".

**Navy Personnel Command**

Navy Personnel Command ▶

Boards ▾ Career Info ▾ Officer ▾ **1** Enlisted ▾ Support & Services ▾ Organization ▾ Reference Library ▾ Search

**AMRDEC-SAFE is no longer a communications are:** (1) CMS-ID (2) Community Managers (3) Administration (4) f delivery for Letters to the Board (LTB). Authorized methods for selection board (5) should be sent as early as possible for on-time delivery, due to on-base routing.

**2** Community Managers ▾  
Enlisted Detailing ▾  
Placement Mgmt ▾

**3** Administration  
Aviation  
EOD Diver  
Information Warfare  
Medical  
Nuclear  
Seabees  
Security  
Selected Reserves  
Special Warfare  
Submarine  
Supply  
Surface CS/Ops  
Surface Engineering  
PACT  
CSEL  
EAOSINIT

**Officer Links**  
**Enlisted Links**

**Contact Your Detailer**  
**Enlisted**  
**Officer**

**NPC Links**  
**Welcome Aboard**  
**Find Your PSD**  
**Unit Move/Homeport Change How Do I...?**  
**NPC Weather Info**  
**Other Links**  
**Customer Service**  
**MPTE Portal (Intranet)**

**Career Navigator**

**NEW MESSAGES**  
**075/19** NAVY UNIFORM POLICY AND UNIFORM INITIATIVE UPDATE  
**074/19** 2018 NAVAL SHORE ACTIVITIES SAILOR OF THE YEAR  
**073/19** FY-20 LAW EDUCATION PROGRAM SELECTION BOARD RESULTS

Tweets by @usnpeople

Got a Question?  
email askmcc@navy.mil  
call (822) 330-MNCC

These are the Enlisted Community Manager's pages.



# HOW TO FIND THE COMMUNITY HEALTH SLIDES (CONT'D)

Navy Personnel Command > Enlisted > Community Managers > Surface Engineering

Boards ▾ Career Info ▾ Officer ▾ **Enlisted ▾** Support & Services ▾ Organization ▾ Reference Library ▾

- Administration
- Aviation
- Information Warfare
- Medical
- Nuclear
- PACT
- Seabees
- Security
- Selected Reserves
- Special Operations
- Special Warfare
- Submarine
- Supply
- Surface CS/Ops
- Surface Engineering**
- DC
- EM
- EN
- GSE
- GSM
- HT
- MM
- MR
- EETP
- EAOSINIT
- CSEL

**IF A SAILOR WHO DESIRES TO RE-ENLIST DOES NOT HAVE A RE-ENLISTMENT QUOTA, PLEASE CONTACT THE APPLICABLE ENLISTED COMMUNITY MANAGER TO DISCUSS OPTIONS.**

**Surface Engineering Community**

[DC](#) [EM](#) [EN](#) [GSE](#) [GSM](#) [HT](#) [MM](#) [MR](#)

**Full Time Support (FTS)**

[DC-FTS](#) [EM-FTS](#)

The Surface Engineering Community is comprised of nine ratings - Electrician's Mate (EM), Engineman (EN), Damage Controlman (DC), Gas Turbine Systems Technician, Electrical (GSE), Gas Turbine Systems Technician, Mechanical (GSM), Gas Turbine Systems Technician (GS), Hull Maintenance Technician (HT) Machinery Repairman (MR) and Machinist's Mate (MM). The Surface Engineering Community establishes and administers all personnel policies associated with the Surface Engineering Ratings; plans and administers all enlisted accession, school ("A" and "C") seat planning and advancement; determines need and sets levels for special pay and bonuses.

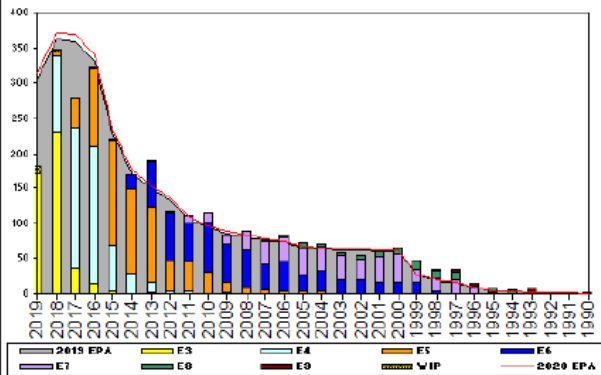
SURFACE ENGINEERING PROPULSION (EN, GS, GSE, GSM, MM): 901-874-2979

SURFACE ENGINEERING AUX (DC, DC-FTS, EM, EM-FTS, HT, MR): 901-874-2891

Select the applicable rating, then "Community Overview" to view the communities' health (balanced, over-manned, under-manned, etc).

# HOW TO FIND THE COMMUNITY HEALTH SLIDES (CONT'D)

Damage Controlman - B200



## Sea Shore Flow

TOUR	SEA	SHORE
1ST	60	36
2ND	60	36
3RD	48	36
4TH	48	36
5TH	36	36
6TH	36	36
7TH	36	36

## FORCE STRUCTURE MANNING TO BA

PG	SEA	IIV	BA	SHORE	IIV	BA	SEA + SHORE	TOTAL IIV	TOTAL BA
E1-3	56.0%	334	596	90.0%	18	20	57.1%	352	616
E4	98.3%	528	537	205.6%	74	36	105.1%	602	573
E5	110.9%	429	387	94.3%	216	229	104.7%	645	616
E6	82.3%	260	316	131.7%	316	240	103.6%	576	556
E7	115.1%	198	172	101.6%	191	188	108.1%	389	360
E8	85.0%	34	40	122.5%	49	40	103.8%	83	80
E9	100.0%	11	11	140.0%	7	5	112.5%	18	16
<b>Total</b>	<b>87.1%</b>	<b>1794</b>	<b>2059</b>	<b>114.9%</b>	<b>871</b>	<b>758</b>	<b>94.6%</b>	<b>2665</b>	<b>2817</b>

## ADV OPP. (Cycles 241/242/243)

	E1-3	E4	E5	E6	E7	E8	E9
All-Navy 10yr Avg	TJR	36.3%	22.4%	13.6%	22.0%	11.6%	13.1%
All-Navy	TJR	32.7%	17.9%	11.5%	25.9%	12.9%	11.1%
DC	TJR	40.0%	18.0%	11.0%	20.5%	6.4%	2.3%

## Zone Info

	ZONE A	ZONE B	ZONE C	ZONE D	ZONE E	ALL ZONES
FY19 Manning:	88.0%	106.0%	107.0%	101.0%	168.0%	97.0%
FYTD RENL Rate:	68.3%	82.0%	100.0%	98.6%	27.0%	75.2%
FY20 Manning:	86.0%	103.0%	103.0%	98.0%	162.0%	93.2%

## NOTES

### SRB PERFORMANCE KICKER ELIGIBLE RATE, NAVADMIN R 172254Z DEC 18

#### Advancement:

- At or above Navy average.
- Career Waypoint:
  - PACT, see monthly C-Way quotas.
  - Convert-in opportunities, see monthly C-Way quotas.
  - RC to AC opportunities, see monthly C-Way quotas.
- ZERO Convert-out opportunities.

#### General:

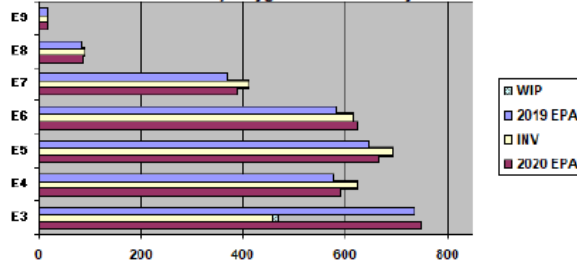
Enlisted Community Manager 901-874-2891.

**\*\*\*IF A SAILOR WHO DESIRES TO RE-ENLIST AND DOES NOT HAVE A RE-ENLISTMENT QUOTA, PLEASE CONTACT THE ENLISTED COMMUNITY MANAGER TO DISCUSS OPTIONS.\*\*\***

Data Source: NMPBS(Inv)/NRMIS(RE Rate)/N12(EPA/SSF)/BUPERS3(Adv Op)

As of Date: 02-Aug-19

EPA by Paygrade vs Inventory



	E1-3	E4	E5	E6	E7	E8	E9	TOTAL
% INV to FY19 EPA	62%	108%	107%	106%	111%	107%	106%	96%
EPA (FY19)	735	578	645	581	371	83	17	3010
INVENTORY	457	622	691	614	413	89	18	2904
EPA (FY20)	748	590	664	622	390	85	18	3117
% INV to FY20 EPA	61%	105%	104%	99%	106%	105%	100%	93%
INV +WIP / FY19 EPA	64%							97%
INVENTORY	471	14	E-3 and Below WIP					2918
INV +WIP / FY20 EPA	63%							94%

Slides are updated on a monthly basis. They are dated the on the bottom right hand corner

# CAREER WAYPOINT-Reenlistment Checklist for Success

- Learn and understand C-WAY reenlistment policies. Utilize MILPERSMAN 1160-140, this user guide and our website.
- Properly identify reenlistment eligible (SEAOS/PRD) Sailors and track them on your monthly report to the TRIAD.
  - Do not rely solely on C-WAY generated emails for your report. Utilize the Career Counselors Handbook (NAVPERS 15878L).
  - Track the Sailor's reenlistment date along with the C-WAY quota expiration date. Authorization to reenlist is only allowed during the 16-month timeframe.
- Conduct Career Development Boards (CDB) properly. Document career intentions.
- Properly qualify all C-WAY eligible Sailors. *Do your job and DO NOT enter information that has not been verified!* Doing so could have serious repercussions on a Sailor's career. See pages 15-20 of this guide.
- Monitor C-WAY weekly and get your applications submitted early.
- Plan accordingly. Counsel and encourage reenlisting Sailors to NOT reenlist within the final week of when the quota expires. This policy will help ensure PSDs have appropriate time to release the contract before the quota expires. If the quota expires, the quota will have to be reinstated and LOGP updated again. ***You're the counselor... counsel them!***
- Review your monthly RackNStack results via the "Reports" tab in C-WAY.
- Ensure counseling is conducted for all Sailors who have not been selected for INRATE/Conversion approval after two reviews/looks.
- Ensure proper command level notification is being done for those being separated.
- Ensure Sailors not selected for reenlistment are provided counseling on the benefits of Reserve Affiliation.
- Ensure C-WAY training is being conducted during Quarterly/Monthly Career Development Team Meetings .

# C-WAY STATUS CODES

<b>APPROVED - EXECUTED</b>	This means the C-WAY quota has been used; SEAOS has changed in the Enlisted Master File. (e.g., Reenlistment or Signed Extension paper work)
<b>APPROVED - EXPIRED</b>	This means the Sailor did not use the INRATE quota in the allotted time given (16 months from processing month)
<b>APPROVED - REVOKED</b>	The C-WAY quota was Revoked by the ECM or command. (e.g., SP Eval, Loss of Security Clearance, Intends to separate, etc...)
<b>APPROVED - SEPARATED</b>	Member separated from the service with an approved quota.

# DO NOT WAIT UNTIL THE LAST DAY OF THE MONTH TO SUBMIT YOUR SAILORS' APPLICATIONS IN CAREER WAYPOINTS!!!

You are strongly encouraged to have all of your applications submitted by the 21<sup>st</sup> of the month. This will allow you approximately 10 days to ensure quality and accuracy of applications and to avoid internet failures and other mishaps on the final day of the month (i.e. Failed to Submits received due to revoking quotas at the end of the month). Additionally, BUPERS-33 will not reset any applications on the last two business days of the month.

**No resets are entered on the last two business days of the month**

**\*\*\*ATTENTION COUNSELORS!\*\*\***

**QUOTAS ARE VALID FOR 16 MONTHS.  
COUNSEL AND PLAN APPROPRIATELY.  
DO NOT WAIT UNTIL THE LAST WEEK OF  
THE 16<sup>TH</sup> MONTH TO SCHEDULE  
REENLISTMENTS AND DO NOT  
SCHEDULE AN SRB REENLISTMENT ONE  
WEEK PRIOR TO TRANSFER DATE.**