



CAREER WAYPOINTS (C-WAY) USER GUIDE

**BUPERS-33
(Revised November 2023)**

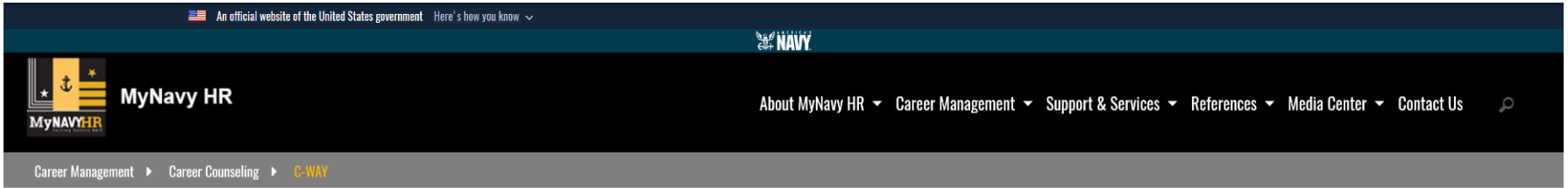
Table of Contents

WEBSITE FOR C-WAY	5
COVER SHEET	6
CAREER WAYPOINTS MODULES	7
CAREER WAYPOINTS MODULES (Cont'd)	8
CURRENT OPNAV N13 BUSINESS RULES EXCERPTS	9
HOW TO REMOVE C-WAY ACCESS	14
TO SEE A LIST OF SAILORS	15
TO SEE A LIST OF SAILORS (Cont'd.)	16
IA/TAD SAILORS.....	17
TO QUALIFY A SAILOR.....	18
TO QUALIFY A SAILOR (Cont'd.)	19
TO QUALIFY A SAILOR (Cont'd.)	20
TO QUALIFY A SAILOR (Cont'd.)	21
TO QUALIFY A SAILOR (Cont'd.)	22
TO QUALIFY A SAILOR (Cont'd.)	23
TO QUALIFY A SAILOR IN C-WAY (Cont'd.).....	24
4-2-2 SAILOR	25
SUBMITTING C-WAY-REEN APPLICATIONS	28
SUBMITTING APPLICATION THROUGH "REENLISTMENT (AC/TAR) APPLICATION BROWSER"	29
SUBMITTING APPLICATION THROUGH "REENLISTMENT (AC/TAR) APPLICATION BROWSER" (Cont'd.)	30
SELRES 4-2-2 SAILOR.....	31
SELRES 4-2-2 SAILOR (Cont'd.)	32
IN-RATE ONLY APPLICATION	33
IN-RATE ONLY APPLICATION (Cont'd.).....	34
IN-RATE, WILLING TO CONVERT APPLICATION	35

CONVERT ONLY APPLICATION.....	35
NOT ELIGIBLE APPLICATION.....	36
INTENDS TO SEPARATE APPLICATION	37
NOT APPLYING THIS MONTH APPLICATION.....	38
SUBMITTED.....	39
NOTES.....	40
SUBMITTING AN APPLICATION UNDER SAILOR BROWSER.....	41
SUBMITTING AN APPLICATION UNDER SAILOR BROWSER (Cont'd.)	42
IN-RATE & CONVERSION OPPORTUNITIES.....	43
IN-RATE & CONVERSION OPPORTUNITIES(Cont'd.)	44
AUTOMATIC APPROVAL PROCESS OVERVIEW FOR SEAOS APPLICATIONS	45
DETERMINING AUTOMATIC APPROVAL.....	46
C-WAY SPECIAL CIRCUMSTANCE – PROJECTED ROTATION DATE (SC-PRD) APPLICATIONS.....	47
TO CHECK THE STATUS OF A C-WAY APPLICATION.....	48
HOW TO RETURN AN APPROVED QUOTA (APPLIES TO IN-RATE, CONVERSIONS, SELRES, COMPONENT CHANGE, AND TRP)	49
TARGETED REENTRY PROGRAM (TRP).....	50
SUBMITTING A TRP APPLICATION.....	52
SUBMITTING A TRP APPLICATION (Cont'd.).....	53
REVOKING A TRP APPLICATION.....	54
CREATING A SELRES APPLICATION	55
SELRES APPLICATIONS	56
PRINTING A FINAL DETERMINATION LETTER.....	57
C-WAY COMMAND SUMMARY REPORTS	58
SUBMITTING A C-WAY-PACT MARKETPLACE RECORD.....	59
STATUS FOR PACT MARKETPLACE.....	60
C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN.....	61
C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN (Cont'd.)	62

C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN (Cont'd.)	63
C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN (Cont'd.)	64
C-WAY-CONV FOR RC TO RC	65
SUBMITTING A C-WAY-CONV APPLICATION	66
SUBMITTING A C-WAY-CONV APPLICATION (Cont'd.)	67
SUBMITTING A C-WAY-CONV APPLICATION (Cont'd.)	68
CHECKING THE STATUS OF A C-WAY-CONV APPLICATION	69
C-WAY-TRANSITION FOR RC TO AC/TAR	70
SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/TAR.....	71
SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/TAR (Cont'd.)	72
DETERMINING TOTAL ACTIVE SERVICE FOR RC TO AC	73
SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/TAR (Cont'd.)	74
CHECKING THE STATUS OF A C-WAY-TRANS APPLICATION FOR RC TO AC/TAR.....	75
C-WAY FAQ & ADDITIONAL INFORMATION.....	76
TRANSITION RC to AC/TAR ADDITIONAL INFORMATION	77
TRANSITION RC to AC/TAR ADDITIONAL INFORMATION (Cont'd)	78
TRANSITION RC to AC/TAR ADDITIONAL INFORMATION (Cont'd).....	79
TRANSITION RC to AC/TAR ADDITIONAL INFORMATION (Cont'd).....	80
HOW TO FIND THE COMMUNITY HEALTH SLIDES.....	81
HOW TO FIND THE COMMUNITY HEALTH SLIDES (Cont'd.)	82
HOW TO FIND THE COMMUNITY HEALTH SLIDES (Cont'd.)	83
CHECKLIST FOR SUCCESS	84
C-WAY STATUS CODES.....	85
IMPORTANT DEADLINE FOR APPLICATIONS	86
IMPORTANT DEADLINE FOR QUOTAS	87

WEBSITE FOR C-WAY



C-WAY

BOARDS
DETAILING
COMMUNITY MANAGEMENT
CAREER COUNSELING
C-WAY **
CIMS AND NRMS
COMMISSIONING PROGRAMS
RESOURCES
EDUCATION
FELLOWSHIPS
LANGUAGE & CULTURE
PERFORMANCE EVALUATION
PERSONNEL CONDUCT & SEPARATIONS
RECORDS MANAGEMENT
RESERVE PERSONNEL MANAGEMENT
RETIREMENT
TALENT MANAGEMENT
TRANSITION

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

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 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 assessment, go to <https://www.bol.navy.mil/>

Find references supporting individual C-WAY processes, below on the right.

View C-NAV Program References

- [NAVADMIN 231/17](#)
- [Career Waypoints SSA Helpful Pamphlet](#)

View C-WAY System References

- [C-WAY System login](#)
- [C-WAY User Guide \(Updated 27 Aug 2019\)](#)
- [C-WAY SAAR-N](#)
- [C-WAY SAAR-N Instructions \(Updated 4 Apr 2019\)](#)
- [C-WAY FAQs \(16May2018\)](#)
- [CCC Return Quota Instructions](#)
- [SRB Eligibility Quick Guide](#)
- [C-WAY Timelines for SEAOS and PRD](#)
- [C-WAY SEAOS-PRD Calculator](#)
- [Fix for C-WAY Display Issues](#)
- [Encryption Certificate for C-Way Mailbox](#)

View Reenlistment References

- [*NEW* C-WAY Streamlined Reenlistment Process](#)
CWAY will be turning all Zones to the streamlined position for sixty days beginning 01 APR 20.
- [*NEW* C-WAY Streamlined Mode Flowchart](#)
- [*NEW* C-WAY FAQ's for Streamlined Mode](#)
- [*NEW* PACT Marketplace Training](#)
- [CWAY PACT Marketplace Submission Schedule FY 23](#)

<https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/>

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.

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), Training and Administration of Reserves (TAR), and Reserve Component (RC) through the Bureau of Naval Personnel (BUPERS) control of reenlistment and enlistment contract extension authority.

Eligibility: Career Waypoints applies to all designated AC, TAR, and RC: E6 and below Sailors for lateral conversions and component conversions. Additionally, C-WAY applies to all AC and TAR 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 ACDU/TAR Sailors with 14 years or less of active service, calculated from Active-Duty Service Date (ADSD) to Soft Expiration of Active Obligated Service (SEAOS), requesting authorization to reenlist or execute an extension when required. C-WAY automatically generates most reenlistment applications for Sailors 15, 14, and 13 months before the Projected Rotation Date (PRD) who have less than 24 months between PRD and SEAOS and for Sailors 16 to 9 months before SEAOS. Lateral conversion for Active Component (AC) and Training and Administration of Reserves (TAR) and transition between AC and TAR will be submitted during the Sailors' Reenlistment looks. References: MILPERSMAN 1160-140, NAVADMIN 231/17 and MILPERSMAN 1306-1501.
- **MNA CONVERSION MARKETPLACE** - The MNA Conversion Marketplace Module supports the conversion of rated Sailors. Sailors who desire to apply for conversion, have been “Qualified” in C-WAY, and are in their PRD window may apply for conversion in MNA. C-WAY transmits a list of all the ratings a Sailor is Qualified for to MNA. MNA will release results for the current cycle. CCCs can view results in C-WAY for Sailors who applied for conversion in MNA, and Sailors may view their results in Sailor Self Service Access (SSSA).
- **CAREER WAYPOINTS-PACT MARKETPLACE (C-WAY-PACT)** - PACT Marketplace Module auto-generates records based on Sailor’s PRD for CCC to update and submit. C-WAY transmits the records (Sailor identification, qualified jobs data including RIDE score, JOIN score, and the combined RIDE/JOIN score) to MNA. MNA returns results to C-WAY of Sailor’s request status as decisions are made. References: 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 MODULES (Cont'd)

- **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 TAR quotas, provided they meet program requirements. Reference: MILPERSMAN 1306-1502.
- **RECLASSIFICATION** - Utilized by the NETC N3 to reclassify AC and TAR Sailors' attrition 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 EXCERPTS

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-2021 application/processing month, Jul-2022 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. Only cognizant ECMs are authorized to approve extensions and/or reinstatement of expired quotas (not to exceed 22 months from the initial processing month).
4. Separation Quotas remain in C-WAY until the Sailor has affected separation or the Sailor is reset by the cognizant ECM.
5. Sailors selected for advancement via NWAE 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 pay grade. Sailors must have time to receive C-WAY-REEN results and reenlist before SEAOS. *Extensions are NOT authorized to await C-WAY results.*
6. All E-4 and above Sailors requesting in-rate reenlistment will be auto-approved, provided the ECM identifies no adverse community health conditions. See Automatic Approval Slides on pages 46 and 47 for additional information.
7. While in Streamline mode, eligible Sailors in the mandatory Soft Expiration of Active Obligated Service (SEAOS) or Special Circumstance (SPEC CIRC) Projected Rotation Date (PRD) window will have their applications automatically submitted for an In-Rate quota without CCC action. The Application will

automatically approve at the end of the processing month. (Example: Applications with the processing month of May 2021 will have an Approval letter available on June 1st, 2021.)

If a Service Member *does not* desire an In-Rate quota, the CCC will still be able to unsubmit the Sailor's application before the end of the processing month and modify it to 1) SELRES, 2) Not Eligible, 3) Intends to Separate (ITS), 4) Targeted Reentry Program (TRP), or 5) No Apply this month.

8. 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).
9. 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.
10. 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.

Instructions for completing the SAAR-N can be found on the following two pages and on our website at <https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/>

The instructions provided are C-WAY specific (not Navy-wide) and are 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 AND DIRECTIONS)

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)			
PRIVACY ACT STATEMENT			
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	
PART I (To be completed by Requester)			
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-... COM: 111-222-3333	
5. OFFICIAL E-MAIL ADDRESS: "mil" email only	6. JOB TITLE AND GRADE: Example entry: CCC / E1		
7. OFFICIAL MAILING ADDRESS: Not required for CWAY	8. CITIZENSHIP: <input checked="" type="checkbox"/> US <input type="checkbox"/> F <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			
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 contract expiration in Block 14a).			
11. JUSTIFICATION FOR ACCESS: Type of access requested: (list one) CCC, Dept CCC, or Contractor CMC. Requested UIC(s): If more than one UIC, list 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. 5 Sep 2023)

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, copies and all other forms will not be 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

- "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.
- "Date." Fill in today's date in DDMMYYYY format.
- "System Name." Fill in "Career Waypoints."
- "Location." Fill in "Millington, TN."

Part I.

- "Name." Fill in your Last Name, First Name, and Middle Initial.
- "Organization." Your command (i.e. USS Carl Vinson CVN-70).
- "Office Symbol/Department." List the department in which you work (i.e. N01C/CCC, N00C/CMC, 600/Dept CC).
- "Phone." Fill in your DSN and Commercial phone number. If you do not have DSN, leave blank.
- "Official E-Mail Address." Fill in your ".mil" email address only (no civilian/3rd party addresses).
- "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).
- "Official Mailing Address." Not required for access.
- "Citizen." Check the appropriate box as it pertains to you.
- "Designation of Person." Check the appropriate box as it pertains to you.
- "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.

- "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

- "Type of Access Required." Select "Authorized." 12a. Not required for CWAY access.
- "User Requires Access to." Check "Unclassified."
- "Verification of Need to Know." Check the box.
- "Access Expiration Date." Fill in your current PRD in MMMYYYY format.
- "Supervisor's Organization/Department." (The CMC/command SEL is required for CCC access)

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 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 (RCI) 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.
- 27. "Verified by." Fill in the Security Manager's name, including rate/rank and title (i.e. I. M. Sailor, YNC, ASM). Per SECNAV M-5510.36
- 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 BUPERS33 for assistance. **Handwritten and copies will be denied.**

Telephone: (901)874-2102

Email: career_waypoints@navy.mil

Website: <https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY>

E-MAIL SUBMIT			
(Block 22 Cont)			
I further understand that, when using Navy IT resources, I shall not:			
<ul style="list-style-type: none"> - Auto-forward any e-mail from a Navy account to commercial e-mail account (e.g., .com). - Bypass, stress, or test IA or Computer Network Defense (CND) mechanisms (e.g., Firewalls, Content Filters, Proxy Servers, Anti-Virus Programs). - Introduce or use unauthorized software, firmware, or hardware on any Navy IT resource. - 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). - Use personally owned hardware, software, shareware, or public domain software without written authorization from the Local IA Authority. - Upload/download executable files (e.g., .exe, .com, .vbs, or .bat) onto Navy IT resources without the written approval of the Local IA Authority. - Participate in or contribute to any activity resulting in a disruption or denial of service. - Write, code, compile, store, transmit, transfer, or introduce malicious software, programs, or code. - 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. - Place data onto Navy IT resources possessing insufficient security controls to protect that data at the required classification (e.g., Secret onto Unclassified). 			
23. NAME (Last, First, Middle Initial): Last, First MI	24. USER SIGNATURE: [Signature]	DATE SIGNED (DDMMYYYY): Date signed	
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION: NACLCL	26a. DATE OF INVESTIGATION (DDMMYYYY): 31 Dec 2014		
26b. CLEARANCE LEVEL: SECRET (must be clearance eligible for access to CWAY)	26c. IT LEVEL DESIGNATION: LEVEL I <input checked="" type="checkbox"/> LEVEL II <input 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: [Signature]	30. DATE (DDMMYYYY): Date signed
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
31. TITLE:	31a. SYSTEM:	31b. ACCOUNT CODE:	
	31c. DOMAIN:		
	31d. SECURITY:		
	31e. APPLICATION:		
	31f. DATASETS:		
	31g. DIRECTORIES:		
	31h. FILES:		
32. DATE PROCESSED (DDMMYYYY):	32a. PROCESSED BY: [Signature]	32b. DATE (DDMMYYYY):	
33. DATE REVALIDATED (DDMMYYYY):	33a. REVALIDATED BY: [Signature]	33b. DATE (DDMMYYYY):	

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.

Note: Once disabled, the Sailor must submit a new SAAR-N (OPNAV FORM 5239/14) to regain access.

TO SEE A LIST OF SAILORS

Career WAYSPOINTS

User Profile:

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

- Sailor Browser
- Reenlistment (AC/TAR)
- Conversion Marketplace
- PACT Marketplace
- Conversion (RC)
- Transition (RC to AC)

Click "Sailor Browser" for a listing of all Sailors.

CWAYS has been updated with the new REGA information from [NAVADMIN 166/07](#).

Fleet RIDE ASVAB Cutscores have been updated per [NAVADMIN 344/06](#). Please contact our Help Desk if you have any questions.

Sailors can now take Job Opportunities in the Navy (JOIN) at <https://join.sscno.nmci.navy.mil/join/>, which is a measure of Sailors interest in Navy jobs / ratings. Their results can be reviewed in their Fleet RIDE record. This will add one more tool in your counseling tool box to help guide Sailors into ratings that they have the best opportunity to succeed!

Please contact me if you have any questions or issues regarding Fleet RIDE or JOIN.

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

TO SEE A LIST OF SAILORS (Cont'd.)

The screenshot displays the 'Sailor Browser' interface. At the top, there is a navigation bar with 'Home', 'Sailors', 'Control Analyst', 'AC/TAR/RC Analyst', 'Reports', 'Help', and 'Sign Out'. The 'Sailors' tab is active. Below the navigation bar, the 'Sailor Browser' title is centered. The main area contains search filters: SSN, DoD ID, Name, Rating, From ADSD, To ADSD, UIC (set to 'My UICs'), Dept, PG, and Service. A 'Refresh' button is located below the filters. On the right side, there is a 'Reset' button. Below the filters, there is a table with columns: Q, 4-2-2 Sailor, MSO Remaining, SSN4, DoD ID, Full Name, EAOS, SEAOS, EOS, SEOS, PG, UIC, Dept, Updated By, and Update. The table contains 19 rows of data, all with 'N' in the '4-2-2 Sailor' column and '7/24/20' in the 'Update' column. An orange callout box points to the 'UIC' dropdown menu with the text: 'Ensure that the "UIC" field reflects the UIC you are inquiring about.'

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

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IA/TAD SAILORS

Career Waypoints has the option to assign Sailors a secondary UIC. This is helpful when assisting Sailors 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 to which the IA/TAD Sailor already belongs.

TO QUALIFY A SAILOR

The screenshot displays the 'Sailor Browser' application. At the top, there is a navigation bar with 'Home', 'Sailors', 'Control Analyst', 'AC/TAR/RC Analyst', 'Reports', 'Help', and 'Sign Out'. A 'User Profile:' field is visible in the top right. The main title 'Sailor Browser' is centered above the content area.

On the left, there is a sidebar with buttons for 'Edit', 'Notes', 'In Rate', 'Locate Sailor', and 'Close'. Below these is a table of sailors. The table has columns for 'Q', 'Rating', 'Last Name', 'First Name', and 'Date of Birth'. The 'Q' column contains asterisks (*). A callout box points to the 'Edit' button and a sailor row, stating: 'Click on the Sailor you wish to qualify, and then click the Edit button.'

The main area shows a 'Sailor Details' form for a sailor with DoD ID: N90014. The form is divided into sections: 'Summary', 'General Information', 'Test Scores & Evaluations', 'Medical', 'Legal & Moral', and 'CTO Support'. The 'General Information' section includes fields for 'Service Code', 'Paygrade', 'Current Rating', 'Previously Held Rating', 'Security Clearance', 'MOD Code', 'MAS Code - Medical', 'Department', 'Secondary UIC', 'Secondary Department', 'Prospective Rate', 'UIC', 'Department', 'All immediate family US Citizens', 'Civilian Education', 'NRA Code', 'Security Clearance Date', 'IMS Code', and 'MAS Code - Training'. A 'Qualify' button is located at the bottom of the form.

At the bottom right, there is a table with columns 'ADSD', 'PEBD', 'Updated By', and 'Update D'. The 'Update D' column contains dates like '7/24/2023'.

A callout box at the bottom left of the form area states: 'Any Sailor who does not have an "*" under the "Q" column needs to be qualified.'

*****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.)

Sailor Details

Summary

SSN:	<input type="text"/>	DoD ID:	<input type="text"/>		
Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
Gender:	<input type="text"/>	Date of Birth:	<input type="text"/>		

General Information

PEBD:	<input type="text" value="5/31/2021"/>	UIC:	<input type="text"/>	US Citizen:	<input type="text" value="Yes"/>
Service Code:	<input type="text" value="SELRES"/>	Department:	<input type="text"/>	Parents U.S. Born:	<input type="text" value="Yes"/>
Paygrade:	<input type="text" value="E4"/>	Secondary UIC:	<input type="text"/>	All immediate family US Citizens:	<input type="text" value="Yes"/>
Current Rating:	<input type="text" value="CWT"/>	Secondary Department:	<input type="text"/>	Civilian Education:	<input type="text" value="HS Diploma"/>
Previously Held Rating:	<input type="text"/>	Prospective Rate:	<input type="text"/>	NRA Code:	<input type="text"/>
Security Clearance:	<input type="text" value="Action pending"/>			Security Clearance Date:	<input type="text"/>
MOD Code:	<input type="text"/>	MDC Code:	<input type="text"/>	IMS Code:	<input type="text"/>
MAS Code - Medical:	<input type="text"/>	MAS Code - Administrative:	<input type="text"/>	MAS Code - Training:	<input type="text"/>

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.

Test Scores & Evaluations

Medical

Legal & Moral

CTO Support

<input type="button" value="Qualify"/>	<input type="button" value="Apply Conversion (RC)"/>	<input type="button" value="Apply Transition (RC to AC)"/>	<input type="button" value="Notes"/>	<input type="button" value="Save"/>	<input type="button" value="Close"/>
--	--	--	--------------------------------------	-------------------------------------	--------------------------------------

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

TO QUALIFY A SAILOR (Cont'd.)

Sailor Details

Summary

SSN:

Last Name:

Gender:

DoD ID:

First Name:

Date of Birth:

Middle Initial:

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 <input type="text"/>	02E <input type="text"/>	60 <input type="text"/>	63 <input type="text"/>	63 <input type="text"/>	74 <input type="text"/>	72 <input type="text"/>	74 <input type="text"/>	72 <input type="text"/>	75 <input type="text"/>	60 <input type="text"/>	65 <input type="text"/>	65 <input type="text"/>	60 <input type="text"/>	85 <input type="text"/>

NAPT Exam Date:

NAPT*:

* AO/CS/NO/NAPT - Optional

DLAB Exam Date:

DLAB***:

** DLAB required for CTI

Promotion Recommendations

Early Promote <input type="text"/>	<input type="text" value="11/15/2020"/>
Must Promote <input type="text"/>	<input type="text" value="11/15/2019"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Verify all of the testing information. Make sure that the ASVAB scores are composite scores, not 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

CTO Support

Qualify

Notes

Save

Close

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: Date of Birth:

General Information

Test Scores & Evaluations

Medical

Color Perception: Stereoscopic Vision: Hearing Acuity: Speech Impediment:

Vision All 20/20 ?

Distant Uncorrected Vision		Near Uncorrected Vision		Distant Corrected Vision		Near Corrected Vision	
Left: <input type="text" value="20"/>	Right: <input type="text" value="20"/>	Left: <input type="text" value="20"/>	Right: <input type="text" value="20"/>	Left: <input type="text" value="20"/>	Right: <input type="text" value="20"/>	Left: <input type="text" value="20"/>	Right: <input type="text" value="20"/>

Verify that all medical information is accurate. Your Medical Department Representative (MDR) or Medical Department LCPO must verify locally. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.

Click on "Legal & Moral" to move to the next qualification.

Legal & Moral

CTO Support

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

TO QUALIFY A SAILOR (Cont'd.)

Sailor Details

Summary

SSN:	<input type="text"/>	DoD ID:	<input type="text"/>	
Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial: <input type="text"/>
Gender:	<input type="text"/>	Date of Birth:	<input type="text"/>	

General Information

Test Scores & Evaluations

Medical

Legal & Moral

Moral Turpitude Offenses:	<input type="text" value="No"/>	Adverse Personal History:	<input type="text" value="No"/>	Civil Convictions, Courts Martial, or NJP:	<input type="text" value="No"/>
History of Drug Abuse:	<input type="text" value="No"/>	Alcohol Abuse:	<input type="text" value="No"/>	Security Clearance Eligible:	<input type="text" value="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 or 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, Court 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 effect 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.”

CTO Support

Qualify

Notes

Save

Click on “CTO Support” to move to the next tab.

Close

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

TO QUALIFY A SAILOR (Cont'd.)

Sailor Details

Summary

SSN: <input type="text"/>	DoD ID: <input type="text"/>	
Last Name: <input type="text"/>	First Name: <input type="text"/>	Middle Initial: <input type="text"/>
Gender: <input type="text"/>	Date of Birth: <input type="text"/>	

General Information

Test Scores & Evaluations

Medical

Legal & Moral

CTO Support

Assigned CTO Support: <input type="text"/>	Cell Phone Number: <input type="text"/>
Date of Separation Physical: <input type="text"/>	Separation Street Address 1: <input type="text"/>
Is the member qualified for separation? <input type="text"/>	Separation Street Address 2: <input type="text"/>
PERSUPP DET Separation Clerk Name: <input type="text"/>	Separation City: <input type="text"/>
PERSUPP DET Separation Clerk Email: <input type="text"/>	Separation State: <input type="text"/>
PERSUPP DET Separation Clerk Phone Number: <input type="text"/>	Separation Zip Code: <input type="text"/>

Sailor intends to decline quota:

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

CTO Support provides information on the assigned CTO support agents for this Sailor and other general information.

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4-2-2 SAILOR

The screenshot displays the 'Sailor Browser' application interface. At the top, there are search filters for SSN, DoD ID, Name, Rating, From ADSD, To ADSD, UIC (set to 'My UICs'), Dept, PG, and Service. Below these filters are 'Refresh' and 'Reset' buttons. The main area shows a table with 191 pages of data (4766 items). The table has columns for '4-2-2 Sailor', 'MSO Remaining', 'SN4', 'DoD ID', 'EOS', 'SEOS', 'PG', 'UIC', 'Dept', '2nd UIC', '2nd Dept', 'Rating', 'ADSD', 'PEBD', 'Updated By', and 'Update'. A callout box points to the '4-2-2 Sailor' column, stating '4-2-2 Sailor Y or N'. Another callout box points to the 'MSO Remaining' column, stating 'Military Service Obligation (MSO) states number of months remaining to meet MSO requirement.' The table data shows 'N' in the '4-2-2 Sailor' column and empty cells in the 'MSO Remaining' column for the first few rows.

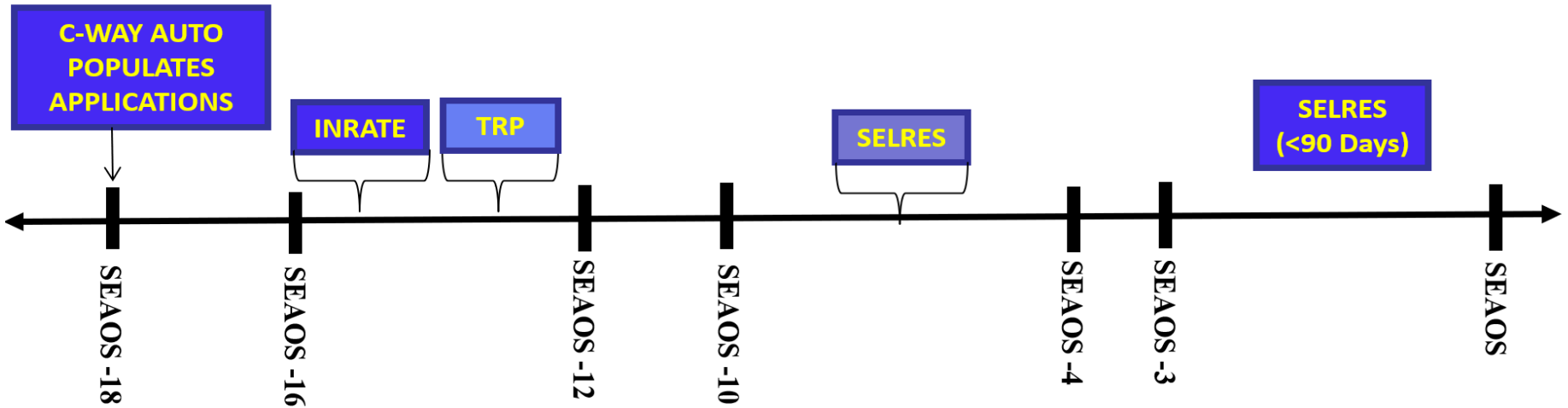
4-2-2 Sailor	MSO Remaining	SN4	DoD ID	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept	Rating	ADSD	PEBD	Updated By	Update
* N															7/24/20
* N															7/20/20
* N															7/20/20
* N															8/31/20
* N															7/20/20
* N															7/24/20
* N															7/24/20
* N															7/24/20
* N															7/24/20
* N															7/24/20
* N															7/24/20
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* N															7/24/20
* N															7/24/20
* N															7/20/20
* N															7/20/20

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CAREER WAYPOINTS SEAOS TIMELINE



- MNA 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.

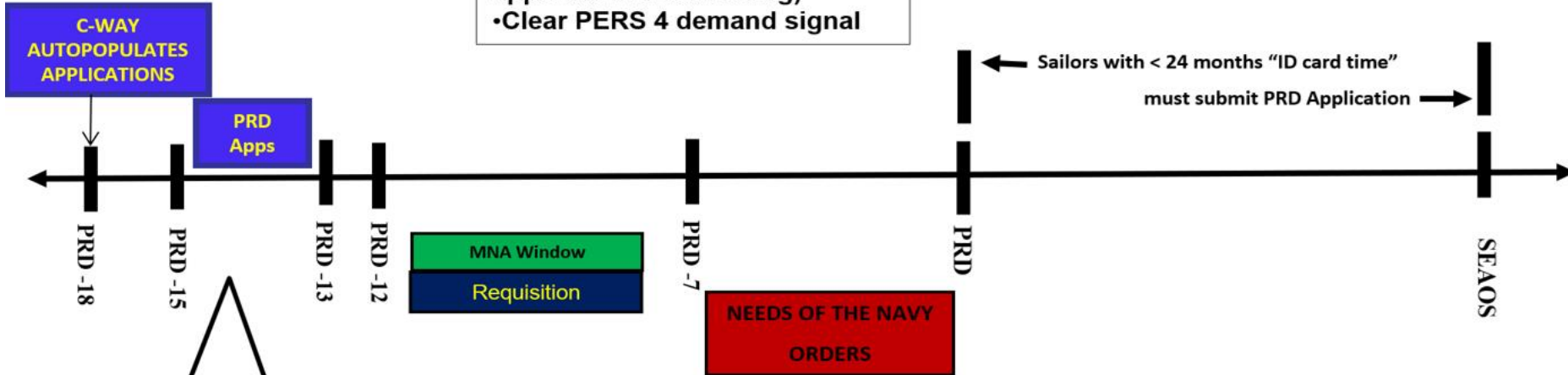
- 1 - In-rate application window 16 - 13 months, can request In-Rate reset between 12 – 9 months
- 2 - TRP application window 16 – 4 months
- 3 - SELRES application window 10 – 3 months
- 4 - SELRES applications <90 days require the CCC to submit Members via a 1306/7 process to MNCC for the ECM's option to approve up until the last minute.
- 5 - Sailors wishing to convert can apply for conversion during their PRD window in MNA



CAREER WAYPOINTS PRD TIMELINE



- MNA 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.

IF DENIED, OPTIONS:

1. REMAIN IN PLACE (MOVE PRD OUT TO MATCH SEAOs);
2. EXECUTE SHORT TERM EXTENSION (STE) IF ELIGIBLE WITHOUT C-WAY-REEN QUOTA IAW MPM 1160-040;
3. TRANSFER WITH SHORTER OBLISERV (12 MOS OBLISERVE VICE 24 OR MORE MONTHS);
4. TRANSFER WITH APPROVED RETAINABILITY WAIVER

SUBMITTING C-WAY-REEN APPLICATIONS

- Applications can be submitted under either “Sailors > Reenlistment (AC/TAR) Application Browser” or “Sailors > Sailor Browser.”
- Applications can be submitted as a Batch Submission, but this method is not preferred.
- 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/TAR) APPLICATION BROWSER”

The screenshot displays the Career Waypoints application interface. The top navigation bar includes links for Home, Sailors, Control Analyst, AC/TAR/RC Analyst, Reports, Help, and Sign Out. A dropdown menu is open under the 'Sailors' tab, listing options: Sailor Browser, Reenlistment (AC/TAR), Conversion Marketplace, PACT Marketplace, Conversion (RC), and Transition (RC to AC). The 'Reenlistment (AC/TAR)' option is selected, and its sub-menu is visible, showing 'Reenlistment (AC/TAR) Application Browser'. An orange callout box on the left contains the text: 'Click “Reenlistment (AC/TAR) Application Browser” to see all system-generated applications.' with arrows pointing to the corresponding menu items. A larger inset window on the right shows a zoomed-in view of the 'Reenlistment (AC/TAR) Application Browser' page, which has the same navigation bar and dropdown menu. The background of the interface features a stylized American flag with stars and stripes. The text 'Career Waypoints' is visible in the bottom right of the inset window. At the bottom center of the main screenshot, the text 'Version 48.0.8609.9027' is displayed.

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

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

SUBMITTING APPLICATION THROUGH “REENLISTMENT (AC/TAR) APPLICATION BROWSER” (Cont’d.)

The screenshot displays the 'Reenlistment (AC/TAR) Application Browser' interface. At the top, there are search filters for Status, SSN, DoD ID, Name, Rating, EMC, Service, App Reason, UIC, and Dept. Below these are date selection fields for 'From Date' (Aug-2023) and 'To Date' (Nov-2023), along with an 'Expiration Month' field. A 'Refresh' button is located to the left of the date fields. The main area contains a table of application records with columns for Status, App Reason, Critical, UIC, 2nd UIC, YG, FAOS, SEAOS, PRD, and Proc Month. A left-hand sidebar provides navigation options: Application Details, Validate Batch, Batch Submit All, Edit Sailor, Application History, Official Letter, Export, Notes, and Close. Three orange callout boxes provide instructions: one points to the 'Application Details' button, another points to the 'From Date' and 'To Date' fields, and a third points to the 'Application Details' button again.

Reenlistment (AC/TAR) Application Browser

Status: Initial - Action Required, Saved - Action Requ... SSN: DoD ID: Name: Rating: EMC: Service: App Reason: UIC: My UICs Dept:

Refresh

From Date: Aug-2023 To Date: Nov-2023 Expiration Month:

193 Items in 8 pages

Application Details

Validate Batch

Batch Submit All

Edit Sailor

Application History

Official Letter

Export

Notes

Close

Need Review Member and CO Concur Note

Application Details

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

Applications with a specific status can be viewed by selecting one or multiple statuses from the menu. Select “All” to view all Applications

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.

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

SELRES 4-2-2 SAILOR

Reenlistment (AC/TAR) Application Browser

Status:
 SSN:
 DoD ID:
 Name:
 Rating:
 EMC:
 Service:
 App Reason:
 UIC:
 Dept:

Refresh From Date: To Date: Expiration Month:
Reset

Page size: 25 1077 items in 44 pages

Need Review	Member and CO Concur	Notes	4-2-2 Sailor	Current Rating	Name	Reason	Critical NEC	UIC	2nd UIC	YG	EAOS	SEAOS	PRD	Proc Month	Expire Month	Looks Remaining	Looks Received
Y			Y														
Y		*	Y														
Y			Y														
*	Y		Y														
	Y		Y														
	Y		Y														
	Y		Y														
	Y		Y														
	Y	*	Y														
	Y	*	Y														
	Y		Y														
	Y		Y														
	Y		Y														
	Y	*	Y														
	Y	*	Y														
	Y		Y														
	Y		Y														
	Y	*	Y														

4-2-2 Sailor Y or N

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

SELRES 4-2-2 SAILOR (Cont'd.)

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating:	Year Group:	UIC:	Critical NECs: <input type="text"/>	Application Status: Submitted
Pres Rate:	EAOS:	RPT Date: <input type="text"/>		Sailor Name: <input type="text"/>
Pros Rate:	Soft EAOS:	PEBD: <input type="text"/>		SSN (last 4): <input type="text"/>
Current EMC:	PRD: <input type="text"/>	EDLN: <input type="text"/>		
Service Component:	ADSD: <input type="text"/>	EDLN Code: <input type="text"/>		
4-2-2 Sailor: Y	ACC Code: <input type="text"/>	Warfare Designator: <input type="text"/>		
MSO Remaining: 42				

4-2-2 Sailor Y or N
 Military Service Obligation (MSO) states number of months remaining to meet MSO requirement.

(AC/TAR) Application Options

Component Type: AC or TAR SEAOS

Process Month: Set to Current Month:

Application Type:

- In-Rate Only
- In-Rate, Willing To Convert
- Convert Only
- TRP (Golden/Silver Ticket)

Special: Not Eligible Intends to Separate

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
<p>The SELRES window is 10 to 3 months. C-WAY will auto-create a SELRES Application for 4-2-2 Sailors all the way to 3 months prior to SEAOS. If CCC does not submit a required SELRES 4-2-2 application, it will be a "Failed to Submit".</p> <p>MSO remaining is 6 years minus Service time.</p> <ul style="list-style-type: none"> Service time is the time between Date of Initial Entry to Military Service (DIEMS) and SEAOS. This includes time spent in Delay Entry Program (DEP time). 							

Reenlistment (AC/TAR) Application Details

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

IN-RATE ONLY APPLICATION

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating: CS	Year Group: YG 2017	UIC: <input type="text"/>	Critical NECs: <input type="text"/>	Application Status: Initial - Action Required
Pres Rate: CSSN	EAOS: 10/15/2024	RPT Date: 5/9/2008	<input type="text"/>	Sailor Name: <input type="text"/>
Pros Rate:	Soft EAOS: 10/15/2024	PEBD: 3/15/2017	<input type="text"/>	SSN (last 4): <input type="text"/>
Current EMC: B650	PRD: 10/15/2024	EDLN:	<input type="text"/>	
Service Component: AC	ADSD: 3/15/2017	EDLN Code: AIR		
4-2-2 Sailor: N	ACC Code: 100	Warfare Designator:		

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES
 Application Reason:
Process Month:
Set to Current Month:

Special Circumstance Reason Code:

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)

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Yes	Eligible for Approved Status	n/a	n/a	0	10	6	

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice: <input type="text"/>						
2nd Choice: <input type="text"/>						
3rd Choice: <input type="text"/>						

SELRES Preference:
Sailor Phone:
Sailor Email:

Update all requested information. Check the validation box and click the "Submit" button.

Fill in all information under the "Reenlistment (AC/TAR) Applications Details" section. This is applicable for all In-Rate applications.

Reenlistment (AC/TAR) Application Details

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.

IN-RATE ONLY APPLICATION (Cont'd.)

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating:	Year Group: YG 2016	UIC:	Critical NECs:	<input type="text"/>	Application Status: Initial - Action Required
Pres Rate:	EAOS: 9/3/2025	RPT Date:	<input type="text"/>	Sailor Name:	
Pros Rate:	Soft EAOS: 9/3/2025	PEBD:	<input type="text"/>	SSN (last 4):	
Current EMC:	PRD:	EDLN:	<input type="text"/>		
Service Component: TAR	ADSD: 9/3/2016	EDLN Code:			
4-2-2 Sailor:	ACC Code: 100	Warfare Designator:			
MSO Remaining:					

Reenlistment (AC/TAR) Application Options

Reenlistment (AC/TAR) Application Details

Security Clearance Level:

Has been on OSA\GSA\IA:

Date of last NJP:

Promotion Recommendations

Early Promote	<input type="text" value="11/15/2020"/>
Must Promote	<input type="text" value="11/15/2019"/>
Promotable	<input type="text" value="11/15/2018"/>
Progressing	<input type="text" value="11/15/2017"/>
	<input type="text"/>

Average:

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

Update all requested information. Check the validation box and click the “Submit” 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.

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

IN-RATE, WILLING TO CONVERT APPLICATION

In-Rate, Willing to Convert, and Convert Only application options are only for those Sailors applying for SELRES. A Sailor wanting to convert who is not applying for SELRES must apply for conversion in MNA Conversion.

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES Application Reason: Process Month: Set to Current Month:

Special Circumstance Reason Code:

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)

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

This application can be used for all Sailors applying for SELRES quota. The SELRES window is 10 to 3 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 (1st – 3rd). If there are no conversion options populating, the ECM may not be allowing convert-out opportunities. We recommend that you verify by viewing the ECM’s rating community health slides located on the MyNavy HR website. Link: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/>

CONVERT ONLY APPLICATION

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES Application Reason: Process Month: Set to Current Month:

Special Circumstance Reason Code:

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)

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Conversion							

Only Sailors requesting SELRES can apply for Conversion quota in C-Way. The SELRES window is 10 to 3 months from SEAOS. AC/TAR Sailors who wish to convert can apply for conversion in MyNavy Assignment (MNA) during their PRD window.

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

NOT ELIGIBLE APPLICATION

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES
Application Reason:
Process Month:
Set to Current Month:

Special Circumstance Reason Code:

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)

COVID vaccination refusal
Discipline - Admin SEP
Loss of Security Clearance
Not Recommended - Evaluations
Other

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

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice: <input type="text"/>						
2nd Choice: <input type="text"/>						
3rd Choice: <input type="text"/>						

“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.”

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

INTENDS TO SEPARATE APPLICATION

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES Application Reason: Process Month: Set to Current Month:

Special Circumstance Reason Code:

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)

In-Rate	Auto Approve Eligibility	Qualification Status	Approved Quotas	Decision
		n/a		

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice: <input type="text"/>	<input type="text"/>					
2nd Choice: <input type="text"/>	<input type="text"/>					
3rd Choice: <input type="text"/>	<input type="text"/>					

If selecting Other, add a detailed note explaining why the Sailor Intends to Separate.

“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.

Note: 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.

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

NOT APPLYING THIS MONTH APPLICATION

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES
Application Reason:
Process Month:
Set to Current Month:

Special Circumstance Reason Code:

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)

- Member not available for Counseling
- Waiting for updated ASVAB
- Waiting for updated Security Clearance
- Waiting for updated Citizenship
- No quota available for Member desires
- Member undecided
- Other
- Career Intermission Program
- No desire to convert rating at this time
- No desired SELRES quotas available

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

Conversion Choices	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice:	<input type="text"/>						
2nd Choice:	<input type="text"/>						
3rd Choice:	<input type="text"/>						

If a Sailor has no desire to apply for C-WAY during a system-generated application, enter a “Not Applying This Month” application. If the Sailor was separated prior to their 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.

Ensure the Sailor understands they are losing an opportunity for one of their scheduled looks.

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

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SUBMITTED

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating:	Year Group:	UIC:	Critical NECs:	<input type="text"/>	Application Status: Submitted
Pres Rate:	EAOS:	RPT Date:	<input type="text"/>	Sailor Name:	<input type="text"/>
Pros Rate:	Soft EAOS:	PEBD:	<input type="text"/>	SSN (last 4):	<input type="text"/>
Current EMC:	PRD:	EDLN:	<input type="text"/>		
Service Component:	ADSD:	EDLN Code:			
4-2-2 Sailor: Y	ACC Code:	Warfare Designat			
MSO Remaining: 42					

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.

Component Type: AC or TAR SELRES

Application Reason:

Special Circumstance Reason Code:

Application Type

- | | | | |
|--|---|----------------------|--|
| <input type="radio"/> In-Rate Only | <input type="radio"/> Not Applying This Month | <input type="text"/> | <input type="button" value="Explain Other"/> |
| <input checked="" type="radio"/> In-Rate, Willing To Convert | <input type="radio"/> Not Eligible | <input type="text"/> | <input type="button" value="Explain Other"/> |
| <input type="radio"/> Convert Only | <input type="radio"/> Intends to Separate | <input type="text"/> | <input type="button" value="Explain Other"/> |
| <input type="radio"/> TRP (Golden/Silver Ticket) | | | |

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Conversion Choices		Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice:	<input type="text"/>						
2nd Choice:	<input type="text"/>						
3rd Choice:	<input type="text"/>						

SELRES Fields

Preferred NRC:

Sailor Phone:

Sailor Email:

Reenlistment (AC/TAR) Application Details

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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NOTES

The screenshot displays the 'Reenlistment (AC/TAR) Application Browser' interface. A 'Notes' modal window is open, showing the following content:

Name :
DoD ID :

Note :

History :

- ***** 7/31/2023 3:51:29 PM
***** 7/31/2023 3:51:29 PM
An application was administratively cancelled because the Sailor is no longer eligible for reenlistment.
- ***** 7/31/2023 3:51:28 PM
***** 7/31/2023 3:51:28 PM
An application was administratively unsubmitted because the Sailor is no longer eligible for

Buttons at the bottom of the modal: Save, Notes Report, Close.

The background interface includes search filters (Status, SSN, DoD ID, Name, Rating, EMC, Service, App Reason, UIC, Dept), a 'Refresh' button, a table with columns (Need Review, Member and CO Concur, Notes, 4-2-2 Sailor, Cu Ra), and a table with columns (UIC, 2nd UIC, YG, EAOS, SEAOS, PRD, Proc Month).

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: BUPERS-33 cannot update warfare devices and NECs. If it is missing, contact your Command Pass Coordinator or Personnel Department.

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SUBMITTING AN APPLICATION UNDER SAILOR BROWSER (Cont'd.)

Sailor Details

Summary

SSN:	<input type="text"/>	DoD ID:	<input type="text"/>		
Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
Gender:	<input type="text"/>	Date of Birth:	<input type="text"/>		

General Information

PEBD:	<input type="text" value="5/31/2021"/>	UIC:	<input type="text"/>	US Citizen:	<input type="text" value="Yes"/>
Service Code:	<input type="text" value="SELRES"/>	Department:	<input type="text"/>	Parents U.S. Born:	<input type="text" value="Yes"/>
Paygrade:	<input type="text" value="E4"/>	Secondary UIC:	<input type="text"/>	All immediate family US Citizens:	<input type="text" value="Yes"/>
Current Rating:	<input type="text" value="CWT"/>	Secondary Department:	<input type="text"/>	Civilian Education:	<input type="text" value="HS Diploma"/>
Previously Held Rating:	<input type="text"/>	Prospective Rate:	<input type="text"/>	NRA Code:	<input type="text"/>
Security Clearance:	<input type="text" value="Action pending"/>			Security Clearance Date:	<input type="text"/>
MOD Code:	<input type="text"/>	MDC Code:	<input type="text"/>	IMS Code:	<input type="text"/>
MAS Code - Medical:	<input type="text"/>	MAS Code - Administrative:	<input type="text"/>	MAS Code - Training:	<input type="text"/>

If the “Apply Reenlistment (AC/TAR)” button is not 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.

Legal & Moral

CTO Support

<input type="button" value="Qualify"/>	<input type="button" value="Apply Conversion (RC)"/>	<input type="button" value="Apply Transition (RC to AC)"/>	<input type="button" value="Notes"/>	<input type="button" value="Save"/>	<input type="button" value="Close"/>
--	--	--	--------------------------------------	-------------------------------------	--------------------------------------

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IN-RATE & CONVERSION OPPORTUNITIES

Reenlistment Qualified Jobs

SSN: Name: Pres Rate: Pros Rate: Gender:
 Service Component: Display Current Month Jobs: App Reason: Quota Month: In-Rate Quotas: ConvOut Quotas: Auto In-Rate Approval if Eligible:

Rating Name	Rating	Status	RIDE Rank	RIDE Score	RIDE/JOIN Rank	Conversion Quotas
Information Systems Technician Submarine	ITS	Preliminary eligible	1			
Mass Communications Specialist	MC	Preliminary eligible	2			
Cryptologic Technician Collection	CTR	Preliminary eligible	3			
Electronics Technician, Submarine, Communications	ETR	Preliminary eligible	4	87.97	N/A	10 (0)
Electronics Technician, Submarine, Navigation	ETV	Preliminary eligible	4	87.97	N/A	10 (0)
Fire Control Technician	FT	Preliminary eligible	4	87.97	N/A	10 (0)
Sonar Technician Submarine	STS	Preliminary eligible	4	87.97	N/A	10 (0)
Master at Arms	MA	Preliminary eligible	8	86.97	N/A	10 (0)
Machinists Mate, Non-Nuclear, Submarine Auxiliary	MMA	Preliminary eligible	9	86.49	N/A	10 (0)
Torpedoman's Mate	TM	Preliminary eligible	9	86.49	N/A	10 (0)
Aviation Structural Mechanic	AM	Preliminary eligible	11	85.25	N/A	10 (0)
Cryptologic Technician Maintenance	CTM	Preliminary eligible	12	84.61	N/A	10 (0)
Sonar Technician Surface	STG	Preliminary eligible	13	82.30	N/A	10 (0)
Construction Electrician	CE	Preliminary eligible	14	82.03	N/A	10 (0)
Engineering Aid	EA	Preliminary eligible	15	81.58	N/A	10 (0)
Logistics Spec	LS	Preliminary eligible	16	81.25	N/A	10 (0)
Aviation Electronics Technician	AT	Preliminary eligible	17	81.12	N/A	10 (0)
Navy Diver	ND	Preliminary eligible	18	81.11	N/A	10 (0)
Cyber Warfare Technician	CWT	Preliminary eligible	19	80.90	N/A	10 (0)
Construction Mechanic	CM	Preliminary eligible	20	80.45	N/A	10 (0)
Intelligence Specialist	IS	Preliminary eligible	21	80.11	N/A	10 (0)
Aviation Support Equipment Technician	AS	Preliminary eligible	22	79.24	N/A	10 (0)
Explosive Ordnance Disposal	EOD	Preliminary eligible	23	78.80	N/A	10 (0)
Aviation Machinists Mate	AD	Preliminary eligible	24	77.66	N/A	10 (0)
Air Traffic Controller	ATC	Preliminary eligible	25	77.55	N/A	10 (0)

Confirm whether or not the Sailor has conversion opportunities by checking In-Rate quotas and Convert Out quotas.

The “Reenlist (AC/TAR) Qualified Jobs” screen shows the number of In-Rate 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(Cont'd.)

Reenlistment Qualified Jobs

SSN: Name: Pres Rate: Pros Rate: Gender:
 Service Component: Display Current Month Jobs: App Reason: Quota Month: In-Rate Quotas: ConvOut Quotas: Auto In-Rate Approval if Eligible:

View Job Card View LaDR Add'l Job Reqs. Reenlist Application Notes CEM Printable Job List JOIN Rating Results JOIN Job Groups Close

Page size: 25 79 items in 4 pages

Rating Name	Rating	Status	RFSC	RFSC	RFSC	ConvOut Quotas
Information Systems Technician Submarine	ITS	Preliminary eligible				
Mass Communications Specialist	MC	Preliminary eligible				
Cryptologic Technician Collection	CTR	Preliminary eligible				
Electronics Technician, Submarine, Communications	ETR	Preliminary eligible				
Electronics Technician, Submarine, Navigation	ETV	Preliminary eligible				
Fire Control Technician	FT	Preliminary eligible				
Sonar Technician Submarine	STS	Preliminary eligible				
Master at Arms	MA	Preliminary eligible				
Machinists Mate, Non-Nuclear, Submarine Auxiliary	MMA	Preliminary eligible				
Torpedoman's Mate	TM	Preliminary eligible	9	86.49	N/A	10 (0)
Aviation Structural Mechanic	AM	Preliminary eligible	11	85.25	N/A	10 (0)
Cryptologic Technician Maintenance	CTM	Preliminary eligible	12	84.61	N/A	10 (0)
Sonar Technician Surface	STG	Preliminary eligible	13	82.30	N/A	10 (0)
Construction Electrician	CE	Preliminary eligible	14	82.03	N/A	10 (0)
Engineering Aid	EA	Preliminary eligible	15	81.58	N/A	10 (0)
Logistics Spec	LS	Preliminary eligible	16	81.25	N/A	10 (0)
Aviation Electronics Technician	AT	Preliminary eligible	17	81.12	N/A	10 (0)
Navy Diver	ND	Preliminary eligible	18	81.11	N/A	10 (0)
Cyber Warfare Technician	CWT	Preliminary eligible	19	80.90	N/A	10 (0)
Construction Mechanic	CM	Preliminary eligible	20	80.45	N/A	10 (0)
Intelligence Specialist	IS	Preliminary eligible	21	80.11	N/A	10 (0)
Aviation Support Equipment Technician	AS	Preliminary eligible	22	79.24	N/A	10 (0)
Explosive Ordnance Disposal	EOD	Preliminary eligible	23	78.80	N/A	10 (0)
Aviation Machinists Mate	AD	Preliminary eligible	24	77.66	N/A	10 (0)
Air Traffic Controller	ATC	Preliminary eligible	25	77.55	N/A	10 (0)

A number listed here, indicates two things:

1. This Sailor's rate allows "Convert Out"
2. How many rates the Sailor qualifies for that has "Convert In" opportunities for their Year Group and rank.

This scenario tells you that GSM is allowing Sailors to "Convert Out".

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AUTOMATIC APPROVAL PROCESS OVERVIEW FOR SEAOS APPLICATIONS

- **Automatic Approval** - C-WAY auto-approval functionality was implemented on 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 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. To view, highlight the approved application and click the Approval Letter button. Additionally, you may retrieve the letter via your Command Summary Report.

DETERMINING AUTOMATIC APPROVAL

Reenlistment Qualified Jobs

SSN: Name: Pres Rate: Pros Rate: Gender:
 Service Component: Display Current Month Jobs: App Reason: Quota Month: In-Rate Quotas: ConvOut Quotas: Auto In-Rate Approval if Eligible:

79 items in 4 pages

Rating Name	Rating	Status	RIDE Rank ▲	RIDE Score	RIDE/JOIN Rank
Information Systems Technician Submarine	ITS	Preliminary eligible	1	92.32	N/A
Mass Communications Specialist	MC	Preliminary eligible	2	90.32	N/A
Cryptologic Technician Collection	CTR	Preliminary eligible	3	89.25	N/A
Electronics Technician, Submarine, Communications	ETR	Preliminary eligible	4	87.97	N/A
Electronics Technician, Submarine, Navigation	ETV	Preliminary eligible	4	87.97	N/A
Fire Control Technician	FT	Preliminary eligible	4	87.97	N/A
Sonar Technician Submarine	STS	Preliminary eligible	4	87.97	N/A
Master at Arms	MA	Preliminary eligible	8	86.97	N/A
Machinists Mate, Non-Nuclear, Submarine Auxiliary	MMA	Preliminary eligible	9	86.49	N/A
Torpedoman's Mate	TM	Preliminary eligible	9	86.49	N/A
Aviation Structural Mechanic	AM	Preliminary eligible	11	85.25	N/A
Cryptologic Technician Maintenance	CTM	Preliminary eligible	12	84.61	N/A
Sonar Technician Surface	STG	Preliminary eligible	13	82.30	N/A
Construction Electrician	CE	Preliminary eligible	14	82.03	N/A
Engineering Aid	EA	Preliminary eligible	15	81.58	N/A
Logistics Spec	LS	Preliminary eligible	16	81.25	N/A
Aviation Electronics Technician	AT	Preliminary eligible	17	81.12	N/A
Navy Diver	ND	Preliminary eligible	18	81.11	N/A
Cyber Warfare Technician	CWT	Preliminary eligible	19	80.90	N/A
Construction Mechanic	CM	Preliminary eligible	20	80.45	N/A
Intelligence Specialist	IS	Preliminary eligible	21	80.11	N/A
Aviation Support Equipment Technician	AS	Preliminary eligible	22	79.24	N/A
Explosive Ordnance Disposal	EOD	Preliminary eligible	23	78.80	N/A
Aviation Machinists Mate	AD	Preliminary eligible	24	77.66	N/A

This area identifies Auto-Approval eligibility.

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

- PRD Applications are submitted as follows:
 - 18 months before PRD, applications are auto-generated in C-WAY;
 - 15 – 13 months before 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 before the Sailors’ PRDs for those with less than 24 months remaining contract time, as calculated from PRD to SEAOS.
- Sailors who do not receive SC-PRD quotas must enter SEAOS applications.
- Sailors who do not receive 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/TAR) Application Options

Component Type: AC or TAR SELRES Application Reason: SEAOS Process Month: Aug-2023 Set to Current Month:

Special Circumstance Reason Code:

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)

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Yes		n/a	n/a	1	16	1	

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice: <input type="text"/>						
2nd Choice: <input type="text"/>						
3rd Choice: <input type="text"/>						

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

TO CHECK THE STATUS OF A C-WAY APPLICATION

The screenshot shows the 'Reenlistment (AC/TAR) Application Browser' interface. At the top, there are search filters for Status, SSN, DoD ID, Name, Rating, EMC, Service, App Reason, UIC, and Dept. Below these are date filters for 'From Date' (Aug-2023), 'To Date' (Nov-2023), and 'Expiration Month'. A 'Refresh' button is located below the filters. The interface includes a table with columns for application details and a sidebar with buttons for 'Validate Ba', 'Batch Submi', 'Edit Saile', 'Application H', 'Official Letter', 'Export', 'Notes', and 'Close'. Two callout boxes provide instructions: '1. Click the hourglass and select "All."' and '2. Move the "From" date back a year and move the "To" date out 3 months.'

1. Click the hourglass and select "All."

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

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

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating:	Year Group:	UIC:	Critical NECs: <input type="text"/>	Application Status: Approved
Pres Rate:	EAOS: 11/15/2024	RPT Date:	<input type="text"/>	Sailor Name:
Pros Rate:	Soft EAOS: 11/15/2024	PEBD:	<input type="text"/>	SSN (last 4): <input type="text"/>
Current EMC:	PRD:	EDLN:	<input type="text"/>	
Service Component: AC	ADSD: 8/2/2018	EDLN Code:		
4-2-2 Sailor:	ACC Code: 100	Warfare Designator:		
MSO Remaining:				

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES **Application Reason:** **Process Month:** **Set to Current Month:**

Special Circumstance Reason Code:

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)

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Yes						19	Approved

Conversion Choices	Requested Quotas	Approved Quotas	Decision
1st Choice: <input type="text"/>			
2nd Choice: <input type="text"/>			
3rd Choice: <input type="text"/>			

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.

SELRES Fields

Preferred NRC: **Sailor Phone:** **Sailor Email:**

Reenlistment (AC/TAR) Application Details

Return Quota Reason Code: 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.

The Career Counselor can 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 cannot resubmit for another ACQU 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.**

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

TARGETED REENTRY PROGRAM (TRP)

NAVADMIN 047/18 empowers COs to identify and recommend ACDU and TAR officers 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 ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically converted to a Silver Ticket for one additional year. Sailors must remain fully qualified.
 - Silver Ticket – Sailors are afforded an expedited return to ACDU within two years of separation. This opportunity is subject to the Needs of the Navy (NOTN), 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 that 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 16 through 4 in the SEAOS Timeline.
 - The TRP option will no longer be available once the Sailor is within 3 months of SEAOS.
 - The Sailor must have completed their initial active-duty requirement but not have reached 14 years of ACDU 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 years, the Sailor will remain in the Navy Reserve until they fulfill their MSO requirement.

SUBMITTING A TRP APPLICATION

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating:	Year Group:	UIC:	Critical NECs: <input type="text"/>	Application Status: Initial - Action Required
Pres Rate:	EAOS:	RPT Date:	<input type="text"/>	Sailor Name:
Pros Rate:	Soft EAOS:	PEBD:	<input type="text"/>	SSN (last 4):
Current EMC:	PRD:	EDLN:	<input type="text"/>	
Service Component:	ADSD:	EDLN Code:		
4-2-2 Sailor:	ACC Code:	Warfare Designator:		

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES **Application Reason:** **Process Month:** **Set to Current Month:**

Special Circumstance Reason Code:

Application Type

In-Rate Only Not Applying This Month
 In-Rate, Will...
 Convert Only
 TRP (Golden/Silver Ticket)

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

Golden Ticket – Golden Ticket recipients are awarded a guaranteed return to duty in the AC or FTS within 1 year of separation provided they remain fully qualified. Golden Tickets not used within the first year, become Silver Tickets for the second year. If not used with 2 years of release from ACDU, Silver Tickets expire.

Silver Ticket – Silver Ticket recipients may have the opportunity to return to duty in the AC or FTS with 2 years of separation, subject to the needs of the Navy, provided they remain fully qualified. If not used with 2 years of release from ACDU, Silver Tickets expire.

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

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice: <input type="text"/>						
2nd Choice: <input type="text"/>						
3rd Choice: <input type="text"/>						

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

SELRES Preferred: **Sailor Phone:** **Sailor Email:**

3. Update all requested information. Check the validation box and click the "Submit" button.

Reenlistment (AC/TAR) Application Details

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

Submit

Save

Close

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

SUBMITTING A TRP APPLICATION (Cont'd.)

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating:	Year Group: YG 2017	UIC:	Critical NECs: <input type="text"/>	Application Status: Intends to Separate
Pres Rate:	EAOS: 7/15/2024	RPT Date:	<input type="text"/>	Sailor Name:
Pros Rate:	Soft EAOS: 7/15/2024	PEBD:	<input type="text"/>	SSN (last 4):
Current EMC:	PRD:	EDLN:	<input type="text"/>	
Service Component: AC	ADSD: 4/6/2017	EDLN Code:		
4-2-2 Sailor: N	ACC Code: 100	Warfare Designator:		
MSO Remaining:				

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES **Application Reason:** **Process Month:** **Set to Current Month:**

Special Circumstance Reason Code:

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)

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

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice: <input type="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.

SELRES Field Preferred N

Sailor Email:

Reenlistment (AC/TAR) Application Details

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.

REVOKING A TRP APPLICATION

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR SELRES
 Application Reason:
 Process Month:
 Set to Current Month:

Special Circumstance Reason Code: Explain Other

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

TRP (Golden/Silver Ticket)

5. In the event a Sailor loses eligibility for the TRP program (determined by CO), the quota must be returned. See page 50 of this guide on how to return a quota. A NAVPERS 1070/613 quota return Page 13 will be required.

In-Rate	Auto Approve Eligibility		Quotas	Approved Quotas	Decision

Conversion Choices		Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice:	<input type="text"/>						
2nd Choice:	<input type="text"/>						
3rd Choice:	<input type="text"/>						

SELRES Fields

Preferred NRC:
 Sailor Phone:
 Sailor Email:

Reenlistment (AC/TAR) Application Details

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

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CREATING A SELRES APPLICATION

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating:	Year Group:	UIC:	Critical NECs: <input type="text"/>	Application Status: Initial - Action Required
Pres Rate:	EAOS:	RPT Date: 4/9/2008	<input type="text"/>	Sailor Name:
Pros Rate:	Soft EAOS:	PEBD: 10/6/2020	<input type="text"/>	SSN (last 4):
Current EMC:	PRD:	EDLN:	<input type="text"/>	
Service Component: TAR	ADSD:	EDLN Code:		
4-2-2 Sailor: Y	ACC Code:	Warfare Designator:		

Reenlistment (AC/TAR) Application Options

Component Type: AC or TAR **SELRES** **Application Reason:** **Process Month:** **Set to Current Month:**

Special Circumstance Reason Code:

Application Type

In-Rate Only Not Applying

In-Rate, Willing To Convert Not Eligible

Convert Only Intends to Separate

TRP (Golden/Silver Ticket)

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

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice: <input type="text"/>						
2nd Choice: <input type="text"/>						
3rd Choice: <input type="text"/>						

SELRES Fields

Preferred NRC: **Sailor Phone:** **Sailor Email:**

Reenlistment (AC/TAR) Application Details

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

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

*Open an "Initial–Action Required" or "Saved–Action Required" application and modify it 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/TAR) Application Browser

Status: SSN: DoD ID: Name: Rating: EMC: Service: App Reason: UIC: Dept:

Refresh From Date: Jan-2019 To Date: Dec-2028 Expiration Month: Reset

612 items in 2 pages

Doc ID	App Status	App Reason	Critical NEC	UIC	2nd UIC	YG	EAOS	SEAOs	PRD	Proc Month	Expire Month	Looks Remaining	Looks Received
	Approved	SEAOs											
	Approved	SEAOs											
	Approved	SEAOs											
	Approved	SEAOs											
	Approved	SEAOs											
	Approved	SEAOs											
	Approved	SEAOs											
	Approved	SEAOs											
	Approved	SEAOs											
	Approved	SEAOs											

Command Reenlistment (AC/TAR) Summary Report 08/02/2023

UIC:

1 of 1

Name	Last 4 SSN	UIC	Current Rate	Current SEAOs	Months to SEAOs	Application Status
<input type="checkbox"/> No Final Status - In Mandatory SEAOs Window						
<input type="checkbox"/> No Final Status - In Mandatory PRD Window						
<input type="checkbox"/> No Final Status - Voluntary Spec Circ Submissions						
<input type="checkbox"/> No Final Status - Denied Final In-Rate						
<input type="checkbox"/> No Final Status - Approved Pending Documentation						
<input type="checkbox"/> Approved to Reenlist in Active Component - In-Rate						
<input type="checkbox"/> Approved to Reenlist in Active Component - Conversion						
<input type="checkbox"/> Approved for SELRES - In-Rate						
<input type="checkbox"/> Approved for SELRES - Conversion						
<input type="checkbox"/> Approved for Golden Ticket						
<input type="checkbox"/> Approved for Silver Ticket						
<input type="checkbox"/> Denied Final Active						

Highlight the approved application and click the "Official Letter" button. If the letter does not generate here, go to the Summary Report.

The Command Reenlistment (AC/TAR) Summary Report provides all letters for the command. The next page shows where to retrieve the report.

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

C-WAY COMMAND SUMMARY REPORTS

The screenshot shows the CWAYS Reports menu with the following items:

- Apprentice Sailor Report
- BSO UIC Apprentice Report
- Reenlistment (AC/TAR) (highlighted)
- 4-2-2 Sailor Activity Report
- SELRES Qual Statistics
- Qual By Rating Report

The sub-menu for Reenlistment (AC/TAR) includes:

- Activity Detail - Reenlistment (AC/TAR)
- BSO UIC Status Report - Reenlistment (AC/TAR)
- Command Summary - Reenlistment (AC/TAR)
- Command Personnel - Reenlistment (AC/TAR)
- Eligibility Report - Reenlistment (AC/TAR)
- Quota Util by SEADOS FY - Reenlistment (AC/TAR)
- Quota Util by Action Year - Reenlistment (AC/TAR)
- Quota Return Report - Reenlistment (AC/TAR)

Callouts indicate that the Command Summary and Command Personnel reports provide the most detailed information for command information.

- Command Summary – Reenlistment (AC/TAR)
- Command Personnel – Reenlistment (AC/TAR)

System messages at the bottom of the page:

CWAYS has been updated with the new REGA information from NAVADMIN 166/07.

Fleet RIDE ASVAB Cutscores have been updated per NAVADMIN 344/06. Please contact our Help Desk if you have any questions.

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SUBMITTING A C-WAY-PACT MARKETPLACE RECORD

The screenshot shows the Career Waypoints PACT Marketplace Record Browser interface. The navigation menu includes options like Home, Sailors, Control Analyst, AC/TAR/RC Analyst, Reports, Help, and Sign Out. The 'Sailors' menu is expanded, showing 'PACT Marketplace' selected, which leads to the 'PACT Marketplace Record Browser' page.

The main interface features search filters for Process Cycle (FY23 Cycle 6 - Aug), Status (ALL), SSN, DoD ID, Name, UIC (My UICs), and Department. A 'Refresh' button is located below the filters. On the left, there are buttons for Record Details, Edit Sailor, Record History, Notes, Export, and Close.

The data table displays a list of records with columns for Requests Onboard, Process Cycle, Full Name, SSN4, and various status indicators. An orange callout box points to the 'Status' filter and contains the following text:

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

- Requires Action
- Ready for CCC
- Requests Participation
- Transmitted to MNA

The table also shows a 'Page size' of 25 and a total of 490 items in 20 pages. The table headers include 'Approved', 'Current', 'Rating', 'UIC', and 'Rate'.

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

STATUS FOR PACT MARKETPLACE

- **Requires Action** - The record must be reviewed and updated with the Member's desire/eligibility.
- **Ready for CCC** - DCC has entered the Member's desire, and it is ready for CCC review and submission.
- **Requests Participation** - Member has requested to participate in MNA PACT Marketplace.
- **Requests Onboard** - Member can request to remain onboard current command.
- **Declines Participation** - Member declined to participate in MNA PACT Marketplace.
- **Not Eligible** - Member is not eligible, for example, Legal/Moral disqualification, performance, etc.
- **Transmitted to MNA** - Member's record sent to MNA with all Member's qualified jobs.
- **Approved** - Member was approved for a rate and order via the PACT Marketplace.
- **Approved-Revoked** - Previous approved rate and orders returned and/or revoked.
- **Denied** - Member's request was denied during the cycle.

C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN

PACT Marketplace Record Details

Sailor Name: _____ **Status:** Requests Participation

Requests Onboard:

Process Cycle: FY21 Cycle 4 - Apr

Qualified: Yes

JOIN Date: None

Select "Requests Participation" when a Sailor is requesting to participate in the PACT Marketplace.

Requests Participation Declines Participation Not Eligible

Requests to Remain Onboard

	Rating	RIDE Rank	JOIN Rank	RIDE/JOIN Rank
1st Choice:	<input type="text"/>			
2nd Choice:	<input type="text"/>			
3rd Choice:	<input type="text"/>			
4th Choice:	<input type="text"/>			

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

Save **Close**

The PACT Marketplace Record was successfully saved.

Complete all required information, then check the validation box.

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

C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN (Cont'd.)

PACT Marketplace Record Details

Sailor Name: _____

Rating: _____

Looks Remaining: 3

Status: Requests Onboard

Requests Onboard: Yes

Process Cycle: FY21 Cycle 4 - Apr

Qualified: Yes

JOIN Date: None

Requests Participation

Declines Participation _____

Not Eligible _____

Select "Requests to Remain Onboard" for Sailors requesting to Remain Onboard current command and will be requesting a rating that is billeted/available at their current command.

Requests to Remain Onboard

	Rating	RIDE Rank	JOIN Rank	RIDE/JOIN Rank
1st Choice:	AD	63		
2nd Choice:	AO	74		
3rd Choice:	AM	28		
4th Choice:				

When a Sailor wants to stay onboard, work with your Command AAM to identify potential ratings with valid vacant billets to maximize potential for request approval.

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

Complete all required information, then check the validation box.

Save
Close

The PACT Marketplace Record was successfully saved.

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

C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN (Cont'd.)

PACT Marketplace Record Details

Sailor Name: _____ **Status:** Declines Participation
Rating: _____ **Requests Onboard:** _____
Looks Remaining: 3 **Process Cycle:** FY21 Cycle 4 - Apr
Qualified: Yes
JOIN Date: None

Select if member is submitted as "Declines to Participate"

Requests Participation
Declines Participation Intends to Separate
Not Eligible _____

Requests to Remain Onboard

	Rating	RIDE Rank
1st Choice:	<input type="text"/>	
2nd Choice:	<input type="text"/>	
3rd Choice:	<input type="text"/>	
4th Choice:	<input type="text"/>	

If member is submitted as "Declines to Participation" you can choose one of the following four reasons:

- Not qualified for desired ratings
- Undecided
- Intends to Separate
- Submitting for package rate

Complete all required information, then check the validation box.

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

The PACT Marketplace Record was successfully saved.

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

C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN (Cont'd.)

PACT Marketplace Record Details

Sailor Name: _____ **Status:** Not Eligible
Rating: _____ **Requests Onboard:** _____
Looks Remaining: 3 **Process Cycle:** FY21 Cycle 4 - Apr
Qualified: Yes
JOIN Date: None

Requests Participation
Declines Participation _____
Not Eligible Discipline _____

Requests to Remain Onboard

	Rating	RIDE Rank	JO
1st Choice:	_____		
2nd Choice:	_____		
3rd Choice:	_____		
4th Choice:	_____		

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

Save **Close**

The PACT Marketplace Record was successfully saved.

Select "Not Eligible" when a member is submitted as Not Eligible.

If member is submitted as "Not Eligible" you can choice one of the following four reasons:

- Legal/Moral disqualifies
- Performance
- Discipline
- Not ready for designation

Complete all required information, then check the validation box.

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

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

From the Sailor Browser, select the Sailor who desires 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.

The screenshot shows a web application interface for submitting a C-Way-Conv application. The form is titled "Sailor Details" and is divided into several sections: Summary, General Information, Test Scores & Evaluations, Medical, Legal & Moral, and CTO Support. The Summary section contains fields for SSN, DoD ID, Last Name, First Name, Middle Initial, Gender, and Date of Birth. The General Information section contains fields for PEBD, UIC, US Citizen, Service Code, Department, Parents U.S. Born, Paygrade, Secondary UIC, All immediate family US Citizens, Current Rating, Secondary Department, Civilian Education, Previously Held Rating, Prospective Rate, Security Clearance, NRA Code, Security Clearance Date, MOD Code, MDC Code, IMS Code, MAS Code - Medical, MAS Code - Administrative, and MAS Code - Training. The Test Scores & Evaluations section contains fields for Medical, Legal & Moral, and CTO Support. The CTO Support section contains buttons for Qualify, Apply Conversion (RC), Apply Transition (RC to AC), Notes, Save, and Close. An orange box with a white background and black text is positioned over the "Apply Conversion (RC)" button, with an arrow pointing to it. The text in the box reads: "Once all information is verified, click 'Apply Conversion (RC)'".

Sailor Details

Summary

SSN: DoD ID:
Last Name: First Name: Middle Initial:
Gender: Date of Birth:

General Information

PEBD: UIC: US Citizen:
Service Code: Department: Parents U.S. Born:
Paygrade: Secondary UIC: All immediate family US Citizens:
Current Rating: Secondary Department: Civilian Education:
Previously Held Rating: Prospective Rate: NRA Code:
Security Clearance: Security Clearance Date:
MOD Code: MDC Code: IMS Code:
MAS Code - Medical: MAS Code - Administrative: MAS Code - Training:

Test Scores & Evaluations

Medical

Legal & Moral

CTO Support

Qualify **Apply Conversion (RC)** Apply Transition (RC to AC) Notes Save Close

Once all information is verified, click "Apply Conversion (RC)"

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

SUBMITTING A C-WAY-CONV APPLICATION (Cont'd.)

Career WayPOINTS

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

Conversion (RC) Qualified Jobs

SSN: Name: Present Rate: Gender: Convert Out Status: Application Type: Rating Status:

Page size: 25

Rating Name	Rating	Status			RIDE/JOIN Rank
Aviation Structural Mechanic Safety Equipment Engineman	AME	Preliminary eligible	Open	Closed	1
Machinist's Mate	MM	Preliminary eligible	Open	Open	2
Damage Controlman	DC	Preliminary eligible	Closed	Open	3
Aviation Boatswain's Mate Fuels	ABF	Preliminary eligible	Open	Closed	4
Aviation Maintenance Administrationman	AMM	Preliminary eligible	Closed	Open	5
Gas Turbine Engine Technician	GT	Preliminary eligible	Open	Open	6
Aviation Maintenance Electronics Technician	AMET	Preliminary eligible	Open	Open	7
Machinery Technician	MT	Preliminary eligible	Open	Open	8
Builder	BU	Preliminary eligible	Open	Closed	9
Steelworker	SW	Preliminary eligible	Closed	Open	14
Utilitiesman	UT	Preliminary eligible	Open	Closed	15
Aviation Electricians Mate	AE	Preliminary eligible	Open	Closed	16
Aviation Boatswain's Mate Launching and Recovery Equipment	ABE	Preliminary eligible	Open	Closed	17
Boatswain's Mate	BM	Preliminary eligible	Open	Open	21
Culinary Specialist	CS	Preliminary eligible	Open	Open	23
Aviation Structural Mechanic	AM	Waiver required: ASVAB	Open	Open	25
Aviation Support Equipment Technician	AS	Waiver required: ASVAB	Closed	Open	10

***** IMPORTANT *****

If the Convert Out Status box shows "Closed" then the EMC is NOT allowing Sailors to convert out of that rating.

- 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.

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

SUBMITTING A C-WAY-CONV APPLICATION (Cont'd.)

Conversion (RC) Application Details

Sailor Information

Sailor Name:	SPI Code:	MOD Code:	NECs	Application Status: Saved - Action Required
SSN:	PEBD:	MDC Code:	<input type="text"/>	Approved Rating:
Current Rating:	EOS:	IMS Code:	<input type="text"/>	Approved Path:
Pres Rate:	SEOS:	MAS Code - Medical:	<input type="text"/>	Expiration Month:
Pros Rate:	PRD:	MAS Code - Admin:	<input type="text"/>	Last Updated Date:
UIC:	NRA:	MAS Code - Training:	<input type="text"/>	
Report Date:				

Conversion Application

Application Reason: Voluntary Forced Forced Reason Code: Explain Other

Primary CCC Name:

Email:

Phone:

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

A-School Waiver

Application Details

on in this section and certify that the CO still recommends and the Sailor concurs with this application.

rements (AJR) for each conversion rating selected and have sent all required documentation to the ECM at selres_ecm@navy.mil

Complete all required information, then check both validation boxes and click "Submit."

I have validated all of
 I have read the addit

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.

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

68

CHECKING THE STATUS OF A C-WAY-CONV APPLICATION

Click "Conversion (RC) Application Browser" to see all system-generated applications.

Notes	Name	SSN#	DoD ID	UIC	Application Reason	EOS	SEOS	App Status	Rating	Last Updated	Expire Month	1st Choice	2nd Choice	3rd Choice	Approved For
+					Voluntary	6/15/2025	6/15/2025	Approved Pending	YN	8/22/2023	Nov-2023				
+					Forced	5/15/2018	5/15/2018	Submitted	HM	8/5/2018					
+					Voluntary	3/15/2025	3/15/2025	Submitted	AN	8/15/2023					
+					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
+					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
+					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
+					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
+					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
+					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
+					Forced	3/15/2025	3/15/2025	Saved - Action Required	AME	8/1/2023					
+					Voluntary	3/15/2025	3/15/2025	Submitted	BU	8/16/2023					
+					Voluntary	3/15/2025	3/15/2025	Submitted	IT	8/16/2023					
+					Voluntary	3/15/2025	3/15/2025	Saved - Action Required	AN	8/1/2023					
+					Voluntary	3/15/2025	3/15/2025	Saved - Action Required	SN	8/1/2023					
+					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
+					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
+					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
+					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
+					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	AME	8/1/2023					
+					Forced	4/15/2025	4/15/2025	Saved - Action Required	AME	8/1/2023					
+					Forced	4/15/2025	4/15/2025	Ready to Submit	EO	8/1/2023					
+					Forced	4/15/2025	4/15/2025	Saved - Action Required	BU	8/1/2023					
+					Forced	4/15/2025	4/15/2025	Saved - Action Required	BU	8/1/2023					
+					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
+					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					

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

C-WAY-TRANSITION FOR RC TO AC/TAR

Reserve Sailors who desire to execute a component change from Reserve Component (RC) to Active Component (AC) or Training and Administration of Reserves (TAR) 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 1160010;
- 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 the 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/TAR

Go into your Sailor Browser and select the Sailor who desires 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.

Sailor Details

Summary

SSN: <input style="width: 100%;" type="text"/>	DoD ID: <input style="width: 100%;" type="text"/>	
Last Name: <input style="width: 100%;" type="text"/>	First Name: <input style="width: 100%;" type="text"/>	Middle Initial: <input style="width: 100%;" type="text"/>
Gender: <input style="width: 100%;" type="text"/>	Date of Birth: <input style="width: 100%;" type="text"/>	

General Information

PEBD: <input style="width: 100%;" type="text" value="6/7/2002"/>	UIC: <input style="width: 100%;" type="text"/>	US Citizen: <input style="width: 100%;" type="text" value="Yes"/>
Service Code: <input style="width: 100%;" type="text" value="SELRES"/>	Department: <input style="width: 100%;" type="text" value="A211"/>	Parents U.S. Born: <input style="width: 100%;" type="text" value="Yes"/>
Paygrade: <input style="width: 100%;" type="text" value="E4"/>	Secondary UIC: <input style="width: 100%;" type="text"/>	All immediate family US Citizens: <input style="width: 100%;" type="text" value="Yes"/>
Current Rating: <input style="width: 100%;" type="text" value="AME"/>	Secondary Department: <input style="width: 100%;" type="text"/>	Civilian Education: <input style="width: 100%;" type="text" value="HS Diploma"/>
Previously Held Rating: <input style="width: 100%;" type="text"/>	Prospective Rate: <input style="width: 100%;" type="text"/>	NRA Code: <input style="width: 100%;" type="text"/>
Security Clearance: <input style="width: 100%;" type="text" value="Secret"/>	Security Clearance Date: <input style="width: 100%;" type="text" value="1/1/2012"/>	IMS Code: <input style="width: 100%;" type="text"/>
MOD Code: <input style="width: 100%;" type="text" value="8"/>	MDC Code: <input style="width: 100%;" type="text"/>	MAS Code - Training: <input style="width: 100%;" type="text"/>
MAS Code - Medical: <input style="width: 100%;" type="text"/>	MAS Code - Administrative: <input style="width: 100%;" type="text"/>	

Test Scores & Evaluations

Medical

Legal & Moral

CTO Support

Qualify

Apply Conversion (RC)

Apply Transition (RC to AC)

Notes

Save

Close

Once all information is verified, click "Apply Transition (RC to AC)"

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

SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/TAR (Cont'd.)

Transition (RC to AC) Qualified Jobs

SSN: Name: Present Rate: Gender: ASD: YG:

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

-
-
-
-
-
-
-
-
-
-

Rating Name	RIDE Rank	RIDE/JOIN Rank	Year Group	Start Month
Gunner's Mat	36		2010	Feb-2024

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.

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

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)

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

SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/TAR (Cont'd.)

Transition (RC to AC) Application Details

Sailor Information

Sailor Name:	PEBD:	NRA:	NECs	Application Status:
SSN:	EOS:	Mod Code:	<input type="text"/>	Last Updated Date:
Current Rating: CWT	SEOS:	MDC Code:	<input type="text"/>	Expiration Month:
Pres Rate: CWT2	YG: 2008	IMS Code:	<input type="text"/>	Total Active Service
Pros Rate:	ADSD: 10/01/2007	MAS Code - Medical:	<input type="text"/>	Years: 16
Previous Rating:	EAOS:	MAS Code - Admin:	<input type="text"/>	Months: 06
Current EMC Code: B550	SEAOS:	MAS Code - Training:	<input type="text"/>	Days: 00
SPI Code:	PRD:			

Transition Application

Rating/Service	Invalid Choice	Invalid Choice Reason	Qualification Status	RIDE Rank	Published Quotas	Requested Quotas	Start Month
AD/AC <input type="button" value="v"/>			Preliminary eligible	32	10	0	Apr-2024

Application Type: Conversion

Primary CCC Name:

Email: davy.c.jones@test.com

Phone: 248-345-6789

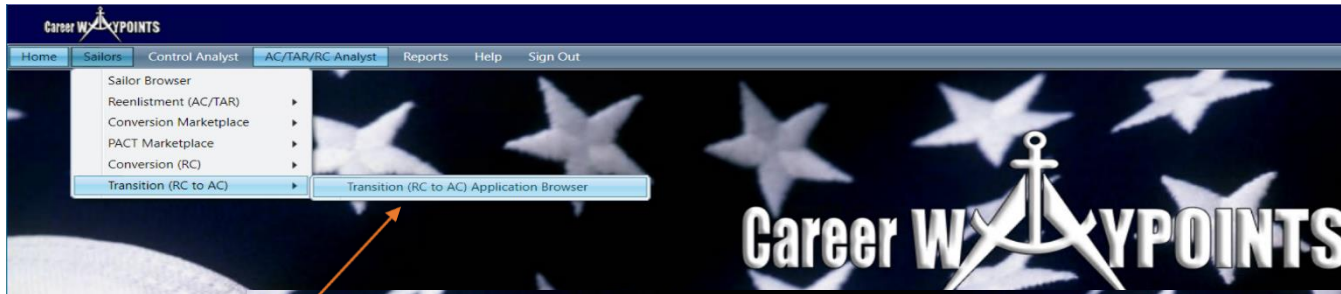
Update all requested information. Check the validation box and click the "Submit" button.

Application Details

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

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/TAR



Click “Transition (RC to AC)” Application Browser to see all system-generated applications.

Transition (RC to AC) Application Browser

SSN: DoD ID: Name: Requested Rating: UIC: Service: From Date: To Date: Expiration Month:

Refresh Reset

Page size: 500 48 items in 1 pages

Notes	Name	SSN4	DoD ID	UIC	Current Rating	EOS	SEOS	Application Type	Application Status	Start Month	Expire Month	Requested Rating	Service
					LS	1/25/2014	1/25/2014	Conversion	Approved Pending	Feb-2024	Aug-2023		
					LS	1/25/2014	1/25/2014	Conversion	Approved Pending	Feb-2024			
					LS	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024	Jul-2023		
					LS	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024	Sep-2023		
*					IT	1/25/2014	1/25/2014	Conversion	Approved Pending	Mar-2024	Sep-2023		
*					YN	1/25/2014	1/25/2014	Conversion	Approved Pending	Mar-2024	Sep-2023		
*					HM	1/25/2014	1/25/2014	Conversion	Approved Pending	Mar-2024	Sep-2023		
*					AD	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024			
*					AD	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024			
*					AD	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024			
*					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
*					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					EO	8/15/2024	8/15/2024	Conversion	Submitted	Apr-2024			
					EO	8/15/2024	8/15/2024	Conversion	Submitted	Apr-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					HM	1/25/2014	1/25/2014	Conversion	Submitted	Feb-2024			
					HM	1/25/2014	1/25/2014	In-Rate	Submitted	Mar-2024			
					CWT	1/25/2014	1/25/2014	Conversion	Submitted	Feb-2024			
*					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			

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

C-WAY FAQ & ADDITIONAL INFORMATION

MyNavy HR

NAVY

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Career Management ▸ Career Counseling ▸ C-WAY

C-WAY

- BOARDS
- DETAILING
- COMMUNITY MANAGEMENT
- CAREER COUNSELING
 - C-WAY **
 - CIMS AND NRMS
 - COMMISSIONING PROGRAMS
 - RESOURCES
- EDUCATION
- FELLOWSHIPS
- LANGUAGE & CULTURE
- PERFORMANCE EVALUATION
- PERSONNEL CONDUCT & SEPARATIONS
- RECORDS MANAGEMENT
- RESERVE PERSONNEL MANAGEMENT
- RETIREMENT
- TALENT MANAGEMENT
- TRANSITION

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

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 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 assessment, go to <https://www.bol.navy.mil/>

Find references supporting individual C-WAY processes, below on the right.

Points of Contact

View C-NAV Program References

- NAVADMIN 231/17
- Career Waypoints SSA Helpful Pamphlet

View C-WAY System References

- C-WAY System login
- C-WAY User Guide (Updated 27 Aug 2019)
- C-WAY SAAR-N
- C-WAY SAAR-N Instructions (Updated 4 Apr 2019)
- [C-WAY FAQs](#) (16May2018)
- CCC Return Quota Instructions
- SRB Eligibility Quick Guide
- C-WAY Timelines for SEAOS and PRD
- C-WAY SEAOS-PRD Calculator
- Fix for C-WAY Display Issues
- Encryption Certificate for C-Way Mailbox

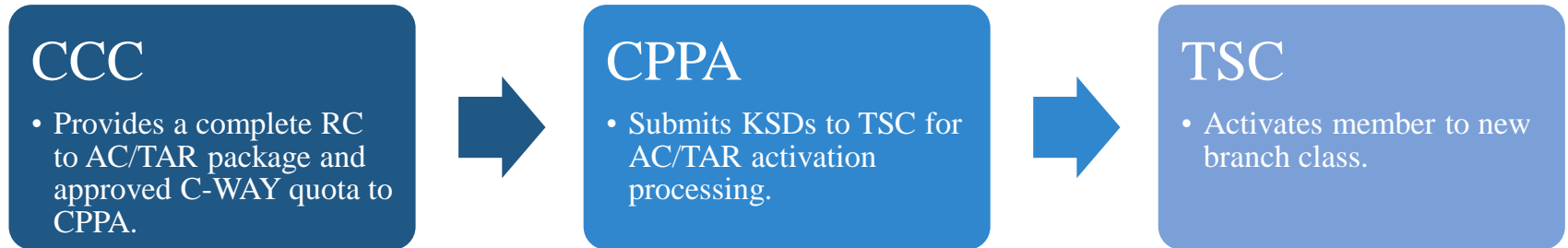
View Reenlistment References

- [*NEW* C-WAY Streamlined Reenlistment Process](#)
CWAY will be turning all Zones to the streamlined position for sixty days beginning 01 APR 20.
- [* NEW* C-WAY Streamlined Mode Flowchart](#)
- [*NEW* C-WAY FAQ's for Streamlined Mode](#)
- [*NEW* PACT Marketplace Training](#)
- [CWAY PACT Marketplace Submission Schedule FY 23](#)
- MILPERSMAN 1160 (series)
- MILPERSMAN 1306 (series)

<https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/>

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.

TRANSITION RC to AC/TAR ADDITIONAL INFORMATION



Reference: IAW MILPERSMAN 1306-1502

Servicing TSCs responsible for the timely and accurate processing of reenlistment contracts, strength gains, availability reports, and PCS transfers of all RC2AC/RC2TAR members.

COS Reserve Center of Excellence routing guidance for Reserve Services Branch dated 31 May 2023 states all routing of Reserve Sailor activations to include ADOS/ADSW/CANREC/RECALL/MOB/RC2AC/RC2TAR Strength Gain/Mobilization Activity Loss from NMPS/ECRC/Initial Pay Correction/Inquiry will be routed to MOB/DEMOB Activation section with a problem code of “Mobilization.”

Career Counselor Steps

- CCC submits conversion request on MBR’s behalf via C-WAY
- CCC routes the RC to AC package to the Enlisted Community Manager (ECM) for review/determination (*)
- ECM approves C-WAY application/package (*)
- CCC Downloads approved C-WAY Letter
 - C-WAY Letters are available 24-48 hours after the application changes to an “Approved” status. CCCs can download them by following the steps outlined on page 45 of this C-WAY User Guide.

(*) Not all ratings require a conversion package; those that do will be reviewed separately by the respective community ECMs.

TRANSITION RC to AC/TAR ADDITIONAL INFORMATION (Cont'd)

CCC & CPPA Salesforce Transaction KSD Checklist

The CCC must work with the CPPA and submit the reenlistment document request to the servicing TSC within 5 working days of receipt.

- Required key supporting documents for transaction
 - SIGNED NAVPERS 1070/601 (PDF Manual Re-enlistment Contract) & NSIPS generated re-enlistment NAVPERS 1070-613
 - Signed DD2058 Form (State of Legal Residence Form)
 - NSIPS Generated NAVPERS 1070/613 for BAH entitlements
 - NAVPERS 1070-602 (PG2) for BAH verification

CPPA Salesforce Submission Guidance

- Submit RC to AC/TAR package to the following queue
 - Submit To: PP RESERVE SERVICES
 - Request Type: RESERVES
 - Problem Code: MOBILIZATION
 - Section Category: MOB/DEMOB
 - Routed PSD: TSC NORFOLK

TRANSITION RC to AC/TAR ADDITIONAL INFORMATION (Cont'd)

TSC Responsibilities

- Within 5 working days of the request from the Navy Reserve Activity (NRA), generate the AC/TAR reenlistment contract per MILPERSMAN 1160-030
- Ensure a minimum of 48 months of active duty in the appropriate branch class (e.g., AC/'11' or TAR/'32') and addition of any military service obligation (MSO), if required (e.g., 8 years total service).
- Complete Navy strength gains via the Navy Standard Integrated Personnel System (NSIPS) into accounting category code (ACC) 320 with the appropriate branch class.
- Establish a Master Military Pay Account (MMPA) (i.e., pay, allowances, and entitlements)
- Submit the required "AVAIL" per MILPERSMAN 1306-1700
- Must perform an electronic service record (ESR) close-out due to reenlistment and submit for inclusion into the member's official military personnel file (OMPF)
- Must process the PCS transfer and submit the activity loss transaction

CPPA QA Checklist

- After submission of the reenlistment contract request, follow up with the servicing TSC to ensure the reenlistment contract is generated and returned to the NRA within 5 working days.
- NRA must transmit the agreement back to the servicing TSC within 1 working day for processing of strength gain and "AVIAL" to the NRA UIC via NSIPS.
Important: Ensure the contracts are in the correct Branch Class (e.g., AC/'11" or TAR/'32").
- Confirm that the servicing TSC established the MMPA
- Ensure members contact their prospective AC or TAR detailers (PERS-40) immediately following reenlistment to discuss possibilities for PCS orders.

TRANSITION RC to AC/TAR ADDITIONAL INFORMATION (Cont'd)

Common Errors or Discrepancies

- Incorrect branch class contract is created. Must be AC/"11" or Tar/"32".
- MMPA account not established
- ADSD/PEBD dates are incorrect upon completion of member's gain to AC/TAR
- Members on CANREC/RECALL/ADOS orders who transition to AC/TAR are not receiving DD214s for their last set of orders and are not being properly lost on the Reserve side of NSIPS (e.g., Still showing up on unit musters as if they were mobilized.)

HOW TO FIND THE COMMUNITY HEALTH SLIDES

The screenshot shows the MyNavyHR website interface. The browser address bar displays mynavyhr.navy.mil. The main navigation bar includes links for **About MyNavy HR**, **Career Management**, **Support & Services**, **References**, **Media Center**, and **Contact Us**. The **Career Management** dropdown menu is open, showing options like **Boards**, **Detailing**, **Community Management**, **Career Counseling**, **Education**, **Fellowships**, **Language & Culture**, **Performance Evaluation**, **Personnel Conduct & Sep**, **Records Management**, **Reserve Personnel Mgmt**, **Retirement**, **Talent Management**, and **Transition**. The **Community Management** dropdown is further expanded, showing **Officer**, **Officer Career Prog**, **Enlisted**, **Enlisted Career Admin**, and **Operations Analysis Commu**. The **Enlisted** option is highlighted with a yellow box, and its own dropdown menu is visible, listing various categories such as **Administration**, **Aviation**, **Information Warfare**, **Medical**, **Nuclear**, **PACT**, **Seabees**, **Security**, **Selected Reserves**, **Special Operations**, **Special Warfare**, **Submarine**, **Supply**, **Surface CS OPS**, and **Surface Engineering**. A banner for **NEW! INTRODUCING** is visible on the left side of the page. A footer message states: "The call center is currently operating at a limited capacity due to weather and extreme heat at our Little Creek, Virginia, call center is assisting with call volume, and customer service. We appreciate your understanding. Please email us at cc@navy.mil or via chat at <http://mynavyhr.navy.mil>. Thank you for your patience." The footer of the page contains the URL www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/.

HOW TO FIND THE COMMUNITY HEALTH SLIDES (Cont'd.)

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Career Management Community Management Enlisted **Surface Engineering**

Surface Engineering Community

- 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

The Surface Engineering Community is comprised of nine ratings - Electrician's Mate (EM), Engineman (EN), Damage Controlman (DC), Gas Turbine Systems Technician (GS), 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.

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.

Are you interested in having a direct impact on your rating? Are you E7 and above and have you considered signing up for an Advancement Examination Readiness Review (AERR) panel? How about sitting as a board member or recorder on a Selection Board? Please visit MyNavyHR for the most up-to-date information.

Incentive pays, bonus, and notes (please see side panel for specific links)

SDIP eligibility in the following ratings/paygrades - please see the newest SDIP message for more information: (DC) E-5/4/3, (MM) E-5/4/3, (EN-747B) E-9/8/7, (EN) E-6/5/4/3, (EM) E-5/4/3, (GS) E-8/7, (GSE) E-6/4/3, (GSM) E-7/5/4/3, (HT-U53A) E-5/4, (HT) E-7/5/4/3, (MR) E-6/5

SRB eligibility in the following ratings - please see newest SRB award level message for specific zones: EM (753B, U35A, U36A, U58A), EN (747B, U13A), HT (U53A), GSE (U16A, U55A), GSM (U12A), MM (U57A, U59A, U68A)

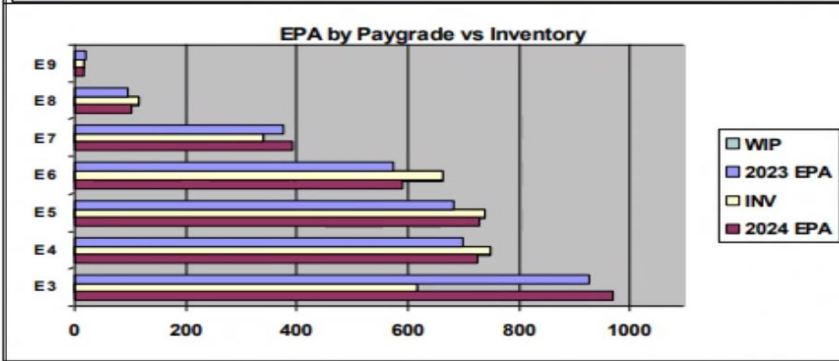
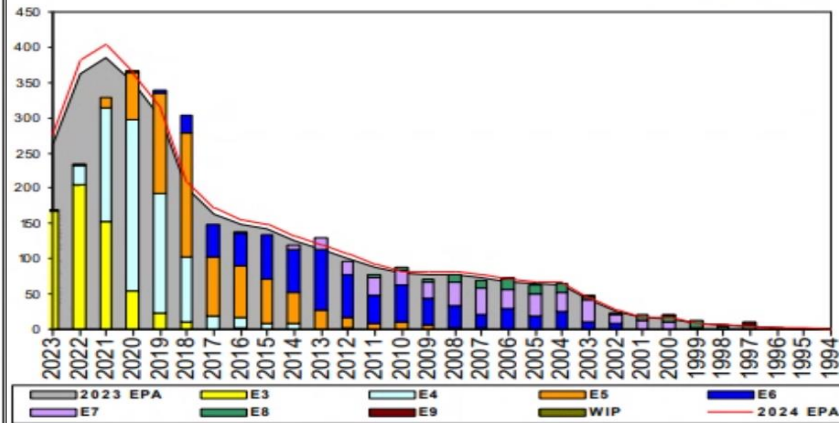
[SDIP Eligibility Chart](#)
[SDAP Eligibility Chart](#)
[SRB Award Levels and Eligibility Chart](#)
[NAVADMIN 272/19 - SRB and Pay for Performance Pilot Update](#)

[Enlisted Community Manager / Technical Advisor Contact Email](#)
[Surface Engineering - Auxiliaries](#)
[Surface Engineering - Propulsion](#)

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

HOW TO FIND THE COMMUNITY HEALTH SLIDES (Cont'd.)

Damage Controlman - B200



	E1-3	E4	E5	E6	E7	E8	E9	TOTAL
% INV to FY23 EPA	66%	107%	108%	116%	91%	121%	95%	96%
EPA (FY23)	928	698	683	574	375	97	19	3374
INVENTORY	617	749	737	663	340	117	18	3241
EPA (FY24)	968	727	730	589	391	102	18	3525
% INV to FY24 EPA	64%	103%	101%	113%	87%	115%	100%	92%
INV +WIP / FY23 EPA	67%							96%
INVENTORY	618	1	E-3 and Below WIP					3242
INV +WIP / FY24 EPA	64%							92%

Sea Shore Flow

TOUR	SEA	SHORE
1ST	54	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	INV	BA	SHORE	INV	BA	SEA + SHORE	TOTAL INV	TOTAL BA
1ST	E1-3	56.4%	428	759	133.3%	40	30	59.3%	468	789
2ND	E4	90.6%	601	663	248.9%	117	47	101.1%	718	710
3RD	E5	93.7%	400	427	116.5%	297	255	102.2%	697	682
4TH	E6	94.1%	320	340	130.8%	306	234	109.1%	626	574
5TH	E7	76.0%	155	204	86.7%	163	188	81.1%	318	392
6TH	E8	110.6%	52	47	129.2%	62	48	120.0%	114	95
7TH	E9	72.7%	8	11	142.9%	10	7	100.0%	18	18
Total		80.1%	1964	2451	123.0%	995	809	90.8%	2959	3260

ADV OPP. (Cycles 253/254/256)

Pay Grade	E1-3	E4	E5	E6	E7	E8	E9
All-Navy	TIR	26.0%	16.9%	7.53%	26.6%	12.9%	15.6%
DC	TIR	19.2%	15.3%	8.2%	19.4%	10.0%	9.1%

Zone Info

	ZONE A	ZONE B	ZONE C	ZONE D	ZONE E	ALL ZONES
FY23 Manning:	95.0%	93.0%	97.0%	100.0%	103.0%	96.0%
FYTD RENL Rate:	53.6%	71.3%	90.5%	98.4%	21.1%	64.9%
FY24 Manning:	91.0%	89.0%	92.0%	96.0%	98.0%	91.9%

NOTES

The community health, SRB, and other helpful links are updated monthly – ensure you are visiting the Community Management pages on MyNavyHR to ensure you have the most up-to-date information.

Career Waypoint / My Navy Assignments (MNA) information:

This PACT rating is currently available in YG 2021 and 2022.

Convert-in opportunities can be viewed from the MNA landing page.

Convert-out opportunities can be viewed from the MNA landing page.

RC2AC Opportunity: YG21 contact ECM for details.

Your individual landing page on My Navy Assignments will display conversion opportunities - if you wish to discuss conversions, please call 901-874-2891.

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

Data Source: NMPBS(Inv)/NRMS(RE Rate)/N12(EPA/SSF)/BUPERS3(Adv Op) **As of Date:** 23-Jul-23

Slides are updated on a monthly basis. They are dated 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.
- ❑ Correctly 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 severe repercussions on a Sailor's career. See pages 18-24 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 LOGG 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 not 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 conducted during Quarterly/Monthly Career Development Team Meetings.

C-WAY STATUS CODES

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

IMPORTANT DEADLINE FOR APPLICATIONS

**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 21st of the month. This will allow you approximately 10 days to ensure the quality and accuracy of applications and to avoid internet failures and other mishaps on the month's final day (i.e., Failure to Submit applications received due to revoking quotas at the end of the month). Additionally, BUPERS33 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.

IMPORTANT DEADLINE FOR QUOTAS

IMPORTANT

QUOTAS ARE VALID FOR 16 MONTHS.

**DO NOT WAIT UNTIL THE LAST WEEK OF THE 16TH
MONTH TO SCHEDULE REENLISTMENTS.**

**DO NOT SCHEDULE AN SRB REENLISTMENT ONE
WEEK PRIOR TO TRANSFER DATE.**

COUNSEL AND PLAN APPROPRIATELY!