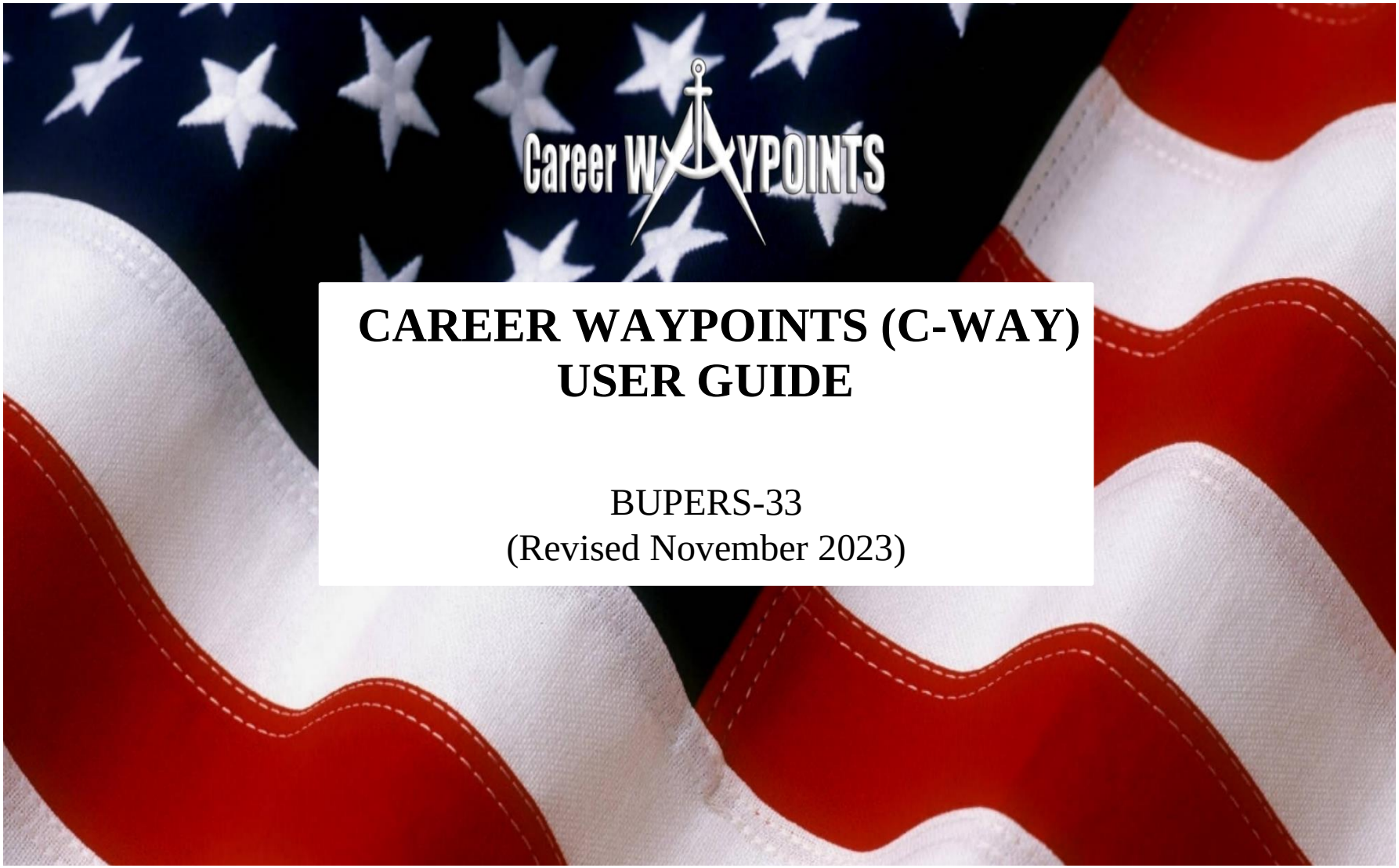

CAREER WAYPOINTS (C-WAY) USER GUIDE

BUPERS-33

(Revised November 2023)

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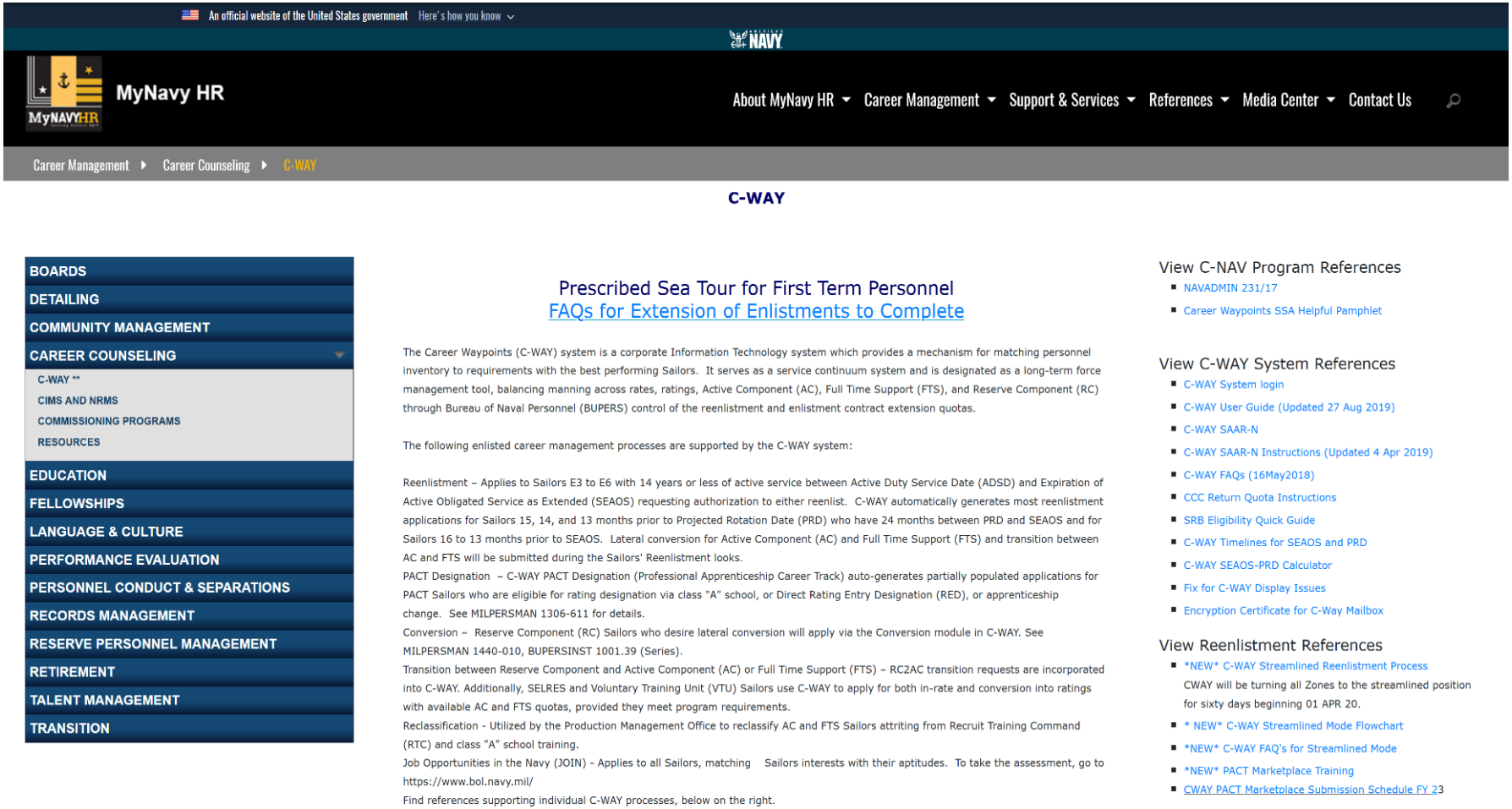
WEBSITE FOR C-WAY



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

E-MAIL SUBMIT

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, Public Law 99-474, 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: ☒ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID	DATE (DDMMMYYYY): 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-[illegible] COM: 111-222-3333
5. OFFICIAL E-MAIL ADDRESS: ".mil" email only	6. JOB TITLE AND GRADE/RANK: Example entry: CCC / [illegible]C1
7. OFFICIAL MAILING ADDRESS: Not required for CWAY	8. CITIZENSHIP: ☒ US ☐ FN ☐ LN ☐ Other
	9. DESIGNATION OF PERSON: ☒ MILITARY ☐ CIVILIAN ☐ CONTRACTOR
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.): ☒ I have completed Annual IA Awareness Training.	DATE (DDMMMYYYY): 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 date of contract expiration in Block 14a).	
11. JUSTIFICATION FOR ACCESS: Type of access requested: (list one) CCC, Dept CCC, [illegible] or 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: ☒ AUTHORIZED ☐ PRIVILEGED	12a. If Block 12 is checked "Privileged", user must sign a Privileged Access Agreement Form. DATE SIGNED (DDMMMYYYY):
13. USER REQUIRES ACCESS TO: ☒ UNCLASSIFIED ☐ CLASSIFIED (Specify Category): ☐ OTHER:	
14. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested. ☒	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 (DDMMMYYYY): Date signed
17. SIGNATURE OF INFORMATION OWNER/OPR:	17a. PHONE NUMBER: / 17b. DATE (DDMMMYYYY):
18. SIGNATURE OF IAM OR APPOINTEE:	19. ORGANIZATION/DEPARTMENT: IAM / N7 / 20. PHONE NUMBER: 111-333-1234 / 21. DATE (DDMMMYYYY): Date signed

SAMPLE

OPNAV 5239/14 (Rev 9/2011)
REPLACES (Rev 7/2008), WHICH IS OBSOLETE

Page 1 of 4

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

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

Part I.

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

Part II.

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

"Keep existing UICs and add NXXXXX."

Example block 11 entry:
Type of access requested: Dept. CC.
Requested UICs: 23456, 65432, & 76543

12. "Type of Access Required." Select "Authorized." 12a. Not required for CWAY access.
13. "User Requires Access to." Check "Unclassified."
14. "Verification of Need to Know." Check the box.
14a. "Access Expiration Date." Fill in your current PRD in MMMYYYY format.
15. "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 DDMMMYYYY 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 DDMMMYYYY 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 DDMMMYYYY 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:
- 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*):	24. USER SIGNATURE:	DATE SIGNED (*DDMMMYYYY*):
Last, First MI		Date signed

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

26. TYPE OF INVESTIGATION:	26a. DATE OF INVESTIGATION (*DDMMMYYYY*):
NACLC	31 Dec 201
26b. CLEARANCE LEVEL:	**26c. IT LEVEL DESIGNATION**
SECRET (must be clearance eligible for access to CWAY)	☐ LEVEL I ☒ LEVEL II ☐ LEVEL III

27. VERIFIED BY (*Print name*):	28. SECURITY MANAGER TELEPHONE NUMBER:	29. SECURITY MANAGER SIGNATURE:	30. DATE (*DDMMMYYYY*):
I. M. Sailor, YNC, ASM	111-444-1234		Date signed

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

31. TITLE:	31a. SYSTEM:	31b. ACCOUNT CODE:
	31c. DOMAIN:	
	31d. SERVER:	
	31e. APPLICATION:	
	31f. DATASETS:	
	31g. DIRECTORIES:	
	31h. FILES:	
32. DATE PROCESSED (*DDMMMYYYY*):	32a. PROCESSED BY:	32b. DATE (*DDMMMYYYY*):
33. DATE REVALIDATED (*DDMMMYYYY*):	33a. REVALIDATED BY:	33b. DATE (*DDMMMYYYY*):

SAMPLE

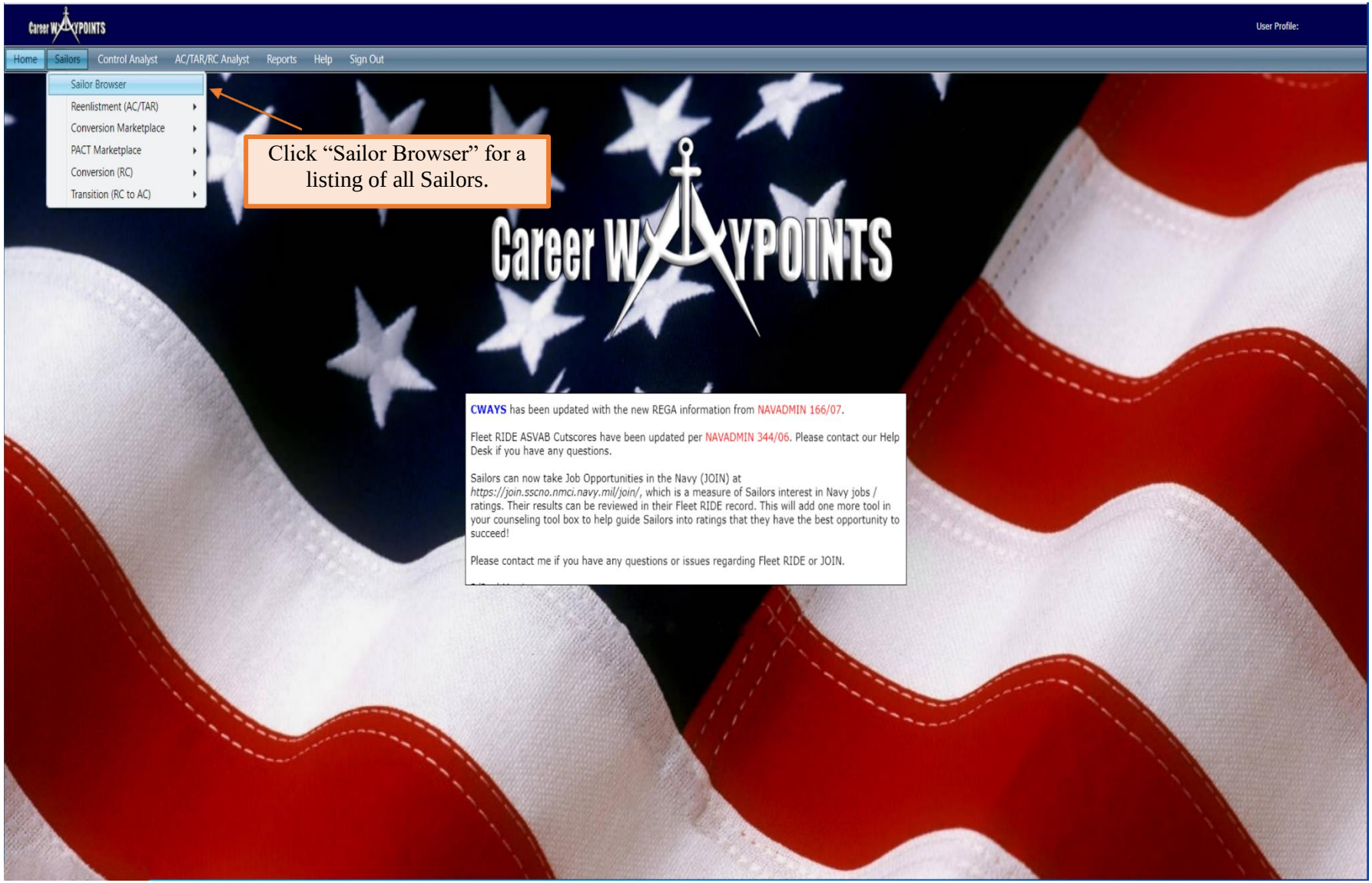
HOW TO REMOVE C-WAY ACCESS

- **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.

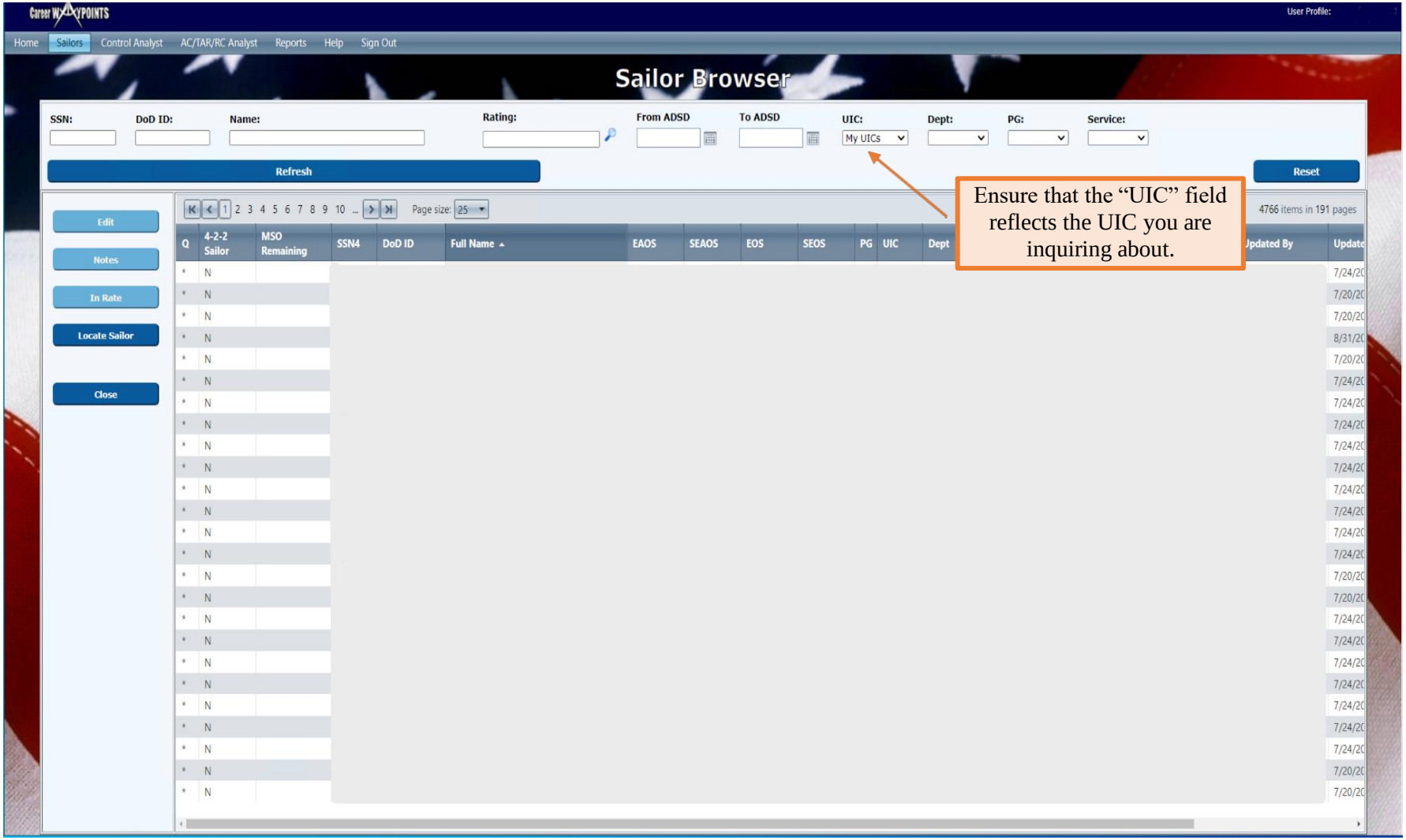
Note: Once disabled, the Sailor must submit a new SAAR-N (OPNAV FORM 5239/14) to regain access.

TO SEE A LIST OF SAILORS



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

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



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

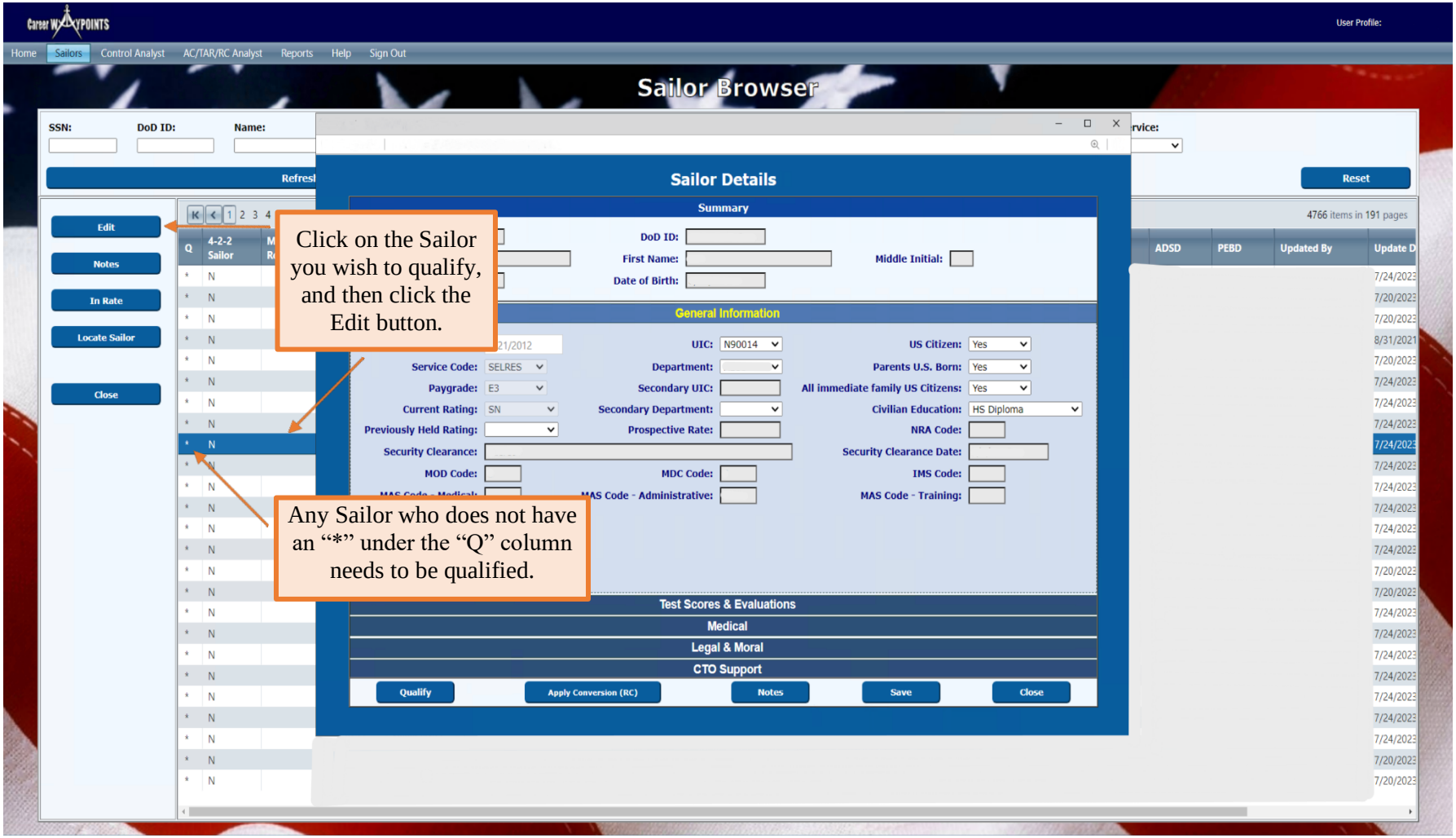
All data utilized in this guide is fictional and for informational purposes only.

IA/TAD SAILORS

Career Waypoints has the option to assign Sailors a secondary UIC. This is helpful when assisting Sailors 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.

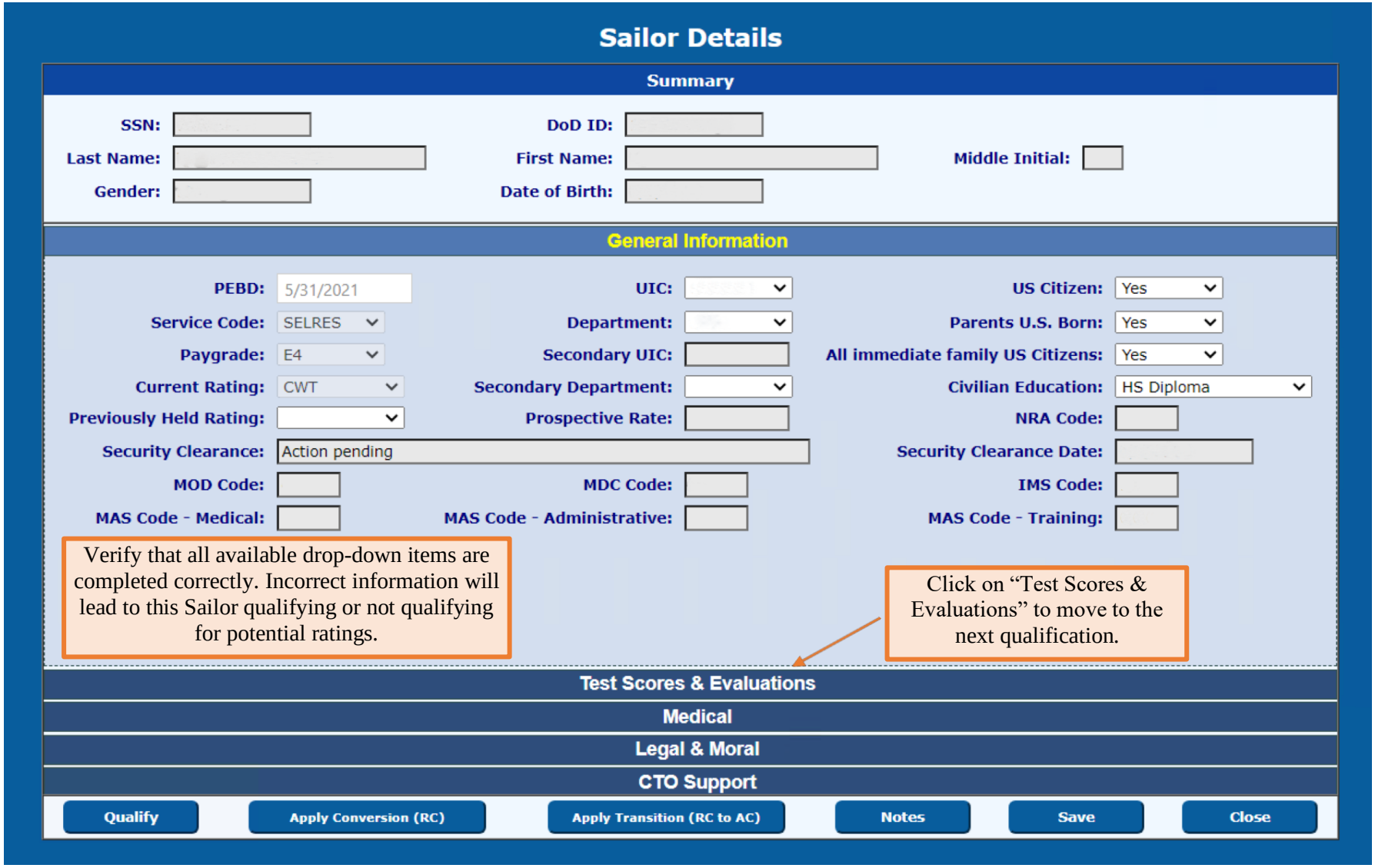
TO QUALIFY A SAILOR



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.)



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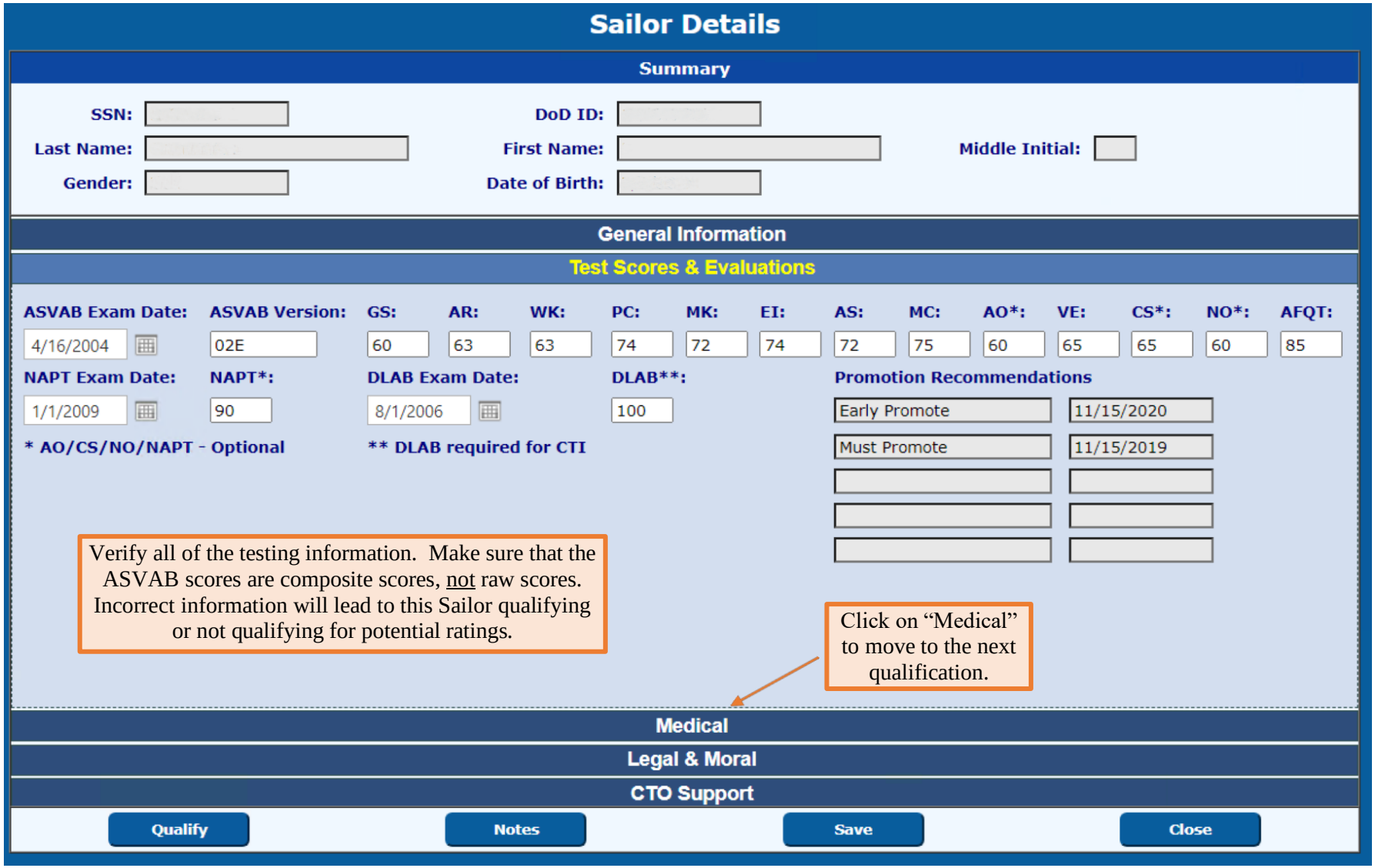
TO QUALIFY A SAILOR (Cont'd.)



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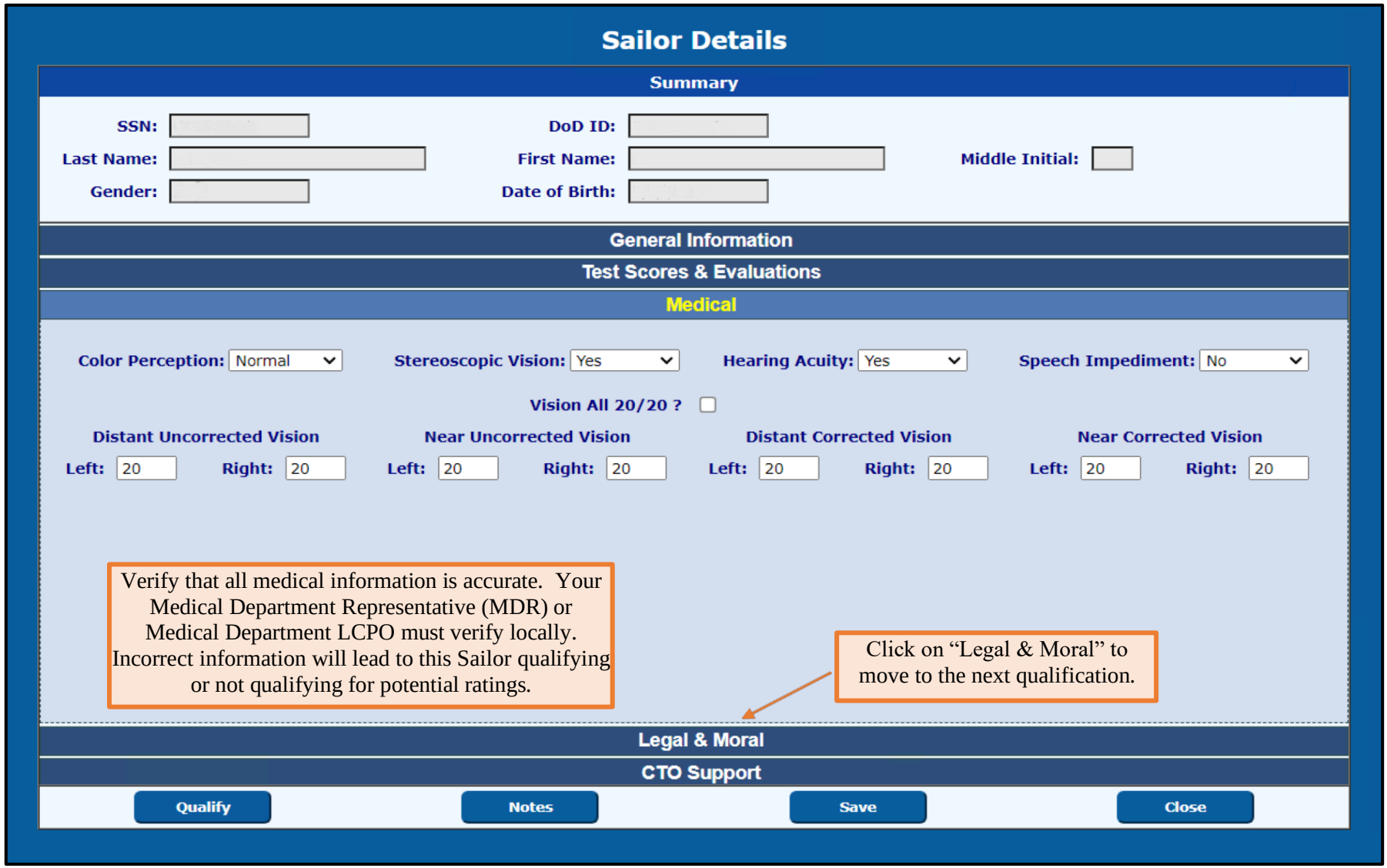
TO QUALIFY A SAILOR (Cont'd.)



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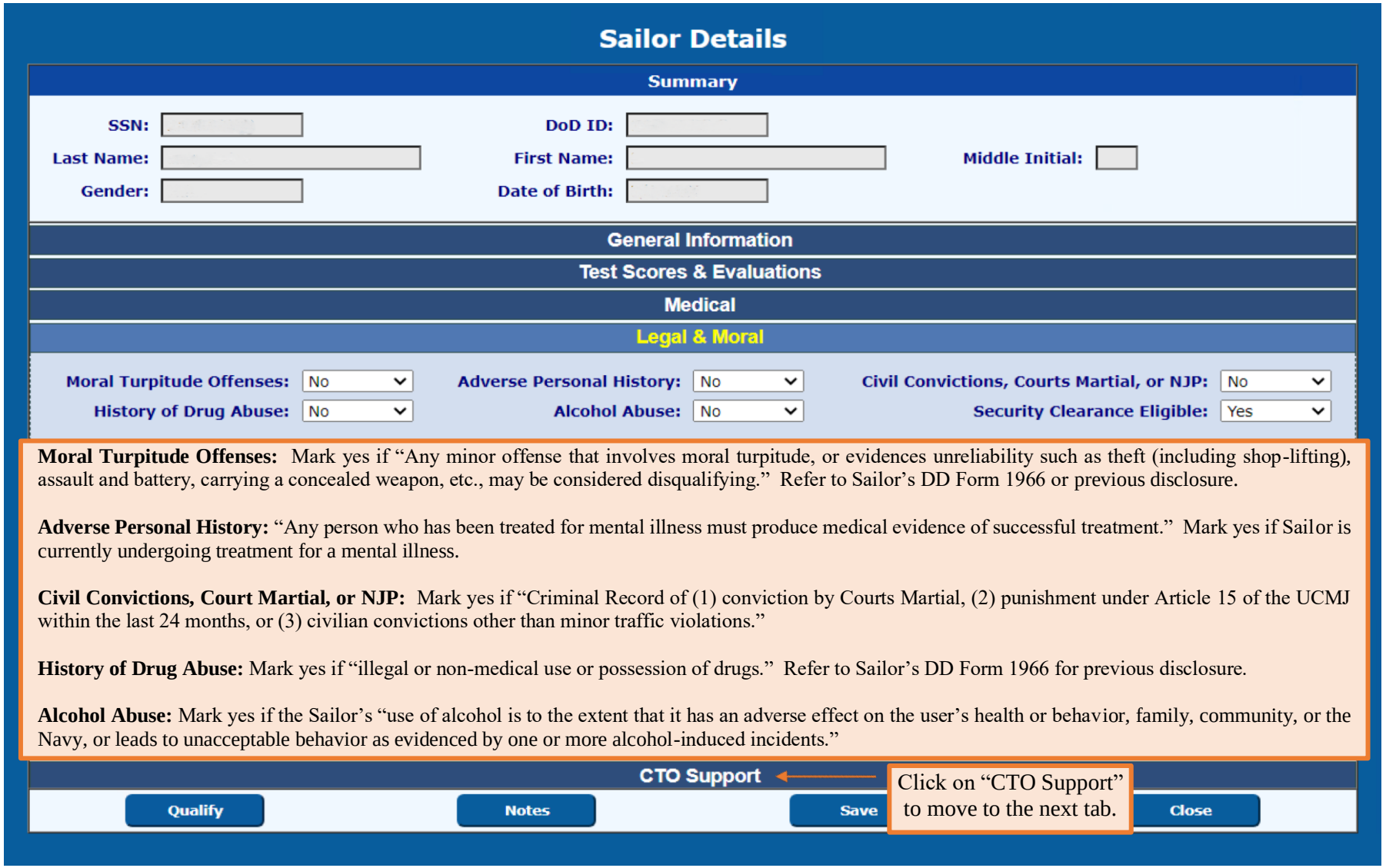
TO QUALIFY A SAILOR (Cont'd.)



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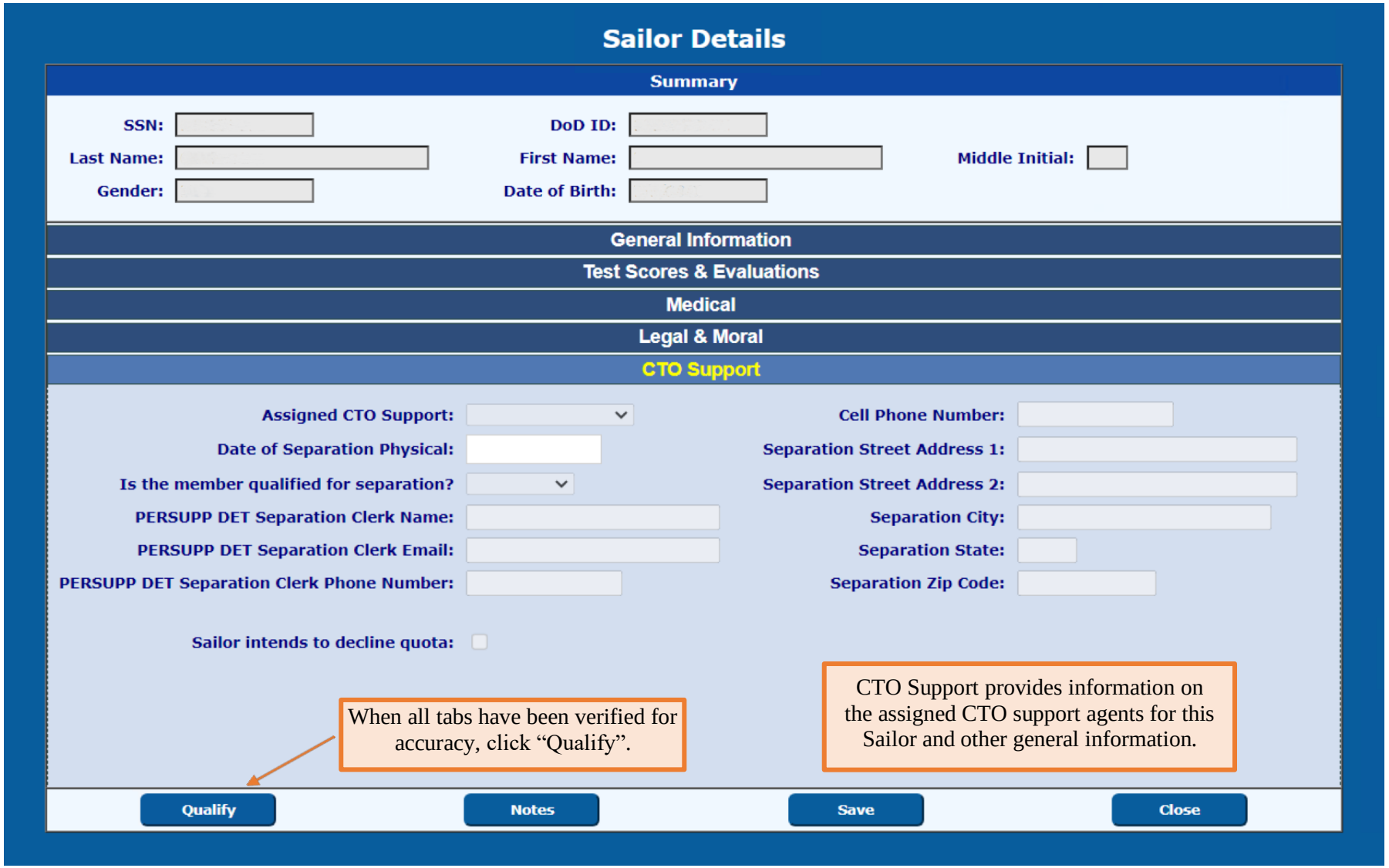
TO QUALIFY A SAILOR (Cont'd.)



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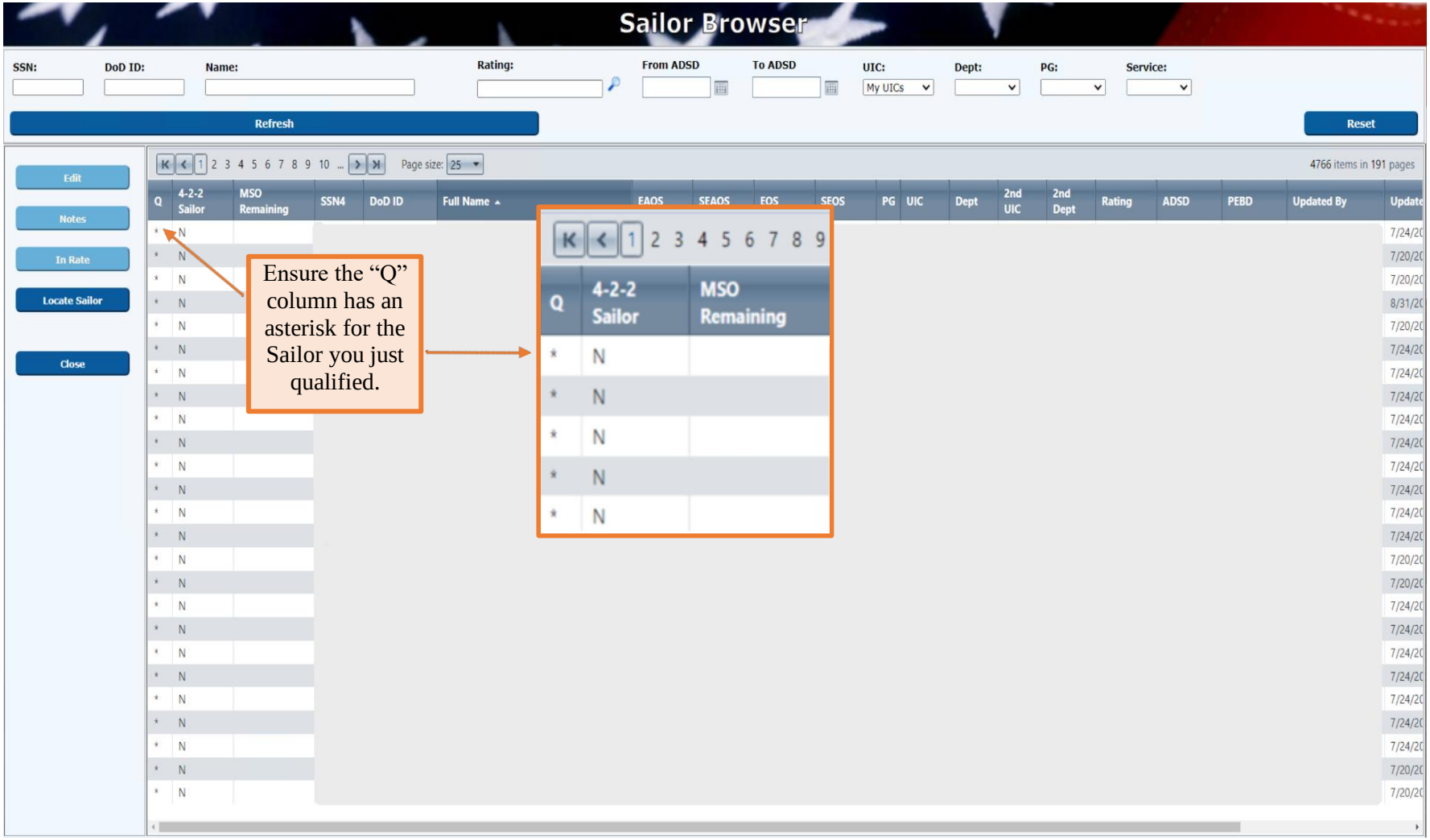
TO QUALIFY A SAILOR IN C-WAY (Cont'd.)



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

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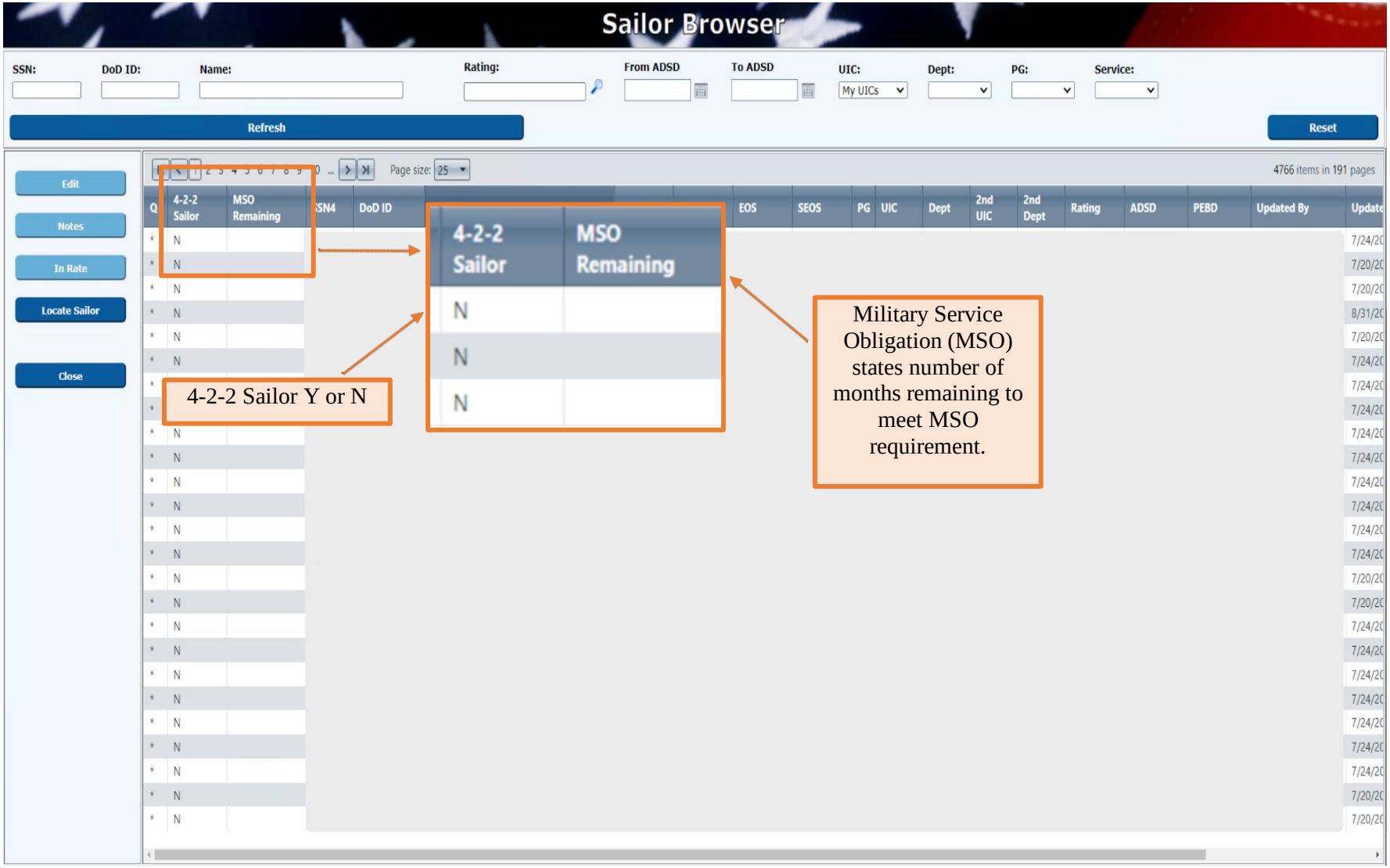
4-2-2 SAILOR



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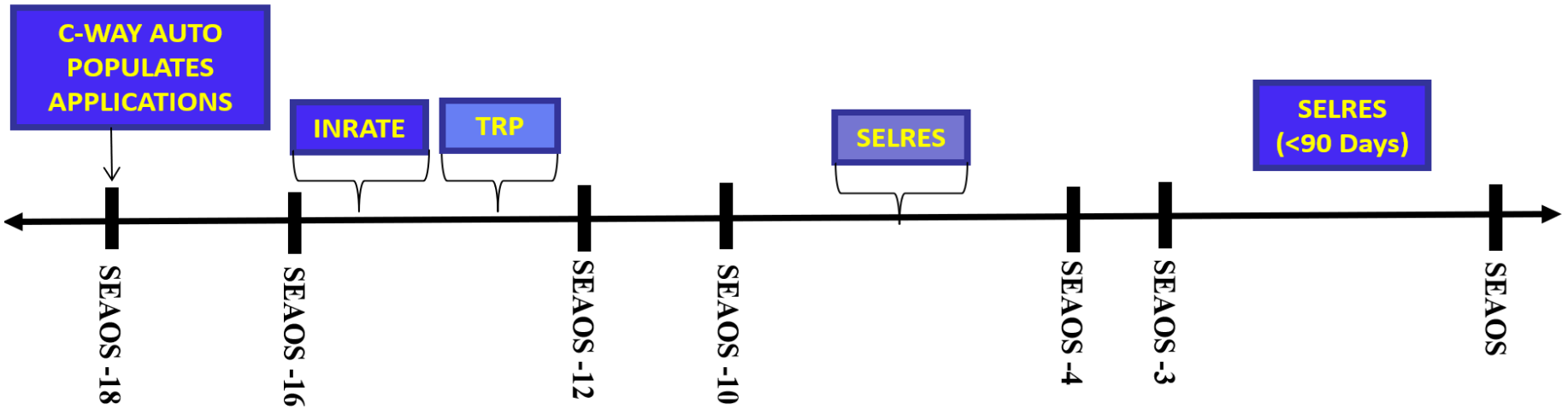
CAREER WAYPOINTS SEAOS TIMELINE

NAVY BUPERS 3

- 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

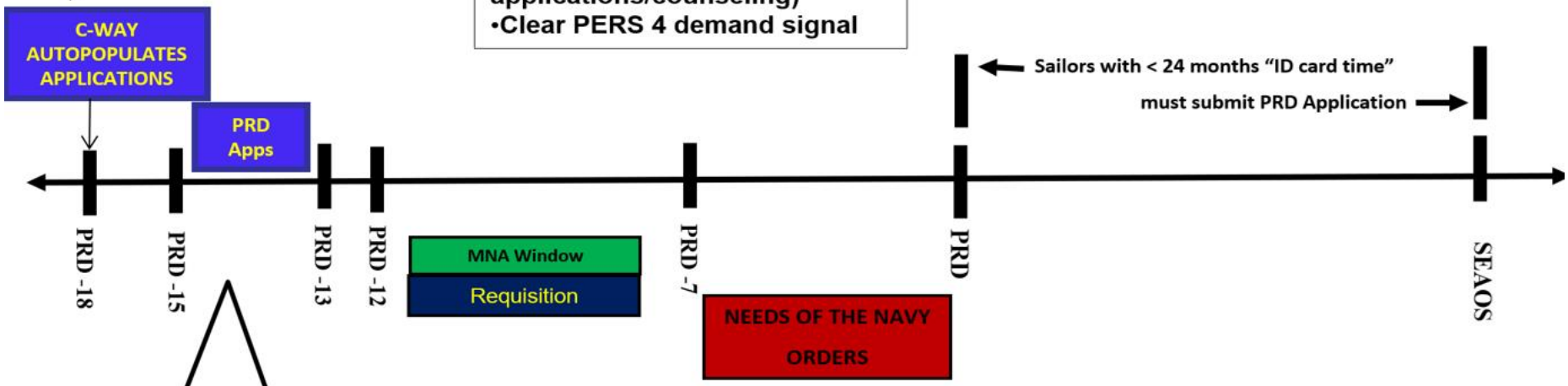
4 - SELRES applications <90 days require the CCC to submit Members via a 1306/7 process to MNCC for the ECM's option to approve up until the last minute.

5 - Sailors wishing to convert can apply for conversion during their PRD window in MNA

CAREER WAYPOINTS PRD TIMELINE

NAVY BUPERS 3

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



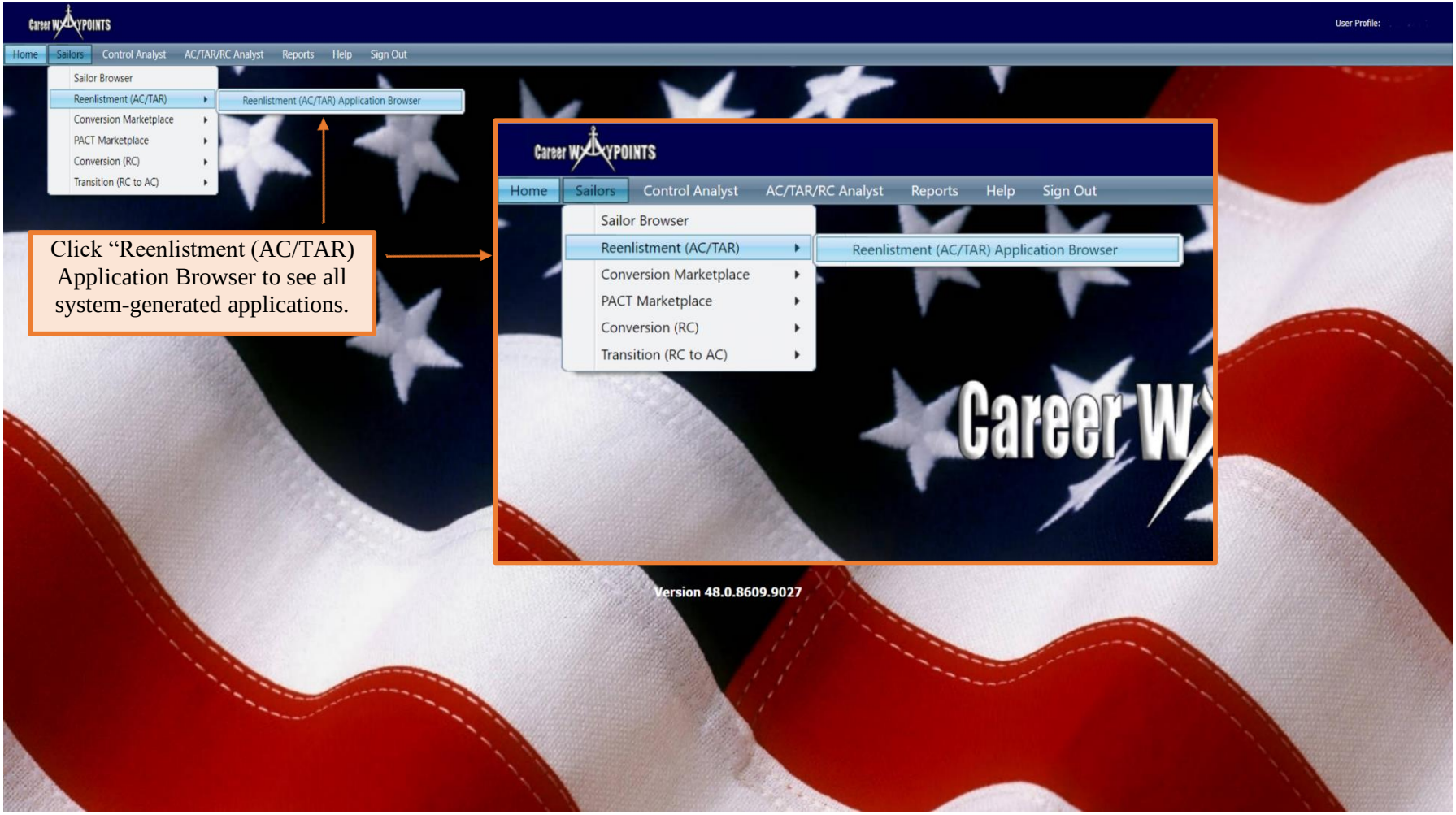
PRD APPLICATIONS ARE PROCESSED 15 to 13 MONTHS PRIOR TO PRD ONLY.

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"



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

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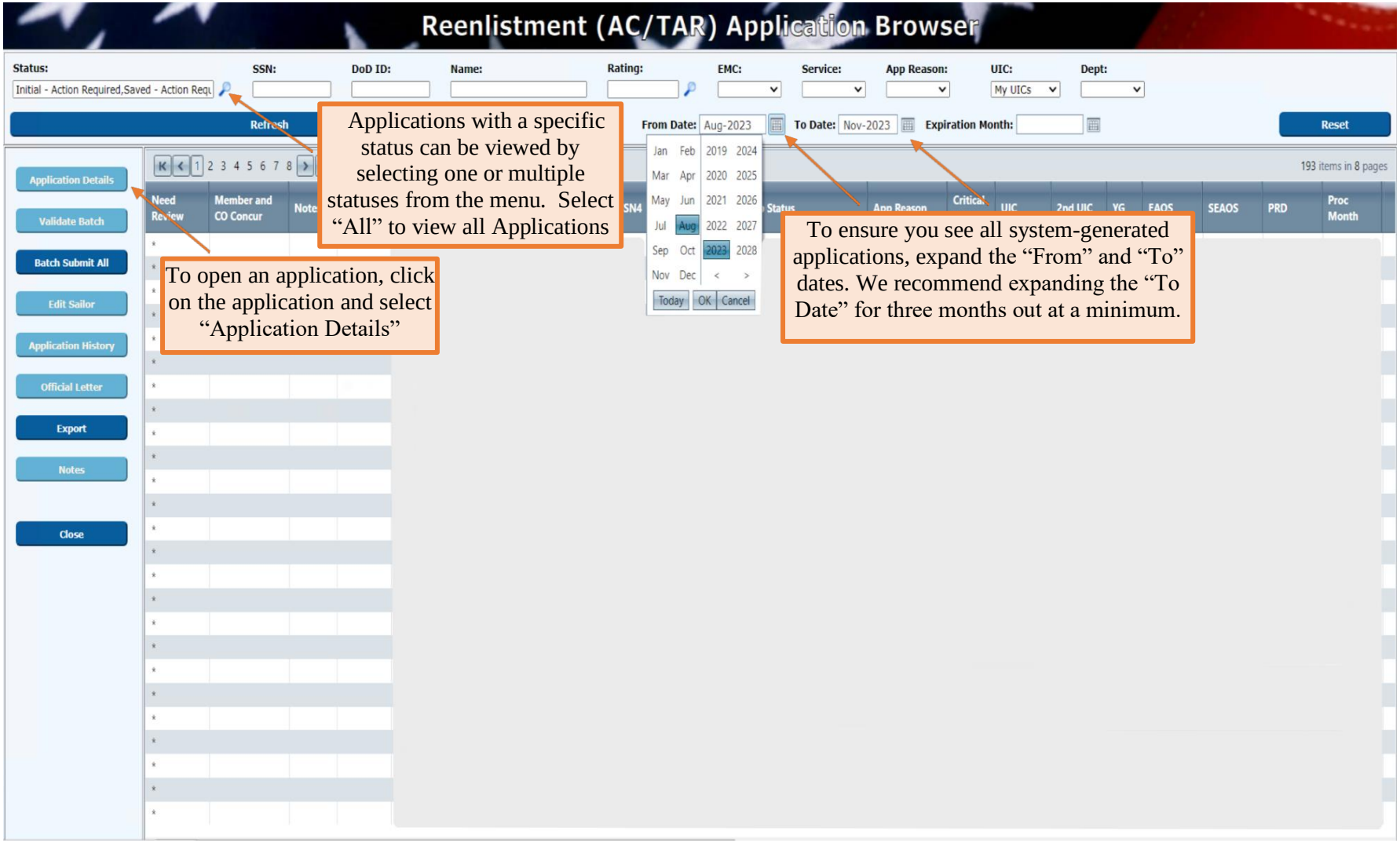
SUBMITTING APPLICATION THROUGH "REENLISTMENT (AC/TAR) APPLICATION BROWSER" (Cont'd.)



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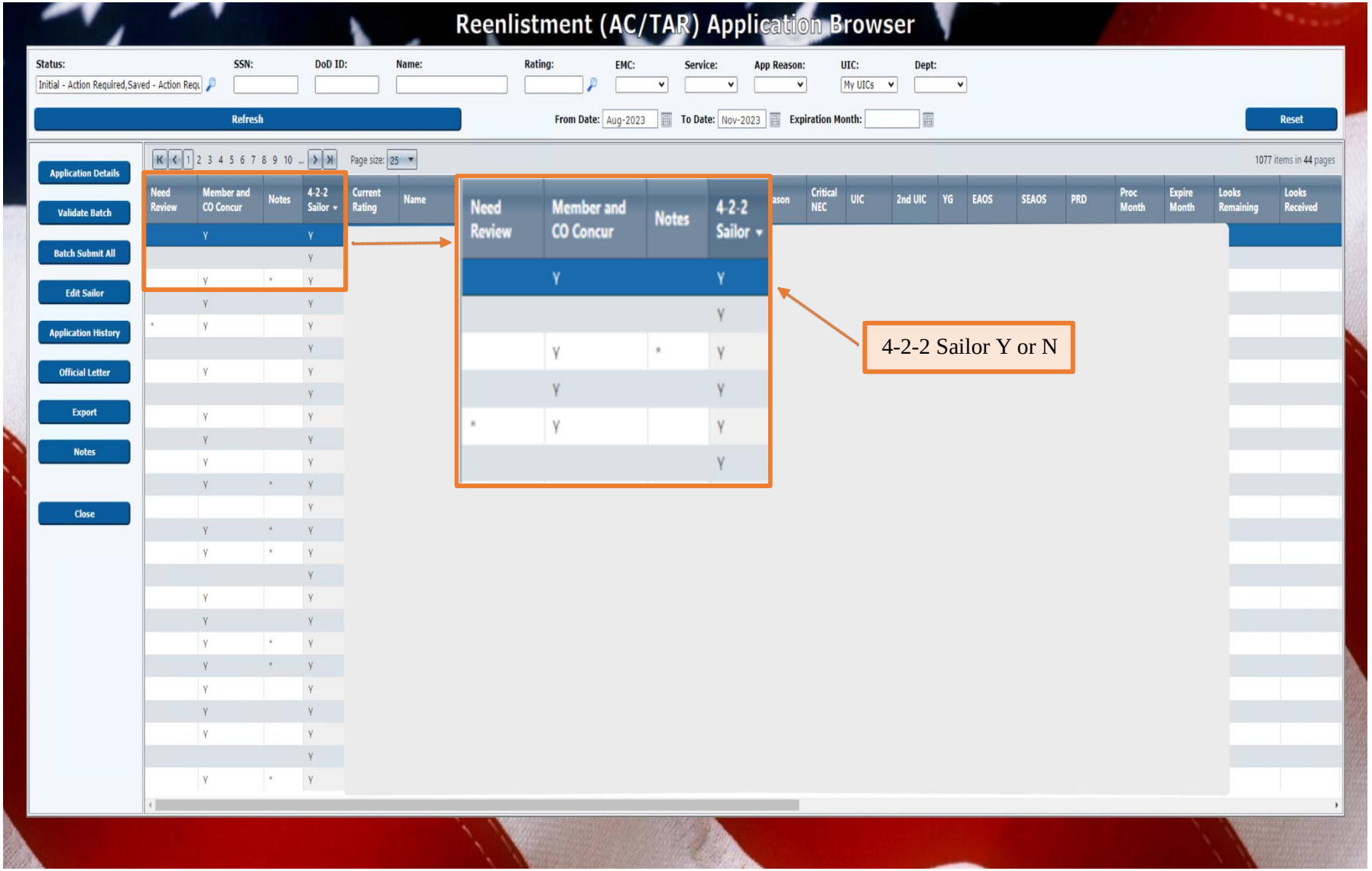
SELRES 4-2-2 SAILOR



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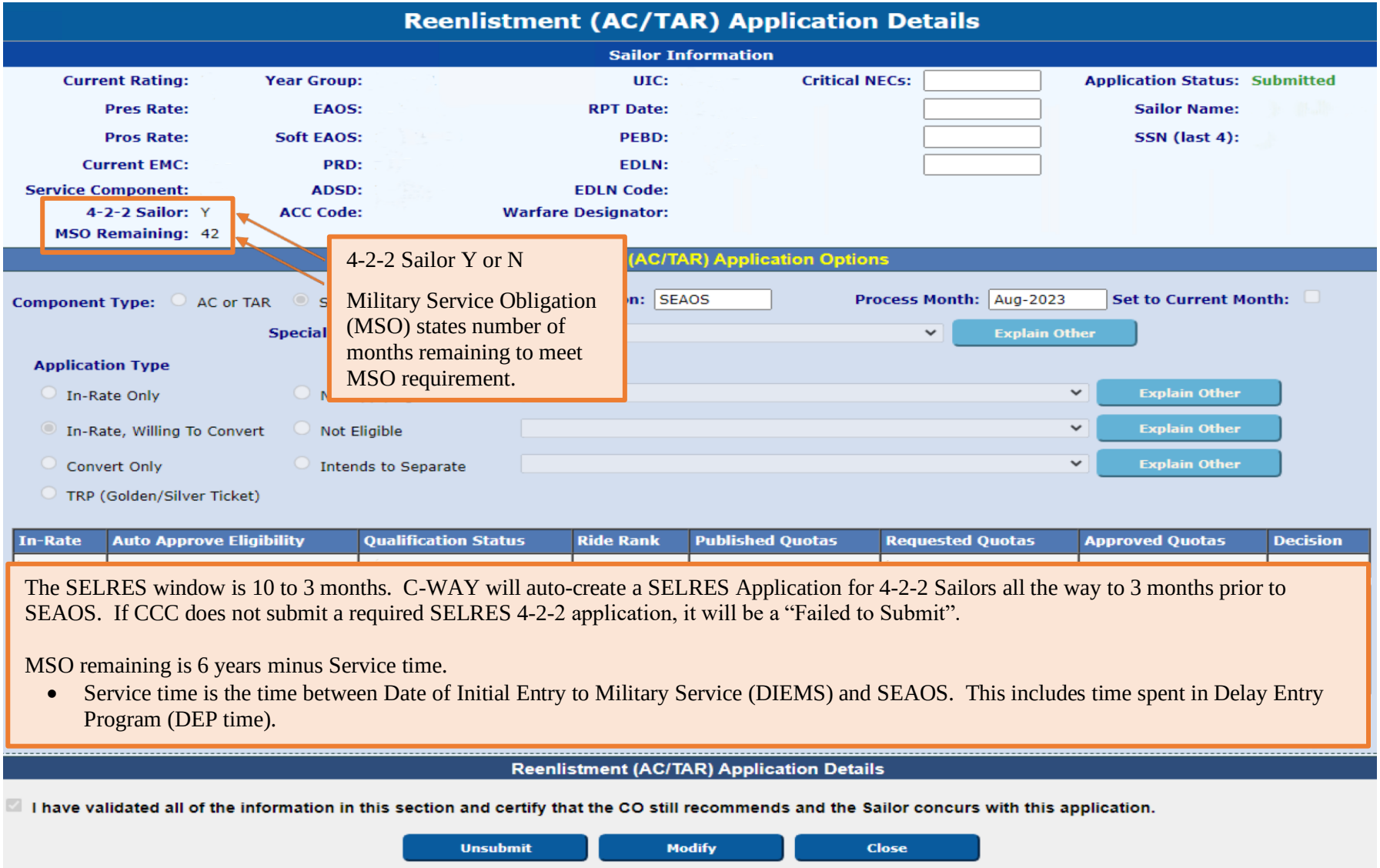
SELRES 4-2-2 SAILOR (Cont'd.)



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".

MSO remaining is 6 years minus Service time.

- 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).

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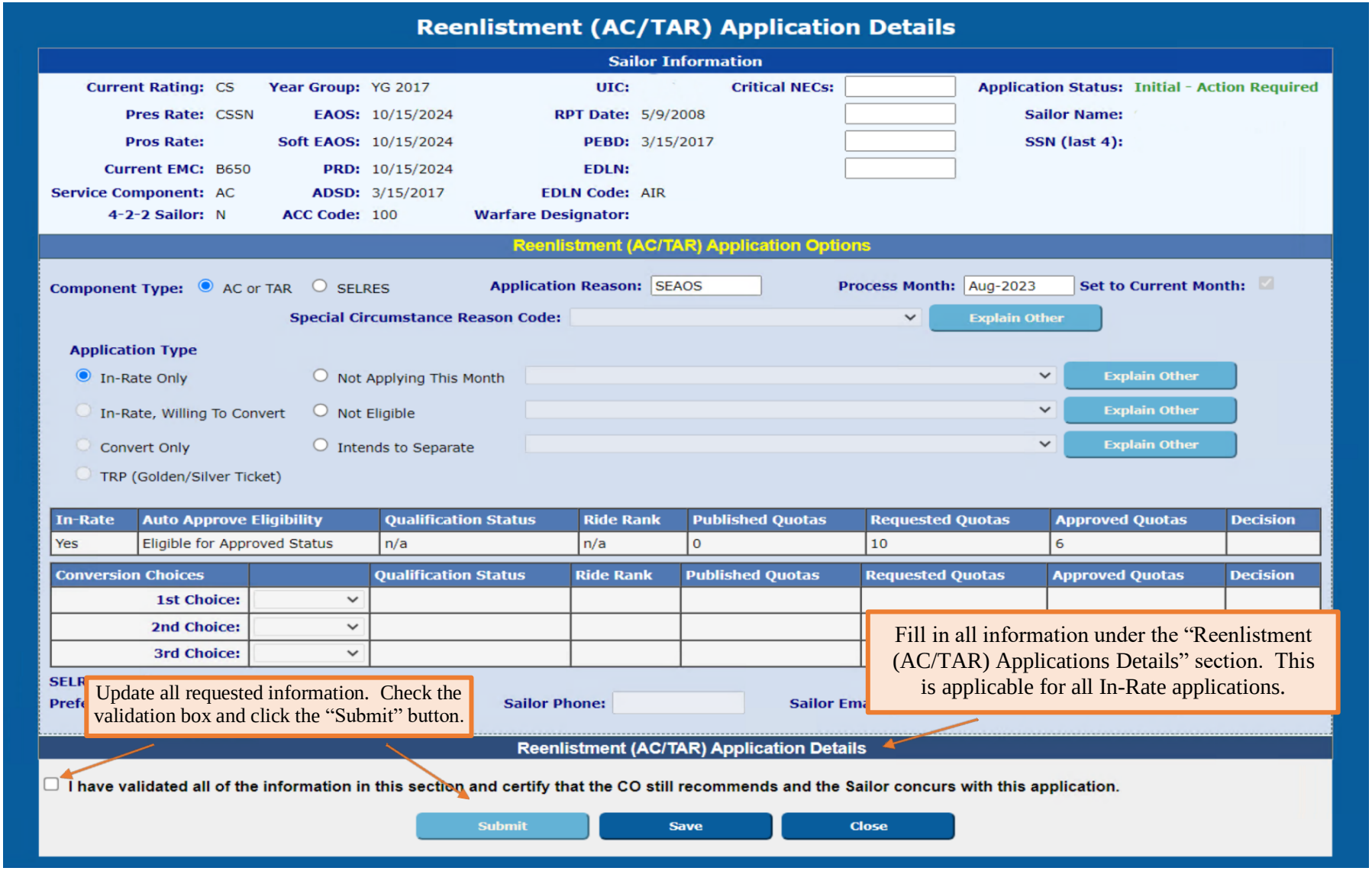
IN-RATE ONLY APPLICATION



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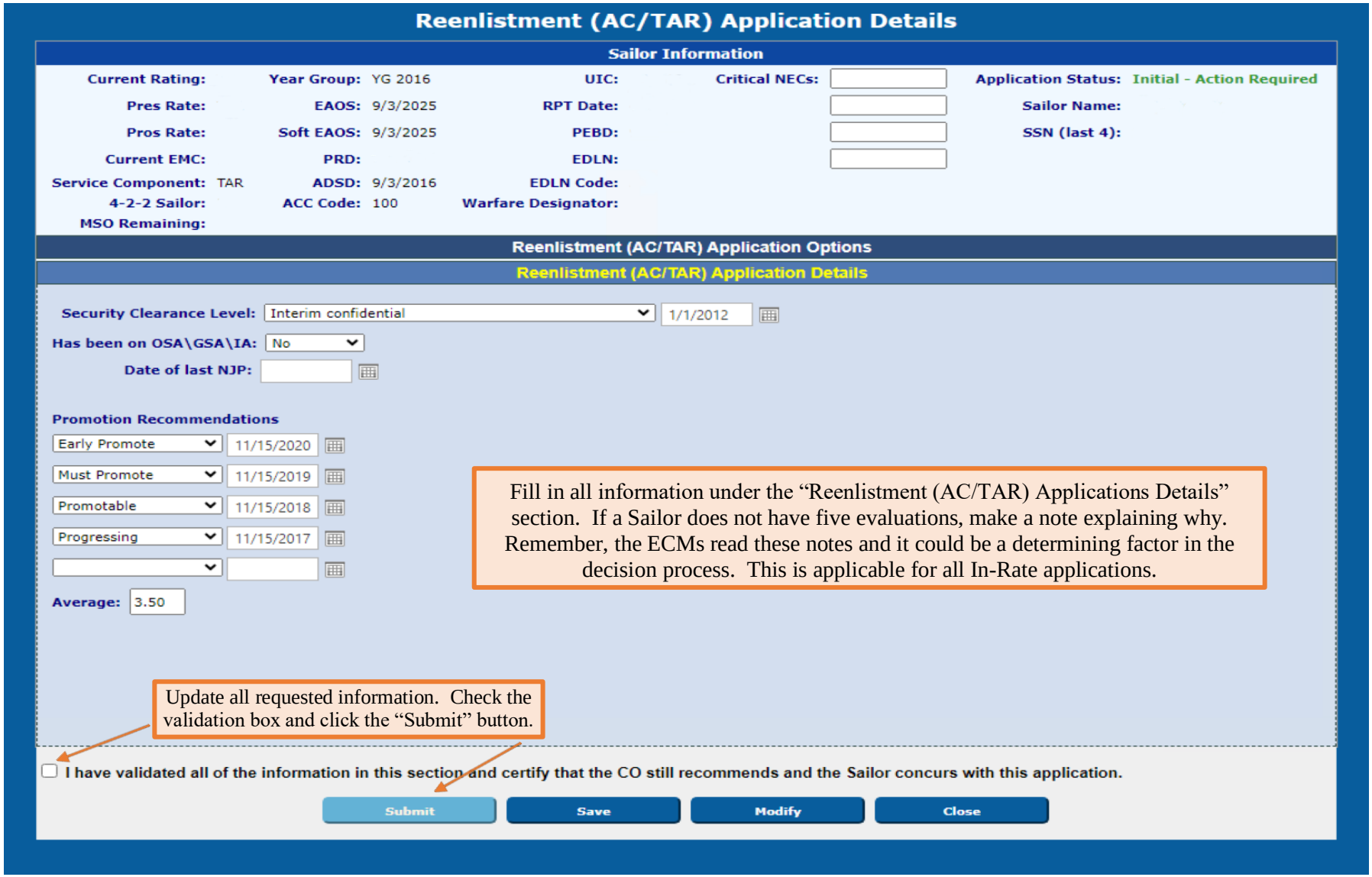
IN-RATE ONLY APPLICATION (Cont'd.)



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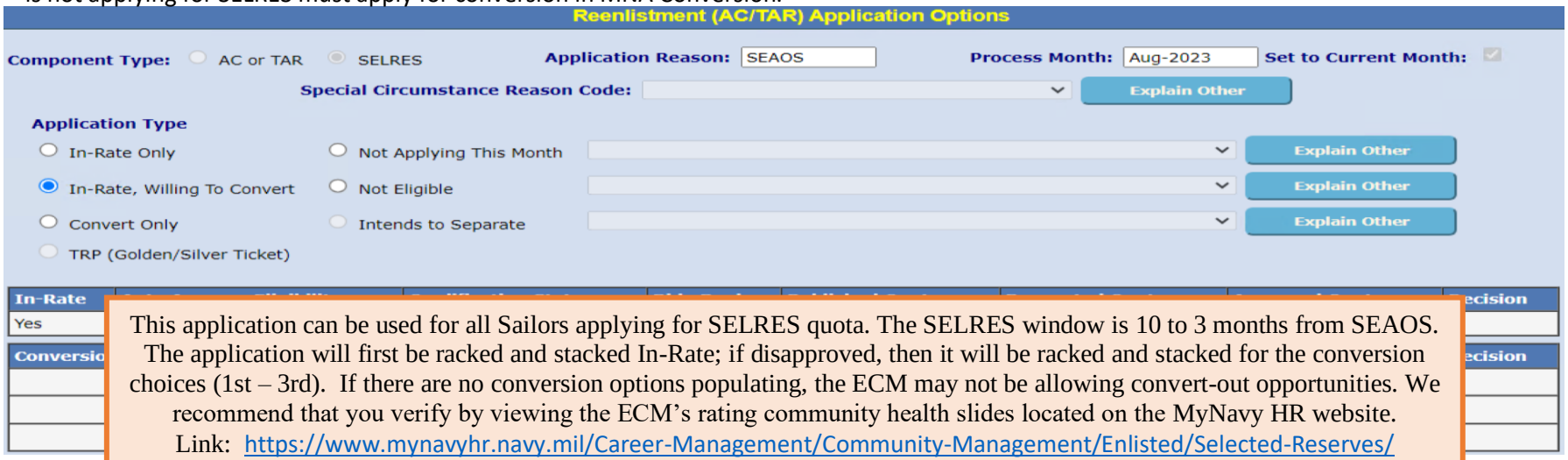
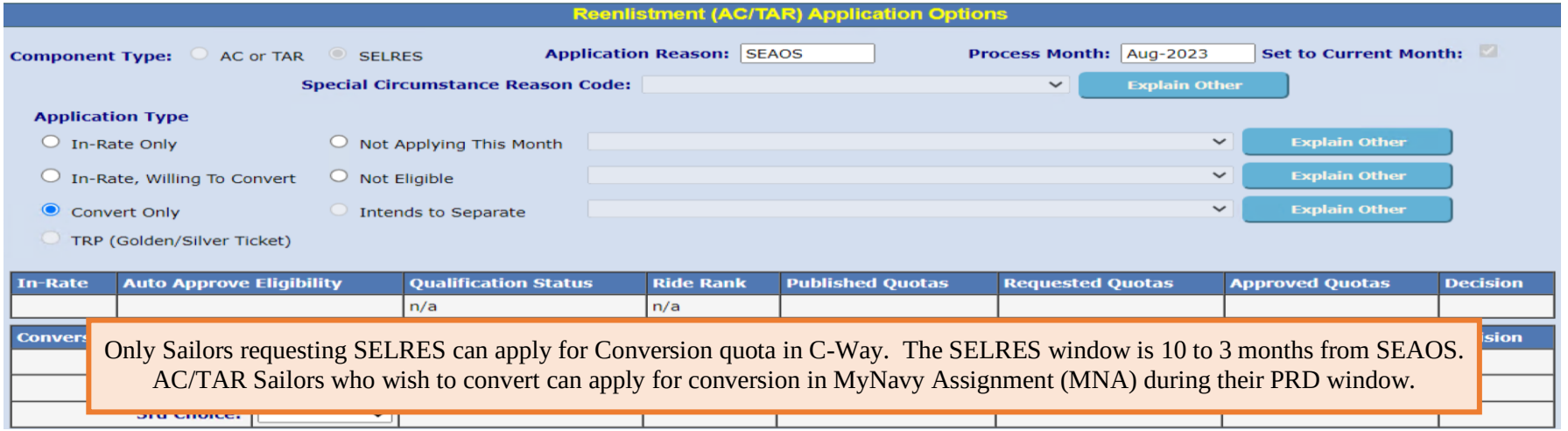
IN-RATE, WILLING TO CONVERT APPLICATION

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.



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



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.

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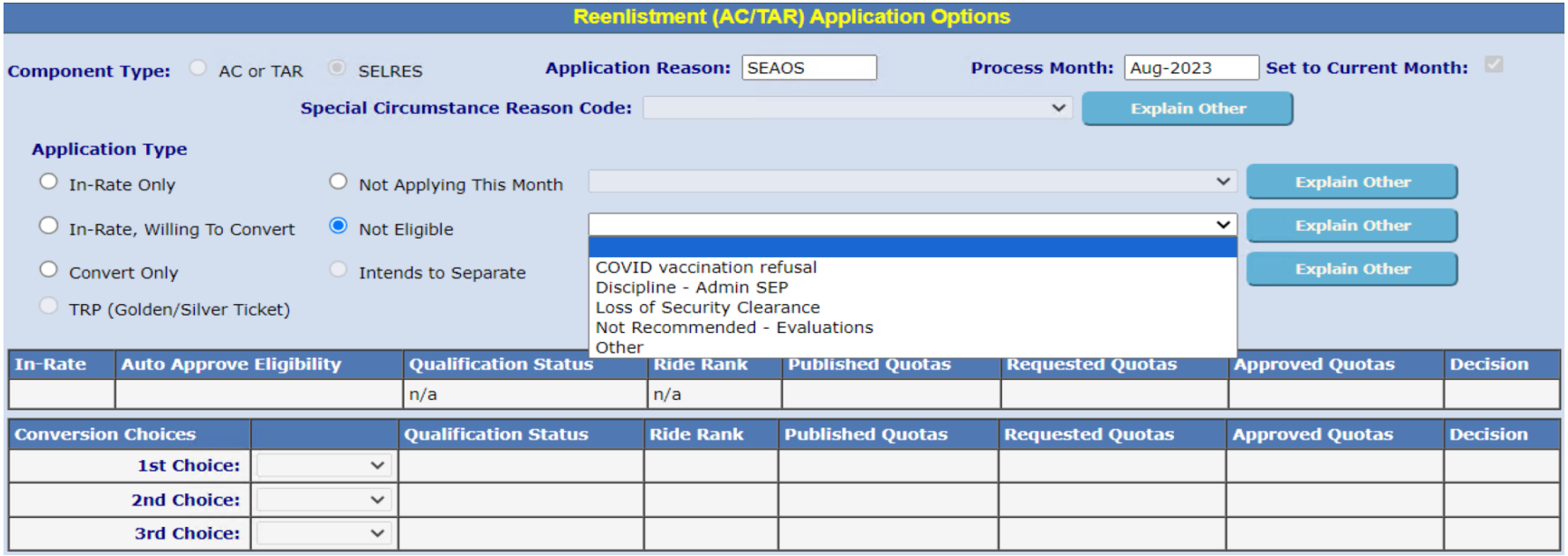
NOT ELIGIBLE APPLICATION



"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."

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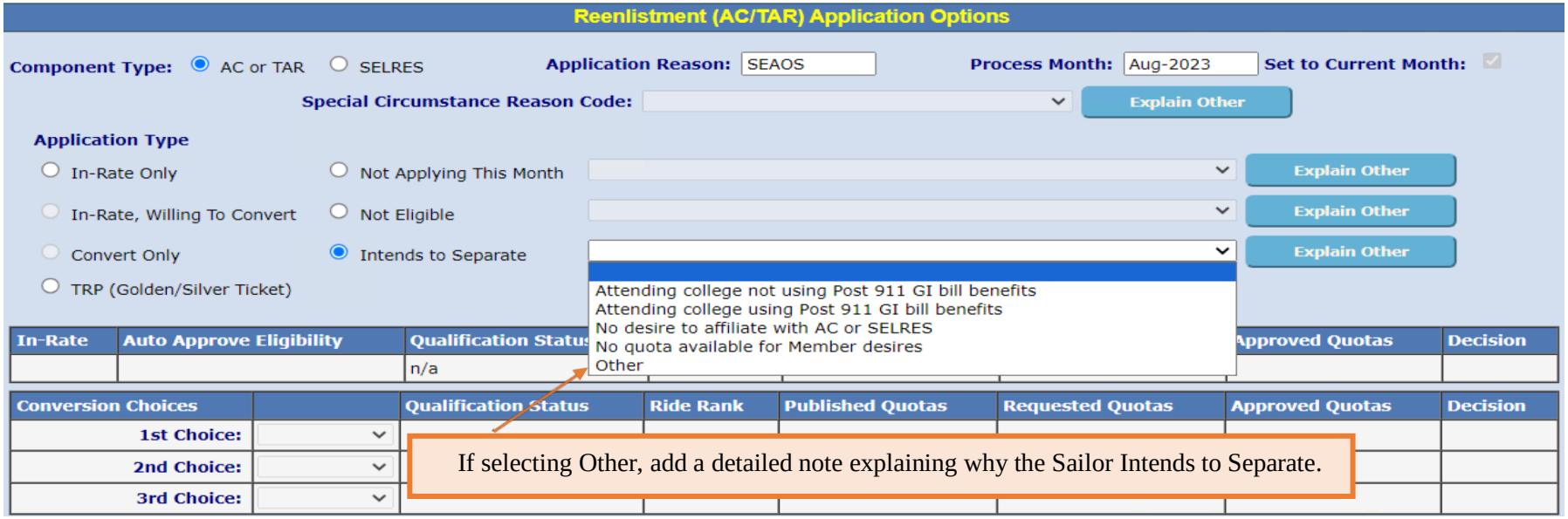
INTENDS TO SEPARATE APPLICATION

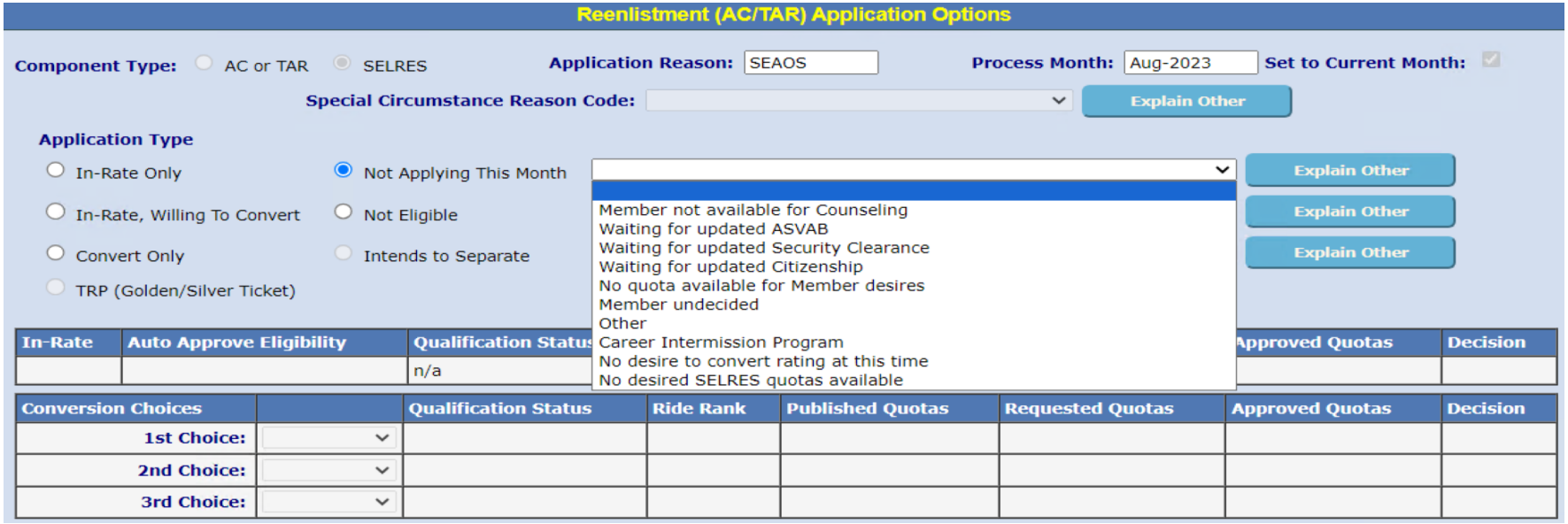


"Intends to Separate" applications are for Sailors who have decided to separate from active-duty Navy service.

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.

NOT APPLYING THIS MONTH APPLICATION



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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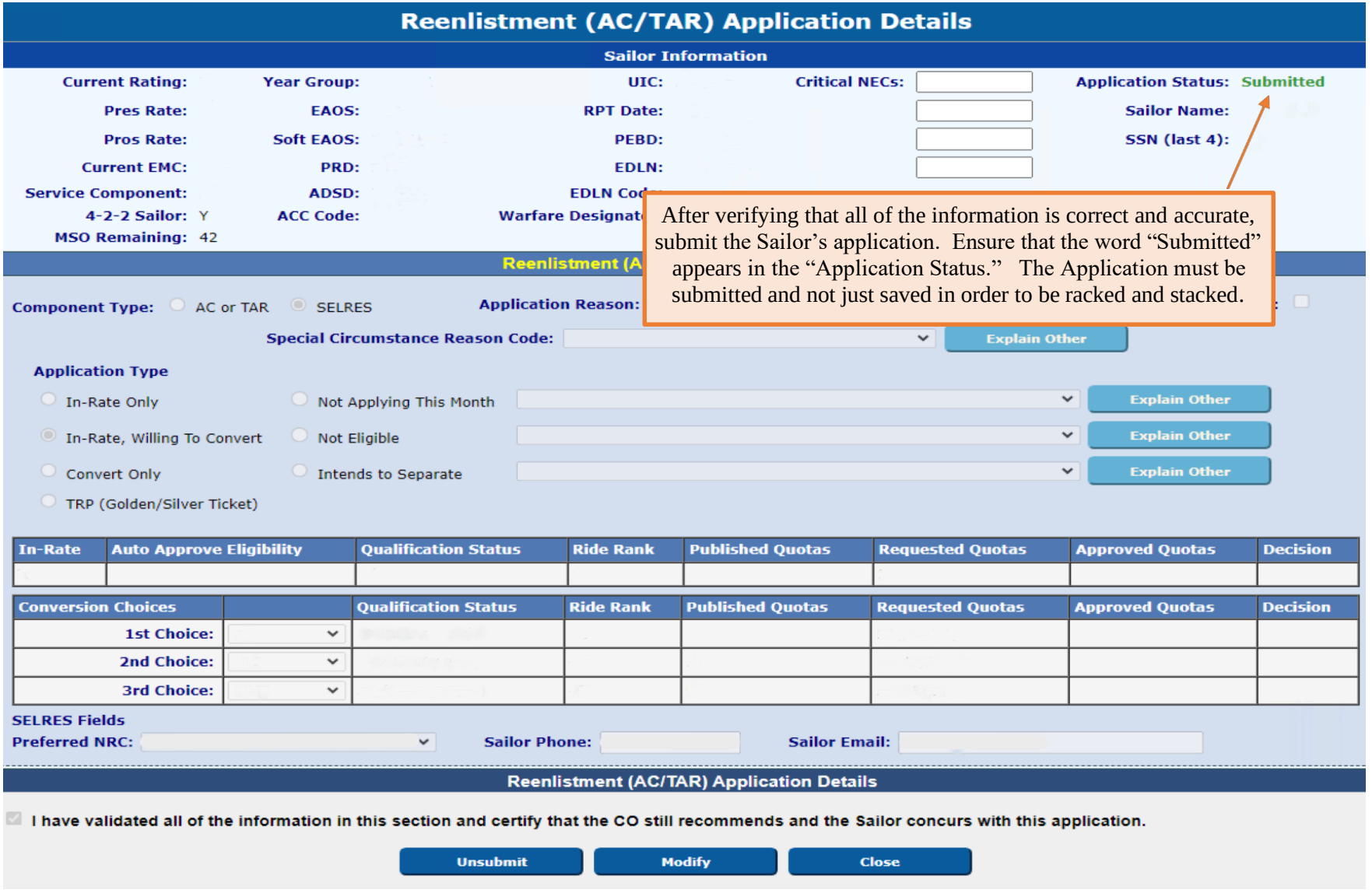
SUBMITTED



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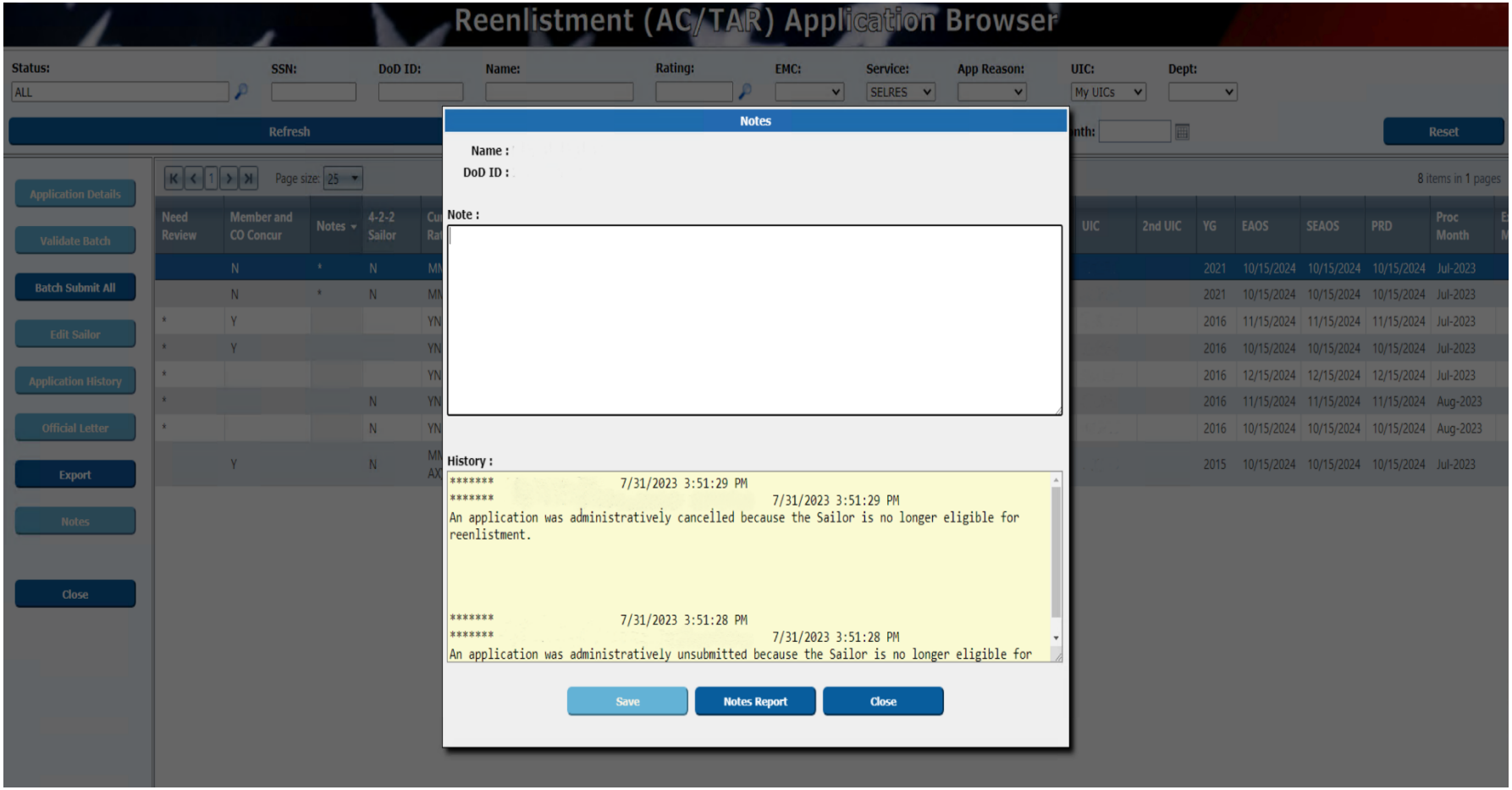
NOTES



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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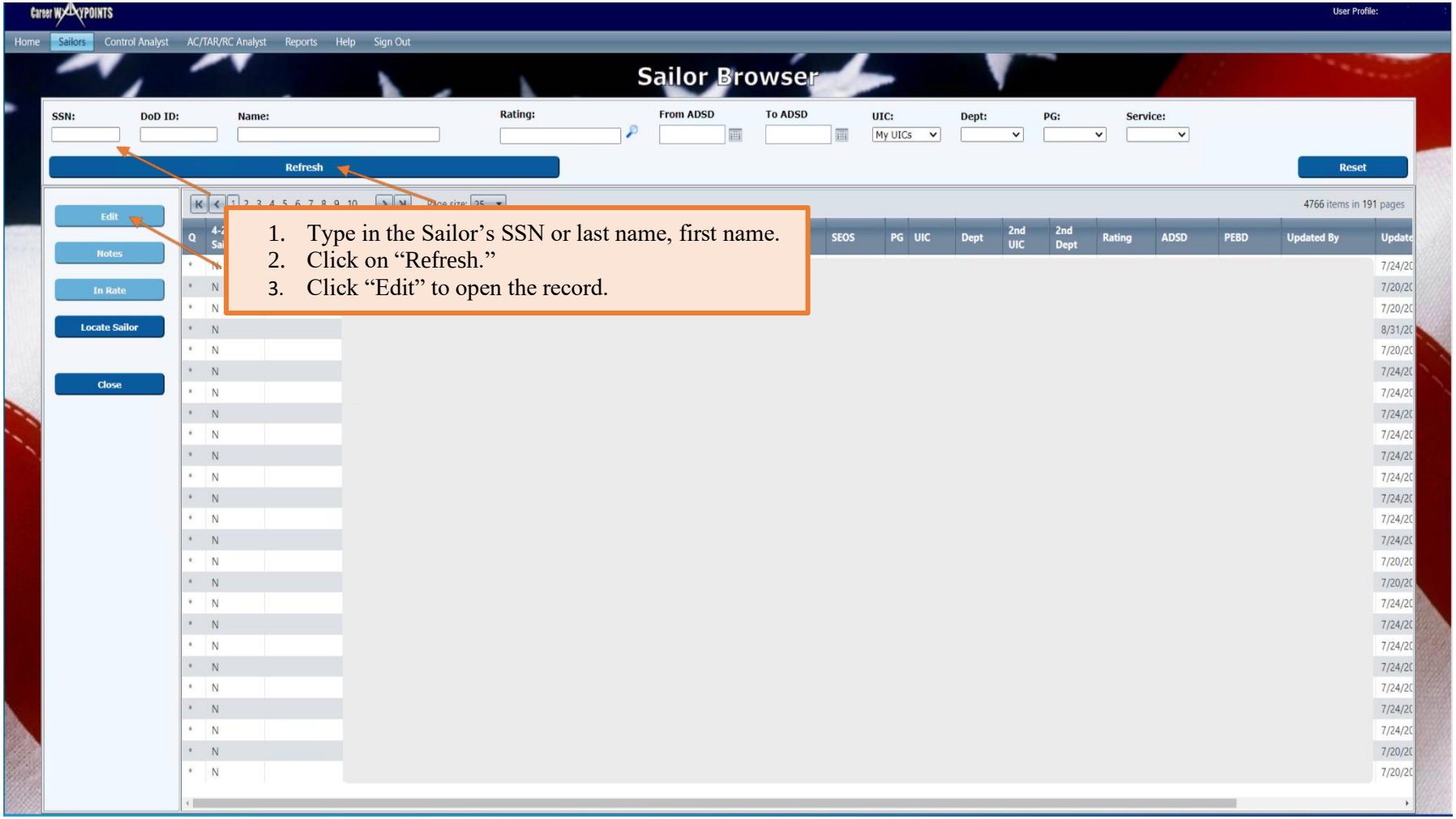
SUBMITTING AN APPLICATION UNDER SAILOR BROWSER



All applications can be submitted under "Sailors" > "Sailor Browser." If C-WAY does not automatically generate the application, then the application has to be entered via "Sailors" > "Sailor Browser." SEAOS and PRD applications are automatically generated.

Note: If the Sailor has more than 24 months between the PRD and SEAOS dates, an application will not auto-populate.

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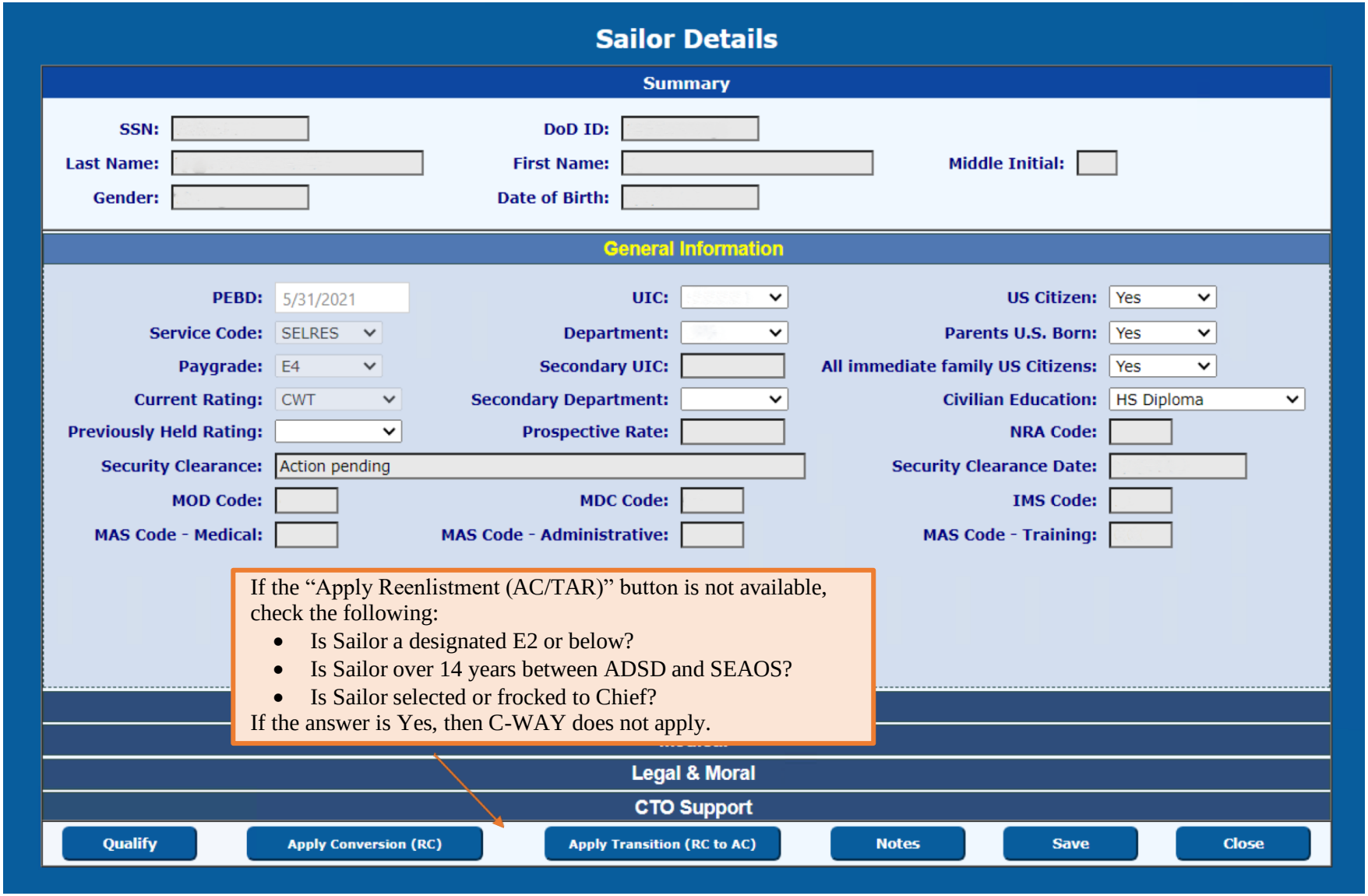
SUBMITTING AN APPLICATION UNDER SAILOR BROWSER (Cont'd.)



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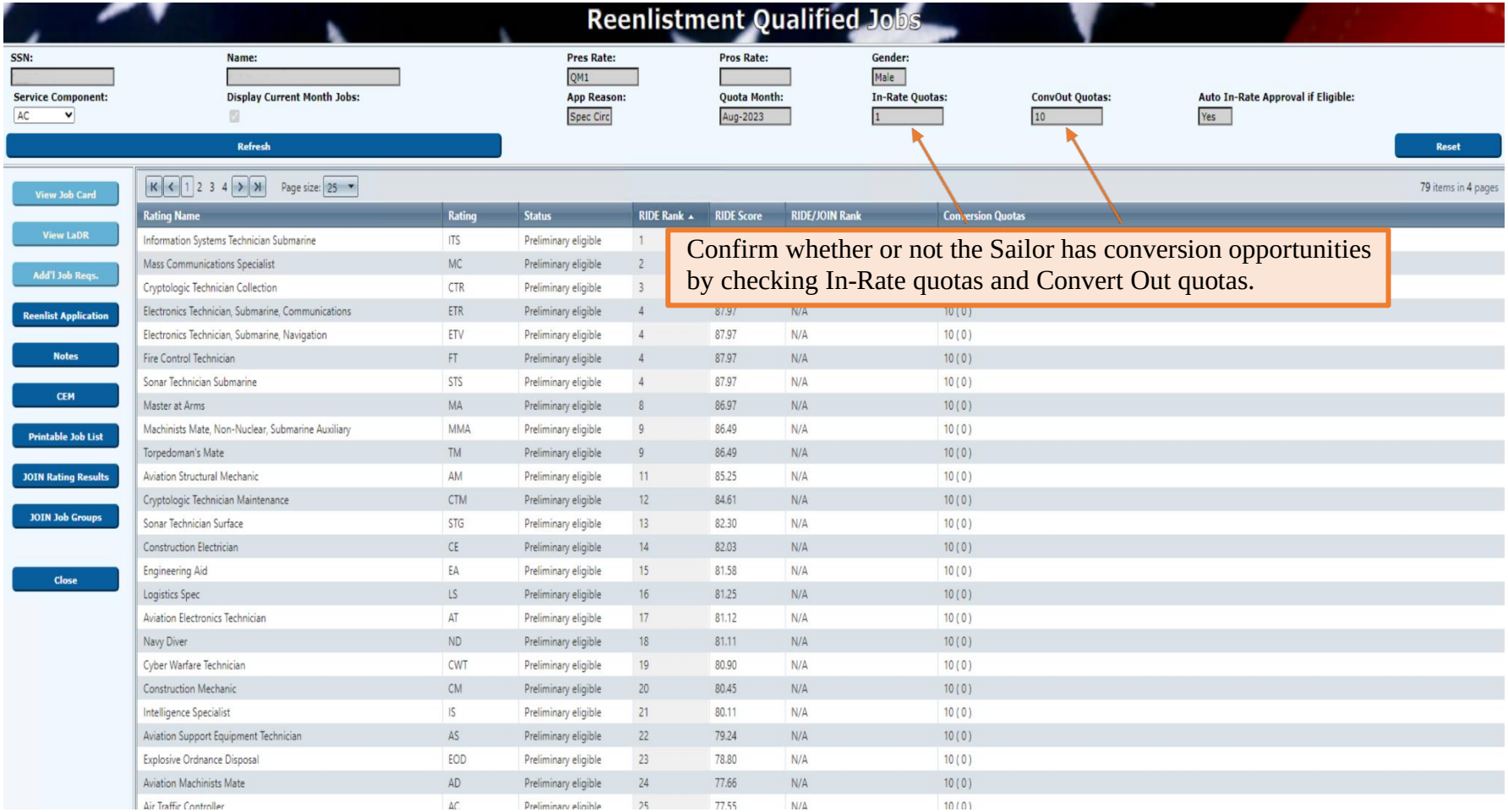
IN-RATE & CONVERSION OPPORTUNITIES



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	AC	Preliminary eligible	25	77.55	N/A	10 (0)

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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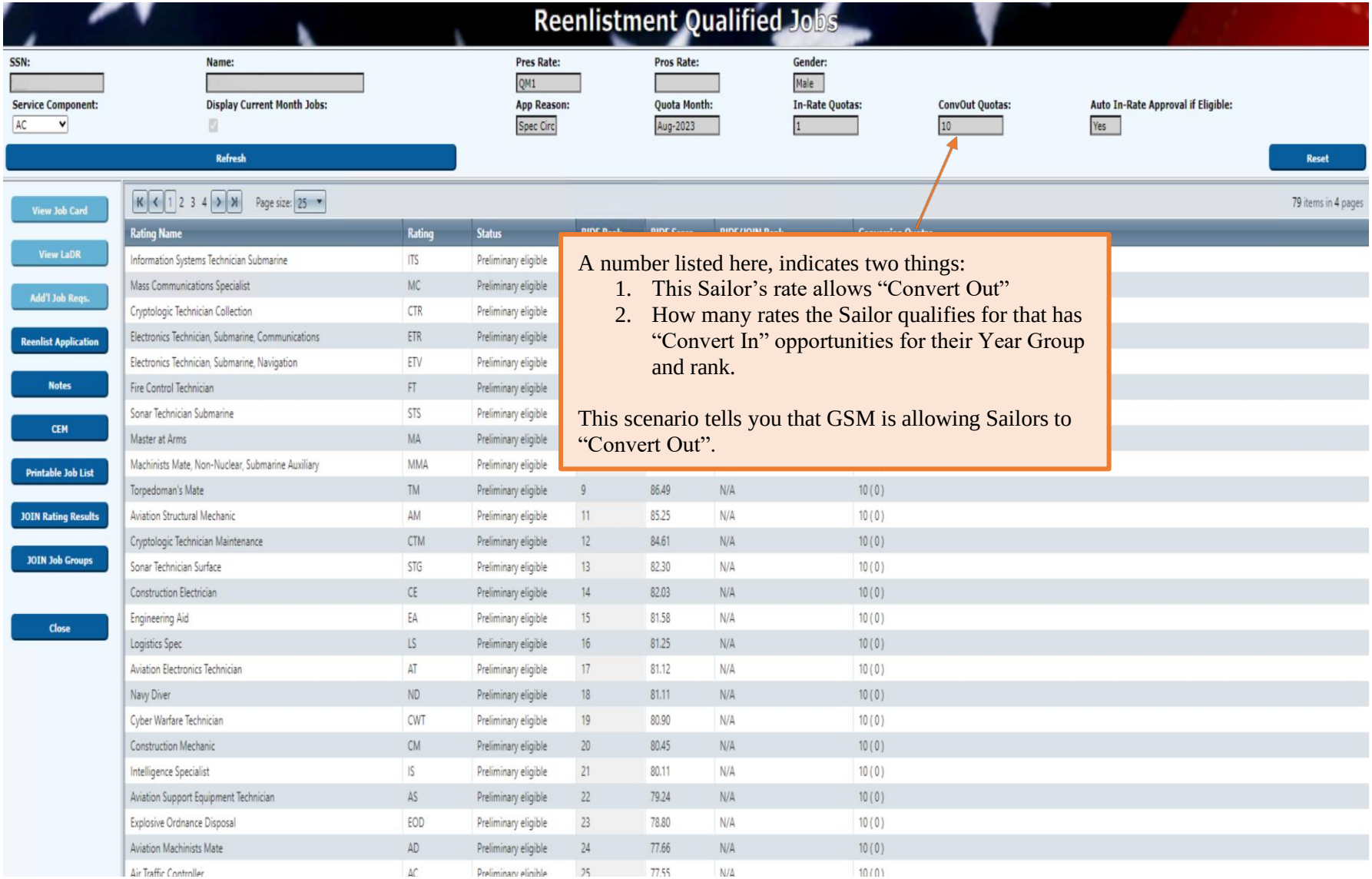
IN-RATE & CONVERSION OPPORTUNITIES(Cont'd.)



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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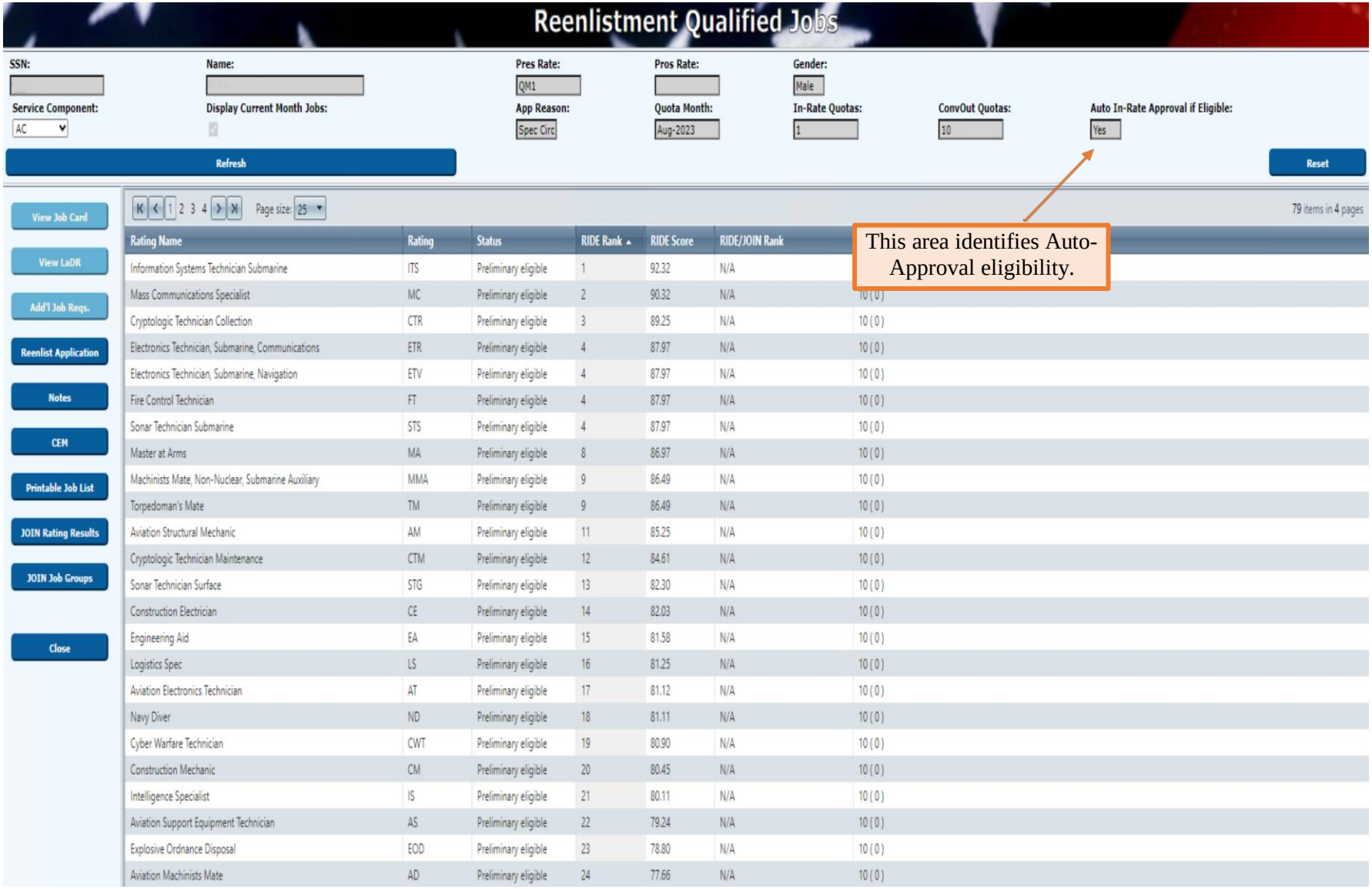
AUTOMATIC APPROVAL PROCESS OVERVIEW FOR SEAOS APPLICATIONS

- **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



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	10 (0)
Cryptologic Technician Collection	CTR	Preliminary eligible	3	89.25	N/A	10 (0)
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)
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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)

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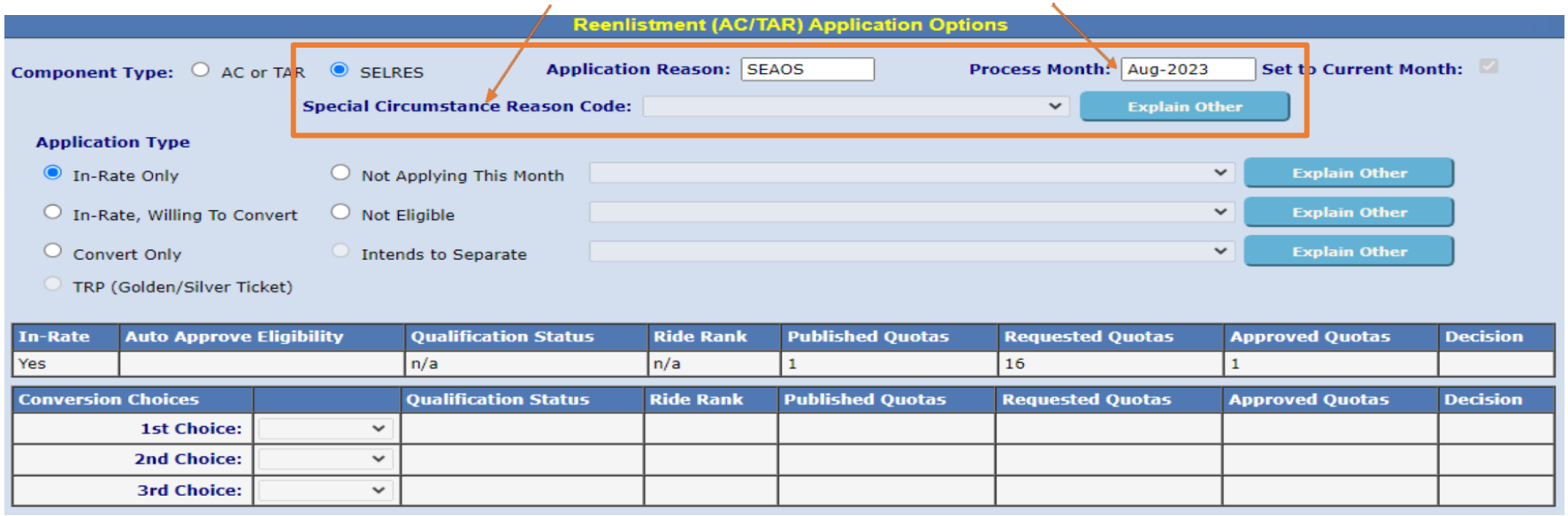
C-WAY SPECIAL CIRCUMSTANCE – PROJECTED ROTATION DATE (SC-PRD) APPLICATIONS

- 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).



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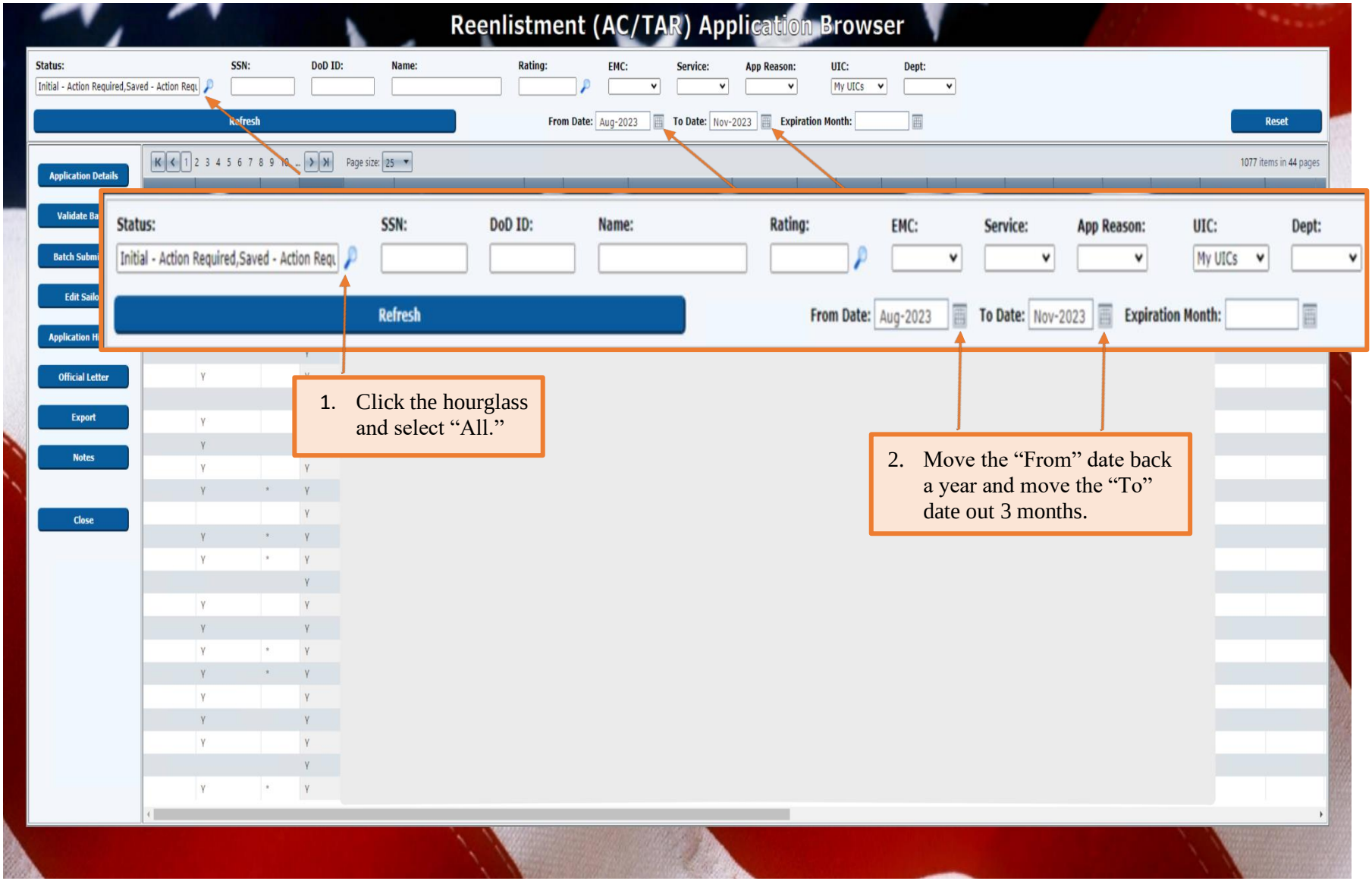
TO CHECK THE STATUS OF A C-WAY APPLICATION



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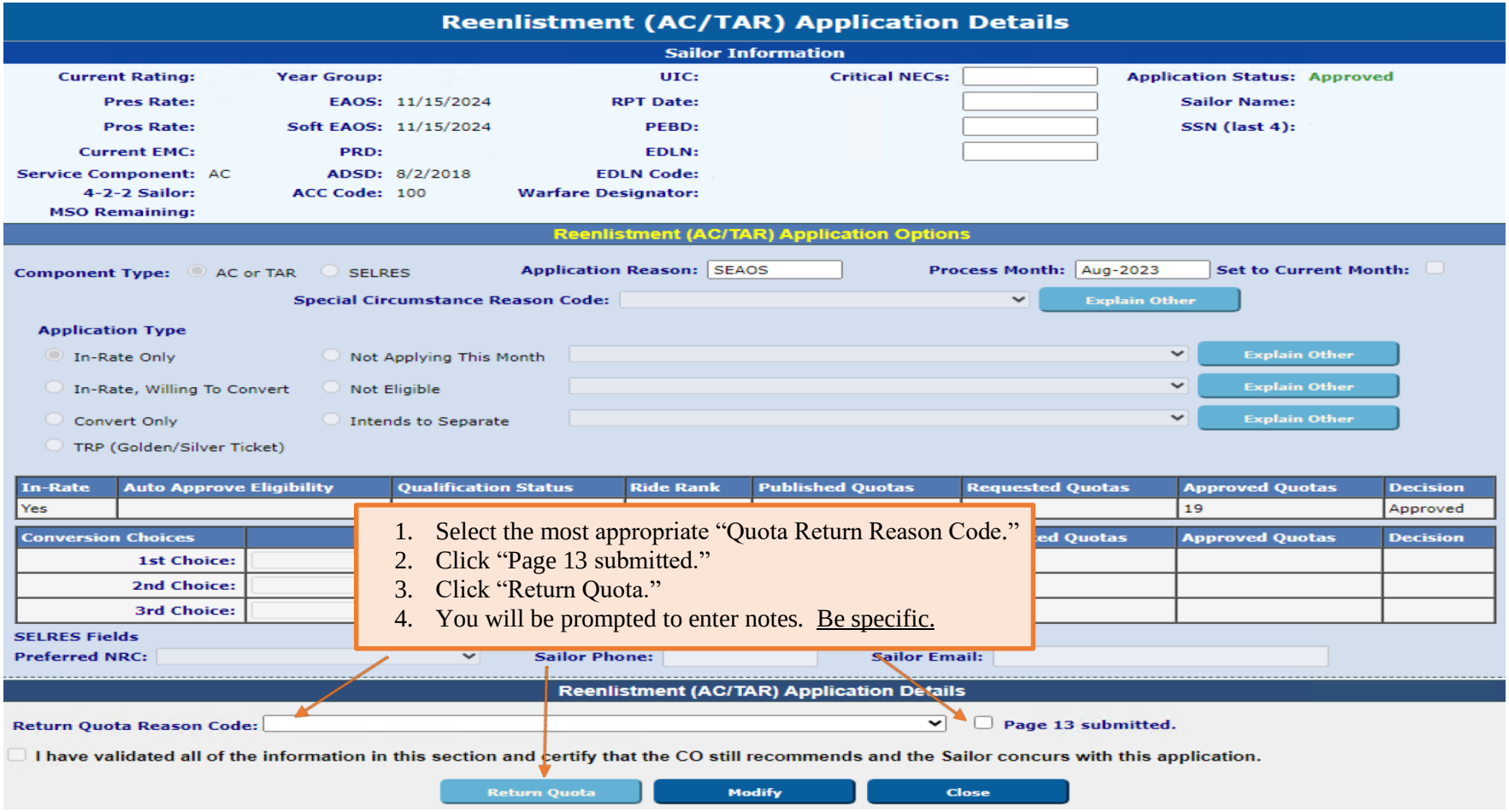
HOW TO RETURN AN APPROVED QUOTA (APPLIES TO IN-RATE, CONVERSIONS, SELRES, COMPONENT CHANGE, AND TRP)



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 ACDU quota. See MILPERSMAN 1306-125. **Note: If the Sailor is still within their C-WAY application timeline and the quota is revoked, a new application will be generated within 24 hours. Plan accordingly, as Failed to Submits will not be removed for this situation.**

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

TARGETED REENTRY PROGRAM (TRP)

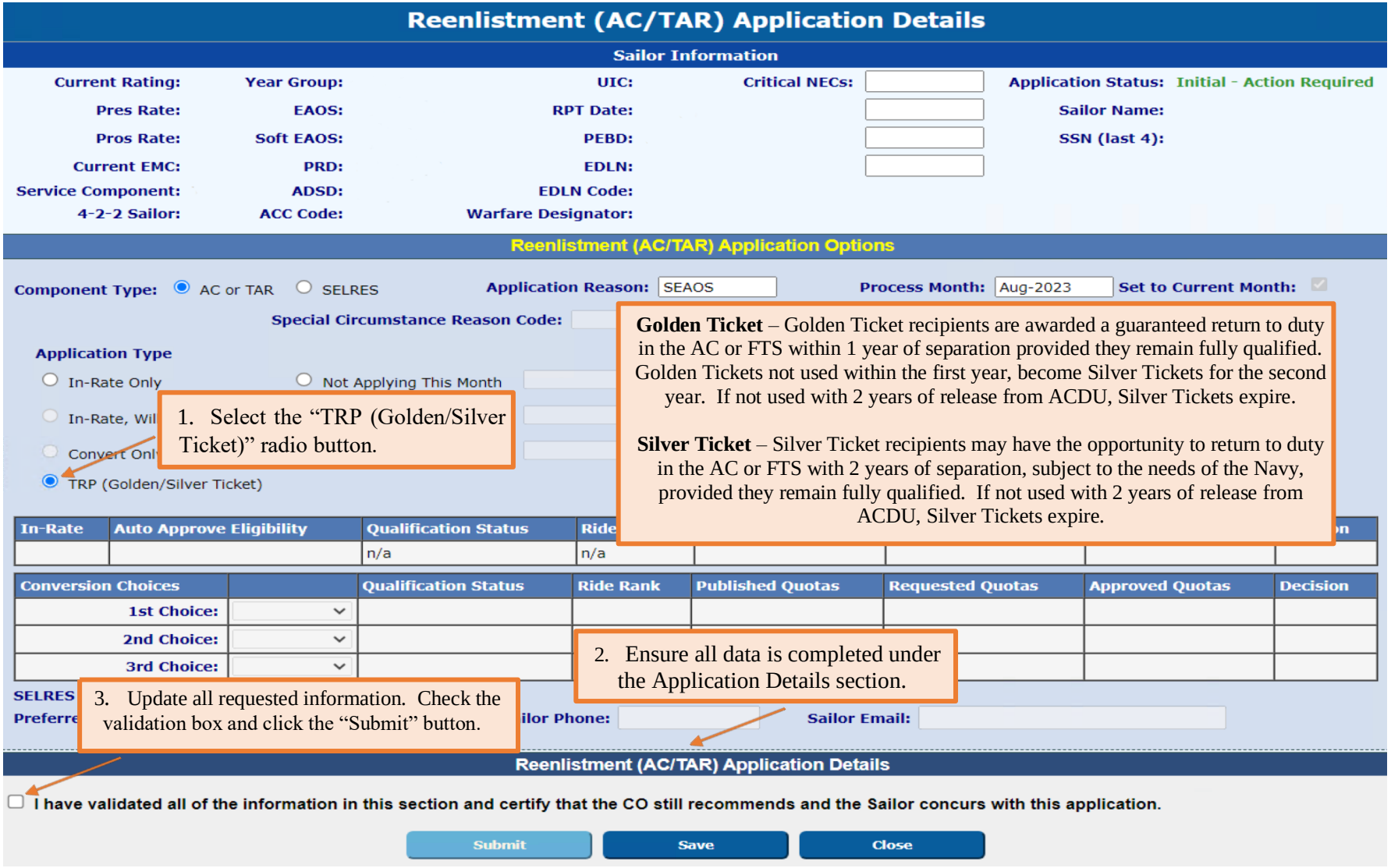
NAVADMIN 047/18 empowers COs to identify and recommend ACDU and TAR officers and enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy. C-WAY applies to enlisted personnel; therefore, we will only discuss the enlisted Sailors (see NAVADMIN for 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.

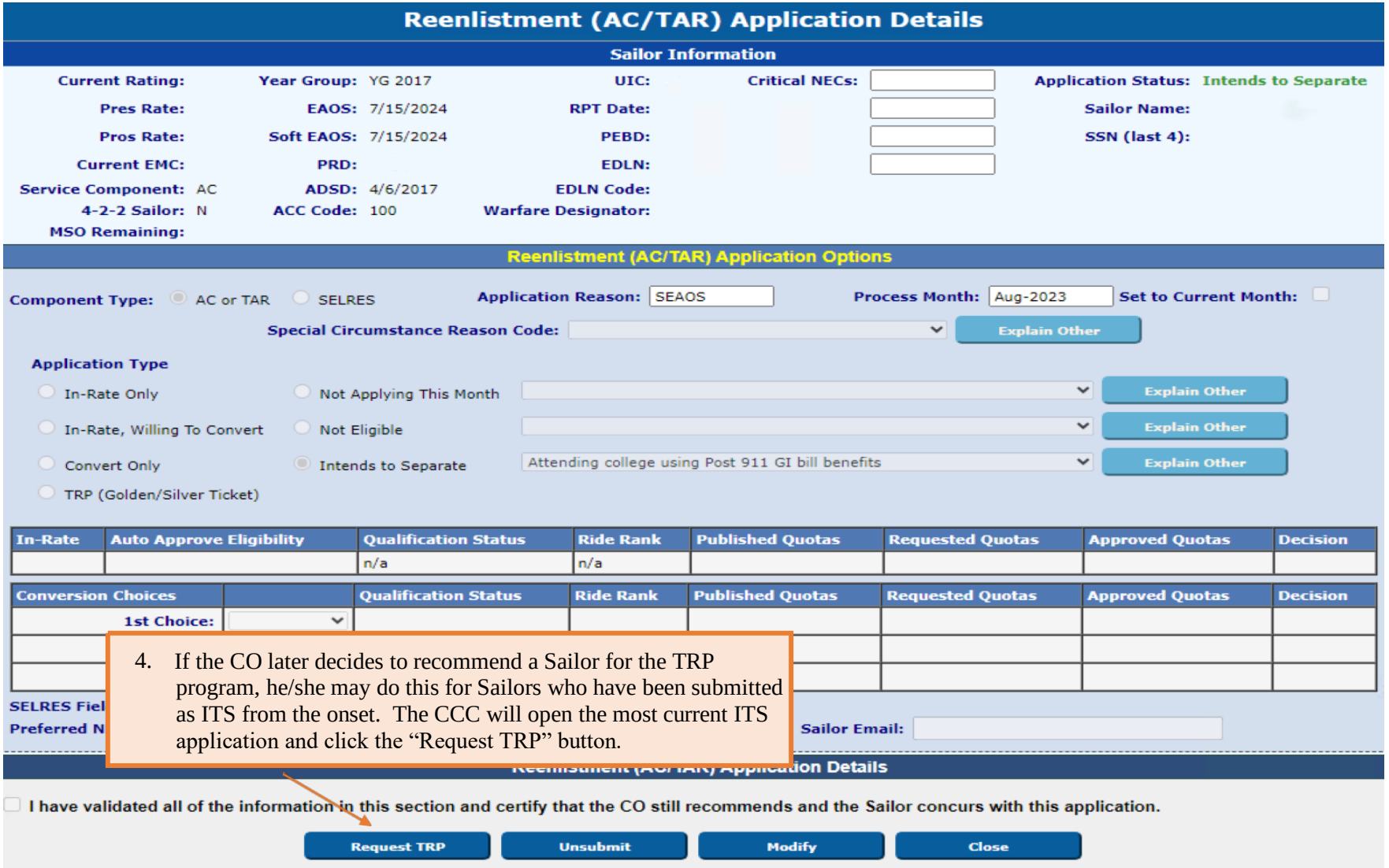
5. TRP-approved Sailors who have not completed their MSO and accept TRP will be transferred to the Navy Reserve (Ready Reserve). If the Sailor has not utilized the TRP option within the two years, the Sailor will remain in the Navy Reserve until they fulfill their MSO requirement.

SUBMITTING A TRP APPLICATION



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

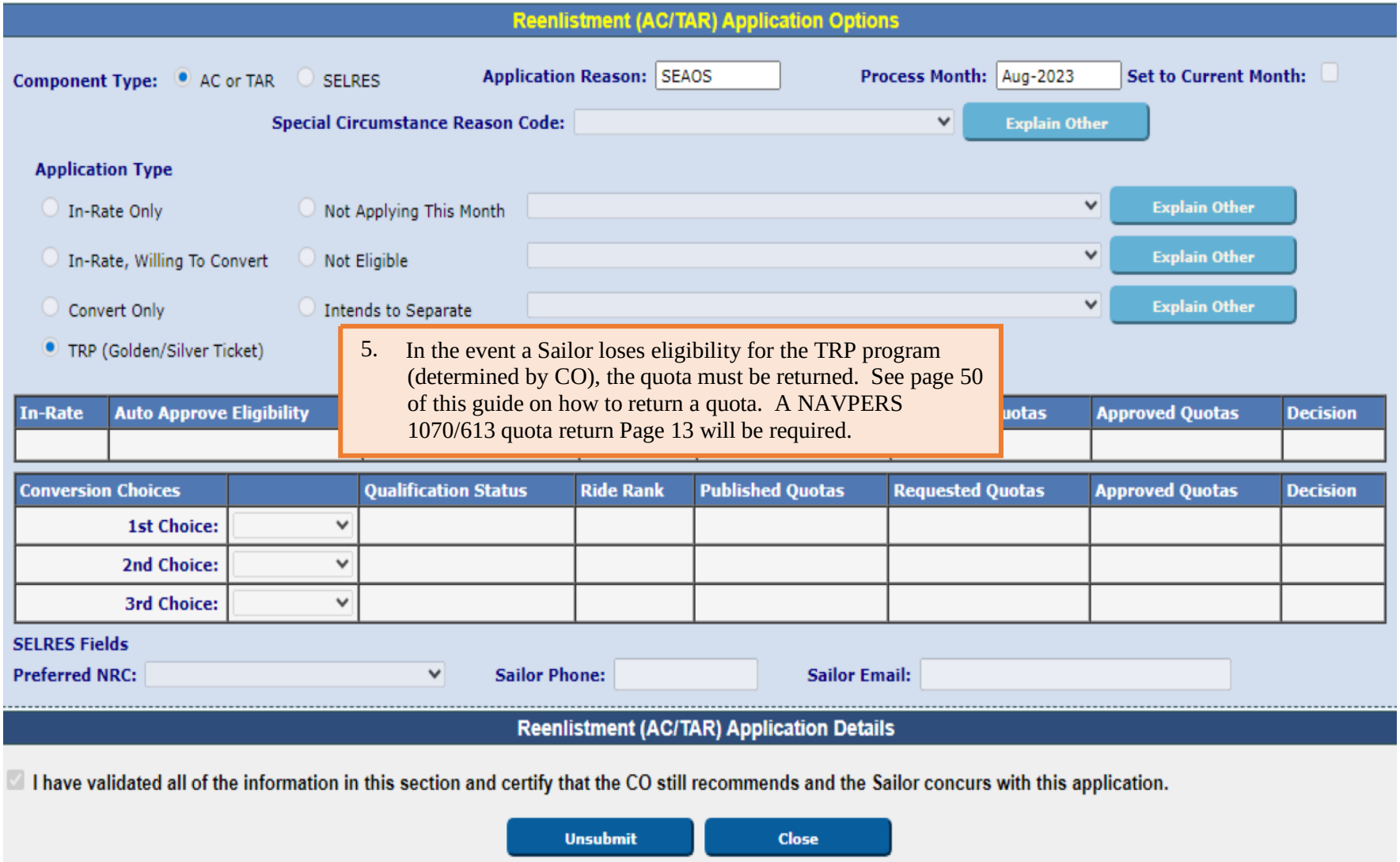
SUBMITTING A TRP APPLICATION (Cont'd.)



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.

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

REVOKING A TRP APPLICATION



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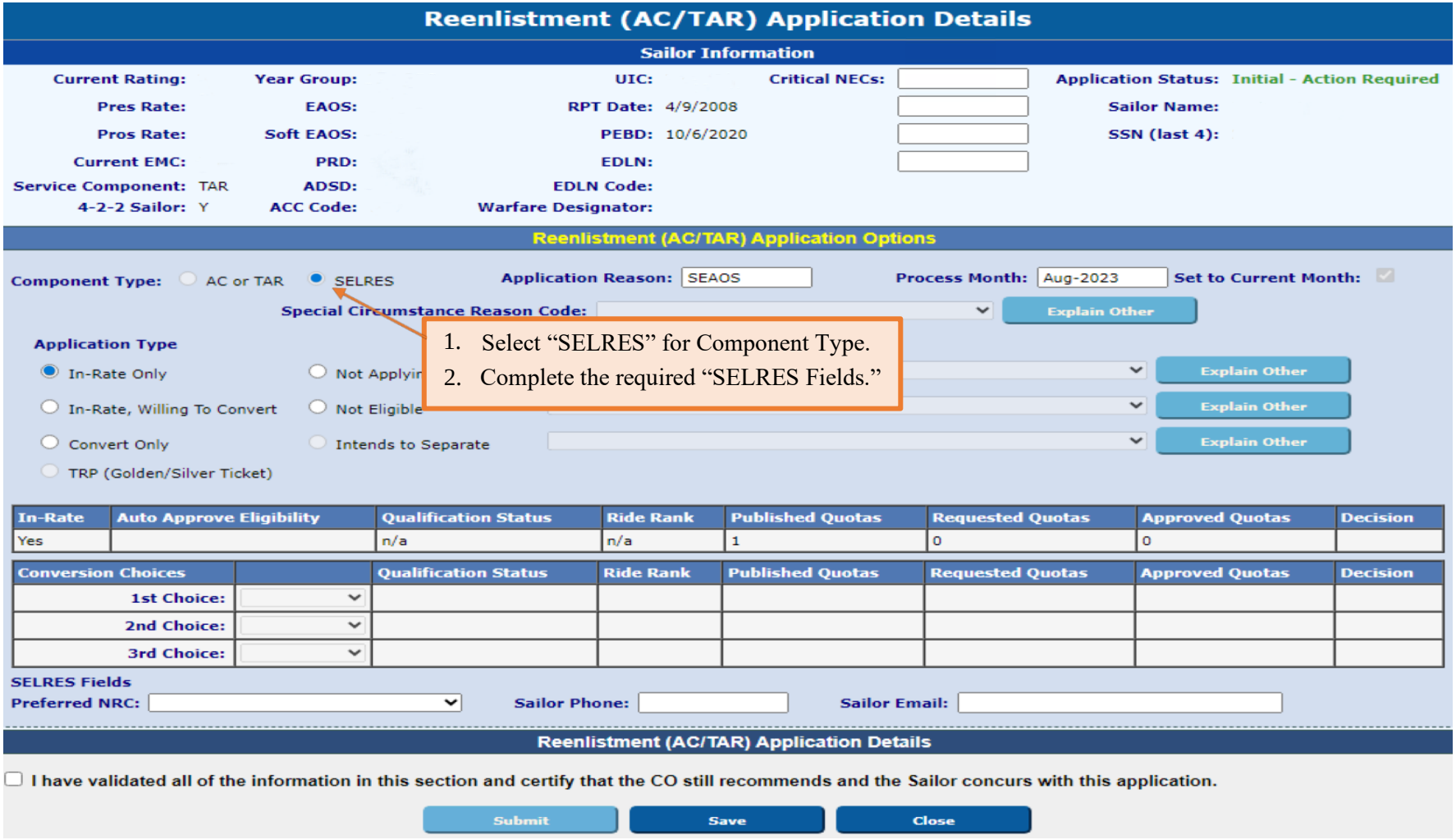
CREATING A SELRES APPLICATION



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

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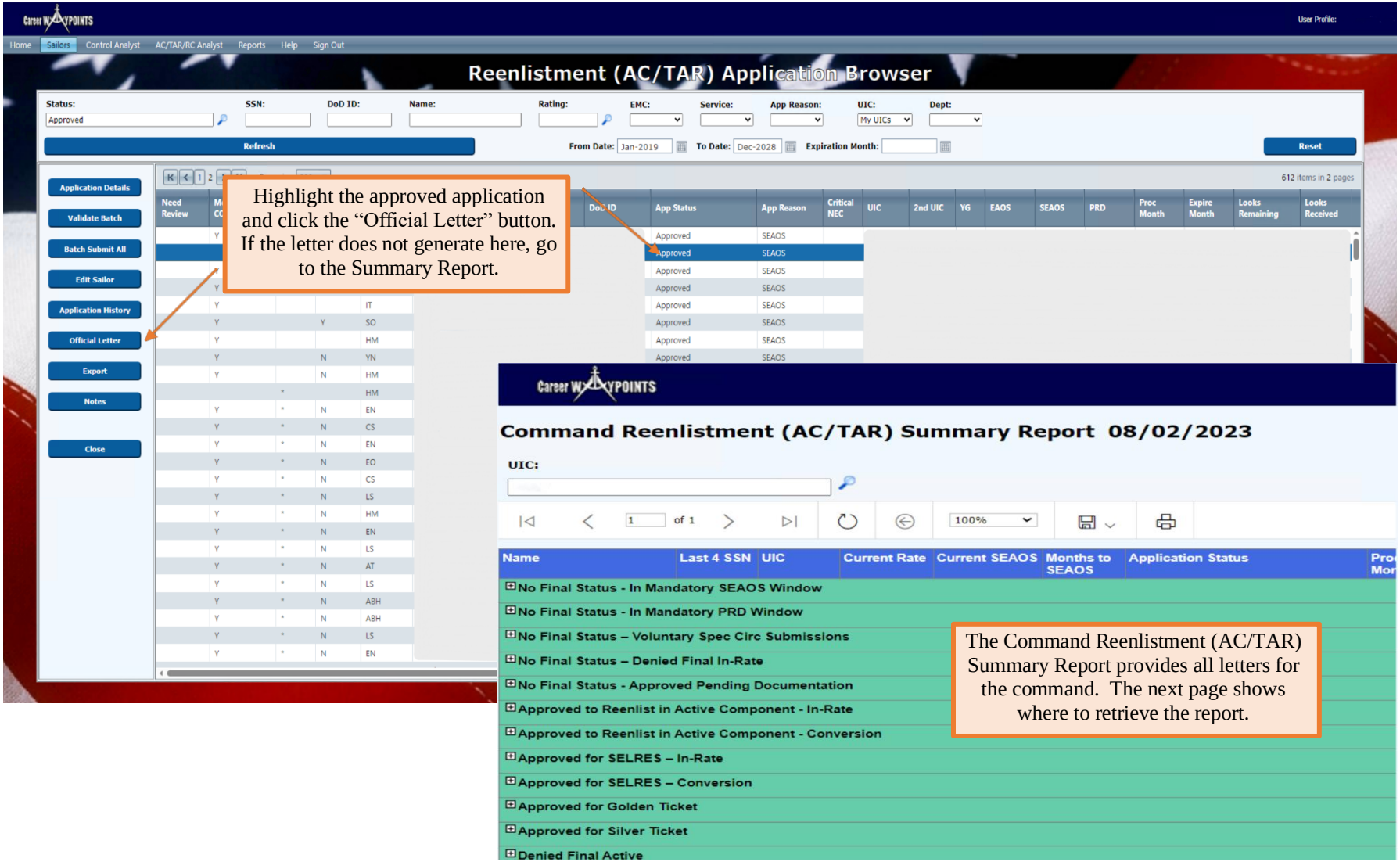
SELRES APPLICATIONS

- 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



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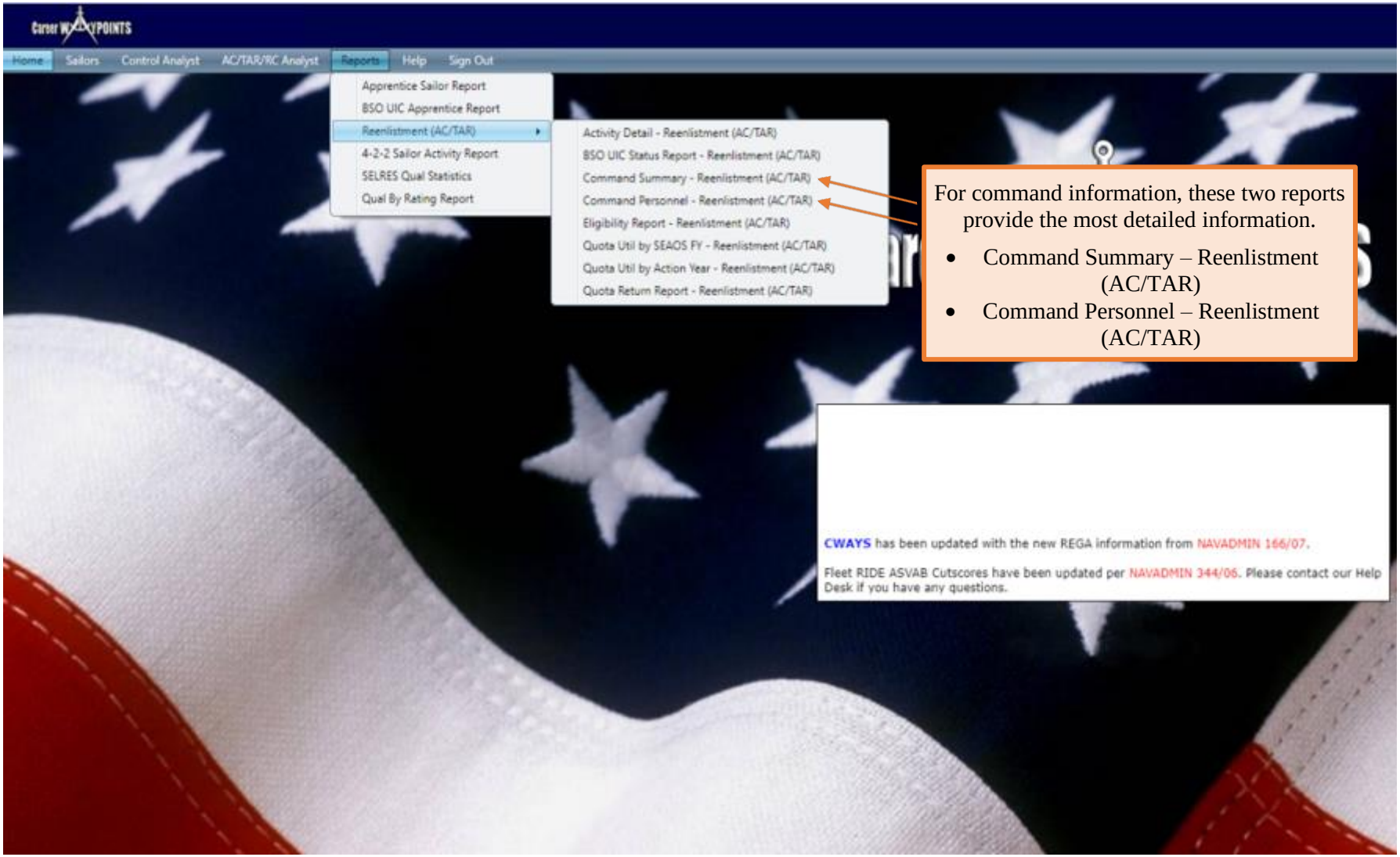
C-WAY COMMAND SUMMARY REPORTS



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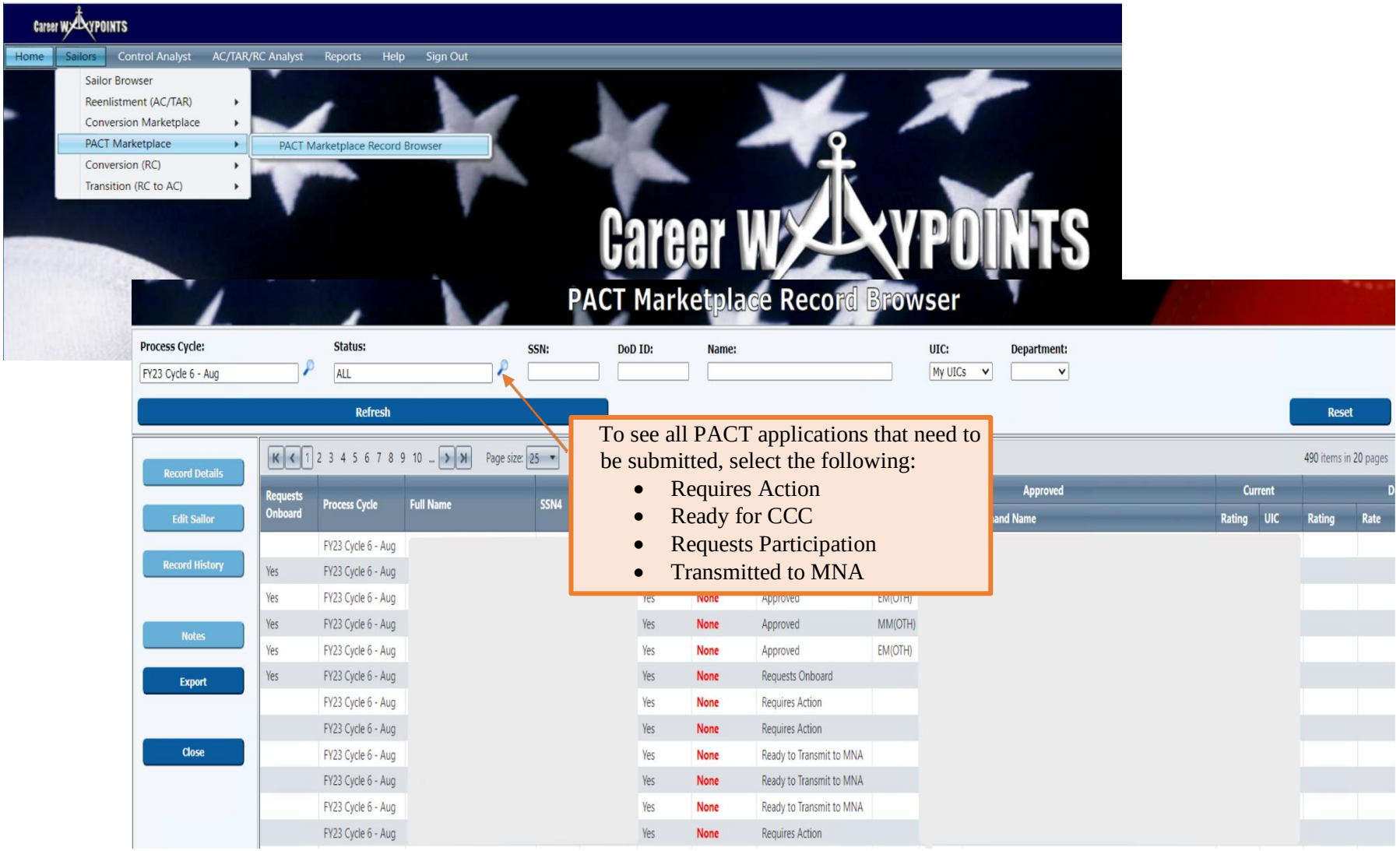
SUBMITTING A C-WAY-PACT MARKETPLACE RECORD



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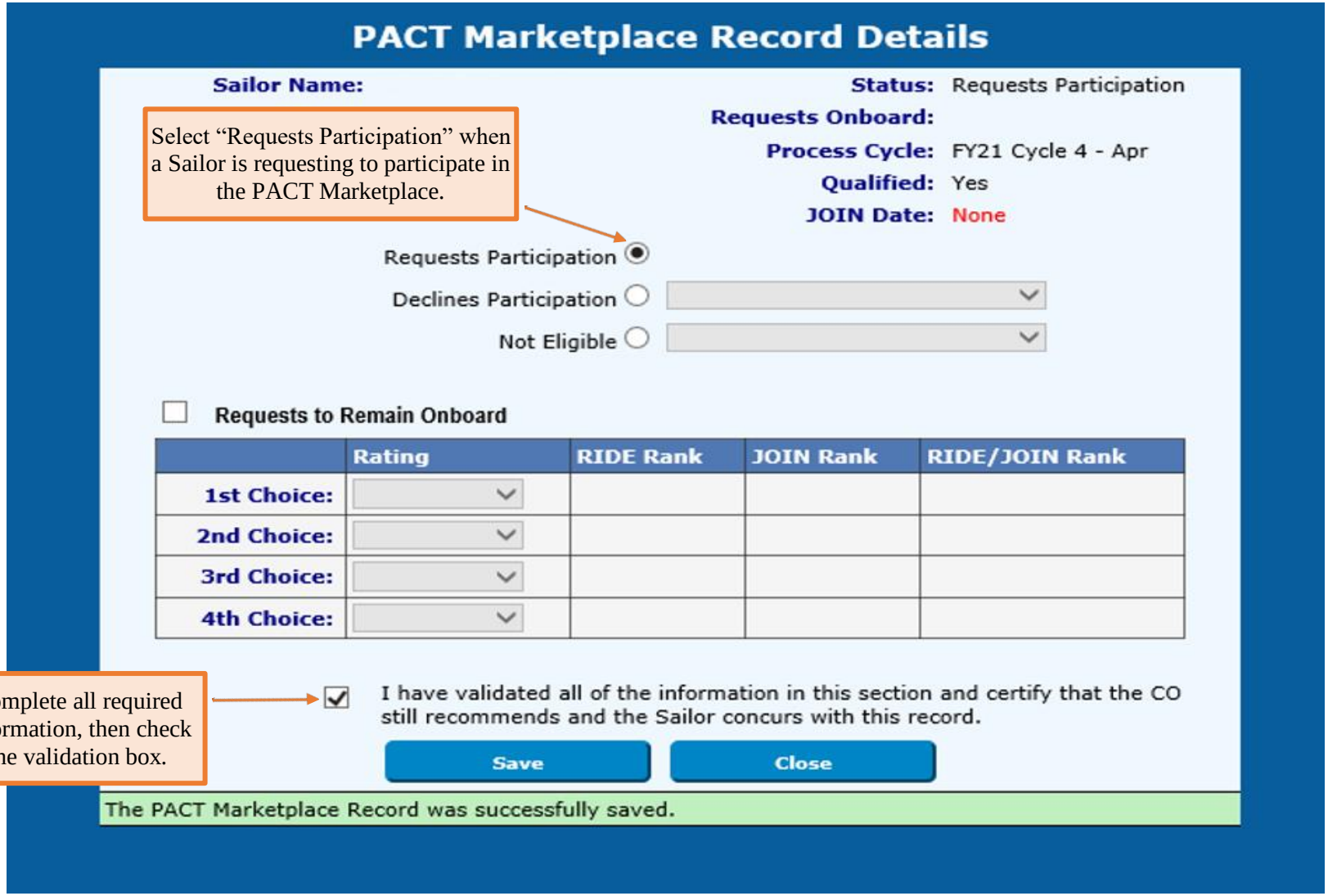
STATUS FOR PACT MARKETPLACE

- **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



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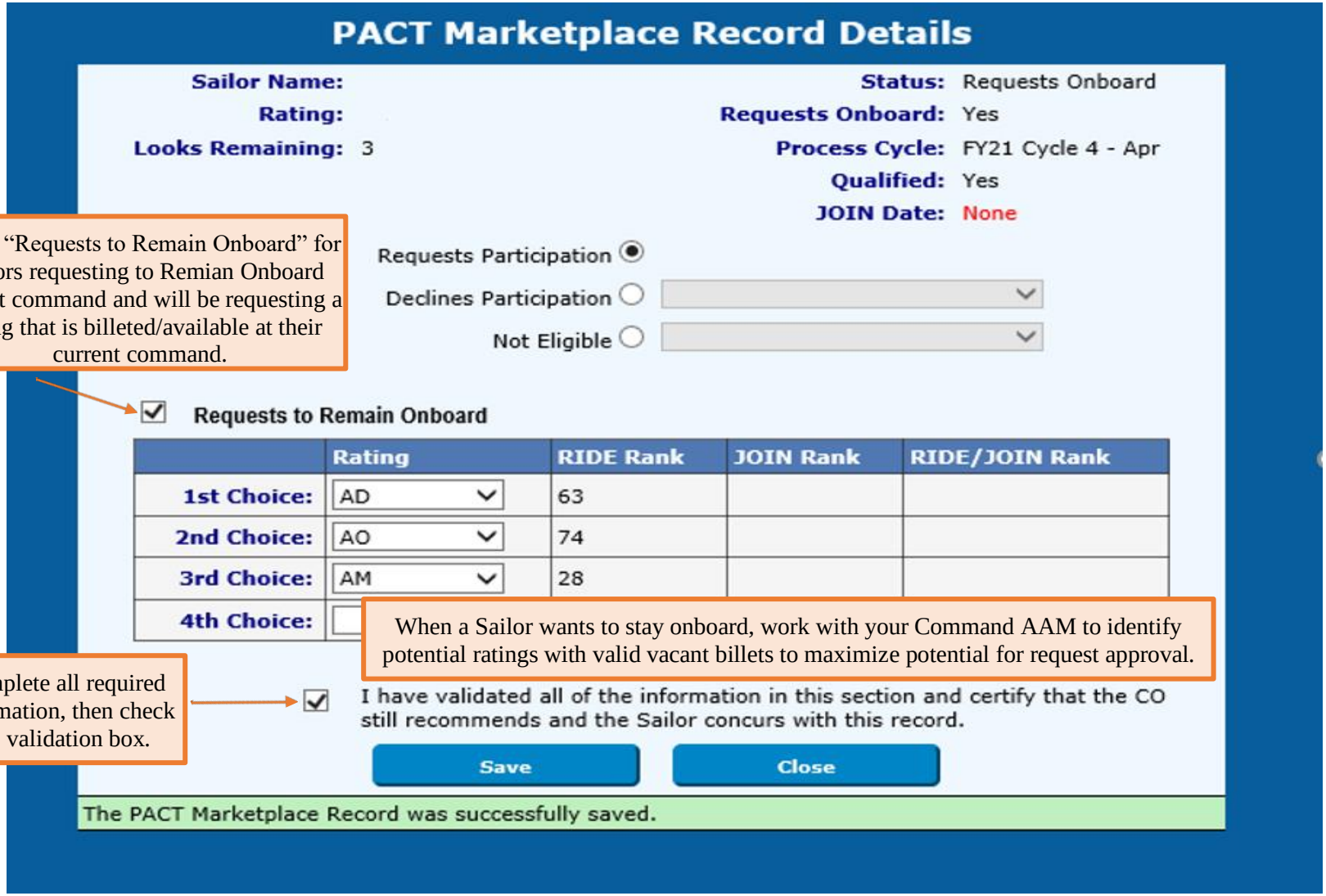
C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN (Cont'd.)



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

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.

Complete all required information, then check the validation box.

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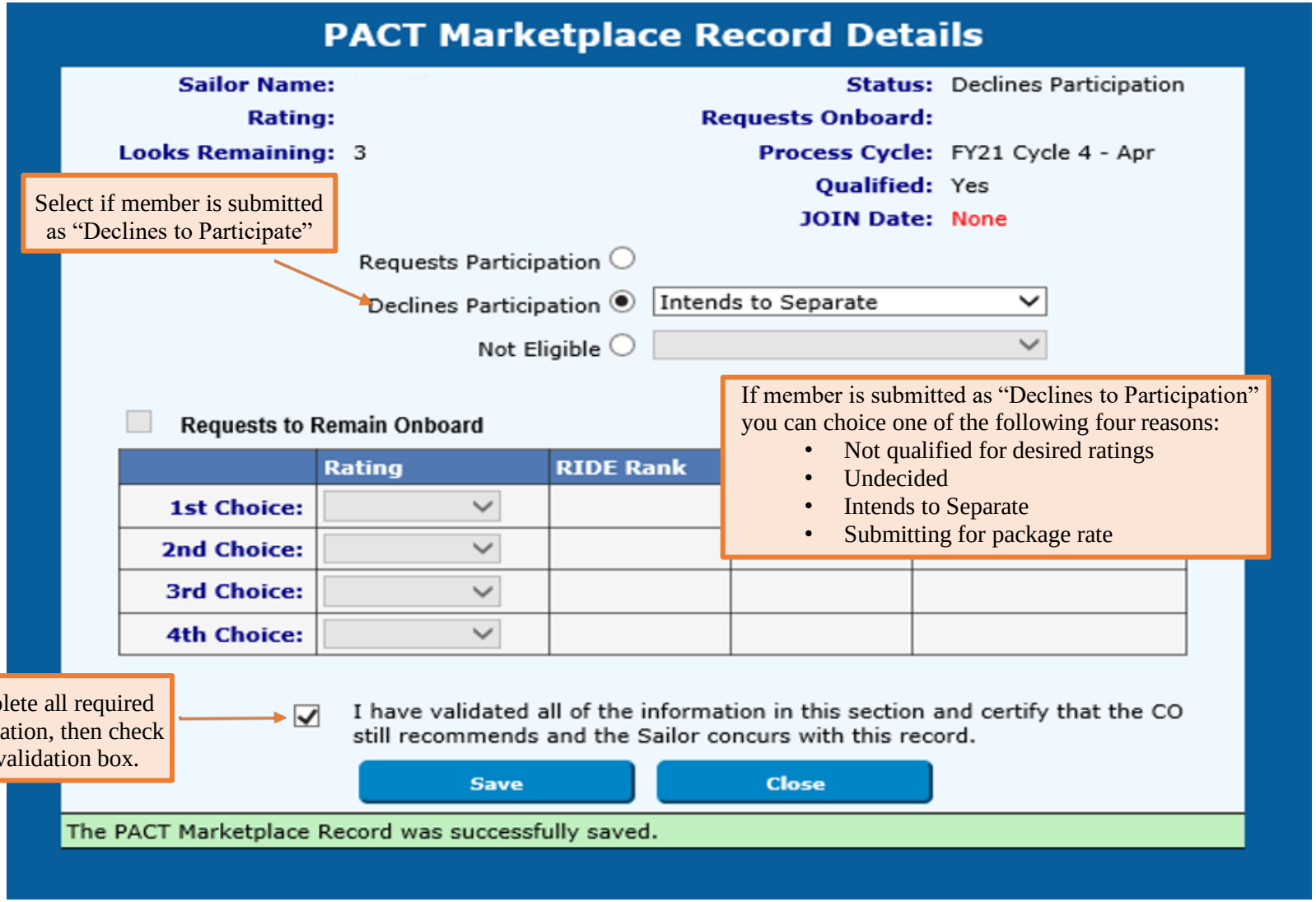
C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN (Cont'd.)



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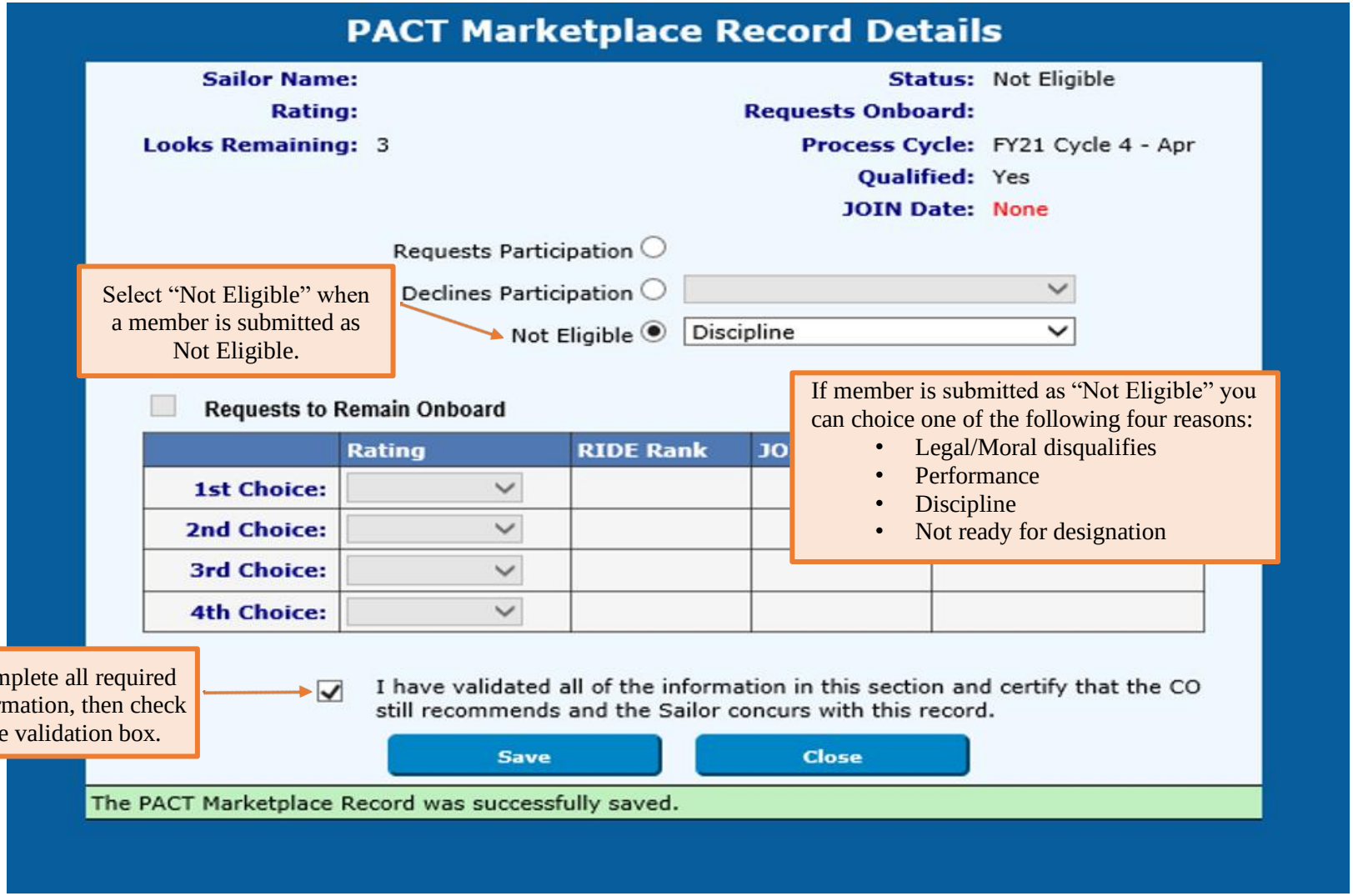
C-WAY PACT MARKETPLACE RECORD DETAIL SCREEN (Cont'd.)



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.

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C-WAY-CONV FOR RC TO RC

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

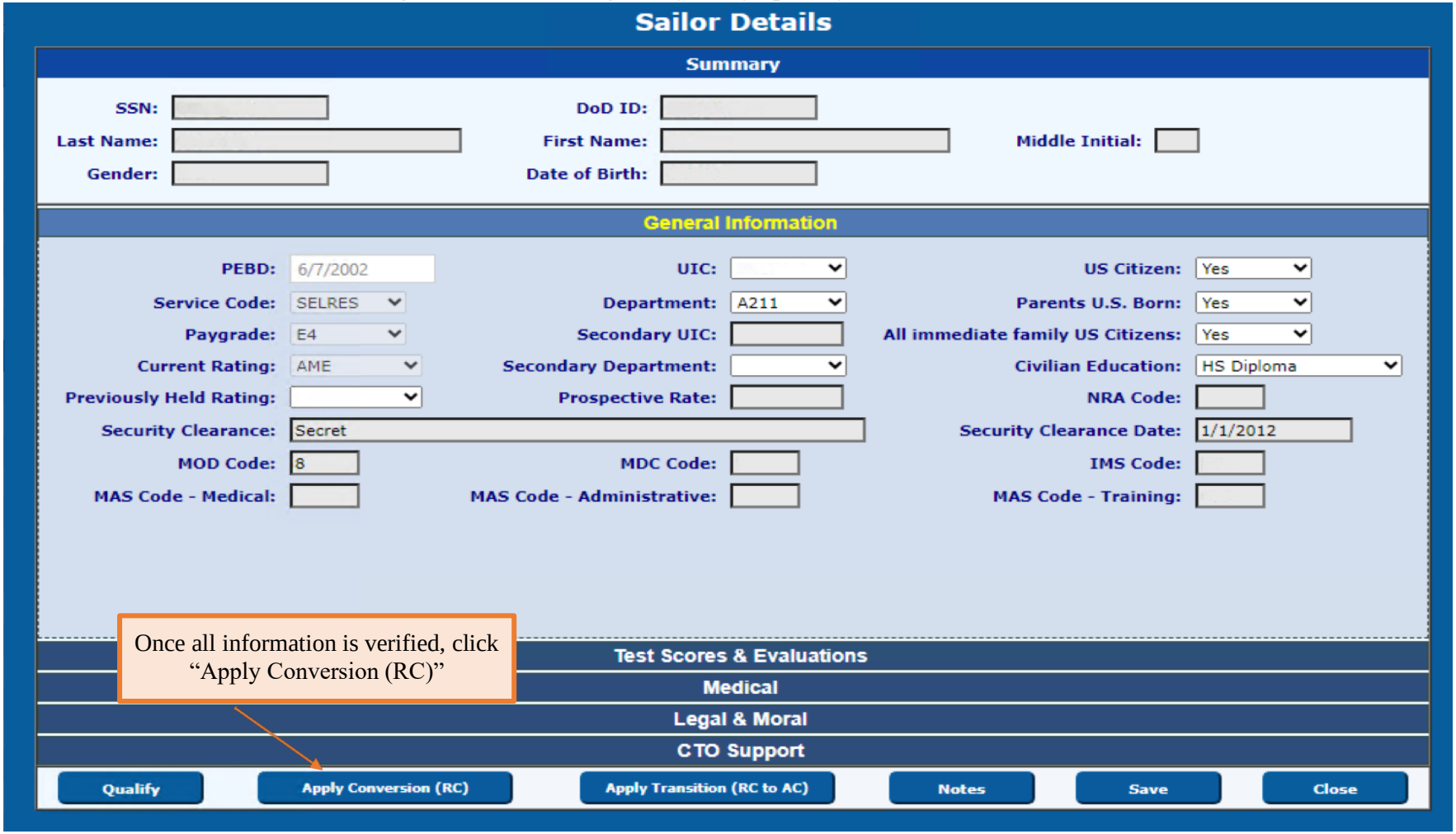
Policy states:

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

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

SUBMITTING A C-WAY-CONV APPLICATION

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.



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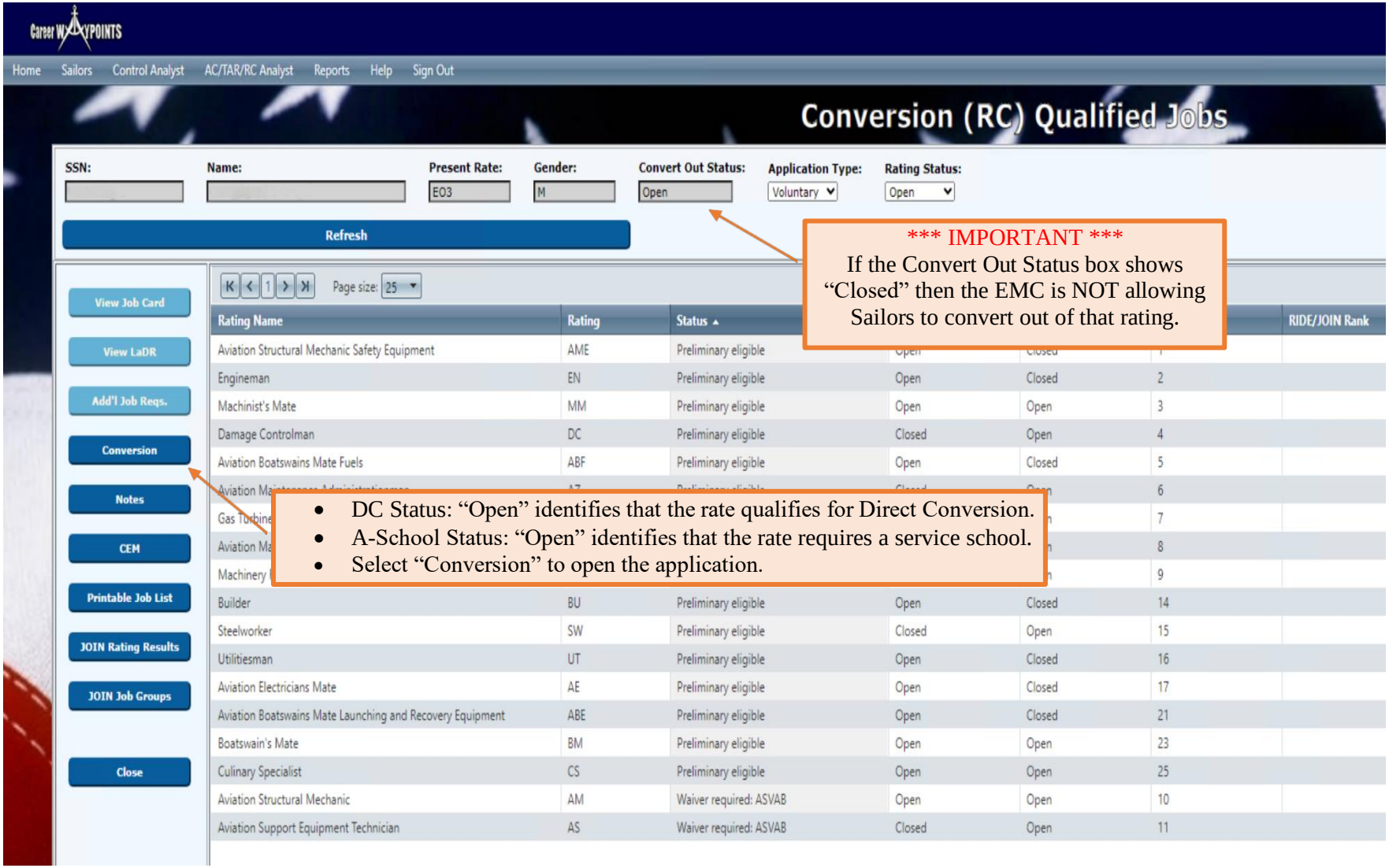
SUBMITTING A C-WAY-CONV APPLICATION (Cont'd.)



- 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.

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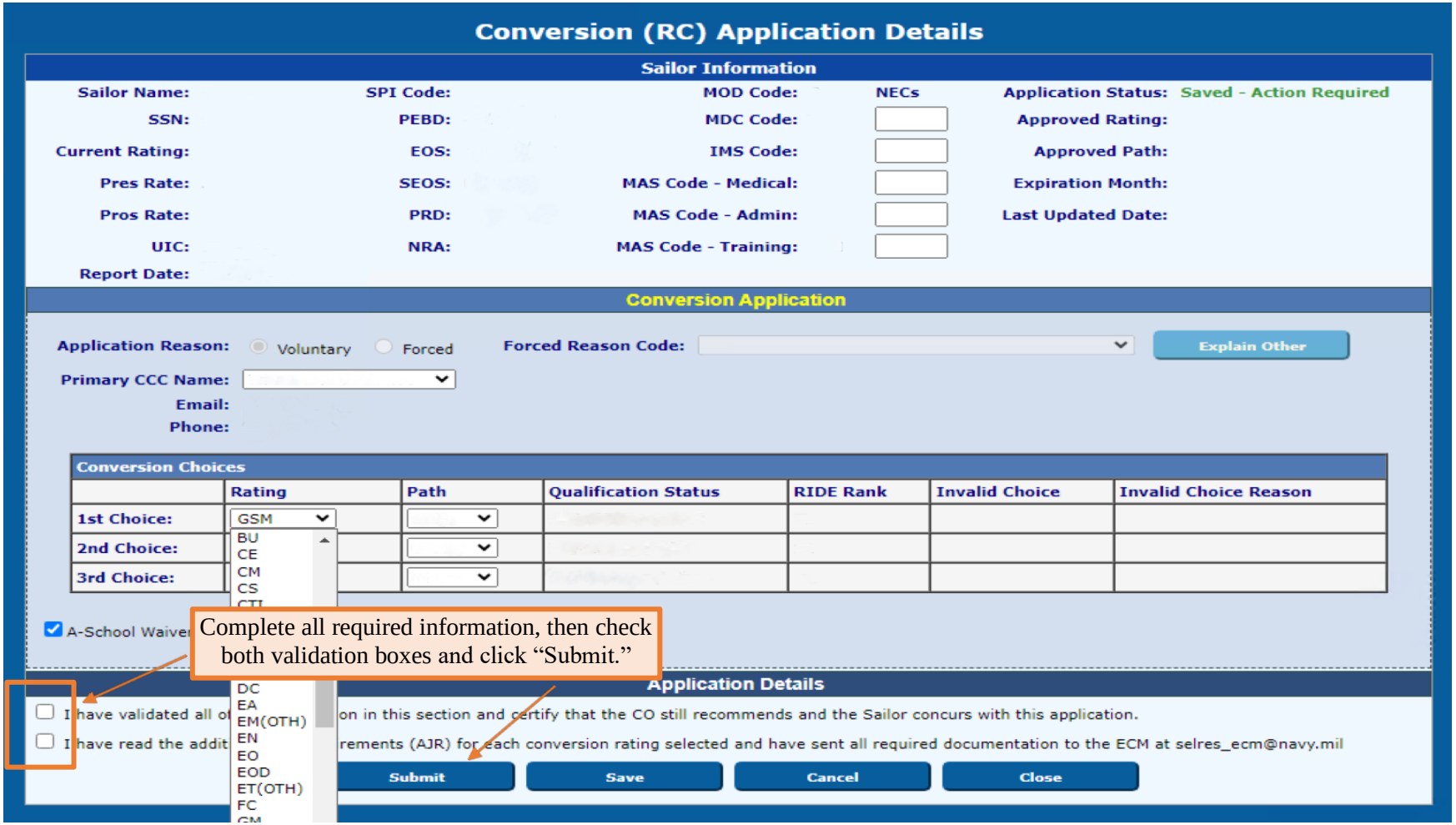
SUBMITTING A C-WAY-CONV APPLICATION (Cont'd.)



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.

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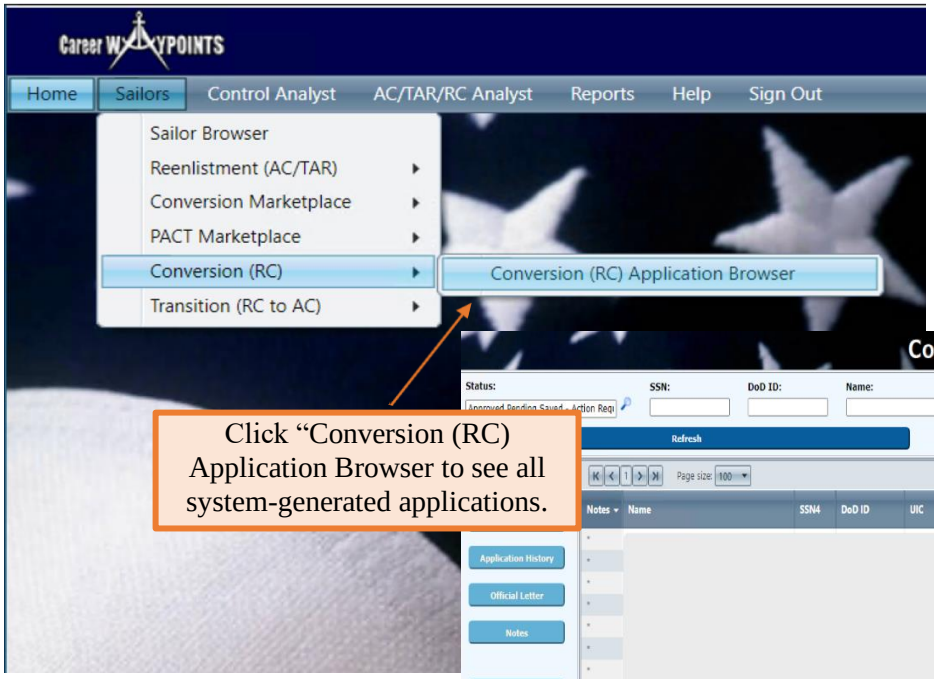
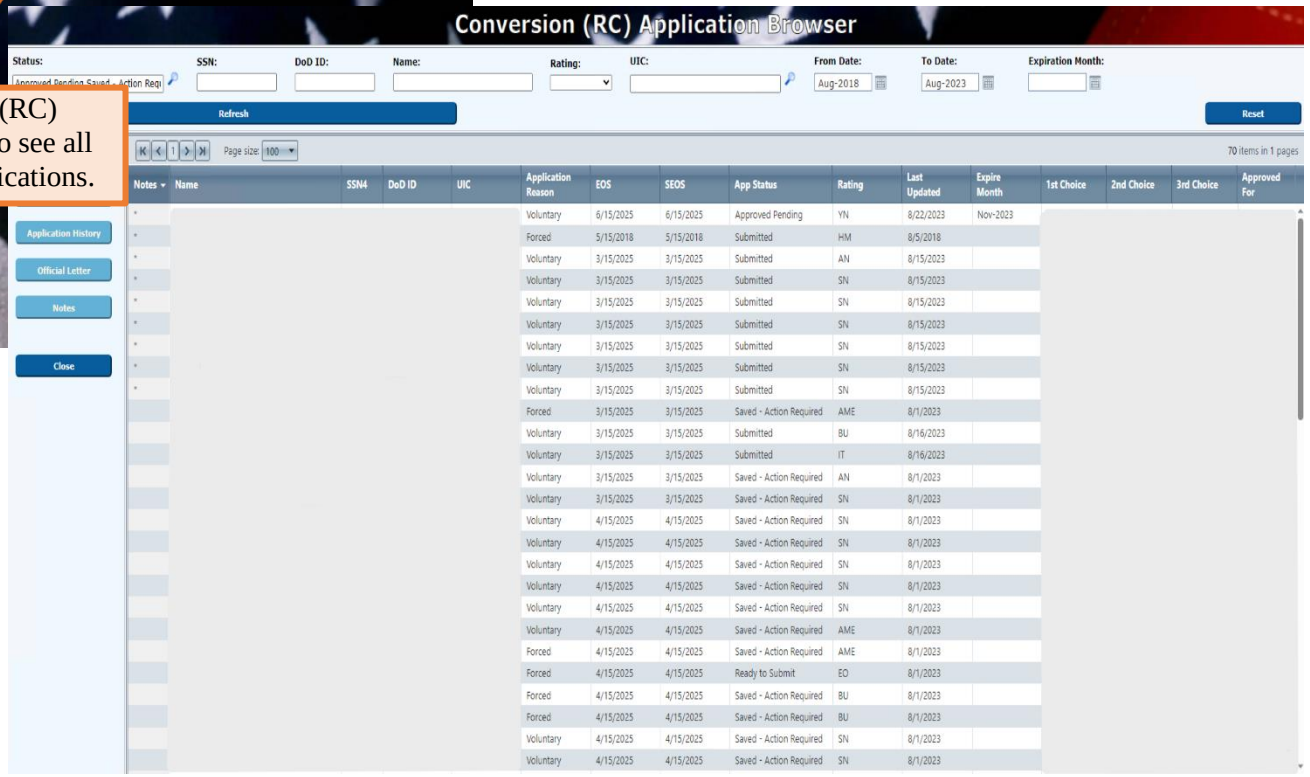
CHECKING THE STATUS OF A C-WAY-CONV APPLICATION





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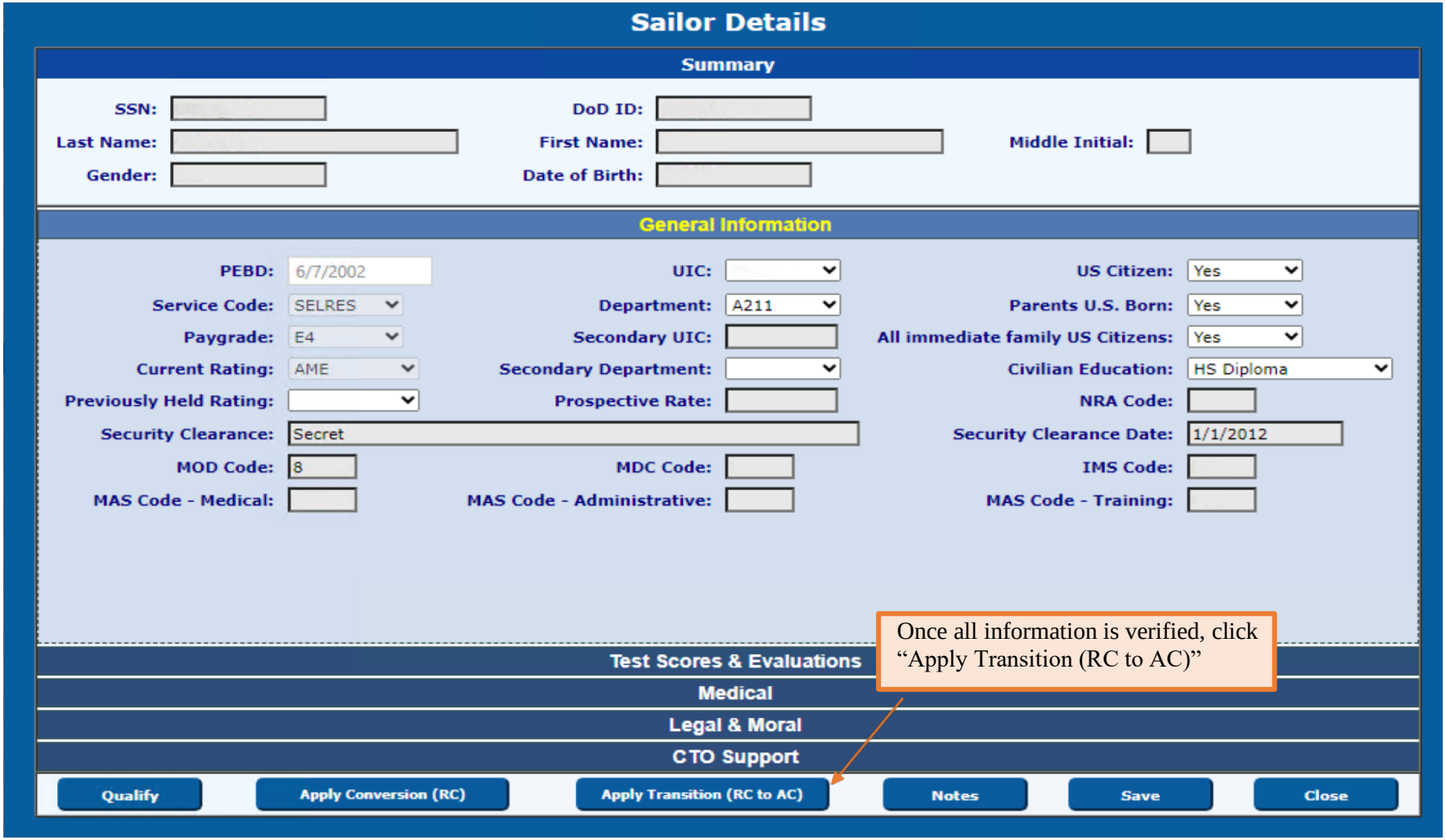
C-WAY-TRANSITION FOR RC TO AC/TAR

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.



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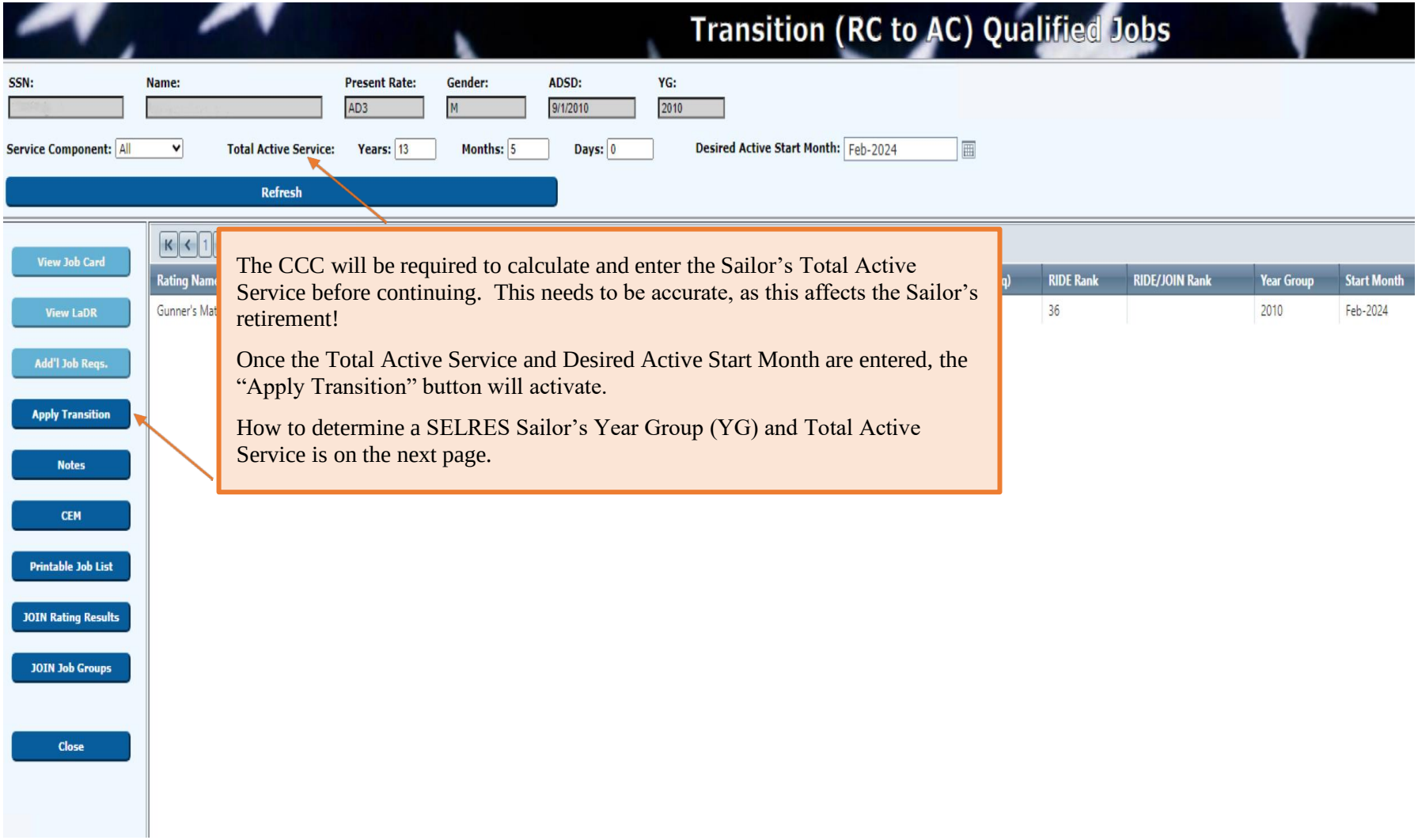
SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/TAR (Cont'd.)



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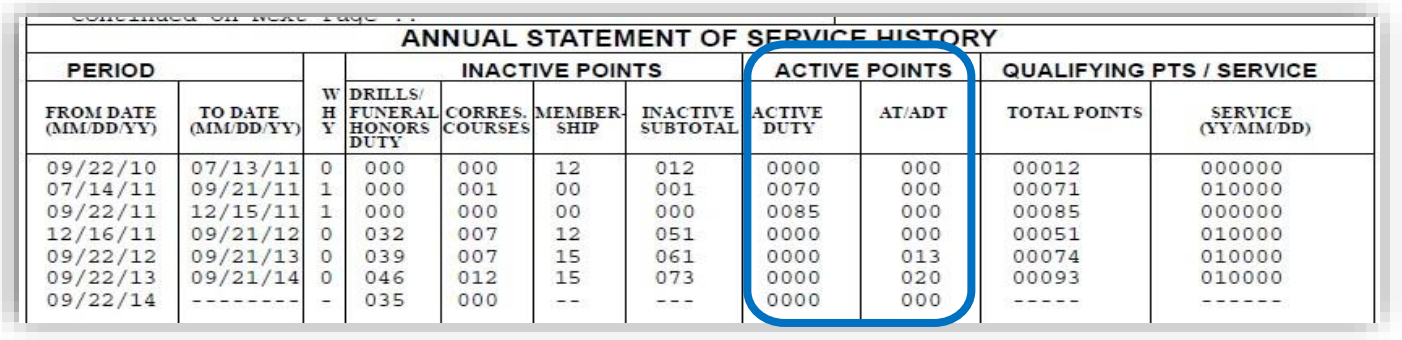
DETERMINING TOTAL ACTIVE SERVICE FOR RC TO AC



ANNUAL STATEMENT OF SERVICE HISTORY

PERIOD			INACTIVE POINTS				ACTIVE POINTS		QUALIFYING PTS / SERVICE	
FROM DATE (MM/DD/YY)	TO DATE (MM/DD/YY)	WHY	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)

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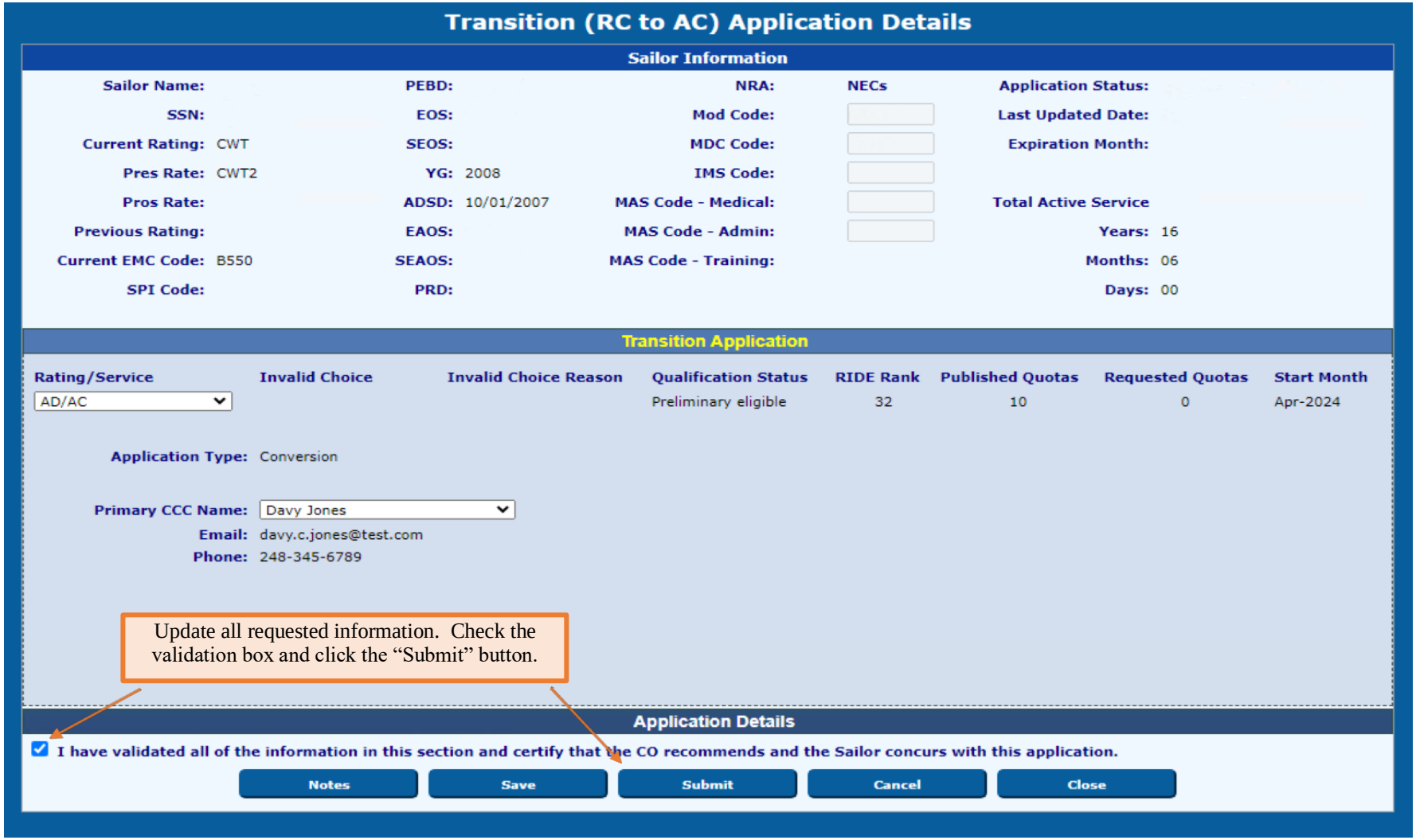
SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/TAR (Cont'd.)



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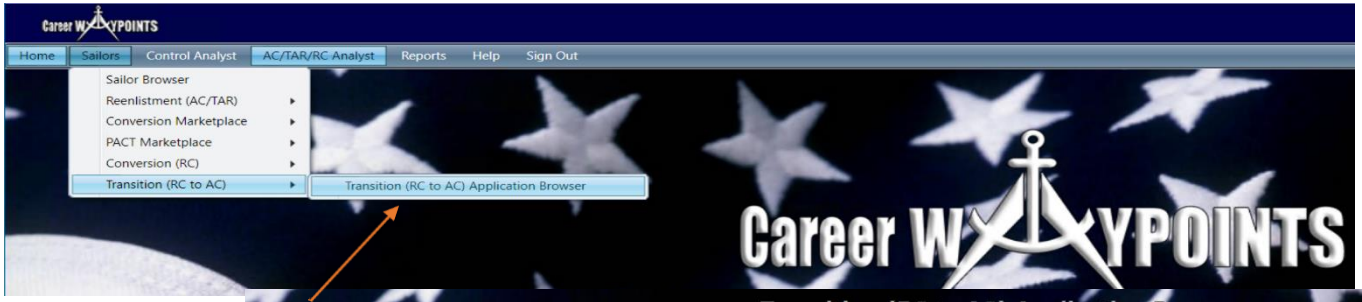
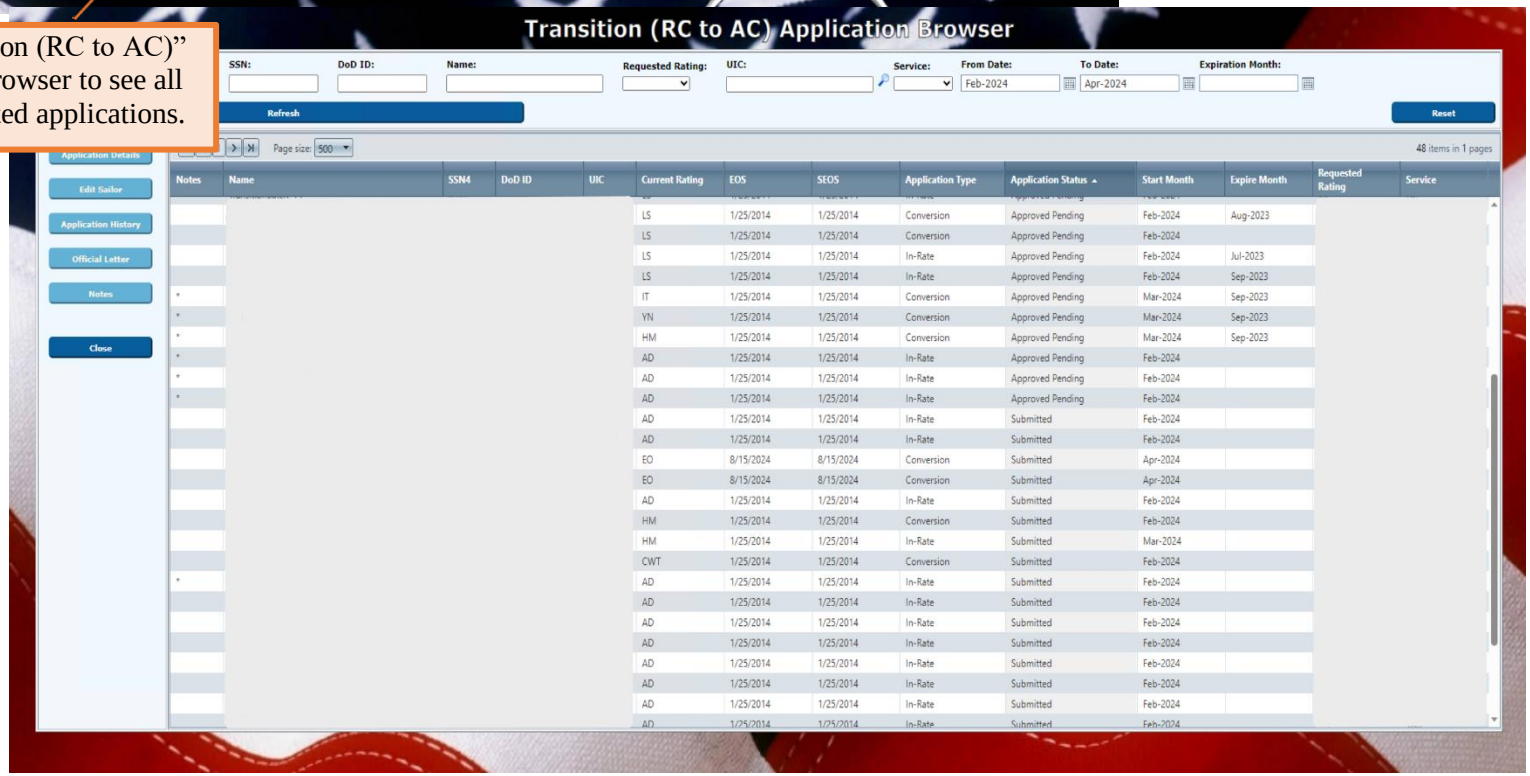
CHECKING THE STATUS OF A C-WAY-TRANS APPLICATION FOR RC TO AC/TAR



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



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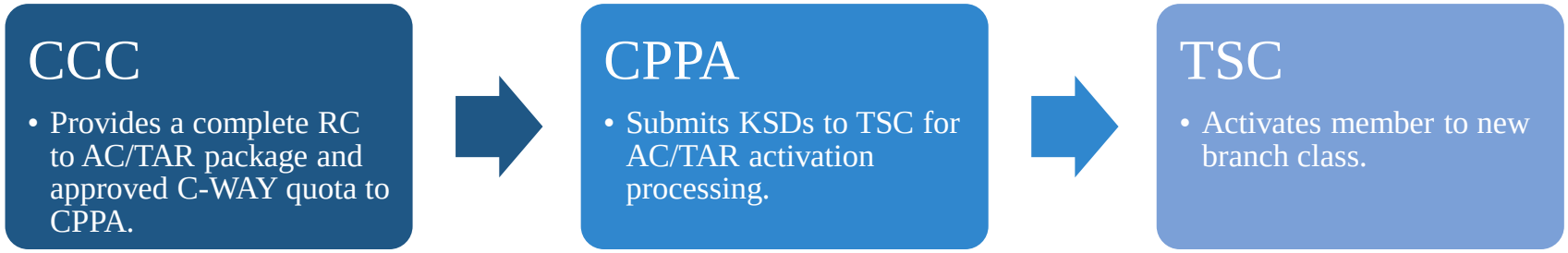
C-WAY FAQ & ADDITIONAL INFORMATION

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 Nacy 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.

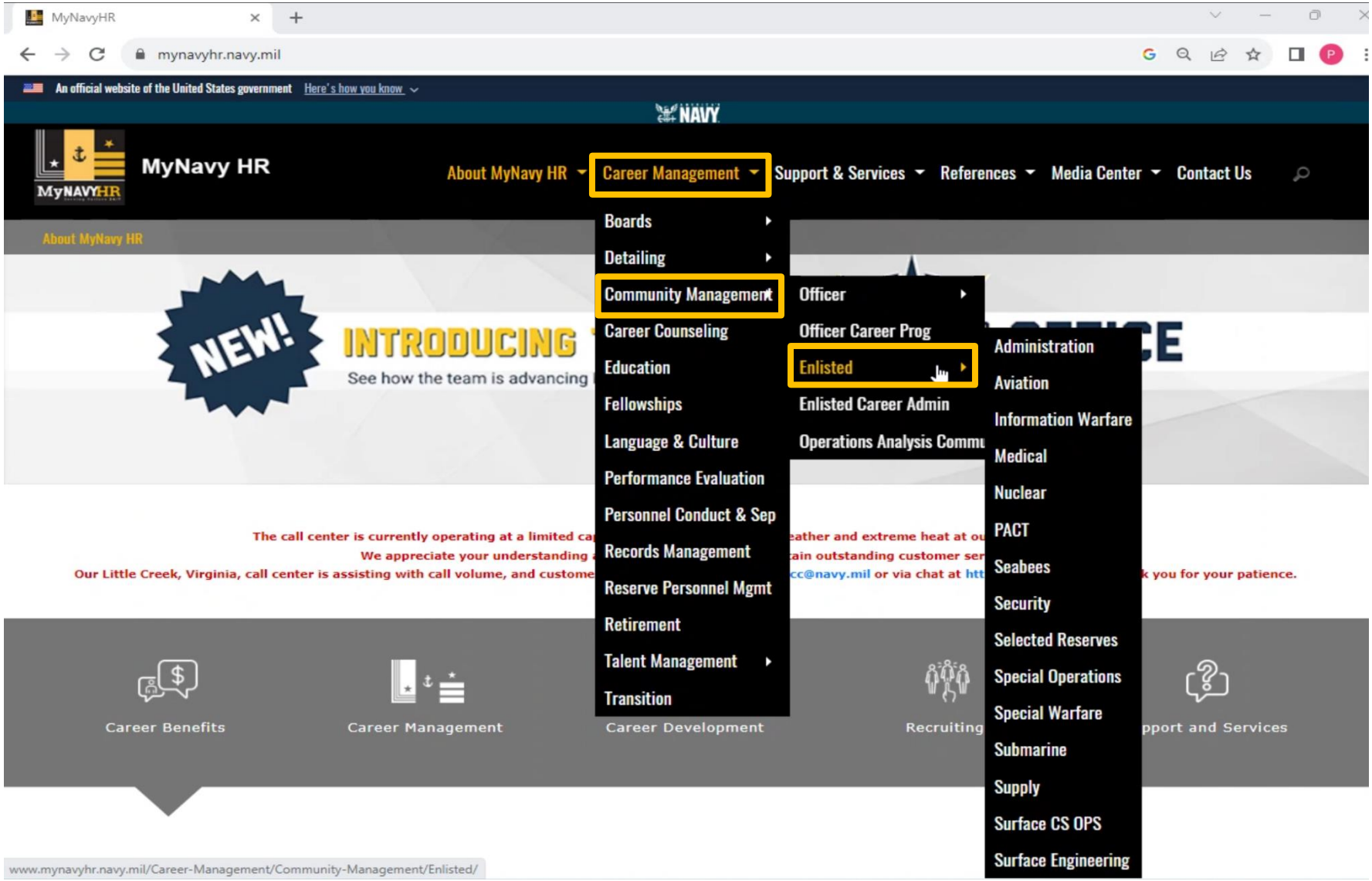
  Important: Ensure the contracts are in the correct Branch Class (e.g., AC/"11" or TAR/"32").
- Confirm that the servicing TSC established the MMPA
- Ensure members contact their prospective AC or TAR detailers (PERS-40) immediately following reenlistment to discuss possibilities for PCS orders.

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

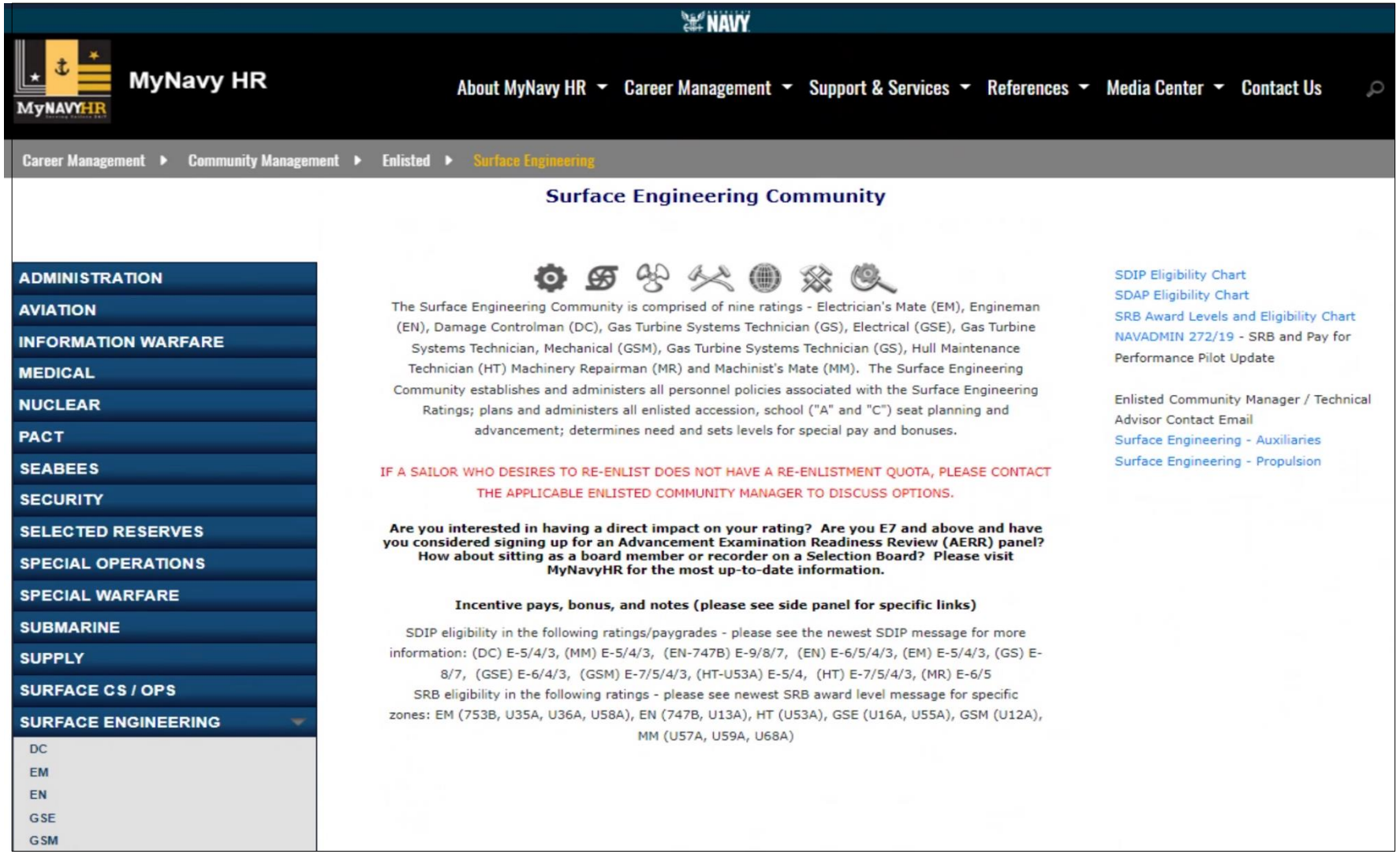
Common Errors or Discrepancies

- 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



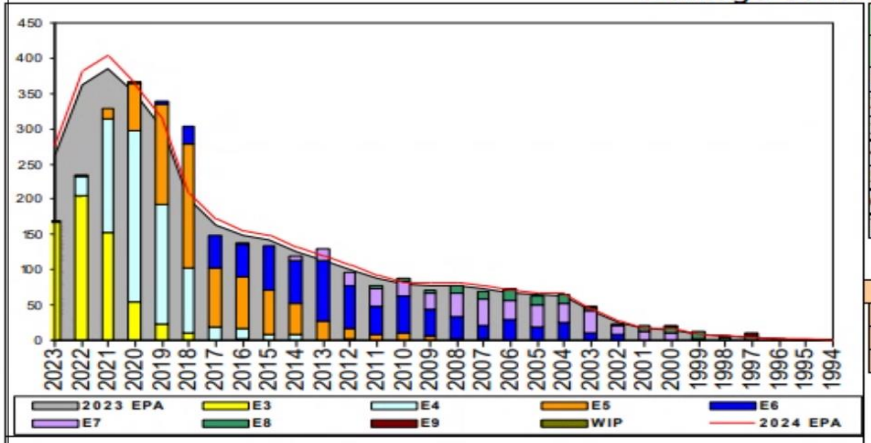
HOW TO FIND THE COMMUNITY HEALTH SLIDES (Cont'd.)



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.)

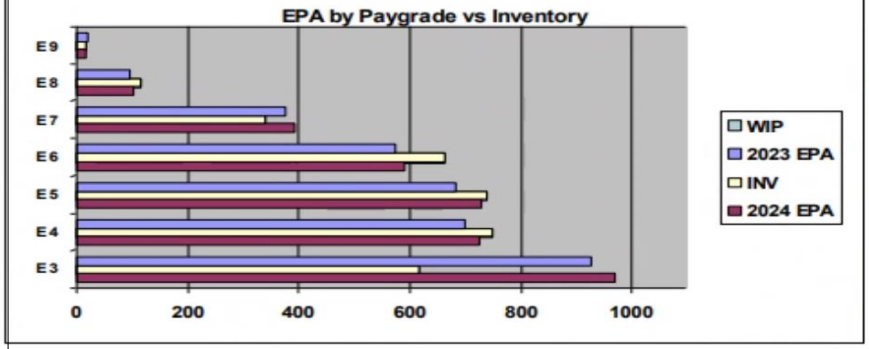
Damage Controlman - B200



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
E1-3	56.4%	428	759	133.3%	40	30	59.3%	468	789
E4	90.6%	601	663	248.9%	117	47	101.1%	718	710
E5	93.7%	400	427	116.5%	297	255	102.2%	697	682
E6	94.1%	320	340	130.8%	306	234	109.1%	626	574
E7	76.0%	155	204	86.7%	163	188	81.1%	318	392
E8	110.6%	52	47	129.2%	62	48	120.0%	114	95
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%

	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%

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 LOPG 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!