



# CAREER COUNSELOR HANDBOOK

Bureau of Naval Personnel

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## PREFACE

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

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

ACRONYMS USED IN THIS HANDBOOK

AC	Active Component
ADOS	Active Duty Operational Support
ADSD	Active Duty Service Date
ADT	Active Duty for Training
AFCT	Armed Forces Classification Test
AIP	Assignment Incentive Pay
AMM	Activity Manning Manager
AMS	Activity Manning Support
AOR	Area of Responsibility
ASHOSH	Annual Retirement Point Record/Annual Statement of Service History
ASVAB	Armed Services Vocational Aptitude Battery
BBD	Billet Based Distribution
BIC	Best in Class
BOL	BUPERS Online
BRS	Blended Retirement System
BRS/CP	Blended Retirement System Continuation Pay
BUPERS	Bureau of Naval Personnel
CAM	Command Access Manager
CAC	Common Access Card
CANTRAC	Catalog of Navy Training Courses
CCC	Command Career Counselor
CDB	Career Development Board
CDP	Career Development Program
CDS	Career Development Symposium
CDT	Career Development Team
CDTC	Career Development Training Course
CDTC-RC	Career Development Training Course-Reserve Component
CEM	Career Exploration Module
CFS	Command Financial Specialist
CIMS	Career Information Management System
CIPR	Command Information Program Review
CLAM	Command Level Access Manager
CLEP	College Level Examination Program
CMDCM	Command Master Chief
CMEO	Command Managed Equal Opportunity
CNRFC	Commander Navy Reserve Force Command
CO	Commanding Officer
COB	Chief of the Boat
COC	Chain of Command
CONUS	Continental United States
COOL	Credentialing Opportunities On-Line
CPPA	Command Pay and Personnel Administrator Course
CRS	Career Readiness Standards
CSC	Command Sponsor Coordinator
CTA	Career Tools Afloat
C-WAY	Career Waypoints



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

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NEAS	Navy Enlisted Advancement System
NEL	Navy eLearning
NFRS	Navy Family Readiness System
NIAPS	Navy Information Application Product Suite
NITC	Navy Instructor Training Course
NPC	Navy Personnel Command
NRC	Navy Reserve Center
NRMS	Navy Retention and Monitoring System
NRPDC	Navy Reserve Professional Development Center
NSIPS	Navy Standard Integrated Personnel System
NTMPS	Navy Training Management & Planning System
NWAE	Navy Wide Advancement Exam
OASC	Online Academic Skills Course
OCONUS	Outside Continental United States
OIC	Officer in Charge
OJT	On the job training
OMPF	Official Military Personnel File
OPNAV	Office of the Chief of Naval Operations
OSVETS	Other Service Veterans
PACT	Professional Apprentice Career Track
PCS	Permanent Change of Station
PEBD	Pay Entry Base Date
PFA	Physical Fitness Assessment
PFM	Personal Financial Management
PMK-EE	Professional Military Knowledge Eligibility Exam
POA&M	Plan of Actions and Milestones
POC	Point of Contact
PRD	Projected Rotation Date
PRIMS	Physical Readiness Information Management System
PRISE-R	Prior Service Reenlistment Eligibility-Reserve
PRT	Physical Readiness Test
PSD	Personnel Support Detachment
PSR	Performance Summary Record
RASW	Reserve Affiliation Success Workshop
R-ADM	Relational Administrative Data Management
RC	Reserve Component
REA	Retention Excellence Award
REDCOM	Navy Reserve Region Readiness and Mobilization Command
REFRAD	Released from Active Duty
RESCORE	Reserve Selected Conversion for Reenlistment
RPPEA	Reserve Personnel Program Excellence Award
RET-ATT	Retention - Attrition
RKE	Rating Knowledge Exam
RPAC	Reserve Processing and Affiliation Center
PRD	Projected Rotation Date
SAAR	System Access Authorization Request
SEAOS	Soft Expiration of Active Obligated Service
SEL	Senior Enlisted Leader
SELRES	Selected Reserves

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

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## **NAVY CAREER INFORMATION PROGRAM**

### **INTRODUCTION**

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

### **CAREER DEVELOPMENT PROGRAM**

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

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

- a. CDP Management
- b. Career Development Team (CDT)
- c. Training
- d. Career Tools
- e. Career Planning
- f. Program Review

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## CHAPTER ONE

### CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

#### INTRODUCTION

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

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

Discuss the CDT and its benefits with the command leadership

- Ensure the command has a trained and qualified CDT. All , department and division counselors shall attend Career Development Training Course (CDTC) or if a Unit Counselor the CDTC-Reserve Component (RC) prior to designation. CDTC completion at member's prior command may be accepted if completed within 12 months of being designated as a department or divisional CC.
- Assign a CDTC/CDTC-RC qualified counselor for every 30 Sailors
- The Senior Counselor will complete an internal self-assessment utilizing NAVPERS 1040/2 Career Information Program Review (CIPR) or Reserve CIPR within 90 days of reporting on board, reporting all findings to the COC and ISIC Career Counselor.
- Establish direct contact with ISIC and TYCOM for support as necessary
- The Command Master Chief (CMC), Chief of the Boat (COB) or Senior Enlisted Leader (SEL), Executive Officer (XO), and Commanding Officer (CO) provide performance feedback, utilizing NAVPERS 1040/3 Career Counselor Initial Tour Feedback, for all

first tour CCCs within twelve months of reporting on board and submit as indicated to TYCOM or ISIC.

- Review or establish the annual budget for maintenance of CDP requirements
- Office organization procedures
- Primary responsibilities include training, administration of the CDP, internal public relations, and other facets of the CDP
- Conduct annual CDP review, per OPNAVINST 1040.11 (Series) (The Navy Enlisted Retention and Career Development Program), utilizing NAVPERS 1040/2 or NAVRES 1040/1.

#### **OFFICE ORGANIZATION PROCEDURES AND BUDGET**

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

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

- CDBs
- Reenlistment and retirements
- Monthly CC team meetings and training
- Quarterly CDT meetings
- Additional career development related items

Use SECNAVINST 5210.1 to ensure proper office organization.

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

It is advised that CCCs establish an annual budget for funded Temporary Duty Travel (TDY) orders and consumables. One of the first priorities should be a review of the CCC's budget. Submit

the budget, via the COC, for approval. Budgeted items may include:

- Discharge pins and retirement pins
- Retirement flags
- Coins, plaques, and command photos, etc.
- Reenlistment pens
- Certificate paper
- Award certificate folders and covers
- Retention Excellence Award Pennant as applicable
- Retention Excellence Award Best in Class Pennant as applicable

Temporary additional duty may include but not limited to:

- Fleet Engagement Team Visits/Area Training
- Navy Personnel Command (NPC) visits
- TYCOM and ISIC training
- Conducting assessments on all subordinate commands, as required
- Career Development Symposium (CDS)/Training
- Navy Counselor Professional Development and Training Symposium (NCPDTS)

#### **CAREER INFORMATION MANAGEMENT SYSTEM (CIMS)**

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

**RETENTION STATISTICS AND REPORTS**

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

## CHAPTER TWO

### BUILDING THE CAREER DEVELOPMENT TEAM (CDT)

#### INTRODUCTION

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

The CCC is the primary manager of the CDT. The CDT membership is comprised of:

- Commanding Officer (CO)
- Executive Officer (XO)
- Command Master Chief (CMDCM), Command Senior Chief (CMDCS), Chief of the Boat (COB), or Senior Enlisted Leader (SEL)
- Command Career Counselor (CCC)
- Department Heads (DH) and Division Officers (DIVO)
- Department and Division Leading Chief Petty Officers (DLCPO)
- Department, Division, and Unit CC

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

- Increased COC credibility
- Increase in the counseling expertise of supervisory personnel
- Lower Sailor-to-counselor ratio
- Better informed Sailors



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

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

### **DEPARTMENT, DIVISION, AND UNIT CAREER COUNSELOR**

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

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

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

- High professionalism
- Ability to interpret and communicate career related concepts and instructions
- Paygrade E-5 and above, no exceptions
- Willingness and enthusiasm to serve as a counselor

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

### **MEETING AND TRAINING PREPARATION**

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

Meeting: Counselors will reserve a space or room, well in advance, that is large enough for the expected audience. Counselors will ensure the space is ready and that all necessary equipment is in working order. Test the audio-visual equipment at least 30 minutes prior to the meeting. Counselors will prepare enough handouts for the attendees and confirm and prepare guest speakers, if necessary.

Minutes of the Meeting: Compile and prepare meeting minutes for the COC's review and input. Minutes will be prepared and routed alongside the monthly report to the CO, via the CMC and XO. Distribute reviewed minutes to all CDT members upon the CO's review. CCC will maintain the original approved minutes for 24 months from the date of the meeting. The minutes should include:

- The start and end times, date, place held, and members present and absent
- All agenda items discussed, and decisions made (If actions are agreed upon, identify the members responsible for the action and expected completion dates)
- The date, time, and place of the next meeting (by establishing a consistent meeting time and place, all attendees should be able to schedule them as a recurring item on their calendars)

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

## **CHAPTER THREE TRAINING**

### **INTRODUCTION**

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

### **FORMAL TRAINING**

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

- Command Career Counselor Course (A-501-0011). Active duty quota requests must be forwarded to the Navy Counselor rating detailer via ISIC and TYCOMs
- Reserve Career Information Course (R-501-0005). Reserve quotas are obtained through the Navy Reserve Professional Development Center (NRPDC) via the COC. This course is designed for any CC that supports Ready Reserve personnel
- CDTC via the MyNavy HR website, CDTC-RC via the MyNavy Reserve Homeport (MyNRH) website (Only accessible to TAR and Selected Reserve personnel)
- First Term Success Workshop (FTSW) via the MyNavy HR website
- Reserve Affiliation Success Workshop (RASW) via the MyNavy Reserve Homeport (MyNRH) website
- Command Pay and Personnel Administrator Course (CPPA) (A-500-0035)
- Career Development Symposium/Trainings

### **INFORMAL TRAINING**

- Regional fleet engagement team visits
- Career Development Symposium/Trainings
- Navy Family Readiness System (NRS) sponsored events
- Command Career Counselor PQS
- NC ISIC PQS

### **ADDITIONAL TRAINING**

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

- Command Information Management System (CIMS) via the NSIPS website
- MyNavy HR website
- Bureau of Naval Personnel (BUPERS) Online (BOL) website
- Career Waypoints (C-WAY) website
- Transition between Reserve Component (RC), Training and Administration of the Reserve (TAR) Component, and Active Component (AC) (RC2AC, RC2TAR, RC2RC)
- Understanding and utilizing Career Counselor access via MyNavy Assignment (MNA)
- Blended Retirement System Continuation Pay (BRS/CP), Selective Reenlistment Bonus (SRB), Fleet Reserve and retirement, Selective Training and Reenlistment (STAR), Enlisted Supervisor Retention Pay (ESRP), Detailing Marketplace Assignment Policy (DMAP)
- Navy Retention Monitoring System (NRMS) via the NSIPS website
- Defense Manpower Data Center (DMDC) website

- Navy e-Learning (NeL) website
- CDT organization and meetings
- Review of each department, division, and unit CDP utilizing CIPR NAVPERS 1040/2 or NAVRES 1040/3
- Monthly report to the CO, routed via XO and the CMC or SEL
- New programs and policies as appropriate
- My Navy Reserves Homeport (MyNRH) website

## **CHAPTER FOUR**

### **CAREER TOOLS**

#### **INTRODUCTION**

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

Navy Career Tools are accessible in two environments:

- Internet - Fleet users may access the Navy Career Tool suite located on the internet, whether from shore-based commands or from ships at sea
- Afloat - Depending on geographic location, internet is not always available. In this situation, fleet users may access afloat versions of the available Navy Career Tools

#### **AFLOAT ENVIRONMENT**

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

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

Applications include:

- Afloat Career Tools common access portal
- Navy eLearning (NeL) Afloat
- Electronic Training Jacket (ETJ) Afloat
- Fleet Training Management and Planning System (FLTMPS) Afloat

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

- NSIPS Web Afloat
- Electronic Service Record (ESR) Afloat

- Career Information Management System (CIMS) Afloat

Because afloat applications are disconnected from the internet, application data must be "refreshed" periodically. This data refresh occurs through a process called replication.

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

#### **CAREER COUNSELOR ACCESS**

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

The CCC is required to obtain access to and use the following online systems to manage the CDP:

- BUPERS Online (BOL)
- MyNavy Portal (MNP)
- Career Information Management System (CIMS via NSIPS) See Chapter six for more information
- MyNavy Assignment (MNA) (Command/Career Counselor/Activity Manning Manager-View Only) See Chapter 8 for more information
- Career Waypoint System (C-WAY via BOL) See Chapter 7 for more information



- Defense Manpower Data Center (DMDC) (DD Form 2648)
- Fleet Training Management and Planning System (FLTMPS)
- Navy Retention Monitoring System (NRMS via NSIPS)
- Command Level Access Manager (CLAM via NSIPS)
- CIMS Command Access Manager (CAM via NSIPS)

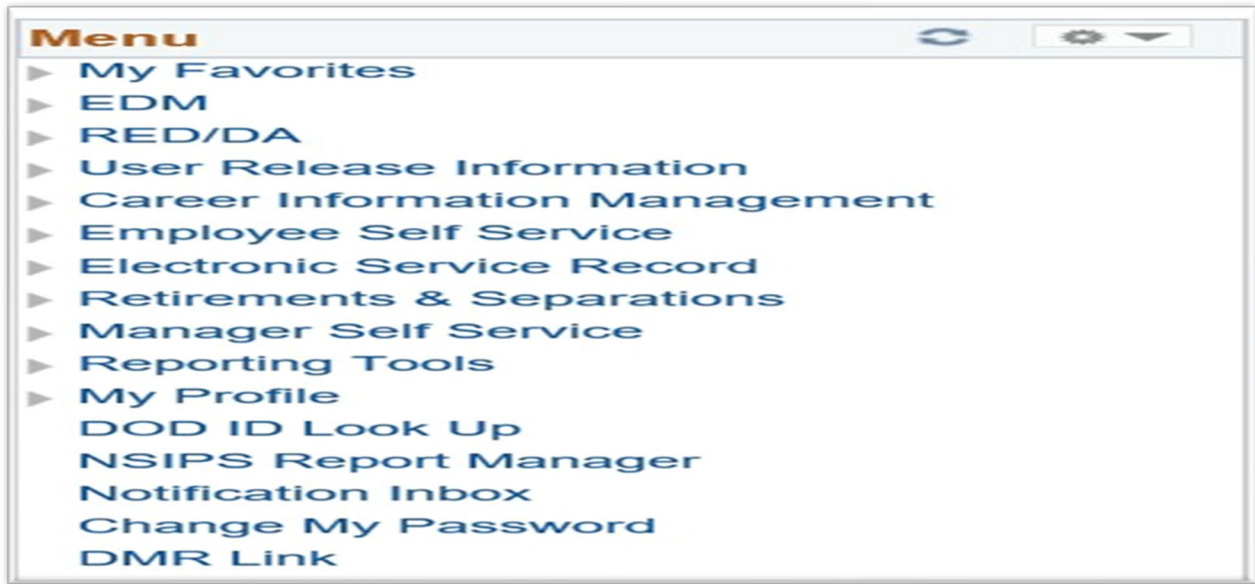
#### **RETIREMENT AND SEPARATION REQUEST VIA NSIPS**

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



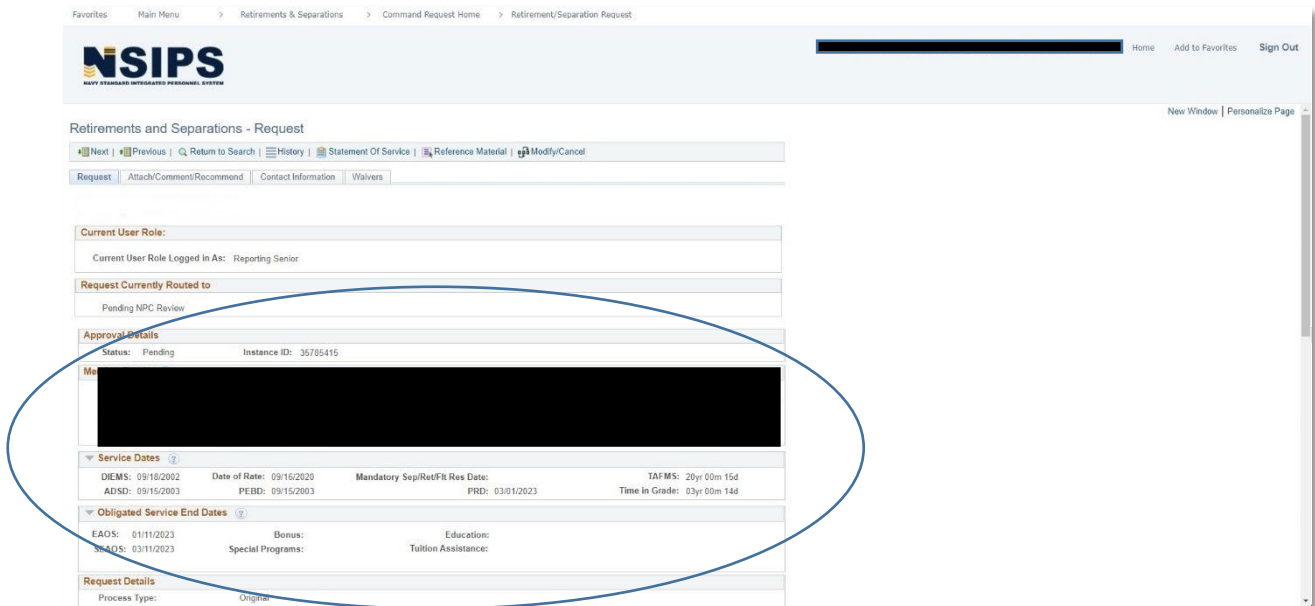
***Figure 4-1 NSIPS Login***

Step 2: Select "Member Self-Service" from the left menu then select "Retirement/ Separation".



**Figure 4-2 NSIPS Menu**

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



**Figure 4-3 Request Tab**

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

R&S Command Request Home

Current User Role Logged in As: Reporting Senior

Assigned Requests											Find      First 1.4 of 4 Last
Rank/Rate	Name	UIC	Approval Instance	Process Type	Request Type	Approval Status	Requested Ret/Sep Date	Last Update Date/Time	Current Status	User Role Assigned	Days in Queue View Request
SOCS	[REDACTED]	62980	36951412	Original	Fleet Reserve	Pending	08/31/2023	03/17/2022 9:54:45AM	Pending Command Review	Command Separation Specialist	8 View Request
CDR	[REDACTED]	62980	35723852	Original	Regular Retirement	Pending	11/01/2022	03/01/2022 11:12:55AM	Pending Command Review	Command Separation Specialist	24 View Request
PSC	[REDACTED]	4016A	35830403	Original	Fleet Reserve	Pending	06/30/2023	02/19/2022 8:22:11AM	Pending Command Review	Command Separation Specialist	39 View Request
LSC	[REDACTED]	62980	35748181	Original	Fleet Reserve	Pending	01/31/2024	02/01/2022 1:45:19PM	Pending Command Review	Command Separation Specialist	52 View Request

**Filters**

Request Type: Fleet Reserve

Date Type: Last Updated Date | Earliest Date: 01/01/2021 | Latest Date: 01/01/2022 | Apply Filters

All Pending Requests											Personalize   Find   View All      First 1.3 of 3 Last
Rank/Rate	Name	UIC	Approval Instance	Process Type	Request Type	Approval Status	Requested Ret/Sep Date	Last Update Date/Time	Current Status	User Role Assigned	Days in Queue View Request
PS1	[REDACTED]	62980	35390190	Original	Fleet Reserve	Pending	09/30/2025	11/23/2021 2:47:01PM	Draft		View Request
ETCM	[REDACTED]	62980	35353932	Original	Fleet Reserve	Pending	07/31/2024	11/17/2021 1:32:38PM	Draft		View Request

**Figure 4-4 Command Access Home Page**

Note: Counselor shall verify eligibility per applicable MILPERSMAN.

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

**Request Details**

Process Type: Original

Requested Type: Fleet Reserve

Requested Date: 09/30/2023 | Created On: 02/04/2022 7:11:20:000000AM

Is the Service Member currently serving on an Overseas Tour with DoD sponsored (funded) Accompanied with Dependents tour? No

Current Routing Status: Pending NPC Review

**Eligibility Result**

Further evaluation and determination may be required by NPC or higher authority to determine eligibility for Fleet Reserve. Below are the specific preliminary eligibility check results.

Requested Date occurs after EAOS (1/11/2023) and SEAOs (3/11/2023) dates. Member may require more service on contract to retire.	<span>Cannot Waive</span>
The system lacks the following Obligated Service End Dates: Special Program, Bonus, Tuition Assistance, Education. Further evaluation and determination by NPC may be required.	<span>NPC Evaluation</span>
Total Time in Service meets minimum required 20 years, 0 months, 0 days. Earliest qualifying date is 9/15/2023.	<span>Cannot Waive</span>
Minimum Tour for Separation is on or before Requested Date	<span>Check Passed</span>
Time in Grade E07 meets the minimum 2 years, 0 months, 0 days. Earliest qualifying date is 9/15/2022.	<span>Check Passed</span>
Retirement date is on or before Statutory Date: 5/18/2037, or is not greater than the last day of the month in which the service member reaches their Statutory date.	<span>Check Passed</span>
Requested Date occurs after the following Obligated Service End Dates: Post-S/11 GIB (7/17/2021).	<span>Check Passed</span>

**Additional Request Data**

Options

Receiv Monetary Debt Advisors: Acknowledged | Add Waiver | Willingness to Retire/Separate at a Lower Paygrade: No

**Figure 4-5 Retirement Eligibility Result**

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

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Home Add to Favorites Sign Out

New Window | Personalize Page

Retirements and Separations - Request

Save | Route | Next | Previous | Return to Search | History | Statement Of Service | Reference Material | Modify/Cancel

Request | Attach/Comment/Recommend | Contact Information | Waivers

**Home Address**

Address Type: Home  
Street 1: [REDACTED] LANE  
Street 2: [REDACTED]  
City: SUFFOLK  
State: Virginia  
Postal Code: 23435  
Country: United States

**Planned Retirement/ Separation Address**

Address Type:  
Street 1:  
Street 2:  
City:  
State:  
Postal Code:  
Country:

**Phone Numbers**

Phone Type Telephone Domestic Indicator  
Cellular [REDACTED]

**Other Email Addresses**

Email Type Email Address  
Home [REDACTED]@GMAIL.COM

Edit Address, Phone [REDACTED]

**Official Email Address**

Email: [REDACTED]@NAVY.MIL

Edit Official Email [REDACTED]

**Command Contact**

**Figure 4-6 Planned Separation Address**

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

**Current Status:** Pending Command Review

**Select a Workflow Action**

**Select a Role**

Route To Role
<input type="radio"/> Command Reviewer
<input type="radio"/> Command Separation Specialist
<input type="radio"/> Member Self Service
<input checked="" type="radio"/> Reporting Senior

**Select a User**

Rank/Rate	Name	UIC
<input type="radio"/> CAPT	[REDACTED]	62980
<input type="radio"/> CDR	[REDACTED]	9240N
<input type="radio"/> CAPT	[REDACTED]	62980
<input type="radio"/> RDML	[REDACTED]	0010A
<input type="radio"/> CDR	[REDACTED]	62980

Route Request Cancel

**Figure 4-7 Reviewer/Approver View**

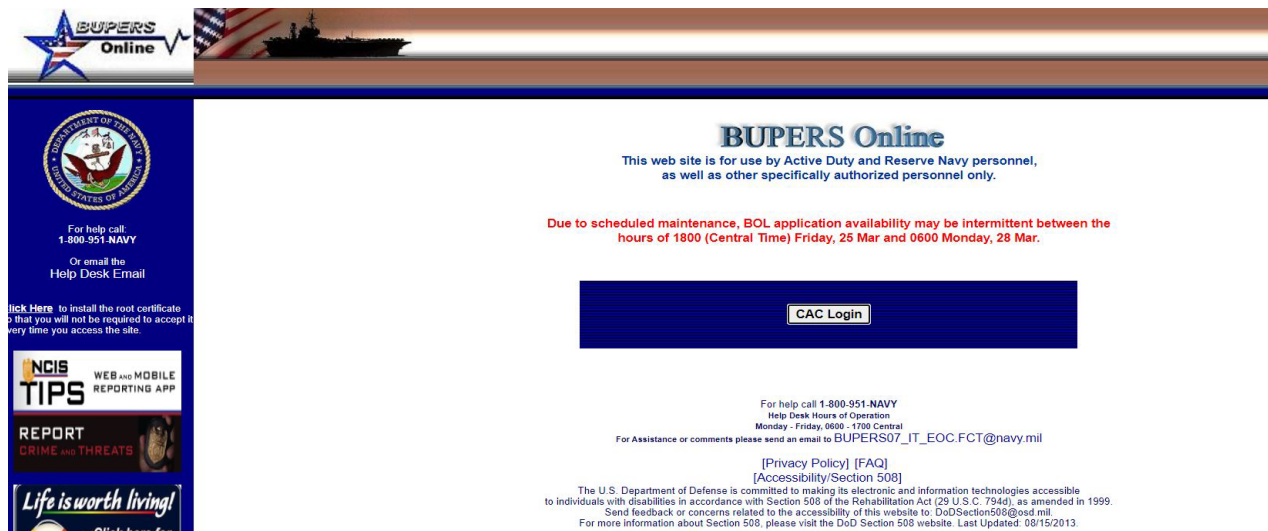
### **BUPERS ONLINE (BOL)**

To gain Command access for BOL, utilize the sample letter found on MyNavy HR> Career Counselor> Resources> Bupers Online (BOL) Access Letter Sample. Submit via email to [mill\\_pers-4helpdesk@navy.mil](mailto:mill_pers-4helpdesk@navy.mil).

## **OFFICIAL MILITARY PERSONNEL FILE (OMPF)**

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

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



**Figure 4-8 BOL Login Page**

### **Required Actions:**

- Sailors should periodically review their OMPF through the OMPF "My Record" user role. Take all necessary actions to ensure OMPF is current, accurate, and complete, especially following reenlistments
- Use correction procedures provided at MyNavy HR > Career Management > Records Management > Military Personnel Records > Document Correction

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

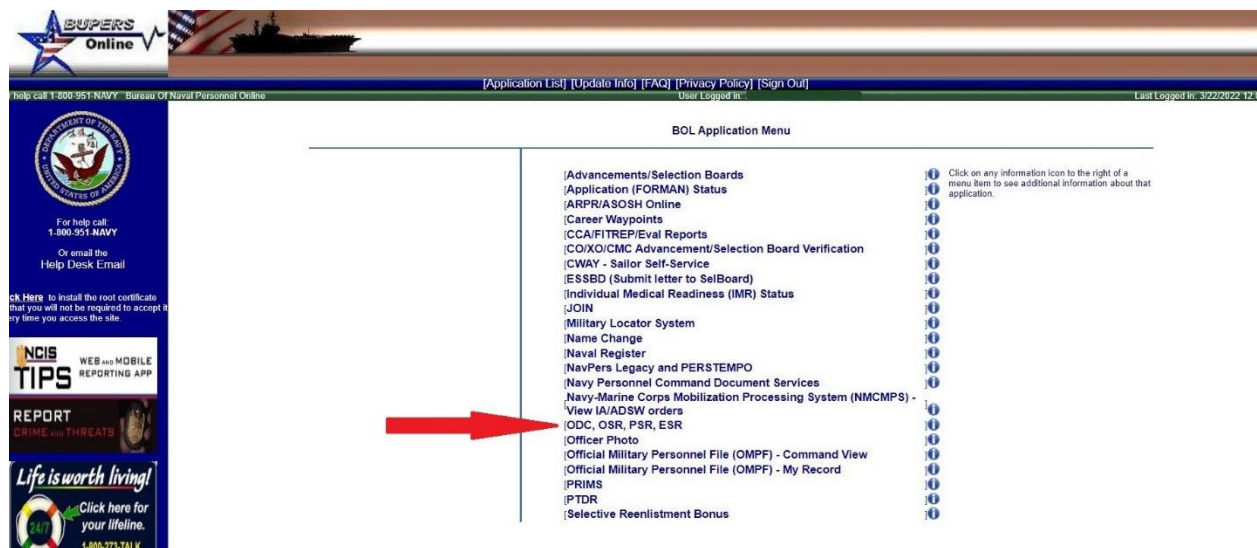
### **PERFORMANCE SUMMARY RECORD (PSR)**

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

- Part I: Personnel Data Summary (previously titled Enlisted Summary Record)
- Part II: Evaluation Summary (Pre-1996 Form)
- Part III: Evaluation Summary (1996-Present)

**Tip:** PSR can be accessed by:

- Using CAC with CAC-enabled computer, go to BOL
- Click ODC, OSR, PSR, ESR LINK to view, download and print copies of the PSR



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

Required actions:

- View and verify PSR periodically for accuracy

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

#### **OVERSEAS SCREENING/REMOTE/GSA Tab in BOL**

The overseas screening/remote/GSA tab is used to submit screenings for Sailors with detaching orders.

- From the application menu, click on *Detaching Orders*. This will display a screen with all members at your command that have orders overseas or to a remote location and need to complete an overseas screening
- Click on the Select Button on the row for which you wish to input status information
- Click on *Member Status Block* and select the appropriate status. If the status is pending or unsuitable, a brief explanation must be provided in the members comments block
- Follow the same procedure for the *Dependent Status* and *Obligated Service* blocks. If the Anti-Terrorism training has been completed, click on the box next to that block. If the block is not checked, provide a brief reason why it has not been completed
- Enter the number of days that it took to complete the overseas screening. If it took more than 30 days, enter the reason in the space provided
- Once all the information has been entered, click the *submit* button. This will update the PERS database
- If member is in a pending status you will still have to go in BOL and update the status every 30 days or an Overseas Screening Delinquency message will be generated automatically.



Role: User

**Overseas Screening**

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[Home](#)
[Detaching Orders](#)
[Gaining Orders](#)
[Management Reports](#)
[Administrative Functions ▾](#)
[Early Returns ▾](#)
[Help](#)

**Contacts and Important Information**

SUITABILITY AND SELECTION FOR OVERSEAS SERVICE  
(MILPERSMAN 1300-302)

SUITABILITY FOR OVERSEAS ASSIGNMENT SCREENING AND  
REPORTING (MILPERSMAN 1300-304)

EARLY RETURN/REASSIGNMENT DUE TO UNSUITABILITY  
(MILPERSMAN 1300-306)

<b>Overseas Screening Questions</b>  Email: <a href="mailto:overseas_screening@navy.mil">overseas_screening@navy.mil</a>	<b>Enlisted/Officer Early Return for Limited Duty/Pregnancy</b>  Email: <a href="mailto:pregavail-td.fct@navy.mil">pregavail-td.fct@navy.mil</a>	<b>Officer Early Return with Dependents</b>  Email: <a href="mailto:overseas_earlyreturn@navy.mil">overseas_earlyreturn@navy.mil</a>	<b>Enlisted Early Return with Dependents</b>  Email: <a href="mailto:overseas_earlyreturn@navy.mil">overseas_earlyreturn@navy.mil</a>
<b>Enlisted/Officer Early Return Of Dependents only</b>  Email: <a href="mailto:overseas_earlyreturn@navy.mil">overseas_earlyreturn@navy.mil</a>			

**Figure 4-10 Overseas Screening Home Screen**

### **ELECTRONIC SERVICE RECORD (ESR)**

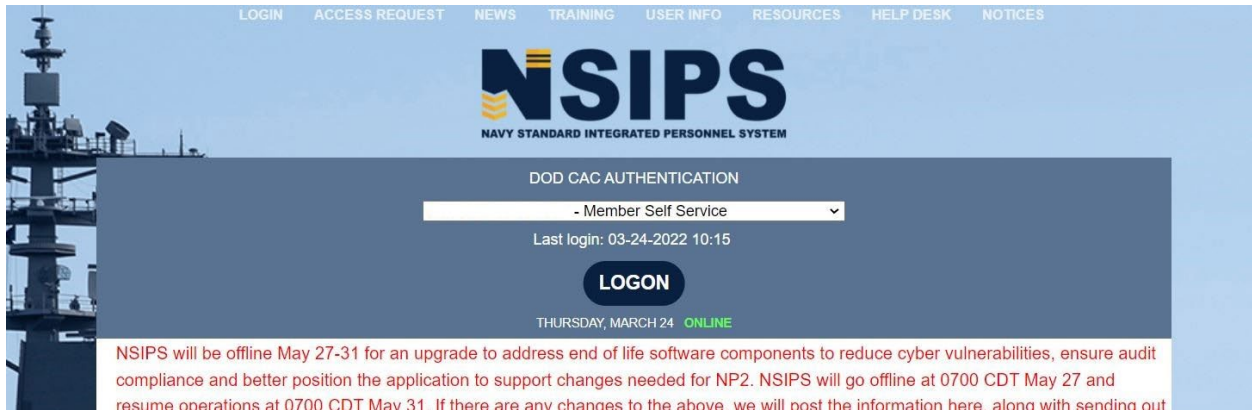
ESR is an online version of some, but not all, service record data. The ESR is available in the connected and disconnected environments. Periodically, ESR data is printed on forms that are submitted for permanent retention in the OMPF.

MILPERSMAN 1160-030 states that Command Pay and Personnel Administrators (CPPA) will work with the applicable Transaction Service Center (TSC) to ensure the ESR reenlistment closeout function is executed when a member reenlists and the following ESR documents are submitted to the member's OMPF along with the reenlistment contract:

Awards History (NAVPERS 1070/880)

- Training, Education, and Qualifications History (NAVPERS 1070/881)
- Member Data Summary (NAVPERS 1070/886)
- History of Assignments (NAVPERS 1070/605)
- Permanent Administrative Remarks (NAVPERS 1070/613) created at time of reenlistment

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



**Figure 4-11 NSIPS Login**

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

**Important:** Sailors must establish their NSIPS Web account while in port and connected to reliable connectivity prior to creating an NSIPS afloat account.

**Required Actions:**

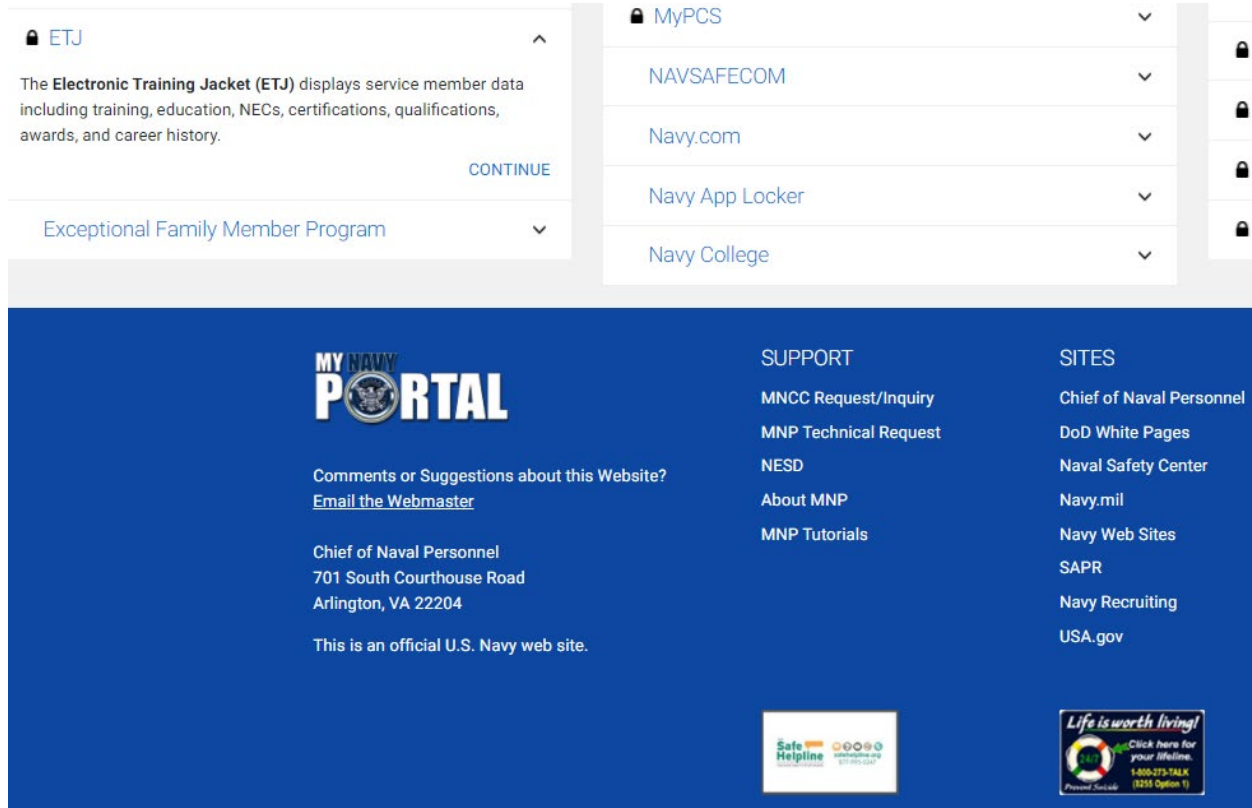
- Review ESR pages and work with CPPAs to ensure data accurately reflects the member's personal and professional achievements
- Take all necessary actions to ensure ESR is current, accurate, and complete

**Important:** Training data documented in Relational Administrative Data Management (R-ADM) and Advanced Skills Management (ASM) is provided to the Navy Training Management & Planning System (NTMPS) data warehouse and is viewable in FLT MPS and ETJ. However, R-ADM and ASM data is not accepted by NSIPS and is not documented in the ESR. Sailors should coordinate with their CPPA to have training qualifications entered directly into NSIPS.

**ELECTRONIC TRAINING JACKET (ETJ)**

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

Access the system: Using CAC with CAC-enabled computer, Go to MyNavy Portal > Electronic Training Jacket (ETJ).



**Figure 4-12 ETJ on MNP**

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

Required actions:

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

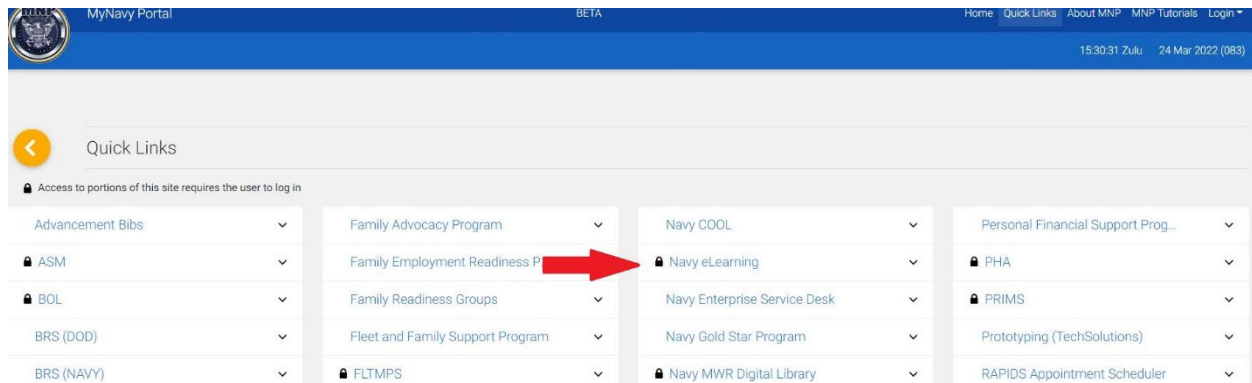
**Tip:** Enlisted warfare qualifications must be documented in the NTMPS data warehouse (viewable via the member's ETJ) before they will display in MyNavy Assignment. Therefore, members who find qualifications missing from the MyNavy Assignment Sailor Info page must work with their CPPA to ensure proper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

## **NAVY ELEARNING (NeL)/NAVY ELEARNING (AFLOAT)**

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

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

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



**Figure 4-13 NeL on MNP**

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

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

Required actions:

- Complete NeL to enhance professional knowledge, skills and abilities
- Verify course completions are documented in the ETJ

### **UNITED STATES NAVY COMMUNITY COLLEGE (USNCC)**

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

### **NAVY CREDENTIALING OPPORTUNITIES ON-LINE (COOL)**

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

- Get information about civilian licensure and certification
- Learn how to fill gaps between Navy training and experience to civilian credentialing requirements
- Discover resources that help members gain civilian job credentials
- Identify resources to fund credentialing exams, such as the Navy-funded credentialing program and GI Bill
- Identify rating bibliographies for upcoming NWAE
- **MILGEARS.** Developed to assist service members while they serve, as they transition, and beyond. Helps members plan in advance by highlighting future possibilities and helps them visualize how to reach those goals
- **DANTES.** Provides no cost education and career planning programs for the U. S. Armed Forces military member. DANTES Defense Programs can help a military member at every stage of their military career, from entry into the service to the final stage of civilian transition to their next career.
- **Defense Voluntary Education (VolEd)** programs help military members gain the knowledge needed to complete education

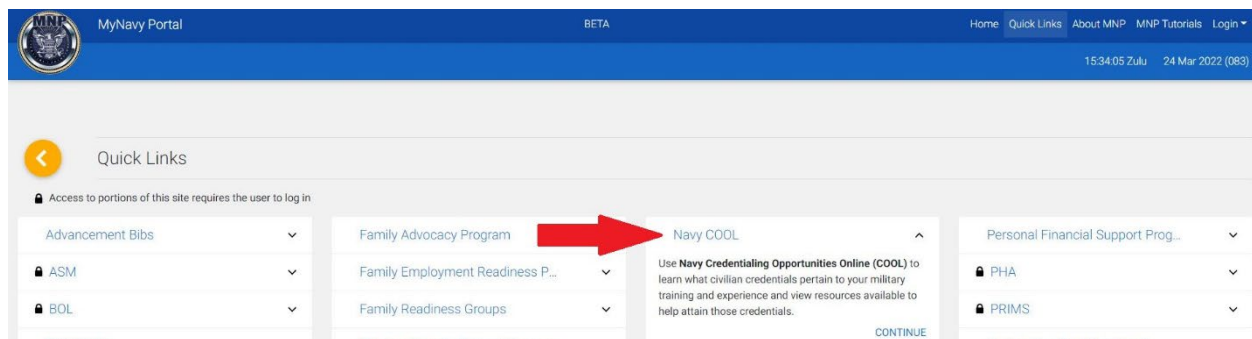
credentials and college degree programs, advance in their military careers and successfully transition into the civilian workforce at the conclusion of their military service.

- o Services Provided:

- College and Career Planning (KUDER Journey)
- Math and English Refresher (OASC & CPST)
- School Comparison Tool (TA Decide)
- ACT & SAT Exams
- GRE & GMAT Exams
- Test Funding & Reimbursement Eligibility
- College Credit by Examination (CLEP & DSST)
- Teaching Prep & Certification Exams (PRAXIS)
- Military Tuition Assistance (TA)
- Federal Student Aid
- VA Education Benefits

- For any additional information on DANTES visit:  
<https://www.dantes.petersons.com/>

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



**Figure 4-14 Navy COOL in MNP**

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

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

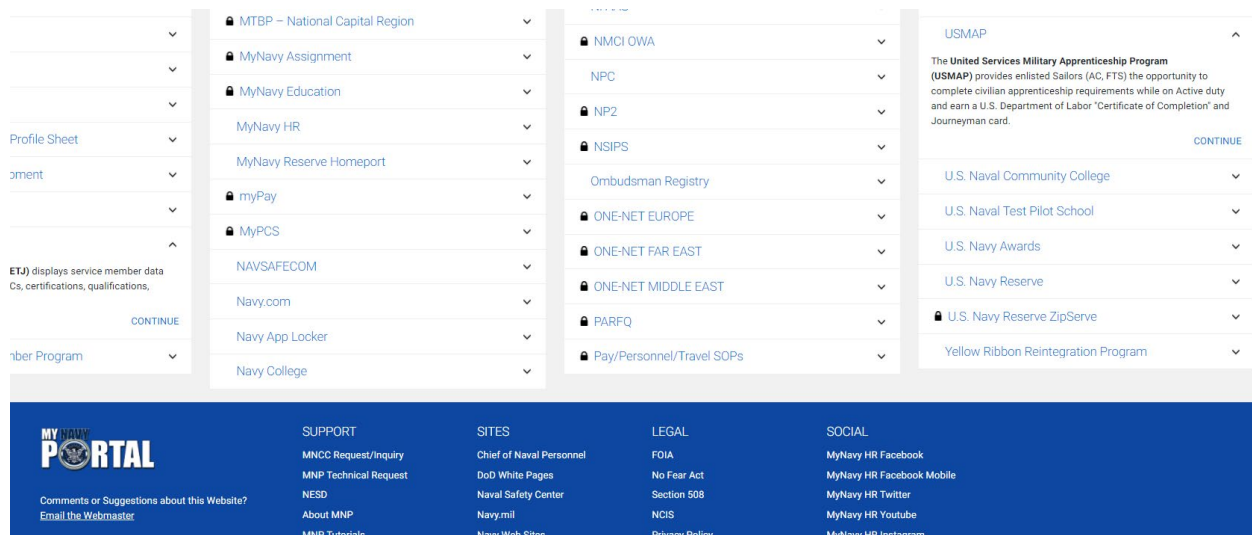
## **UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)**

USMAP is a formal military training program that provides Sailors the opportunity to improve job skills and to complete civilian apprenticeship requirements while on active duty. USMAP is free, requires no off-duty hours, and can use the member's military experience to grant up to one half of the total hours required on-the-job training (OJT). It combines OJT or mastery of competencies and related technical instruction. Upon completion of the program, Sailors become registered journeyman with the U.S. Department of Labor.

Four Simple Steps:

1. Review eligible trades
2. Review requirements to ensure eligibility
3. Enroll in USMAP
4. Work and record hours

Access the system. Go to MyNavy Portal > USMAP > no CAC required.



**Figure 4-15 USMAP**

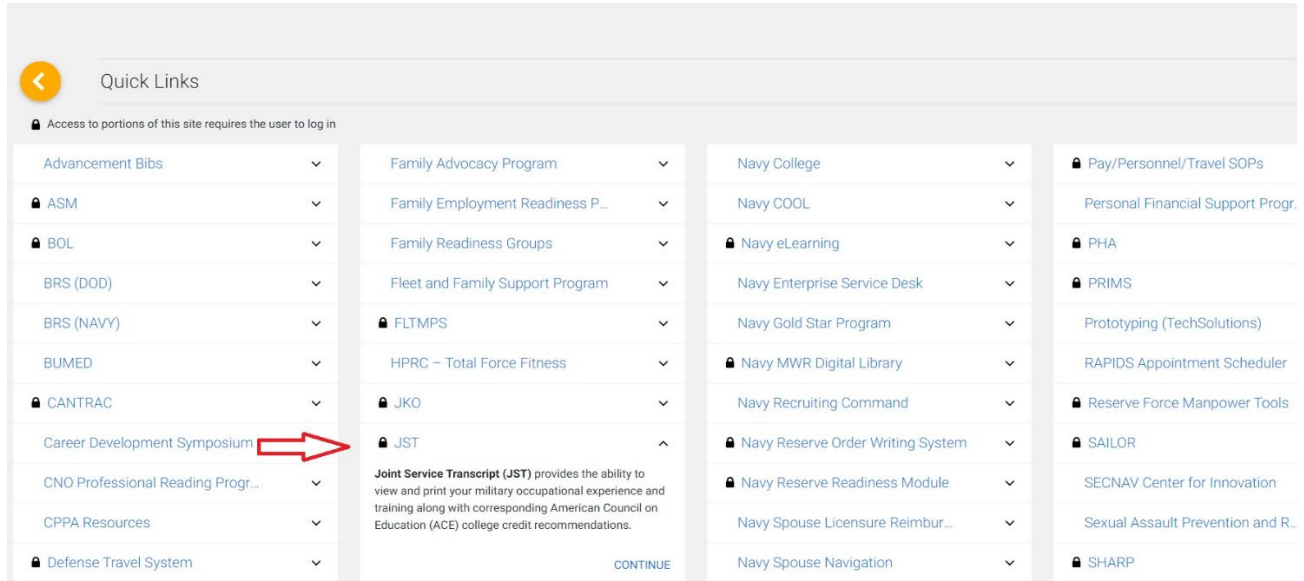
Required Action:

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

## **JOINT SERVICE TRANSCRIPT (JST)**

JST documents college courses, degrees, and certifications completed on active duty through TA or the Navy College Program

for Afloat College Education (NCPACE), or all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education. JST provides recommended college credit for the member's military occupational experience and training. Recommendations are made by the American Council on Education. Access the system. Using CAC with CAC-enabled computer, go to MyNavy Portal > JST.



**Figure 4-16 JST**

#### Required Actions:

- Review JST to verify data accurately reflects training and education data
- Take all necessary actions to ensure JST is current, accurate, and complete
- When submitting corrections or updates to your JST, include your name, the last four digits of your SSN, and an email address on all documents submitted.
  - Contact information:
    - NETC: ATTN JST Technology Operations Center, Code N643  
6490 Saufley Field Road  
Pensacola, FL 32509
    - Email: jst@doded.mil
- Use JST to facilitate degree planning



## **WEBSITES FOR CAREER INFORMATION**

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

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

BUPERS Online

<https://www.bol.navy.mil/>

Career Waypoint System (C-WAY via BOL)

<https://www.bol.navy.mil/>

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

<https://www.dodtap.mil/>

Fleet Training, Management and Planning System (FLTMPS)

<https://ntmpsweb.dc3n.navy.mil>

MILCONNECT

<https://milconnect.dmdc.osd.mil>

My Education

<https://myeducation.netc.navy.mil/>

MyNavy Assignment (MNA)

<https://mynavyassignment.navy.mil>

MyNavy HR

<https://www.mynavyhr.navy.mil/>

Navy College

<https://www.navycollege.navy.mil>

Navy Commissioning Programs

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

Navy Directives (instructions/notices/manuals/publications)

<http://doni.daps.dla.mil/default.aspx>

Navy Enlisted Advancement System (NEAS)

<https://prod.neas.netc.navy.mil>

Navy Family Readiness System

[http://www.cnmc.navy.mil/ffr/family\\_readiness.html](http://www.cnmc.navy.mil/ffr/family_readiness.html)

Navy Homepage

<http://www.navy.mil>

Navy Reserve Homeport

<https://www.navyreserve.navy.mil/Pages/default.aspx>

Navy Retention Monitoring System (NRMS via NSIPS)

<https://www.nsips.cloud.navy.mil>

Navy Standard Integrated Personnel System (NSIPS)

<https://nsips.cloud.navy.mil>

Recruiting (USN & USNR)

<http://www.navy.com/>

Salesforce Homepage

<https://veterans.force.com>

U.S. Citizenship and Immigration Services

<http://www.uscis.gov/portal/site/uscis>

U.S. Navy Awards

<https://www.bol.navy.mil/>

U.S. Navy Credentialing Online (Navy COOL)

<https://www.cool.osd.mil/usn/>

U.S. Military Apprenticeship Program (USMAP)

<https://usmap.cnet.navy.mil>

## **CHAPTER FIVE CAREER PLANNING**

### **INTRODUCTION**

To promote personal and professional growth and regular feedback, every command will track the progress of each Sailor through continuous intervention and peer-to peer coaching, inspiring Sailors to reach their full potential and achieve maximum performance. Using an effective career plan will provide the necessary guidance and support for Sailors approaching critical career milestones. Career planning is a part of career development boards (CDB) and includes active engagement from command leadership, mentor, Sailor and career counselor/department counselor. Specific, measurable, achievable, relevant, and timely (SMART) goals should be created. Career Planning timelines include:

- Career Development Board (CDB)
- PRD/EAOS/SEAOS (PRD/EOS/SEOS for Reserve Component)
- Professional Apprentice Career Track (PACT)
- Prior Service Reenlistment Eligibility-Reserve (PRISE-R)
- Blended Retirement System (BRS)/Continuation Pay (CP)
- MyNavy Assignment (MNA)
- High Year Tenure (HYT)
- Career Decisions

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

- Indoctrinate all newly reporting Sailors on CDB process (check-in interview)
- Identify Sailors that require a CDB via CIMS
- Schedule CDBs (with the assistance of the CMDCM, COB, or SEL, as needed)

- Disseminate CDB schedule via plan of the day, week, or month; flight schedule; Site TV, and e-mail Chain of Command as appropriate
- Notify the CDB members and Sailors of date, time, and location
- Document CDB members, minutes, recommendations, and verify comments within CIMS
- Follow-up as needed

### **CDB DISCUSSION TOPICS**

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

- Familiarization with individual Sailor's background (personal history)
- Command mission, vision, guiding principles, Sailor expectations, and command duties and responsibilities
- Introduction of the established Career Development Team (CDT)
- Personal and professional goals (short and long term)
- Retesting with the Armed Forces Classification Test (AFCT)
- Warfare qualifications
- PRD timeline and opportunities (MNA)
- Advancement requirements (PMK-EE, rating bibliographies, precept, Navy Wide Advancement Exam (NWAE), Rating Knowledge Exam (RKE), etc.)
- Education (Tuition Assistance (TA), United States Naval Community College (USNCC), Navy College Program for Afloat College Education (NCPACE), College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Test,

etc.), Montgomery GI Bill-Active Duty (MGIB-AD)/MGIB-Selected Reserve (MGIB-SR) and Post 9/11 GI Bill

- Mentorship (mentor and protégé responsibilities)
- Collateral duties
- Physical readiness
- Rating or "A" school selection (PACT/ PRISE-R)
- Incentives (active and reserve bonuses, etc.)
- Commissioning and special programs
- HYT
- Navy Reserve affiliation benefits and drill participation requirements

Other topics that are encompassed in the Sailor's Military Life Cycle (MLC) management. The latest MLC fact sheet is provided via MyNavy HR. These topics include, but not limited to:

- Financial education and planning to include use of the Financial Well-Being Assessment
- Certifications (United Services Military Apprenticeship Program (USMAP), Navy Credentialing Opportunities On-line (COOL), etc.)
- Pre-separation counseling
- Transition Assistance Program (TAP)
- Capstone
- E-Benefits registration
- Military Occupational Classification (MOC) Crosswalk
- Service Member Group Life Insurance
- Veterans Administration (VA) benefits

## **ACTIVE DUTY CDBS**

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

**24/48/60/Biennial-MONTH CDBs** are to be conducted by the department. These CDBs are for the Sailor and the department CDT members to review the Sailor's qualifications, goals and career progression.

**CAREER DECISION CDBs** are to be conducted at the department level 18 months from SEAOS. Career Decision CDB topics include:

- HYT
- Reenlistment
- Fleet Reserve
- Retirement
- Transition Timelines
- Force shaping initiatives
- Special Programs
- 4/2/2 Military Service Obligation (MSO) as applicable
- MNA
- SELRES
- TAP/Capstone

CDBs are not required for Sailor who had a Career Decisions CDB in the immediate twelve months prior to the 24/48/60/biennial department requirement.

CDB TYPE	COMMAND	DEPARTMENT	REMARKS
Reporting	X		Within 60 days of reporting
24-Month		X	As required
48-Month		X	As required
60 Month		X	As required
Biennial		X	As required
Career Decision		X	HYT, Fleet Reserve, retirements, and force shaping initiatives

**Table 5-1 Active duty CDB timeline**

**PROFESSIONAL APPRENTICESHIP CAREER TRACKS (PACT)**

PACT Sailors will follow the same order negotiation process in MNA as rated Sailors. At 12 months prior to their PRD, a PACT Sailor will apply for their next set of orders which ties them to their new rating. Reporting CDB is to be conducted at the command level. Counselors will qualify Sailors in C-WAY and provide job qualifications listing to the member. 6 and 12-month CDBs are to be conducted at the department level to review PACT Sailors' rating opportunities. Before PACT Sailors enter their negotiation window, commands must perform the 6-month CDB and report their career and PACT intentions in C-WAY. At 12-month CDBs, counselors will continue reviewing Sailors' rating opportunities and update C-WAY accordingly. The 18-month CDB is to be conducted at the command level only if a Sailor has not been approved for rating designation.

FROM REPORT DATE	CDB TYPE AND LEVEL	CDB TOPICS/ACTIONS TO BE TAKEN
60 days	Reporting (Command Level)	<ul style="list-style-type: none"> <li>-Present to Sailor their qualified jobs listing from CWAY.</li> <li>-Discuss PACT submission timeline</li> <li>-Sailor's responsibilities to apply for a rate</li> <li>-CCC's responsibilities to apply for a rate</li> <li>Discuss Retake AFCT (if needed, or desired)</li> </ul>
6 months	Department Level	<ul style="list-style-type: none"> <li>-Review qualified jobs listing</li> <li>-Discuss Ratings they are interested in</li> <li>-Follow up on AFCT retake (if desired) or ensure new AFCT scores are updated in CWAY.</li> <li>-Assist Sailor to log in to MNA, update personal information, preferences and Sailor Resume'</li> <li>-Department/DIV CC or LCPO provide MNA training (how to apply for a rate and orders)</li> </ul>
12 months	Department Level	<ul style="list-style-type: none"> <li>-Review PACT timeline with Sailors</li> <li>-Ensure Sailor's record is accurate including AFCT scores, citizenship, etc.</li> <li>-Discuss MNA application process or route rating packing (if applicable)</li> </ul>
18 months	Department Level	<p>-This CDB not required if Sailor has been selected for a rate/orders by this time. CDB</p> <p><b>TOPICS/ACTIONS:</b></p> <ul style="list-style-type: none"> <li>-Review rating opportunities</li> <li>-Assist Sailor in acquiring a rate/orders, as needed.</li> </ul>
24 months	Department Level	<p>-This CDB not required if Sailor has been selected for a rate/orders by this time.</p> <p><b>CDB TOPICS/ACTIONS:</b></p> <ul style="list-style-type: none"> <li>-Review rating opportunities</li> <li>-Assist Sailor in acquiring a rate/orders, as needed.</li> </ul>

***Table 5-2 PACT CDB schedule and timeline***

**RESERVE COMPONENT (RC) CDBS**

Reporting CDB are to be conducted at the command level. Drilling reservists will be seen within the first 4 drill weekends. The first CDB is the most critical interaction between the Sailor and immediate COC. This not only provides



the Sailor with command expectations but also provides the Sailor insight on what to expect in that command.

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

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

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

CDB Type	Command	Department	Remarks
Reporting	X		Within four drill weekends of reporting to unit
24-Month		X	As required
48-Month		X	As required
60-Month		X	As required
Biennial		X	As required
HYT/Age 60	X		12 months prior to age 60

**Table 5-3 Reserve Component CDB timeline**

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

**Table 5-4 PRISE-R CDB timeline**

**MY NAVY ASSIGNMENT (MNA)**

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

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

The following timeline applies to all active duty applications:

PRIOR TO PRD	ACTION TO BE TAKEN
18-13 Months	<ul style="list-style-type: none"> <li>- Sailor will submit 1306/7 if any applicable PRD adjustments are required</li> <li>- Conduct Career Decisions CDB</li> <li>- Submit for special programs or career incentives</li> </ul> <p>CCCs will remind Sailors to update MNA:</p> <ul style="list-style-type: none"> <li>- duty preferences</li> <li>- My Resume</li> <li>- MNA OBLISERV intentions</li> </ul>
12-6 Months	<ul style="list-style-type: none"> <li>- Submit MNA applications for desired jobs.</li> </ul>
5 Months	<ul style="list-style-type: none"> <li>- Detailers issue orders to Sailor based on the highest priority vacant billets</li> </ul>

**Table 5-5 MNA timeline**

To gain access to MNA, see chapter 8.

**RESERVE COMPONENT (RC) MNA**

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

For more information, refer to Chapter 8

PRIOR TO PRD	MNA	ACTION TO BE TAKEN
		- Billets are made available on MNA/BBD when the current occupant is 180 days from PRD
180 days prior to PRD	First Cycle	<ul style="list-style-type: none"> <li>- Review Reserve MNA/BBD calendar</li> <li>- Review MNA/BBD available billets</li> <li>- Main Phase: All personnel eligible to apply for up to 10 valid billets</li> <li>- Local Phase: Cross Assigned (CA) or In Assignment Processing (IAP) personnel eligible to apply for up to 10 valid billets</li> </ul>
Next Quarter	Second Cycle	<ul style="list-style-type: none"> <li>- Review Reserve MNA/BBD calendar</li> <li>- Review MNA/BBD available billets</li> <li>- Main Phase: All personnel eligible to apply for up to 10 valid billets</li> <li>- Local Phase: CA or IAP personnel eligible to apply for up to 10 valid billets</li> </ul>
	Results	<ul style="list-style-type: none"> <li>- Selections are announced on or about the first day of the subsequent calendar quarter</li> <li>- A member can be forced out of a billet through it being advertised on MNA/BBD and subsequent assignment of said billet to another Sailor</li> </ul>

**Table 5-6 Reserve Component MNA timeline**

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

MNA Reserve questions. Reserve point of contact (POC) for enlisted assignments: Commander Navy Reserve Force Command (CNRFC) (N121). Reservists may have their questions answered by visiting the Navy Reserve Homeport website.

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

Service members of the Navy who are covered by BRS are eligible to receive CP. CP is a one-time mid-career, incentive pay in exchange for an agreement to perform 4 years of additional obligated service. CP is in addition to any other career field-specific or retention incentives. CP rates will vary from year to year and are announced annually via CP Rate Memorandum signed by Chief of Naval Personnel. CP is NOT automatically paid, and MUST be elected by service members prior to reaching 12 years of service, as calculated from their Pay Entry Base Date (PEBD).

For additional information, refer to chapter 12, and MILPERSMAN 1810-810.

From PEBD	ACTION TO BE TAKEN
11 years 364 days	<ul style="list-style-type: none"> <li>- If members want to elect CP they must do so in NSIPS, before their 12 years of service</li> <li>- Must agree to serve an additional 4 years of obligated service from the 12th year of service</li> <li>- At 6 months, 90 days, and 30 days prior to member's 12 years of service NSIPS will send an email reminder to the member</li> <li>- In the event service members are unable to elect CP via NSIPS, CCC will submit permanent NAVPERS 1070/613 to servicing TSC who will submit Defense Workload Operations Web System (DWOWS) trouble ticket. This action must be completed PRIOR to member reaching 12 years in service, as calculated from PEBD.</li> </ul>

***Table 5-7 BRS CP timeline***

**MONTGOMERY GI BILL ENROLLMENT PROCESS**

Members are now given 270 days to decide if they would like to enroll or dis-enroll in the MGIB Program. This process heavily relies on command involvement in ensuring members are accurately counseled and provided the opportunity to opt out of MGIB

enrollment if they desire. Members who do NOT opt out (dis-enroll) will automatically be enrolled and pay reductions will start the month following their 271st day of active duty. Eligible active-duty members will be counseled at least once within 270 days of entry on active duty. Members must be given a 90-day period in which to dis-enroll from the MGIB Program, if they wish. The 90-day period will begin the 180th day after entering initial training. Members who do not dis-enroll in writing before day 270 after entering initial active duty will be automatically enrolled in MGIB and have \$100 per month reduced from their pay for the first 12 months. Reference: NAVADMIN 226/23.

For additional information, refer to Chapter 12

### **HIGH YEAR TENURE (HYT)**

The HYT policy is a vital and effective force management tool utilized to properly size and shape the Active Component (AC) and the Reserve Component (RC). HYT management is regulated by establishing standardized Length of Service (LOS) gates by pay grade, balanced with a waiver process to enable the Navy to retain the right number of members. As one of the Navy's key enlisted force management tools, the HYT policy facilitates viable career paths and advancement opportunities across all pay grades and LOS spectrums. The standardized HYT gates allow members greater flexibility to stay Navy within a stabilized force. Through this measured process, the Navy enhances quality throughout the continuum of service.

FROM HYT DATE	ACTION TO BE TAKEN
24 Months	<ul style="list-style-type: none"> <li>-Conduct Command level CDB.</li> <li>-Discuss separation process, timeline and requirements.</li> <li>-Discuss SELRES opportunities (if eligible).</li> <li>-Follow Transition timeline requirements IAW OPNAVINST 1900.2(series)</li> <li>-CCCs can begin TAP process with Initial Counseling, Pre-separation Counseling and initiate DD 2648 (eForm).</li> </ul>
10 Months	Request HYT waiver as needed

**Table 5-8 AC HYT action timeline**

HYT POC. BUPERS-3 processes HYT requests for active duty, Training and Administration of the Reserve (TAR), and Selected Reserve (SELRES) personnel. PERS-913 processes HYT requests for Voluntary Training Unit (VTU) and Individual Ready Reserve (IRR) Personnel. HYT Reference: MILPERSMAN 1160-120.

## **SKILLBRIDGE**

The DOD SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences and may be granted up to 180 days of permissive duty to focus solely on training full-time with approved industry partners after unit commander (first O-4/Field Grade commander in chain of command with NJP authority) provides written authorization and approval. These industry partners offer real-world training and work experience in in-demand fields of work while having the opportunity to evaluate the Service member's suitability for the work. For more information refer to SkillBridge on MyNavy HR website.

## **TRANSITION FROM ACTIVE DUTY**

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

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

Note for RC: TAP requirements will be completed prior to the end date on RC Sailor mobilization/active duty for operation support (ADOS)/active duty for training (ADT) orders, of 180 days or more. RC personnel will complete TAP requirements utilizing the services available from their NRA/NRC, Navy

mobilization processing site, and supported command as indicated below. Specific responsibilities are assigned based on the type of active duty orders the RC Sailor is completing. Orders are categorized as either mobilization, Outside Continental United States (OCONUS) ADOS, Continental United States (CONUS) ADOS, or ADT. ADOS orders to Hawaii or Alaska will follow CONUS ADOS guidance. Refer to the most recent NAVADMIN for command responsibilities.

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

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

TIME BEFORE EAOS	ACTION TO BE TAKEN
24 Months	<ul style="list-style-type: none"> <li>-Initiate retirement or fleet reserve request (E-7 and above). Submit retirement or Fleet Reserve request via Retirements and Separations in members Employee Self-Service located in NSIPS. For more information refer to Chapter 9</li> <li>-Conduct initial counseling and initiate DD 2648 (Service Member Pre-separation/Transition Counseling and Career Readiness Standards eFORM) for service members separating, retiring, released from active duty (REFRAD), or being deactivated</li> <li>-Develop individual transition plan</li> <li>-Schedule TAP class</li> </ul>
18 Months	<ul style="list-style-type: none"> <li>-Initiate fleet reserve request (E-6 and above).</li> <li>-Submit fleet reserve request via Retirements and Separations. (refer to chapter 4)</li> <li>-Conduct initial counseling and initiate DD 2648 (Service Member Pre-separation/Transition Counseling and Career Readiness Standards eFORM) for service members separating, retiring, released from active duty (REFRAD), or being deactivated</li> <li>-Develop Individual Transition Plan (ITP)</li> <li>-Schedule TAP class</li> </ul>
12 Months	-Verify completion of initial and pre-separation counseling no later than 365 days prior to separation
9 Months	-Career Transition Officer validates TAP class completion or ensures member is still scheduled for completion prior to 6 months before EAOS
6 Months	-Confirm completion of TAP class
90 Days	-10 U.S.C., 1142 deadline for DD 2648 completion of Service Members Individual Transition Plan Checklist by command representative
<90 Days	-In the event of a short-fused discharge or separation, Sailors must complete all requirements for transition as listed in 12 months - 90 days' timeline. The DD 2648 must be annotated with comments explaining non-compliance with Title 10 U.S.C. 1142

**Table 5-9 Fleet Reserve and Retirement actions to be taken**



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

- Service members will receive a one-time letter of approval (LOA) that will be provided as an attachment under the ATTACHMENT/COMMENTS/RECOMMENDATION tab on both their retirement and fleet reserve approved request
- Statement of service (SOS) will be completed by PERS-836 in NSIPS and made available to the member no later than 120 days prior to the approved date

### **REENLISTMENT, RETIREMENT AND FLEET RESERVE CEREMONIES**

These ceremonies are a significant event in the career of a Service member. As such, members should be afforded a meaningful ceremony to recognize the member's honorable service and high-quality performance, as indicated by the recommendation for reenlistment, retirement, and Fleet Reserve. Therefore, ceremonies are to be conducted in a dignified manner that appropriately reflect the importance of naval customs and courtesies. This includes the participants wearing the proper uniform and conducting themselves in an appropriate manner.

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

Additional information can be found in MILPERSMAN 1160-020 and MILPERSMAN 1800-010.

Reenlistment eligibility should be verified per MILPERSMAN 1160-030. Extensions should be executed per MILPERSMAN 1160-040. Retain in Service (RIS) should be executed per MILPERSMAN 1160-050.

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

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

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

- Bonus eligibility
- Post 9/11 GI Bill eligibility and transferability
- HYT
- BRS Continuation Pay eligibility and OBLISERV requirements
- Advancement opportunities
- MNA Obliserv

## **CHAPTER SIX**

### **CAREER INFORMATION MANAGEMENT SYSTEM**

#### **INTRODUCTION**

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

#### **CIMS**

CIMS is the primary means to plan, schedule, and track CDP activities. For more information download the CIMS user guide go to the MyNavyHR website. [MyNavy HR > Career Management > Career Counseling > CIMS-NRMS](#).

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

#### **USER ROLES**

The User Roles within CIMS are CIMS Command Career Counselor, CIMS Departmental/Divisional Career Counselor, and Command View Only.

#### **CIMS ACCESS MANAGER (CAM) ROLE**

- The CIMS CAM Role is used as currently designed within the NSIPS application security process but is set aside to specifically deal with CIMS SAAR.
- The CAM may approve SAAR requests for access to Department/Divisional career counselor user roles.

### **CIMS COMMAND VIEW ONLY ROLE**

- The CIMS Command View Only Role authorizes view-only access based on permissions granted. This role is designed to allow users at different echelon levels to view data for their activity and all activities identified as subordinate to them within the Operational Security Tree. The role may be granted to a single UIC level (e.g., Wing or Surface Squadron Level) or at an echelon level (e.g., Fleet or Force Level)
- The CIMS Command View Only Role user may access all reports in their UICs as well as reports of all subordinate UICs
- The CIMS Command View Only Role user has view only access to CDBs, Career Decisions, Correspondence Tracking, USMAP data, reports, and all Lists

### **CIMS CCC ACCESS ROLE**

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

- Career Counselor Manage Assign
- Individual Department/Division Assignment
- Complete all certificates for personnel assigned to them
- CIMS calculators
- CCCs may modify departmental and divisional CCs input into CIMS pages and/or verify those pages as correct
- Mass Department/Division Assignment pages

- Records of Sailors who are assigned to their UICs or subordinate UICs
- Reports and lists for their UICs or subordinate UICs
- Assign Department and Divisional CCs in CIMS
- Assign Sailors to Department and Divisional CCs

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

#### **DEPARTMENTAL/DIVISIONAL CC (DDCC)**

DDCCs may access and populate CIMS reports for all personnel assigned to them as well as the following:

- Complete all certificates for personnel assigned to them
- CIMS Calculators
- Input CDB minutes/remarks
- Record of Sailors who are assigned to their DDCCs
- Mass Department/Division Assignment page
- Pull required DDCC reports

#### **CIMS ACCESS**

Step 1. Go to NSIPS Login screen, click on System Access Authorization Request SAAR (NSIPS, ESR, Web Ad Hoc)



**Figure 6-1 New User request**

Step 2. When you get to the next page click on the CIMS radio button and click next.

<input type="radio"/> (NSIPS)-NSIPS Access Manager (NAM)	<a href="#">DETAILS</a>
<input type="radio"/> (ANO)-Acceptance and Oath of Office	<a href="#">DETAILS</a>
<input type="radio"/> (NSW)-Naval Special Warfare	<a href="#">DETAILS</a>
<input type="radio"/> (NRMS)-Navy Retention Monitoring System	<a href="#">DETAILS</a>
<input checked="" type="radio"/> (CIMS)-Career Information Management System	<a href="#">DETAILS</a>
<input type="radio"/> Command Level Access	<a href="#">DETAILS</a>
<input type="radio"/> Corporate Level Access	<a href="#">DETAILS</a>

**Figure 6-2 Select CIMS account**

Step 3. On the next page, select which level access is needed and then click, "OK"

**Select a Primary Role**

**Career Information Management System (CIMS)**

<input checked="" type="checkbox"/>	CIMS Corporate User	<a href="#">DETAILS</a>
<input type="checkbox"/>	CIMS Department/Division Career Counselor	<a href="#">DETAILS</a>
<input type="checkbox"/>	CIMS Sponsor Coordinator	<a href="#">DETAILS</a>
<input type="checkbox"/>	CIMS Command Career Counselor	<a href="#">DETAILS</a>
<input type="checkbox"/>	CIMS Command View Only	<a href="#">DETAILS</a>

OK Cancel

**-Select what type account you are trying to obtain.**

**-CIMS Command View Only is the old Admin Level-Inquiry account that is utilized by ISIC's / TYCOM's.**

**\*\*\*\*\* Never select the CIMS Corporate User\*\*\*\*\***

**Figure 6-3 Select primary role**

Step 4. Enter telephone, email address, and justification. After the Counselors enter their justification they will click on "CIMS UIC Access" in the center of the page and enter which UICs the Counselor will need. The justification must match what the Counselor is requesting. All email addresses must be a ".mil" e-mail address or the application will be rejected.

NOTE: Reference CIMS User guide located MyNavy HR>Career Management>Career Counseling>CIMS and NRMS

When entering the Counselor supervisor's information ensure accuracy so it can be retrieved. Last Name, First Name (do not add a space between last name and first name), ex. if it is entered as SMITH,JOSEPH the supervisor must enter it as such. After verification that all information is correct on the SAAR click "submit". Soon after submission, emails will be sent to the Counselor and supervisor.

**System Access Authorization Request - (SAAR)**

Create New User Account - CIMS Department/Division Career Counselor [VIEW PRIVACY STATEMENT](#)

**Operator Attributes**

User ID: [Redacted]  
Empl ID: [Redacted]  
Department: 55892 MIL COMMUNITY MGMT MILL TR  
Rank/Rate: [Redacted]  
Account Type: Military  
Telephone: [Redacted]  
Email Address: [Redacted]  
Official Email Address

**UIC Access**

**CIMS UIC Access**

**Supervisor Details - SAAR Form**

Name: [Redacted]  
(Last,First,Middle)  
Email Id: [Redacted]  
Official Email Address  
Contact Phone: [Redacted]

**Justification**

**Instructions:**

- You MUST put a justification on why you are asking for that particular access. Even if it is as simple as saying "I am the Command Career Counselor". The leading cause of disapprovals is this right here!
- Put in all the UIC's you are responsible for under CIMS UIC ACCESS.
- \*\*\*\*Remember, when putting your Supervisor's information in it must be an exact match or else they will be unable to retrieve and approve it. Ex...

**KINSTLE,CHRISTOPHER**  
Christopher.kinstle@navy.mil  
901-874-2533

**SUBMIT**

**Figure 6-4 Enter required information**

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

NSIPS - System Access Authorization Request (SAAR) Validation

You are receiving this email because you were identified as a Supervisor for [Redacted] requesting an NSIPS account.

If you think you received this Email by mistake, please forward this email to NSIPSHelpdesk@navy.mil.

Due to ongoing Information Assurance requirements, this validation request no longer supports embedded hyperlinks. Please go to the NSIPS home page and click the New User SAAR Validation (Supervisor) link.

You will require the following Confirmation Code to validate account request: **11zaWfPfQF4gB9rsmU2F2weoWEXh0PAd**

**NOTE:**  
A valid DoD CAC is required in-order to access the link specified in the email.  
If you DO NOT have a valid CAC or if you are unable to present your CAC to the application, please forward this email to the NSIPS Help Desk at NSIPSHelpdesk@navy.mil

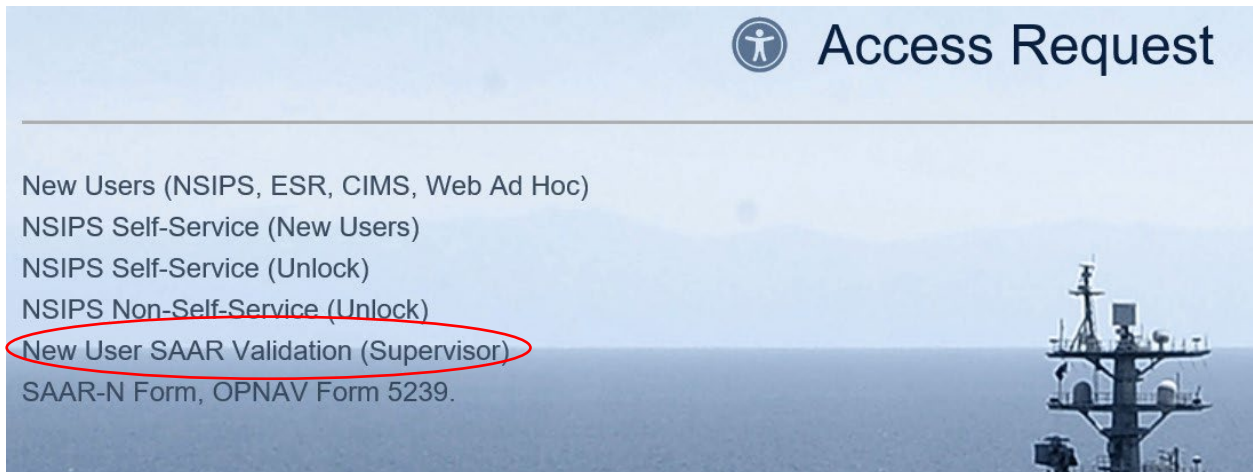
**Instructions:**

- The Supervisor will receive an email similar to this.
- Highlight and copy the code in the email

**Figure 6-5 Supervisor verification code**

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





**Figure 6-6 "New User SAAR Validation (Supervisor)" selection**

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

A screenshot of a web form titled "NSIPS SAAR Review/Verification Process". It has two sections. The first section, "Code", contains the instruction "Please enter the Confirmation Code received in the Email and Click on the Button 'Confirm' to start the Process." Below this is a text input field containing the code "l1zaWfPfQF4gB9rsmU2F2weoWEXh0PAAd" and a yellow "Confirm" button. The second section, "Supervisor Details", contains the instruction "Please enter your details in the Section provided below and those specified in the SAAR Form." Below this are fields for "Name:", "Email Id:", and "Phone:", each followed by a blacked-out area. A "SUBMIT" button is at the bottom. A blue callout box on the right contains the text: "-Paste the Code from the email and click 'Confirm'." and "-Ensure you put your information in just how it was submitted. If it is not done correctly the line will highlight red." The "Code" section and the "Name:" field are circled in red.

**Figure 6-7 Supervisor verification code and information (PII)**

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

NOTE: Supervisor must check the SAAR for completeness to include proper justification and all UICs the member needs access to, then click submit.

**System Access Authorization Request - (SAAR)**

Create New User Account - CIMS Department/Division Career Counselor [VIEW PRIVACY STATEMENT](#)

**Operator Attributes**

User ID: [Redacted]  
Empl ID: [Redacted]  
Department: 55882 MIL COMMUNITY MGMT MILL TN  
Rank/Rate: [Redacted]  
Account Type: Military  
Telephone: [Redacted]  
Email Address: [Redacted]  
Official Email Address

**UIC Access**

**CIMS UIC Access**

**Supervisor Details - SAAR Form**

Name: [Redacted]  
(Last, First Middle)  
Email Id: [Redacted]  
Official Email Address  
Contact Phone: [Redacted]

**Justification**

-Verify all information is correct and the proper justification has been entered.  
- Click the submit button.

**SUBMIT** **RESET**

**Figure 6-8 Supervisor verification of all user information**

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

**Route SAAR for Final Approval**

Function Manager - Details

Select	Name	UIC	Command	Role Name
<input checked="" type="checkbox"/>	CIMS Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	CIMS Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM

**Note:**  
Operator(s) displayed in this style are the Manpower & Personnel FAM(s)/ISSO(s)/NAM(s) and transactions can be routed to them if there are no Local FAM(s)/ISSO(s)/NAM(s) set-up for your Activity.

**- Select CIMS Super FAM Primary and click "OK"**

**OK** **Cancel**

**Figure 6-9 Supervisor FAM selection**

Once the supervisor approves, the Counselor will then receive an email that the SAAR is awaiting approval by the CIMS SUPER FAM. Once

approved by the CIMS SUPER FAM, a third email will be sent letting the Counselor know their access has been approved. Please allow 48 hours for approval by the CIMS SUPER FAM; for further questions, please contact the NSIPS help desk at [nesd@nesd-mail.onbmc.mil](mailto:nesd@nesd-mail.onbmc.mil).

NOTE: For DDCC access, submit to CAM if available.

## **NAVIGATION AND FEATURES**

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

### **NAVIGATION CIMS (USE/INQUIRE)**

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

- Department/Division/Shop/Duty mass Setup
- Member Department/Division/Duty Setup
- Individual Department/Division Assignments
- Career Development Team Management
- Mass Career Development Team Assignment
- Disconnected CDB Download
- Disconnected CDB Upload

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

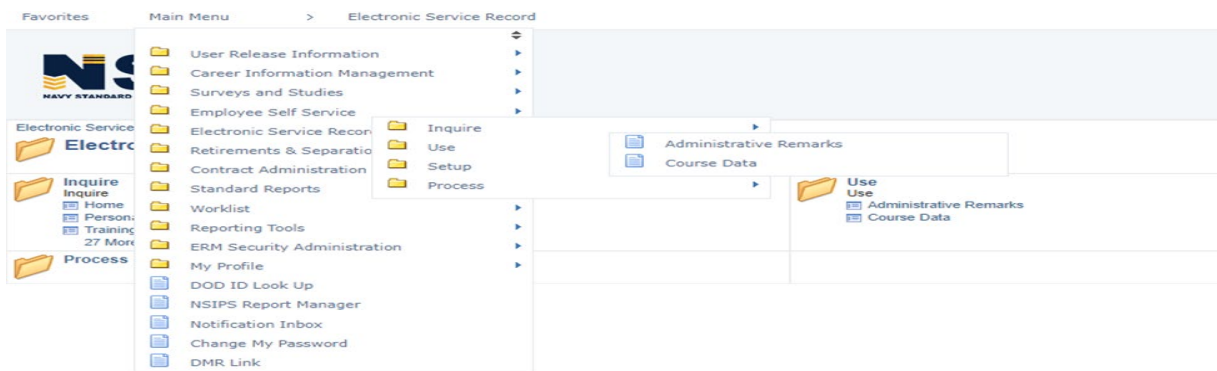
The Department/Division/Shop menu items and their usage are discussed in the CLA Users Guide and will not be discussed in this guide.

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

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

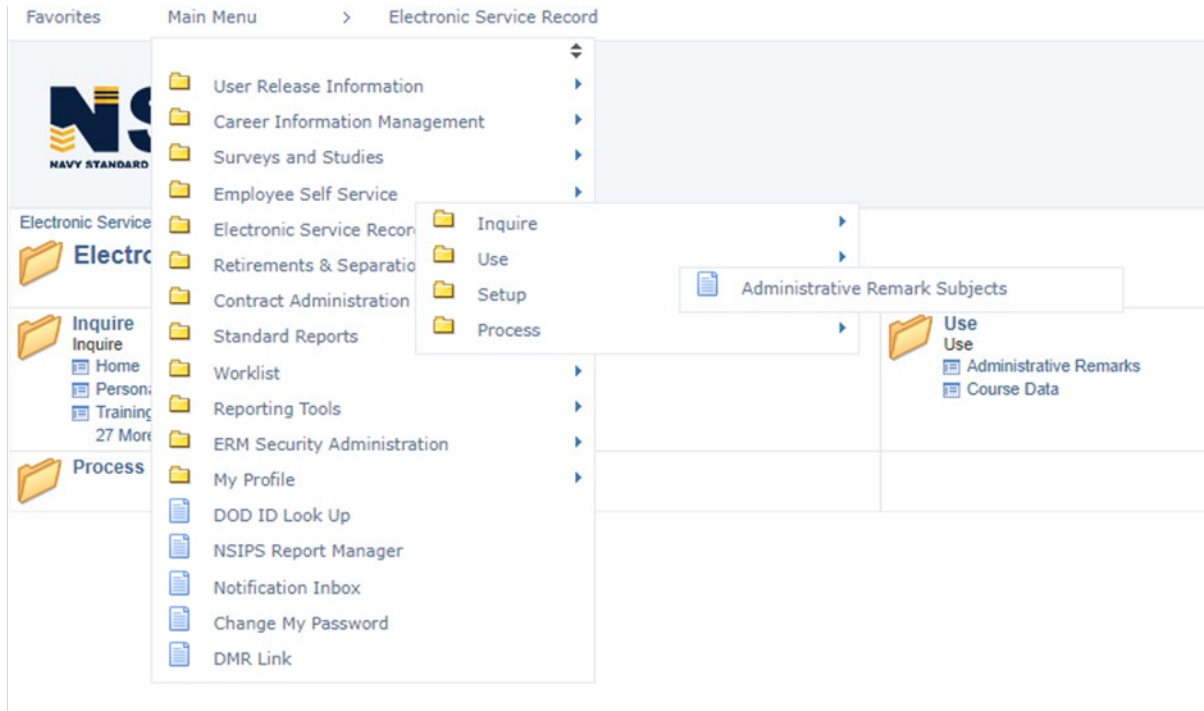
### **NAVIGATION ESR (USE/SETUP)**

ELECTRONIC SERVICE RECORD- USE - This menu item grants Career Counselors access to Administrative Remarks and Course Data.



**Figure 6-10 ESR/USE- Administrative Remarks and Course Data**

ELECTRONIC SERVICE RECORD- SETUP- This menu item grants Career Counselors access to Administrative Remarks and allows Career Counselors to create Page 13 Administrative Remarks.



**Figure 6-11 ESR/SETUP- Create PG 13 (Administrative Remarks)**

## **NAVIGATION REPORTS AND LISTS**

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

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

## CAREER DEVELOPMENT TEAM MANAGEMENT

Team Assignment

Rank/Rate: ADAN    Name: [redacted]    Current DSC: 100

*Assigned Date	*UIC	Description	*Assignment	*Dept/Div	Deassigned Date
01/06/2014	[redacted]	VFA [redacted]	Department	MAIN	01/06/2014
05/16/2016	[redacted]	VFA [redacted]	Department		

Save    Return to Search    Previous in List    Next in List

**Figure 6-12 Career Development Team Management**

- 1. **Rank/Rate** - Rate/Rank the member is currently being paid (Corporate data)
- 2. **Name** - Full Last Name, First Name, and Middle Name of the member (Corporate data)
- 3. **Current DSC** - Current Duty Status Code of the member (Corporate data)
- 4. **Assigned Date** - Date the member was assigned as Departmental or Divisional Career Counselor
- 5. **UIC** - Unit Identification Code the assigned career counselor is assigned to (If the career counselor will be acting as career counselor for a department or division of another command, that command's UIC should be entered here)
- 6. **Assignment Indicator** - The Assignment Indicator identifies the member as either a Departmental or Divisional Career Counselor or the Leading Chief Petty Officer
- 7. **Dept/Div** - This field identifies the department or the division for which the LCPO/career counselor is responsible. This field is limited to valid departments/divisions as setup by the Command leave Administrator. Valid departments/divisions are located and selected by using the lookup button
- 8. **De-assigned Date** - When a career counselor is removed from their responsibilities as a career counselor, the date of occurrence is entered in this field and saved



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

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

### **CORRESPONDENCE TRACKING**

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

Corr Tracking

Rank/Rate: [REDACTED] Name: [REDACTED] Current DSC: 100

ADSD: 09/11/2008 PRD: 05/01/2025 EAOS: 02/15/2028 SEAOS: 02/15/2028

CREO/ECMO: PEBD: 09/11/2008 DIEMS: 03/07/2008 DIERF:

**Correspondence Tracking** Personalize | Find | [Icons] First 1 of 1 Last

Prog Type	Pkg Type	Submission Date	Status	Status Date	Comments
[Search]	[Search]	[Search]	[Search]	[Search]	[Comments] [Add] [Remove]

[Save] [Return to Search]

**Figure 6-13 Correspondence Tracking page**

### **CAREER INFORMATION TRAINING**

This section covers the Career Information Training page and provides Career Counselors the ability to enter Career Information Training dates for Sponsor training, CDTC, FTSW, and RASW. Data entered on this page may be used for reporting processes in CIMS Online.

**CIMS Training**

**Retrieval Criteria**

Required	Optional
Active/Reserve: <input type="text" value="Active"/>	<input type="checkbox"/> CDT Member
UIC: <input type="text"/>	<input type="checkbox"/> First Term
Officer/Enlisted: <input type="text" value="Enlisted"/>	<input type="checkbox"/> Sponsors
<a href="#">Retrieve Records</a>	

**New Values to Apply**

☒ Sponsor Training  ☐ CDTC  ☐ FTSW  ☐ RASW

**Career Information Training Update** [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Rank/Rate	Name	Active/Reserve	UIC	Dept	Div	CDTC	FTSW	RASW	Sponsor Training	Select
		Active								<input type="checkbox"/>

[Save](#)

**Figure 6-14 Career Information Training page**

### UNITED STATES MILITARY APPRENTICESHIP PROGRAM (USMAP)


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

**USMAP**

Rank/Rate:  Name:  Current DSC: 100

AIMS 0817 COMPUTER OPERATOR  
Symbol:  
Status: 5 Completed

Enrollment Information	Progress Information
Date Enrolled: 11/14/2022	Pre-Registration Credit: 0
Date Completed: 03/17/2023	Additional Credit:
Last Update: 06/12/2023	Total Hours Earned: 1040.0
	Total Hours Required: 2000



NETC USMAP Data

**Figure 6-15 USMAP Information page**



## **CDB VERIFICATION PROCESS**

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

Career Development		CDB Data	
Rank/Rate: [REDACTED]	Name: [REDACTED]	Current DSC: 100	
ADSD: 03/06/2012	PEBD: 03/06/2012	EAOS: 03/05/2016	Soft EAOS: 03/05/2016
REPORT DT: 03/19/2013	PRD: 03/01/2015	DIEMS: 07/28/2011	DIERF:

Career Development Comments		Find   View All		First	1 of 1	Last
CDB Type: [P] 18 Month	DEPT: OPS		DIV: OF			
CDB Type 2: [I]	CDB Type 3: [ ]	CDB Type 4: [ ]				
CDB Date: 01/22/2015						
CDB Rank/Rate: [REDACTED]						
<b>Status</b> 7						
<input type="radio"/> Pending <input type="radio"/> Completed <input checked="" type="radio"/> Verified						

***Figure 6-16 CDB Verification page***

<b>Pre-Sep Completed:</b>	<b>VA Briefing Completed:</b>	
<b>DD 2648 Completed:</b>	<b>Post-9/11 GI Bill TEB:</b>	11/17/2021
<b>Short Term Goals:</b>	<div>- Minimum three short term goals</div> <div>218 characters remaining</div>	
<b>Long Term Goals:</b>	<div>- Minimum three long term goals</div> <div>219 characters remaining</div>	
<b>Board Members:</b>	<div>Rate/Rank LName, FName (Title, ie. CMDCM/CSEL, LCPO, LPO, DDCC/CCC, DIVO, DH, ESO, CMEO, etc)</div> <div>157 characters remaining</div>	
<b>Board Comments:</b>	<div>Summary of Board discussion points in paragraph form. Minimum 3-5 complete sentences.</div> <div>915 characters remaining</div>	
<b>Leadership Title:</b>	<div>IE. CCC/CSEL/XO/CO</div>	
<b>Leadership Comments:</b>	<div>Enter additional command comments in this block prior to verification.</div> <div>180 characters remaining</div>	

***Figure 6-17 CDB Verification page with CDB data***

## SELECTED REENLISTMENT BONUS (SRB)

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

Navy Enlisted Classification Code			
Selective Reenlistment Bonus Calculator			
<input checked="" type="radio"/> USN		<input type="radio"/> FTS	
Pay Grade:	<input type="text" value="E05"/>	Bonus Type:	<input type="text" value="1AA"/>
Broken Service Status:	<input type="text" value="1 - No Broken Service"/>		
SRB Qualifier:	<input type="text" value="EM:T3"/>	SRB Max Amount:	<input type="text" value="\$30000.00"/>
Zone Description:	(ZONE A ONLY)		
Bonus Rating:	EM	Bonus Warfare:	Bonus NEC:
INOP NUC EXT:	<input type="text" value="00"/>	INOP OTH EXT:	<input type="text" value="00"/>
EAOS at Reenlistment:	<input type="text" value="08/16/2024"/>	SEAOS at Reenlistment:	<input type="text" value="08/16/2024"/>
Date of Reenlistment:	<input type="text" value="08/13/2024"/>	Reenlistment Term:	<input type="text" value="72 Month"/>
Monthly Base Pay:	<input type="text" value="\$3365.70"/>	LOS for Pay:	4
		New EAOS:	08/12/2030
<b>Reduction Months</b>			
INOP NUC EXT:	00	Early Reenlistment:	01
INOP OTH EXT:	00	Over 16 Years:	00
<input type="button" value="Clear"/>			
<input type="button" value="Calculate SRB"/>			
Estimated SRB Amount			
Zone: A Tier Description: T3			
Reference: FY24 SRB AWARD PLAN (N13 SRB 002/FY24)			
Award Level:	1.0	0.0	Months Used to Calculate Bonus: 71
Total Act Serv at REENL: 5 Yrs 1 Mos 19 Days			
Total Act Serv after REENL: 11 Yrs 1 Mos 19 Days		SRB Amount:	\$19,913.73
All fields Required when open.			
<input type="button" value="Submit SRB Pre-Certification"/>			

**Figure 6-18 SRB Submission Page**

Appr Inst:	Appr Status: Pending	Appr Action: Incomplete	Comment
------------	----------------------	-------------------------	---------

PPSUIC: 42574	Bonus Type: 1AA	Continuous Service	Reset Program
---------------	-----------------	--------------------	---------------

SRB Qualifier: EM:T3	EAOS on Reenlistment: 08/16/2024
Message Qualifier: EM	



Discounted Inop Ext: 01	Pay Grade: E05	PEBD at Last Discharge:
Other Inop. Ext: 00	Last Discharge Date:	Adj. ADSD:

Reenlistment TermMonths: 72	Reenlistment Date: 08/13/2024
-----------------------------	-------------------------------

Extension Months:	Extension Exec Date:
-------------------	----------------------



Zone: A - 0-6 years	Total SRB: 19913.73	SRB Level: 1.0
---------------------	---------------------	----------------

Bonus Rate: EM	EAOS: 07/23/2024	SEAOs: 07/23/2024
PEBD: 06/24/2019	ADSD: 06/24/2019	EMC: B210
NEC:	DNEC: 0000	DNEC2:
AOS: 71	AOS Date:	CWAY Status: AIR
Prospective Rate:	Prospective Paygrade:	CWAY Approval Date: 04/08/2020

Competencies		Personalize   Find    		First	1 of 1	Last
Effective date	Competency					
01/01/1951	0000					

Contact Information	
Name:	
Email:	
Phone:	

Commanding Officer Remarks:	

SRB History		Personalize   Find   View All    		First	1 of 1	Last
Effective date	SRB Type	Approval Status				

OK	Apply
----	-------

**Figure 6-19 SRB Status page**

## **CERTIFICATES**

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

Certificates

**Member Information**

SSN:

\*Full Name:

\*Gender:

**Signing Official Information**

Official Name:   
(First Name MI Last Name, Rank, Branch/Class)

Official Title:

Official Command:

**Certificate Information**

\*Certificate Type:

\*Certificate Date:

\*Recipient Name:

\*Relationship To Member:

**Rating Information**

Rank/Rate Code:   Chief Navy Counselor

Rank/Rate:

Warfare Designator Code:   (IUSS) Integrated Undersea Surv Spec

Warfare Designator:

Full Rating: Chief Navy Counselor (IUSS)

**Figure 6-20 Certificates page**

## **UNIT TRACKING**

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

Tracking Criteria
DMAP E04 List

Unit Tracking Search Criteria

List Type

☒ Active
☐ Reserve

List

☐ Alpha Roster
☐ Career Counselor Roster
☐ Career Decision
☐ CDB Notification
☐ Correspondence Tracking
☐ PACT/GENDET
☐ CSB/REDUX
☐ C-WAY
☐ Post-9/11 GIB TEB
☒ DMAP
☐ MGIB

Filter

☒ E4
☐ E5

UIC Access
Personalize | Find | View All |
First 1-2 of 2 Last

Select	UIC		NOSC
<input checked="" type="checkbox"/>	42056	ASSAULT CRAFT UNIT 2 SHORE C	
<input checked="" type="checkbox"/>	53210	ASSAULT CRAFT UNIT 2	

Select All Deselect All
Process Request

**Figure 6-21 Unit Tracking page**

## **DETAILING MARKETPLACE ASSIGNMENT POLICY (DMAP)**

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

NSIPS  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Tracking Criteria: **DMAP E04 List**

Active Enlisted DMAP E04 Listing.

Personalize | Find | View All | 1-49 of 49 | Last

Date	UIC	Description	Rank/Rate	Name	Report Date	SDCC	SDUTY MOS Current	EAOS	SEAOS	Exam Cycle PNA	PRD	SDUTY MOS at PRD	Comments
1 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		06/23/2016	06/01/2016	68	03/13/2021	03/13/2021	252	06/01/2021	60	<a href="#">Comments</a>
2 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		04/04/2018	04/01/2018	46	11/14/2021	11/14/2022	252	10/01/2022	54	<a href="#">Comments</a>
3 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		10/07/2018	10/01/2018	40	06/18/2022	06/18/2023	252	05/01/2023	55	<a href="#">Comments</a>
4 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
5 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
6 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
7 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
8 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
9 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
10 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
11 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
12 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
13 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
14 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
15 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3										<a href="#">Comments</a>
16 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		05/16/2015	05/01/2015	81	10/11/2024	10/11/2024	252	01/01/2021	68	<a href="#">Comments</a>
17 02/25/2022	21247	CVN 71 T ROOSEVELT	CS3		11/23/2015	11/01/2015	75	06/28/2021	06/28/2021	252	05/01/2020	54	<a href="#">Comments</a>
18 02/25/2022	21247	CVN 71 T ROOSEVELT	ABF3		10/20/2018	10/01/2018	40	06/24/2022	06/24/2023	252	06/01/2023	56	<a href="#">Comments</a>
19 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		12/13/2017	12/01/2017	50	08/08/2021	08/08/2022	252	07/01/2022	55	<a href="#">Comments</a>
20 02/25/2022	21247	CVN 71 T ROOSEVELT	CS3		07/08/2016	07/01/2016	67	02/24/2021	02/24/2021	252	02/01/2021	55	<a href="#">Comments</a>
21 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		04/04/2018	04/01/2018	46	12/10/2021	12/10/2022	252	10/01/2022	54	<a href="#">Comments</a>
22 02/25/2022	21247	CVN 71 T ROOSEVELT	CS3		12/22/2018	12/01/2018	38	08/14/2022	08/14/2023	252	08/01/2023	56	<a href="#">Comments</a>
23 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		06/18/2018	06/01/2018	44	02/11/2022	02/11/2023	252	01/01/2023	55	<a href="#">Comments</a>
24 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		11/04/2019	12/01/2017	50	07/16/2021	07/16/2023	252	07/01/2022	55	<a href="#">Comments</a>
25 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		05/16/2016	05/01/2016	69	09/22/2024	09/22/2024	252	12/01/2020	55	<a href="#">Comments</a>
26 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		06/29/2018	06/01/2018	44	03/26/2022	03/26/2022	252	06/01/2020	24	<a href="#">Comments</a>
27 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		07/01/2016	07/01/2016	67	01/09/2024	01/09/2024	252	04/01/2021	57	<a href="#">Comments</a>
28 02/25/2022	21247	CVN 71 T ROOSEVELT	ABH3		07/19/2018	07/01/2018	43	03/28/2022	03/28/2023	252	03/01/2023	56	<a href="#">Comments</a>

1. DMAP List columns can be sorted by clicking on the column name  
2. Comments is a hyper-link that will open the Correspondence Tracking Page. Blue Comments hyper-link indicates no comments have been entered in the Correspondence Tracking Page  
3. Green Comments indicates that comments have been entered in the Correspondence Tracking Page  
\* Comments will turn green after you run the DMAP List again from the Tracking Criteria Page

Figure 6-22 DMAP Listing

NSIPS  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Correspondence Tracking Page

Corr Tracking

Rank/Rate: ABH3 Name: Current DSC: 100

ADSD: 12/07/2017 PRD: 10/01/2022 EAOS: 12/06/2021 SEAOS: 12/06/2022

CREO/ECMO: 2 PEBD: 12/07/2017 DIEMS: 07/31/2017 DIERF:

Correspondence Tracking

Prog Type:  Pkg Type:  Submission Date:  Status:  Comments:

Save Return to Search

Look Up Prog Type

Program Type code begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-24 of 24 Last

Program Type code	Description
AOC	AOC
ASD	A School
CON	CONVERSION
CSB	Career Status Bonus
CWO	Chief Warrant Officer
CWP	Career Waypoint
DMP	DMAP
ENL	ESRP
HAR	HARP
HYT	High Year Tenure Waiver
LDO	Limited Duty Officer
MEL	MELP
OCS	Officer Candidate School
OHA	OHARP
OTE	OTEP
OTH	Other
REQ	1306 / 7
RET	Ret Reserve
SCR	SCORE
SEA	SEA
SPO	SPECIAL PROGRAMS
STA	STA-21
STR	STAR
USM	US MAP

Look Up Pkg Type

Package Type begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Package Type	Description
1	1306/7
2	Message
3	Board Package
4	Electronic
5	Request
6	Letter

Look Up Status

Package Status begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-11 of 11 Last

Package Status	Description
A	Approved
C	Conversion Approved
D	Disapproved
E	Separate
H	In-house
I	In Rate Approved
P	Pending
R	C-WAY Reenlistment
S	Submitted
T	CSB Accepted
U	CSB Rejected

Comments

Opting Out

240 characters remaining  
\* Comments cannot exceed 250 characters.

OK Cancel

1. Program Type  
2. Package Type  
3. Submission Date  
4. Status  
5. Status Date  
6. Comments  
7. Save Comments

Figure 6-23 Correspondence Tracking (DMAP)



## CAREER DECISIONS

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

**Career Decisions**

Rank/Rate: [REDACTED]	Name: [REDACTED]	Current DSC: 100
-----------------------	------------------	------------------

ADSD: 09/11/2008	PRD: 05/01/2025	EAOS: 02/15/2028	Soft EAOS: 02/15/2028
------------------	-----------------	------------------	-----------------------

CREO/ECMO:	PEBD: 09/11/2008	DIEMS: 03/07/2008	DIERF:
------------	------------------	-------------------	--------

UIC: 42056	ASSAULT CRAFT UNIT 2 SHORE C
------------	------------------------------

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions**
[Find](#) | [View All](#)
First ◀ 1 of 1 ▶ Last

**Program** +

Plan Type: 
Planned Date:  31

Comments:  ✓

254 characters remaining

**Calculators**

[CIMS - Selective Reenlistment Bonus](#)
[CIMS - Retirement Plan](#)
[CIMS - Survivor Benefit Plan](#)

Save
 Return to Search

**Figure 6-24 Career Decisions page**



**Career Decisions**

Rank/Rate: [REDACTED]	Name: [REDACTED]	Current DSC: 100	
ADSD: 09/11/2008	PRD: 05/01/2025	EAOS: 02/15/2028	Soft EAOS: 02/15/2028
CREO/ECMO:	PEBD: 09/11/2008	DIEMS: 03/07/2008	DIERF:
UIC: 42056      ASSAULT CRAFT UNIT 2 SHORE C			

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

**Program** +

Plan Type: Reenlistment

Planned Date: 08/07/2024

**Lump Sum Leave Calculator**

Grade: E07

Base Pay: \$5379.30

Days Selling:

Est Paid Leave Amt:

**Request Status**

Number of Years: 4 yrs

**Reenlistment**

Location: ASSAULT CRAFT UNIT TWO

Time: 1000

Reenlisting Officer: TBD

Last Name, First Name MI., Rank

Comments:

254 characters remaining

**Calculators**

CIMS - Selective Reenlistment Bonus

CIMS - Retirement Plan

CIMS - Survivor Benefit Plan

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

**MONTGOMERY G.I. BILL (MGIB) PROGRAM**

Eligible active-duty members are no longer automatically enrolled in the MGIB during their first two weeks of initial entry training.

Members are now given 270 days to decide if they would like to enroll or dis-enroll in the MGIB program. This process heavily relies on command involvement in ensuring members are accurately counseled and provided the opportunity to opt out of MGIB enrollment if they desire. Members who do NOT opt out (dis-enroll) will automatically be enrolled and pay deductions will start the month following their 271st day of active duty.

Once a week, CCC will run a MGIB report in CIMS to identify Sailors who require counseling.

NOTE: Refer to Chapter 12 for more information.

Step 1. CIMS - Use - Unit Tracking

**Tracking Criteria**

**Unit Tracking Search Criteria**

**List Type**

☒ Active ☐ Reserve

**List**

☐ Alpha Roster ☐ Career Counselor Roster ☐ Career Decision ☐ CDB Notification  
☐ Correspondence Tracking ☐ PACT/GENDET ☐ CSB/REDUX ☐ C-WAY  
☐ Post-9/11 GIB TEB ☐ DMAP ☒ MGIB

**MGIB Filter**

\*MGIB Status: All \*Officer/Enlisted: Both \*Decline Period: All Dates

**UIC Access** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Export](#) | First 1-2 of 2 Last

Select	UIC	
<input checked="" type="checkbox"/>	42056	ASSAULT CRAFT UNIT 2 SHORE C
<input checked="" type="checkbox"/>	53210	ASSAULT CRAFT UNIT 2
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Select All Deselect All [Process Request](#)

**Figure 6-26 Unit Tracking**

Tracking Criteria		MGIB Active List										
Active MGIB Enrollment Tracking Listing - Officers/Enlisted - Auto-Enroll unless Decline received. - For All Dates									Personalize   Find   View 50   20   10		First 1.6 of 6 Last	
UIC	Rank/Rate	Name	Dept	Div	ADSD	EAOS	SEAOs	180 Day of AD	270 Day of AD	MGIB Status	MGIB Status Description	MGIB Status Date
53210	BMSR	[REDACTED]			12/12/2023	12/11/2027	12/11/2028	06/09/2024	09/07/2024	2	Auto-Enroll unless Decline received.	09/08/2024
53210	ENFA				11/28/2023	11/27/2027	11/27/2028	05/26/2024	08/24/2024	2	Auto-Enroll unless Decline received.	08/25/2024
53210	ENFR				11/30/2023	11/29/2027	11/29/2028	05/28/2024	08/26/2024	2	Auto-Enroll unless Decline received.	08/27/2024
53210	ENFR				11/28/2023	11/27/2027	11/27/2028	05/26/2024	08/24/2024	2	Auto-Enroll unless Decline received.	08/25/2024
53210	ENFR				11/16/2023	11/15/2027	11/15/2028	05/14/2024	08/12/2024	2	Auto-Enroll unless Decline received.	08/13/2024
53210	BMSR				10/31/2023	10/30/2027	10/30/2028	04/28/2024	07/27/2024	2	Auto-Enroll unless Decline received.	07/28/2024
Previous tab		Next tab										
Tracking Criteria   MGIB Active List												


**Figure 6-27 Active MGIB Enrollment Tracking List**

## APPRENTICE ADVANCEMENT ALIGNMENT

All E-1 through E-4 advancements are a time in service (TIS) based construct. TIS requirements to advance from E-1 through E-4 will be as follows:

- a) E-1 - E-2: 9 months TIS
- b) E-2 - E-3: 18 months TIS
- c) E-3 - E4: 30 months TIS

CCCs can assist the Education Service Officer by pulling a TIS report via CIMS > Use > Advancement Information



### AAA TIS Eligibility Report

**Disclaimer**

CUI Controlled Unclassified Information

Use Saved Filter(s)

**Selection Criteria**

Eligibility Status

Active/Reserve

PPS UIC

Current UIC

Reserve Admin UIC

**Figure 6-28 Advancement Search**

Selection Criteria

Eligibility Status

Yes

Active/Reserve

Active

PPS UIC

Current UIC

23170

CYN 77 GEO BUSH

Reserve Admin UIC

Run

Clear All

Save Search Criteria

Delete Saved Search

AAA Time in Service Eligibility Report

Personalize

Find

View 100

1-100 of 582

Last

DDID	Name	Current UIC	DSC	Rank/Rate	TIS	DOR	Prop Rate	Prop DOR	Eligibility Status	CO Promotion	CO Retention	CO Delayed	Inelig EBC	Inelig Rate	Inelig Map Advanced	Inelig Prior-R	Rate Change Authority	Advancements
1		23170	100	RSSN					Y	Recommended	Recommended						Designate As Striker	Advancements
2		23170	100	DCFR				05/09/2024	Y	Recommended	Recommended						Designate As Striker	Advancements
3		23170	100	AZAN				05/15/2024	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
4		23170	100	MMFN				07/01/2024	Y	Recommended	Recommended						Other Rate/Rating Change	Advancements
5		23170	100	AGAN					Y	Recommended	Recommended						Designate As Striker	Advancements
6		23170	100	ABIAN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
7		23170	100	ABIAN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
8		23170	100	ABFAR				07/03/2024	Y	Recommended	Recommended						Designate As Striker	Advancements
9		23170	100	ABFAN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
10		23170	100	ABEAN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
11		23170	100	WIFN				01/19/2025	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
12		23170	100	MASN				01/05/2025	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
13		23170	100	MMFN					Y	Recommended	Recommended						Other Rate/Rating Change	Advancements
14		23170	100	AGAN				01/07/2025	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
15		23170	100	AEAN					Y	Recommended	Recommended						Designate As Striker	Advancements
16		23170	100	AGAN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
17		23170	100	CSSN					Y	Recommended	Recommended						Designate As Striker	Advancements
18		23170	100	CSSA				03/12/2024	Y	Recommended	Recommended						Other Rate/Rating Change	Advancements
19		23170	199	RSSN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
20		23170	100	LSSN				09/23/2024	Y	Recommended	Recommended						Rate change as a result of correction	Advancements
21		23170	100	LSSN					Y	Recommended	Recommended						Examination - NETPMISA	Advancements
22		23170	100	ABFAN				07/08/2024	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
23		23170	100	LSSN				08/17/2024	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
24		23170	100	CSSN				03/12/2025	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
25		23170	100	ABHAA				02/06/2025	Y	Recommended	Recommended						Other Rate/Rating Change	Advancements
26		23170	100	CTTSA				03/11/2024	Y	Recommended	Recommended						Other Rate/Rating Change	Advancements
27		23170	100	AGAN				01/13/2025	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
28		23170	100	AA				02/01/2025	Y	Recommended	Recommended		Y				Other Rate/Rating Change	Advancements
29		23170	100	MASN				03/06/2025	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
30		23170	100	YNSN				02/22/2025	Y	Recommended	Recommended						Examination - NETPMISA	Advancements
31		23170	100	AGAN				01/06/2025	Y	Recommended	Recommended						Examination - NETPMISA	Advancements

Figure 6-29 Active Advancement Information Listing

## **CHAPTER SEVEN**

### **CAREER WAYPOINTS (C-WAY) OVERVIEW**

#### **INTRODUCTION**

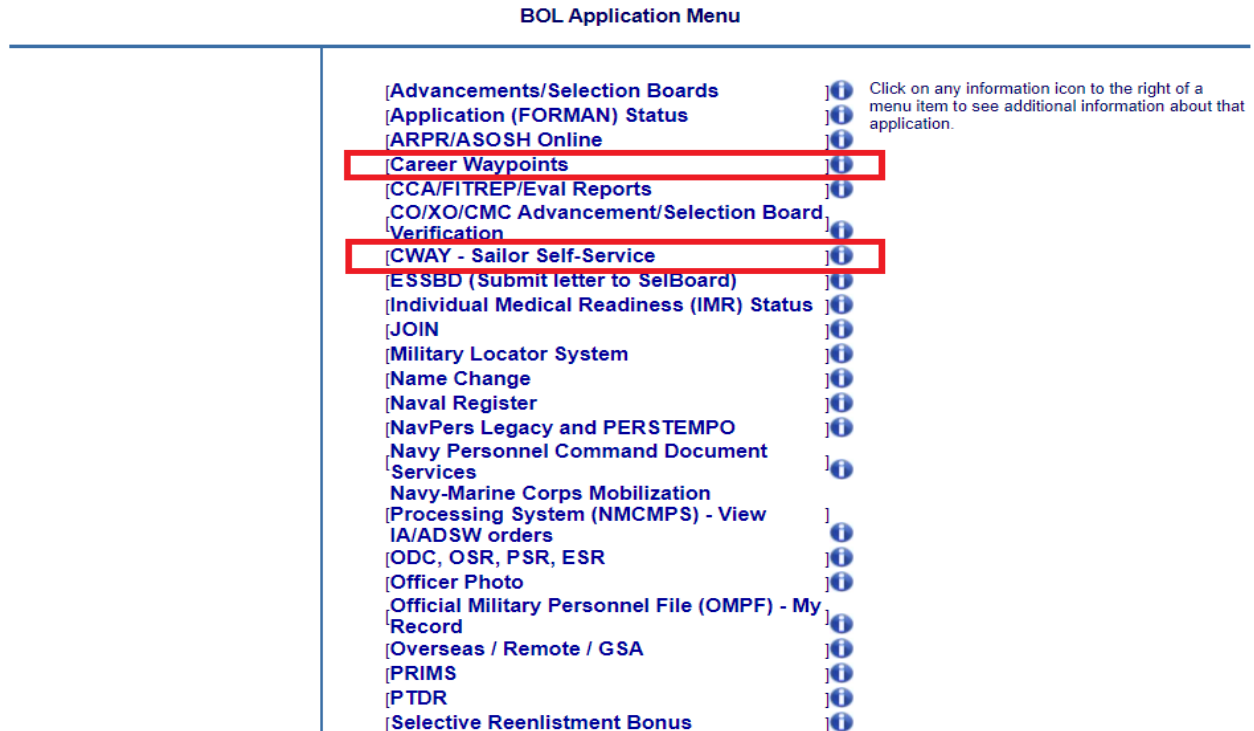
C-WAY is a corporate information technology system which provides a mechanism for matching personnel inventory to requirements with the best performing Sailors. It serves as a service continuum system and is designed as a long-term force management tool, balancing manning across rates, ratings, Active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

#### **REQUIRED ACTION**

CCCs must conduct a mandatory C-WAY qualification screening utilizing NAVPERS 1040/4 for every enlisted Sailor reporting onboard. CCCs are encouraged to use C-WAY to screen rated Sailors, discuss conversion opportunities, and submit applications. CCCs will also screen PACT Sailors, discuss rating entry opportunities, and guide them to apply for a designation in MNA or remain on board.

#### **HOW TO REQUEST AN ACCOUNT**

Use DD Form 2875, as listed on the MyNavy HR web page. Form MUST be digitally signed. Supervisor (block 17) must be a rated NC, CMC or SEL, XO, or CO. E-mail DD Form 2875 form to [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil) for processing. CCCs, will access C-WAY utilizing BUPERS Online (BOL).



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

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

### **QUALIFYING SAILORS**

- Counselors will utilize the NAVPERS 1040/4 to qualify all E1-E9 Sailors from the Sailor Detail page to access a list of qualified jobs (eligible ratings) for the specified Sailor
- The Qualified Jobs window provides filter, sort, and print capabilities. Additionally, counselors can obtain and review job cards, additional job requirements, and conversion information
- Counselors can also use the Career Exploration Module (CEM) to show Sailors why they are not qualified for a desired rating and guide the Sailors to meet the requirements, if possible

**Career Exploration Module**

JOE SAILOR

Qualify

Reset

Roadmap

View Job Card

View LaDR

Close

**Qualified Jobs:**

Rating	Rating Full Name	Status	CREO	RIDE Rank
SB	Special Warfare Boat Operator	Unqualified	N/A	63
SO	Special Warfare Operator	Unqualified	N/A	63
STG	Sonar Technician Surface	QualifiedWithCutscoreWaiver	N/A	44
STS	Sonar Technician Submarine	QualifiedWithCutscoreWaiver	N/A	49
SW	Steelworker	FullyQualified	N/A	9
UT	Utilitiesman	FullyQualified	N/A	42
YN	Yeoman	FullyQualified	N/A	36
YNS	Yeoman Submarine	FullyQualified	N/A	7

**Cut Score Rules:**

**Physical Qualification Rules:**

**Figure 7-2 Career Exploration Module**

## **POLICY FOR C-WAY**

In order to reenlist, all rated AC and TAR Sailors, must utilize MNA OBLISERV (refer to chapter 8) to receive reenlistment approval. C-WAY must also be utilized for PACT intentions (Request Participation/Decline Participation/Not Eligible/Request to remain onboard) and AC/TAR/Selected Reserves (SELRES)/Transition/Affiliation. Refer to current PACT policy for most up-to-date guidance.

## **C-WAY TIMELINES**

Mandatory SELRES C-WAY applications automatically generate 10 months out from SEAOS.

- If a Sailor does not desire an In-Rate quota, the CCC will still be able to submit the Sailor for SELRES, Targeted Reentry Program (TRP), or No Apply this month
- Counselors should review those Sailors who are not eligible monthly, and verify their ineligibility. (i.e. Not recommended for retention, PFA Failures, Security Clearances, etc.)

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

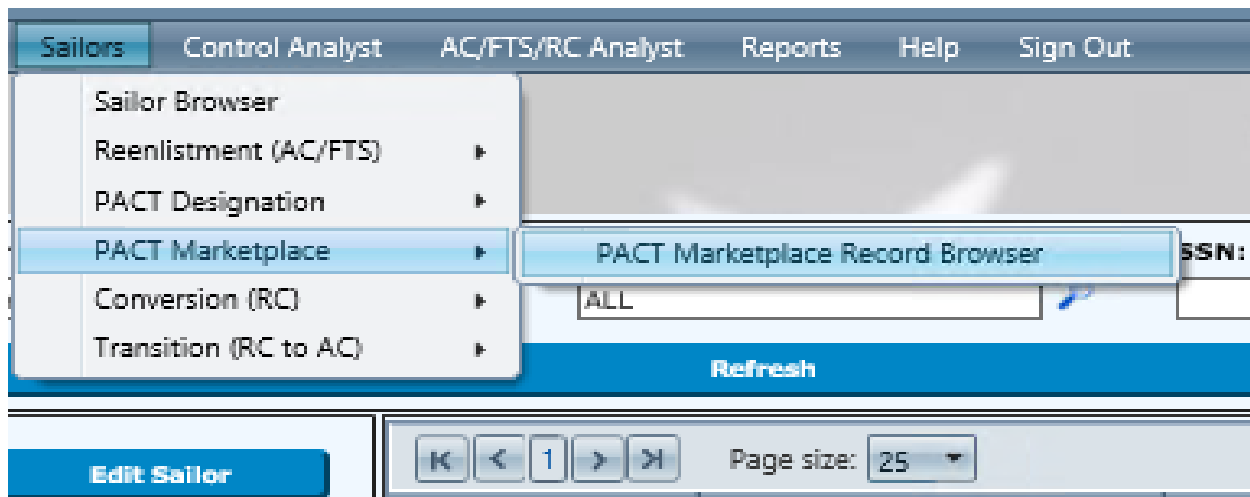
## **LIST OF CAREER MANAGEMENT MODULES IN C-WAY**

Career counselors will ensure C-WAY qualification for every Sailor (E1-E9) utilizing NAVPERS 1040/4. Use C-WAY to screen for rating eligibility, counsel, and guide eligible rated Sailors to new career opportunities, rating conversions, and for undesignated Professional Apprenticeship Career Track (PACT) Sailors. C-WAY provides the best match of Sailors' qualifications and aptitude to meet Navy rating entry requirements for rating assignment and conversions

The Sailor can, at any time in their C-WAY SEAOS window, apply for SELRES.

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

C-WAY-Professional Apprenticeship Career Track (C-WAY-PACT) Marketplace applies to unrated Sailors desiring to become rated. Refer to current PACT policy for most up-to-date guidance. Refer to MILPERSMAN 1306-611 for further guidance.



**Figure 7-3 C-WAY-PACT Marketplace Record Browsing**





*Figure 7-4 C-WAY Menu*

#### **FUNCTIONS OF C-WAY MODULES**

##### **C-WAY-PACT MARKETPLACE**

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

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

**PACT Marketplace Record Details**

**Sailor Name:** PACTAlgorithm, 1 A

**Rating:** FN

**Looks Remaining:** 3

**Status:** Requests Participation

**Requests Onboard:**

**Process Cycle:** FY21 Cycle 4 - Apr

**Qualified:** Yes

**JOIN Date:** None

Requests Participation ☒

Declines Participation ☐  

Not Eligible ☐

☐ Requests to Remain Onboard

	Rating	RIDE Rank	JOIN Rank	RIDE/JOIN Rank
<b>1st Choice:</b>	<span style="border: 1px solid #ccc; padding: 2px 20px;"> </span>			
<b>2nd Choice:</b>	<span style="border: 1px solid #ccc; padding: 2px 20px;"> </span>			
<b>3rd Choice:</b>	<span style="border: 1px solid #ccc; padding: 2px 20px;"> </span>			
<b>4th Choice:</b>	<span style="border: 1px solid #ccc; padding: 2px 20px;"> </span>			

☒ 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.

**Figure 7-5 PACT Marketplace Record**

### **C-WAY-TRANS RC/AC**

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

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

**YG CALCULATION**

Active Duty Days: \_\_\_\_\_  
AT/ADT Days: \_\_\_\_\_  
Total: \_\_\_\_\_ (Convert to YY MM DD Format)

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

YG \_\_\_\_\_ (Fiscal Year October 1 - September 30)

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

Counselors may submit a C-WAY RC conversion directly from C-WAY. In addition, the Conversion (RC) Application Browser shows the status of all C-WAY RC conversion applications submitted by Sailors in the command. Counselors can find which applications have been approved, rolled over, or rejected and identify those Sailors who are required to reapply. Counselors can edit applications submitted through C-WAY directly from this browser and build and print status reports for individual applications as well as for the entire command. For information on "A" school training, refer to MILPERSMAN 1306-618.

**THE CAREER COUNSELOR (CC) ROLE IN C-WAY**

Associated job functions and tasks enable CCCs and department CCs to enter, edit, and qualify C-WAY jobs and PACT Marketplace intentions and Military Service Obligations/ 4-2-2 obligations.

Counselors will "qualify" all Sailors utilizing NAVPERS 1040/4 to view eligibility for any and all ratings, which maximizes the likelihood of training success by matching an individual's specific cognitive abilities (measured by AFCT/ASVAB) to the specific technical training requirements of a job.

Note: If a Sailor intends to separate at SEAOS, Counselors must update Sailor details with reasons why they intend to separate and ways to keep them Navy. (Refer to CWAY User Guide for more information)

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

Summary			
SSN: <input type="text"/>	DoD ID: <input type="text"/>		
Last Name: <input type="text" value="SAILOR"/>	First Name: <input type="text" value="JANE"/>	Middle Initial: <input type="text" value="P"/>	
Gender: <input type="text" value="Female"/>	Date of Birth: <input type="text" value="9/14/1988"/>		

General Information			
ADSD: <input type="text" value="12/12/2006"/>	UIC: <input type="text" value="N21412"/>	US Citizen: <input type="text" value="Yes"/>	
Service Code: <input type="text" value="AC"/>	Department: <input type="text"/>	Parents U.S. Born: <input type="text" value="No"/>	
Paygrade: <input type="text" value="E7"/>	Secondary UIC: <input type="text"/>	All immediate family US Citizens: <input type="text" value="Yes"/>	
Current Rating: <input type="text" value="NC(C)"/>	Secondary Department: <input type="text"/>	Civilian Education: <input type="text" value="HS Diploma"/>	
Previously Held Rating: <input type="text"/>	Prospective Rate: <input type="text"/>		
Security Clearance: <input type="text" value="Secret"/>	Security Clearance Date: <input type="text" value="8/21/2018"/>		

Test Scores & Evaluations
Medical
Legal & Moral
CTO Support

<input type="button" value="Qualify"/>	<input type="button" value="Notes"/>	<input type="button" value="Save"/>	<input type="button" value="Close"/>
--	--------------------------------------	-------------------------------------	--------------------------------------

**Figure 7-6 Sailor Browser Qualify Function**

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

Note: Sailors > Sailor Browser > Notes

Notes	
SSN : <input type="text"/>	Name : <input type="text" value="SAILOR, JOE"/>
Note : <div><div></div></div>	
History : <div><div></div></div>	
<div><div><input type="button" value="Save"/></div><div><input type="button" value="Notes Report"/></div><div><input type="button" value="Close"/></div></div>	

**Figure 7-7 Sailor Browser Notes Function**

## **C-WAY ASSIGNED ROLES**

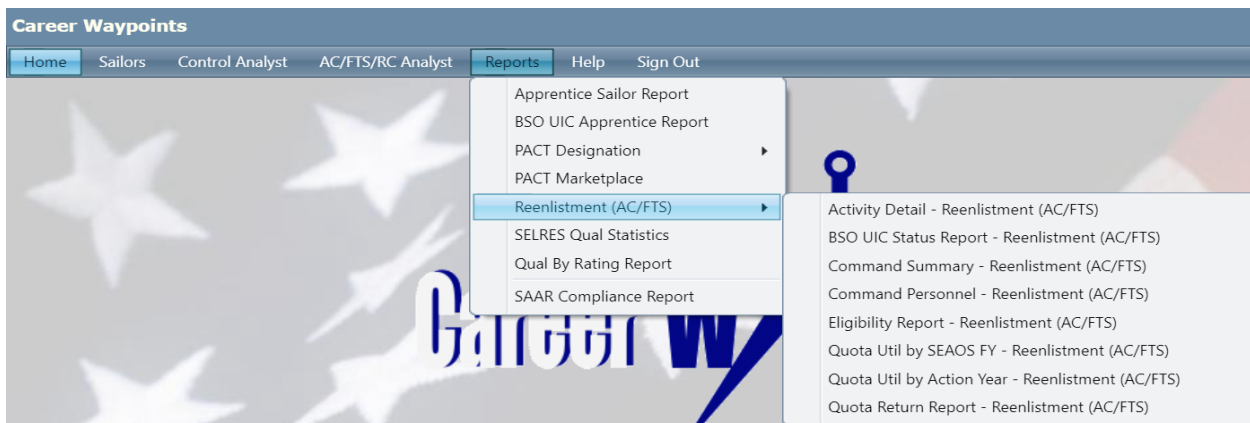
Role	Assigned Function
Command Career Counselor	<ul style="list-style-type: none"> <li>- Edit and qualifies</li> <li>- Submits C-WAY applications and reviews their status</li> <li>- Defines departments within responsible UIC(s) <ul style="list-style-type: none"> <li>- Creates departmental CC accounts</li> </ul> </li> <li>- Assigns departmental CCs to UIC/department pairings</li> </ul>
Department Career Counselor	<ul style="list-style-type: none"> <li>- Assists CCCs to enter, edit, qualify, and rank Sailor data to C-WAY</li> </ul>

***Table 7-1- Assigned Functions by Role***

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

## **C-WAY REPORTS**

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



***Figure 7-8 CWAY Report Menu***

This report lists all Sailors approved from MNA Record Browser "Denied Final Active" and those that do not meet general reenlistment eligibility.

UIC:  
N21412

1 of 1 Find | Next

Command Reenlistment (AC/FTS) Summary Report - Date: 3/23/2022

**Career WAYPOINTS**

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

**Figure 7-9 Command Summary**

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



**Apprentice Sailor Report 03/23/2022**

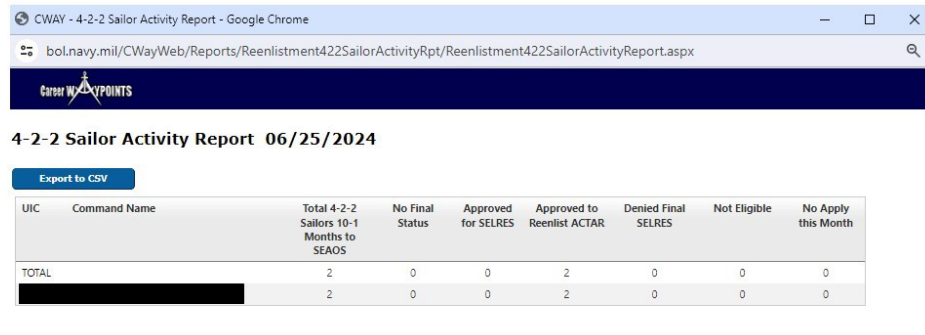
[Export](#)

UIC	Command	Onboard	Total Qualified	Total Submitted	Onboard Airman	Qualified Airman	Submitted Airman	Onboard Fireman	Qualified Fireman	Submitted Fireman	Onboard Seaman	Qualified Seaman	Submitted Seaman
<a href="#">N21412</a>	CVN 73 GEORGE WASHINGTON	<a href="#">222</a>	220	1	170	170	1	22	21	0	30	29	0

**Figure 7-10 Apprentice Sailor Report**

The 4-2-2 Sailor Activity Report provides the CCC with a quick glance on the status of all Sailors who have not met minimum Military Service Obligations (MSO)

NOTE: If a discrepancy is found, contact the CWAY Help Desk for solution



UIC	Command Name	Total 4-2-2 Sailors 10-1 Months to SEAS	No Final Status	Approved for SELRES	Approved to Reenlist ACTAR	Denied Final SELRES	Not Eligible	No Apply this Month
TOTAL		2	0	0	2	0	0	0
		2	0	0	2	0	0	0

**Figure 7-11 4-2-2 Sailor Activity Report**

#### **COMMUNITY HEALTH CATEGORIES IN C-WAY**

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

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

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

#### **JOB OPPORTUNITIES IN THE NAVY (JOIN)**

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

Once Sailors have completed the JOIN survey, they are directed to report to their CCC for the results or can review results

30 Sep 24

using C-WAY Self-Service in BOL. The survey results are automatically fed into C-WAY.

**C-WAY USER GUIDE**

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



## **CHAPTER EIGHT**

### **MYNAVY ASSIGNMENT (MNA)**

#### **INTRODUCTION**

MNA is designed and used by Sailors, CCC, and command personnel. The web-based system allows Sailors to view available jobs and make their own applications or through their CCC. Sailors can view MNA through the following secure web site:

<https://mynavyassignment.dc3n.navy.mil/>.

#### **ACCESS REQUIREMENTS**

For career counselor access or higher, please submit DD 2875 and NAVPERS 1330/3 Distribution Systems Request. Both forms are required to be digitally signed and sent by an encrypted email to: [MyNavy Assign.FCT@navy.mil](mailto:MyNavyAssign.FCT@navy.mil) upon completion.

When applying CCCs will need to complete NAVPERS 1330/3, signed by their CO, XO, or OIC. The signature block on this form must match the signature block on the DD 2875. If submitting signed forms with By direction letter must be sent with the request. The following information will be completed:

- Section I - Must be completely filled out
- Section II - Check the role(s) for the level of access you are requesting
- Remarks block - Allows you to describe additional information needed, example: additional UICs
- When requesting more than 5 UICs attach an excel spreadsheet
- Accounts will be removed under the following conditions: CAC expiration date, PRD, and security clearance
- For additional information, see the MyNavy Assignment page on the MyNavy HR Website
- NAVPERS 1330/3 can be found under Forms on MyNavy HR.

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

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For CAC binding resets, disabled accounts, or other inquiries, contact the MNA support staff at [MyNavy Assign.FCT@navy.mil](mailto:MyNavy Assign.FCT@navy.mil).

### **CCC ROLES**

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

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

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

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

### **TIMELINES**

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



**Figure 8-1 MNA Schedule**

The following chart applies to Active Duty job applications:

PRIOR TO PRD	ACTION TO BE TAKEN
18-13 Months	<ul style="list-style-type: none"> <li>- Any applicable PRD adjustments</li> <li>- Career Decision CDB</li> <li>- Sailor updates Duty Preferences and My Resume</li> <li>- Sailor applies for any special programs 15-13 months prior to PRD</li> <li>- Sailor can apply for direct conversion, normally 15-13 months prior to PRD</li> </ul>
12 Months	<ul style="list-style-type: none"> <li>- Submit MNA Obliserv intention</li> <li>- Submit MNA applications for desired jobs</li> <li>- Sailor enters negotiation window</li> <li>- Sailor applies for up to 7 billets in MNA. Utilize the MNA Negotiation Window Table on the MNA page on the MyNavy HR website</li> <li>- Sailors can apply for conversion-out opportunities</li> <li>- Professional Apprentice Career Track (PACT) Sailors begin rating designation process</li> </ul>
6 Months	<ul style="list-style-type: none"> <li>- If Sailor has not yet been selected for orders, detailers issue orders to Sailor based on the highest priority vacant billets</li> </ul>

**Table 8-1 MNA Active Duty Timeline Chart**

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

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

The following chart applies to SELRES job applications:

PRIOR TO PRD	MNA	ACTION TO BE TAKEN
		<ul style="list-style-type: none"> <li>- Billets are made available on MNA when the current occupant is 180 days from PRD</li> </ul>
180 days prior to PRD	First Cycle	<ul style="list-style-type: none"> <li>- Review Reserve MNA calendar</li> <li>- Review MNA available billets</li> <li>- Main Phase: All personnel eligible to apply for up to 10 valid billets</li> <li>- Local Phase: Cross Assigned (CA) or In Assignment Processing (IAP) personnel eligible to apply for up to 10 valid billets</li> </ul>
Next Quarter	Second Cycle	<ul style="list-style-type: none"> <li>- Review Reserve MNA calendar</li> <li>- Review MNA available billets</li> <li>- Main Phase: All personnel eligible to apply for up to 10 valid billets</li> <li>- Local Phase: CA or IAP personnel eligible to apply for up to 10 valid billets</li> </ul>
	Results	<ul style="list-style-type: none"> <li>- Selections are announced on or about the first day of the subsequent calendar quarter</li> <li>- A member can be forced out of a billet through it being advertised on MNA and subsequent assignment of said billet to another Sailor</li> </ul>

**Table 8-2 MNA SELRES Timeline Chart**

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

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

## NAVIGATION AND FEATURES

### HOME PAGE

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

The screenshot shows the MNA Homepage with a navigation bar at the top containing links: Home, Sailor Info, Jobs, Applications, Reports, Help, and Logout. Below the navigation bar, the user's role is 'Enlisted CCC', the current active MyNavy Assignment Phase is 'Selection', and the current page is 'Command Home Page'. The page displays 'Advertised Jobs' with a link to 'Go to the Job Search page for more information.' and a note that 'Additional information can be found behind any blue text.' Below this, there are yellow and blue text links: 'Orders are being processed' and 'Nominated Sailors'. The 'Prospective Losses' section shows a count of 74, with 'Check All' and 'Clear' buttons. A table titled 'Prospective Losses' is displayed with columns: Select, SSN, Name, Rate, Service Component, UIC, Command Name, Command Location, Military One Source, Navy Housing, PRD, Gender, Type Duty, Platform Type, and Apps. The table contains 12 rows of data.

Select	SSN	Name	Rate	Service Component	UIC	Command Name	Command Location	Military One Source	Navy Housing	PRD	Gender	Type Duty	Platform Type	Apps
<input type="checkbox"/>			QM3	ACTIVE	57012	COMNAVAIRLANT	VA, NORFOLK	JUN22	F	SHORE	GDY	3		
<input type="checkbox"/>			MMC	ACTIVE	57012	COMNAVAIRLANT	VA, NORFOLK	AUG22	M	SHORE	GDY	5		
<input type="checkbox"/>			ATCS	ACTIVE	4395A	CNAL TRNG TEAM	VA, NORFOLK	MAY22	M	SEA	GDY	7		
<input type="checkbox"/>			YNC	ACTIVE	57012	COMNAVAIRLANT	VA, NORFOLK	MAY22	F	SHORE	GDY	7		
<input type="checkbox"/>			YN2	ACTIVE	57012	COMNAVAIRLANT	VA, NORFOLK	FEB23	M	SHORE	GDY	7		
<input type="checkbox"/>			ATC	ACTIVE	57012	COMNAVAIRLANT	VA, NORFOLK	DEC22	M	SHORE	GDY	14		
<input type="checkbox"/>			ABH3	ACTIVE	57012	COMNAVAIRLANT	VA, NORFOLK	FEB23	F	SHORE	GDY	15		
<input type="checkbox"/>			ABHCS	ACTIVE	4395A	CNAL TRNG TEAM	VA, NORFOLK	DEC22	M	SEA	GDY	6		
<input type="checkbox"/>			EMCM	ACTIVE	40605	CNAF EAST TTSHOR	VA, NORFOLK	AUG22	M	SHORE	GDY	11		
<input type="checkbox"/>			LS2	ACTIVE	57012	COMNAVAIRLANT	VA, NORFOLK	NOV22	F	SHORE	GDY	27		

**Figure 8-2 MNA Homepage**

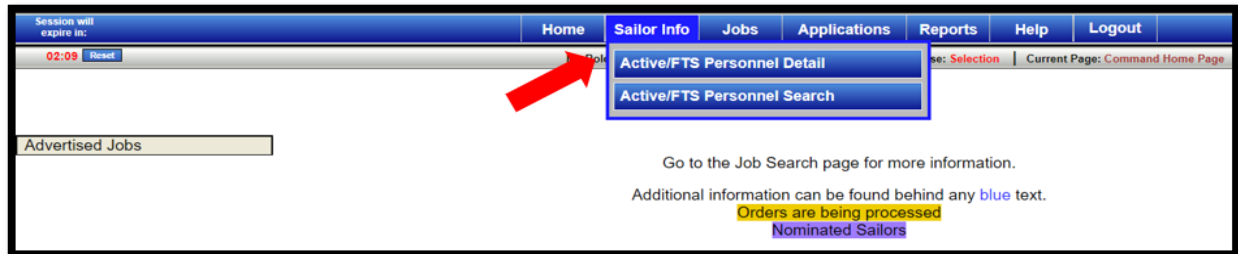
Options under the home menu include: View My Homepage, View My User Profile, View My Area of Responsibility, and Change Roles.

The screenshot shows the MNA Homepage with the 'Home' menu expanded. A red arrow points to the 'Home' menu. The menu options are: View My Homepage, View My User Profile, View My Area of Responsibility, and Change Roles. The page also displays 'Advertised Jobs' and a link to 'Go to the Job Search page for more information.' Below this, there are yellow and blue text links: 'Orders are being processed' and 'Nominated Sailors'.

**Figure 8-3 MNA Options under Homepage**

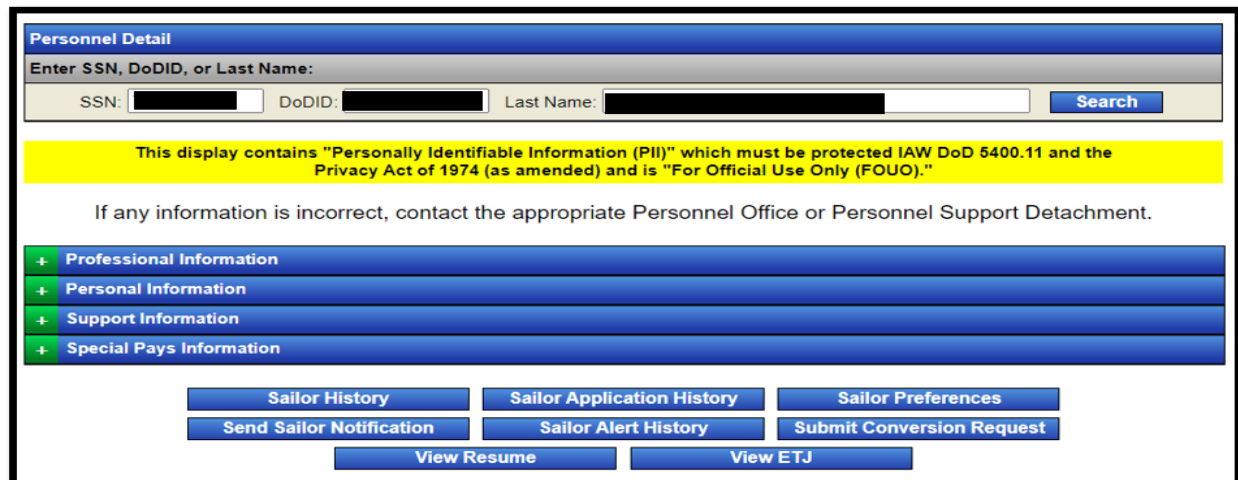
## **SAILOR INFO**

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



***Figure 8-4 MNA Options under Sailor Info***

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



***Figure 8-5 MNA Personnel Detail Page***

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

Platform 1 History																									Platform 2 History																									Platform 3 History																								
LRG	LRG	Activity Name	Platform Type	Platform Type Name	MCA	CDC	ATO	LRG	Rate	Assigned Rate	Assigned Rate Reason	ACC	Date Received	Transfer Date	Transfer Cost	PRD	PRD Reason	ONEC1	ONEC2	ONEC3	ONEC2	Assignment Reason																																																				
USA	1712	CONVULSION ACT	GGTY	CONVULSION ACT				PRD	U.S. 8.650 SHORE DUTY	NE1	NE1		100	10/19/2019	10/19/2019		10/19/2019	NA	NA	NA	NA	NA																																																				
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USA	1712	CONVULSION ACT	GGTY	CONVULSION ACT				PRD	U.S. 8.650 SHORE DUTY	NE1	NE1		100	10/19/2019	10/19/2019		10/19/2019	NA	NA	NA	NA	NA																																																				
USA	1712	CONVULSION ACT	GGTY	CONVULSION ACT				PRD	U.S. 8.650 SHORE DUTY	NE1	NE1		100	10/19/2019	10/19/2019		10/19/2019	NA	NA	NA	NA	NA																																																				
USA	1712	CONVULSION ACT	GGTY	CONVULSION ACT				PRD	U.S. 8.650 SHORE DUTY	NE1	NE1		100	10/19/2019	10/19/2019		10/19/2019	NA	NA	NA	NA	NA																																																				
USA	1712	CONVULSION ACT	GGTY	CONVULSION ACT				PRD	U.S. 8.650 SHORE DUTY	NE1	NE1		100	10/19/2019	10/19/2019		10/19/2019	NA	NA	NA	NA	NA																																																				
USA	1712	CONVULSION ACT	GGTY	CONVULSION ACT				PRD	U.S. 8.650 SHORE D																																																																	

*Figure 8-6 MNA Sailor History Page*

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

Sailor Preferences for [REDACTED]			
Selected Rates/Communities			Desirability
<div> <div>NC</div> <div></div> </div>			3
Selected Locations	Desirability	Selected Command Names	Desirability
<div> <div>UNITED STATES</div> <div>VA, NEWPORT NEWS</div> <div>VA, NORFOLK</div> <div>VA, PORTSMOUTH</div> <div>VA, RICHMOND</div> <div>VA, SUFFOLK</div> <div>VA, VIRGINIA BCH L CREEK</div> <div>VA, VIRGINIA BCH OCEANA</div> </div>	1	<div> <div>TRAINING LANT</div> <div></div> </div>	5
Selected Platform Types	Desirability	Selected Type Duties	Desirability
<div> <div>EXEC - US GOVT DEPT</div> <div>NETC - OTC</div> <div>NIOC - NAVINFOOPSCMD</div> </div>	4	<input type="checkbox"/> Sea <input checked="" type="checkbox"/> Shore <input type="checkbox"/> Sub Sea <input type="checkbox"/> Sub Shore	2
School Preferences			Desirability
<div> <div></div> <div></div> </div>			None
Duty Type Willing to Extend		Location Willing to Extend	Desirability
<div> <div>None</div> <div></div> </div>		<div> <div>UNITED STATES</div> <div>VA, HAMPTON</div> <div>VA, NORFOLK</div> </div>	None
Last Deployment			
Month	Year	Length(Month)	Where
July	2018	5	Mid-East
Career Intention		Desirability	Career Interest
<input checked="" type="radio"/> Reenlist at EAOS <input type="radio"/> Extend onboard present duty station <input type="radio"/> Extension at EAOS <input type="radio"/> Uncertain <input type="radio"/> Discharge at EAOS <input type="radio"/> Fleet Reserve/Retire		0	<input type="radio"/> None <input type="radio"/> Full Time Support (FTS) <input checked="" type="radio"/> Active Duty <input type="radio"/> Selected Reserve (SELRES)
Month/Years desired for extension or reenlistment: 4 years			
Special Programs			
<div> <div>Not currently interested in Special Programs</div> <div></div> </div>			
Sailor Comments			

**Figure 8-7 MNA Sailor Preference Tab**

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

Displaying Applications 1-17 of 17										Total Applicants 17						
Pref	Rate	UIC	Activity Name	Current Location Military One Source Military Housing	App Status	CCC ID	Detailer ID	Sailor Bid	Incentives	App Type	A-School	ATI	App Date	Branch	Detailer Comment	ETJ
Advised	NC1	68191	NAS OCEANA VA	VA, VIRGINIA BOH OCEANA	VOID				NO				2020-01-16	ACTIVE		View ETJ
1	NC1	57612	COMNAVJURANT	VA, NORFOLK	POSTED				NO				2020-01-16	ACTIVE	Congratulations, You have been selected to this.	View ETJ
1	NC1	44363	TPU NORFOLK	VA, NORFOLK	APPLIED				NO				2019-11-07	ACTIVE	Congratulations on your selection! You will be.	View ETJ
2	NC1	50554	MARMC NORVA	VA, NORFOLK	VOID				NO				2019-11-07	ACTIVE	Congratulations, You have been selected to this.	View ETJ
3	NC1	63376	NPASE NORVA	VA, NORFOLK	VOID				NO				2019-11-07	ACTIVE		View ETJ
4	NC1	60281	NETC SITE EAST	VA, VIRGINIA BEACH	VOID				NO				2019-11-07	ACTIVE		View ETJ
1	NC1	42056	ACU 2 SHORE C	VA, VIRGINIA BOH L CREEK	TAKEN				NO				2019-09-04	ACTIVE		View ETJ
2	NC1	55105	PHB C&2	VA, VIRGINIA BOH L CREEK	TAKEN				NO				2019-09-04	ACTIVE		View ETJ
3	NC1	60212	HSC 2	VA, NORFOLK	TAKEN				NO				2019-09-04	ACTIVE		View ETJ
4	NC1	60201	NETC SITE EAST	VA, VIRGINIA BEACH	TAKEN				NO				2019-09-04	ACTIVE		View ETJ
Advised	NC1	21620	DDG 58 LABOON	VA, NORFOLK	POSTED				NO				2016-04-21	ACTIVE		View ETJ
Advised	NC1	55685	DDG 109 J DUNHAM	FL, MAYPORT	VOID				NO				2016-01-07	ACTIVE		View ETJ
1	CTT2	55721	NAVTO SAN DIEGO	CA, SAN DIEGO	TAKEN				NO				2012-10-16	ACTIVE	Selected for other billet	View ETJ
2	CTT2	42116	WTC CORRY STA	FL, PENSACOLA	POSTED				NO				2012-10-16	ACTIVE	Congratulations on your selection.	View ETJ
3	CTT2	42116	WTC CORRY STA	FL, PENSACOLA	TAKEN				NO				2012-10-16	ACTIVE	Selected for other billet	View ETJ
4	CTT2	65792	DIA JB JS NORVA	VA, NORFOLK	TAKEN				NO				2012-10-16	ACTIVE	Selected for other billet	View ETJ
5	CTT3	3756A	NRCC GODSDOC	CO, DENVER	TAKEN				NO				2012-10-16	ACTIVE	Selected for other billet	View ETJ

Save As Excel

**Figure 8-8 MNA Sailor Application Tab**

The Sailor Alert History tab shows Cumulative Alerts, Gates, Flags, and Notifications.

**Alerts:**  
Alerts(39) (Select title to view alert text)

Assignment Point Alert  
Assignment Point Warning  
Duty Preference Review  
Duty Preference Update  
Outdated

Requisition Cycle Date:12012019  
Assignment Point Alert:  
You are in your second MyNavy Assignment cycle of negotiation. If you have not submitted any MyNavy Assignment applications, we recommend that you consider submitting applications this cycle. Personnel that fail to submit MyNavy Assignment

Application Eligibility Gate Alerts(6) (Select title to view alert text)

Paygrade (3)  
Rating Control Number (3)

Requisition Cycle Date:12012019  
Submitted by: [REDACTED]  
You are attempting to apply for a job that exceeds the allowable paygrade variance for assignment. You are restricted from applying for jobs more than one level from your current or prospective paygrade. You are also restricted from submitting applications

Application Eligibility Flag Alerts(24) (Select title to view alert text)

EVAL/FITREP (6)  
EVAL/FITREP (4)  
EVAL/FITREP (9)  
EVAL/FITREP (2)  
Sea Duty/Overseas Screening (3)

Requisition Cycle Date:12012019  
Submitted by: [REDACTED]  
You are applying for an overseas or sea duty assignment that requires a screening to be completed prior to order writing. Contact your Career Counselor for more information and guidance. Reference: MILPERSMAN 1300-302, 304, and 800

**Notifications:**  
Notification(3) (Select title to view alert text)

Good Afternoon, I  
Good Afternoon, I  
Good Afternoon, I

Requisition Cycle Date:08012019  
Submitted by: [REDACTED]  
Good Afternoon,  
I am sending this notification on behalf of your Detailer [REDACTED]. As a friendly

Close

**Figure 8-9 MNA Sailor Alert Tab**



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

**Sailor Resume**

**Assignment History**

Assignment	Duty Station	Grade	Start Date	End Date
COMNAVAIRLANT	U.S. BASED SHORE DUTY	NC1/NC1	16SEP2020	Present
DDG 58 LABOON	U.S. BASED SEA DUTY	NC1/NC1	08AUG2016	31AUG2020
S NETC GST LS NF	U.S. BASED SHORE DUTY	NC1/NC1	10JUL2016	05AUG2016

[Display More Assignments](#)

**NEC(s)**

791F Command Pay and Personnel Administrator (A16A) MAY2017 805A Instructor AUG2013

**Warfare**

Information Warfare 25-JAN-16 Surface Warfare Specialist 25-APR-12

**Professional Information**

Time In Rate (TIR)	Date Of Rate (DOR)	Security Clearance Granted	Security Clearance Expiration	Career Waypoints (C-Way) Status	C-Way Date Granted
01JAN2014	N/A	SCI Eligible	NOVEMBER 2018	N/A	N/A

**Education and Language Information**

Highest Grade Completed: 12, HIGH SCHOOL DIPLOMA (12 YEAR/GRADE DAY PROGRAM CLASSROOM INSTR)

Education Major: N/A, N/A AFCT/ASVAB: 72

CDP: 3716 Complete Date: FEB2018

[Display More School History](#)

DLAB Score	Language	Reading	Writing	Speaking	Listening
000	N/A	N/A	N/A	N/A	N/A

No Aviation Maintenance Experience Data

Figure 8-10 MNA View Resume Tab (top)

**DLAB Score** 000 **Language** N/A **Reading** N/A **Writing** N/A **Speaking** N/A **Listening** N/A

No Aviation Maintenance Experience Data

**Performance Data**

From To	16NOV2020 15NOV2021	01SEP2020 15NOV2020	16NOV2019 31AUG2020	16NOV2018 15NOV2019	16NOV2017 15NOV2018
Paygrade	E0	E0	E0	E0	E0
Retention Recommendation	REC	REC	REC	REC	REC
Promotion Recommendation	MUST PROMOTE	PROMOTABLE	EARLY PROMOTE	PROMOTABLE	PROMOTABLE

**Physical Fitness**

Cycle	PFA Date	Category
FALL 2020	23-OCT-20	GOOD LOW
SPRING 2020	30-JUN-20	GOOD MEDIUM
FALL 2019	11-OCT-19	GOOD MEDIUM
SPRING 2019	18-APR-19	GOOD MEDIUM
FALL 2018	23-OCT-18	GOOD MEDIUM

**Family Information**

Marital Status	Deployability Category (DCAT)
M	Fully Deployable
Primary Family Members	Exceptional Family Member (EFM) Category
2 - Spouse + 1 children or wards	N/A
Secondary Family Members	EFM Certification Date
0	N/A
Military Spouse	Spouse Service Component
No	N/A
Military Spouse Affiliation	Military Spouse Branch
N/A	N/A
Military Spouse Status	N/A
N/A	N/A

Resume Comments

Controlled Unclassified Information

Figure 8-11 MNA View Resume Tab (bottom)

**JOBS**

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



Figure 8-12 MNA Jobs Menu

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

Figure 8-13 MNA Job Search tab

Select	Apply	Type Duty	# of Apps	Female Capable	Female Berthing Available	Job Com	Incentive	Rate	NEC(s)	EMC	First Term Billet	First Term Work	UIC	Activity Name	Current Location Military One Source Navy Housing	Prospective Location	Service Component
Open - Priority jobs																	
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	2	11	Y	YES	NO	YH		8750 - YN - Yeoman	N	N	21020	DDO 88 LABCON	VA NORFOLK		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SHORE	1	6	Y	YES	YES	NO	YH	791F (OUT)			00080	COMAUSP/PTORCON	VA NORFOLK		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SHORE	1	8	Y	YES	YES	NO	YH				00070	COMNAFPLT	HI PEARL HARBOR		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	2	2	Y	YES	NO	YH	791B (OUT)			Y	21448	CS 81 NORMANDY	VA NORFOLK		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SHORE	5	14	Y	YES	NO	YH	791F (OUT)				31070	NCSPC EUROPE	ITALY NAPLES		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	2	18	Y	YES	NO	YH	791F (OUT) 804G				44039	DISVAD ONE SEA	CA CORONADO		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	2	12	Y	YES	YES	NO	YH	804G			4505A	NWCE 11	MS GULFPORT		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	3	11	Y	YES	YES	NO	YH	808R (PL)			50462	LEAWARDS PL	POLAND REDZIKOWO		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	2	12	Y	YES	YES	NO	YH			N	22893	DDO 88 MCCAMPBL	VA EVERETT		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	4	0	N	NO	YES	NO	YH	791A		N	21902	MDW 14 CHEF	JAPAN KYUSHU SASEBO		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	4	1	N	NO	YES	NO	YH	791A			21427	NOM 8 DEWASTATOR	BAHRAIN MANAMA		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	4	2	N	NO	YES	NO	YH	791A		N	21801	NOM 13 DETROITUS	BAHRAIN MANAMA		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	2	21	Y	YES	YES	NO	YH			N	21849	DDO 78 D COOK	FL MIAMI		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	4	8	Y	YES	NO	YH				N	50128	DDO 118 RPERALTA	JAPAN HONSHU YOKOSUKA		ACTIVE
<input type="checkbox"/>	<input type="button" value="Apply"/>	SEA	4	13	Y	YES	NO	YH				N	21487	DDO 81 A BURNIE	SPAIN ROTA		ACTIVE

Figure 8-14 MNA Job Search Results

The Submit Active/TAR function allows Sailors with the Enlisted Counselor Role, to submit applications on a Sailor's behalf during the Application Phase. Access the application screen from multiple places within the system, including Job Search, Job Comparison, and Job Detail. No more than 7 applications are allowed for each Sailor during each application cycle. You must rank each application according to preference (1 - 7, with 1 being most desired).

Locate desired job and select the option to apply.

Information displayed in Gray can not be modified

Job Information				
Rate	Branch	UIC	Job Status	Activity
MC2	ACTIVE	00000	Open	General
NEC(s)				
No NECs				
Current Location		Prospective Location		
N/A		N/A		
+ Additional Information				
Comments				
Command Comment				
Fleet Comment				
Sailors selected to this job will be written to A-School. Upon successful completion of training, Ultimate Duty Station orders will be negotiated. Testing.				
Application Information				
SSN				
Load Sailor Data				

**Figure 8-15 MNA Submit by Job**

Enter Sailor SSN and click Load Sailor Data

Application Information

Sailor: MA1

SSN

Preference (1 to 7)

Load Sailor Data

Counselor comment to Detailer (optional)

RIDE Rank

JOIN Rank

RIDE/JOIN Rank

5058

N/A

N/A

Number of applications-to-date

Maximum number of applications allowed

A-School Required

0

7

No

Preference Match

Moving Cost Match

Skills Match

Policy Match

Make preference light green for this job ☐

Apply

**Figure 8-16 MNA Load Sailor Data in Job**

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

## **SELECT**

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

## **DIRECT CONVERSION REQUESTS**

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

- Direct conversion requests allow Sailors outside their negotiation window to apply for a job with a different rating
- Enlisted Community Managers (ECM)s have the ability to set a "black out" time, also called a direct conversion threshold, prior to a Sailor entering their order negotiation window. The conversion threshold prevents Sailors from making a direct conversion request in that time frame
- Sailors in their orders negotiation window can request conversion by applying to a job in a rating for which they qualify, assuming that their current rating has out-quotas. Conversion out opportunities are displayed by year group, NEC (if ECM populated), and number of out-quotas

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

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

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

**Figure 8-17 MNA RIDE/JOIN Scores**

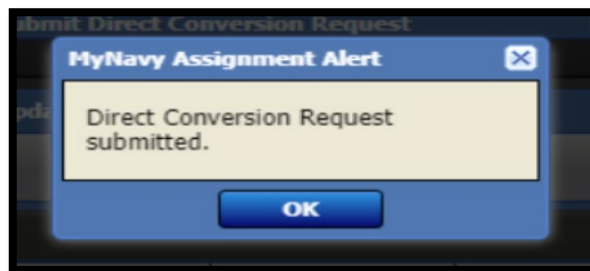
To be approved automatically, a direct conversion request requires: Sailor is eligible for the requested rating; an out-quota exists matching the Sailor's rating, pay grade, year group, and service component (Active or TAR); an in-quota exists matching the desired rating, Sailor's pay grade, year group,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

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

- Go to the Support Information section to see the qualified ratings for the Sailor
- Scroll to the bottom of the page and click Submit Conversion Request
- In the pop-up window, click the down arrow to access the list of ratings
- Select the Sailor's desired Conversion Rating and then click Submit

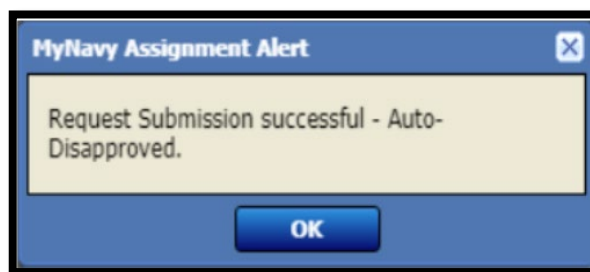
The background form is titled 'BACCALAUREATE DEGREE' and 'Education Specialty'. It contains various fields for scores and ratings, including 'AFCT AFQT Score', 'AFCT AR', 'AFCT MK', 'AFCT Test Score', 'AFCT AO', 'AFCT VE', 'AFQT Score', 'ARR', 'MAT', 'Final Multiple Score', 'Exam Rating', 'Update Date', 'PAR', 'ELI', 'Exam Score', 'Exam Rate', and 'MCC'. A modal dialog box titled 'Submit Direct Conversion Request' is open, showing a 'Select Direct Conversion Rating' dropdown menu with options from ABE to BU. The 'Submit' button is highlighted.

**Figure 8-18 MNA Submit Direct Conversion Request**



**Figure 8-19 MNA Submit Direct Conversion Request Confirmation**

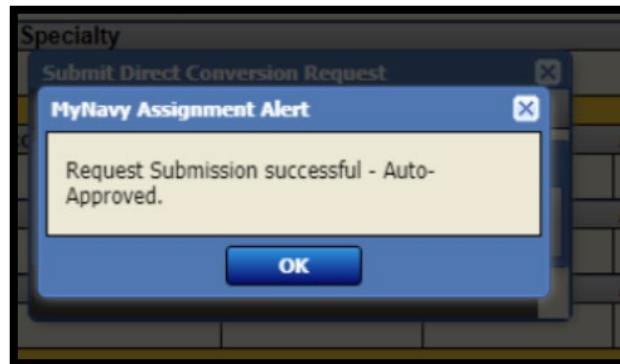
The response received will depend on workflow requirements as determined by the Sailor's qualified ratings, out-quotas of the Sailor's current rating, and in-quotas of the requested rating. If the Sailor's request was auto-disapproved, you may reload the page and attempt to submit a direct conversion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



**Figure 8-20 Direct Conversion Request Disapproved**

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If the request was auto-approved or successful and entered the workflow process, the submit conversion request button will no longer display for this Sailor.



**Figure 8-21 Direct Conversion Request Approved**

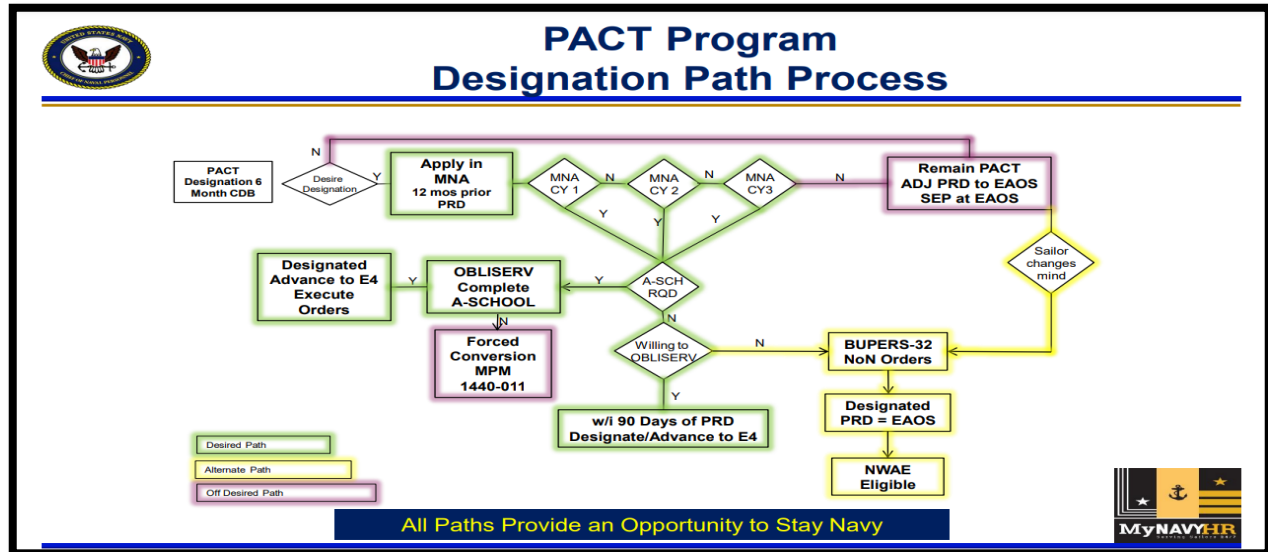
### **PACT SAILOR DESIGNATION**

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

- PACT Sailors must request participation for MyNavy Assignment via the C-WAY PACT Marketplace prior to submitting for rating/orders. They will follow the same basic order-negotiation process in MNA as other fleet Sailors. If a PACT Sailor selects to remain onboard and are denied, they will automatically be submitted for participation in MNA
- PACT Sailors will begin the rating designation process 12 months prior to their PRD and will apply via MNA for a maximum of 3 cycles. Further cycles after three will be processed via NAVPERS 1306/7.

NOTE: For package rates submit prior to 12 month window

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**Figure 8-22 PACT Program Designation Path**

- PACT Sailors who fail to select for a rate will have their PRD adjusted to match their Soft Expiration of Active Obligated Service (SEAOS). Sailors whose PRD has been adjusted to their SEAOS and desire to negotiate for a designation/requisition outside the normal negotiating window shall contact the PACT Community Manager at [PACT\\_ADMIN.fct@navy.mil](mailto:PACT_ADMIN.fct@navy.mil) for negotiation
- PACT Sailors should submit up to 7 applications each MNA cycle, and Detailers will make job selections based on Sailor's PRD, training availability to meet the job requirements, and the needs of the Navy
- Those Sailors who meet their Obligated Service (OBLISERV) requirements for the new rating or incur a minimum of 24 months sea duty (whichever is greater), can be advanced to E4 with the approval of their Commanding Officer
- PACT Sailors will receive sea duty credit for the time they have served at sea. Sailors who decline to apply for designation will have their PRD adjusted to their SEAOS, will remain in a PACT status for the duration of their enlistment, and will not be eligible for reenlistment

## **APPLICATIONS**

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



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

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

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

Enter SSN, UIC, or User-ID:Requisition Date: 01 DEC 2021

SSN

UIC

User-ID

Type UIC

Search

Click on Status to proceed to application

Displaying Applications 1-45 of 45Total Applicants 17

Results for Previous Cycle

**Figure 8-23 MNA Application Results**

## REPORTS

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

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

Jobs Advertised	Applications	Advised	Applied	Canceled	Directed	Ineligible	Not Selected	Pending	Posted	Selected	Taken	Void	No Decision	Cnv Denied	Cnv Cancelled
Open Jobs	1	14	14												
OSA Jobs															
View Only Jobs	4														
PACT Jobs															
Advance to Position Jobs															

**Figure 8-24 MNA Application Summary Report**

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

Type Duty	Apps	Gates	C-WAY	WIS	NNPI	ACC	EFM	PG	RCN	COT	PERF	PRD	PFA	Active/FTS	Gender	Nomination	App Status	Conversion Prevented	ATI Restricted/Denied
Sea	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shore	1	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
OSA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Type Duty	Apps	Flags	FLTRES	HYT	PFA	EVAL	Deps	FCP	Co-Lo	Sea Duty	Special Prog	SEC	OSA Assignment	OSA Screening	Multi/Can	Conversion Disapproved	Conversion Commonality
Sea	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shore	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OSA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save As Excel

**Figure 8-25 Application Cancel Report**

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

Required Input:		Optional Input:			
Communities		UIC	PRD(YMM)		FTS
EQ	ET	57012			<input type="checkbox"/>
ETN					
<div>Search Clear</div>					

Click on [Number](#) to view Sailors

Type Duty	Valid Roller	Uncertain	Ext OnBoard	Discharge at EAOS	Fleet Reserve/ Retire/HYT	SELRES Interest	FTS Interest	Active Duty Interest	No C-WAY Approved/ Submitted	No Career Intention Specified
Shore Duty	0	1	0	0	0	0	0	0	1	2
Sea Duty	0	0	0	0	0	0	0	0	0	0
Sub Shore Duty	0	0	0	0	0	0	0	0	0	0
Sub Sea Duty	0	0	0	0	0	0	0	0	0	0

**Figure 8-26 MNA Career Intentions Report**

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

### **RANKING AND COMMAND COMMENTS**

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

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

**NOTE:** Command comments made are public and cannot be removed once submitted.

For more information, review the MyNavy Assignment User's Guide on the MyNavy Assignment Page on the MyNavy HR website:

<https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/>.

MNA POC: [MyNavyAssign.FCT@navy.mil](mailto:MyNavyAssign.FCT@navy.mil);

MNA Reserve POC: [CNRFC Enlisted Assignments@navy.mil](mailto:CNRFC.Enlisted.Assignments@navy.mil)

**Additional Roles:**

**Submitting Manual OBLISERV:**

Prior to submitting and OBLISERV request for your Sailor, verify the information in the Retention Eligibility Data details. Only the counselor role may submit an OBLISERV request, the Command role cannot.

NOTE: See MyNavy Assignment Tutorial for further instructions.

**ACTIVITY MANNING MANAGER (AMM) (VIEW ONLY):**

MyNavy Assignment will be the source program to assist with validating all the appropriate enlisted billets within the UIC. Understanding "Alignment" when it comes to manning is vital. Manning is something the AMM is responsible for (Officer and/or Enlisted). Training can be obtained by reaching out to the TYCOM/ISIC manning specialists.

For enlisted, it is more challenging (due to quantity of billets, PRD cycles, Sailor qualifications, and MNA cycles, and semi-annual realignments due to advancement cycles), but using MNA and coordinating with the command's enlisted Placement Coordinator is vital.

**ACTIVITY MANNING SUPPORT (AMS)**

This role is designed to be utilized by personnel at a command with the need to know manning issues within various departments of a command, but do not require access to additional details on individual Sailors. Requests for AMS Role should typically be limited to a single command where the person is stationed.

**VIEW ONLY:**

This Role gives basic level information at a command and does not allow for additional Sailor details to be displayed. Reasons why View Only access is needed outside a particular person's/command's AOR need to be provided.

## **CHAPTER NINE**

### **DEFENSE MANPOWER DATA CENTER (DMDC)**

#### **INTRODUCTION**

DMDC serves under the office of the Secretary of Defense (OUSD) to collate personnel, manpower, training, financial, and other data for the Department of Defense (DoD). This data catalogues the history of personnel in the military and their family for purposes of healthcare, retirement funding, and other administrative needs.

One portion in DMDC utilized by career counselors is the Transition Assistance Program (DoDTAP), a website that houses multiple applications for transitioning service members. DoDTAP is an outcome-based statutory program (10 USC, Ch. 58) that bolsters opportunities, services, and training for transitioning Service Members in their preparation to meet post-military goals. The mandatory components of TAP are applicable for all Service members who have at least 180 continuous days or more on active duty, including the National Guard and Reserve. DODTAP website currently consists of two user types: "Service Member" and "Managers and Counselors".

#### **REQUESTING ACCESS**

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

#### **TECHNICAL REQUIREMENTS**

- The log-in to DoDTAP is protected by secure socket layer technology, and requires an internet browser that supports JavaScript
- To allow all pop-up windows the opportunity to properly launch, recommend the interface 'pop-up blocker' be temporarily disabled while using DoDTAP
- For CAC log-in authentication, a CAC reader and associated software is required

## **USING THE TRANSITION ASSISTANCE PROGRAM (TAP) WEB APPLICATION**

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

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

- The TAP log-in page displays
- Click the "Log-in" button



**Figure 9-1 DoDTAP Homepage**

Click Managers and Counselors



**Figure 9-2 DoDTAP Login Options**

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- The standard mandatory DoD notice and consent page displays
- Read the consent to monitor information and click the "OK" button
- The Registered User Logon page displays
- Click the "Continue" button to logon using your CAC

**DMDC** *Serving Those Who Serve Our Country*

**DoDTAP**  
Transition Assistance Program  
for Managers & Counselors

**Registered User Logon**

<b>AUTHORITY</b>	5 USC 301
<b>PURPOSE/ROUTINE USE</b>	Information you provide is used to verify your identity and usage of this website.
<b>DISCLOSURE</b>	Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

The material/information contained herein falls within the purview of the Privacy Act of 1974 and will be safeguarded in accordance with the applicable system of records notice and DLAR S40021.

For assistance or to report problems, please call toll free: 800-538-9522 Commercial: 502-335-9980.

**Select Logon Method**

☒ Smartcard (CAC, PIV)

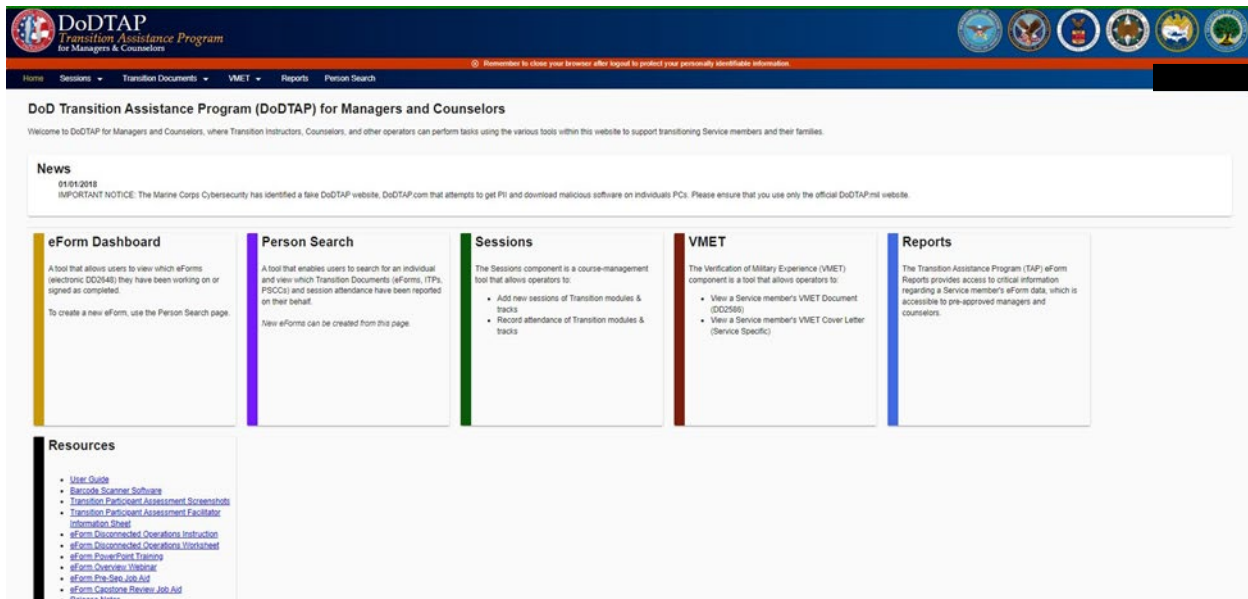
[Continue](#)

[Logon Help](#)

**Figure 9-3 DoDTAP Login Method**

The DoDTAP Managers and Counselors main page will be displayed

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



**Figure 9-4 DoDTAP Managers and Counselors Main Page**

## **E-FORM DASHBOARD**

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

- Submit, delete, and view initial counseling, pre-separation/capstone dates, and module/track completion data
- Report, edit, and complete transition checklist (DD 2648 Pre-separation/Transition Counseling and Career Readiness Standards (CRS) e-form for service members separating, retiring, released from active duty (REFRAD), or being deactivated





The screenshot shows the DoDTAP (Transition Assistance Program) interface for Managers and Counselors. The top navigation bar includes links to Home, Sessions, Transition Documents, VMET, Reports, Person Search, and Logout. The left sidebar contains a 'Transition Documents' menu with options like Overview, Checklists, and Upload. The main content area is titled 'My eForm Dashboard' and displays two tables: 'In-Progress eForms' and 'Completed eForms'. The 'In-Progress eForms' table shows a single entry for a Service Member (redacted), Grade E4, with an Anticipated Separation Date of 2016/12/07 and a Current Phase of Capstone Review. The 'Completed eForms' table shows a single entry for a Service Member (redacted), Grade E4, with an Anticipated Separation Date of 2016/10/10 and a Completed Date of 2016/07/07. Notes provide instructions on how to use the dashboard and when forms are removed.

### My eForm Dashboard

This Dashboard displays all eForms that the logged-in user has worked on in the past, or is assigned to verify. To open an eForm in progress, select the Service member name from the In-Progress panel. For completed eForms, select the Service member's name to open a generated PDF copy of the DD form.

**In-Progress eForms**

Service Member	Grade	Anticipated Separation Date	Current Phase	Last Updated Date	Last Updated By
[REDACTED]	E4	2016/12/07	Capstone Review	2016/07/07	[REDACTED]

Note: In Progress eForms that are awaiting a Commander's Verification for more than 14 days will be listed as red on your dashboard until a Commander or Commander's Designee verifies the eForm.

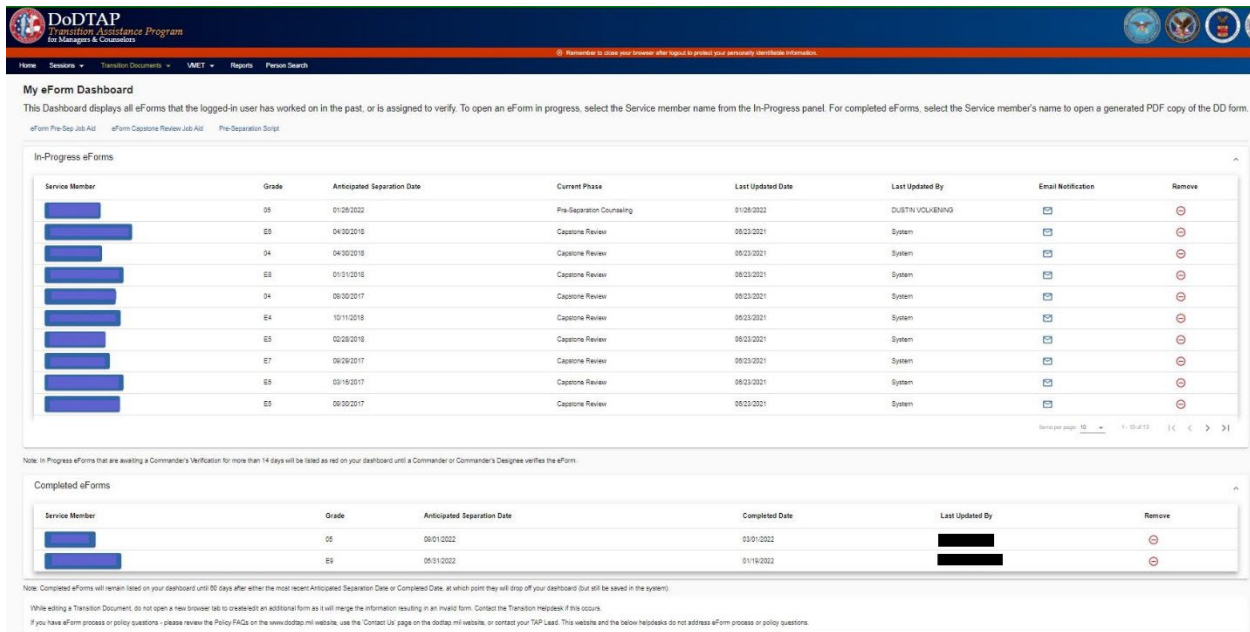
**Completed eForms**

Service Member	Grade	Anticipated Separation Date	Completed Date	Last Updated By
[REDACTED]	E4	2016/10/10	2016/07/07	[REDACTED]

Note: Completed eForms will remain listed on your dashboard until their Anticipated Separation Date, at which point they will drop off your dashboard (but still be saved in the system).

Transition Helpdesk | VMET Helpdesk | Privacy Act Information | Link Disclaimer | DoDTAP for Managers and Counselors is maintained by DMDC.

**Figure 9-5 DoDTAP e-form Dashboard**



**My eForm Dashboard**

This Dashboard displays all eForms that the logged-in user has worked on in the past, or is assigned to verify. To open an eForm in progress, select the Service member name from the In-Progress panel. For completed eForms, select the Service member's name to open a generated PDF copy of the DD form.

eForm Pre-Seg Job Aid   eForm Capstone Review Job Aid   Pre-Separation Script

**In-Progress eForms**

Service Member	Grade	Anticipated Separation Date	Current Phase	Last Updated Date	Last Updated By	Email Notification	Remove
[Redacted]	05	01/28/2022	Pre-Separation Counseling	01/28/2022	DUSTIN VOLUNTING	[X]	[X]
[Redacted]	03	04/09/2018	Capstone Review	08/23/2021	System	[X]	[X]
[Redacted]	04	04/30/2018	Capstone Review	08/23/2021	System	[X]	[X]
[Redacted]	03	01/31/2018	Capstone Review	08/23/2021	System	[X]	[X]
[Redacted]	04	08/09/2017	Capstone Review	08/23/2021	System	[X]	[X]
[Redacted]	04	10/11/2018	Capstone Review	08/23/2021	System	[X]	[X]
[Redacted]	05	02/28/2018	Capstone Review	08/23/2021	System	[X]	[X]
[Redacted]	07	06/29/2017	Capstone Review	08/23/2021	System	[X]	[X]
[Redacted]	03	03/16/2017	Capstone Review	08/23/2021	System	[X]	[X]
[Redacted]	03	08/09/2017	Capstone Review	08/23/2021	System	[X]	[X]

Note: In Progress eForms that are awaiting a Commander's Verification for more than 14 days will be listed as red on your dashboard until a Commander or Commander's Designee verifies the eForm.

**Completed eForms**

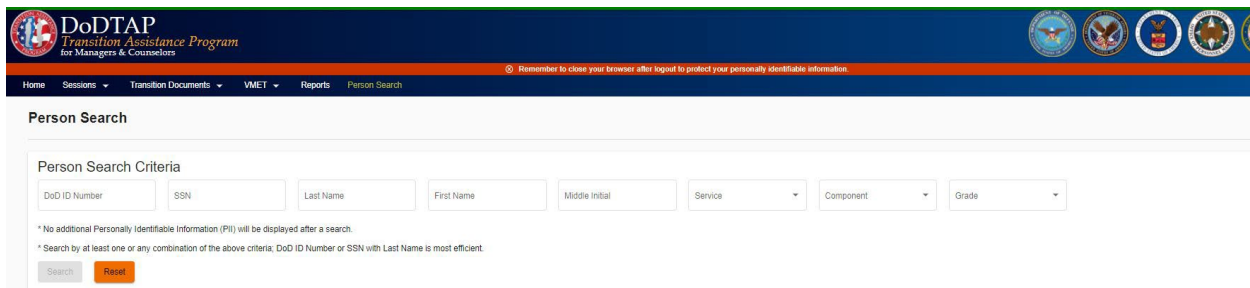
Service Member	Grade	Anticipated Separation Date	Completed Date	Last Updated By	Remove
[Redacted]	05	08/01/2022	08/01/2022	[Redacted]	[X]
[Redacted]	03	05/31/2022	01/16/2022	[Redacted]	[X]

Note: Completed eForms will remain listed on your dashboard until 60 days after the most recent Anticipated Separation Date or Completed Date, at which point they will drop off your dashboard (but will be saved in the system). While editing a Transition Document, do not open a new browser tab to create/edit an additional form as it will merge the information resulting in an invalid form. Contact the Transition Helpdesk if this occurs. If you have eForm process or policy questions - please review the Policy FAQs on the www.dodtap.mil website, use the Contact Us page on the dodtap.mil website, or contact your TAP Lead. This website and the below helpdesk do not address eForm process or policy questions.

**Figure 9-6 DoDTAP e-form Dashboard Search**

## **PERSON SEARCH**

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



**Person Search**

Person Search Criteria

DoD ID Number   SSN   Last Name   First Name   Middle Initial   Service   Component   Grade

\* No additional Personally Identifiable Information (PII) will be displayed after a search.  
\* Search by at least one or any combination of the above criteria. DoD ID Number or SSN with Last Name is most efficient.

Search   Reset

**Figure 9-7 DoDTAP Person Search**

## **VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET) DOCUMENTS**

Counselors can access VMET documents (DD-2586 and cover letter) from the VMET tab. VMET records update periodically.

NOTE: Sailors that have been on active duty for less than 120 days will NOT have a VMET in the system.

**Figure 9-8 DoDTAP VMET Access**

## **COMMANDER'S VERIFICATION**

Commanders or their designees per OPNAVINST 1900.2(series) will receive e-mail notification and token-based access to review and verify compliance on a single dashboard and then notify managers/counselors of approval.

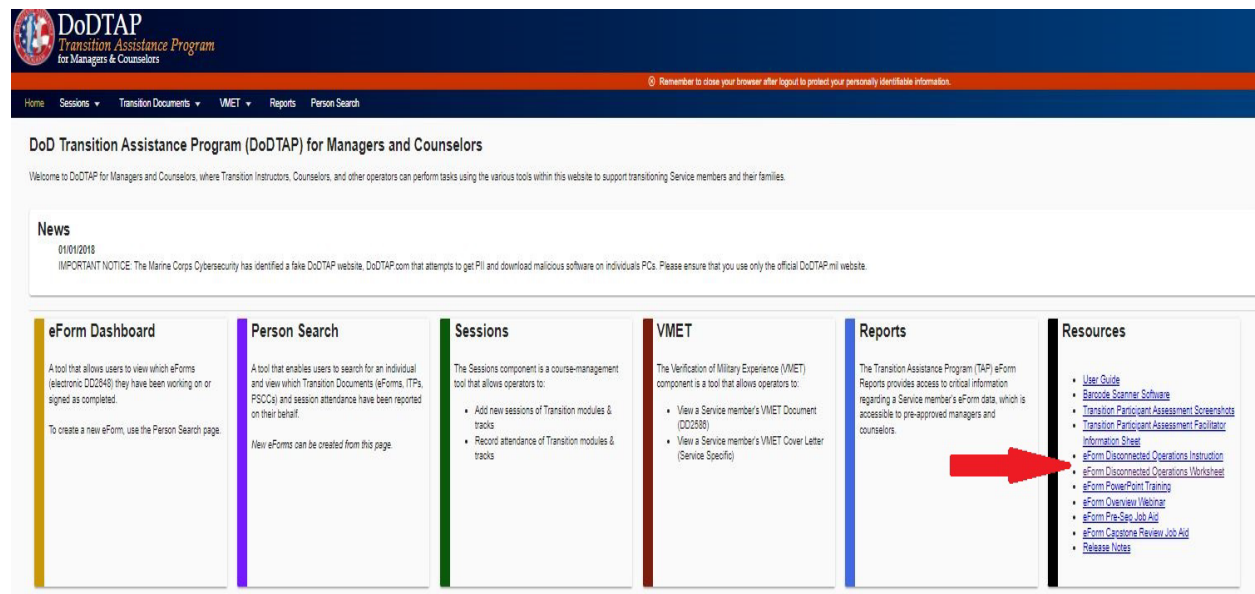
**Figure 9-9 Commander's Verification of e-form**

## **DISCONNECTED OPERATIONS**

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

The e-form disconnected operations worksheet can be found on the home tab and gives further instructions on disconnected operation procedures.

NOTE: Wet signatures are required on e-form and retains must be maintained for 24 months.



**Figure 9-10 e-form Disconnected Operations Worksheet**

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

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

**CHAPTER TEN**  
**NAVY RETENTION MONITORING SYSTEM (NRMS)**

**INTRODUCTION**

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

- Used to analyze, maintain, and disseminate command reenlistment, attrition and demographic data to fleet and other Echelon II commanders
- Used to monitor navy reenlistment and attrition trends
- Used by fleet and other echelon II commanders to evaluate benchmarks for command recognition awards such as Retention Excellence Award (REA), Best in Class (BIC), Reserve Personnel Program Excellence Award (RPPEA), and other recognition programs
- It has sophisticated business intelligence capabilities, including ad hoc reporting to support analysis
- It has standardized metrics (fleet and staff using same business rules)
- Used to validate transactions (e.g., reenlistments, extensions, separations, etc.) against the command retention-attrition report
- Used to inform ISIC CC of any discrepancies

Title	Favorites	Type	Description	Last Updated
Career Development Board (CDB) R...		Web Intelligence	Last modified: July 12, 2018 11:18:39 AM IP...	Jun 6, 2022 2:10 PM
Master Transactions Report		Web Intelligence	Version 210, Uses RMS_REPORTS 224 9/20...	Jun 2, 2022 12:30 AM
GPS Transition Compliance Detail		Web Intelligence	Revision 3 Last Modified: May 11, 2022 This...	Jun 2, 2022 12:23 AM
RET- ATT Report - Zone		Web Intelligence	CR008711-1 Last Modified: Dec 4, 2019 9:4...	Jun 2, 2022 12:22 AM
RET- ATT Report For Multiple Select...		Web Intelligence	Selected UIC only. Allows for multiple UICs t...	Jun 1, 2022 11:02 PM
Reenlistment Rate Report		Analysis Workspace	Displays Reenlistment Rate by LOS Zone an...	Jun 1, 2022 12:06 PM
Reenlistment Attrition Summary Report		Analysis Workspace	Displays Reenlistment and Attrition metrics ...	Jun 1, 2022 12:03 PM
SRB Eligible Reenlistment Rate Report		Analysis Workspace	Displays the SRB Eligible Reenlistment Rate...	Jun 1, 2022 11:56 AM
Monthly Reenlistment Rate Report		Analysis Workspace	Displays the annualized Reenlistment Rate ...	Jun 1, 2022 11:54 AM
Monthly Attrition Report		Analysis Workspace	Displays the annualized Attrition Rate by mo...	Jun 1, 2022 11:53 AM
FYTD Reenlistment Rate Report		Analysis Workspace	Displays Fiscal Year to Date Reenlistment R...	Jun 1, 2022 11:51 AM
FYTD Attrition Report		Analysis Workspace	Displays annualized Fiscal Year to Date Attr...	Jun 1, 2022 11:50 AM
Eligible Reenlistment Rate by SRB Le...		Analysis Workspace	Displays the Reenlistment Rates by SRB Le...	Jun 1, 2022 11:49 AM
12 Month Reenlistment Rate Report		Analysis Workspace	Displays annualized Attrition Rates by zone ...	Jun 1, 2022 11:48 AM
12 Month Attrition Report		Analysis Workspace	Displays annualized Attrition Rates by zone ...	Jun 1, 2022 11:41 AM
C-WAY Command Report by Year Gr...		Web Intelligence	v1.4	Jun 1, 2022 9:37 AM
C-WAY Command Report		Web Intelligence	v1.6	Jun 1, 2022 9:36 AM
SELRES Unit Honor Roll Report		Web Intelligence		Jun 1, 2022 8:30 AM
SELRES UIC Tree Report		Web Intelligence		Jun 1, 2022 8:26 AM
SELRES Reenlistment - Attrition Sum...		Web Intelligence		Jun 1, 2022 8:25 AM
SELRES Master Transaction Report		Web Intelligence		Jun 1, 2022 8:21 AM

**Figure 10-1 NRMS Documents**

## **NRMS ACCESS**

Your NRMS account will be created separately from your CIMS account, but will go through the same steps as creating your CIMS account. To request access to NRMS, navigate to the NSIPS website and look for the NRMS link to submit DD Form 2875 SAAR online.

## **NRMS REPORTS:**

CCCs utilize NRMS to review the following reports:

- Retention/Attrition
- Master Transaction
- Retention Excellence Award (REA)/Best in Class (BIC)/Reserve Pay and Personnel Excellence Award (RPPEA)
- Unit Identification Code (UIC) Tree
- GPS Transition

**RETENTION-ATTRITION (RET-ATT) PROGRAM REPORTS**

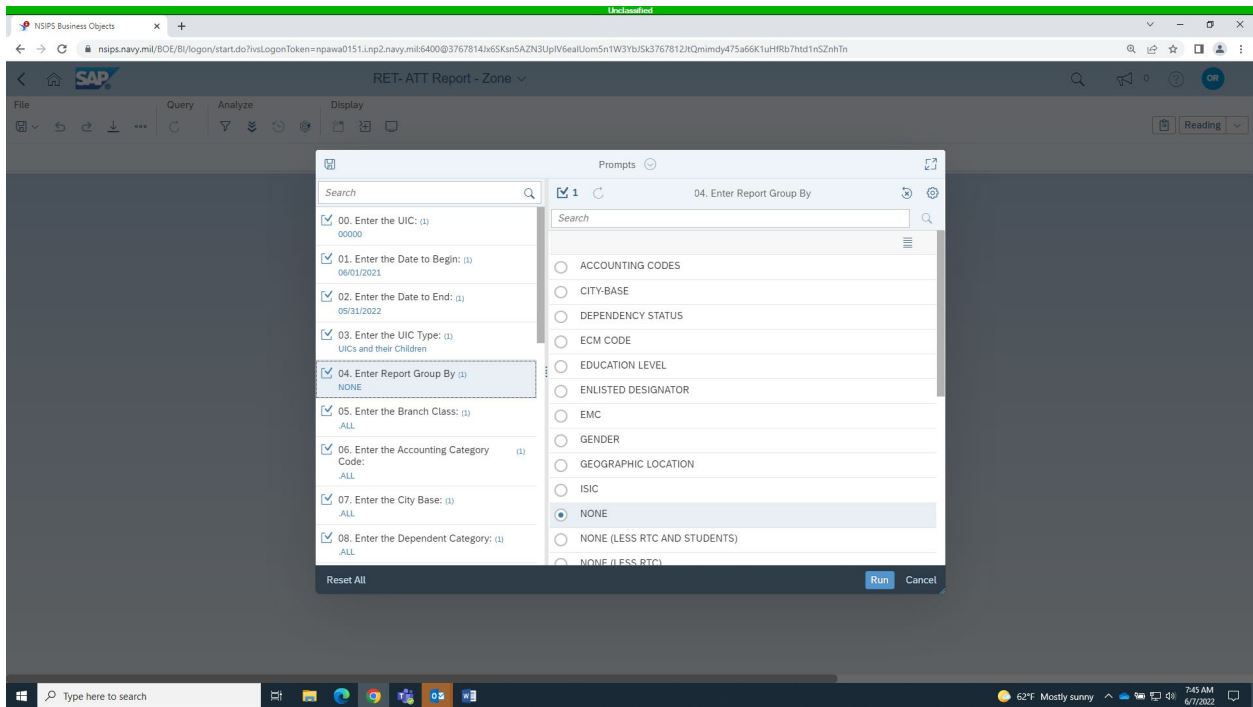
The CCC is the principal command advisor in all matters concerning the career development of Sailors and is responsible for monitoring retention and attrition statistics and preparing monthly and quarterly reports for submission to the CO. In order to track program effectiveness, the CCC must maintain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

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

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

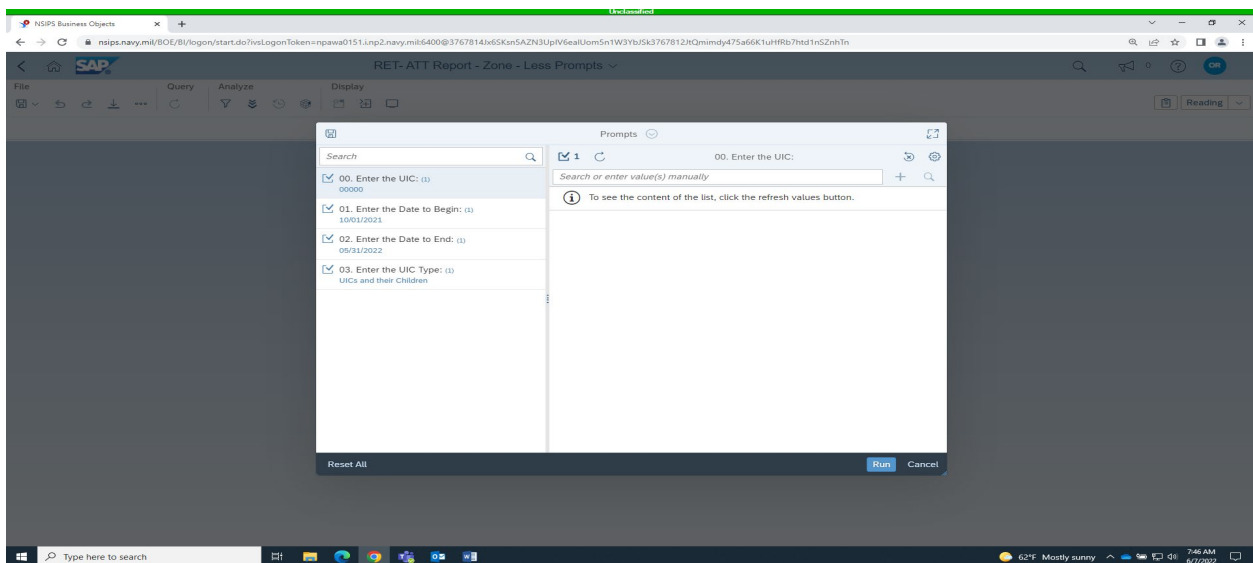
- Accounting category code
- Dependency Status category
- Education Level
- Gender
- Primary Navy enlisted classification code
- Pay grade
- Platform (broad/specific)
- Race/ethnicity
- Rating
- Region or area of responsibility





**Figure 10-2 RET-ATT Report - Zone (With Prompts)**

RET-ATT Report - Zone - Less prompts provide the data without the "Report Group By" feature.



**Figure 10-3 RET-ATT Report- Zone- Less Prompts**



## **TRANSACTION REPORTS**

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

The transaction reports provide the list of transactions that are captured within NSIPS including:

- Reenlistments
- Separations
- Operative extensions
- Retirements
- Fleet Reserve
- Non-qualifying extensions\*
- Executed extensions\*

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

The key differences between the transaction reports are:

- Master Transaction Report displays the data associated with the UIC and its children. The term "children" refers to subordinate UICs that are assigned under the parent UIC
- Transaction Report displays the data associated to the UIC only
- To verify your UIC structures refer to the UIC Tree Report

## **UNIT IDENTIFICATION CODE (UIC) TREE REPORT**

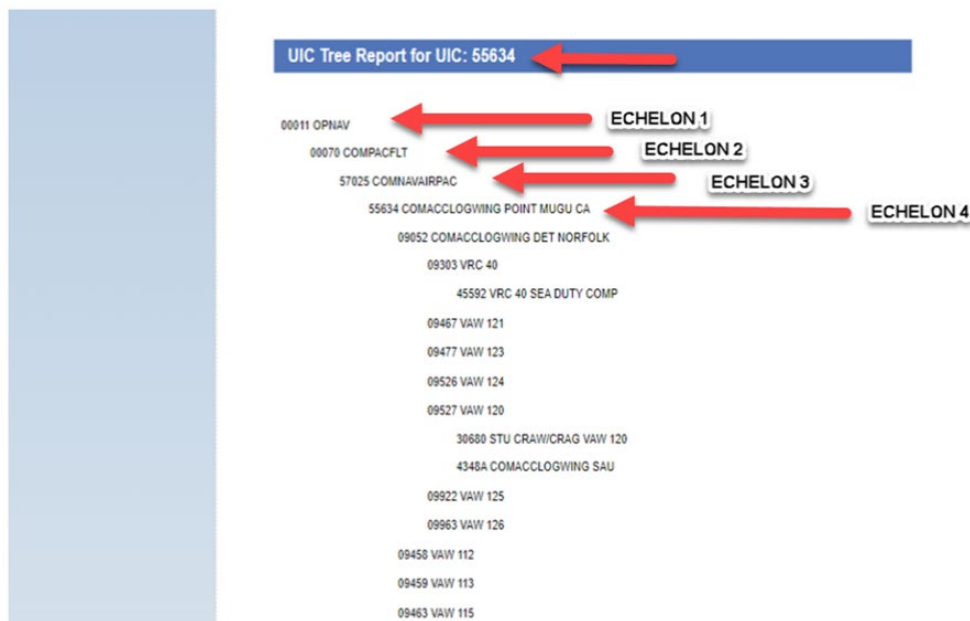
The UIC Tree Report produces the COC structure used for reporting within NRMS. The UIC type within reports has the option for "Selected UICs", "UICs and their Children", and "Children Only". Updating subordinate UICs is vital in ensuring accurate and easily accessible data when entering "UICs and their

Children", and "Children Only" into key prompts. ISIC CCs are responsible for updating new or inaccurate UICs to the appropriate TYCOM.

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

- **Selected UICs:** Displays data from only the UICs that are directly entered into the filter of a report.
- **UICs and their Children:** Displays data from the UIC entered in a report filter and all UICs that are below the command within its UIC tree

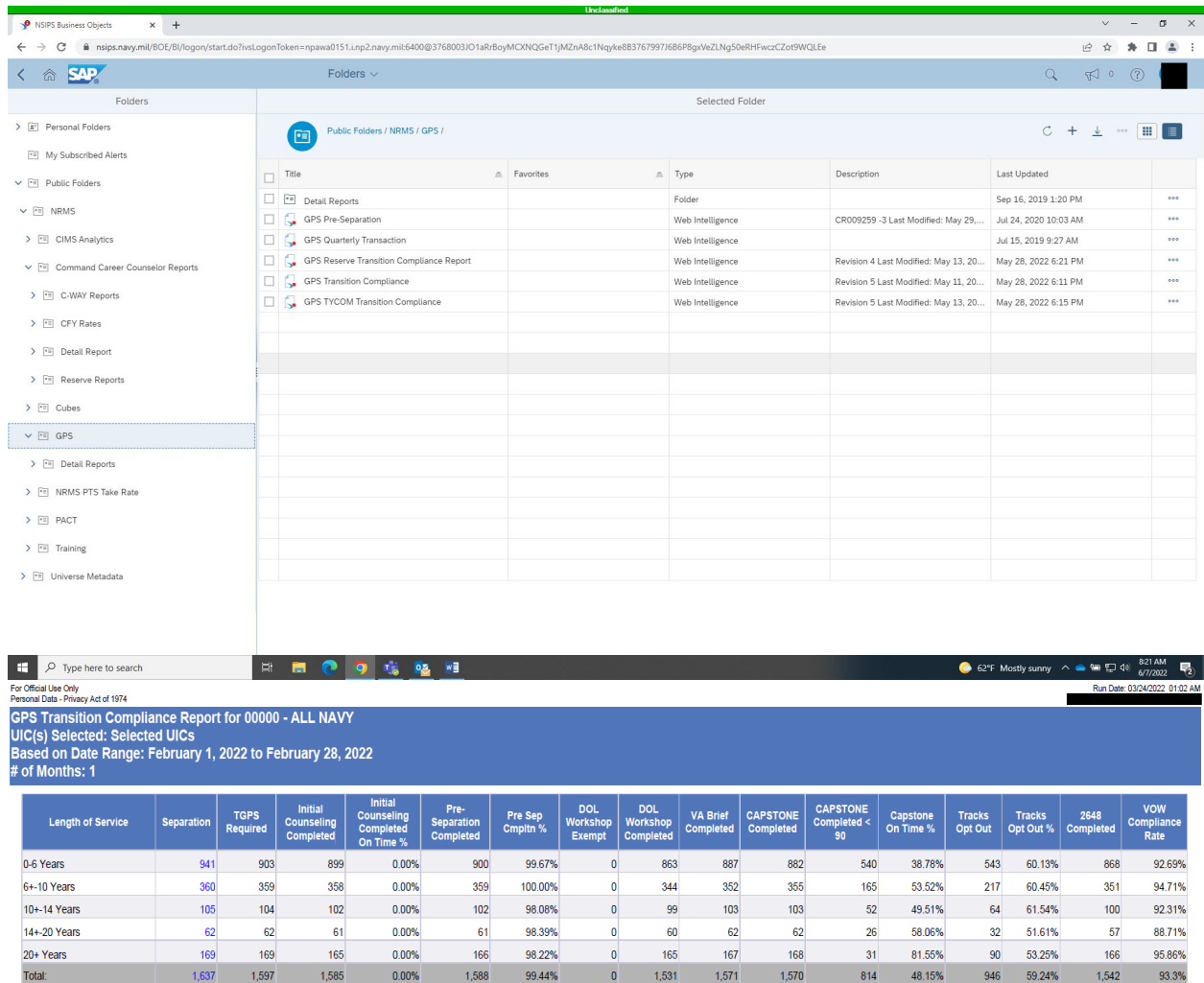
NOTE: Running reports to include children will be inaccurate if the UIC tree is not up to date.



**Figure 10-4 UIC Tree Report**

### **GOALS, PLANS, SUCCESS (GPS)**

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



**Figure 10-5 GPS Analytics Reports**

## **REENLISTMENT STATISTICS**

Reenlistment statistics are divided by five zones of enlistment:

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

**Table 10-1 Enlistment Zones**

The following formula is used to compute active duty retention statistics:

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Reenlistment Rate (Aggregate) =	$\frac{\text{Reenlistments} + \text{LTE}}{\text{Reenlistments} + \text{LTEs} + \text{EAOS Losses}}$
Reenlistment Rate with RA (Reserve Affiliation) =	$\frac{\text{Reenlistments} + \text{LTE} + \text{RAs}}{\text{Reenlistments} + \text{LTEs} + \text{EAOS Losses}}$
Cross Section Attrition	$\left[ \frac{\text{Non EAOS Losses}}{*12 / \# \text{ months}} \right]$ Non EAOS Inventory

**Table 10-2 Retention statistic formulas**

Reenlistment Rate (Aggregate) Example:

$$\begin{aligned} \text{Reenlistments (9)} + \text{LTE (1)} &= 10 \\ \text{Reenlistments (9)} + \text{LTE (1)} + \text{EAOS Losses (5)} &= 15 \\ 10/15 &= 66.7\% \end{aligned}$$

Reenlistment Rate with RA (Reserve Affiliation):

$$\begin{aligned} \text{Reenlistments (8)} + \text{LTE (1)} + \text{RA (1)} &= 10 \\ \text{Reenlistments (8)} + \text{LTE (1)} + \text{EAOS Losses (5)} &= 15 \\ 10/15 &= 66.7\% \end{aligned}$$

Cross Section Attrition:

$$\begin{aligned} \text{Non EAOS Losses (4)} / \text{Non EAOS Inventory (10)} &= 40\% \\ .40 \times 12 &= 4.8 \\ 4.8 / 12 &= .4 \end{aligned}$$

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

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

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

**Figure 10-6 Cross Section Attrition**

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

Active Component definitions of terms:

- Long Term Extension (LTE): Extension of 24 months or greater. Does not include 6-Year Obligation (6-YO) Program 24-month extensions
- Before Expiration of Active Obligated Service (EAOS) losses: Losses more than 90 days before EAOS
- Before EAOS inventory: The number of people that are more than 90 days from their hard EAOS
- Cross-Section Attrition Rate: Measures annualized loss behavior prior to EAOS obligation for the zone population

#### **RETENTION EXCELLENCE AWARD (REA)/BEST IN CLASS (BIC) REA**

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

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

The screenshot displays the 'Prompts' window for the REA BIC system. It features a search bar at the top left. Below it, a list of mandatory fields is shown, each with a checkmark icon and a count in parentheses. The fields are: 'Enter UIC Selection Type (1)' with the value 'UICs and their Children', 'Enter UIC: (1)' with the value '00000', 'Platform: (All values)', 'Enter Effective Date(Start): (1)' with the value '10/1/2022 12:00:00 AM', and 'Enter Effective Date(End): (1)' with the value '12/31/2022 12:00:00 AM'. The 'Enter Effective Date(End): (1)' field is currently selected. To the right of the list, a 'Selected value(s)' section shows the date '12/31/2022 12:00:00 AM'. At the bottom of the window, there is a status bar with the text 'Mandatory (4)' and a 'Reset All' button. On the far right of the status bar are 'Run' and 'Cancel' buttons.

Field	Value
Enter UIC Selection Type (1)	UICs and their Children
Enter UIC: (1)	00000
Platform: (All values)	
Enter Effective Date(Start): (1)	10/1/2022 12:00:00 AM
Enter Effective Date(End): (1)	12/31/2022 12:00:00 AM

**Figure 10-7 REA BIC PROMPTS**

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

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

Platform	Command	Command Name	Eligibility Flag	Zone A Statistics								Zone B Statistics						Zone C Statistics					
				EAOS Loss	Before EAOS Loss	Reenl	RA	Avg Non EAOS Inv	Reen Rate %	Reen Rate with RA	Cross Section Att%	EAOS Loss	Before EAOS Loss	Reenl	RA	Reen Rate %	Reen Rate with RA	EAOS Loss	Before EAOS Loss	Reenl	RA	Reen Rate %	Reen Rate with RA
CV-CVN	03368	CVN 68 NIMITZ	Ineligible	44	34	47	0	1936	51.6%	51.6%	7.0%	3	2	7	0	70.0%	70.0%	0	0	15	0	100.0%	100.0%
CV-CVN	03369	CVN 69 EISENHOWER	Ineligible	57	36	59	2	2098	50.9%	52.8%	6.9%	3	0	6	4	66.7%	100.0%	3	0	12	0	80.0%	80.0%
CV-CVN	20993	CVN 70 VINSON	Ineligible	47	26	58	4	2025	55.2%	59.0%	5.1%	2	1	8	1	80.0%	90.0%	0	0	6	0	100.0%	100.0%
CV-CVN	21247	CVN 71 T ROOSEVELT	Ineligible	39	32	57	2	1919	59.4%	61.5%	6.7%	3	2	3	1	50.0%	66.7%	0	1	14	0	100.0%	100.0%
CV-CVN	21297	CVN 72 ABRAHAM LINCOLN	Ineligible	37	9	69	5	2059	65.1%	69.8%	1.8%	4	1	11	0	73.3%	73.3%	1	0	10	1	90.9%	100.0%
CV-CVN	21412	CVN 73 GEORGE WASHINGTON	Ineligible	19	23	49	1	1820	72.1%	73.5%	5.1%	2	0	5	0	71.4%	71.4%	2	0	2	0	50.0%	50.0%
CV-CVN	21847	CVN 74 JOHN C STENNIS	Ineligible	34	23	48	3	1858	58.5%	62.2%	5.0%	2	1	4	0	66.7%	66.7%	1	0	11	0	91.7%	91.7%
CV-CVN	21853	CVN 75 HARRY S TRUMAN	Ineligible	14	4	25	4	2055	64.1%	74.4%	0.8%	7	0	3	1	30.0%	40.0%	1	0	7	0	87.5%	87.5%
CV-CVN	22178	CVN 76 RONALD REAGAN	Ineligible	8	22	67	2	2272	89.3%	92.0%	3.9%	2	0	10	0	83.3%	83.3%	3	2	14	0	82.4%	82.4%
CV-CVN	23170	CVN 77 GEORGE H W BUSH	Ineligible	16	56	94	3	1898	85.5%	88.2%	11.8%	2	0	13	0	86.7%	86.7%	0	0	14	0	100.0%	100.0%
CV-CVN	23173	CVN 78 GERALD R FORD	Ineligible	16	32	33	2	1480	67.3%	71.4%	6.7%	1	0	13	0	92.9%	92.9%	1	2	11	0	91.7%	91.7%
CV-CVN	50585	CVN 79 JOHN F KENNEDY PCU	Ineligible	1	13	5	0	709	83.3%	83.3%	7.3%	1	2	4	0	80.0%	80.0%	1	0	7	0	87.5%	87.5%
Report Totals:				332	310	611	28	22129	64.8%	67.8%	5.6%	32	9	87	7	73.1%	79.0%	13	5	123	1	90.4%	91.2%

**Figure 10-8 REA BIC REPORT**

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## **CHAPTER ELEVEN**

### **CAREER INFORMATION PROGRAM REVIEW (CIPR)**

#### **INTRODUCTION**

The CIPR is the Fleet, Force, and ISIC CCs primary resource to assess the effectiveness of a command's CDP. Additionally, this resource is for commands to objectively self-assess their organizational strengths and other areas that require further attention and route to triad for review and comments.

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

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

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

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

#### **TYPES OF CIPRS**

- TYCOM and ISIC CC reviews are conducted annually by the next higher echelon
- Command review is an internal self-assessment and must be conducted within 90 days of new CCC reporting on board. Additionally, this can be conducted anytime at command discretion, e.g., new CO or CMC reporting on board



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- Department reviews are conducted annually by the CCC and it is strongly recommended prior to any turnover by departmental CCs
- An assist CIPR is a command-requested review to be conducted by the ISIC or TYCOM CC. This will be an informational CIPR and the results are maintained within the command lifelines

### **CONDUCTING AND BRIEFING A PROGRAM REVIEW**

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

- Commands will be notified, via official correspondence, no less than 45 days prior to the program review. Consideration must be given to the command's operational/mission requirements
- CIPRs will not be conducted during the first quarter of the fiscal year
- CIPRs not conducted by the ISIC CC during the FY must be approved in writing by the TYCOM CC prior to the review. Navy Reserve Center (NRC) Career Counselors (CC) will conduct CIPR annually on all reserve units administratively assigned
- Prepare a summary and POA&M
- Analyze and develop recommendations to present to the CO for implementation
- Schedule CIPR in-brief and out-brief with CO, XO, and CMDCM

### **PLAN OF ACTIONS AND MILESTONES (POA&M)**

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

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

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

## CHAPTER TWELVE CAREER INCENTIVES

### INTRODUCTION

Career incentives are an important force shaping lever used to retain Sailors. There are various types of incentives offered and received by Sailors; some are monetary while others are considered indirect, such as retirement benefits and medical care. This chapter will cover monetary retention and advancement incentives that CCCs have required actions and tracking in order to meet Sailors' timelines.

### ACTIVE DUTY/TAR SRB

Steps to submit for SRB:

1. Log in CIMS- Navigate to Career Information Management-Use-SRB/ESRP Submission
2. Type Sailors Last name
3. Fill in appropriate information

The screenshot shows the 'SRB SUBMISSION' form in CIMS. At the top, there are radio buttons for 'USN' (selected) and 'FTS'. The form is divided into several sections. The top section contains 'Pay Grade' (E06), 'Bonus Type' (1AA), 'Broken Service Status' (1 - No Broken Service), 'SRB Qualifier', 'SRB Max Amount' (\$0.00), 'Zone Description', 'Bonus Rating', 'Bonus Warfare', and 'Bonus NEC'. The middle section contains 'INOP NUC EXT' (00), 'INOP OTH EXT' (00), 'EAOS at Reenlistment' (11/08/2027), 'SEAOS at Reenlistment' (11/08/2027), 'Date of Reenlistment', and 'Reenlistment Term'. The bottom section contains 'Monthly Base Pay', 'LOS for Pay', 'New EAOS', 'Reduction Months', 'INOP NUC EXT' (00), 'Early Reenlistment' (00), 'INOP OTH EXT' (00), 'Over 16 Years' (00), and a 'Clear' button. At the very bottom, there is a 'Calculate SRB' button.

**Figure 12-1 SRB SUBMISSION**

4. Then press "Calculate SRB"
5. Review "Estimated SRB Amount"

**Estimated SRB Amount**

Zone: C Tier Description: T3

Reference: FY24 SRB AWARD PLAN (N13 SRB 002/FY24)

Award Level: 1.5 0.0 Months Used to Calculate Bonus: 00

Total Act Serv at REENL: 13 Yrs 9 Mos 15 Days

Total Act Serv after REENL: 19 Yrs 9 Mos 15 Days SRB Amount: \$0.00

All fields Required when open. Submit SRB Pre-Certification

**Figure 12-2 SRB SUBMISSION**

6. Then Press Submit Pre-Certification"

7. Then fill in appropriate information (i.e. appr action: approve)

Name: Rank/Rate: NC1 Current DSC: 100

Appr Inst: Appr Status: Pending Appr Action: Approve Comment

PPSUIC: 42574 Bonus Type: TAA Continuous Service Reset Program

SRB Qualifier: ABE:T3 EAOS on Reenlistment: 11/08/2027

Message Qualifier: ABE

Discounted Inop Ext: 00 Pay Grade: E06 PEBD at Last Discharge:

Other Inop. Ext: 00 Last Discharge Date: Adj. ADSD:

Reenlistment TermMonths: 60 Reenlistment Date: 11/30/2024

Extension Months: Extension Exec Date:

Zone: C - 10-14 years Total SRB: SRB Level: 1.5

**Figure 12-3 SRB SUBMISSION**

8. Then press "apply"

**Contact Information**

Name:

Email:

Phone:

Commanding Officer Remarks:

**SRB History** Personalize Find View All First 1 of 1 Last

Effective date	SRB Type	Approval Status

OK Apply

**Figure 12-4 SRB SUBMISSION**

### How to Verify SRB Submission/Approval

1. Log in CIMS- Navigate to Career Information Management-Inquire- SRB/ESRP
2. Type Sailors Last name

### 3. Then verify "pre-certification"

Pre Cert Request		SRB/ESRP Status	
Name:	[REDACTED]	Rank/Rate:	HT2
		Current DSC:	100
Appr Inst:	40788404	Appr Status:	Approved
		Appr Action:	<button>Comment</button>
PPSUC:	Bonus Type:	1AA	Continuous Service
		<button>Reset Program</button>	
SRB Qualifier:	HT/U53A:T3	EAOS on Reenlistment:	08/04/2024
Message Qualifier:	U53A		
Discounted Inop Ext:	00	Pay Grade:	E05
Other Inop. Ext:	00	PEBD at Last Discharge:	
		Last Discharge Date:	Adj. ADSD:
Reenlistment TermMonths:	48	Reenlistment Date:	07/31/2024
Extension Months:		Extension Exec Date:	
Zone: B - 6-10 years		Total SRB:	42321.15
		SRB Level:	3.0

**Figure 12-5 PRE-CERTIFICATION REQUEST**

### 4. Then Navigate to SRB/ ESRP Status

Pre Cert Request		SRB/ESRP Status	
Name:	[REDACTED]	Rank/Rate:	HT2
		Current DSC:	100
Requesting UIC:	43102	Effective date:	04/25/2024
SRB Type:	1AA	Status:	Working
NEC:	U53A	Budget NEC:	
Sea Duty Ext:		Conversion Date:	
Zone:	B - 6-10 years	Zone Override:	<input type="checkbox"/>
Lump Sum <input type="radio"/> Installment <input checked="" type="radio"/>		AOSD Override: <input type="checkbox"/>	
AOS Dt:		Grade:	E05
Award Level:	3.0	AOS:	47
Total Bonus:	42321.15	Base Pay:	3601.80
Pay Waiver:	<input type="checkbox"/>	Initial Install:	
Waiver Date:		Anniversary Install:	
		Reason:	
		Reenlistment Date:	07/31/2024
		Reenlistment Term:	48
<button>Recalculate</button>			

**Figure 12-6 SRB/ESRP STATUS**

**NOTE:** For Reserves refer to MyNHR

### **OBLISERV-to-Train (OTT) REFERENCE: OPNAVINST 1160.8 (Series)**

A member who receives orders to attend training to gain a qualifying SRB NEC, but lacks the required obligated service to complete training may apply for OTT.

### **OTT Process**

- Upon receipt of orders, counselor will verify Sailor's EAOS. If EAOS expires prior to school graduation, Sailor will request OTT using a NAVPERS 1306/7 to BUPERS-328. Request must specify rating/NEC, months they are requesting to extend, and the orders number as listed below.
- Once the OTT approval is received execute process outlined in approval email

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- Losing command should submit SRB precert within OPNAVINST 1160.8 (Series) timeline
- PACT Sailors with orders to SRB eligible A-/C-Schools can submit authorization for OTT. PACT Sailors can advance upon graduation from A-School with approved OTT.

***\*NOTE: Only request the number of months required to complete the NEC awarding school, to minimize monetary loss.***

**Page 13 in Lieu of Hard OBLISERV**

- If a Sailor's S/EAOS is after the course graduation date, the Sailor is not eligible for OTT, however they are eligible to submit a NAVPERS 1306/7 to request Page 13 in lieu of hard OBLISERV to prevent monetary loss and temporarily meet OBLISERV requirements.
- The Page 13 allows the Sailor meet OBLISERV requirements temporarily, pending course graduation. Sailor is required to meet OBLISERV upon course graduation or earning NEC.

**PG. 13 in Lieu of Hard OBLISERV Process:**

Upon receipt of orders, Sailor will request a Page 13 in Lieu of Hard OBLISERV using a NAVPERS 1306/7 to BUPERS-328. Request must specify rating/NEC and the orders number as listed below.

Once approval email is received, CCC will generate the Page 13 per the email and have the member sign the Page 13.

Once approval is received execute process outlined in approval email.



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- Be serving in or selected for advancement (including members who are frocked) to one of the eligible ratings and pay grades designated by OPNAV N13.
- Be eligible for operational duty in line with MILPERSMAN 1300-304 and 1300-800
- Not reach a high year tenure (HYT) limit prior to or during the SDIP contracted assignment. A Sailor must meet all promotion requirements to prevent exceeding HYT service limits. Members granted waivers for HYT are eligible for assignment to a SDIP eligible billet. Members who are already in an SDIP eligible job and receiving SDIP payment and subsequently reach HYT will remain eligible to receive SDIP entitlement until they detach from the Command.

#### **TYPES OF SDIP**

- SDIP-Back-To-Back (SDIP-B). Qualified Sailors voluntarily continue sea duty service beyond their PST by a minimum of 12 months and a maximum of 48 months.
- SDIP-Curtailment (SDIP-C). Qualified Sailors voluntarily curtail shore duty assignments by a minimum of six months prior to their original PRD to return to sea duty.
- SDIP-Extension (SDIP-E). Qualified Sailors voluntarily extend onboard their current command when assigned to a ship, submarine, aviation squadron, or battalion designated as Type 2/4 sea duty for rotational purposes, by a minimum of 12 months and a maximum of 48 months beyond their PST.

For Specific eligibility requirements for the SDIP-B, SDIP-C and SDIP-E: refer to the most current Policy Decision Memorandum (PDM): SDIP Program

#### **APPLICATION PROCESS**

SDIP requests will originate at the Sailor's current command, prior to being selected or posted to a billet for follow-on orders or a separate extension becoming effective via NAVPERS 1306/7. When applying for SDIP, a Sailor must:



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-Specify desired option (i.e., SDIP-B, SDIP-C or SDIP-E), the number of months desired, the requested detachment month, as applicable.

-Submit the NAVPERS 1306/7 to the rating detailer within the following timelines:

SDIP-B and SDIP-E - 14 to 16 months prior to PST completion date/PRD, whichever occurs later

- SDIP-C - 6 to 9 months prior to the desired detachment date. Sailors may curtail shore duty assignments by a minimum of 6 months prior to their original PRD

-Once approval is received execute process outlined in approval email.

#### **ASSIGNMENT INCENTIVE PAY (AIP)**

Make all assignments desirable to at least one qualified volunteer by increasing volunteer rates for hard-to-fill jobs and locations. AIP also aims to increase member satisfaction and retention from filling these jobs voluntarily.

**Eligibility:** Latest eligibility chart located on MyNavy HR->References ->Pay and Benefits ->AIP

#### **How to Apply:**

-Bid in MNA when applying for orders in increments of \$50 with \$0 being an acceptable bid.

-Maximum bid available on MyNavy HR->References ->Pay and Benefits ->AIP

-Amount paid (if selected) will be written in orders  
For further information reference PDM 003-06 and or email [mill\\_aip@navy.mil](mailto:mill_aip@navy.mil)

#### **CONTINUATION PAY (CP)**

Designed to incentivize service members to obligate for an additional 4 years of service and increase the likelihood that the members will remain in the Navy until eligible for retirement. Service members enrolled in the Blended Retirement System (BRS) may be eligible to receive a one-time, mid-career bonus payment in exchange for an agreement to perform additional obligated service. This one-time bonus payment is in addition to

Financial Counseling/Eligibility:

- Less than 12 years of service from PEBD

- Has not previously received CP

- Not requested to separate or under separation orders

Note: If unable to elect on NSIPS, CCC will prepare and submit a permanent NAVPERS 1070/613 to PERS-8 or servicing TSC.

[illegible]

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**DETAILING MARKETPLACE ASSIGNMENT PROGRAM (DMAP)**

**References:** MyNavy HR-> Career Management -> Detailing->Enlisted ->Detailing Marketplace ->Supporting Documents.

DMAP rewards Sailors in sea-intensive ratings who stay Navy and on sea duty. Fundamentally, DMAP rewards Sailors who choose to stay on sea duty by establishing a DMAP 4+3 sea duty option for sea-intensive ratings.

The DMAP 4+3 benefits apply to Sailors who complete a 4-year Apprentice (E4 and below) Sea Tour followed immediately by a 3-year Journeyman (E5) Sea Tour. These incentives include:

- **Detailing Marketplace Incentive Pay (DMIP)** starting at 49<sup>th</sup> month of continuous sea duty
- Early advancement through **Advance to Position (A2P)** or **Command Advance to Position (CA2P)**
- Priority placement for follow-on shore duty assignment through **Continuous Sea Duty Credit (CSDC)**

**DMIP:** Paid monthly throughout entire 3 year Journeyman tour depending on location and sea duty type.

Upon receipt of orders, Page 13 will be submitted to appropriate authority by CCC.

Latest eligibility chart located on MyNavy HR -> Career Management ->Detailing ->Enlisted ->Detailing Marketplace

**CA2P and A2P**

An E4 eligible (PNAed on E5 exam) Sailor is nominated by their Commanding Officer to fill a vacant or soon to be vacant PO2 billet onboard the current sea duty activity.

CA2P: All CA2P requests will be submitted in MNA via a Member Realignment Request (MRR). For procedural assistance, please review the MNA User's Guide, available under the Quick Links header. Follow MNA schedule for CA2P submissions.

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**CSDC:** Adds 1 credit per month of sea duty. Resets to 0 upon transfer to shore duty. Provides priority in the detailing marketplace.

**Note:** All incentives can be combined with Career Sea Pay, Career Sea Pay Premium and SRB.

#### **COMMAND ADVANCE TO POSITION (CA2P)**

For further information reference the latest CA2P NAVADMIN and or contact the MyNavy HR DMAP team at [DMAP.fct@navy.mil](mailto:DMAP.fct@navy.mil).

CA2P is available for Active Component Sailors not participating in a DMAP rating. CA2P will be available for all Sailors not under orders or with orders pending release, starting with all type 2, 3, 4 and pre-commissioned sea duty Units.

**Command Requests.** COs may recommend Sailors for CA2P at any time through either MRR or email to TYCOM:

- For Sailors with more than 12 months until Projected Rotation Date (PRD), commands may submit a MRR in MyNavy Assignment.
- For Sailors within 12 months of their PRD, commands may submit CA2P requests via email to their respective Placement Coordinator.
- Inter-unit CA2P. The ISIC or TYCOM for the Sailor's current command can request a CA2P action for a member that qualifies within their subordinate units.

**Advancement Process.** Once the MRR is approved, COs should submit to the Transaction Support Center, on command letterhead, documentation certifying the completion of all requirements for advancement through CA2P, and PERS-4 approval of the MRR. The advancement is effective the date of MRR approval, and Sailors may wear the higher paygrade insignia immediately. OBLISERV will be based on MRR.

**Note:** Refer to the latest NAVADMIN for guidance

### **MONTGOMERY G.I. BILL (MGIB)**

The Montgomery GI Bill (MGIB) Program is a veterans program under the purview of Department of Veterans Affairs (DVA). Provides financial assistance for eligible Sailors to educational programs i.e. college degree, vocational training, work-study, national testing programs, etc. Sailors must enter active duty, other than active duty for training (ADT), for the first time on or after 1 July 1985 to be eligible for enrollment. Sailors will receive 36 months of education financial assistance and will expire 10 years from the last discharge date of active duty.

### **CRITERIA FOR UTILIZATION**

- Complete two continuous years of a three year contract or 3 continuous years of a four year contract
- Have an honorable period of service or receive a discharge characterization of Honorable
- Contribute a \$1200 payment
- Must obtain at least a General Education Diploma (GED)

Note: If Sailor is discharged after 30 continuous days due to service-connected disability, they're eligible for 100% benefits.

Refer to MyNavyHR for more information.

### **ENROLLMENT**

All eligible Sailors will be counseled and document election on DD Form 2366 to enroll or dis-enroll between 180 and 270 days of entering initial training. A copy will be provided to the Sailor and CPPA for processing. Sailors who fail to make an election in writing will have their "before tax" pay reduced by \$1,200 dollars (\$100 a month for 12 consecutive months) and automatically enrolled on their 271<sup>st</sup> day after entering initial training.

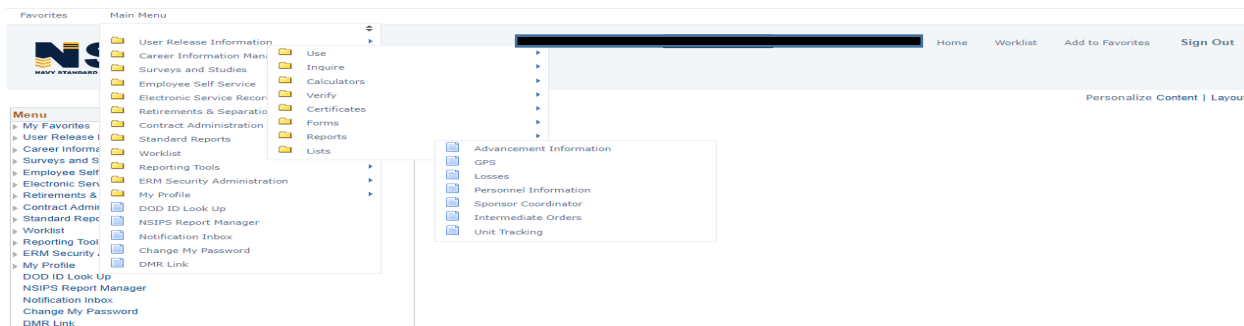
**Note:** Sailors who are erroneously enrolled into MGIB (i.e., signed DD Form 2366 showing disenrollment but are enrolled anyway) but have had all or a portion of the \$1,200 deducted from their pay may request a reimbursement from the Defense Finance and Accounting Service. The completed DD Form 2366 should be provided as proof of error.

## MGIB REPORT

Once a week, CCs should run a MGIB report in NSIPS or CIMS to identify Sailors who require counseling

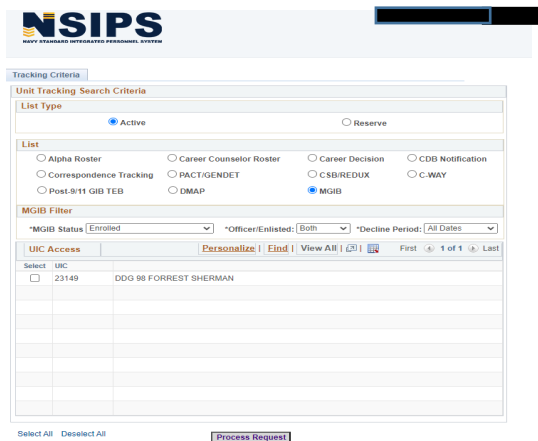
## INSTRUCTIONS TO GENERATE MGIB REPORT

Navigate to Career Information Management → Lists → Unit Tracking



**Figure 12-9 GI BILL REPORT**

In the List section, select MGIB. Filter the report as desired



Options: All  
Auto-enroll unless Decline  
Decline  
Enrolled

Options: Both  
Enlisted  
Officer

Options: All Dates  
By Date Range

**Figure 12-10 GI BILL REPORT**

Select command Unit Identification Code (UIC). Click Process Request button

UIC	Rank/Rate	Name	Dept	Div	ADSD	EAOS	SEAOS	180 Day of AD	270 Day of AD	MGIB Status	MGIB Status Description	MGIB Status Date
23149	FC2		WEPS	CG	12/18/2019	12/17/2025	12/17/2025	08/15/2020	08/13/2020	E	Enrolled	12/18/2019
23149	FC2		CS	CF	12/19/2020	11/30/2024	11/30/2026	05/30/2021	08/28/2021	E	Enrolled	12/01/2020
23149	FC2		CS	CF	07/09/2019	11/20/2027	11/20/2027	01/05/2020	04/04/2020	E	Enrolled	07/09/2019
23149	OS3		OPS	OI	05/27/2021	05/26/2025	05/26/2026	11/23/2021	02/21/2022	E	Enrolled	05/27/2021
23149	ET2		CS	CE	08/12/2020	08/11/2024	08/11/2026	02/08/2021	05/09/2021	E	Enrolled	08/12/2020
23149	MA1		EXEC	EX01	10/01/2008	10/12/2025	10/12/2025	03/30/2009	06/28/2009	E	Enrolled	10/01/2008
23149	OS1		OPS	OI	10/06/2015	02/20/2026	12/20/2028	04/03/2016	07/02/2016	E	Enrolled	10/06/2015
23149	MM3		ENG	EA	08/14/2021	06/13/2026	06/13/2026	12/11/2021	03/11/2022	E	Enrolled	06/14/2021
23149	DC1		ENG	ER	05/27/2009	06/29/2024	02/28/2026	11/23/2009	03/21/2010	E	Enrolled	05/27/2009
23149	STG2		WEPS	CA	08/24/2020	08/23/2024	08/23/2025	02/28/2021	05/21/2021	E	Enrolled	08/24/2020
23149	SA		OPS	OD	01/05/2023	01/04/2026	01/04/2026	07/04/2023	10/03/2023	E	Enrolled	10/03/2023
23149	ITC		CS	CC	11/07/2006	04/29/2027	08/29/2027	05/06/2007	08/04/2007	E	Enrolled	11/07/2006
23149	CTTC		OPS	OT	05/10/2011	05/13/2026	09/13/2026	11/06/2011	03/04/2012	E	Enrolled	05/10/2011
23149	OSCS		ENG	EM	01/11/2006	06/18/2026	12/18/2026	07/10/2006	10/08/2006	E	Enrolled	01/11/2006
23149	BMSA		OPS	OD	03/22/2023	03/21/2027	03/21/2028	09/18/2023	12/17/2023	E	Enrolled	12/18/2023
23149	STG2		WEPS	CA	06/24/2012	03/17/2026	03/17/2026	03/23/2013	06/21/2013	E	Enrolled	06/24/2012
23149	EM2		ENG	EE	11/10/2020	11/09/2024	11/09/2025	05/09/2021	08/07/2021	E	Enrolled	11/10/2020
23149	CTMC		EXEC	EX01	04/05/2008	04/24/2026	04/24/2028	10/06/2008	01/04/2009	E	Enrolled	04/05/2008
23149	EMFA		ENG	EE	06/08/2023	08/07/2027	08/07/2028	02/04/2024	05/04/2024	E	Enrolled	06/08/2023
23149	DCFN		ENG	ER	09/19/2022	09/18/2026	09/18/2027	03/18/2023	06/16/2023	E	Enrolled	09/19/2022
23149	ET3		CS	CE	02/22/2021	02/21/2025	02/21/2027	08/21/2021	11/19/2021	E	Enrolled	02/22/2021
23149	OS0		OPS	OI	12/11/2006	06/19/2027	06/19/2027	06/08/2007	08/07/2007	E	Enrolled	12/11/2006
23149	FC2		CS	CF	07/25/2022	07/24/2026	07/24/2028	01/21/2023	04/21/2023	E	Enrolled	07/25/2022
23149	GMC		WEPS	CG	12/10/2012	02/15/2027	02/15/2027	06/08/2013	09/06/2013	E	Enrolled	12/10/2012
23149	CS3		SUP	S2	08/15/2022	09/14/2026	09/14/2027	03/14/2023	06/12/2023	E	Enrolled	08/15/2022
23149	OTRBN		OPS	OT	03/14/2023	03/13/2027	07/13/2027	08/13/2023	10/13/2023	E	Enrolled	10/13/2023
23149	HT2		ENG	ER	11/23/2020	11/23/2024	11/23/2025	05/22/2021	08/20/2021	E	Enrolled	11/23/2020
23149	FCOM		WEPS	CG	12/20/1999	09/24/2029	09/24/2029	06/17/2000	09/15/2000	E	Enrolled	12/20/1999
23149	RSEN		SUP	S3	08/15/2022	09/14/2026	09/14/2027	03/14/2023	06/12/2023	E	Enrolled	08/15/2022
23149	FC2		CS	CF	08/24/2021	08/23/2025	08/23/2026	05/21/2022	08/24/2021	E	Enrolled	08/24/2021
23149	OS0		OPS	OI	07/20/2013	09/17/2029	09/17/2029	01/29/2014	04/26/2014	E	Enrolled	07/20/2013
23149	FC2		CS	CF	03/13/2018	03/10/2025	03/10/2025	09/09/2018	12/08/2018	E	Enrolled	03/13/2018

UIC	Rank/Rate	Name	Dept	Div	ADSD	EAOS	SEAOS	180 Day of AD	270 Day of AD	MGIB Status	MGIB Status Description	MGIB Status Date
23149	FC2		WEPS	CG	12/18/2019	12/17/2025	12/17/2025	08/15/2020	08/13/2020	E	Enrolled	12/18/2019
23149	FC2		CS	CF	12/19/2020	11/30/2024	11/30/2026	05/30/2021	08/28/2021	E	Enrolled	12/01/2020
23149	FC2		CS	CF	07/09/2019	11/20/2027	11/20/2027	01/05/2020	04/04/2020	E	Enrolled	07/09/2019
23149	OS3		OPS	OI	05/27/2021	05/26/2025	05/26/2026	11/23/2021	02/21/2022	E	Enrolled	05/27/2021
23149	ET2		CS	CE	08/12/2020	08/11/2024	08/11/2026	02/08/2021	05/09/2021	E	Enrolled	08/12/2020
23149	MA1		EXEC	EX01	10/01/2008	10/12/2025	10/12/2025	03/30/2009	06/28/2009	E	Enrolled	10/01/2008
23149	OS1		OPS	OI	10/06/2015	02/20/2026	12/20/2028	04/03/2016	07/02/2016	E	Enrolled	10/06/2015
23149	MM3		ENG	EA	08/14/2021	06/13/2026	06/13/2026	12/11/2021	03/11/2022	E	Enrolled	06/14/2021
23149	DC1		ENG	ER	05/27/2009	06/29/2024	02/28/2026	11/23/2009	03/21/2010	E	Enrolled	05/27/2009
23149	STG2		WEPS	CA	08/24/2020	08/23/2024	08/23/2025	02/28/2021	05/21/2021	E	Enrolled	08/24/2020
23149	SA		OPS	OD	01/05/2023	01/04/2026	01/04/2026	07/04/2023	10/03/2023	E	Enrolled	10/03/2023
23149	ITC		CS	CC	11/07/2006	04/29/2027	08/29/2027	05/06/2007	08/04/2007	E	Enrolled	11/07/2006
23149	CTTC		OPS	OT	05/10/2011	05/13/2026	09/13/2026	11/06/2011	03/04/2012	E	Enrolled	05/10/2011
23149	OSCS		ENG	EM	01/11/2006	06/18/2026	12/18/2026	07/10/2006	10/08/2006	E	Enrolled	01/11/2006
23149	BMSA		OPS	OD	03/22/2023	03/21/2027	03/21/2028	09/18/2023	12/17/2023	E	Enrolled	12/18/2023
23149	STG2		WEPS	CA	06/24/2012	03/17/2026	03/17/2026	03/23/2013	06/21/2013	E	Enrolled	06/24/2012
23149	EM2		ENG	EE	11/10/2020	11/09/2024	11/09/2025	05/09/2021	08/07/2021	E	Enrolled	11/10/2020
23149	CTMC		EXEC	EX01	04/05/2008	04/24/2026	04/24/2028	10/06/2008	01/04/2009	E	Enrolled	04/05/2008
23149	EMFA		ENG	EE	06/08/2023	08/07/2027	08/07/2028	02/04/2024	05/04/2024	E	Enrolled	06/08/2023
23149	DCFN		ENG	ER	09/19/2022	09/18/2026	09/18/2027	03/18/2023	06/16/2023	E	Enrolled	09/19/2022
23149	ET3		CS	CE	02/22/2021	02/21/2025	02/21/2027	08/21/2021	11/19/2021	E	Enrolled	02/22/2021
23149	OS0		OPS	OI	12/11/2006	06/19/2027	06/19/2027	06/08/2007	08/07/2007	E	Enrolled	12/11/2006
23149	FC2		CS	CF	07/25/2022	07/24/2026	07/24/2028	01/21/2023	04/21/2023	E	Enrolled	07/25/2022
23149	GMC		WEPS	CG	12/10/2012	02/15/2027	02/15/2027	06/08/2013	09/06/2013	E	Enrolled	12/10/2012
23149	CS3		SUP	S2	08/15/2022	09/14/2026	09/14/2027	03/14/2023	06/12/2023	E	Enrolled	08/15/2022
23149	OTRBN		OPS	OT	03/14/2023	03/13/2027	07/13/2027	08/13/2023	10/13/2023	E	Enrolled	10/13/2023
23149	HT2		ENG	ER	11/23/2020	11/23/2024	11/23/2025	05/22/2021	08/20/2021	E	Enrolled	11/23/2020
23149	FCOM		WEPS	CG	12/20/1999	09/24/2029	09/24/2029	06/17/2000	09/15/2000	E	Enrolled	12/20/1999
23149	RSEN		SUP	S3	08/15/2022	09/14/2026	09/14/2027	03/14/2023	06/12/2023	E	Enrolled	08/15/2022
23149	FC2		CS	CF	08/24/2021	08/23/2025	08/23/2026	05/21/2022	08/24/2021	E	Enrolled	08/24/2021
23149	OS0		OPS	OI	07/20/2013	09/17/2029	09/17/2029	01/29/2014	04/26/2014	E	Enrolled	07/20/2013
23149	FC2		CS	CF	03/13/2018	03/10/2025	03/10/2025	09/09/2018	12/08/2018	E	Enrolled	03/13/2018

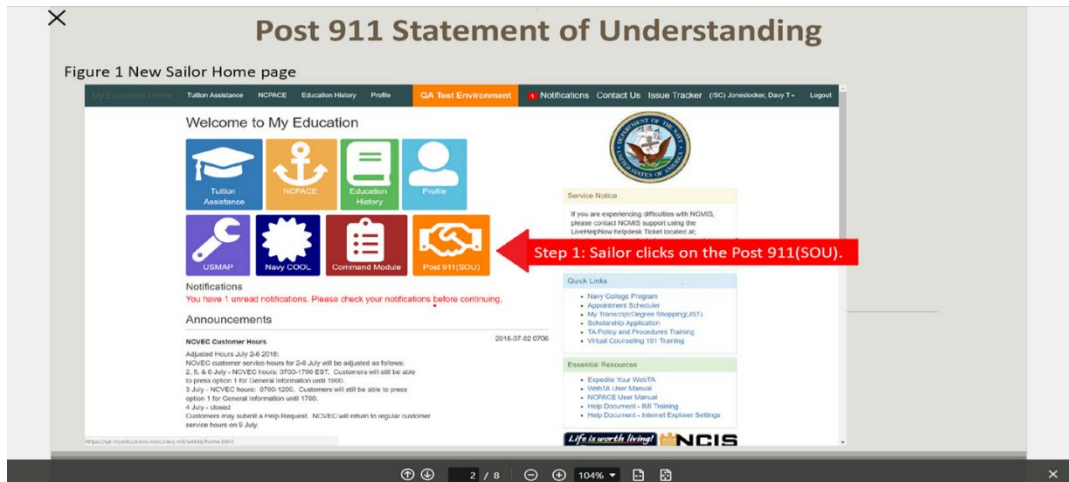
**Figure 12-11 GI BILL TRACKING CRITERIA**

## **POST 9/11 GI BILL TRANSFER EDUCATION BENEFITS (TEB)**

Sailors are eligible to transfer Post-9/11 G.I. Bill educational benefits to eligible dependents if they have obtained at least six years of active duty service and obligate service for four additional years. Enlisted personnel must have a SEAOS of at least 4 years, calculated from the date of TEB election. In other words, if acquiring only four years on their contract, Sailor has 30 days to complete TEB.

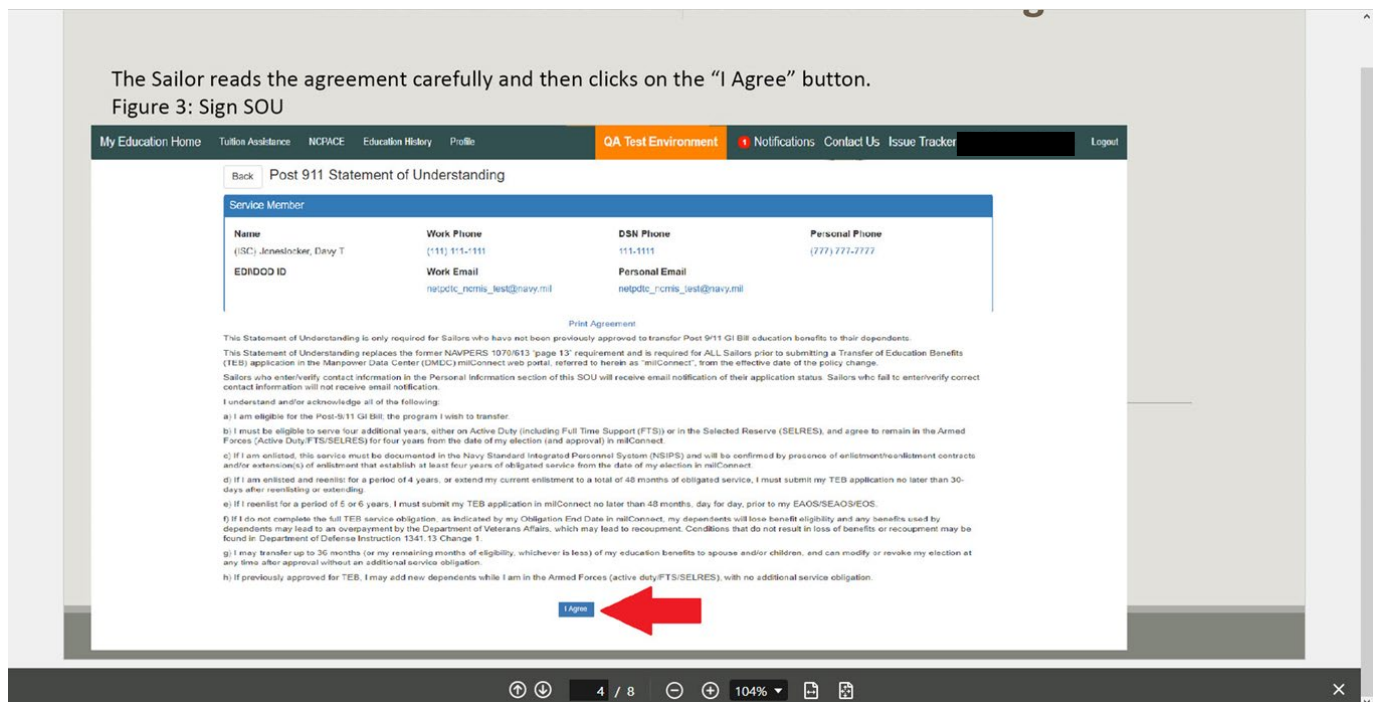
## **STATEMENT OF UNDERSTANDING (SOU) SIGN**

Sailor should complete SOU prior to submitting TEB. Log into MyNavy Education and select Post 911(SOU).



**Figure 12-12 POST 9/11 SOU**

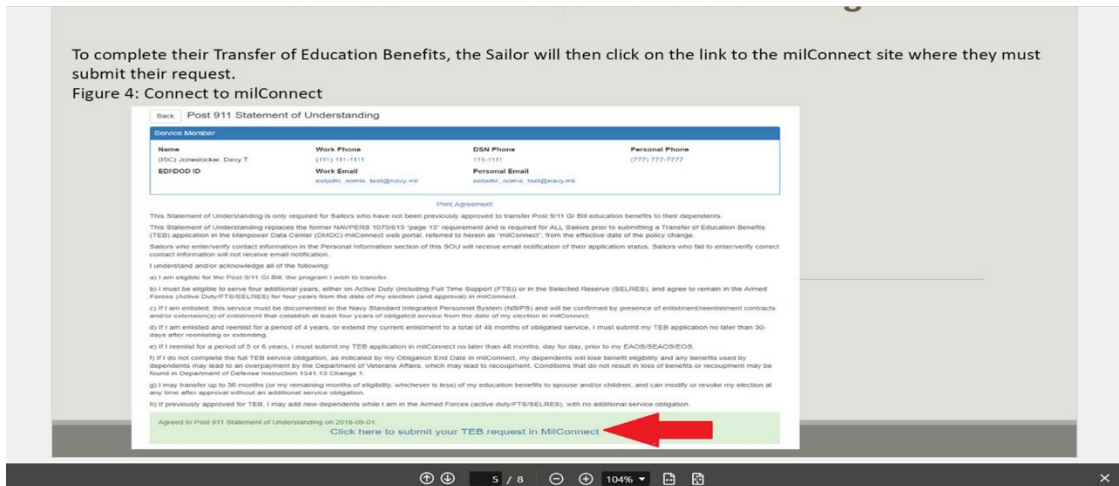
Verify information, read agreement, then click "I agree" button.



**Figure 12-13 POST 9/11 SOU**

To continue to transfer education benefits, click link to MilConnect.





**Figure 12-14 POST 9/11 TEB**

### **SUBMITTING A TEB REQUEST**

- Sign into MilConnect.
- Select Transfer of Education Benefits from the Benefits menu.
- For each eligible dependent that you want to receive benefits, enter the number of months to transfer. At least one month must be transferred to allow for future adjustments, otherwise dependent will not be authorized benefits.
- Select the Post-9/11 GI Bill Chapter 33 radio button in the Select the educational program from which to transfer benefits section.
- Select all the boxes in the Transferability of Education Benefits Acknowledgements section to indicate that you have read and understand each statement.
- Click Submit Request.

This sends your transfer request to TEB Service Representatives at your Branch of Service for review and approval. If the submission is successful, a confirmation message displays and your application status shows as submitted.

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After your request is approved, the TEB page shows your progress on your qualifying commitment:

- A green message means you have fulfilled your service obligation
- A yellow message means you have not yet fulfilled your service obligation. You must stay in the Service until your obligation end date or risk losing eligibility to transfer education benefits
- A red message means you are at risk of failing or have failed to complete your service commitment, because your separation date occurs before or occurred before your obligation end date. If you fail to complete your commitment, you may be subject to recoupment.

For more information: MyNavyHR-- > Career Management> Education-- > GI-Bill

Refer to MGIB Selected Reserves Field User Guide for MGIB-SR