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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
СТА	Career Tools Afloat
C-WAY	Career Waypoints

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
DOM	Dilicers Dependence of Norm
DON	Department of Navy Detailing Marketplace Decignment Deligu
DMAP	Detailing Marketplace Assignment Policy
DMDC	Dependence Manpower Data Center
	Department of Defense Identification
DODID	Europertien of Native Obligated Convice
EAUS	Expiration of Active Obligated Service
ECM CDM	Entre Community Manager
ECRM	Enterprise Customer Relationship Management
EFMP	Exceptional Family Member Program
LSK	Electronic Service Record
ESRP	Enlisted Supervisor Retention Pay
ETJ	Electronic Training Jacket
E'AM	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	Pav 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

SPEC CIRC	Special Circumstance
SRB	Selective Reenlistment Bonus
STAR	Selective Training and Reenlistment
STE	Short Term Extension
ТА	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 Superiorin-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 selfassessment 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.

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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".

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Menu	0	$\diamond -$
My Favorites		
▶ EDM		
RED/DA		
User Release Information		
Career Information Manager	nent	
Employee Self Service		
Electronic Service Record		
Retirements & Separations		
Manager Self Service		
Reporting Tools		
My Profile		
DOD ID Look Up		
NSIPS Report Manager		
Notification Inbox		
Change My Password		
DMR Link		

Figure 4-2 NSIPS Menu

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

NSIPS			Home	a Add to Favorites	S
tetirements and Separations - Request				New Window Perso	onali
• Next • Previous Return to Search History A Statemer	t Of Service الله Reference Material ماله Modify/Canc	el .			
Request Attach/Comment/Recommend Contact Information W	aivers				
Current User Role:					
Current User Role Logged In As: Reporting Senior					
Request Currently Routed to					
Pending NPC Review					
Approval Petails					
Status: Pending Instance ID: 36785415					
Me					
Service Dates @					
Service Dates @ DEMS: 09/16/2020 Date of Rate: 09/16/2020 N	andatory Sep/Ret/Fit Res Date:	TAFMS: 20yr 00m 15d			
Service Dates (i) DIEMS: 0919/2002 Date of Rate: 0915/2020 N ADSD: 0915/2003 PEBD: 0915/2003 N V Dbliozated Service End Dates (ii) (iii)	andatory Sep/Ret/Fit Res Date: PRD: 03/01/2023	TAFMS: 20yr 00m 15d Time in Grade: 03yr 00m 14d			
	andatory SepRet/Fit Res Date: PRD: 03/01/2023 Efforation:	TAFMS: 20yr 00m 15d Time in Grade: 03yr 00m 14d			
Service Dates (2) DIEMS: 09/16/2002 Date of Rate: 09/16/2020 M ADSD: 09/16/2003 PEBD: 09/15/2003 M ** Obligated Service End Dates (2) Enus: EAOS: 01/12/2/3 Benus: ** AQS: 01/12/02/3 Special Programs: 2 Denus: 1	andatory SepiRetFit Res Date: PRD: 63/01/2023 Education: Tuition Assistance:	TAFM5: 20yr 00m 15d Time in Grade: 03yr 00m 14d			
Service Dates @ DIEMS: 09/16/2002 Date of Rate: 09/16/2020 N ADSD: 09/15/2003 PEBD: 09/15/2023 N Colligated Service End Dates @ EAOS: 01/11/2023 Berrus: SN405: 0.01/1/2023 Special Programs:	andatory SepiRetFit Res Date: PRD: 0301/2023 Education: Tuilion Assistance:	TAFMS: 20yr 00m 15d Time in Grinde: 03yr 00m 14d			

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 Sen
---------------------------------	---------------

Assigned Re	quests									Find 🖓	1	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		62980	36051412	Original	Fleet Reserve	Pending	08/31/2023	03/17/2022 9:54:46AM	Pending Command Review	Command Separation Specialist		8 View Request
CDR		62980	35723852	Original	Regular Retirement	Pending	11/01/2022	03/01/2022 11:12:55AM	Pending Command Review	Command Separation Specialist	3	4 View Request
PSC	-	4016A	35830403	Original	Fleet Reserve	Pending	06/30/2023	02/16/2022 8:22:11AM	Pending Command Review	Command Separation Specialist	3	9 View Request
LSC		62980	35748181	Original	Fleet Reserve	Pending	01/31/2024	02/01/2022 1:45:10PM	Pending Command Review	Command Separation Specialist	ł	2 View Request
Filters												
Request T	ype Fleet Reserve			~								
Date Type	Last Updated Date	~	Earlie	st Date 01/01/2	021 B Latest Date 01/01/2022 B	A	pply Filters]				
All Pending	Requests									Personalize Find View All	10	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	_	62980	35390190	Original	Fleet Reserve	Pending	09/30/2025	11/23/2021 2:47:01PM	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:	Floot Reserve	~			
Requested Date:	09/30/2023	Created On: 02/04/2022 7:11:20.000000AM			
Is the Service Member current	tly serving on an Overseas Tr	our with DoD sponsored (funded) Accompanied with Dependents tour? No 👻			
Current Routing Status:	Pending NPC Review				
▼ Eligibility Result					
Eurther evaluation and de results:	termination may be required l	by NPC or higher authority to determine eligibility for Fleet Reserve. Below are the specific pr	eliminary eligibility check		
Acquested Date occurs after EAOS (1/11/2023) and SEAOS (3/11/2023) dates. Member may require more service on contract to retire.					
The system lacks the following Obligated Service End Dates: Special Program, Bonus, Tultion Assistance, Education. Further evaluation and determination by NPC may be required.					
Total Time in Service meets minimum required 20 years. 0 months, 0 days. Earliest qualifying date is 9/15/2023.					
Minimum Tour for Separa	ition is on or before Requeste	od Date			
Time in Grade E07 meets the minimum 2 years, 0 months, 0 days. Earliest qualifying date is 9/15/2022.					
We 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.					
Requested Date occurs	Requested Date occurs after the following Obligated Service End Dates: Post-9/11 GIB (7/17/2021).				
 Additional Request Data 					

Figure 4-5 Retirement Eligibility Result

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

NAVPERS 15878N 30 Sep 24

NSIPS		
etirements and Separations - Reg	uest	
Save 🖧 Route 📲 Next 📲 Previous 🔍	Return to Search = History 1 Statement	Of Service III Ref
Request Attach/Comment/Recommend Cont	act Information Waivers	
Home Address	Planned Retirement/Separation	Address
Address Type: Home	Address Type:	
Street 2:	Street 2:	
City: SUFFOLK	City:	
State Virginia	State	
Postal Code: 23435	Postal Code:	
Country: United States	Country:	
Phone Numbers		
Phone Type Telephone	Domestic I	Indicator
Cellular distribution		
Other Email Addresses		100
mail Type Email Address		
lome @GMAIL.CON	Δ	
Edit Address, Phone		
Official Email Address		
email: @NAVY.MIL		
Edit Official Email		
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.

Select a Role	Select a User			
Route To Role	Rank/Rate	Name	uic	
Command Reviewer	CAPT		62980	~
Command Separation Specialist	CDR		9240N	
Member Self Service	САРТ		62980	
Reporting Senior	RDML		0010A	
	CDR		62980	\sim

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 <u>mill pers-</u> 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

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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** Home Detaching Orders Gaining Orders Management Reports Administrative Functions • Early Returns • Help **Contacts and Important Information** SUITABILITY AND SELECTION FOR OVERSEAS SERVICE SUITABILITY FOR OVERSEAS ASSIGNMENT SCREENING AND FARLY RETURN/REASSIGNMENT DUE TO UNSUITABILITY (MILPERSMAN 1300-302) REPORTING (MILPERSMAN 1300-304) (MILPERSMAN 1300-306) Overseas Screening Questions Enlisted/Officer Early Return for Limited Officer Early Return with Dependents Enlisted Early Return with Dependents Duty/Pregnancy Email: Email: Email: Email: overseas screening@navy.mil overseas earlyreturn@navy.mil overseas earlyreturn@navy.mil pregavail-tld.fct@navy.mil Enlisted/Officer Early Return Of Dependents only Email: overseas earlyreturn@navy.mi

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.



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 FLTMPS 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).

● ETJ へ	MyPCS	S	~
The Electronic Training Jacket (ETJ) displays service member data	NAVSA	FECOM	~ •
awards, and career history.	Navy.co	m	~
	Navy A	pp Locker	~
	Navy C	ollege	~
		SUPPORT	SITES
P®RIAL		MNCC Request/Inquiry MNP Technical Request	Chief of Naval Personnel DoD White Pages
Comments or Suggestions about this <u>Email the Webmaster</u>	s Website?	About MNP	Navy.mil
Chief of Naval Personnel 701 South Courthouse Road Arlington, VA 22204		MINF TUIONAIS	SAPR Navy Recruiting
This is an official U.S. Navy web site.			USA.gov
			Life is worth living! Click have for Click have for Line for L

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.

(Salar	MyNavy Portal			BETA		Home Quick Links About MNP MNP Tutorials Login •		
							15:30:31 Zulu 24 Mar 2	2022 (083)
0	Quick Links							
Access	to portions of this site requires the u	user to log in						
Advan	cement Bibs	~	Family Advocacy Program	~	Navy COOL	~	Personal Financial Support Prog	~
ASM		~	Family Employment Readiness P.		A Navy eLearning	~	PHA	~
BOL		~	Family Readiness Groups	~	Navy Enterprise Service Desk	~	PRIMS	~
BRS (D	DOD)	~	Fleet and Family Support Program	~	Navy Gold Star Program	~	Prototyping (TechSolutions)	~
BRS (N	VAVY)	~	FLTMPS	~	A Navy MWR Digital Library	~	RAPIDS Appointment Scheduler	~

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.

MINES	MyNavy Portal			BETA		Home Quick Links	About MNP MNP Tutorials Login -
							15:34:05 Zulu 24 Mar 2022 (083)
3	Quick Links						
Access	to portions of this site requires th	e user to log in					
Advanc	cement Bibs	~	Family Advocacy Program		Navy COOL	Personal Fina	ncial Support Prog 🗸 🗸
ASM		~	Family Employment Readiness P	~	Use Navy Credentialing Opportunities Online (COOL) to learn what civilian credentials pertain to your military	PHA	~
BOL		~	Family Readiness Groups	~	training and experience and view resources available to help attain those credentials.	PRIMS	¥
000/0	00 ¹		Figure 4-14	Na	vy COOL in MNP	B	no bench and cos

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.

		A MTRP - National Capit	al Pegion						
	~	 Milbe – National Capita 	ar Region	NMCLOWA		~	USMAP		
~		MyNavy Assignment		×			The United Services Military Apprenticeship Program		
		MyNavy Education		V NPC		Ý	(USMAP) provides enlisted Sailors (AC, FTS) the opportune complete civilian apprenticeship requirements while on A	s (AC, FTS) the opportunity to equirements while on Active duty	
	~			NP2	● NP2 ~		and earn a U.S. Department of Labor "Certificate of Completion" and		
Profile Sheet		MyNavy HR				~	CONTIN	CONTINUE	
amont		MyNavy Reserve Home	port	×			U.O. Neural Oceanization Onlinear		
Jinent	· ·	myPay		Ombud	Isman Registry	~	U.S. Navai Community College	~	
	~			ONE-N	● ONE-NET EUROPE V		U.S. Naval Test Pilot School	~	
ETJ) displays service member data		MyPCS		ONE-N			U.S. Navy Awards	~	
		NAVSAFECOM		~					
Cs, certifications, qualifica	ations,	Navy.com		ONE-NET MIDDLE EAST		~	U.S. Navy Reserve	~	
	CONTINUE			A PAREC	PARFQ		U.S. Navy Reserve ZipServe Yellow Ribbon Reintegration Program	~	
ober Program	~	Navy App Locker		✓ ■ Pay/Pi				~	
iber rogium -		Navy College		 Payretsonnel/ have sops 		Ť			
								_	
MV NOWN		SUPPORT	SITES		LEGAL	SOCIAL			
P P R T		MNCC Reques	t/Inquiry Chief of M	Naval Personnel	FOIA	MvNavy HR Facebook			
	كلما	MNP Technica	I Request DoD Whit	te Pages	No Fear Act	MyNavy HR Faceboo	MyNavy HR Facebook Mobile		
Comments or Sug	gestions about this	Website? NESD	Naval Sal	fety Center	Section 508	MyNavy HR Twitter			
Email the Webmas	ter	About MNP	Navy.mil		NCIS		MyNavy HR Youtube		
		MNP Tutorials	Navy Web	o Sites	Privacy Policy	MyNavy HR Instagra	n		

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.

Quick Links						
Access to portions of this site requires the us	er to log in					
Advancement Bibs	~	Family Advocacy Program	~	Navy College	~	Pay/Personnel/Travel SOPs
ASM	~	Family Employment Readiness P	~	Navy COOL	~	Personal Financial Support Progr.
BOL	~	Family Readiness Groups	~	Navy eLearning	~	PHA
BRS (DOD)	~	Fleet and Family Support Program	~	Navy Enterprise Service Desk	~	
BRS (NAVY)	~	FLTMPS	~	Navy Gold Star Program	~	Prototyping (TechSolutions)
BUMED	~	HPRC – Total Force Fitness	~	Navy MWR Digital Library	~	RAPIDS Appointment Scheduler
CANTRAC	~	S JKO	~	Navy Recruiting Command	~	Reserve Force Manpower Tools
Career Development Symposium	=>	, 🔒 JST	^	A Navy Reserve Order Writing System	~	SAILOR
CNO Professional Reading Progr	~	Joint Service Transcript (JST) provides the ability to view and print your military occupational experience an training along with corresponding American Council on Education (ACE) college credit recommendations.		A Navy Reserve Readiness Module	~	SECNAV Center for Innovation
CPPA Resources	~			Navy Spouse Licensure Reimbur	~	Sexual Assault Prevention and R.
Contract Con	~	CONTIN	IUE	Navy Spouse Navigation	~	SHARP

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.
 - o 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.cnic.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.

<u>24/48/60/Biennial-MONTH CDBs</u> 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	Х		Within 60 days of reporting
24-Month		Х	As required
48-Month		Х	As required
60 Month		Х	As required
Biennial		Х	As required
Career		Х	HYT, Fleet Reserve,
Decision			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 12month 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 12month 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)	-Present to Sailor their qualified jobs listing from CWAY. -Discuss PACT submission timeline -Sailor's responsibilities to apply for a rate -CCC's responsibilities to apply for a rate Discuss Retake AFCT (if needed, or desired)
6 months	Department Level	-Review qualified jobs listing -Discuss Ratings they are interested in -Follow up on AFCT retake (if desired) or ensure new AFCT scores are updated in CWAY. -Assist Sailor to log in to MNA, update personal information, preferences and Sailor Resume' -Department/DIV CC or LCPO provide MNA training (how to apply for a rate and orders)
12 months	Department Level	-Review PACT timeline with Sailors -Ensure Sailor's record is accurate including AFCT scores, citizenship, etc. -Discuss MNA application process or route rating packing (if applicable)
18 months	Department Level	-This CDB not required if Sailor has been selected for a rate/orders by this time. CDB TOPICS/ACTIONS: -Review rating opportunities -Assist Sailor in acquiring a rate/orders, as needed.
24 months	Department Level	-This CDB not required if Sailor has been selected for a rate/orders by this time. CDB TOPICS/ACTIONS: -Review rating opportunities -Assist Sailor in acquiring a rate/orders, as needed.

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.

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

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

Table 5-3 Reserve Component CDB timeline

CDB Type	Command	Department	Remarks
Reporting	Х		Within four drill weekends
			of reporting to unit
6-Month	Х		Review Sailor's program
			progression
12-Month	Х		Review Sailor's program
			progression opportunities
18-Month	Х		As required
1			

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:

TO PRD18-13 Months- Sailor will submit 1306/7 if any applicable PRD adjustments are required - Conduct Career Decisions CDB - Submit for special programs or career incentives CCCs will remind Sailors to update MNA: - duty preferences - My Resume - MNA OBLISERV intentions12-6 Months- Submit MNA applications for desired jobs.	PRIOR	ACTION TO BE TAKEN
 Sailor will submit 1306/7 if any applicable PRD adjustments are required Conduct Career Decisions CDB Submit for special programs or career incentives CCCs will remind Sailors to update MNA:	TO PRD	
18-13 MonthsPRD adjustments are required - Conduct Career Decisions CDB - Submit for special programs or career incentives- Submit for special programs or career incentivesCCCs will remind Sailors to update MNA: - duty preferences - My Resume - MNA OBLISERV intentions12-6 Months- Submit MNA applications for desired jobs.		- Sailor will submit 1306/7 if any applicable
 Conduct Career Decisions CDB Submit for special programs or career incentives CCCs will remind Sailors to update MNA: duty preferences My Resume MNA OBLISERV intentions 12-6 Months 	18-13 Months	PRD adjustments are required
- Submit for special programs or career incentives CCCs will remind Sailors to update MNA: - duty preferences - My Resume - MNA OBLISERV intentions 12-6 Months - Submit MNA applications for desired jobs.		- Conduct Career Decisions CDB
incentives CCCs will remind Sailors to update MNA: - duty preferences - My Resume - MNA OBLISERV intentions 12-6 Months - Submit MNA applications for desired jobs.		- Submit for special programs or career
CCCs will remind Sailors to update MNA: - duty preferences - My Resume - MNA OBLISERV intentions 12-6 Months - Submit MNA applications for desired jobs.		incentives
- duty preferences - My Resume - MNA OBLISERV intentions 12-6 Months - Submit MNA applications for desired jobs.		CCCs will remind Sailors to update MNA:
- My Resume - MNA OBLISERV intentions 12-6 Months - Submit MNA applications for desired jobs.		- duty preferences
- MNA OBLISERV intentions 12-6 Months - Submit MNA applications for desired jobs.		- My Resume
12-6 Months - Submit MNA applications for desired jobs.		- MNA OBLISERV intentions
	12-6 Months	- Submit MNA applications for desired jobs.
5 Months - Detailers issue orders to Sailor based on	5 Months	- Detailers issue orders to Sailor based on
the highest priority vacant billets		the highest priority vacant billets

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	MNA	ACTION TO BE TAKEN
TO PRD		
		- Billets are made available on MNA/BBD when the
		current occupant is 180 days from PRD
		- Review Reserve MNA/BBD calendar
180		- Review MNA/BBD available billets
dave	First	- Main Phase: All personnel eligible to
uays prior	Cualo	apply for up to 10 valid billets
prior	CYCIE	- Local Phase: Cross Assigned (CA) or In
LO PRD		Assignment Processing (IAP) personnel
		eligible to apply for up to 10 valid billets
		- Review Reserve MNA/BBD calendar
		- Review MNA/BBD available billets
Next	Second	- Main Phase: All personnel eligible to
Quarter	Cycle	apply for up to 10 valid billets
	-	- Local Phase: CA or IAP personnel eligible
		to apply for up to 10 valid billets
		- Selections are announced on or about the first
		day of the subsequent calendar quarter
	Pogulta	- A member can be forced out of a billet through
	KESUITS	it being advertised on MNA/BBD and subsequent
		assignment of said billet to another Sailor

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 fieldspecific 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	- If members want to elect CP they must do so in NSIPS, before their 12 years of service
	- Must agree to serve an additional 4 years of obligated service from the 12th year of service
	 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 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.

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 (disenroll) 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	 -Conduct Command level CDB. -Discuss separation process, timeline and requirements. -Discuss SELRES opportunities (if eligible). -Follow Transition timeline requirements IAW OPNAVINST 1900.2(series) -CCCs can begin TAP process with Initial Counseling, Pre-separation Counseling and initiate DD 2648 (eForm).
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 fulltime 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 indemand 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	ACTION TO BE TAKEN
EAOS	
24 Months	 -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 -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 -Develop individual transition plan -Schedule TAP class
18 Months	 -Initiate fleet reserve request (E-6 and above). -Submit fleet reserve request via Retirements and Separations. (refer to chapter 4) -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 -Develop Individual Transition Plan (ITP) -Schedule TAP class
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. <u>MyNavy HR > Career Management ></u> 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.

0	(NSIPS)-NSIPS Access Manager (NAM)	DETAILS
0	(ANO)-Acceptance and Oath of Office	DETAILS
0	(NSW)-Naval Special Warfare	DETAILS
0	(NRMS)-Navy Retention Monitoring System	DETAILS
0	(CIMS)-Career Information Management System	DETAILS
0	Command Level Access	DETAILS
0	Corporate Level Access	DETAILS

Figure 6-2 Select CIMS account

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



Figure 6-3 Select primary role

Step 4. Enter telephone, email address, and justification. After the Counselors enters 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.

S	stem Access Authorizatio	n Request - (SAAR)	
Create New Use Counselor	er Account - CIMS Department/Divis	ion Career <u>VIEW PRIVACY STATEMENT</u>	
Operator Attributes			
User ID:			
Empl ID:		Justification	
Department	55882 MIL COMMUNITY MGMT MILL TR	New MUCT mut a institiontic	
Rank/Rate:		asking for that particular acc	ess. Even if it is as
Account Type:	Military	simple as saying "I am the C	ommand Career
Telephone:	>	Counselor". The leading cau	use of disapprovals is
Email Address:		this right here!	
	Official Email Address		
UIC Access CIMS UIC Access	-	-Put in all the UIC's you are r	esponsible for under
Supervisor Details - SA	AR Form	CIMS UIC ACCESS.	
Name:		****Remember when putting	your Supervisor's
	(Last, First Midole)	information in it much have	
Email Id:		information in it must be an	exact match or else
	Official Email Adoress	they will be unable to retriev	e and approve it. Ex
Contact Phone:			
		KINSTLE, CHRISTOPHER	
		Christopher.kinstle@navv.m	ii <u> </u>
	SUBMIT	901-874-2533	

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 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 reques : 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@nav - 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 popup 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.



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.

erator Attributes	_	_	
Empl ID:	_	_	Justification
Department Rank/Rate:	55882	MIL COMMUNITY MGMT MI	LL TN
Account Type:	Military		Verify all information is
Telephone:	>		correct and the proper
Email Address:	\triangleright		justification has been
CAccess	Official Email Addr	ess	entered.
CIMS UIC Access	>		
upervisor Details - SAA	AR Form		- Click the submit button.
Name:			
Email Id:	(Last, First Midde)		
Lindin Id.	Official Email Addre	E55	
Contact Phone			

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.

outo erutition i marrippiorai			
nction Manager - Details			
			Find 🖾 🔛 Find 🖾 1-2 of 2 🖸
Belect Name	UIC	Command	Role Name
CIMS Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
CIMS Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
ote:			
ote: erator(s) displayed in this style are the Manpow searchore can be conted to them if there are no	er & Personnel FAM(s)/ISSO(s)/NAM(s) and NAM(s) act up for your Activity	
ote: erator(s) displayed in this style are the Manpow nsactions can be routed to them if there are no	er & Personnel FAM(s Local FAM(s)/ISSO(s)/)/ISSO(s)/NAM(s) and NAM(s) set-up for your Activity.	
ote: serator(s) displayed in this style are the Manpow insactions can be routed to them if there are no	er & Personnel FAM(s Local FAM(s)/ISSO(s)/)/ISSO(s)/NAM(s) and NAM(s) set-up for your Activity.	
ote: erator(s) displayed in this style are the Manpow nsactions can be routed to them if there are no Select CI	r & Personnel FAM(s) Local FAM(s)/ISSO(s)/	NSSO(s)/NAM(s) and NAM(s) set-up for your Activity.	nd click "OK"
ote: serator(s) displayed in this style are the Manpow insactions can be routed to them if there are no - Select Cl	er & Personnel FAM(s) Local FAM(s)/ISSO(s)/	NAM(s) and NAM(s) set-up for your Activity. er FAM Primary a	nd click "OK"
ote: perator(s) displayed in this style are the Manpow ansactions can be routed to them if there are no - Select CI	er & Personnel FAM(s) Local FAM(s)/1550(s)/	NASSO(s)/NAM(s) and NAM(s) set-up for your Activity. er FAM Primary a	nd click "OK"
ote: perator(s) displayed in this style are the Manpow insactions can be routed to them if there are no - Select Cl	er & Personnel FAM(s) Local FAM(s)/ISSO(s)/	NASSO(s)/NAM(s) and NAM(s) set-up for your Activity. er FAM Primary a	nd click "OK"

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.

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)

<u>USE</u>- 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.

avorites	Main Menu > Electronic Service R	Aecord
NAVY STANDARD	 User Release Information Career Information Management Surveys and Studies Employee Self Service 	
ectronic Service	🗀 Electronic Service Recor	•
Electro	🗀 Retirements & Separatio 🗀 Use	>
	Contract Administration Setup	Administrative Remark Subjects
Inquire	Standard Reports Process	Use Use
Home	🗀 Worklist	Administrative Remarks
Training	Reporting Tools	► Course Data
27 More	ERM Security Administration	
Process	My Profile	ж.
	DOD ID Look Up	
	NSIPS Report Manager	
	Notification Inbox	
	Change My Password	
	DMR Link	

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 Assignme	ent									
Rank/Rate: A	DAN 1	Name:		2	Current DS	C: 100 3				
Career Couns	elor Info			Pers	onalize Find	@ 🔣	First 🕚 1-	2 of 2	۰ı	ast
*Assigned Date	*UIC	Description		*Assignment		*Dept/Div	Deassigned	Date		
01/06/2014 4	5	VFA		Department	6	MAIN	01/06/2014	8	+	
05/16/2016		VFA		Department	~		9	Ħ	+	
Save 🔯	Return to Sea	rch t Previo	ous in List	Next in List			Δ			
	Figur	e 6-12 C	areer De	evelopmer	nt Team	Manag	rement			

- 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.

Rank/Rate:	Nam	e:		Current D	SC: 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 💷 🔣	First 🕢 1 of 1	۱	Last
Prog Type		Pkg Type	Submission Date	Status		Status Date	Comments		
Q		Q	31			31	Comments	+	-

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.

Retrieval Criteria									
Required			Optional						
Active/Reserve: Active VIC: Officer/Enlisted: Enlisted V					CDT Memb First Term Sponsors	er	R	etrieve Records	
New Values to Apply									
Sponsor Training C	DTC				OFTSW		ORAS	W	
Career Information Training Update					Personalize	Find View	All 🖸 🔣	First 🚯 1	of 1 🕑
Rank/Rate Name	Active /Reserve	UIC	Dept	Div	CDTC	FTSW	RASW	Sponsor Training	Select
	Activo								

R 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.

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
	Additional Credit:
Date Completed: 03/17/2023	Total Hours Earned: 1040.0
Last Update: 06/12/2023	Total Hours Required: 2000
170	
NETCU	JSMAP 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:	Name:				Current DS	C: 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 Cor	nments				Find View All	First ④ 1 of 1	Last
CDB Type: P Q 18 Mo	nth				DEPT: OPS	DIV: OF	
CDB Type 2: I		CDB Type 3:	Q		CDB Type 4:]	
CDB Date:	01/22/20	15 🛐			Status	2	
CDB Rank/Rate:		Q			O Pending O C	Completed • V	erified

Figure 6-16 CDB Verification page

NAVPERS 15878N 30 Sep 24

Pre-Sep Complete	d:	VA Briefing Completed:	
DD 2648 Complete	d:	Post-9/11 GI Bill TEB:	11/17/2021
Short Term Goals:	- Minimum three short term goals		×.
Long Term Goals:	218 characters remaining - Minimum three long term goals		&
Board Members:	219 characters remaining Rate/Rank LName, FName (Title, i DH, ESO, CMEO, etc)	e. CMDCM/CSEL, LCPO, LPO, DDCC/C	CC, DIVO,
Board Comments:	157 characters remaining Summary of Board discussion poir sentences.	nts in paragraph form. Minimum 3-5 compl	lete 🥙
Leadership Title: Leadership Comments:	915 characters remaining IE. CCC/CSEL/XO/CO Enter additional command comme	nts in this block prior to verification.	^/
	180 characters remaining		//

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 Clasification Code
Selective Reenlistment Bonus Calculator
●USN OFTS
Pay Grade: E05 Q Bonus Type: 1AA Q
Broken Service Status: 1 - No Broken Service V
SRB Qualifier: EM:T3 C SRB Max Amount: \$30000.00 Q
Zone Description: (ZONE A ONLY)
Bonus Rating: EM Bonus Warfare: Bonus NEC:
INOP NUC EXT: 00 INOP OTH EXT: 00
EAOS at Reenlistment: 08/16/2024 SEAOS at Reenlistment: 08/16/2024
Date of Reenlistment: 08/13/2024 Reenlistment Term: 72 Month V
Monthly Base \$3365.70 LOS for Pay: 4 New EAOS: 08/12/2030 Pay:
Reduction Months
INOP NUC EXT: 00 Early Reenlistment: 01
INOP OTH EXT: 00 Over 16 Years: 00
Clear
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 \$19,913.73 Amount:
All fields Required when open. Submit SRB Pre-Certification

Figure 6-18 SRB Submission Page

PPSUIC: 42574 Bonus Type: 1AA Q Continuous Service Resi SRB Qualifier: EM:T3 Q EAOS on Reenlistment: 08/16/2 Message Qualifer: EM EO5 Q PEBD at Last Discharge: 0 0 Discounted Inop Ext: 01 Pay Grade: E05 Q PEBD at Last Discharge: Adj. ADSD: Other Inop. Ext: 00 Last Discharge Date: Adj. ADSD: Image: Competencies Reenlistment TermMonths: 72 Reenlistment Date: 08/13/2024 Image: Competencies Zone: A-0-6 years v 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 04/05 AOS: 71 AOS Date: CWAY Status: AIR Prospective Rate: Prospective Paygrade: CWAY Approval Date: 04/05 Competencies Personalize Find Image: Find Image: Find Image: Find Image: Find I	et Program
SRB Qualifier: EM:T3 EAOS on Reenlistment: 08/16/2 Message Qualifer: EM EM EOS PEBD at Last Discharge: Image: Competencies Discounted Inop Ext: 01 Pay Grade: E05 PEBD at Last Discharge: Image: Competencies Other Inop. Ext: 00 Last Discharge Date: Adj. ADSD: Image: Competencies Reenlistment TermMonths: 72 Reenlistment Date: 08/13/2024 Image: Competencies Image: Competencies Zone: A-0-6 years Y Total SRB: 19913.73 SRB Level: 1.0 Bonus Rate: EM EAOS: 07/23/2024 SEAOS: 07/23 PEBD: 06/24/2019 ADSD: 06/24/2019 EMC: B210 NEC: DNEC: 0000 DNEC: Image: Competencies Adv Prospective Rate: Prospective Paygrade: CWAY Approval Date: 04/04 Competencies Personalize Find Image: First (model 1 of 1 o	2024 🛐
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 V Total SRB: 19913.73 SRB Level: 1.0 Bonus Rate: EM EAOS: 07/23/2024 SEAOS: 07/23 PEBD: 06/24/2019 ADSD: 06/24/2019 EMC: B210 NEC: DNEC: 0000 DNEC2: B210 NEC: DNEC: 0000 DNEC2: AOS: 71 AOS Date: CWAY Status: AIR Prospective Rate: Prospective Paygrade: CWAY Approval Date: 04/08 Competencies Personalize Find R First () 1 of Effective date Competency D1/01/1951 0000	
Other Inop. Ext: 00 Last Discharge Date: Adj. ADSD: Reenlistment TermMonths: 72 Reenlistment Date: 08/13/2024 File Extension Months: Extension Exec Date: Image: Competencies Image: Compet	
Reenlistment TermMonths: 72 Reenlistment Date: 08/13/2024 istermation Extension Months: Extension Exec Date:	
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 PEBD: 06/24/2019 ADSD: 06/24/2019 EMC: B210 NEC: DNEC: 0000 DNEC2: B000 B000 NEC: AOS: 71 AOS Date: CWAY Status: AIR Prospective Rate: Prospective Paygrade: CWAY Approval Date: 04/08 Competencies Personalize Find< Image:	
Zone: A - 0-6 years Total SRB: 19913.73 SRB Level: 1.0 Bonus Rate: EM EAOS: 07/23/2024 SEAOS: 07/23 PEBD: 06/24/2019 AD SD: 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 Competencies Personalize Find I I I III IIII IIIIIIIIIIIIIIIIIIIII	
Bonus Rate: EM EAOS: 07/23/2024 SEAOS: 07/23 PEBD: 06/24/2019 ADSD: 06/24/2019 EMC: B210 NEC: DNEC: 0000 DNEC2: BAOS: AIR AOS: 71 AOS Date: CWAY Status: AIR Prospective Rate: Prospective Paygrade: CWAY Approval Date: 04/08 Competencies Personalize Find First 1 of iffective date 0000 000 EMC: 1 of	
PEBD: 06/24/2019 AD SD: 06/24/2019 EMC: B210 NEC: DNEC: 0000 DNEC2: B210 AOS: 71 AOS Date: CWAY Status: AIR Prospective Rate: Prospective Paygrade: CWAY Approval Date: 04/08 Competencies Personalize Find First 1 of Iffective date 0000 0000 Competencies First 1 of	3/2024
NEC: DNEC: 0000 DNEC2: AOS: 71 AOS Date: CWAY Status: AIR Prospective Rate: Prospective Paygrade: CWAY Approval Date: 04/08 Competencies Personalize Find First 1 of ffective date Competency 0000 Competency	
AOS: 71 AOS Date: CWAY Status: AIR Prospective Rate: Prospective Paygrade: CWAY Approval Date: 04/08 Competencies Personalize Find First 1 of Effective date Competency 0000 Competency	
Prospective Rate: Prospective Paygrade: CWAY Approval Date: 04/04 Competencies Personalize Find 🔄 🔜 First 🕢 1 of Effective date Competency 01/01/1951 0000	
Competencies Personalize Find [2] [] First () 1 of Effective date Competency 1/01/1951 0000	3/2020
Effective date Competency 11/01/1951 0000	1 🕑 Las
0000	
Contact Information	
Name:	
Email:	
Phone:	
Commanding Officer Remarks:	
SRB History Personalize Find View All 🔄 📑 First 🕢 1 @	of 1 🕟 L
Effective date SRB Type Approval Status	

Figure 6-19 SRB Status page

CERTIFICATES

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

Member Information							
SSN:	Q						
*Full Name:							
*Gender: Male 🗸							
Signing Official Infor	mation						
Official Name:							
(Firs	t Name MI Last Name, Rank, Branch/Class)						
Official Title: ASS	AULT CRAFT UNIT TWO						
Official Command: COI	MMANDING OFFICER						
Certificate Informatio	n						
*Certificate Type:	Reenlistment V						
*Certificate Date:	06/26/2024						
*Recipient Name:							
*Relationship To Member:	Self V						
Rating Information							
Rank/Rate Code:	NCC Q Chief Navy Counselor						
Rank/Rate:	Chief Navy Counselor						
Warfare Designator	I Q (IUSS) Integrated Undersea Surv Spec						
Code: Warfare Designator:	(IUSS)						
Full Rating: Chief Navy	Counselor (IUSS)						

Print Certificate

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).

racking	Criteria	DMAP E04 List]		
Jnit Tr	acking Se	arch Criteria			
List T	уре				
		Active		○ Reserve	
List					
0	Alpha Ros	ter	O Career Counselor Roster	O Career Decision	O CDB Notification
0	Correspon	dence Tracking	O PACT/GENDET	O CSB/REDUX	O C-WAY
0	Post-9/11	GIB TEB	OMAP		
Filter					
		● E4		○ E5	
UIC	Access		Personalize Find	View All 🔄 🔣 🛛 F	First 🕢 1-2 of 2 🛞 Last
Select	UIC				NOSC
<	42056	ASSAULT CRA	AFT UNIT 2 SHORE C		
~	53210	ASSAULT CRA	AFT 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.

Last login: 02-24-2022 13:40 Home Worklist Add to Favorites Sign Out

Favorites Main Menu > Career Information Management > Lists > Unit Tracking

Meide

	NAVY STANDARD IN		SONNEL S	YATEM											
Tra	cking Criteria	DMAP	E04 Li	st									New Wi	ndow Per	sonalize Page 🔛
Ac	tive Enlisted	DMAP E	04 Lis	sting.						F	Personalize Fir	d View All	2 🔣	First 🕚 🕯	-49 of 49 🕑 Las
0	Date	UIC	Desc	ription	Rank/Rate	Name	Report Date	SDCD	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	Comments
2	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	Comments
1	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	Comments
4	4 02/25/2022	21247	C\								/14/2021	252	12/01/2020	59	Comments
Ę	5 02/25/2022	21247	C\								/06/2022	252	10/01/2022	54	Comments
6	6 02/25/2022	21247	C/			where the contract of the sector of the sect					/06/2022	252	05/01/2022	53	Comments
7	7 02/25/2022	21247	C/	1. DWAP List column	s can be so	I apop the Correspondence Tracking	Dege Div	Commont	e huner	link	/28/2022	252	06/01/2022	55	Comments
8	3 02/25/2022	21247	C1	2. Comments is a hype	er-ink that wi	n open the Correspondence Hacking	Fage. Diu	Comment	snyper	IIIK	/05/2021	252	06/01/2021	57	Comments
ę	02/25/2022	21247	C/	3 Green Comments i	ndicates the	at comments have been entered in	the Corres	nondence	Trackin	Page	/26/2023	252	11/01/2023	56	Comments
10	0 02/25/2022	21247	C/	o. oreen commentar	indicates the	at comments have been entered in	and contes	pondence	Hacking	grage	/09/2021	252	03/01/2021	54	Comments
11	1 02/25/2022	21247	C1	* Comments will turn	reen after	you run the DMAP List again from t	the Trackin	n Criteria P	age		/18/2022	252	04/01/2022	56	Comments
12	2 02/25/2022	21247	C/			,			-9-		/02/2023	252	05/01/2023	57	Comments
13	3 02/25/2022	21247	C/								/29/2023	252	08/01/2023	56	Comments
14	02/25/2022	21247	C/								/09/2022	252	07/01/2022	55	Comments
15	5 02/25/2022	21247	CVIN	/TTRUUSEVELT	683		12/22/2018	12/01/2018	38	08/08/2022	08/08/2023	252	08/01/2023	56	Comments
16	6 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	Comments
17	7 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	Comments
18	3 02/25/2022	21247	CVN	/1 I ROOSEVELT	ABF3		10/20/2018	10/01/2018	40	06/24/2022	06/24/2023	252	06/01/2023	56	Comments
19	9 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	Comments
20	0 02/25/2022	21247	CVN	71 I ROOSEVELI	CS3		07/08/2016	07/01/2016	67	02/24/2021	02/24/2021	252	02/01/2021	55	Comments
21	02/25/2022	21247	CVN	71 I ROOSEVELI	ABH3		04/04/2018	04/01/2018	46	12/10/2021	12/10/2022	252	10/01/2022	54	Comments
22	2 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	Comments
23	s uzrzs/2022	21247	CVN	71 TROUSEVELT	ABH3		06/18/2018	06/01/2018	44	02/11/2022	02/11/2023	202	01/01/2023	22	Comments
24	1 U2/25/2022	21247	OVN	71 T ROUSEVELT	ABH3		11/04/2019	12/01/2017	00	07/16/2021	0//16/2023	252	07/01/2022	55	Comments
25	02/25/2022	21247	CVN	71 T ROUSEVELT	ABH3		06/2016	05/01/2016	09	03/26/2022	09/22/2024	252	12/01/2020	55	Comments
20	02/25/2022	21247	CVN	71 T ROOSEVELT	ADI IS		07/04/2018	07/01/2018	44	03/20/2022	03/20/2022	202	00/01/2020	24	Comments
21	02/25/2022	21247	OVAL	71 TROUSEVELT	ADH3		07/01/2016	07/04/2016	42	01/09/2024	01/09/2024	252	04/01/2021	5/	Comments
<	02/25/2022	/1/4/	CVN	/TEROUSEVEL1	Apri3		07719/2018	07/01/2018	4.1	0.3/26/2022	0.5/26/2023	/5/	0.3/01/2023	50	Comments

Figure 6-22 DMAP Listing

Favorites Main Menu >	Career Information Management	Lists > Unit Trackin	g > Correspondence T	racking		
				Last log	gin: 02-24-2022 13:40 Home	Worklist Add to Favorites Sign Out
		Corresp	ondence Tr	acking Page		New Window Personalize Page 🚍
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	DIEMS: 07/31/2017	DIERF:				
Correspondence Tracking Prog Pkg	3 3 _{Submission}	Personalize	Find 🗁 📑 First	🖲 1 of 1 🛞 Last	Comments	×
Type Type	Date		Date Com	nents + -	Opting Out	×.
Save Return to Search	ok Up Prog Type	×				
7 Proj	aram Type code begins th cock Up Clear Cahool Basic L rch Results r100 First 1 124 er24 2 Last	bokup			240 characters remaining * Comments cannot exceed OK Cancel	250 characters.
AOC	AOCS A School	Look Up Pkg Type		Look Up Status		×
	Conversion Career Status Bonus Chief Warrant Officer Career Waypoint	Package Type begins with	~	Package Status begins with Look Up Clear Clear Cancel	Basic Loc	
UM ENL HAT LDO	ESRP HARP High Year Tenure Waiver Limited Duty Officer	Look Up Clear Search Results	Cancel Basic Lookup	Search Results View 100 First ④ 1-11 of 11 De La Package Status Description	2. Package 3. Submissi	Type ion Date
MEG OCS OHA	C MECP Conficer Candidate School OHARP OTEIP	View 100 First I-6 of 6 Package Type Descr	B 🕑 Last	A Approved C Conversion Approved D Disapproved	4. Status 5. Status Da 6. Comment	ate ts
OTH REC SOF	1 Other 1 1306 / 7 Fleet Reserve SCORE	1 1306/7 2 Message 3 Board Pao	kage	E Separate H In-house I In Rate Approved D Describes	7. Save Con	nments
SEA SPG STA STA	SEA SPECIAL PROGRAMS STA-21 STAR	4 Electronic 5 Request		P Pending R C-WAY Reenlistment S Submitted T CSB Accepted		
USN	US MAP	o Letter		U CSB Rejected		· 100% 👻

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.

Rank/Rate:	Name:		Current DSC: 100	
ADSD: 09/11/2008	PRD: 05/01/2025	EAOS: 02/15/2028	Soft EAOS: 02/15/2	028
CREO/ECMO:	PEBD: 09/11/2008	DIEMS: 03/07/2008	DIERF:	
UIC: 42056 ASS	AULT CRAFT UNIT 2 SHO	DRE C		
paration/Reenlistme tirement/Extensions	ent/Fleet Reserve	Find View All	First 🚯 1 of 1 🤅	اھ 🕑
Program				
Plan Type:	~	Planned Date:	31	
Comments:			¢	4
254 char	acters remaining			
Calculators				

Figure 6-24 Career Decisions page

Rank/Rate:	Name:		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 A	SSAULT CRAFT UNIT 2 SHO	RE C	
eparation/Reenlist	ment/Fleet Reserve Ins	Find View All	First 🚯 1 of 1 🕑 L
Program			
Plan Type: Reenlis	stment 🗸	Planned Date: 08/07/2	024
Lump Sum Leave	Calculator		
Grade: E07 Q	Base Pay: \$5379.30 Day	ys Selling: Est Paid	Leave Amt:
Request Status			
Number of Years:	4 yrs 🗸		
Reenlistment			
Location:	ASSAULT CRAFT UNIT TW	0	Time: 1000
Reenlisting	TBD		
Officer:	Last Name, First Name MI.,	Rank	
Comments:			
Comments:	naracters remaining		

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.

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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

Init Tre	acking Soarch	Critoria			
List To	acking Search	Cinteria			
Listi	/pe	Active		Reserve	
	22	Acure		O Reserve	
List					
0	Alpha Roster		O Career Counselor Roster	O Career Decision	O CDB Notification
0	Correspondenc	e Tracking	O PACT/GENDET	O CSB/REDUX	O C-WAY
0	Post-9/11 GIB T	EB	ODMAP	MGIB	
MGIB	Filter				
INC	D Status		tofficer/Enlisted	Both +Dealine (Deried All Dates
MG	B Status [74		• Officer/Enlisted.	Decline F	eriod: [Air Dates +
UIC	Access		Personalize Find	View All 🔄 📑 F	First 🕢 1-2 of 2 🕑 Las
Select	UIC				
~	42056	ASSAULT C	CRAFT UNIT 2 SHORE C		
~	53210	ASSAULT C	CRAFT UNIT 2		

Select All Deselect All

Process Request

Figure 6-26 Unit Tracking

Active I	MGIB Enrolln	nent Tracking Listing - Officers	/Enlisted - Aut	o-Enro	Il unless Dec	line receive	d For All Da	ates	Personal	ize Find View	50 🔁 📰 First 🧃	1-6 of 6 🕑 La
JIC	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				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
3210	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
3210	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
3210	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
3210	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

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

NSIPS

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

NAVY STANDARD INTEGRATED PERS	IONNEL SYSTEM			
AAA TIS Eligibility Report				
Disclamer				
CUI Controlled Unclassified	I Information			
Use Saved Filter(s)		~		
Selection Criteria				
Eligibility Status All Active/Reserve Acti PPS UIC Current UIC 231 Reserve Admin UIC	v ive v Q Q 70 Q Q Q			
	Run	Clear All	Save Search Criteria	Delete Saved Search

Figure 6-28 Advancement Search

NAVPERS 15878N 30 Sep 24

Selection Criteria																	
Eligibility Status Yes 🗸																	
Active/Reserve Active																	
PPS UIC Q																	
Comment (196, 22170) (C) (C) (C) (C) (C) (C) (C) (C) (C) (C	200000																
Corrent dic 20110 Q CVN // G	O BUSH																
Reserve Admin UIC																	
Run Clear	All Sav	ve Search Cr	ritoria Dei	ete Saved Search													
AAA Time in Service Eligibility Report														Personalize	Find I Ve	ew 100 🖂 🔯 🛛 First 🕢 1-100	of 582 . Last
DODID Name	Current UIC	DSC	Rank/Rate	TIS	DOR	Prosp Rate	Prosp DOR	Eligibility	CO Promotion	CO Retention	co	Inelig	Inelig Rate	Inelig Map	Inelig	Rate Change Authority	Advancements
1	23170	100	RSSN					Y	Recommended	Recommended	Delayed	EMC		Advanced	Prise-K	Designate As Striker	Advancements
2	23170	100	DCER				18/09/2024	Y	Recommended	Recommended						Designate As Striker	Advancements
3	23170	100	AZAN				08/15/2024	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
4	23170	100	MMEN				17/01/2024	Y	Recommended	Recommended						Other Rate-Rating Change	Advancements
5	23170	100	ACAN					Y	Recommended	Recommended						Designate As Striker	Advancements
6	23170	100	ABHAN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
7	23170	100	ABHAN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
8	23170	100	ABFAR				17/03/2024	Y	Recommended	Recommended						Designate As Striker	Advancements
9	23170	100	ABFAN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
10	23170	100	ABEAN				37/01/2024	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
11	23170	100	HTEN				12/18/2025	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
12	23170	100	MASN				01/05/2025	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
13	23170	100	MMEN					Y	Recommended	Recommended						Other Rate-Rating Change	Advancements
14	23170	100	AGAN				11/07/2025	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
15	23170	100	AEAN					Y	Recommended	Recommended						Designate As Striker	Advancements
10	23170	100	AGAN				17/01/2024	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
17	23170	100	CSSN					Y	Recommended	Recommended						Designate As Striker	Advancements
18	23170	100	CSSA				10/12/2024	Y	Recommended	Recommended						Other Rate/Rating Change	Advancements
19	23170	199	RSSN				07/01/2024	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
20	23170	100	LSSN				19/23/2024	Y	Recommended	Recommended						Rate change as a result of correction	Advancements
21	23170	100	LSSN					Y	Recommended	Recommended						Examination - NETPMSA	Advancements
22	23170	100	ABFAN				17/01/2024	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
23	23170	100	LSSN				08/17/2024	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
24	23170	100	CSSN				13/12/2025	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
25	23170	100	ABHAA				12/28/2025	Y	Recommended	Recommended						Other Rate/Rating Change	Advancements
26	23170	100	CTTSA				10/11/2024	Y	Recommended	Recommended						Other Rate/Rating Change	Advancements
27	23170	100	ADAN				01/13/2025	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
28	23170	100	AA.				02/01/2025	Y	Recommended	Recommended		Y				Other Rate/Rating Change	Advancements
29	23170	100	MASN				13/06/2025	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
30	23170	100	YNSN				12/22/2025	Y	Recommended	Recommended						Examination - NETPMSA	Advancements
31	23170	100	AOAN				11/26/2025	Y	Recommended	Recommended						Examination - NETPMSA	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 for processing. CCCs, will access C-WAY utilizing BUPERS Online (BOL). BOL Application Menu

[Application (FORMAN) Status Image information a application. [ARPR/ASOSH Online Image information a application. [Career Waypoints Image information a application. [CCA/FITREP/Eval Reports Image information. [COWAY - Sailor Self-Service Image information. [Individual Medical Readiness (IMR) Status Image information. [JOIN Image information. [Nave rest Legacy and PERSTEMPO Image information. [Navy Personnel Command Document <th>tofa</th> <th>Click on any information icon to the right o</th> <th>0</th> <th>Ivancements/Selection Boards</th>	tofa	Click on any information icon to the right o	0	Ivancements/Selection Boards
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Selective Reenlistment Bonus			õ	elective Reenlistment Bonus

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 Explora	ation Module			
SAILOR						
	Qualified Job	5:				
Qualify	Rating	Rating Full Name	Status	CREO	RIDE Rank	
Reset	SB	Special Warfare Boat Operator	Unqualified	N/A	63	
	SO	Special Warfare Operator	Unqualified	N/A	63	
ар	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 Ru	es:				
	Dhusiaal Qual	Gention Bulan				_
	Physical Qual	incation 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.

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

<u>C-WAY-Professional Apprenticeship Career Track (C-WAY-PACT)</u> 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.

Sailors	Control Analyst	AC/FT	S/RC Analyst	Reports	Help	Sign Out					
Sail	or Browser										
Ree	enlistment (AC/FTS)	F									
PA	T Designation	×.									
PA	CT Marketplace	E.	PACT Ma	arketplace Re	ecord Brov	wser	SSN:				
Cor	nversion (RC)	Þ	ALL			P					
Tra	nsition (RC to AC)	F		Refresh							
			<i></i>								
Edit Sailor											

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

Career Waypoints											
Home	Sai	lors	Control Analyst	AC/FTS/	RC Analyst						
		Sailc	or Browser								
		Reer	nlistment (AC/FTS)	•							
		Con	version Marketplace	•							
		PAC	T Designation	•							
		PAC	T Marketplace	•							
		Con	version (RC)	•							
		Tran	sition (RC to AC)	►	-						

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.

Sailor Name	e: PACTAlgorithm,	1 A	Statu	s: Requests Participatio
Ratin	g: FN	R	equests Onboar	d:
Looks Remaining	g: 3		Process Cycl	e: FY21 Cycle 4 - Apr
			Qualifie	d: Yes
			JOIN Dat	e: None
	Requests Partici	oation 🖲		
	Declines Partici	pation 🔾		\sim
	Not F	ligible 🔾		\sim
Requests to	Remain Onboard			
	Rating	RIDE Rank	JOIN Rank	RIDE/JOIN Rank
1st Choice:	\sim			
2nd Choice:	~			
3rd Choice:	~			
4th Choice:	~			
V	I have validated still recommends	all of the inform and the Sailor o	ation in this section concurs with this Close	on and certify that the Co record.
	Record was success	fully cayed		

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 AT/ADT	Dut Day	cy I ys:	Days	·
Total:				(Convert to YY MM DD Format)
_	YY YY	MM MM	DD DD	Desired Start Date 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: Last Name: SAILOR Gender: Female	DoD ID: First Name: JANE Middle Initial: P Date of Birth: 9/14/1988
	General Information
ADSD: Service Code: Paygrade:	12/12/2006 UIC: N21412 US Citizen: Yes Yes AC Department: Parents U.S. Born: No E7 Secondary UIC: All immediate family US Citizens: Yes
Current Rating: Previously Held Rating: Security Clearance:	NC(C) Secondary Department: Civilian Education: HS Diploma Prospective Rate: Security Clearance Date: 8/21/2018
	Test Scores & Evaluations
	Legal & Moral
	CTO Support
Qualify	Notes Save Close

Figure /-6 Sailor Browser Quality 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 :	Name : SAILOR, JOE
Note :	
ľ	
HISTORY :	
	-
	Save Notes Report Close
	Figure 7-7 Sailor Browser Notes Function

C-WAY ASSIGNED ROLES

Role	Assigned Function							
Command	- Edit and qualifies							
Career	- Submits C-WAY applications and reviews their							
Counselor	status							
	- Defines departments within responsible UIC(s)							
	- Creates departmental CC accounts							
	- Assigns departmental CCs to UIC/department							
	pairings							
Department	- Assists CCCs to enter, edit, qualify, and rank							
Career	Sailor data to C-WAY							
Counselor								

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:] 🔎										
II of 1 ▷ ▷I ↓ Find Next II ↓												
Command Reenlistment (AC/FTS) Summary Report - Date: 3/23/2022												
Career WAYPOINTS	3	- mate	~									
Name	Last 4 SSN UIC	Current Rate	Current SEAOS	Months to SEAOS	Application Status	Processing Month						
🕀 No Final Status - In Man	datory SEAOS Window											
⊞ No Final Status - In Man	datory PRD Window											
🖽 No Final Status – Denied	d 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 Eli	gibility										

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.

Career WAYPOINTS

Apprentice Sailor Report 03/23/2022

E	x	p	0	r	t

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
<u>N21412</u>	CVN 73 GEORGE WASHINGTON	222	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

bol.navy.mil/CWayWeb/	Reports/Reenlistment422Sailor	ActivityRpt/	Reenlistmen	t422SailorActivi	tyReport.aspx			
Career WAYPOINTS								
2-2 Sailor Activity	Bapart 06/25/2024	8						
Z-Z Sanor Activity	Report 00/23/2024							
Export to CSV	Total 4-2-2	No Final	Approved	Approved to	Denied Final	Not Fligible	No Apply	
Export to CSV JIC Command Name	Total 4-2-2 Sailors 10-1 Months to SEAOS	No Final Status	Approved for SELRES	Approved to Reenlist ACTAR	Denied Final SELRES	Not Eligible	No Apply this Month	
Export to CSV JIC Command Name TOTAL	Total 4-2-2 Sailors 10-1 Months to SEADOS 2	No Final Status 0	Approved for SELRES	Approved to Reenlist ACTAR	Denied Final SELRES	Not Eligible	No Apply this Month	

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 fullymanned; 98% - 102%.

Competitive Reenlistment- Sailors in skill sets that are overmanned 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

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 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.

For CAC binding resets, disabled accounts, or other inquiries, contact the MNA support staff at 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.

NAVPERS 15878N 30 Sep 24

MyNavy Assignment										
Welcome to MyNavy Assignment This is an official U.S. Navy web site										
Insert card the For assistance with 1-800-53	Smart Card Login CAC PIV In select Authentication Certificate your account contact the Help Desk at: 174617 or Email Help Desk									
Active Duty and Full Time Support (FTS) Sallors	Selected Reserve Sallors									
Schedule Find My Detailer Sailor Tutorial CCC/Command Tutorial	Reserve Schedule Find My CCC Reserve Tutorial Frequently Asked Questions									
Current Phase Selection	Current Phase Selection									

Figure 8-1 MNA Schedule

The following chart applies to Active Duty job applications:

PRIOR	ACTION TO BE TAKEN
TO PRD	
	- Any applicable PRD adjustments
18-13	- Career Decision CDB
Months	- Sailor updates Duty Preferences and My Resume
	 Sailor applies for any special programs 15-13
	months prior to PRD
	- Sailor can apply for direct conversion, normally
	15-13 months prior to PRD
	- Submit MNA Obliserv intention
	- Submit MNA applications for desired jobs
	 Sailor enters negotiation window
	- Sailor applies for up to 7 billets in MNA.
10 Montha	Utilize the MNA Negotiation Window Table on the
12 MOILLIS	MNA page on the MyNavy HR website
	- Sailors can apply for conversion-out
	opportunities
	- Professional Apprentice Career Track (PACT)
	Sailors begin rating designation process
6 Months	- If Sailor has not yet been selected for orders,
	detailers issue orders to Sailor based on the
	highest priority vacant billets
	Table 8-1 MNA Active Duty Timeline Chart

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

NAVPERS 15878N 30 Sep 24

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	MNA	ACTION TO BE TAKEN						
TO PRD								
		- Billets are made available on MNA when the						
		current occupant is 180 days from PRD						
		- Review Reserve MNA calendar						
		- Review MNA available billets						
180		- Main Phase: All personnel eligible to						
days	First	apply for up to 10 valid billets						
prior	Cycle	- Local Phase: Cross Assigned (CA) or In						
to PRD	01010	Assignment Processing (IAP) personnel						
		eligible to apply for up to 10 valid						
		billets						
		- Review Reserve MNA calendar						
		- Review MNA available billets						
Next	Second	- Main Phase: All personnel eligible to						
Quarter	Cvcle	apply for up to 10 valid billets						
gual ool	0,010	- Local Phase: CA or IAP personnel eligible						
		to apply for up to 10 valid billets						
		- Selections are announced on or about the						
		first day of the subsequent calendar						
		guarter						
	Results	- A member can be forced out of a billet						
		through it being advertised on MNA and						
		subsequent assignment of said billet to						
		another Sailor						
	Па	his 0 2 MMA CELDEC Wimeling Chamt						

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).

Session expire	will in:					Home Sailor I	nfo Jobs	Applications	Repo	rts He	ip Logout	
14:1	5 Reset					My Role: Enlisted	CCC Current Activ	e MyNavy Assignmen	t Phase: S	election C	urrent Page: Comma	nd Home Page
Advertised Jobs Go to the Job Search page for more information. Additional information can be found behind any blue text. Orders are being processed Nominated Sailors												
Prosp	ective L	osses: 74										
Check	All	Clear										
Pros	pective	Losses										
Select	SSN	Name	Rate	Service Component	UIC 😧	Command Name	Command Lo Military One S Navy Hous	cation iource PRD	Gender	Type Duty	Platform Type	Apps 🕑
			QM3	ACTIVE	57012	COMNAVAIRLANT	VA, NORFO	.K JUN22	F	SHORE	GDTY	3
			MMC	ACTIVE	57012	COMNAVAIRLANT	VA, NORFO	K AUG22	м	SHORE	GDTY	5
			ATCS	ACTIVE	4395A	CNAL TRNG TEAM	VA, NORFO	JK MAY22	м	SEA	GDTY	7
			YNC	ACTIVE	57012	COMNAVAIRLANT	VA, NORFO	.K MAY22	F	SHORE	GDTY	7
			YN2	ACTIVE	57012	COMNAVAIRLANT	VA, NORFO	LK FEB23	м	SHORE	GDTY	7
			ATC	ACTIVE	57012	COMNAVAIRLANT	VA, NORFO	JK DEC22	м	SHORE	GDTY	14
			ABH3	ACTIVE	57012 COMNAVAIRLANT VA NORFOLK FEE23 F SHORE GDTY 15							
			ABHCS ACTIVE 4395A CNALTRING TEAM VA.NORFOLK DEC22 M SEA GDTY 6									
			EMCM	ACTIVE	40605	CNAF EAST TTSHOR	VA, NORFO	IK AUG22	м	SHORE	GDTY	11
			LS2	ACTIVE	57012	COMNAVAIRLANT	VA, NORFO	IK NOV22	F	SHORE	GDTY	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.



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.

								Plat	form Type History												
	UIC	Activity Name	Platfo	rm Type	Platform Type Name	MCA	CIC /	ATC	SSC	Rate	Assigned Rate	Assigned Rate Reason	ACC	Date Received	Transfer Date	Transfer Cost	t PRD	PRD Reason	DNEC1 DNEC2	DNRC1 DNRC2	Assignment Reason
CN8	57012	COMINAVAIRLANT	(IOTY	COMNAVARCOM	8		NO U.S	5. BASED SHORE DUTY	NC1	NC1		100	165EP2020			SEP2023	84	0000	800A	
PCS1	21820	DDG 58 LABOON		EDG	GUIDED MISSLE DESTROYER	8	VVD85188	NO U	J.S. BASED SEA DUTY	NC1	NC1	80	100	08MJG2016	31AUG2020	10233	14062820	2	0000	8128	YYX
PCS2	44925	S NETC GST LS NF			STUCENTS	x	ANDREIDS I	NO U.S	S. BASED SHORE DUTY	NC1	NC1		100	10,002016	05/0362016						YYX
PLOJ	42110	S CERT LA CORRY		1011	ADRIN ONLIS STUDANTS		AGE THE	100	S BASED SHORE DOTT	CTTT	CTT		100	234002013	100042010	2,04			DUDA	5000	111
9795	21662	0057804/578		510	ALLERED MISSI & RESTRICTER	-	100001148	AND IN	IS BASED SEA PUTY	CTTL	CTTL		-	134 42 2013	15.810 2013				0000	8004	YYY
PCS6	32002	NS NORFOLK OTH			ACMIN UNITS	x		NO US	R BASED SHORE DUTY				100	02.0.0.2010	27,3,1,2010						
PC97	08961	COMOFLT		STF	ARANTISURWING	F		NO US	S. BASED SHORE DUTY	CTT2	CTT2		100	10FE02009	20JUN2010			1			
PCS8	32002	NS NORFOLK OTH			ADMIN UNITS	x		NO U.S	S. BASED SHORE DUTY	CTT3	CTT3		100	13JAN2008	05/1222009			1			
PC89	21879	LHD 5 BATAAN		LHD	PHB ASSAULTSHP		AVAHSTER 1	NO U	J.S. BASED SEA DUTY	CTT3	CTT3		100	10MAY2008	12JAN2009	435		2	0000	800A	NNA
INT1	30930	S CID ST CORRY		STU	STUDENTS	X	AVAH8485 1	SPE U.S	5. BASED SHORE DUTY	8N	CTTSN		341	100CT2067	25APR2008	0		1			NNA
INT2	30646	S CRU TROOM GTLK	-	ștu	STUDENTS	X		ICK U.S	E BASED SHORE DUTY	- SN	SN		340	54A3G2067	100CT2007			1			
	NEC His	tory			School History										Eval/Fi	itrep Info					
N	EC	NEC Date	CDP		Complete Date		SAC				EROM	16MOV2020		018EP2020		16NOV20	119		16NOV2018		56NOV2017
71	HF	1705	3716		FE02010		200				TO	15NOV2021		15NOV2020		3 MU020	20		15NOV2019		15NOV2018
80	254	1308	1178		DEC2017		255				NATURADE.	24		20		20			75		20
			2291		DEC2017		288														
			3192		AL352316		288		Profess	sional		4									4
			DAME		AP962015		201		Knowle	q86											
									Deckola	ate											
			POIN	\$ Info					Leader	ship											
		Body Comp	Body Fat				Overall		Owner	-Cilling											
PRIC	Cycle	Status	Status	PRT Date	PRT Status		Cataoony		woonty	OI WOLF	·										2
ENIT	2020	ENCLISED	010103	22/001/20	EVOUSED.		torne Berld	_	Instituti	ional an	d										
(PRN)	0 2020	EXCUSED		20-JUN-20	EXCUSED				Technic	al Expe	rtise	-									-
FALL	20/0	PARTICIPANT	103	11-007-15	PARTICIPANT		0000 LOW														
SPRIN	8 2019	PARTICIPANT	118	18-APR-19	PARTICIPANT		GOCO MEDIUN	1	Protess	aonaiisr	n	4		4		4			3		2
FALL	2018	PARTICIPANT	WS.	23-OCT-18	PARTICIPANT		GOOD MEDIUM	4	Perror	at take											
SPRIN	G 2018	PARTCIPANT	115	23-8MY-18	DEP/OP				reison	alisters											
PALL	2017	PARTERNI	113	21-10-20-17	PARTEINA		0000 01000	-	Piccom	pusitine											
SPANN AND	32017	PARTORIAT	115	124040-17	DEPOP		0000104		nitiatri	re .											
SPRIN	6 2016	PARTORINT	105	15.460X.16	PIRTCHANT		GOODLOW		I mushe												
FALL		PARTICIPANT	105	17-DEC-15	PARTICIPANT		6000		Loyany												-
SPRIN	0 2015	PARTICIPANT	105	30-MAR-15	MED WAVED				Charac	ter											
PALL	2014	PARTICIPANT	113	08-8EP-14	MED WANED				Active												
SPRIV	0 2014	PREONANT		254,98,14	PREGNANT				Comm	minution		4		4		4			3		3
FALL	2013	PARTOPINT	113	30-SEP-13	PARTICIPANT		SATISFACTOR	-	Commu	1003000											
EAL	2042	INSTORIAT	105	2000013	PERICE		AND AND ADD OR		Sense	of Herita	ge										
22500	0 2012	MATCHINT	103	24403242	PLATICIPANT		SATISFACTOR.	r	Dhurley	I Roadi	0011	NP		N		101					022
FALL		PARTOPINT	115		PARTICIPANT		6000		riysica												1.00
SPRIN	G 2011	PARTICIPANT	115	02-JUN-11	PARTICIPANT		AT(SFACTORY H	IGH	Overall	Trait		4.00		3.71		3.85			3.00		3.43
									Averag	e											
			Warfare	History					Peteoti												
		Designation			Type			_	Record	mendati	-	REC		REC		REC			REC		REC
		Current			Information Wartare				vecom	menuau	011										
		Past			Surface Warfare Specialist				Promot	tion		MUST RECOVER		BROADTAR E		EARLY REPA	10776		DROMOTER R		RECEIPTAR E
			Descent	IP-days.					Recom	mendati	on	MUSTPHUNDTE		PROMUTABLE		EMILI MUU	NUTE		PRUNUTABLE		PRUMUTABLE
			Request	nistory						_			_								
			No Reque	st History.											TAIL IS NOT ASS	esseu for Paj	ygrade				

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.



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.

Pref	Rate	UIC 🕑	Activity Name	Current Location Military One Source Navy Housing	App Status 😢	CCC ID	Detailer ID	Sallor Bid	Incentives	Арр Туре	A-School	ATI	App Date	Branch	Detailer Comment 🥹	ETJ
Advised	NC1	60191	NAS OCEANA VA	VA, VIRGINIA BCH OCEANA	VOID				NO				2020-01-18	ACTIVE		View E7
1	NC1	57012	COMNAVAIRLANT	VA. NORFOLK	POSTED				NO				2020-01-18	ACTIVE	Congratulations. You have been selected to this c.	View E7
1	NC1	44383	TPU NORFOLK	VA, NORFOLK	APPLIED				NO				2019-11-07	ACTIVE	Congratulations on your selection! You will ne.	View E7
2	NC1	50054	MARMC NORVA	VA. NORFOLK	VOID				NO				2019-11-07	ACTIVE	Congratulations, You have been selected to this	View E7
3	NC1	63376	NPASE NORVA	VA. NORFOLK	VOID				NO				2019-11-07	ACTIVE		View E
4	NC1	00281	NETC SITE EAST	VA, VIRGINIA BEACH	VOID				NO				2019-11-07	ACTIVE		View E
1	NC1	42056	ACU 2 SHORE C	VA, VIRGINIA BCH L CREEK	TAKEN				NO				2019-09-04	ACTIVE		View E
2	NO1	55105	PHIS CB2	VA, VIRGINIA BCH L CREEK	TAKEN				NO				2019-09-04	ACTIVE		View E
3	NC1	09212	HSC 2	VA, NORFOLK	TAKEN				NO				2019-09-04	ACTIVE		View E
4	NC1	00281	NETC SITE EAST	VA, VIRGINIA BEACH	TAKEN				NO				2019-09-04	ACTIVE		Vew E
Advised	NC1	21820	DDG 58 LABOON	VA, NORFOLK	POSTED				NO				2016-04-21	ACTIVE		View E
Advised	NC1	55685	DDG 109 J DUNHAM	FL, MAYPORT	VOID				NO				2016-01-07	ACTIVE		View E
1	CTT2	55721	NIWTG SAN DIEGO	CA, SAN DIEGO	TAKEN				NO				2012-10-16	ACTIVE	Selected for other billet	View B
2	CTT2	42116	INTC CORRY STA	FL, PENSACOLA	POSTED				NO				2012-10-16	ACTIVE	Congratulations on your selection.	Vew B
3	CTT2	42116	INTC CORRY STA	FL, PENSACOLA	TAKEN				NO				2012-10-16	ACTIVE	Selected for other billet	View F
4	CTT2	65792	DIA JS JS NORVA	VA, NORFOLK	TAKEN				NO				2012-10-16	ACTIVE	Selected for other billet.	Van
5	CTT3	3758A	NICC COIDSOC	CO. DENVER	TAKEN			4	NO				2012-10-16	ACTIVE	Selected for other bilet	View

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: 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 tit	le 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 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: Good Afternoon,	•									
-	I am sending this notification on behalf of your Detailer	11									
	Close										

Figure 8-9 MNA Sailor Alert Tab

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

Sailor Res	sume					8
			Assignment Hi	story	169502	020 Procent
	COMINAVAIREANT	0.5. BASED SHORE	DOTT	NOTINGT	103212	020 - Fresent
	DDG 58 LABOON	U.S. BASED SEAT	UTY	NC1/NC1	08AUG201	6 - 31AUG2020
	S NETC GST LS NF	U.S. BASED SHORE	DUTY	NC1/NC1	10JUL201	6 - 05AUG2016
						1
		D	isplay More Assign	ments		0
_			NEC(s)			-
791	1F Command Pay and Pers	onnel Administrator (A16A)	MAY2017 8	05A	Instructor	AUG2013
			Warfare			
	Information Warfa	are 25-JAN-16		Surface W	arfare Specialist 25-APR-12	
		F	Professional Info	rmation		
Tin	ne In Rate Date Of Rate	Security Clearance	Security	Clearance C	areer Waypoints (C-Way)	C-Way Date
	(TIR) (DOR)	Granted	Exp	piration	Status	Granted
	IJAN2014 N/A			MBER 2018	N/A	
		Educat	ion and Languag	e Information		
			Highest Grade Con	npleted	INCTD)	
	Educat	tion Major	WA (12 TEAR/GRADE D	AT FROGRAM CLASSROOM	AFCT/ASVAB	
	N//	A, N/A			72	
	C	DP			Complete Date	
\square	3	716			FEB2018	\rightarrow
		Di	splay More School	History		0
	DLAB Score	Language	Reading	Writing	Speaking	Listening
	666 🤇	N/A	N/A	(N/A)	N/A	N/A
		No Avia	ition Maintenance E	xperience Data		
_						

Figure 8-10 MNA View Resume Tab (top)

DLAB Sco	ore	Language	e Rea	ading	Writing	Speaking	Listening
666		(<u>N/A</u>					
			No Aviation N	Maintenance B	Experience Data		
			Pe	erformance	Data		
From To Paygrade Retention Recommendation Promotion Recommendation	Tonic Fall 2020 FALL 2020 FALL 2019 SPRING 2019 FALL 2018	DV2020 DV2021 STPROMOTE Physical Fitness PFA Date 23-OCT- 20 30-JUN- 20 11-OCT- 19 (18-APR- 19 23-OCT- 18 (Category GOOD LOW GOOD LOW GOOD LOW GOOD MEDIUM GOOD MEDIUM GOOD MEDIUM	16 31. E R Ma Primary 2 - Spouse Secondary Military Military Military Secure Comr	NOV2019 AUG2020 6 EC ARLY PROMOTE Family In rital Status M Family Members • 1 children or wards • 1 children o	16NOV2018 15NOV2019 E6 (REC) (PROMOTABLE) formation Deployability Category (D) Fully Deployable Exceptional Family Mem (EFM) Category N/A EFM Certification Date N/A Spouse Service Compor N/A Military Spouse Branc N/A	16NOV2017 15NOV2018 E6 REC PROMOTABLE
			Controlle	d 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.

Session will expire in:	Home	Sailor Info	Jobs	Applications	Reports	Help	Logout		
14:54 Reset	My Rol	le: Enliste	Job Sear	Job Search				d Home Page	
	Active/FTS Search by UIC								
Advertised Johs			View Con	munity Notes					
	Go to the Job Search page for more information.								
		Additiona	l informatio	n can be found b	ehind any b	lue text.			
			N	lominated Sailors					

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.

	Hide Notes			
Special Programs				
	Navy Recruiter Sea	Shore Rese	rve	
Required Input			Requisi	tion Date: 01 FEB 2022
Communities		Pay Grade	Service Component	BIN
TM UC UT YN Special Programs Info	700B - LCAC Loadmaster 800A - LCAC Operator 802R - Enlisted Classifier 805R - Officer Recruiter Include Rating Commonality matches	5 - 6 -	Active	
+ Optional Input				
	Search Cle	ar		
No Sav	red Searches Restore Search	Save Search	Delete S	earch

Figure 8-13 MNA Job Search tab

Select	Apply	Type Duty	s s	# 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 jo	bs 📀																
	Apply	SEA	2	11	Y	YES		NO	YN1		8750 - YN - Yeoman	N	N	21820	DDG 58 LABOON	VA, NORFOLK		ACTIVE
	Apply	SHORE	1	6	Y	YES	YES	NO	YN2	791F (OJT)	8750 - YN - Yeoman			00060	COMUSELTFORCOM	VA. NORFOLK		ACTIVE
	Apply	SHORE	1	8	Y	YES	YES	NO	1112		8750 - YN - Yeoman			00070	COMPACELT	HI, PEARL HARBOR		ACTIVE
	Apply	SEA	2	2	Y	YES		NO	1712	7918 (OJT)	8750 - YN - Yeoman	Y		21449	CG 50 NORMANDY	VA. NORFOLK		ACTIVE
	Apply	SHORE	6	14	Y	YES		NO	1112	701F (OJT)	8750 - YN - Yeoman			31270	NCISFO EUROPE	ITALY, NAPLES		ACTIVE
	Apply	SEA	2	18	Y	YES		NO	YN2	791F (OUT) 804G	8750 - YN - Yeoman			44939	CNSWG ONE SEA	CA, CORONADO		ACTIVE
	Apply	SEA	2	12	Y	YES	YES	NO	YN2	804G	8750 - YN - Yeoman			4808A	NMCB 11	MS. GULFPORT		ACTIVE
	Apply	SEA	3	11	Y	YES	YES	NO	YNI	SOSR (FL)	8750 - YN - Yeoman			50462	USAAMDS PL	POLAND, REDZIKOWO		ACTIVE
	Apply	SEA	2	12	Y	YES	YES	NO	YNI		8750 - YN - Yeoman	N	N	22993	DOG 85 MCCAMPBL	WA. EVERETT		ACTIVE
	Apply	SEA	4	0	N	NO	YES	NO	YNI	701A	8750 - YN - Yeoman	N	N	21902	MCM 14 CHIEF	JAPAN, KYUSHU SASEBO		ACTIVE
	Apply	SEA	4	1	N	NO	YES	NO	YNI	791A	8750 - YN - Yeoman			21427	MCM 6 DEVASTATOR	BAHRAIN, MANAMA		ACTIVE
	Apply	SEA	4	2	N	NO	YES	NO	YNI	791A	8750 - YN - Yeoman	N	N	21901	MCM 13 DEXTROUS	BAHRAIN, MANAMA		ACTIVE
	Apply	SEA	2	21	Y	YES	YES	NO	YNI		B750 - YN - Yeoman	N	N	21949	DDG 75 D COOK	FL, MAYPORT		ACTIVE
	Apply	SEA	4	8	Y	YES		NO	YNI		8750 - YN - Yeoman	N	N	50126	DDG 115 RPERALTA	JAPAN, HONSHU YOKOSUKA		ACTIVE
	Apply	SEA	4	13	Y	YES		NO	YNI		B750 - Y7N - Yeoman	N	N	21487	DD3 51 A BURKE	SPAIN, ROTA		ACTIVE

Figure 8-14 MNA Job Search Results

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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).

	1	Information d	isplayed in Gray can	not be modified
Job inform	sation			
Rate	Branch	UIC	Job Status	Activity
MRC2	ACTIVE	00000	Open	General
NEC(s)				
No NECs				
Surrent Locativ	on	Prospect	we Location	
840.0		NiA.		
+ Additional	Information			
Comments	at an			
			Command Comment	
			Fleet Comment	
Sallors selecte	A of method will be written to A	A-School. Upon av	oceasiful completion of train	ning, Ultimate Duty Station orders will be negotiated.
Testing	a second s	ALC: NO. 1 AND A DESCRIPTION		
Application In	formation			
SSN				
	Load Saller Data	and the second se		
	EDGO GENTOR EDGINE			

Locate desired job and select the option to apply.

Figure 8-15 MNA Submit by Job

Enter Sailor SSN and click Load Sailor Data

Application Information		6	
	Sailor: MA1		
SSN			Preference (1 to 7)
Load S	Sailor Data		1*
Counselor comment to Deta	iler (optional)		
RIDE Rank	JOIN Rank	RIDE/JOIN F	lank
5058	N/A	N/A	
Number of applications-to-d	ate Maximum numbe	er of applications allowed	A-School Required
0	7		No
Preference Match	Moving Cost Match	Skills Match	Policy Match
9	0		
Make preference light gr	reen 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.
Support Information									
Career Waypoints (C-WAY)									
PACT Eligible									
No									
Qualified Conversion Ratings	EIN	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 outquota 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

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Figure 8-18 MNA Submit Direct Conversion Request

ıbm	it Direct Conversion Request MyNavy Assignment Alert
pda	Direct Conversion Request submitted.
	ОК

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.

MyNavy Assignment Alert	X
Request Submission successful - Auto- Disapproved.	
ОК	

Figure 8-20 Direct Conversion Request Disapproved

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



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 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.

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.

											2					
							Enter SSN, UIC	, or User-ID: Requ	isition Dat	: 01 DEC 2021						
							SSN	UIC		User-ID						
								Type UIC								
								Search			_					
							C	ick on Status to proceed	to applic	ation						
							Pineter d									
		1004012352					Displayi	ng Applications 1-45 of 45	Total A	oplicants 17						-
Res	ults for Previou	s Cycle														題
55	SN DoDID	Na	ime	Pref	Rate	BSC	Activity Name	Location Military One Source Navy Housing	# Of Apps	Status 🥑	CCC ID	Detailer ID	Арр Туре	A-School	ITA	ETJ
				Advised	CSC	25035	ENLAID NORVA	VA, NORFOLK	1	POSTED			4			Ves ETJ
				1	L52	23150	NAVSUP FLC SOUDA	GREECE, SOUDA BAY	25	TAKEN						View ETJ
				2	L52	03540	DOG 75 PORTER	SPAIN, ROTA	4	TAKEN			0			Vev ETJ
				3	L52	80239	CLENC BAHRAIN	BAHRAIN MANAMA	29	TAKEN						View ETJ
				4	L52	05325	LCC 19 B RIDGE	JAPAN, HONSHU YOKOSUKA	21	TAKEN						Vev ETJ
				5	L52	40355	CLFNC BAHRAIN	BAHRARI, MANAMA	16	TAKEN						View ETJ
				- 6	L52	04130	NSWG2 DET GERM	GERMANY, STUTTGART	36	TAKEN						Ves ETJ
				7	LS2	01710	MDSU 1 SDUTYCOMP	HI, PEARL HARBOR	28	TAKEN			<i>2</i>			View ETJ
				Advised	ETCS	07750	CVN 77 GEO BUSH	VA, NORFOLK	1	POSTED						View ETJ
				1	1.52	09435	CNSWG TWO SEA	VA, VIRGINIA BCH L CREEK	18	TAKEN						VevETJ
				2	L52	23012	EODMU 6	VA, VIRGINIA BCH L CREEK	21	TAKEN						Vev ETJ
				3	L52	00780	EOD ESU 2	VA, VIRGINIA SCH L CREEK	19	TAKEN						View ETJ
				4	L52	19060	VP 45	FL. JACKSONVILLE	45	TAKEN						View ETJ
				5	L52	19080	VP 26	FL, JACKSONVILLE	45	TAKEN						Vev ETJ
				6	L52	19070	VP 10	FL JACKSONVILLE	42	TAKEN						View ETJ
				7	L52	00145	NAVSUP FLC BAH	BAHRAPI, MANAMA	27	TAKEN						View ETJ

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.

Required Input	Optional I	nput													
Requisition Date	Search Ty	ype					Commu	nities					UIC	Pa	y Grade
01-FEB-22 🗸	 Jobs Sailors 	IT ITS LN LS	▲ 000 700 800 802	0 - FTS Othe B - LCAC Lo A - LCAC Op R - Enlisted (er Ratings admaster berator Classifier								57012	1	< - 9 ×
				Applicati	ions Without	Command C	omments		ons Without I	Detailer Com	ments				
						S	earch	Clear							
			N	Saved Sear	rches 🗸	Restore Se	earch	Save Sea	arch	Delete Se	arch				
			N	Saved Sea	rches 🗸	Restore Se	earch	Save Sea	arch	Delete Se	arch				
bs Advertised A	pplications	Advised	Applied	Canceled	Directed	Restore Se	Not Selected	Save Sea	Posted	Delete Se Selected	arch Taken	Void	No Decision	Cnv Denied	Cnv Cancel
bs Advertised A Open Jobs	pplications	Advised	Applied	Canceled	rches ✔ Directed	Restore Se	Not Selected	Save Sea	Posted	Delete Se Selected	arch Taken	Void	No Decision	Cnv Denied	Cnv Cancel
bs Advertised A Open Jobs 1	applications	Advised	Applied	Canceled	Directed	Restore Se	Not Selected	Save Sea	Posted	Delete Se Selected	arch Taken	Void	No Decision	Cnv Denied	Cnv Cancel
bs Advertised A Open Jobs 1 OSA Jobs	pplications	Advised	Applied	Canceled	Directed	Restore Se	Not Selected	Save Sea	Posted	Delete Se Selected	arch Taken	Void	No Decision	Cnv Denied	Cnv Cancel
bs Advertised A Open Jobs 1 OSA Jobs	pplications	Advised	Applied	Canceled	Directed	Restore Se	Not Selected	Save Sea	Posted	Delete Se Selected	arch Taken	Void	No Decision	Cnv Denied	Cnv Cancel
bs Advertised A Open Jobs 1 OSA Jobs ew Only Jobs	applications	Advised	Applied	Canceled	Directed	Restore Se	Not Selected	Save Sea	Posted	Delete Se	Taken	Void	No Decision	Cnv Denied	Cnv Cancel
bs Advertised A Open Jobs 1 OSA Jobs ew Only Jobs 4	pplications	Advised	Applied	Canceled	Directed	Restore Se	Not Selected	Save Sea	Posted	Delete Se	Taken	Void	No Decision	Cnv Denied	Cnv Cancel
bs Advertised A Open Jobs 1 OSA Jobs ew Only Jobs 4 PACT Jobs	14	Advised	Applied	Canceled	Directed	Restore Se	Not Selected	Save Sea	Posted	Delete Se Selected	Taken	Void	No Decision	Cnv Denied	Cnv Cancel
bs Advertised A Open Jobs 1 OSA Jobs ew Only Jobs 4 PACT Jobs	pplications	Advised	Applied	Canceled	Directed	Restore Se	Not Selected	Save Sea	Posted	Delete Se Selected	Taken	Void	No Decision	Cnv Denied	Cnv Cancel
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bs Advertised A Open Jobs 1 OSA Jobs ew Only Jobs 4 PACT Jobs PACT Jobs ance to Position Jobs	14	Advised	Applied	Canceled	Directed	Restore Se Ineligible	Not Selected	Save Sez	Posted	Delete Se Selected	Taken	Void	No Decision	Cnv Denied	Cnv Cancel

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.



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.



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: MyNavy Assign.FCT@navy.mil;

MNA Reserve POC: 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

- 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

DoDTA Transition Ass for Managers & Cou	P istance Program inselors				Transition Assistant Program
egistered User Logon					
AUTHORITY	5 USC 301			Select Logon I	Method
PURPOSE/ROUTINE USE	Information you provide is used to verify your ident	tity and usage of this website.		Smartcard	(CAC, PIV)
DISCLOSURE	Voluntary. However, if you fail to provide the reques your identity. If your identity is not verified, you wil	sted information, DMDC will not be able to ver Il be unable to gain access to the website.	ify	Contin	ue
				Logon H	Help
revent illegal access of Priva	cy Act data by closing your browser before leaving y	our computer.			
'he material/information cont	ained herein falls within the purview of the Privacy A	Act of 1974 and will be safeguarded in accorda	ince with the applicat	ole system of records no	tice and DLAR S40021.

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.

DoDTAP				S ()	3
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Home Sessions - Transition Documents - VMI	ET - Reports Person Search				
DoD Transition Assistance Program	m (DoDTAP) for Managers and Counsilon Instructors, Counselors, and other operators can perform	Inselors In tasks using the various tools within this website to support to	anstioning Service members and their families.		
MPORTANT NOTICE: The Marine Corps Cybersecur	ty has identified a fake DoDTAP website, DoDTAP com that at	empts to get Pil and download malicious software on individua	ils PCs. Please ensure that you use only the official DoDTAP.mi	website.	
eForm Dashboard Abus bin at allows careto to view white off-orms sendorus; CO3048) here have been wonking on or signed as comprised. To create a new efform, use the Person Search page.	Person Search A too the evolution users to search for an individual and eleven unturn Transition Documents (of orms, TPI), PSOC2) and eleven attendance have been reported on their behalt. New elForms can be created from this page.	Sessions The Session component is a course-management for that allows operators to: 	The Vertification of Millary Experience (VMET) component is a bool that allows operations to: Were a Service member's VMET Document (dDC80) • Veru a Service member's VMET Cover Latter (straining Experience)	Reports The Transition Assistance Program (TAP) of our Reports provide access to incrinic information reporting a Second environmentary of our data, which is accessible to pre-separated managers and counselors.	
Resources User Date Bacolo Scorer Schure Institut Proceed Assessment Schureholte Institut Proceed Assessment Schureholte Institut Proceed Assessment Facilitate Institut Proc					

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, preseparation/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

Home Sessions	Transition Documents	VMET	Report	s Person S	earch		Log
ransition Documents	My eForm Das	hboard					
ansition Documents verview	This Dashboard displa in progress, select the	ys all eForm Service mer	is that the log mber name f	gged-in user has rom the In-Progre	worked on in the past, o ss panel. For complete	or is assigned to verify d eForms, select the \$	/. To open an eFor Service member's
eseparation Counseling hecklist (DD 2648/-1)	name to open a genera	ated PDF co	py of the DD	form.			
P Checklist (DD2958)	V In-Progress eForm	5					
ransition Document PDF Jpload	Service Member 🜲		Grade 🌲	Anticipated Separation Date	Current Phase 🜲	Last Updated 🌩 Date	Last Updated 🌲 By
ly eForm Dashboard			E4	2016/12/07	Capstone Review	2016/07/07	
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Figure 9-5 DoDTAP e-form Dashboard

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Sessions + Transition Documents + V	MET + Reports Person Search	6						
orm Dashboard								
ashboard displays all eForms that th	e logged-in user has worked	on in the past, or is assigr	ned to verify. To open an eForm	i in progress, select the Service memb	er name from the In-Progress panel. For	completed eForms, select the Service mem	ber's name to open a genera	ated PDF copy of the
he-Sep Job Ald eForm Capatone Review Job	Aid Pre-Separation Script							
ogress eForms								
vice Member	Grade	Anticipated Separation D	late	Current Phase	Last Updated Date	Last Updated By	Email Notification	Remove
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	Eð	04/30/2018		Capatone Review	06/23/2021	System		Θ
	04	04/30/2018		Capstone Review	00/23/2021	System		Θ
	ES	01/31/2018		Capstone Review	06/23/2021	System		Θ
	04	09/30/2017		Capstone Review	06/23/2021	System		Θ
	E4	10/11/2018		Capsione Review	06/23/2021	Slystem		Θ
	E5	02/28/2018		Capstone Review	06/23/2021	System		Θ
	E7	09/29/2017		Capstone Review	06/23/2021	System		Θ
	65	03/16/2017		Capstone Review	06/23/2021	System		Θ
	E5	09/30/2017		Capstone Review	06/25/2021	System		Θ
							Bern per pages 10 + 1	55-215 JC C
yess eForms that are awaiting a Commander's 1	Aerification for more than 14 days will be it	sted as red on your dashboard until a	Commander or Commander's Designee ve	rifes the eForm.				
leted eForms								
vice Member		Grade	Anticipated Separation Date		Completed Date	Last Updated By		Remove
		05	09/01/2022		03/01/2022			Θ
		E9	05/31/2022		01/19/2022			Θ

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.

DoDTA Transition A for Managers & C	P ssistance Program sunselors								8869
			8	Remember to close your browser afte	logout to protect your personal	ly identifiable i	nformation.		
Home Sessions 🕶 T	ansition Documents 👻 VMET	 Reports Person Search 							
Person Search	Criteria								
DoD ID Number	SSN	Last Name	First Name	Middle Initial	Service	¥	Component *	Grade	*
* No additional Personally	dentifiable Information (PII) will be dis	played after a search.	First Name	Middle Initial	Service	Ť	Component *	Grade	×
* Search by at least one or	any combination of the above criteria;	DoD ID Number or SSN with Last Na	ne is most efficient.						
Search Reset									

Figure	9-7	DoDTAP	Person	Search
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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.

DoDTAP Institute Assistance Program	8886
@ Ramente in class you known Aler lagand to pretect you personally dentifielde information.	
Hone Sessions * Transform Documents * WIET * Reports Person Search	
Access VMET Documents (DD-2586 and Cover Letter)	
VMET Document Search The firm allow you is search for the D-288 and or cover laters. Enter either the 10 dig1:D0:D or 8 dig1:SSN of the person whose documents you with to entire a DD:D INumber or SSN	
Also cicking the "IMET Document" or "Cover Least" buttor, if a VMET needs is found, the system will make it available to your browser or in a pop-up as a PCP, which you may download and print.	
The SSN does not appear on the cover later or MET document. WIET Cocoment Cover units	
- Privacy Advisory The Personally Identifiable Information (PII) you provide a used to locate that specific Service memory INET Documents, thereby delivering the aeroflaction or wenfaction of their military expensions and tracining. You PII as provided from your login wenfaction and the Service memory PII you advise will be reasoned for record auditing purposes only.	



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.

For C	ommanders and Comm	<i>ogram</i> ander's Designees				
me Sessions	Transition Documents	VMET Repo	orts Person Search			Log
nplete the requirement. tatus Commander's Ve	rification Created 2016/07/2	28 Last Updated 201	6/09/06	Save Close		
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I. Service Member Pers I. Name S. Personnel Category Co R. Anticipated Date of Se I1. Post Separation Pers I2. Does the Service mer	onal Information 2. Grade E1 de Active Duty Member 6. paration: 2017/07/06 9. T onal Contact Information Email: aber consent to allow this form to	3. Service Army Title ype of Separation: Separ	4. Component Active 7. Unit Name: 633 FORCE rating Voluntarily 10. Reason f	SUPPORT SQUADRON or Separation: Retiring Phone Number: 111-445-5896 stance post-separation?	• Yes	O No

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.

Sections - Tenerities Desumants - 1845	ET - Desatr Derroe Same		Remember to close your browser after logout to protect you	ur personally identifiable information.	
D Transition Assistance Program	m (DoDTAP) for Managers and Cou rston Instructors. Counselors, and other operators can perform	nselors tasks using the various tools within this website to support tra	anstoning Service members and their families.		
ennizoria IMPORTANT NOTICE: The Marine Corps Cybersecui eForm Dashboard Atool that allows users to view which eForms	ry has identified a faile DxDTAP website, DxDTAP.com that atte Person Search A tool that enables users to search for an individual	ngts to get PII and download malicious software on individual Sessions The Sessions component is a course-management	Is PCs. Please ensure that you use only the official DoDTAP-mil	vebste. Reports The Transition Assistance Program (TAP) eForm	Resources
(electronic DD2646) they have been working on or signed as completed. To create a new eForm, use the Person Search page.	and view within Transition Dourners (eForms, IT-Ps, PSCQ) and asson attendance have been reported on their behalf. New eForms can be oriested from this page.	tool that allows operators to: • Add new sessions of Transition modules & tracks • Record attendance of Transition modules & tracks	component is a tool that allows operators to. • Vew 3 Service member's WIET Document (D02588) • Vew 3 Service member's VMET Cover Latter (Service Specific)	Reports provides access to rotcal information regarding a Store member a Serform data who't is accessible to pre-approved managers and counselors.	User soute Earcos Spanner Schurse Transton Fantigent Assessment Sonerel Transton Fantigent Assessment Faciliary Information Shall Emm Description Hardwork Emm Conservation Spanner Emm Conservation Spanner Emm Conservation Emm Conservation Emm Conservation Emm Conservation Emm Conservation Emm Conservation

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

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l Documents (50+)				[८ ⊻ ∞ ш
Title	Favorites	Туре	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	000
🗌 💪 Master Transactions Report		Web Intelligence	Version 210, Uses RMS_REPORTS 224 9/20	Jun 2, 2022 12:30 AM	000
GPS Transition Compliance	Detail	Web Intelligence	Revision 3 Last Modified: May 11, 2022 This	Jun 2, 2022 12:23 AM	000
🗌 💪 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	e Selecte	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 Summ	nary Report	Analysis Workspace	Displays Reenlistment and Attrition metrics	. Jun 1, 2022 12:03 PM	***
🗌 😼 SRB Eligible Reenlistment R	ate Report	Analysis Workspace	Displays the SRB Eligible Reenlistment Rate.	Jun 1, 2022 11:56 AM	
🗌 😼 Monthly Reenlistment Rate I	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 Re	port	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 Attri	Jun 1, 2022 11:50 AM	000
🗌 😼 Eligible Reenlistment Rate b	y SRB Le	Analysis Workspace	Displays the Reenlistment Rates by SRB Le	. Jun 1, 2022 11:49 AM	000
🗌 😼 12 Month Reenlistment Rate	e 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	000
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 Reg	port	Web Intelligence		Jun 1, 2022 8:30 AM	000
SELRES UIC Tree Report		Web Intelligence		Jun 1, 2022 8:26 AM	
SELRES Reenlistment - Attri	tion Sum	Web Intelligence		Jun 1, 2022 8:25 AM	***
SELRES Master Transaction	Report	Web Intelligence		Jun 1, 2022 8:21 AM	000

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

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

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

		Unclassified		
P NSIPS Business Objects × +				~ - a ×
← → C	=npawa0151.i.np2.navy.mil:6400@3767814Jx6SKsn5AZN3	UpIV6ealUomSn1W3YbJSk3767812JtQmimdy475a66K1uHfRb7htd1nSZnhTn		@ 순 ☆ 🔲 😩 :
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File Query Analyze				
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	Search Q	🗹 1 🖒 00. Enter the UIC:	3 O	
	🗹 00. Enter the UIC: (1)	Search or enter value(s) manually	+ 9	
	00000	(i) To see the content of the list, click the refresh values button.		
	01. Enter the Date to Begin: (1) 10/01/2021			
	02. Enter the Date to End: (1) 05/31/2022			
	UICs and their Children			
	Reset All	Ru	In Cancel	
Type here to search	= 💽 🔨 🎼 💽 💿		624	Mostly sunny \land 👄 🖙 💬 🕼 7:46 AM 🖓

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.

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reals 100 100 100 100 0.00% 100 96.22% U 100 107 108 31 81.55% 9U 53.25%	8 VOV Compli Rat 868 9, 351 9, 100 9, 57 88

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	Reenlistments + LTE
(Aggregate) =	Reenlistments + LTEs + EAOS Losses
Reenlistment Rate with RA	Reenlistments + LTE + RAs
(Reserve Affiliation) =	Reenlistments + LTEs + EAOS Losses
Cross Section Attrition	Non EAOS Losses *12 /# months
	Non EAOS Inventory

Table 10-2 Retention statistic formulas

Reenlistment Rate (Aggregate) Example:

Reenlistments (9) + LTE (1) = 10 Reenlistments (9) + LTE (1) + EAOS Losses (5) = 15 10/15 = 66.7%

Reenlistment Rate with RA (Reserve Affiliation):

Reenlistments (8) + LTE (1) + RA (1) = 10 Reenlistments (8) + LTE (1) + EAOS Losses (5) = 15 10/15 = 66.7%

Cross Section Attrition:

Non EAOS Losses (4) / Non EAOS Inventory (10) = 40% .40 x 12 = 4.8 4.8 / 12 = .4 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	Reeni 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, and talented force. Units not identified to participate in the REA BIC distinction will be identified as REA

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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.

	Prompts 🛞	23
Search Q	Enter Effective	Date(End): 🕉 🗔
Enter UIC Selection Type (1)	Enter a date manually	+ 9 6
UICs and their Children	Selected value(s)	
Enter UIC: (1) 00000	12/31/2022 12:00:00 AM	\otimes
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		
Mandatory (4) Reset All		Run Cancel

Figure 10-7 REA BIC PROMPTS

For Official Use Only Personal Data - Privacy Act of 1974

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

					Zone A Statistice Zone B Statistics										Zone C Statistics								
Platform	Command	Command Name	Eligibility Flag	EAOS Loss	Before EAOS Loss	Reeni	RA	Avg Non EAOS Inv	Reen Rate %	Reen Rate with RA	Cross Section Att%	EAOS Loss	Before EAOS Loss	Reeni	RA	Reen Rate %	Reen Rate with RA	EAOS Loss	Before EAOS Lose	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%	52.6%	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	Insligible	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	٥	5	0	71.4%	71.4%	2	0	2	0	50.0%	50.0%
CV-CVN	21847	CVN 74 JOHN C STENNIS	Insligible	34	23	48	3	1858	58.5%	62.2%	5.0%	2	1	4	0	88.7%	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	٥	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	٥	10	0	83.3%	83.3%	3	2	14	0	82.4%	82.4%
CV-CVN	23170	CVN 77 GEORGE H W BUSH	Incligible	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%	8.7%	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 Totale:		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: <u>https://www.mynavyhr.navy.mil/Career-Management/Career-</u> <u>Counseling/Resources/</u>

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

- 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

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

	ISN (USN		
Pay Grade:	E06 Q	Bonus Type: 1AA Q	
Broken Service Status	1 - No Broken Servic	e v	
SRB Qualifier:		SRB Max Amount: \$0.	00 🔍
Zone Description:			
Bonus Rating:	Bonus W	arfare: Bonus NEC:	
INOP NUC EXT:	00	INOP OTH EXT: 00	
EAOS at Reenlistment	11/08/2027	SEAOS at Reenlistment: 11/08/2027	31
Date of Reenlistment:	F	Reenlistment Term:	~
Monthly Base	L	OS for Pay: New EAOS:	
ray.	Reduct	ion Months	
INOP NUC EXT:	00	Early Reenlistment: 00	
INOP OTH EXT:	00	Over 16 Years: 00	
		Clear	
	Calculate SRB		

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/FY	(24					
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 \$0.00 Amount:					
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/Ra	ite: NC1	Current DSC	3: 100
Appr Inst:	Appr Status: Pending	Appr Action:	(Approve 🗸	Comment
PPSUIC: 42574	Bonus Type: 1AA Q Con	tinuous Service		Reset Program
SRB Qualifier:	BE:T3 Q	EAC	95 on Reenlistment:	11/08/2027
Discounted Inop Ex Other Inop. Ext:	t: 00 Pay Grade: 00 Last Discharge Date:	E06 Q PEBC	at Last Discharge: Adj. ADSD:	
Reenlistment TermM	onths: 60 Reenlistment Da	te: 11/30/2024	Э	
Extension Months:	Extension Exec Dat	e:		
Zone: C - 10-14 yea	rs V Total SRE	3:	SRB Level:	1.5

Figure 12-3 SRB SUBMISSION

8. Then press "apply"

Name:		
Email:		
Phone:		
Commanding Officer Remarks:		
SRB History	Personalize Find View All 🔄 🔣	First 🕢 1 of 1 🛞 Las
Effective date SRB Type	Approval S	itatus

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:	Rank/Rate:	HT2 Current DS	C: 100
Appr Inst: 40788404 Appr Status: A	Approved Appr A	Action:	Comment
PPSUIC: Bonus Type:	1AA Continuous S	Service	Reset Program
SRB Qualifier: HT/U53A:T3 Message Qualifer: U53A		EAOS on Reenlistment:	08/04/2024
Discounted Inop Ext: 00 Pay Grade Other Inop. Ext: 00 Last Disch	e: E05 marge Date:	PEBD at Last Discharge: Adj. ADSD:	
Reenlistment TermMonths: 48 Reen	listment Date: 07/31	/2024	
Extension Months: Extension	on Exec Date:		
Zone: B - 6-10 years	Total SRB: 4232	1.15 SRB Level:	3.0



4. Then Navigate to SRB/ ESRP Status

Pre Cert Request	SRB/ESRP Sta	tus			
Name:		Rank/Rat	0: HT2	Current DSC:	100
Requesting UIC:	43102	Effective date:	04/25/2024		
SRB Type:	1AA	Status:	Working	Cancel Indicator:	N - No cancellation was requ
NEC:	U53A	Budget NEC:		Budget Zone:	
Sea Duty Ext:		Conversion Date	9:		
Zone:	B - 6-10 years	Zone Overric	de: 🗌		
	Lump Sum 🔍 Ir	nstallment 🖲			
AOS Dt:		AOSD Override:			
Grade:	E05				
Award Level:	3.0	AOS:	47	Base Pay:	3601.80
Total Bonus:	42321.15	Initial Install:		Anniversary Instal	11:
Pay Waiver:		Reason:		Reenlistment Date	e: 07/31/2024
Walver Date: Recalculate		Waiver Status:		Reenlistment Term	n: 48

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

- 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.

	WIDNED OBLISERY ICO MPC			
 (a) FY-23 SRII Award (b) MILPURSMAN 130 	4 Plan (N158R1 00247923) doi: 18APR2023 16-105			
(c) OPNAVINST 11601	30			
(d) MILPERSMAN 116	0-040			
(*) MILPERSMAN 116	2 CUN			
(f) MILPERAMON LVA	6 16-1			
To minimize possible has	ss of Selective Regulation Roma (SRR), SNM is	approved to satisfy OBLISTRV re	quirement for BUPPERS Onless	or follow
a Consenf Instantion	CTDP 07KG			
Rating/NEC CTT/CI	TA			
Annual 25				
e. Execute a NAVPERS	1070/613 (Page 13) agreement in lieu of hard OBL	ISERV for nine (09) months to me	t remaining OBLISERV requires	nent for BUP
Per reference (c) cuterrai	ions for accounted who according using to an extension	hervening operation and combined	or at least 2 years.	
y for day, beyond the call	ension agreement may have a maximum of 24 mon	the of an inoperative extension user	d for SRE computation. However	E.
member must still obliga	ate for the required obligated arrive in their orders	if that amount is greater.		
Extension contract. Page	13. und this authorization must be filed in SNM's	eccord prior to manafer.		
Sample Page 13 Agreem	ent entry.			
(Dute): In consideration of 1 agree to an active of when cligible for a p	of assignment to (ACTIVITY NAME), bring unabl duty obligation for months to gain the total Of period ofyears, and understand that if I do not re	c at this time to incur additional ob SLISERV required by BUPERS Or enlast, I will not be eligible for any	lighted active service wellout pot der 4unit(month/year). I SRE/hB award, and these order	ential moneta agree to reen may be cane
(Duc) in consideration of l agree to an active of when chighlic for a p This NA VPERS 10. If discarelled from course	of assignment to (ACTIVITY NAME), being small- day oblighted for models to gain the could O period ofverse, and understand that it 1 do not to VOUS a generation is not which for transfer to any or VOUS a generation is not which for transfer to any or we of instruction, reference (d) and (f) OBLISERV of	c at this same to incore additional do RENERCY required by 3UDERSO (OPERSO (OPERSO (OPERSO (OPERSO))) entire, I well not be eligible for any enters area, including Hawaii and J chart(s) will apply with regard to en-	lighted betwee service without pool for wunit(month/years.) SRES/hB award, and these orders Ansien. thension(z) cancellation and payby	entual moneta agree to reen a may be cane ack requireme
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Figure 12-7 PG 13 IN LIEU OF HARD OBLISERV

NOTE: A request must be sent to BUPERS-328 for approval <u>PRIOR</u> to completing a Page 13 in Lieu of Hard OBLISERV and submitting to TSC for verification

SEA DUTY INCENTIVE PAY (SDIP) PROGRAM

SDIP is designed as an incentive for Sailors to voluntarily fill gapped billets at sea by remaining on sea duty past their Prescribed Sea Tour (PST) or Projected Rotation Date (PRD) whichever is later or curtailing their shore duty to return to sea early. SDIP is determined by the needs of specific ratings, pay grades, geographical locations and skills to address at-sea manning challenges.

For additional information on SDIP and eligibility requirements, see most current SDIP Eligibility Chart Policy Decision Memorandum (PDM) 002-21

Latest eligibility chart located on MyNavy HR->References ->Pay and Benefits->SDIP

ELIGIBILITY:

SDIP is limited to Active Component and TAR personnel serving in specified enlisted communities that are under-manned at sea. Reserve Component members (excluding TAR) are ineligible for SDIP. - 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:
-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

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 remains 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

any other career field-specific incentives or retention bonuses. CCC is responsible to brief Service members in their command on their eligibility for CP and the obligation it entails.

Financial Counseling/Eligibility:

-Enrolled in Blended Retirement System

- Less than 12 years of service from PEBD

- Agrees to an additional 4 years of service at any time after election. Sailor must reach 16 years and one day of service to avoid repayment

- Has not previously received CP

Note: Member is ultimately responsible for election

-NSIPS will notify member via email provided in NSIPS at 11 years 6 months, 11 years 9 months, and 11 years 11 months of eligibility if not elected

-Not requested to separate or under separation orders How to Apply: -Elect in NSIPS Self Service (BRS->Continuation Pay) prior to 12 years of service

Note: If unable to elect on NSIPS, CCC will prepare and submit a permanent NAVPERS 1070/613 to PERS-8 or servicing TSC. See annual CY CP rate memo for multiplier and reference MPM 1810-081 for further information



Figure 12-8 CONTINUATION PAY

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 3year Journeyman (E5) Sea Tour. These incentives include:

- Detailing Marketplace Incentive Pay (DMIP) starting at 49th 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. **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.

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 271st 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 \rightarrow Lists \rightarrow Unit

Tracking

Favorites	Mai	n Menu															
		User Release Information Career Information Man Surveys and Studies Employee Self Service		Use Inquire Calculators	÷ •) 					Home	Worklist	Add to Favorites	Sign	Out
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Figure 12-9 GI BILL REPORT

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

Int Tracking Search Criteria Letrype	Options: All Auto-enroll unless Decline Decline Enrolled
List Alpha Roster Correspondence Tracking OPACT/CENDET CostRectoux OCKWAY OPASLATI GIB TEB ODMAP WGIB MGIB Fitter MGIB Control	Notification Av Options: Both Enlisted Officer
UIC Access Personalize End View All [2] Prit 0 14 Select UIC 23149 DDG 98 FORREST SHERMAN	Options: All Dates By Date Range

Figure 12-10 GI BILL REPORT

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

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ctive N	AGIB Enroll	ment Tracking Listing - Officers/Enl	isted - En	rolled -	For All Dates	5			Personalize	Find View 100	🗐 🔣 🛛 First 🕢 🕬	I-50 of 218 🛞 Last			
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49	FC2		WEPS	CG	12/18/2019	12/17/2025	12/17/2025	06/15/2020	09/13/2020	E	Enrolled	12/18/2019			
49	FCA2		CS	CF	12/01/2020	11/30/2024	11/30/2026	05/30/2021	08/28/2021	E	Enrolled	12/01/2020			
19	FCA2		CS	CF	07/09/2019	11/20/2027	11/20/2027	01/05/2020	04/04/2020	E	Enrolled	07/09/2019			
9	083		OPS	01	05/27/2021	05/26/2025	05/26/2026	11/23/2021	02/21/2022	E	Enrolled	05/27/2021			
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9	MM2		ENO	EA	06/14/2021	02/20/2020	12/20/2028	12/11/2021	07/02/2010	E E	Enrolled	08/14/2021			
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9	SA		OPS	OD	01/05/2023	01/04/2026	01/04/2026	07/04/2023	10/02/2023	E	Enrolled	10/03/2023			
9	ITC		CS	CC	11/07/2006	04/29/2027	08/29/2027	05/06/2007	08/04/2007	E	Enrolled	11/07/2006			
9	сттс		OPS	от	05/10/2011	05/13/2026	09/13/2026	11/06/2011	02/04/2012	E	Enrolled	05/10/2011			
9	GSCS		ENG	EM	01/11/2005	06/18/2025	12/18/2025	07/10/2005	10/08/2005	E	Enrolled	01/11/2005			
9	BMSA		OPS	OD	03/22/2023	03/21/2027	03/21/2028	09/18/2023	12/17/2023	E	Enrolled	12/18/2023			
9	STG2		WEPS	CA	09/24/2012	03/17/2026	03/17/2026	03/23/2013	06/21/2013	E	Enrolled	09/24/2012			
9	EM2		ENG	EE	11/10/2020	11/09/2024	11/09/2025	05/09/2021	08/07/2021	E	Enrolled	11/10/2020			
9	CTMC		EXEC	EX01	04/09/2008	04/24/2028	04/24/2028	10/06/2008	01/04/2009	E	Enrolled	04/09/2008			
	EMFA		ENG	EE	08/08/2023	08/07/2027	08/07/2028	02/04/2024	05/04/2024	E	Enrolled	05/05/2024			
9	DCFN		ENG	ER	09/19/2022	09/18/2026	09/18/2027	03/18/2023	06/16/2023	E	Enrolled	09/19/2022			
9	ET3		CS	CE	02/22/2021	02/21/2025	02/21/2027	08/21/2021	11/19/2021	E	Enrolled	02/22/2021			
9	OSC		OPS	01	12/11/2006	06/19/2027	06/19/2027	06/09/2007	09/07/2007	E	Enrolled	12/11/2006			
9	FUA3		WEDE	CP CO	12/12/2022	07/24/2020	07/24/2028	01/21/2023	04/21/2023	E C	Enrolled	12/12/2022			
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,	HT2		ENG	FR	11/23/2020	11/22/2024	11/22/2025	05/22/2021	08/20/2021	F	Enrolled	11/23/2020			
	ECCM		WEPS	CG	12/20/1999	09/24/2029	09/24/2029	06/17/2000	09/15/2000	F	Enrolled	12/20/1999			
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	FCA3		CS	CF	08/24/2021	08/23/2025	08/23/2027	02/20/2022	05/21/2022	E	Enrolled	08/24/2021			
9	OS2		OPS	01	07/30/2013	08/17/2029	08/17/2029	01/26/2014	04/26/2014	E	Enrolled	07/30/2013			
	FCA2		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).

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Figure 12-12 POST 9/11 SOU

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

My Education Home	e Tuition Assistance NCPACE Educi	ation History Profile	QA Test Environment	Notifications Contact Us Issue Tracker	Logout	
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	This Statement of Understanding replac (TEB) application in the Manpower Data Sallors who enter/verify contact informatic contact information will not receive amo	oes the former NAVPERS 1070/613 'page 13' i a Center (DMDC) milConnect web portal, refer tion in the Personal Information section of this ill optification	requirement and is required for ALL Sa red to herein as "milConnect", from the SOU will receive email notification of t	ilors prior to submitting a Transfer of Education Benefits effective date of the policy change. heir application status. Sailors who fail to enteriverify correct		
	I understand and/or acknowledge all of	the following:				
	a) I am eligible for the Post-9/11 GI Bill	the program I wish to transfer.				
	b) I must be eligible to serve four additional Forces (Active Duty/FTS/SELRES) for f	four years, either on Active Duty (including Pull four years from the date of my election (and ap	proval) in milConnect.	d Reserve (SELRES), and agree to remain in the Armed		
	c) If I am enlisted, this service must be and/or extension(s) of enlistment that e	documented in the Navy Standard Integrated F stablish at least feur years of obligated service	Personnel System (NSIPS) and will be from the date of my election in milCon	confirmed by presence of enlistment/reenlistment contracts nect.		
	d) If I am enlisted and reenlist for a peri days after reenlisting or extending.	loc of 4 years, or extend my current enlistment	to a total of 48 months of obligated set	vice, I must submit my TEB application no later than 30-		
	e) If I reenlist for a period of 5 or 6 year	s, I must submit my TEB application in milConr	nect no later than 48 months, day for d	ay, prior to my EAOS/SEAOS/EOS.		
	f) If I do not complete the full TEB servi- dependents may lead to an overpayme found in Department of Defense Instruc-	ce obligation, as indicated by my Obligation En nt by the Department of Veterans Affairs, which tion 1341.13 Change 1.	nd Date in nillConnect, my dependents in may lead to recoupment. Conditions	will lose benefit eligibility and any benefits used by hat do not result in loss of benefits or recoupment may be		
	g) I may transfer up to 36 months (or m any time after approval without an additional states and the second states and the secon	y remaining months of eligibility, whichever is le	ess) of my education benefits to spous	e and/or children, and can modify or revoke my election at		
			Earses (athen data ETS/REI DES)	and the second		

Figure 12-13 POST 9/11 SOU

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

	inteet			
Back Post 911 Stateme	ent of Understanding			
Service Member				
Name (ISC) Joneslocker, Davy T EDRDOD ID	Work Phone (111) 111-1111 Work Email netpdte_nomis_testgeravy.ml	DSN Phone 111-1111 Personal Email netotte_nome_teel@nevy.mi	Personal Phone (777) 777-7777	
This Statement of Understanding is o This Statement of Understanding rep	P nly required for Sallors who have not been previous to be the former NAVPERS 1070/613 "page 13".	nnt Agreement ously approved to transfer Post 5/11 Gi Bill requirement and is required for ALL Saliors	education benefits to their dependents. prior to submitting a Transfer of Education Benefits	
(TEB) application in the Manpower D Sailors who enter/verify contact inform contact information will not receive en	ata Center (DMDC) milConnect web portal, refer nation in the Personal Information section of this nail notification.	red to herein as 'milConnect', from the effer SOU will receive email notification of their a	tive date of the policy change. upplication status. Sailors who fail to enter/verify correct	
I understand and/or acknowledge all	of the following:			
a) I am eligible for the Post-9/11 GI B b) I must be eligible to serve four add Forces (Active Duty/FT6/SEL/RE6) for	er, the program I wast to transfer. Itional years, either on Active Duty (including Ful ir four years from the date of my election (and ap	Time Support (FTS)) or in the Selected Re proval) in milConnect.	serve (SELRES), and agree to remain in the Armed	
c) If I am enlisted, this service must b end/or extension(s) of enlistment that	e documented in the Navy Standard Integrated P cotabilish at least four years of obligated service	Personnel System (NSIPS) and will be confi from the date of my election in milConnect.	med by presence of enlistment/reenlistment contracts	
d) If I am enlisted and reenlist for a p days after reenlisting or extending.	eriod of 4 years, or extend my current enlistment	to a total of 48 months of obligated service.	I must submit my TEB application no later than 30-	
e) If I reenlist for a period of 5 or 6 ye f) If I do not complete the full TEB set dependents may lead to an overpayn found in Department of Defense instr	ars, I must submit my TEB application in milCon vice obligation, as indicated by my Obligation En- nent by the Department of Veterans Affairs, which uction 1041, 13 Change 1.	tect no later than 46 months, day for day, p id Date in milConnect, my dependents will is h may lead to recoupment. Conditions that o	ior to my EAOS/SEAOS/EOS. se benefit eligibility and any benefits used by to not result in loss of benefits or recoupment may be	
g) I may transfer up to 36 months (or	my remaining months of eligibility, whichever is a ditional service obligation.	ess) of my education benefits to spouse and	for children, and can modify or revoke my election at	
and and area approved monor an ad				

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. 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