



BUPERS 33
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CWAY MARKETPLACE, JOIN and SSSA
APR 2024





Training Topics



- Active In Rate (AIR) pre-check
- AIR Request
- AIR verification
- AIR
- Q&A





Active In Rate Request Pre-Check



- Qualification : Ensure Sailor is fully qualified in CWAY
- Legacy Quotas: Ensure the Sailor does not currently have a valid legacy quota in CWAY and verifying they have not had a legacy quota expire in the last 12 months.
- Record Flags: Verify the Sailor has no record flags by checking the “Notes” in CWAY.





Potential Issues



Issue: Sailor is flagged for separation due to an expired legacy quota and therefore, neither the CCC or the Sailor have the ability to request OBLISERV in MNA.

Resolution: **Contact the detailer** and request they make the Sailor eligible again. Validate the quota as shown on slide 8.

Issue: Sailor received a record flag prior to 01FEB2024 and is reflecting in CWAY under the “Notes” section.

Resolution: Submit a NAVPERS 1306 to PERS-4015 via MNCC. Once Flag is removed and your ticket is complete, verify the detailer has flipped the OBLISERV button back on and validate the quota as shown on slide 8.

Issue: Sailor received orders after 01FEB2024 but no OBLISERV button is available

Resolution: **Contact the detailer** and request they make the Sailor eligible again. Validate the quota as shown on slide 8.

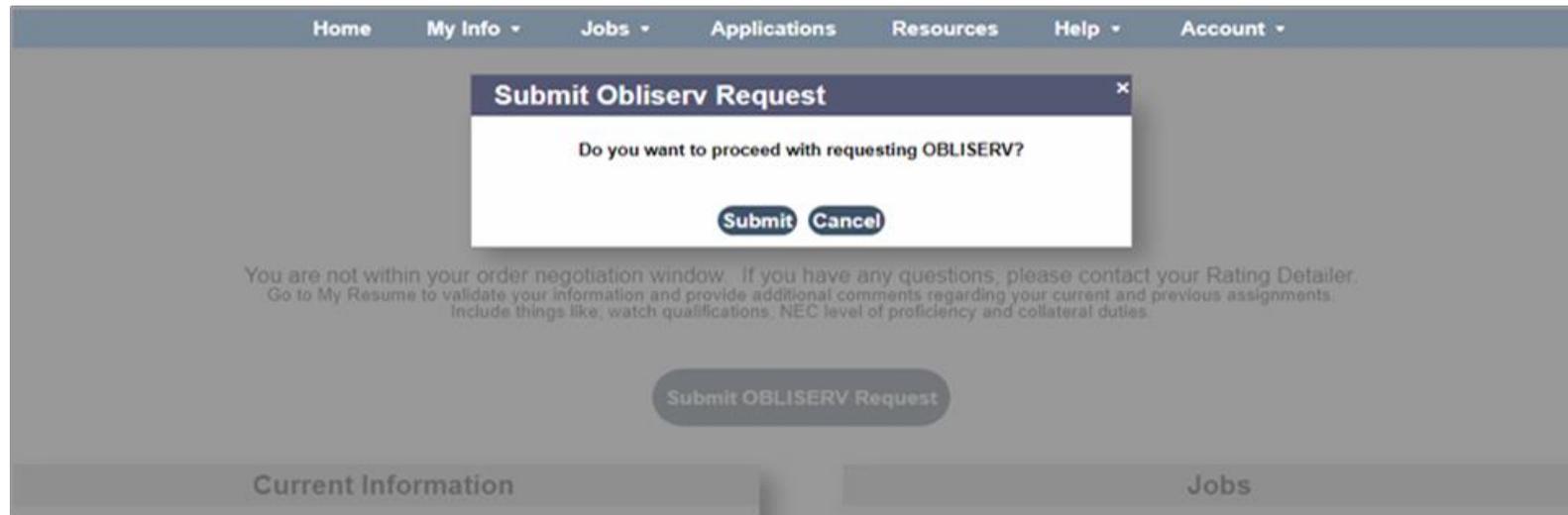
Issue: Sailor received orders prior to 01FEB2024, is fully qualified, has no record flags, and needs a quota but CCC/Sailor don't have the OBLISERV button.

Resolution: Contact **CWAY helpdesk** to request one.



AIR Request Process (Sailor)

- ❑ Sailor submits the OBLISERV request in MNA if outside normal reenlistment window.



AIR Request (CCC)



☐ CCC submits the OBLISERV request in MNA if outside normal reenlistment window under personnel details page by clicking the “UPDATE” button.

Session will expire in: 13:36 Reset			
Home Sailor Info Jobs Applications Reports Help Logout			
My Role: Enlisted CCC Current Active MyNavy Assignment Phase: Apply Current Page: Active/TAR Personnel Detail			
Assigned Rate	Assigned Rate Reason	Sea Duty Commencement Date (SDCD)	Shore Duty Commencement Date (SHDCD)
HM2	D0		01JUL2022
Platform Name	Platform Type	TAD Activity Name	TAD UIC
NAVAL HOSPITAL	USNH		
Reserved Activity Name	Reserved UIC		
Service Date Information			
Expiration of Active Obligated Service (EAOS)	Soft EAOS	Estimated Date of Loss to the Navy (EDLN)	EDLN Reason
04MAY2026	04MAY2026		
Pay Entry Base Date (PEBD)	Active Duty Start Date (ADSD)	Current Enlistment Date (CED)	
03DEC2015	03DEC2015	05MAY2022	
Days Affecting EAOS/Active Duty Base Date		Expiration of Reserve Enlistment (EREN)	
Selective Reservist Active Duty Obligation (Days)		Selective Reservist Active Duty Obligation (Months)	Estimated Loss
OBLISERV Intention	OBLISERV Authorized		
Update	YES		
Enlistment Information			
Original Program Enlistment Code (PEFC)	PEFC	Entry Means	Enlistment Type Code
A5HM9	ASHM9	C	50
Enlistment Type		Number of Enlistments	Enlistment Term
Reenlistment over 3 months, bonus		2	4
Special Program Indicator (SPI)	Strength Code Indicator	Service Component	FTS/TEMAC
	XFXXX	11	
Orders/Ultimate Activity Information			
DTG of PCS Orders	PCS Order Status	DRATE of PCS Orders	
	ORDERS RELEASED		
DNEC(s) of PCS Orders	Prospective UIC	Prospective Activity Name	
Estimated Date of Arrival (EDA)	Ultimate Activity Assigned Rate Reason Code	ACC of PCS Orders	
Prospective Area Type Code	Prospective Platform Name	Prospective Platform Type	Prospective Sea/Shore
Extension/Other Information			
OTEIP Extension Period	OTEIP Final Approval	Overseas Tour Extension Incentive Program (OTEIP) Option	

AIR Request (CCC)



- ☐ CCC selects the appropriate choice from the “OBLISERV Intentions” menu.

Name	Platform Type	TAD Activity Name	TAD U
HOSPITAL	USNH		
Activity Name		Reserved UIC	

OBLISERV Intentions ×

Sailor Intention



1

INTENDS TO SEPARATE

INTENDS TO OBLISERV

HAS COMPLETED

Current OBLISERV Status

In Process

Update



2

Program Enlisted for Code (PEFC)	PEFC	Entry Means	Enlis
	A5HM9	C	50
ent Type	Number of Enlistments		Enl
ent over 3 months, bonus	2		4





AIR Request (CCC)



When approved, it should look like this.

Service Date Information			
Expiration of Active Obligated Service (EAOS)	Soft EAOS	Estimated Date of Loss to the Navy (EDLN)	EDLN Reason
26JUL2025	26JUL2025		
Pay Entry Base Date (PEBD)	Active Duty Start Date (ADSD)	Current Enlistment Date (CED)	
27JUL2021	27JUL2021	27JUL2021	
Days Affecting EAOS/Active Duty Base Date		Expiration of Reserve Enlistment (EREN)	
Selective Reservist Active Duty Obligation (Days)	Selective Reservist Active Duty Obligation (Months)	Estimated Loss	
		01JUN2024	
OBLISERV Intentions	OBLISERV Authorized		
INTENDS TO OBLISERV	YES		

Not this:

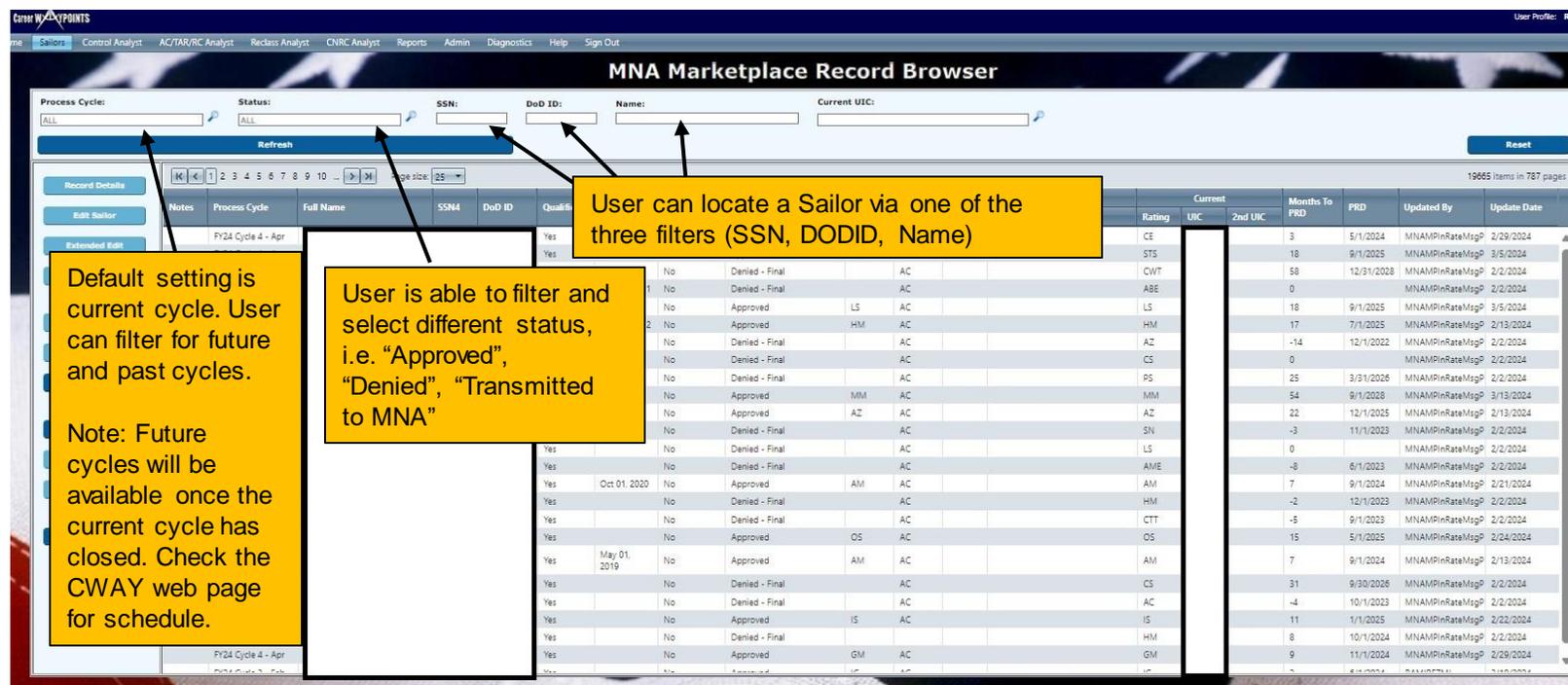
Service Date Information			
Expiration of Active Obligated Service (EAOS)	Soft EAOS	Estimated Date of Loss to the Navy (EDLN)	EDLN Reason
31AUG2026	31AUG2026		
Pay Entry Base Date (PEBD)	Active Duty Start Date (ADSD)	Current Enlistment Date (CED)	
28NOV2017	28NOV2017	01SEP2020	
Days Affecting EAOS/Active Duty Base Date		Expiration of Reserve Enlistment (EREN)	
Selective Reservist Active Duty Obligation (Days)	Selective Reservist Active Duty Obligation (Months)	Estimated Loss	
		01JUN2024	
OBLISERV Intentions	OBLISERV Authorized		
INTENDS TO OBLISERV	NO		



Validating MNA Approved Quota in CWAY



- Now that you/detailer/CCC updated the Sailor as “Intends to OBLISERV” in MNA, allow 24 hours before the approved quota reflects.
- Navigate to CWAY→Sailors → MNA Marketplace → MNA Marketplace Record Browser → Cycle "All" → Status "All" and enter the SSN/DOD ID. The request should show up for the specific Sailor with a status of "Approved".



MNA Marketplace Record Browser

Process Cycle: ALL Status: ALL SSN: DoD ID: Name: Current UIC:

Refresh

Record Details Edit Sailor Extended Edit

Notes Process Cycle Full Name SSNA DoD ID Qualif

19655 items in 787 pages

Rating Current Months To PRD Updated By Update Date

UIC 2nd UIC

CE 3 5/1/2024 MNAMPrRateMsgP 2/28/2024

STS 18 9/1/2025 MNAMPrRateMsgP 3/5/2024

CWT 58 12/31/2028 MNAMPrRateMsgP 2/2/2024

ABE 0 MNAMPrRateMsgP 2/2/2024

LS 18 9/1/2025 MNAMPrRateMsgP 3/5/2024

HM 17 7/1/2025 MNAMPrRateMsgP 2/13/2024

AZ -14 12/1/2022 MNAMPrRateMsgP 2/2/2024

CS 0 MNAMPrRateMsgP 2/2/2024

PS 25 3/31/2026 MNAMPrRateMsgP 2/2/2024

MM 54 9/1/2028 MNAMPrRateMsgP 3/13/2024

AZ 22 12/1/2025 MNAMPrRateMsgP 2/13/2024

SN -3 11/1/2023 MNAMPrRateMsgP 2/2/2024

LS 0 MNAMPrRateMsgP 2/2/2024

AME -8 6/1/2023 MNAMPrRateMsgP 2/2/2024

AM 7 9/1/2024 MNAMPrRateMsgP 2/21/2024

HM -2 12/1/2023 MNAMPrRateMsgP 2/2/2024

CTT -5 9/1/2023 MNAMPrRateMsgP 2/2/2024

OS 15 5/1/2025 MNAMPrRateMsgP 2/24/2024

AM 7 9/1/2024 MNAMPrRateMsgP 2/13/2024

CS 31 9/30/2026 MNAMPrRateMsgP 2/2/2024

AC -4 10/1/2023 MNAMPrRateMsgP 2/2/2024

IS 11 1/1/2025 MNAMPrRateMsgP 2/2/2024

HM 8 10/1/2024 MNAMPrRateMsgP 2/2/2024

GM 9 11/1/2024 MNAMPrRateMsgP 2/28/2024

LC -

Callout 1: Default setting is current cycle. User can filter for future and past cycles. Note: Future cycles will be available once the current cycle has closed. Check the CWAY web page for schedule.

Callout 2: User is able to filter and select different status, i.e. “Approved”, “Denied”, “Transmitted to MNA”

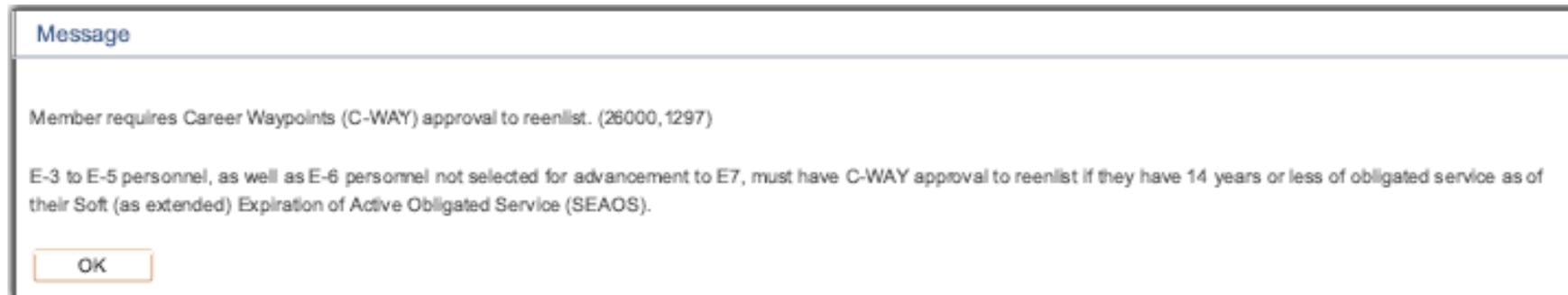
Callout 3: User can locate a Sailor via one of the three filters (SSN, DODID, Name)



Validating MNA Approved Quota (Cont.)



- Once the quota has been validated in CWAY, wait 24-48 hours before attempting to create the contract in NSIPS.
- If you attempt to create a contract but receive an error in NSIPS like the one shown below, contact the CWAY helpdesk to manually update the Sailor's NES code to match the approved MNA quota.




MyNavy HR

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Career Management ▸ Career Counseling ▸ **C-WAY**

C-WAY

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



C-WAY Help Desk:

Comm: (901) 874-2102
 DSN 882-2102 or 882 5672
career_waypoints@navy.mil

My Navy Call Center:

Comm: (833) 330-MNCC or (901) 874-MNCC
askmncc@navy.mil

IMPORTANT:

- When emailing information to the help desk, do **NOT** send full or partial SSN!
- Send Rate/Rating, First and Last Name, and DODID number.
- Help improve C-WAY functionality by emailing your detailed feedback to the Help Desk.

MY NAVY ASSIGNMENT REFERENCES

- [MyNavy Assignment FAQ's](#)
- ***NEW*** ["How to Request an Active In-Rate Quota" Flowchart and Troubleshooting Guidance](#)

SELRES 4-2-2 REFERENCES

- [4-2-2 FAQs](#)

C-NAV Program References

- [Career Waypoints SSA Helpful Pamphlet](#)

C-WAY System References

- [C-WAY System login](#)
- ***NEW*** [C-WAY User Guide \(Updated 07 May 2024\)](#)
- ***NEW*** [C-WAY SAAR Form](#)
- ***NEW*** [C-WAY SAAR-N Instructions \(Updated 19 Mar 2024\)](#)
- [C-WAY FAQs \(16May2018\)](#)
- [CCC Return Quota Instructions](#)
- [SRB Eligibility Quick Guide](#)
- [Fix for C-WAY Display Issues](#)
- [Encryption Certificate for C-Way Mailbox](#)

PACT Designation References

- [JOIN Assessment](#)
- [MILPERSMAN 1306-611](#)
- [NAVADMIN 118/18 \(PACT Program Changes\)](#)
- [PACT Marketplace Training](#)
- [CWAY PACT Marketplace Submission Schedule FY 24](#)

Conversion References

- [MILPERSMAN 1440-010](#)
- [MILPERSMAN 1440-011](#)
- ***NEW*** [7 MAY 2024 1306-618 RATING LIST and CNRC ECM](#)

Supporting Resources

