## How To Request an Active In-Rate Quota

## Is the Sailor a "Legacy" Sailor?

\*Legacy Sailor = in a CWAY App window, had an Approved App in CWAY, or recv'd **Initial** orders on or before February 1, 2024.



Contact the C-WAY helpdesk

Is the Sailor in their Orders Negotiation Window (ONW)?

YES

NO Manual Request: for reasons not related to orders, i.e. SRB.

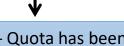
## CCC must update OBLISERV intentions in MNA

\*If the "update" button is not available, confirm the Sailor is qualified in C-WAY then contact the detailer if the issue persists Sailor selects "Submit
OBLISERV Request" button
in MNA via self service

\*If the button is not available, confirm the Sailor is qualified in C-WAY then contact the detailer if the issue persists

Intends to Separate

Intends to OBLISERV



CCC must update intentions in C-WAY



CONGRATULATIONS - Quota has been requested!

\*CCC shall wait 24 hours and confirm the quota shows approved in C-WAY (MNA Marketplace Browser).

\*An additional 48 hours is needed for the quota to replicate to NSIPS LOPG for the CCC to generate a contract.

\*If NSIPS does not update within the 72 hours, contact the C-WAY helpdesk

\*CCCs may check the MNA status of a request in PMAR history

24 hours and "Denied Final Active" is created in MNA, CWAY & NSIPS

\*If the Sailor wishes to unflag the record and request a quota, contact the detailer.



Once the member has reenlisted to meet OBLISERV requirement, CCC's must update the Sailor's OBLISERV intensions to "Has Completed" in MNA

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