



CAREER WAYPOINTS (CWAY) USER GUIDE

**BUPERS-33
(Revised April 2024)**

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Cover Sheet

General Information: The Career Waypoints (CWAY) system provides a mechanism for matching personnel inventory to requirements with the best-performing Sailors. It is designed as a long-term force management tool, balancing manning across rates, ratings, Active Component (AC), Training and Administration of Reserves (TAR), and Reserve Component (RC) through the Bureau of Naval Personnel (BUPERS) control of reenlistment and enlistment contract extension authority.

Eligibility: Career Waypoints applies to all designated AC, TAR, and RC: E6 and below Sailors for lateral conversions and component conversions. Additionally, CWAY applies to all AC and TAR E6 for reenlistment/extension and rating designation authorization.

Form: SAAR DD FORM 2875

Career Waypoints Modules

- **CWAY Application** - Applies to Active Duty and TAR Sailors E3 to E6 with 14 years or less of active service between Active-Duty Service Date (ADSD) and Expiration of Active Obligated Service (SEAOs). Application submission options for non 4-2-2 Sailors in the CWAY Application module include TRP and SELRES, in-rate, and conversion. 4-2-2 Sailors may request SELRES, in-rate, and conversion, but not TRP. The TRP submission window is from 16 to 4 months to SEAOs. The SELRES submission window is from 10 to 3 months to SEAOs. CWAY automatically generates SELRES applications for 4-2-2 Sailors starting at 11 or 12 months to SEAOs. Sailors compete for limited openings (quotas) based on career performance.
- **MNA Marketplace** - The MNA Marketplace Module includes web services that send Sailor qualification and eligibility information to MNA from CWAY, and web services that send MNA results from MNA to CWAY. There is an MNA Marketplace record browser where career counselors can view details about their Sailor's Marketplace status. Sailors may view their results in Sailor Self Service Access (SSSA). When records are received from MNA, a linked Reenlistment application is created to determine and send NES codes.
- **PACT Marketplace** - The PACT Marketplace module auto-generates records based on Sailor's PRD for CCC to update and submit into the PACT Marketplace. CWAY transmits the records (Sailor identification, qualified jobs data including RIDE score, JOIN score, and the combined RIDE/JOIN score) to MNA. MNA returns results to CWAY of Sailor's request status as decisions are made. References: MILPERSMAN 1306-611
- **Conversion (RC)** - Reserve component (RC) Sailors who desire lateral conversion or who are facing forced conversion may apply via the Conversion module in CWAY. References: MILPERSMAN 1160-140, MILPERSMAN 1440-010, and BUPERSINST 1001.39 (Series).

Career Waypoints Modules (Cont'd)

- **Transition (RC to AC/TAR)** - The Transition (RC to AC/TAR) module supports transition for Reserve Sailors into AC or TAR. SELRES and Voluntary Training Unit (VTU). Sailors use CWAY to apply for either in-rate or conversion into AC or TAR ratings with available quotas provided they meet program policy requirements. Reference: MILPERSMAN 1306-1502.
- **Reclassification** - Utilized by the NETC N3 to reclassify AC and TAR Sailors' attrition from Recruit Training Command (RTC) and class "A" school training.
- **Job Opportunities in the Navy (JOIN)** - Applies to all Sailors, matching Sailors' interests with their aptitudes. To take the Assessment, go to BUPERS Online (BOL). The CCC can access the reports in CWAY by selecting "Qualify" and then "JOIN Rating Results."
- **Sailor Self Service Access (SSSA) Module** - Sailor Self Service (SSSA) provides individual Sailor access to their entire Career Waypoints record and all career management functionality, including the Career Exploration Module, via a link in My Navy Portal or BUPERS Online.
- **Career Exploration Module (CEM)** - CEM allows Sailors to see their qualification status for all jobs in the Navy. For those jobs they do not qualify for, it shows why, whether it be mental (ASVAB), medical, or moral. It allows what-if analysis in which the Sailor can override a qualification parameter and rerun the qualification to see additional qualified jobs. It also provides a roadmap for each job.
- **Targeted Reentry Program Module (TRP)** - The TRP module supports the Targeted Reentry Program through which Active and Full-Time Support Sailors indicate their intention to separate at the end of their current enlistment contract and request authorization for deferred reenlistment. When approved, Sailors may reenlist within a specified period in a highly streamlined process. Submission is constrained by quota availability and other factors.

SAAR (DD FORM 2875) is required to gain access and to edit access to Career Waypoints.

All new users requesting access, including those who did not log onto the system for over 90 days and lost access, will be required to submit a SAAR in order to gain access. The SAAR MUST be the original, unaltered, digitally signed form. The form is emailed to BUPERS-33 (Career Waypoints) at career_waypoints@navy.mil.

Instructions for completing the SAAR can be found on the following two pages and on our website at <https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/CWAY/>

The instructions provided are CWAY specific (not Navy-wide) and are not intended to inconvenience the command but to ensure access is granted to Sailors designated by the command TRIAD.

SAAR DD FORM 2875

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		OMB No. 0704-0630 OMB approval expires: 20250531
<p>The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Director (0704-0187), Washington, DC 20503.</p> <p>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.</p>		
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Public Law 99-474, the Computer Fraud and Abuse Act</p> <p>PRINCIPAL PURPOSE(S): To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form</p> <p>ROUTINE USE(S): None</p> <p>DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</p>		
<p>TYPE OF REQUEST</p> <p>INITIAL <input type="checkbox"/> USER ID <input type="checkbox"/></p>		<p>DATE (YYYYMMDD)</p> <p>Current Date</p>
<p>SYSTEM NAME (Platform or Applications)</p> <p>Career Waypoints</p>		<p>LOCATION (Physical Location of System)</p> <p>Millington, TN</p>
<p>PART I (To be completed by Requester)</p>		
<p>1. NAME (Last, First, Middle Initial)</p> <p>Last, First MI</p>		<p>2. ORGANIZATION</p> <p>USS Example DDG-000</p>
<p>3. OFFICE SYMBOL/DEPARTMENT</p> <p>Example: N01C/CCC</p>		<p>4. PHONE (DSN or Commercial)</p> <p>111-222-3333</p>
<p>5. OFFICIAL E-MAIL ADDRESS</p> <p>*.mil* email only</p>		<p>6. JOB TITLE AND GRADE/RANK</p> <p>Example entry: CCC/NC1</p>
<p>7. OFFICIAL MAILING ADDRESS</p>		<p>8. CITIZENSHIP</p> <p><input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER</p> <p>9. DESIGNATION OF PERSON</p> <p><input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR</p>
<p>10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)</p> <p><input checked="" type="checkbox"/> I have completed the Annual Cyber Awareness Training. DATE (YYYYMMDD) Must be current FY</p>		
<p>11. USER SIGNATURE</p>		<p>12. DATE (YYYYMMDD)</p> <p>Date Signed</p>
<p>PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR</p> <p>(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</p>		
<p>13. JUSTIFICATION FOR ACCESS</p> <p>Type of access requested: (list one) CCC, Dept CCC, ISIC or CMC.</p> <p>Requested UIC(s): If more than one UIC, list them in numerical order and if more than 20 UICs, list them on an excel spreadsheet and forward with the SAAR-N.</p>		
<p>14. TYPE OF ACCESS REQUESTED</p> <p><input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED</p>		
<p>15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category)</p> <p><input type="checkbox"/> OTHER</p>		
<p>16. VERIFICATION OF NEED TO KNOW</p> <p><input checked="" type="checkbox"/> I certify that this user requires access as requested.</p>		<p>16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)</p> <p>(List current PRD)</p>
<p>17. SUPERVISOR'S NAME (Print Name)</p> <p>I. T. Leader, CMDCM, CMC</p>		<p>17a. SUPERVISOR'S EMAIL ADDRESS</p> <p>cmc@ddg000.mil@us.navy.mil</p>
<p>17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT</p> <p>CMC/N00C</p>		<p>17b. PHONE NUMBER</p> <p>111-222-1234</p>
<p>17d. SUPERVISOR SIGNATURE</p>		<p>17e. DATE (YYYYMMDD)</p> <p>Date Signed</p>
<p>18. INFORMATION OWNER/OPR PHONE NUMBER</p> <p>IAM/N7</p>		<p>18a. INFORMATION OWNER/OPR SIGNATURE</p> <p>Date Signed</p>
<p>19. ISSO ORGANIZATION/DEPARTMENT</p>		<p>18b. DATE (YYYYMMDD)</p>
<p>19b. ISSO OR APPOINTEE SIGNATURE</p>		<p>19c. DATE (YYYYMMDD)</p>
<p>19a. PHONE NUMBER</p>		

20. NAME (Last, First, Middle Initial)	
Last, First MI	
<p>21. OPTIONAL INFORMATION</p> <p>Not required.</p>	
<p>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</p>	
<p>22. TYPE OF INVESTIGATION</p> <p>Example: NACLIC</p>	<p>22a. INVESTIGATION DATE (YYYYMMDD)</p> <p>Example: 20201231</p>
<p>22b. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE (YYYYMMDD)</p>	<p>22c. ACCESS LEVEL</p> <p>Example: Secret</p>
<p>23. VERIFIED BY (Printed Name)</p> <p>I. M. Sailor, YNC, ASM</p>	<p>24. PHONE NUMBER</p> <p>111-444-1234</p>
<p>25. SECURITY MANAGER SIGNATURE</p>	
<p>26. VERIFICATION DATE (YYYYMMDD)</p> <p>Date Signed</p>	
<p>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</p>	
<p>TITLE:</p>	<p>SYSTEM</p>
	<p>ACCOUNT CODE</p>
	<p>DOMAIN</p>
	<p>SERVER</p>
	<p>APPLICATION</p>
	<p>FILES</p>
	<p>DATASETS</p>
<p>DATE PROCESSED (YYYYMMDD)</p>	<p>PROCESSED BY (Print name and sign)</p>
	<p>DATE (YYYYMMDD)</p>
<p>DATE REVALIDATED (YYYYMMDD)</p>	<p>REVALIDATED BY (Print name and sign)</p>
	<p>DATE (YYYYMMDD)</p>

SAAR DD FORM 2875 Directions

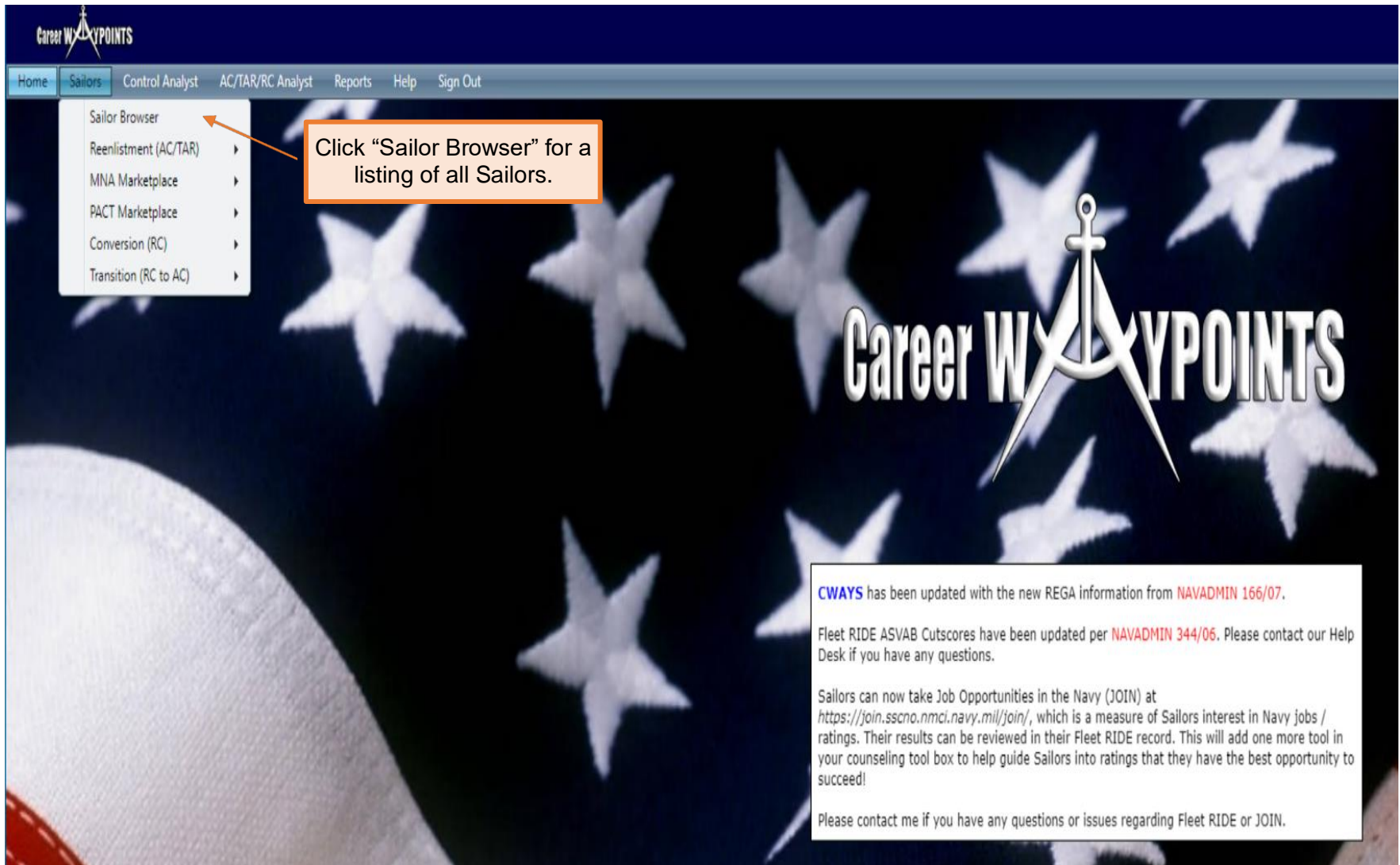
INSTRUCTIONS	
The prescribing document is as issued by using DoD Component.	
<p>A. PART I: The following information is provided by the user when establishing or modifying their USER ID.</p> <p>(1) Name. The last name, first name, and middle initial of the user.</p> <p>(2) Organization. The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).</p> <p>(3) Office Symbol/Department. The office symbol within the current organization (i.e. SDI).</p> <p>(4) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.</p> <p>(5) Official E-mail Address. The user's official e-mail address.</p> <p>(6) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CTR" if user is a contractor.</p> <p>(7) Official Mailing Address. The user's official mailing address.</p> <p>(8) Citizenship (US, Foreign National, or Other).</p> <p>(9) Designation of Person (Service Member (SM), Government Employee (GOV), Contractor (CTR)) (Military, Civilian, Contractor).</p> <p>(10) IA Training and Awareness Certification Requirements. User must declare the Annual Cyber Awareness Training and Date.</p> <p>(11) User's Signature. User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).</p> <p>(12) Date. The date that the user signs the form.</p> <p>B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.</p> <p>(13) Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.</p> <p>(14) Type of Access Required: Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)</p> <p>(15) User Requires Access To: Place an "X" in the appropriate box. Specify category.</p> <p>(16) Verification of Need to Know. To verify that the user requires access as requested.</p> <p>(16a) Expiration Date for Access. The user must specify expiration date if less than 1 year.</p> <p>(17) Supervisor's Name (Print Name). The supervisor or representative prints their name to indicate that the above information has been verified and that access is required.</p> <p>(17a) E-mail Address. Supervisor's e-mail address.</p> <p>(17b) Phone Number. Supervisor's telephone number.</p> <p>(17c) Supervisor's Organization/Department. Supervisor's organization and department.</p> <p>(17d) Supervisor's Signature. Supervisor's signature is required by the endorser's representative.</p> <p>(17e) Date. Date the supervisor signs the form.</p>	<p>(18) Phone Number. Functional appointee telephone number.</p> <p>(18a) Signature of Information Owner/Office of Primary Responsibility (OPR). Signature of the Information Owner or functional appointee of the office responsible for approving access to the system being requested.</p> <p>(18b) Date. The date the functional appointee signs the DD Form 2875.</p> <p>(19) Organization/Department. ISSO's organization and department.</p> <p>(19a) Phone Number. ISSO's telephone number.</p> <p>(19b) Signature of Information Systems Security Officer (ISSO) or Appointee. Signature of the ISSO or Appointee of the office responsible for approving access to the system being requested.</p> <p>(19c) Date. The date the ISSO or Appointee signs the DD Form 2875.</p> <p>(21) Optional Information. This item is intended to add additional information, as required.</p> <p>C. PART III: Verification of Background or Clearance.</p> <p>(22) Type of Investigation. The user's last type of background investigation (i.e., Tier 3, Tier 5, etc.).</p> <p>(22a) Investigation Date. Date of last investigation.</p> <p>(22b) Continuous Evaluation Enrollment Date. Date of CE enrollment. Leave blank if user is not enrolled in CE.</p> <p>(22c) Access Level. The access level granted to the user by the sponsoring agency/service (i.e. Secret, Top Secret, etc.). Access level refers to the access determination made on the basis of the user's individual need for access to classified information to perform official duties; a determination separate from the user's eligibility determination.</p> <p>(23) Verified By. The Security Manager or representative prints name to indicate that the above clearance and investigation information has been verified.</p> <p>(24) Phone Number. Security Manager's telephone number.</p> <p>(25) Security Manager Signature. The Security Manager or designated representative indicates that the above clearance and investigation information has been verified.</p> <p>(26) Verification Date. Date the Security Manager performed the background investigation and clearance information verification.</p> <p>D. PART IV: This information is site specific and existing blocks can be used to collect account-specific information. This information will specifically identify the access required by the user.</p> <p>E. DISPOSITION OF FORM:</p> <p>TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of CONTROLLED UNCLASSIFIED INFORMATION" and must be protected as such.</p> <p>FILING: Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DoD or by the Customer's ISSO. Recommend file be maintained by ISSO adding the user to the system.</p>

How to Remove CWAY Access

- **Command Career Counselor access** - To disable CCC access, the CMC/SEL or ISIC CCC must contact BUPERS-33 to request removal. This is required because the CMC/SEL directly supervises the CCC and unit CCs per OPNAVINST 1040.11D.
- **Departmental Career Counselor access** - To disable Dept CC access, the CCC must contact BUPERS-33 to request removal.

Note: Once disabled, the Sailor must submit a new SAAR (DD FORM 2875) to regain access.

To See a List of Sailors



The screenshot shows the Career Wxypoints website. The top navigation bar includes links for Home, Sailors, Control Analyst, AC/TAR/RC Analyst, Reports, Help, and Sign Out. A dropdown menu is open under the 'Sailors' link, showing options: Sailor Browser, Reenlistment (AC/TAR), MNA Marketplace, PACT Marketplace, Conversion (RC), and Transition (RC to AC). An orange callout box with an arrow pointing to 'Sailor Browser' contains the text: 'Click "Sailor Browser" for a listing of all Sailors.' The background of the page features a large anchor logo and the text 'Career Wxypoints' over a pattern of white stars on a dark blue field. A white box in the bottom right corner contains several announcements regarding updates to REGA information, Fleet RIDE ASVAB Cutscores, and the JOIN program.

Click "Sailor Browser" for a listing of all Sailors.

CWays has been updated with the new REGA information from **NAVADMIN 166/07**.

Fleet RIDE ASVAB Cutscores have been updated per **NAVADMIN 344/06**. Please contact our Help Desk if you have any questions.

Sailors can now take Job Opportunities in the Navy (JOIN) at <https://join.sscno.nmci.navy.mil/join/>, which is a measure of Sailors interest in Navy jobs / ratings. Their results can be reviewed in their Fleet RIDE record. This will add one more tool in your counseling tool box to help guide Sailors into ratings that they have the best opportunity to succeed!

Please contact me if you have any questions or issues regarding Fleet RIDE or JOIN.

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

To See a List of Sailors (Cont'd.)

Sailor Browser

SSN: DoD ID: Name: Rating: From ADSD: To ADSD: UIC: Dept: PG: Service: CO Recommends Retention:

Page size: 25

4881 items in 196 pages

SEAOS	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept	Rating	DIEMS	ADSD	PEBD	Up
Q	4-2-2	Sailor	MSO	Remaining	CO Recommends Retention	SSN4	D					
*	N				Yes							
*	N				No							
*	N				Requires Attention							
*	N				No							
*	N				Yes							
*	N				Requires Attention							
*	N				No							
*	N				Yes							
*	N				Requires Attention							
*	N				No							
*	N				Yes							
*	N				Yes							
*	N				Yes							
*	N				Requires Attention							
*	N				No							
*	N				Yes							
*	N				Requires Attention							
*	N				No							
*	N											

Ensure that the "UIC" field reflects the UIC you are inquiring about.

Select the appropriate status from the drop-down menu for CO Recommends Retention.

Yes
No
Requires Attention

DIEMS – Date Initially Entered Military Service.

CO Recommends Retention column shows the Sailor's current recommendation status.

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

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

IA/TAD Sailors

Career Waypoints has the option to assign Sailors a secondary UIC. This is helpful when assisting Sailors on Individual Augmentee (IA) or Temporary Additional Duty (TAD) assignments.

To assign a Secondary UIC, email BUPERS-33 with the Sailor's full name, rate/rank, the UIC for which you have Command Career Counselor access, and the date through which you need access to the Sailor (expiration date). The UIC will automatically be removed the day following the expiration date. Explain that the Sailor is attached to your command for IA or TAD assignment. Do not request access to the UIC to which the IA/TAD Sailor already belongs.

To Qualify a Sailor

The screenshot shows the 'Sailor Details' form in the Career Waypoints system. The form is divided into several sections: Summary, General Information, and Test Scores & Evaluations. The Summary section includes fields for SSN, DoD ID, Last Name, First Name, Middle Initial, Gender, and Date of Birth. The General Information section includes fields for PEBD, Service Code, Paygrade, Current Rating, Previously Held Rating, Security Clearance, MOD Code, MAS Code - Medical, MAS Code - Administrative, MAS Code - Training, UIC, Department, Secondary UIC, Secondary Department, Prospective Rate, US Citizen, Parents U.S. Born, All immediate family US Citizens, Civilian Education, NRA Code, Security Clearance Date, IMS Code, and Recommendation Date. The Test Scores & Evaluations section includes fields for Medical, Legal & Moral, and CTO Support. The form also has buttons for Edit, Notes, Locate Sailor, Export, and Close. An annotation points to the 'Edit' button, stating: 'Click on the Sailor you wish to qualify, and then click the Edit button.' Another annotation points to a row in the 'Q' column, stating: 'Any Sailor who does not have an asterisk "*" under the "Q" column needs to be qualified.'

Sailor Details

Summary

SSN: [] DoD ID: []
Last Name: [] First Name: [] Middle Initial: []
Gender: Male Date of Birth: []

General Information

PEBD: [] UIC: [] US Citizen: Yes []
Service Code: SELRES Department: [] Parents U.S. Born: Yes []
Paygrade: E6 Secondary UIC: [] All immediate family US Citizens: Yes []
Current Rating: [] Secondary Department: [] Civilian Education: HS Diploma []
Previously Held Rating: [] Prospective Rate: [] NRA Code: []
Security Clearance: Interim confidential Security Clearance Date: 1/1/2012
MOD Code: [] MDC Code: [] IMS Code: []
MAS Code - Medical: [] MAS Code - Administrative: [] MAS Code - Training: []
Recommends Retention: Yes [] No [] Requires Attention [] Recommendation Date: []
Sailor Intends to Separate: Yes [] No []
Reason 1: []
Reason 2: []
Reason 3: []
Other: []

Test Scores & Evaluations

Medical []
Legal & Moral []
CTO Support []

Buttons: Qualify, Apply Conversion (RC), Apply Transition (RC to AC), Notes, Save, Close

***** ALL SAILORS MUST BE QUALIFIED IN CWAY *****

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

To Qualify a Sailor (Cont'd.)

Sailor Details		
Summary		
SSN: <input type="text"/>	DoD ID: <input type="text"/>	
Last Name: <input type="text"/>	First Name: <input type="text"/>	Middle Initial: <input type="text"/>
Gender: <input type="text" value="Male"/>	Date of Birth: <input type="text"/>	
General Information		
PEBD: <input type="text"/>	UIC: <input type="text"/>	US Citizen: <input type="text" value="Yes"/>
Service Code: <input type="text" value="SELRES"/>	Department: <input type="text"/>	Parents U.S. Born: <input type="text" value="Yes"/>
Paygrade: <input type="text"/>	Secondary UIC: <input type="text"/>	All immediate family US Citizens: <input type="text" value="Yes"/>
Current Rating: <input type="text"/>	Secondary Department: <input type="text"/>	Civilian Education: <input type="text" value="HS Diploma"/>
Previously Held Rating: <input type="text"/>	Prospective Rate: <input type="text"/>	NRA Code: <input type="text"/>
Security Clearance: <input type="text" value="Interim confidential"/>		Security Clearance Date: <input type="text" value="1/1/2012"/>
MOD Code: <input type="text"/>	MDC Code: <input type="text"/>	IMS Code: <input type="text"/>
MAS Code - Medical: <input type="text"/>	MAS Code - Administrative: <input type="text"/>	MAS Code - Training: <input type="text"/>
CO Recommends Retention: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Requires Attention	Recommendation Date: <input type="text" value="4/3/2024"/>	
Sailor Intends to Separate: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text" value="4/19/2024"/>		
Reason 1: <input type="text"/>		
Reason 2: <input type="text"/>		
Reason 3: <input type="text"/>		
Other: <input type="text"/>		
Verify that all available drop-down items are completed correctly. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.		
Click on "Test Scores & Evaluations" to move to the next qualification.		
Test Scores & Evaluations		
Medical		
Legal & Moral		
CTO Support		

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

Sailor General Information Intends to Separate

Sailor Details		
Summary		
SSN: <input type="text"/>	DoD ID: <input type="text"/>	
Last Name: <input type="text"/>	First Name: <input type="text"/>	Middle Initial: <input type="text"/>
Gender: <input type="text" value="Male"/>	Date of Birth: <input type="text"/>	

General Information		
PEBD: <input type="text"/>	UIC: <input type="text"/>	US Citizen: <input type="text" value="Yes"/>
Service Code: <input type="text" value="SELRES"/>	Department: <input type="text"/>	Parents U.S. Born: <input type="text" value="Yes"/>
Paygrade: <input type="text"/>	Secondary UIC: <input type="text"/>	
Current Rating: <input type="text"/>	Primary Department: <input type="text"/>	
Previously Held Rating: <input type="text"/>	Respective Rate: <input type="text"/>	
Security Clearance: <input type="text" value="Interim con"/>	MDC Code: <input type="text"/>	
MOD Code: <input type="text"/>	Administrative: <input type="text"/>	
MAS Code - Medical: <input type="text"/>	Recommendation Date: <input type="text"/>	
CO Recommends Retention: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Requires Attention		
Sailor Intends to Separate: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>		
Reason 1: <input type="text"/>		
Reason 2: <input type="text"/>		
Reason 3: <input type="text"/>		
Other: <input type="text"/>		
What would it take for you to stay Navy?		
Most Important: <input type="text"/>		
Second Most Important: <input type="text"/>		
Third Most Important: <input type="text"/>		
Other: <input type="text"/>		
May Navy contact you regarding your feedback? <input type="radio"/> Yes <input type="radio"/> No	Phone: <input type="text"/>	Email: <input type="text"/>

Test Scores & Evaluations
Medical
Legal & Moral
CTO Support

Sailor Intends to Separate check either Yes or No.

Add date is required in order to Save the updates.

If Yes is checked, the drop-down list will activate. Multiple Reasons may be added.

If selecting Other, add a detailed note explaining why the Sailor Intends to Separate.

If Yes is checked, it will activate the drop-down box and the question:

"What would it take for you to stay Navy?"

Choose an answer from the drop-down list.

Multiple selections may be added.

If selecting Other, add a detailed note explaining what it would take to stay Navy.

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

To Qualify a Sailor (Cont'd.)

Sailor Details																	
Summary																	
SSN:						DoD ID:											
Last Name:						First Name:						Middle Initial:					
Gender:						Date of Birth:											
General Information																	
Test Scores & Evaluations																	
ASVAB Exam Date:	ASVAB Version:	GS:	AR:	WK:	PC:	MK:	EI:	AS:	MC:	AO*:	VE:	CS*:	NO*:	AFQT:			
4/16/2004	02E	60	63	63	74	72	74	72	75	60	65	65	60	85			
NAPT Exam Date:	NAPT*:	DLAB Exam Date:			DLAB**:			Promotion Recommendations									
1/1/2009	90	8/1/2006			100			Early Promote				11/15/2020					
								Must Promote				11/15/2019					
* AO/CS/NO/NAPT - Optional ** DLAB required for CTI																	
<div>Verify all of the testing information. Make sure that the ASVAB scores are composite scores, <u>not</u> raw scores. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.</div> <div>Note: See the following page for examples of the three types of ASVAB scores and how to contact AFCT for further assistance.</div> <div>Click on "Medical" to move to the next qualification.</div>																	
Medical																	
Legal & Moral																	
CTO Support																	
Qualify				Notes				Save				Close					

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

ASVAB Scores and AFCT Contact

The following are three examples of ASVAB scores seen in CWAY.

Example 1 - good ASVAB scores in CWAY on the Sailor Detail page that require no action by CCC.

ASVAB Version:	GS:	AR:	WK:	PC:	MK:	EI:	AS:	MC:	AO*:	VE:	CS*:	NO*:	AFQT:
07E	57	59	48	54	62	56	49	67	68	50	0	0	70

Example 2 - ASVAB scores that are raw scores. The scores haven't been converted to standard ASVAB scores. The CCC needs to find the correct scores in the Sailor OMPF or on the DD1966. If the CCC can't find the correct scores they need to contact the AFCT help desk for assistance. Sample below on Example 3.

ASVAB Version:	GS:	AR:	WK:	PC:	MK:	EI:	AS:	MC:	AO*:	VE:	CS*:	NO*:	AFQT:
05E	8	11	21	0	9	18	5	9	11	62	0	0	0

Example 3 - ASVAB scores that are zeros. The CCC needs to find the scores in the Sailor OMPF or on the form DD1966. If the CCC can't find the correct scores they need to contact the AFCT help desk for assistance.

ASVAB Version:	GS:	AR:	WK:	PC:	MK:	EI:	AS:	MC:	AO*:	VE:	CS*:	NO*:	AFQT:
21B	0	0	0	0	0	0	0	0	0	0	0	0	86

Email address for the AFCT help desk is - **AFCTHelpdesk@navy.mil**

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

To Qualify a Sailor (Cont'd.)

Sailor Details

Summary

SSN:

DoD ID:

Last Name:

First Name:

Middle Initial:

Gender:

Date of Birth:

General Information

Test Scores & Evaluations

Medical

Color Perception:

Stereoscopic Vision:

Hearing Acuity:

Speech Impediment:

Vision All 20/20 ? ☐

Distant Uncorrected Vision

Left:

Right:

Near Uncorrected Vision

Left:

Right:

Distant Corrected Vision

Left:

Right:

Near Corrected Vision

Left:

Right:

Verify that all medical information is accurate.
Your Medical Department Representative (MDR)
or Medical Department LCPO must verify locally.
Incorrect information will lead to this Sailor
qualifying or not qualifying for potential ratings.

Click on "Legal & Moral" to
move to the next qualification.

Legal & Moral

CTO Support

Qualify

Notes

Save

Close

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

To Qualify a Sailor (Cont'd.)

Sailor Details

Summary

SSN:

DoD ID:

Last Name:

First Name:

Middle Initial:

Gender:

Date of Birth:

General Information

Test Scores & Evaluations

Medical

Legal & Moral

Moral Turpitude Offenses:

Adverse Personal History:

Civil Convictions, Courts Martial, or NJP:

History of Drug Abuse:

Alcohol Abuse:

Security Clearance Eligible:

Moral Turpitude Offenses: Mark yes if "Any minor offense that involves moral turpitude, or evidences unreliability such as theft (including shop-lifting), assault and battery, carrying a concealed weapon, etc., may be considered disqualifying." Refer to Sailor's DD Form 1966 or previous disclosure.

Adverse Personal History: "Any person who has been treated for mental illness must produce medical evidence of successful treatment." Mark yes if Sailor is currently undergoing treatment for a mental illness.

Civil Convictions, Court Martial, or NJP: Mark yes if "Criminal Record of (1) conviction by Courts Martial, (2) punishment under Article 15 of the UCMJ within the last 24 months, or (3) civilian convictions other than minor traffic violations."

History of Drug Abuse: Mark yes if "illegal or non-medical use or possession of drugs." Refer to Sailor's DD Form 1966 for previous disclosure.

Alcohol Abuse: Mark yes if the Sailor's "use of alcohol is to the extent that it has an adverse effect on the user's health or behavior, family, community, or the Navy, or leads to unacceptable behavior as evidenced by one or more alcohol-induced incidents."

Security Clearance Eligible: "Applicants with juvenile or police records, regardless of whether a moral waiver is required, must be screened for eligibility for a security clearance. Any applicant not considered eligible for a security clearance may not be converted to a rating for which a security clearance may be required."

CTO Support

Qualify

Notes

Save

Click on "CTO Support" to move to the next tab.

Close

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

To Qualify a Sailor (Cont'd.)

Sailor Details

Summary

SSN:

DoD ID:

Last Name:

First Name:

Middle Initial:

Gender:

Date of Birth:

General Information

Test Scores & Evaluations

Medical

Legal & Moral

CTO Support

Assigned CTO Support:

Cell Phone Number:

Date of Separation Physical:

Separation Street Address 1:

Is the member qualified for separation?

Separation Street Address 2:

PERSUPP DET Separation Clerk Name:

Separation City:

PERSUPP DET Separation Clerk Email:

Separation State:

PERSUPP DET Separation Clerk Phone Number:

Separation Zip Code:

Sailor intends to decline quota: ☐

When all tabs have been verified for accuracy, click "Qualify".

CTO Support provides information on the assigned CTO support agents for this Sailor and other general information.

Qualify

Notes

Save

Close

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

22

To Qualify a Sailor (Cont'd.)

[illegible]

***** Commands are required to have 100% of their Sailors qualified in CWAY. *****

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

Career Exploration Module (CEM) Path

The screenshot displays three stacked panels, each representing a different type of qualified job search. Each panel has a sidebar on the left with various action buttons, and the 'CEM' button is highlighted with an orange box in each sidebar.

Conversion (RC) Qualified Jobs

SSN: [] Name: [] Present Rate: [] Gender: [M] Convert Out Status: [Open] Application Type: [Voluntary] Rating Status: [Open]

Refresh [Reset]

Transition (RC to AC) Qualified Jobs

SSN: [] Name: [] Present Rate: [] Gender: [] ADSD: [] YG: []

Service Component: [All] Total Active Service: Years: [] Months: [] Days: [] Desired Active Start Month: []

Refresh [Reset]

Reenlistment Qualified Jobs

SSN: [] Name: [] Pres Rate: [] Pros Rate: [] Gender: [Male]

Service Component: [SELRES] Display 10 Month Mark Jobs: [] Quota Month: [Jan-2024] Months to SEAOS: [15] In-Rate Quotas: [1] ConvOut Quotas: [5]

Refresh [Reset]

Table Headers:

Rating Name	Rating	Status	RIDE Rank	RIDE Score	RIDE/JOIN Rank	Conversion Quotas
-------------	--------	--------	-----------	------------	----------------	-------------------

There are no records to display.

Text Box:

Career Exploration Module can be accessed through the various Qualified Jobs screens by clicking the CEM button on the left side of the screen.

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

Career Exploration Module (CEM) Screen Operations

Qualify

Reset

Roadmap

View Job Card

View LaDR

Close

Qualified Jobs:

Rating	Rating Full Name	Status	RIDE Rank
ABE	Aviation Boatswains Mate Launching and Recovery Equipment	FullyQualified	70
ABF	Aviation Boatswains Mate Fuels	FullyQualified	59
ABH	Aviation Boatswain's Mate Aircraft Handling	FullyQualified	71
AC	Air Traffic Controller	FullyQualified	5
AD	Aviation Machinists Mate	FullyQualified	20
AE	Aviation Electricians Mate	FullyQualified	9
AG	Aeographer's Mate	FullyQualified	15
AIRC	Air Crew	NoCutScoreRule	75

Cut Score Rules: AC

Equation	Minimum Score	Auto Waiver	Manual Waiver	Sailor's Equation	Status
AR + MK + MC + VE	220	220	208	74 + 52 + 60 + 66 = 252	Met
OR					
AR + PC + MK	166	166	157	74 + 78 + 52 = 204	Met

Physical Qualification Rules: AC

Physical Qualification Criteria	Required	Waiverable	Status
No History of Drug Abuse	Yes	Yes	Met
No Alcohol Abuse	Yes	Yes	Met
Vision Correction	Yes	No	Met

Personal Information

US Citizen: Yes

Conversion To Status: SELRES

All immediate family US Citizens: Yes

Civilian Education: HS Diploma

Physical Qualifications

Examination Scores

Gender: Male

Paygrade: E3

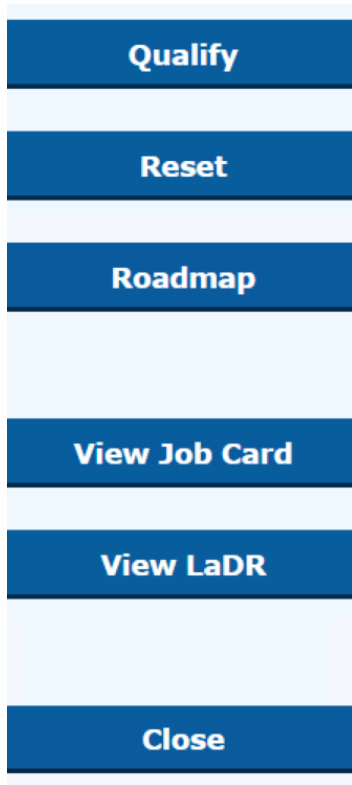
Both Parents US Born: Yes

Legal and Moral Information

Use the stack of buttons in the upper left corner to Reset the page results, review the components for a highlighted job opportunity, and to exit the CEM screen and return to the CWAY home screen.

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

Career Exploration Module (CEM) Screen Operations (Cont'd)



- **Qualify** populates the Qualified Jobs field after you have entered your selections in the Personal Information, Physical Qualifications, Examination Scores, and Legal and Moral Information tabs at the bottom of the window.
- **Reset** resets your entries under the Personal Information, Physical Qualifications, Examination Scores, and Legal and Moral Information tabs at the bottom of the window.
- **Roadmap** lists the Supplemental Qualifications, Examinations and Training Requirements Checklist, Requirements Not Met, and Qualification Steps necessary to qualify for the desired rating.
- **Job Card** gives a complete overview of the selected rating, showing the career path, job duties, working environment, and related civilian jobs.
- **LaDR** (Learning and Development Roadmap) outlines training and education milestones for each rating at each pay grade to optimize your Navy career path.
- **Close** exits the CEM and closes the window.

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

Career Exploration Module (CEM) Data Modification

Qualify

Reset

Roadmap

View Job Card

View LaDR

Close

Qualified Jobs:

Rating	Rating Full Name	Status	RIDE Rank
ABE	Aviation Boatswains Mate Launching and Recovery Equipment	FullyQualified	70
ABF	Aviation Boatswains Mate Fuels	FullyQualified	59
ABH	Aviation Boatswain's Mate Aircraft Handling	FullyQualified	71
AC	Air Traffic Controller	FullyQualified	5
AD	Aviation Machinists Mate	FullyQualified	20
AE	Aviation Electricians Mate	FullyQualified	9
AG	Aeographer's Mate	FullyQualified	15
AIRC	Air Crew	NoCutScoreRule	75

Cut Score Rules: AC

AR + MK +			
OR			
AR + PC +			

Physical C

No History			
No Alcohol Abuse	Yes	Yes	Met
Vision Correction	Yes	No	Met

Career Exploration Module (CEM) Qualified Jobs results can be modified by altering the inputs in the bottom section of the screen. The information in each of the four tabs can be modified to produce a new set of available Qualified Jobs.

Note: The CWAY CEM is for informational purposes only. Any data entered here does not change a Sailor's information in the Navy's database.

Personal Information
Physical Qualifications
Examination Scores
Legal and Moral Information

US Citizen: Yes

Conversion To Status: SELRES

All immediate family US Citizens: Yes

Civilian Education: HS Diploma

Gender: Male

Paygrade: E3

Both Parents US Born: Yes

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

Career Exploration Module (CEM) Data Modification (Cont'd)

Personal Information	Physical Qualifications	Examination Scores	Legal and Moral Information
US Citizen: Yes		Gender: Male	
Conversion To Status: AC		Paygrade: E3	
All immediate family US Citizens: Yes		Both Parents US Born: Yes	
Civilian Education: HS Diploma			

Personal Information: Click the arrow to the right of each data point to view the dropdown list of options for the specific entry field. Choose from the dropdown list to modify the information.

Personal Information	Physical Qualifications	Examination Scores	Legal and Moral Information
Distant Corrected Vision Left: 20	Distant Uncorrected Vision Left: 20	Distant Corrected Vision Right: 20	
Distant Uncorrected Vision Right: 20	Near Corrected Vision Left: 20	Near Uncorrected Vision Left: 20	
Near Corrected Vision Right: 20	Near Uncorrected Vision Right: 20	Stereoscopic Vision: Yes	
Hearing Acuity: Yes	Speech Clarity: Yes	Color Perception: Normal	

Physical Qualifications: Click the arrows to the right of each data point to raise or lower the entry field's value or view the dropdown list of options for the specific entry field. If a drop-down list, choose from the list to modify the information.

Personal Information	Physical Qualifications	Examination Scores	Legal and Moral Information
AR: 74	AS: 75	CS: 75	EI: 60
GS: 63	MC: 60	MK: 52	NO: 0
PC: 78	VE: 66	WK: 66	AO: 79
AFQT: 69	NAPT: 70	DLAB: 100	

Examination Scores: Click the arrows to the right of each data point to raise or lower the entry field's value.

Personal Information	Physical Qualifications	Examination Scores	Legal and Moral Information
Moral Turpitude Offenses: No		History of Drug Abuse: No	
Adverse Personal History: No		Alcohol Abuse: No	
Civil Convictions, Courts Martial, or NJP: Yes		Security Clearance Eligible: Yes	

Legal and Moral Information: Click the arrow to the right of each data point to view the dropdown list of options for the specific entry field. Choose from the dropdown list to modify the information.

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

Career Exploration Module (CEM) Data Modification Results

Qualify

Reset

Roadmap

View Job Card

View LaDR

Close

Qualified Jobs:

Rating	Rating Full Name	Status	RIDE Rank
ABE	Aviation Boatswains Mate Launching and Recovery Equipment	Unqualified	31
ABF	Aviation Boatswains Mate Fuels	Unqualified	31
ABH	Aviation Boatswain's Mate Aircraft Handling	Unqualified	31
AC	Air Traffic Controller	Unqualified	31
AD	Aviation Machinists Mate	Unqualified	31
AE	Aviation Electricians Mate	FullyQualified	3
AG	Aeographer's Mate	FullyQualified	5
AM	Aviation Structural Mechanic	Unqualified	31

Cut Score Rules: AD

Equation	Minimum Score	Auto Waiver	Manual Waiver	Sailor's Equation	Status
MK + EI + VE	152	152	143	52 + 60 + 66 = 178	Met
OR					
AS + MK + VE	152	152	143	75 + 52 + 66 = 193	Met

Physical Qualification Rules: AD

Physical Qualification Criteria	Required	Waiverable	Status
Vision Correction	Yes	No	Met
Normal Hearing Acuity	Yes	No	Not Met
Normal Color Perception	Yes	No	Met

After modifying data, click the **Qualify** button to refresh the *Qualified Jobs*, *Cut Score Rules*, and *Physical Qualifications Rules* results. Click to highlight a job of interest to review that job's information.

Note: The CWAY CEM is for informational purposes only. Any data entered here does not change a Sailor's information in the Navy's database.

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

4-2-2 Sailor

Sailor Browser

SSN: DoD ID: Name: Rating: From ADSD: To ADSD: UIC: Dept: PG: Service: CO Recommends Retention:

Page size: 25

4881 items in 196 pages

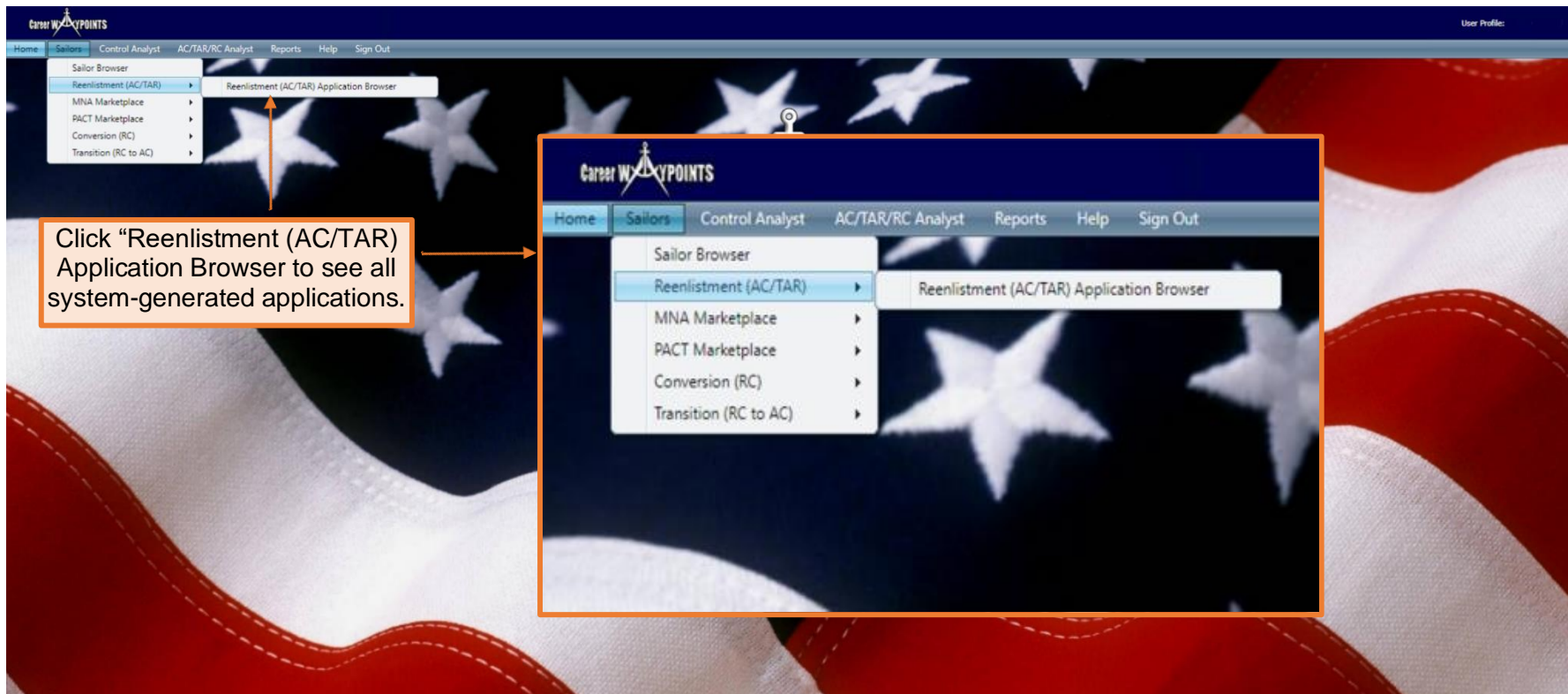
Q	4-2-2 Sailor	MSO Remaining	CO Recommends Retention	EAOS	SEAOS	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept	Rating	DIEMS	ADSD	PEBD	Up
*	N		Yes														
*	N		No														
*	N		Requires Attention														
*	N		No														
*	N		Yes														
*	N		Requires Attention														
*	N		No														
*	N		Yes														
*	N		Requires Attention														
*	N		No														
*	N		Yes														
*	N		Yes														
*	N		Requires Attention														
*	N		No														
*	N		Yes														
*	N		Requires Attention														
*	N		No														
*	N																

4-2-2 Sailor Y or N

Military Service Obligation (MSO) states number of months remaining to meet MSO requirement.

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

Submitting an Application through the “CWAY Application Browser”



Applications can be submitted under either “Sailors > CWAY Application Browser” or “Sailors > Sailor Browser.”

Most CCCs utilize the “CWAY Application Browser” to submit CWAY applications. All system-generated applications can be found in this section.

AC/TAR Sailors applying for Reenlistment and Conversion apply in My Navy Assignments during their PRD window.

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

Submitting an Application through the “CWAY Application Browser” (Cont’d.)

The screenshot displays the 'Reenlistment (AC/TAR) Application Browser' interface. At the top, there is a header bar with the title. Below it, a search bar contains the status 'Initial - Action Required, Saved - Action Req.'. To the right of the search bar are input fields for SSN, DoD ID, Name, Rating, EMC, Service, App Reason, UIC, and Dept. A 'Refresh' button is located below the search bar. On the left side, there is a sidebar with buttons for 'Application Details', 'Validate Batch', 'Batch Submit All', 'Edit Sailor', 'Application History', 'Official Letter', 'Export', 'Notes', and 'Close'. The main area shows a table of applications with columns for Status, App Reason, Critical, UIC, 2nd UIC, VE, EADS, SEAOS, PRD, and Proc Month. A date picker is open, showing a calendar for August 2023. Three callout boxes provide instructions: 1. 'Applications with a specific status can be viewed by selecting one or multiple statuses from the menu. Select “All” to view all Applications' (pointing to the status dropdown). 2. 'To open an application, click on the application and select “Application Details”' (pointing to the 'Application Details' button). 3. 'To ensure you see all system-generated applications, expand the “From” and “To” dates. We recommend expanding the “To Date” for three months out at a minimum.' (pointing to the 'To Date' field).

Reenlistment (AC/TAR) Application Browser

Status: Initial - Action Required, Saved - Action Req.

SSN: DoD ID: Name: Rating: EMC: Service: App Reason: UIC: My UICs Dept:

Refresh

Application Details

Validate Batch

Batch Submit All

Edit Sailor

Application History

Official Letter

Export

Notes

Close

Applications with a specific status can be viewed by selecting one or multiple statuses from the menu. Select “All” to view all Applications

To open an application, click on the application and select “Application Details”

To ensure you see all system-generated applications, expand the “From” and “To” dates. We recommend expanding the “To Date” for three months out at a minimum.

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

SELRES 4-2-2 Sailor

Reenlistment (AC/TAR) Application Browser

Status: Initial - Action Required, Saved - Action Required

SSN: DoD ID: Name: Rating: EMC: Service: App Reason: UIC: Dept:

Refresh From Date: Aug-2023 To Date: Nov-2023 Expiration Month: **Reset**

1077 items in 44 pages

Need Review	Member and CO Concur	Notes	4-2-2 Sailor	Reason	Critical NEC	UIC	2nd UIC	YG	EAOS	SEAOS	PRD	Proc Month	Expire Month	Looks Remaining	Looks Received
Y	Y	Y	Y												
Y	Y	*	Y												
*	Y		Y												
	Y		Y												
	Y		Y												
*	Y		Y												
			Y												
Y			Y												
Y			Y												
Y		*	Y												
Y		*	Y												
Y			Y												
Y			Y												
Y		*	Y												
Y			Y												
Y			Y												
Y		*	Y												

4-2-2 Sailor Y or N

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

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

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating: CS	Year Group: YG 2021	UIC:	Critical NECs: <input type="text"/>	Application Status: Initial - Action Required
Pres Rate: CS3	EAOS: 7/15/2024	RPT Date: 8/16/2022	<input type="text"/>	Sailor Name:
Pros Rate:	Soft EAOS: 7/15/2024	PEBD: 12/16/2020	<input type="text"/>	SSN (last 4):
Current EMC: B650	PRD: 1/15/2025	EDLN:	<input type="text"/>	
Service Component: AC	ADSD: 12/16/2020	EDLN Code:		
4-2-2 Sailor: Y	ACC Code: 100	Warfare Designator:		

Reenlistment (AC/TAR) Application Options

Component Type: ☐ AC or TAR ☒ SELRES

Application Type

☒ In-Rate Only ☐ Not Applying This Month

☐ In-Rate, Willing To Convert ☐ Not Eligible

☐ Convert Only

☐ TRP (Golden/Silver Ticket)

Process Month:

In-Rate	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Yes	n/a	n/a	1	0	1	

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision

The SELRES window is 10 to 3 months. CWAY will auto-create a SELRES Application for 4-2-2 Sailors all the way to 3 months prior to SEAOS. If CCC does not submit a required SELRES 4-2-2 application, it will be a "Failed to Submit".

MSO remaining is 6 years minus Service time.

- Service time is the time between Date of Initial Entry to Military Service (DIEMS) and SEAOS. This includes time spent in Delay Entry Program (DEP time).

☐ I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

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

Creating a Non 4-2-2 SELRES Application

Reenlistment (AC/TAR) Application Details						
Sailor Information						
Current Rating: CS	Year Group: YG 2021	UIC:	Critical NECs:	Application Status: Initial - Action Required		
Pres Rate: CS3	EAOS: 7/15/2024	RPT Date: 8/16/2022		Sailor Name:		
Pros Rate:	Soft EAOS: 7/15/2024	PEBD: 12/16/2020		SSN (last 4):		
Current EMC: B650	PRD: 1/15/2025	EDLN:				
Service Component: AC	ADSD: 12/16/2020	EDLN Code:				
4-2-2 Sailor: Y	ACC Code: 100	Warfare Designator:				
Reenlistment (AC/TAR) Application Options						
Component Type: <input type="radio"/> AC or TAR <input checked="" type="radio"/> SELRES			Process Month: Jan-2024			
Application Type						
<input checked="" type="radio"/> In-Rate Only <input type="radio"/> Not Applying						
<input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Not Eligible						
<input type="radio"/> Convert Only						
<input type="radio"/> TRP (Golden/Silver Ticket)						
<div> <div>1. Select "SELRES" for Component Type.</div> <div>2. Complete the required "SELRES Fields."</div> </div>						
In-Rate	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Yes	n/a	n/a	1	0	1	
Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice:						
2nd Choice:						
3rd Choice:						
SELRES Fields						
Preferred NRC:		Sailor Phone:		Sailor Email:		
Reenlistment (AC/TAR) Application Details						
<input type="checkbox"/> I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.						
Submit		Save		Close		

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

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

SELRES Applications

Per MILPERSMAN 1306-1501, the CCC may contact the SELRES Enlisted Community Manager directly to request a SELRES quota (*not a reset*) for Sailors within 90 days from SEAOS. Resets for SELRES are NOT authorized during this period.

In-Rate Only Application SELRES

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating: CS Year Group: YG 2018 UIC: Critical NECs: Application Status: **Initial - Action Required**
Pres Rate: CS1 EAOS: 11/15/2024 RPT Date: 5/9/2008 Sailor Name:
Pros Rate: Soft EAOS: 11/15/2024 PEBD: 10/15/2017 SSN (last 4):
Current EMC: B650 PRD: 11/15/2024 EDLN:
Service Component: AC ADSD: 10/15/2017 EDLN Code: AIR
4-2-2 Sailor: N ACC Code: 100 Warfare Designator:

Reenlistment (AC/TAR) Application Options

Component Type: ☐ AC or TAR ☒ SELRES

Process Month:

Application Type

- ☒ In-Rate Only ☐ Not Applying This Month
- ☐ In-Rate, Willing To Convert ☐ Not Eligible
- ☐ Convert Only
- ☐ TRP (Golden/Silver Ticket)

[Explain Other](#)

[Explain Other](#)

In-Rate	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Yes	n/a	n/a	1	0	0	

Conversion Choices		Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice:	<input type="text"/>						
2nd Choice:	<input type="text"/>						
3rd Choice:	<input type="text"/>						

SELRES Fields

Preferred NRC:

Sailor Phone:

Fill in all information under the "CWAY Applications Details" section. This is applicable for all In-Rate applications.

Reenlistment (AC/TAR) Application Details

☒ I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

[Submit](#)

[Save](#)

[Close](#)

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

In-Rate Only Application SELRES (Cont'd.)

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating: CS	Year Group: YG 2021	UIC:	Critical NECs:	<input type="text"/>	Application Status: Initial - Action Required
Pres Rate: CS3	EAOS: 11/15/2024	RPT Date: 8/16/2022		<input type="text"/>	Sailor Name:
Pros Rate:	Soft EAOS: 11/15/2024	PEBD: 3/16/2021		<input type="text"/>	SSN (last 4):
Current EMC: B650	PRD: 10/15/2024	EDLN:		<input type="text"/>	
Service Component: AC	ADSD: 3/16/2021	EDLN Code:			
4-2-2 Sailor: Y	ACC Code: 100	Warfare Designator:			

Reenlistment (AC/TAR) Application Options

Reenlistment (AC/TAR) Application Details

Security Clearance Level:

Has been on OSA\GSA\IA:

Date of last NJP:

Promotion Recommendations

Early Promote

Must Promote

Fill in all information under the "CWAY Applications Details" section. If a Sailor does not have five evaluations, make a note explaining why. Remember, the ECMs read these notes and it could be a determining factor in the decision process. This is applicable for all In-Rate applications.

Update all requested information. Check the validation box and click the "Submit" button.

☐ I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit

Save

Close

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

In-Rate, Willing to Convert Application SELRES

In-Rate, Willing to Convert, and Convert Only application options are only for those Sailors applying for SELRES. A Sailor wanting to convert who is not applying for SELRES must apply for In-Rate or conversion in MNA Conversion.

Reenlistment (AC/TAR) Application Options

Component Type: ☐ AC or TAR ☒ SELRES **Process Month:** Jan-2024

Application Type

☐ In-Rate Only ☐ Not Applying This Month

☒ In-Rate, Willing To Convert ☐ Not Eligible

☐ Convert Only

☐ TRP (Golden/Silver Ticket)

This application can be used for all Sailors applying for SELRES quota. The SELRES window is 10 to 3 months from SEAOS. The application will first be racked and stacked In-Rate; if disapproved, then it will be racked and stacked for the conversion choices (1st – 3rd). If there are no conversion options populating, the ECM may not be allowing convert-out opportunities. We recommend that you verify by viewing the ECM's rating community health slides located on the MyNavy HR website.

Link: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/>

Convert Only Application

Reenlistment (AC/TAR) Application Options

Component Type: ☐ AC or TAR ☒ SELRES **Process Month:** Jan-2024

Application Type

☐ In-Rate Only ☐ Not Applying This Month

☐ In-Rate, Willing To Convert ☐ Not Eligible

☒ Convert Only

☐ TRP (Golden/Silver Ticket)

In-Rate	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
	n/a	n/a				
Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision

Only Sailors requesting SELRES can apply for Conversion quota in CWAY. The SELRES window is 10 to 3 months from SEAOS.

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

Not Eligible Application

Reenlistment (AC/TAR) Application Options

Component Type: ☐ AC or TAR ☒ SELRES **Process Month:**

Application Type
☐ In-Rate Only ☐ Not Applying This Month
☐ In-Rate, Willing To Convert ☒ Not Eligible
☐ Convert Only
☐ TRP (Golden/Silver Ticket)

COVID vaccination refusal
Discipline - Admin SEP
Loss of Security Clearance
Not Recommended - Evaluations
Other

Explain Other

Explain Other

In-Rate	Qualification Status	Ride Rank	Published Quotas	Decision
	n/a	n/a		

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice:						
2nd Choice:						
3rd Choice:						

“Not Eligible” applications are used for Sailors who are NOT eligible to affiliate in the SELRES.

Common reasons are provided in the drop-down. If you have another reason, select “Other” and you will be prompted to provide the reasons in the “Explain Other” box.

Note: “Not Eligible” applications are only available for mandatory CWAY applications. In the event you have an application that is outside the mandatory reason, and the Sailor becomes ineligible for reenlistment, select “Cancel.”

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

Not Applying This Month Application

Reenlistment (AC/TAR) Application Options

Component Type: ☐ AC or TAR ☒ SELRES **Process Month:** Jan-2024

Application Type

☐ In-Rate Only ☒ Not Applying This Month

☐ In-Rate, Willing To Convert ☐ Not Eligible

☐ Convert Only

☐ TRP (Golden/Silver Ticket)

Explain Other

Explain Other

In-Rate	Qualification Status	Ride Rank
	n/a	n/a

Conversion Choices	Qualification Status
1st Choice:	
2nd Choice:	
3rd Choice:	

Member not available for Counseling
Waiting for updated ASVAB
Waiting for updated Security Clearance
Waiting for updated Citizenship
No quota available for Member desires
Member undecided
Other
Out of in-rate looks and no interest in convert
Out of in-rate looks and no convert opportunities
Career Intermission Program
No desire to convert rating at this time
No desired SELRES quotas available

Quotas	Decision

Quotas	Decision

If a Sailor has no desire to apply for CWAY during a system-generated application, enter a “Not Applying This Month” application.

If the reason for not submitting is not listed in the drop-down, select “Other” and provide a reason when prompted.

Ensure the Sailor understands they are losing an opportunity for one of their scheduled looks.

Note: These applications are only available for mandatory CWAY applications; otherwise, select “Cancel.”

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Submitted

Current Rating: CS

Pres Rate: CS3

Pros Rate:

Current EMC: B650

Service Component: AC

4-2-2 Sailor: Y

Year Group: YG 2021

EAOS: 7/15/2024

Soft EAOS: 7/15/2024

PRD: 1/15/2025

ADSD: 12/16/2020

ACC Code: 100

UIC:

RPT Date: 8/16/2022

PEBD: 12/16/2020

EDLN:

EDLN C

Warfare Design

Critical NECs:

Application Status: Initial - Action Required

Sailor Name:

SSN (last 4):

Reenlistment

Component Type: ☐ AC or TAR ☒ SELRES

Application Type

☒ In-Rate Only ☐ Not Applying This Month

☐ In-Rate, Willing To Convert ☐ Not Eligible

☐ Convert Only

☐ TRP (Golden/Silver Ticket)

Explain Other

Explain Other

In-Rate	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Yes	n/a	n/a	1	0	1	

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice:						
2nd Choice:						
3rd Choice:						

SELRES Fields

Preferred NRC:

Sailor Phone:

Sailor Email:

Reenlistment (AC/TAR) Application Details

☐ I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit

Save

Close

After verifying that all of the information is correct and accurate, submit the Sailor's application. Ensure that the word "Submitted" appears in the "Application Status." The Application must be submitted and not just saved in order to be racked and stacked.

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

Notes

The screenshot displays the 'Reenlistment (AC/TAR) Application Browser' interface. A modal window titled 'Notes' is open, showing a form for adding or editing notes. The form includes fields for 'Name', 'DoD ID', and a large text area for 'Note'. Below the text area is a 'History' section showing previous entries with timestamps and descriptions. The background interface includes search filters (Status, SSN, DoD ID, Name, Rating, EMC, Service, App Reason, UIC, Dept), a 'Refresh' button, and a table of application details. The table has columns for 'Need Review', 'Member and CO Concur', 'Notes', '4-2-2 Sailor', and 'Cu Ra'. The 'Notes' modal window has a 'Save' button, a 'Notes Report' button, and a 'Close' button.

Notes Modal Window:

Name :
DoD ID :
Note :
History :
 ***** 7/31/2023 3:51:29 PM
 ***** 7/31/2023 3:51:29 PM
 An application was administratively cancelled because the Sailor is no longer eligible for reenlistment.
 ***** 7/31/2023 3:51:28 PM
 ***** 7/31/2023 3:51:28 PM
 An application was administratively unsubmitted because the Sailor is no longer eligible for
 Save Notes Report Close

The “Notes” section of CWAY is intended as an opportunity to allow communication between the Career Counselors and the Enlisted Community Managers. If the Sailor recently earned his/her warfare device or NEC and it is not reflected in the CWAY “Sailor Details” page, verify receipt and make a note.

Note: BUPERS-33 cannot update warfare devices and NECs. If it is missing, contact your Command Pass Coordinator or Personnel Department.

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

Submitting an Application through the Sailor Browser

The screenshot shows the 'Sailor Browser' interface. At the top, there are input fields for SSN, DoD ID, Name, Rating, From ADSD, To ADSD, UIC (with a 'My UICs' dropdown), Dept, PG, Service, and CO Recommends Retention (with a dropdown menu showing 'Yes', 'No', and 'Requires Attention'). A 'Reset' button is on the right. Below these fields is a 'Refresh' button. On the left side, there is a sidebar with buttons: 'Edit', 'Notes', 'Locate Sailor', 'Export', and 'Close'. An orange callout box with three numbered steps is overlaid on the interface:

1. Type in the Sailor's SSN or last name, first name.
2. Click on "Refresh."
3. Click "Edit" to open the record.

The main area displays a table of sailor records. The table has columns: EAOS, SEAOS, EOS, SEOS, PG, UIC, Dept, 2nd UIC, 2nd Dept, Rating, DIEMS, ADSD, PEBD, and Up. The first row is highlighted. Below the table, there is a pagination bar showing '4881 items in 196 pages'.

All applications can be submitted under "Sailors" > "Sailor Browser." If CWAY does not automatically generate the application, then the TRP and SELRES application has to be entered via "Sailors" > "Sailor Browser."

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Submitting an Application through the Sailor Browser (Cont'd.)

Sailor Details					
Summary					
SSN:	<input type="text"/>	DoD ID:	<input type="text"/>		
Last Name:	<input type="text"/>	First Name:	<input type="text"/>		
Gender:	<input type="text" value="Male"/>	Date of Birth:	<input type="text" value="7/1/1990"/>		
Middle Initial:	<input type="text"/>				
General Information					
PEBD:	<input type="text"/>	UIC:	<input type="text"/>		
Service Code:	<input type="text" value="SELRES"/>	Department:	<input type="text"/>		
Paygrade:	<input type="text"/>	Secondary UIC:	<input type="text"/>		
Current Rating:	<input type="text"/>	Secondary Department:	<input type="text"/>		
Previously Held Rating:	<input type="text"/>	Prospective Rate:	<input type="text"/>		
Security Clearance:	<input type="text" value="Interim confidential"/>		US Citizen:	<input type="text" value="Yes"/>	
MOD Code:	<input type="text"/>	MDC Code:	<input type="text"/>	Parents U.S. Born:	<input type="text" value="Yes"/>
MAS Code - Medical:	<input type="text"/>	MAS Code - Administrative:	<input type="text"/>	All immediate family US Citizens:	<input type="text" value="Yes"/>
			Civilian Education:	<input type="text" value="HS Diploma"/>	
			NRA Code:	<input type="text"/>	
			Security Clearance Date:	<input type="text" value="1/1/2012"/>	
			IMS Code:	<input type="text"/>	
			MAS Code - Training:	<input type="text"/>	
CO Recommends Retention: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Requires Attention				Recommendation Date: <input type="text"/>	
Sailor Intends to Separate: <input type="radio"/> Yes <input type="radio"/> No <input type="text"/>					
Reason 1: <input type="text"/>					
Reason 2: <input type="text"/>					
Reason 3: <input type="text"/>					
Other: <input type="text"/>					
<div>The "Apply Reenlistment (AC/TAR)" button is available when:<ul style="list-style-type: none">Sailor is eligible for TRP: available 16 to 4 months from SEAOSSailor is 4-2-2: available 10 to 3 months from SEAOSSailor is non 4-2-2: available 10 to 3 months from SEAOS, if eligible for SELRES</div>					
Medical					
Legal & Moral					
C TO Support					
<div><input type="button" value="Qualify"/> <input type="button" value="Apply Conversion (RC)"/> <input type="button" value="Apply Transition (RC to AC)"/> <input type="button" value="Notes"/> <input type="button" value="Save"/> <input type="button" value="Close"/></div>					

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

In-Rate & Conversion Opportunities

Reenlistment Qualified Jobs

SSN:

Name:

Pres Rate:

Pros Rate:

Gender:

ConvOut Quotas:

Service Component:

Display 10 Month Mark Jobs:
☐

Quota Month:

Months to SEAOS:

In-Rate Quotas:

Page size: 25

61 items in 3 pages

Rating Name	Rating	Status	RIDE Rank	RIDE Score	RIDE/JOIN Rank	Conversion Quotas
Explosive Ordnance Disposal	EOD	Preliminary eligible	1	78.85	N/A	
Cryptologic Technician Maintenance	CTM	Preliminary eligible	2	76.83	N/A	
Aviation Electricians Mate	AE	Preliminary eligible	3	75.79	N/A	
Aviation Electronics Technician	AT	Preliminary eligible	3	75.79	N/A	
Information Technician	IT	Preliminary eligible	5	75.00	N/A	
Cryptologic Technician Collection	CTR	Preliminary eligible	6	74.50	N/A	9 (0)
Intelligence Specialist	IS	Preliminary eligible	7	74.00	N/A	9 (0)
Air Traffic Controller	AC	Preliminary eligible	8	73.65	N/A	9 (0)
Sonar Technician Surface	STG	Preliminary eligible	9	72.50	N/A	9 (0)
Cryptologic Technician Technical	CTT	Preliminary eligible	10	72.00	N/A	9 (0)
Special Warfare Boat Operator	SB	Preliminary eligible	11	71.82	N/A	9 (0)
Sonar Technician Submarine	STS	Preliminary eligible	12	70.73	N/A	9 (0)
Navy Diver	ND	Preliminary eligible	15	70.24	N/A	9 (0)
Construction Mechanic	CM	Preliminary eligible	16	70.20	N/A	9 (0)
Naval Aircrewmen	AWF	Preliminary eligible	17	70.08	N/A	9 (0)
Naval Aircrewmen	AWO	Preliminary eligible	17	70.08	N/A	9 (0)
Special Warfare Operator	SO	Preliminary eligible	19	69.51	N/A	9 (0)
Hospital Corpman	HM	Preliminary eligible	20	69.31	N/A	9 (0)
Geographer's Mate	AG	Preliminary eligible	21	68.18	N/A	9 (0)
Naval Aircrewmen	AWR	Preliminary eligible	22	67.96	N/A	9 (0)
Naval Aircrewmen	AWS	Preliminary eligible	22	67.96	N/A	9 (0)
Mass Communications Specialist	MC	Preliminary eligible	24	67.13	N/A	9 (0)
Interior Communications Electrician	IC	Preliminary eligible	25	66.29	N/A	9 (0)
Electronic Technician	ET	Preliminary eligible	26	66.23	N/A	9 (0)
Fire Controlman	FC	Preliminary eligible	26	66.23	N/A	9 (0)

Confirm whether or not the Sailor has conversion opportunities by checking In-Rate quotas and Convert Out quotas.

The "CWAY Qualified Jobs" screen shows the number of In-Rate and Convert Out quotas, as shown above. If you try to submit your Sailor for a conversion quota and cannot determine why there are no conversion options, utilize this screen to see whether or not the Sailor has conversion opportunities. To determine ratings open for In-Rate or Conversion, review SELRES Overviews for Convert Out and Convert In opportunities.

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

In-Rate & Conversion Opportunities (Cont'd.)

Reenlistment Qualified Jobs

SSN:

Service Component:

Name:

Display 10 Month Mark Jobs:
☐

Pres Rate:

Quota Month:

Pros Rate:

Months to SEAOS:

Gender:

In-Rate Quotas:

ConvOut Quotas:

View Job Card

View LaDR

Add'l Job Reqs.

Reenlist Application

Notes

CEM

Printable Job List

JOIN Rating Results

JOIN Job Groups

Close

61 items in 3 pages

Rating Name	Rating	Status	RIDE Rank ▲	RIDE Score	RIDE/JOIN Rank	Conversion Quotas
Explosive Ordnance Disposal	EOD	Preliminary eligible	1	78.85	N/A	
Cryptologic Technician Maintenance	CTM	Preliminary eligible	2	76.83	N/A	
Aviation Electricians Mate	AE	Preliminary eligible	3	75.79	N/A	
Aviation Electronics Technician	AT	Preliminary eligible	3	75.79	N/A	
Information Technician	IT	Preliminary eligible	5	75.00	N/A	
Cryptologic Technician Collection	CTR	Preliminary eligible	6	74.50	N/A	
Intelligence Specialist	IS	Preliminary eligible	7	74.00	N/A	
Air Traffic Controller	AC	Preliminary eligible	8	73.65	N/A	
Sonar Technician Surface	STG	Preliminary eligible	9	72.50	N/A	9 (0)
Cryptologic Technician Technical	CTT	Preliminary eligible	10	72.00	N/A	9 (0)
Special Warfare Boat Operator	SB	Preliminary eligible	11	71.82	N/A	9 (0)
Sonar Technician Submarine	STS	Preliminary eligible	12	70.73	N/A	9 (0)
Navy Diver	ND	Preliminary eligible	15	70.24	N/A	9 (0)
Construction Mechanic	CM	Preliminary eligible	16	70.20	N/A	9 (0)
Naval Aircrewmen	AWF	Preliminary eligible	17	70.08	N/A	9 (0)
Naval Aircrewmen	AWO	Preliminary eligible	17	70.08	N/A	9 (0)
Special Warfare Operator	SO	Preliminary eligible	19	69.51	N/A	9 (0)
Hospital Corpman	HM	Preliminary eligible	20	69.31	N/A	9 (0)
Aeographer's Mate	AG	Preliminary eligible	21	68.18	N/A	9 (0)
Naval Aircrewmen	AWR	Preliminary eligible	22	67.96	N/A	9 (0)
Naval Aircrewmen	AWS	Preliminary eligible	22	67.96	N/A	9 (0)
Mass Communications Specialist	MC	Preliminary eligible	24	67.13	N/A	9 (0)
Interior Communications Electrician	IC	Preliminary eligible	25	66.29	N/A	9 (0)
Electronic Technician	ET	Preliminary eligible	26	66.23	N/A	9 (0)
Fire Controlman	FC	Preliminary eligible	26	66.23	N/A	9 (0)

A number listed here, indicates two things:

1. This Sailor's rate allows "Convert Out"
2. How many Quotas being offered for their Year Group and rank.

This scenario tells you that ABH is allowing Sailors to "Convert Out".

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

MNA Marketplace Record Browser

MNA Marketplace Record Browser

Process Cycle:

FY24 Cycle 3 - Feb

Status:

ALL

SSN:

DoD ID:

Name:

UIC:

My UICs

Department:

Refresh

Reset

Record Details

Edit Sailor

Record History

Notes

Official Letter

Export

Close

14

14

Page size:

25

341 items in 14 pages

Notes	Process Cycle	Full Name	SSN4	DoD ID	Qualified	JOIN Date	Forced Conversion	Status	Approved				Current			Months To PRD	PRD	UIC
									Rating	Service	UIC	Command Name	Rating	UIC	2nd UIC			
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	
	FY24 Cycle 3 - Feb																	

CWAY receives results from MNA Marketplace of Sailors who have been selected for a set of orders and approved for Reenlistment.

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

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MNA Marketplace Record Detail

MNA Marketplace Record Detail

Sailor Name: [Text Field]	Status: Approved
Rating: EN	Approved Rating: MMN
Service: AC	Approved Service: AC
Months to PRD: 1	Approval Type: Conversion
EMC: B110	Restricted: N
CED: 09/15/2017	Process Cycle: FY24 Cycle 3 - Feb

Record Details

Process Cycle: FY24 Cycle 3 - Feb	Approval Type: <input type="radio"/> In-Rate <input checked="" type="radio"/> Conversion <input type="radio"/> None	
Status: Approved	Rating: MMN	Forced Conversion: <input type="radio"/> Yes <input checked="" type="radio"/> No
Restricted: <input type="radio"/> Yes <input checked="" type="radio"/> No		
Reason Code:	[Dropdown]	
Approved UIC:	[Text Field]	
Approved Command Name:	NAVAL SCHOOL OF HEALTH SCIENCES SAN DIEGO	
ATI Description:	[Text Area]	

Close

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

How to Return an Approved Quota (Applies to In-Rate, Conversions, SELRES, and TRP)

Reenlistment (AC/TAR) Application Details						
Sailor Information						
Current Rating: HM	Year Group: YG 2017	UIC:	Critical NECs:	Application Status: Approved		
Pres Rate: HM3	EAOS: 2/15/2024	RPT Date: 12/9/2008		Sailor Name:		
Pros Rate:	Soft EAOS: 2/15/2024	PEBD: 9/16/2017		SSN (last 4):		
Current EMC: G000	PRD: 2/15/2024	EDLN: 2/15/2024				
Service Component: AC	ADSD: 9/16/2017	EDLN Code:				
4-2-2 Sailor:	ACC Code: 100	Warfare Designator:				
Reenlistment (AC/TAR) Application Options						
Component Type: <input type="radio"/> AC or TAR <input checked="" type="radio"/> SELRES			Process Month: Jan-2024			
Application Type						
<input checked="" type="radio"/> In-Rate Only		<input type="radio"/> Not Applying This Month				Explain Other
<input type="radio"/> In-Rate, Willing To Convert		<input type="radio"/> Not Eligible				Explain Other
<input type="radio"/> Convert Only						
<input type="radio"/> TRP (Golden/Silver Ticket)						
In-Rate	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Yes	n/a				8	Approved
Conversion Choices				Requested Quotas	Approved Quotas	Decision
1st Choice:						
2nd Choice:						
3rd Choice:						
SELRES Fields						
Preferred NRC:						
Return Quota Reason Code: <input type="text"/> <input type="checkbox"/> Page 13 submitted.						
<input checked="" type="checkbox"/> I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.						
Return Quota			Close			

1. Select the most appropriate "Quota Return Reason Code."
2. Click "Page 13 submitted."
3. Click "Return Quota."
4. You will be prompted to enter notes. Be specific.

The Career Counselor can return an approved quota when a Sailor chooses to separate or when losing eligibility. When a Sailor is under orders and refuses to obligate for additional service as required by the orders, the CWAY quota must be returned via the return button. Commands are advised that a NAVPERS 1306/7 must be forwarded to PERS-4 indicating that the member has refused to OBLISERV. PERS-40BB will Flag the record as appropriate. See MILPERSMAN 1306-125.

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

In-Rate Only Application

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating: CS Year Group: YG 2017 UIC: Critical NECs: Application Status: **Initial - Action Required**
Pres Rate: CSSN EAOS: 10/15/2024 RPT Date: 5/9/2008 Sailor Name: /
Pros Rate: Soft EAOS: 10/15/2024 PEBD: 3/15/2017 SSN (last 4):
Current EMC: B650 PRD: 10/15/2024 EDLN:
Service Component: AC ADSD: 3/15/2017 EDLN Code: AIR
4-2-2 Sailor: N ACC Code: 100 Warfare Designator:

Reenlistment (AC/TAR) Application Options

Component Type: ☒ AC or TAR ☐ SELRES Application Reason: SEAOs Process Month: Aug-2023 Set to Current Month: ☒

Special Circumstance Reason Code: Explain Other

Application Type

☒ In-Rate Only ☐ Not Applying This Month Explain Other
☐ In-Rate, Willing To Convert ☐ Not Eligible Explain Other
☐ Convert Only ☐ Intends to Separate Explain Other
☐ TRP (Golden/Silver Ticket)

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
Yes	Eligible for Approved Status	n/a	n/a	0	10	6	

Conversion Choices		Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice:	▼						
2nd Choice:	▼						
3rd Choice:	▼						

SELRES Fields

Preferred NOSC: Sailor Phone: Sailor Email:

Reenlistment (AC/TAR) Application Details

☐ I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit

Save

Close

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

In-Rate Only Application (Cont'd.)

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating:	Year Group: YG 2016	UIC:	Critical NECs:	<input type="text"/>	Application Status: Initial - Action Required
Pres Rate:	EAOS: 9/3/2025	RPT Date:		<input type="text"/>	Sailor Name:
Pros Rate:	Soft EAOS: 9/3/2025	PEBD:		<input type="text"/>	SSN (last 4):
Current EMC:	PRD:	EDLN:		<input type="text"/>	
Service Component: TAR	ADSD: 9/3/2016	EDLN Code:			
4-2-2 Sailor:	ACC Code: 100	Warfare Designator:			
MSO Remaining:					

Reenlistment (AC/TAR) Application Options

Reenlistment (AC/TAR) Application Details

Security Clearance Level:

Has been on OSA\GSA\IA:

Date of last NJP:

Promotion Recommendations

Average:

☐ I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit

Save

Modify

Close

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

Reenlistment (AC/TAR) Application Browser

2. Move the "From" date back a year and move the "To" date out 3 months.

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Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs to identify and recommend ACDU and TAR officers and enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy. CWAY applies to enlisted personnel; therefore, we will only discuss the enlisted Sailors (see NAVADMIN for officer info). Important details are as follows:

1. Two options.
 - Golden Ticket – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically converted to a Silver Ticket for one additional year. Sailors must remain fully qualified.
 - Silver Ticket – Sailors are afforded an expedited return to ACDU within two years of separation. This opportunity is subject to the Needs of the Navy (NOTN), provided the Sailor remains fully qualified.
2. To be considered, the Sailor:
 - Must have completed their initial active-duty requirement.
 - Must be a paid E4 – E6 with under 14 years of service.
 - Must not be a 4-2-2 Sailor.
 - Must be 16 - 4 months from SEAOS.
Note: No Exception to Policy (ETP) if Member is less than 4 months to SEAOS.
 - Must not have an approved SELRES quota.
3. BUPERS-3 is the approving authority.
4. TRP-approved Sailors who have completed their Military Service Obligation (MSO) and accept TRP will be transferred to the Navy Reserve (Standby Reserve Inactive, USNR-S2) for two years. Sailors will only be required to maintain accurate recall information with PERS-9, no drilling requirements or ability to earn retirement points.

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

Submitting a TRP Application

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating: YN	Year Group: YG 2017	UIC:	Critical NECs: <input type="text"/>	Application Status: Initial - Action Required
Pres Rate: YN2	EAOS: 5/15/2025	RPT Date: 4/9/2008	<input type="text"/>	Sailor Name:
Pros Rate:	Soft EAOS: 5/15/2025	PEBD: 12/15/2016	<input type="text"/>	SSN (last 4):
Current EMC: L530	PRD: 5/15/2025	EDLN:	<input type="text"/>	
Service Component: TAR	ADSD: 12/15/2016	EDLN Code: AIR		
4-2-2 Sailor: N	ACC Code: 100	Warfare Designator:		

Reenlistment (AC/TAR) Application Options

Component Type: ☒ AC or TAR ☐ SELRES

Application Type

☐ In-Rate Only ☐ Not Applying This Month

☐ In-Rate, Will

☐ Convert Only

☒ TRP (Golden/Silver Ticket)

Golden Ticket – Golden Ticket recipients are awarded a guaranteed return to duty in the AC or FTS within 1 year of separation provided they remain fully qualified. Golden Tickets not used within the first year, become Silver Tickets for the second year. If not used with 2 years of release from ACDU, Silver Tickets expire.

Silver Ticket – Silver Ticket recipients may have the opportunity to return to duty in the AC or FTS with 2 years of separation, subject to the needs of the Navy, provided they remain fully qualified. If not used with 2 years of release from ACDU, Silver Tickets expire.

Note: No Exception To Policy (ETP) if Member is less than 4 months to SEAOS.

In-Rate	Qualification Status	Ride Rank	Publ
	n/a	n/a	

Conversion Choices	Qualification Status	Ride
1st Choice: <input type="text"/>		
2nd Choice: <input type="text"/>		
3rd Choice: <input type="text"/>		

1. Select the "TRP (Golden/Silver Ticket)" radio button.

2. Ensure all data is completed under the Application Details section.

3. Update all requested information. Check the validation box and click the "Submit" button.

Reenlistment (AC/TAR) Application Details

☒ I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit

Save

Close

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

Revoking a TRP Application

Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating: FC Year Group: YG 2017 UIC: Critical NECs: Application Status: **Submitted**
Pres Rate: FC1 EAOS: 10/15/2024 RPT Date: 4/9/2008 Sailor Name:
Pros Rate: Soft EAOS: 10/15/2024 PEBD: 12/15/2016 SSN (last 4):
Current EMC: B310 PRD: 9/15/2024 EDLN: 10/15/2024 Ticket Status: **Requested**
Service Component: AC ADSD: 12/15/2016 EDLN Code: AIR
4-2-2 Sailor: N ACC Code: 100 Warfare Designator:

Reenlistment (AC/TAR) Application Options

Component Type: ☒ AC or TAR ☐ SELRES

Process Month:

Application Type

- ☐ In-Rate Only ☐ In-Rate, Willing To Convert ☐ Convert Only ☒ TRP (Golden/Silver Ticket)

4. In the event a Sailor loses eligibility for the TRP program (determined by CO), the quota must be returned. See page 50 of this guide on how to return a quota. A NAVPERS 1070/613 quota return Page 13 will be required.

In-Rate	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
	n/a	n/a				

Conversion Choices	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
1st Choice: <input type="text"/>						
2nd Choice: <input type="text"/>						
3rd Choice: <input type="text"/>						

SELRES Fields

Preferred NRC:

Sailor Phone:

Sailor Email:

Reenlistment (AC/TAR) Application Details

☒ I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

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

Printing an Official Letter

Reenlistment (AC/TAR) Application Browser

Status: SSN: DoD ID: Name: Rating: EMC: Service: App Reason: UIC: Dept:

From Date: To Date: Expiration Month:

Application Details

Official Letter

Note: CWAY will only generate Official Letters for Applications submitted prior to February 01, 2024.

Command Reenlistment (AC/TAR) Summary Report

UIC:

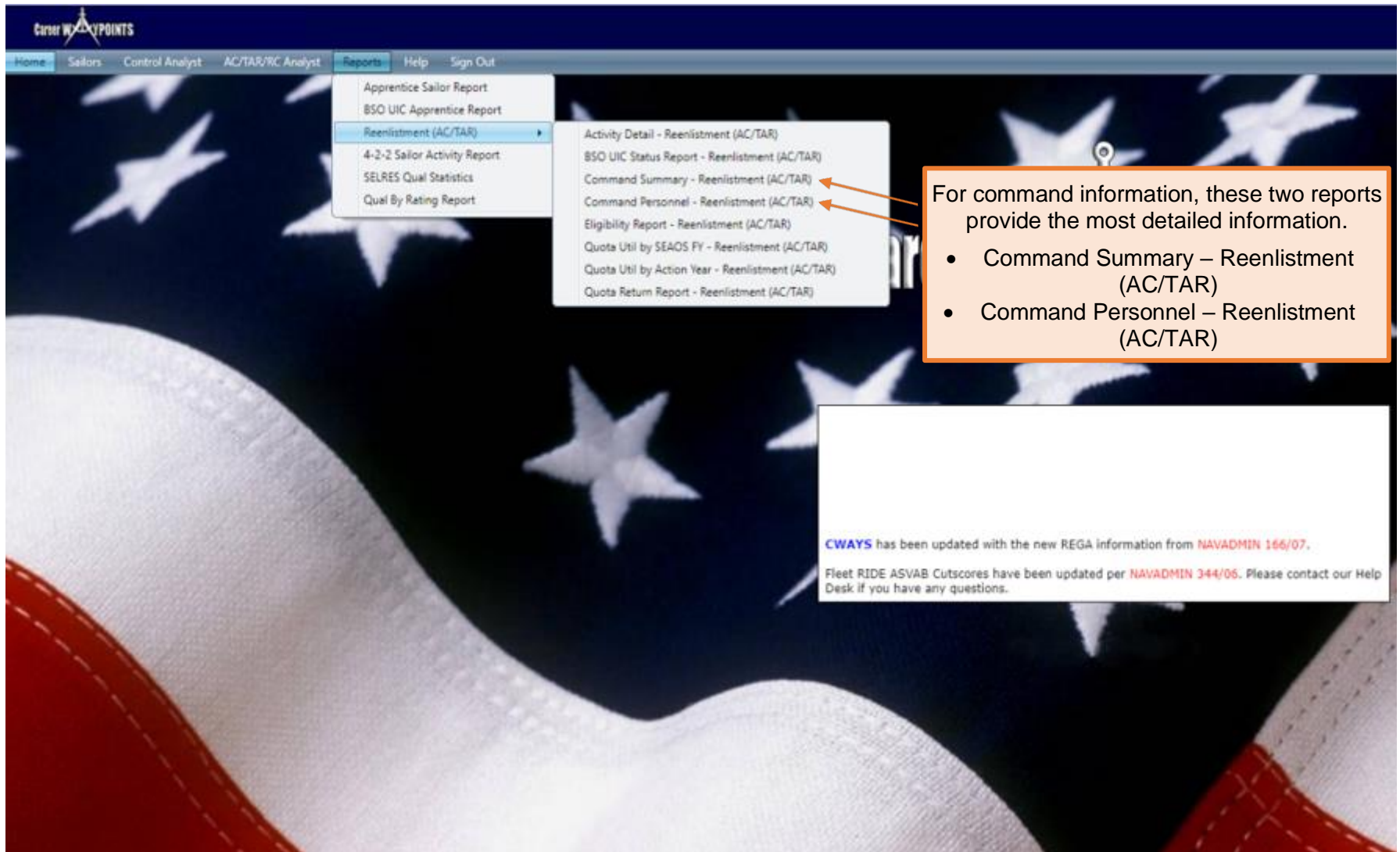
1 of 1

Name	Last 4 SSN	UIC	Current Rate	Current SEAOS	Months to SEAOS	Application Status
No Final Status - In Mandatory SEAOS Window						
No Final Status - In Mandatory PRD Window						
No Final Status - Voluntary Spec Circ Submissions						
No Final Status - Denied Final In-Rate						
No Final Status - Approved Pending Documentation						
Approved to Reenlist in Active Component - In-Rate						
Approved to Reenlist in Active Component - Conversion						
Approved for SELRES - In-Rate						
Approved for SELRES - Conversion						
Approved for Golden Ticket						
Approved for Silver Ticket						
Denied Final Active						

The Command CWAY Summary Report provides all letters for the command. The next page shows where to retrieve the report.

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

CWAY Command Summary Reports



The screenshot shows the CWAY Reports menu. The 'Reports' tab is selected, and the 'Reenlistment (AC/TAR)' option is highlighted. A sub-menu is displayed, listing several reports. Two orange arrows point from a text box to the 'Command Summary - Reenlistment (AC/TAR)' and 'Command Personnel - Reenlistment (AC/TAR)' reports. A white box at the bottom contains update information.

For command information, these two reports provide the most detailed information.

- Command Summary – Reenlistment (AC/TAR)
- Command Personnel – Reenlistment (AC/TAR)

CWAYS has been updated with the new REGA information from NAVADMIN 166/07.
Fleet RIDE ASVAB Cutscores have been updated per NAVADMIN 344/06. Please contact our Help Desk if you have any questions.

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

Career Waypoints

Home Sailors Control Analyst AC/TAR/RC Analyst Reports Help Sign Out

Sailor Browser
 Reenlistment (AC/TAR)
 MNA Marketplace
PACT Marketplace
 Conversion (RC)
 Transition (RC to AC)

PACT Marketplace Record Browser

Process Cycle: FY24 Cycle 3 - Feb Status: ALL SSN: DoD ID: Name: UIC: My UICs Department:

Refresh Reset

Record Details
 Edit Sailor
 Record History
 Notes
 Export
 Close

Requests Onboard Process Cycle Full Name Approved Current Designation Looks Remaining

Command Name Rating UIC Rating Rate EMC Date

480 items in 20 pages

Page size: 25

To see all PACT applications that need to be submitted, select the following:

- Requires Action
- Ready for CCC
- Requests Participation
- Transmitted to MNA

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Status for PACT Marketplace

- **Requires Action** - The record must be reviewed and updated with the Member's desire/eligibility.
- **Ready for CCC** - DCC has entered the Member's desire, and it is ready for CCC review and submission.
- **Requests Participation** - Member has requested to participate in PACT Marketplace.
- **Requests Onboard** - Member can request to remain onboard current command.
- **Declines Participation** - Member declined to participate in MNA PACT Marketplace.
- **Not Eligible** - Member is not eligible, for example, Legal/Moral disqualification, performance, etc.
- **Transmitted to MNA** - Member's record sent to MNA with all Member's qualified jobs.
- **Approved** - Member was approved for a rate and order via the MNA PACT Marketplace.
- **Approved-Revoked** - Previous approved rate and orders returned and/or revoked.
- **Denied** - Member's request was denied during the cycle.

CWAY PACT Marketplace Record Detail Screen

PACT Marketplace Record Details

Sailor Name:

Rating:

Select "Requests Participation" when a Sailor is requesting to participate in the PACT Marketplace.

Status: Requests Participation

Requests Onboard:

Process Cycle: FY21 Cycle 4 - Apr

Qualified: Yes

JOIN Date: None

Requests Participation ☒

Declines Participation ☐

Not Eligible ☐

☐ Requests to Remain Onboard

	Rating	RIDE Rank	JOIN Rank	RIDE/JOIN Rank
1st Choice:	<input type="text"/>			
2nd Choice:	<input type="text"/>			
3rd Choice:	<input type="text"/>			
4th Choice:	<input type="text"/>			

Complete all required information, then check the validation box.



I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this record.

Save

Close

The PACT Marketplace Record was successfully saved.

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

CWAY PACT Marketplace Record Detail Screen (Cont'd.)

PACT Marketplace Record Details

Sailor Name:

Rating:

Looks Remaining: 3

Status: Requests Onboard

Requests Onboard: Yes

Process Cycle: FY21 Cycle 4 - Apr

Qualified: Yes

JOIN Date: None

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

Note: PACT can only submit for "Remain Onboard" on the first Look.

Requests Participation ☒

Declines Participation ☐

Not Eligible ☐



Requests to Remain Onboard

	Rating	RIDE Rank	JOIN Rank	RIDE/JOIN Rank
1st Choice:	AD	63		
2nd Choice:	AO	74		
3rd Choice:	AM	28		
4th Choice:				

When a Sailor wants to stay onboard, work with your Command AAM to identify potential ratings with valid vacant billets to maximize potential for request approval.

Complete all required information, then check the validation box.



I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this record.

Save

Close

The PACT Marketplace Record was successfully saved.

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

CWAY PACT Marketplace Record Detail Screen (Cont'd.)

PACT Marketplace Record Details

Sailor Name:

Rating:

Looks Remaining: 3

Status: Declines Participation

Requests Onboard:

Process Cycle: FY21 Cycle 4 - Apr

Qualified: Yes

JOIN Date: None

Select if member is submitted as
"Declines to Participate"

Requests Participation ☐

Declines Participation ☒

Not Eligible ☐

Intends to Separate

☐ Requests to Remain Onboard

	Rating	RIDE Rank		
1st Choice:				
2nd Choice:				
3rd Choice:				
4th Choice:				

If member is submitted as "Declines Participation"
you can choose one of the following four reasons:

- Not qualified for desired ratings
- Undecided
- Intends to Separate
- Submitting for package rate

Complete all required
information, then check
the validation box.



I have validated all of the information in this section and certify that the CO
still recommends and the Sailor concurs with this record.

Save

Close

The PACT Marketplace Record was successfully saved.

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

CWAY PACT Marketplace Record Detail Screen (Cont'd.)

PACT Marketplace Record Details

Sailor Name:
Rating:
Looks Remaining: 3

Status: Not Eligible
Requests Onboard:
Process Cycle: FY21 Cycle 4 - Apr
Qualified: Yes
JOIN Date: None

Select "Not Eligible" when a member is submitted as Not Eligible.

Requests Participation ☐
Declines Participation ☐
Not Eligible ☒ Discipline

☐ Requests to Remain Onboard

	Rating	RIDE Rank
1st Choice:	<input type="text"/>	
2nd Choice:	<input type="text"/>	
3rd Choice:	<input type="text"/>	
4th Choice:	<input type="text"/>	

Complete all required information, then check the validation box.

☒ I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this record.

SaveClose

If member is submitted as "Not Eligible" you can choice one of the following four reasons:

- Legal/Moral disqualifies
- Performance
- Discipline
- Not ready for designation

The PACT Marketplace Record was successfully saved.

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

CWAY-CONV for RC to RC

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

Policy states:

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

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

Submitting a CWAY-CONV Application

From the Sailor Browser, select the Sailor who desires to convert. You must double-check the Sailor's information to ensure he or she will be eligible for all ratings they truly qualify for.

Sailor Details

Summary

SSN: DoD ID:
Last Name: First Name: Middle Initial:
Gender: Male Date of Birth: 7/1/1990

General Information

PEBD: UIC: US Citizen: Yes
Service Code: SELRES Department: Parents U.S. Born: Yes
Paygrade: Secondary UIC: All immediate family US Citizens: Yes
Current Rating: Secondary Department: Civilian Education: HS Diploma
Previously Held Rating: Prospective Rate: NRA Code:
Security Clearance: Interim confidential Security Clearance Date: 1/1/2012
MOD Code: MDC Code: IMS Code:
MAS Code - Medical: MAS Code - Administrative: MAS Code - Training:
CO Recommends Retention: ☐ Yes ☐ No ☐ Requires Attention Recommendation Date:
Sailor Intends to Separate: ☐ Yes ☐ No
Reason 1:
Reason 2:
Reason 3:
Other:

Once all information is verified, click
"Apply Conversion (RC)"

Test Scores & Evaluations

Medical
Legal & Moral
CTO Support

Qualify Apply Conversion (RC) Apply Transition (RC to AC) Notes Save Close

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

Submitting a CWAY-CONV Application (Cont'd.)

[Home](#)
[Sailors](#)
[Control Analyst](#)
[AC/TAR/RC Analyst](#)
[Reports](#)
[Help](#)
[Sign Out](#)

Conversion (RC) Qualified Jobs

SSN:

Name:

Present Rate:

E03

Gender:

M

Convert Out Status:

Open

Application Type:

Voluntary

Rating Status:

Open

Refresh

View Job Card

View LaDR

Add'l Job Reqs.

Conversion

Notes

CEM

Printable Job List

JOIN Rating Results

JOIN Job Groups

Close

K

<

1

>

X

Page size: 25

Rating Name	Rating	Status				RIDE/JOIN Rank
Aviation Structural Mechanic Safety Equipment	AME	Preliminary eligible	Open	Closed	1	
Engineman	EN	Preliminary eligible	Open	Closed	2	
Machinist's Mate	MM	Preliminary eligible	Open	Open	3	
Damage Control			Closed	Open	4	
Aviation Boatswain's Mate			Open	Closed	5	
Aviation Maintenance			Closed	Open	6	
Gas Turbine			Closed	Open	7	
Aviation Machinist			Open	Open	8	
Machinery Repair			Closed	Open	9	
Builder	BU	Preliminary eligible	Open	Closed	14	
Steelworker	SW	Preliminary eligible	Closed	Open	15	
Utilitiesman	UT	Preliminary eligible	Open	Closed	16	
Aviation Electricians Mate	AE	Preliminary eligible	Open	Closed	17	
Aviation Boatswain's Mate Launching and Recovery Equipment	ABE	Preliminary eligible	Open	Closed	21	
Boatswain's Mate	BM	Preliminary eligible	Open	Open	23	
Culinary Specialist	CS	Preliminary eligible	Open	Open	25	
Aviation Structural Mechanic	AM	Waiver required: ASVAB	Open	Open	10	
Aviation Support Equipment Technician	AS	Waiver required: ASVAB	Closed	Open	11	

***** IMPORTANT *****
If the Convert Out Status box shows "Closed" then the ECM is NOT allowing Sailors to convert out of that rating.

- DC Status: "Open" identifies that the rate qualifies for Direct Conversion.
- A-School Status: "Open" identifies that the rate requires a service school.
- Select "Conversion" to open the application.

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

Submitting a CWAY-CONV Application (Cont'd.)

Conversion (RC) Application Details

Sailor Information

Sailor Name:	SPI Code:	MOD Code:	NECs	Application Status: Saved - Action Required
SSN:	PEBD:	MDC Code:	<input type="text"/>	Approved Rating:
Current Rating:	EOS:	IMS Code:	<input type="text"/>	Approved Path:
Pres Rate:	SEOS:	MAS Code - Medical:	<input type="text"/>	Expiration Month:
Pros Rate:	PRD:	MAS Code - Admin:	<input type="text"/>	Last Updated Date:
UIC:	NRA:	MAS Code - Training:	<input type="text"/>	
Report Date:				

Conversion Application

Application Reason: ☐ Voluntary ☐ Forced Forced Reason Code:

Primary CCC Name:

Email:

Phone:

Conversion Choices						
	Rating	Path	Qualification Status	RIDE Rank	Invalid Choice	Invalid Choice Reason
1st Choice:	GSM	<input type="text" value=""/>				
2nd Choice:	BU	<input type="text" value=""/>				
3rd Choice:	CE	<input type="text" value=""/>				
	CM	<input type="text" value=""/>				
	CS					
	CTI					

☒ A-School Waiver

Application Details

on in this section and certify that the CO still recommends and the Sailor concurs with this application.

rements (AJR) for each conversion rating selected and have sent all required documentation to the ECM at selres_ecm@navy.mil

Complete all information (as applicable). A-School Waiver Requests are rare and only entertained for Sailors who have received the other service (Army, Air Force, Marines & Coast Guard) equivalent. Any questions regarding A-School Waivers should be directed to the ECM.

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

Checking the Status of a CWAY-CONV Application

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

Conversion (RC) Application Browser

Status: Approved Pending, Saved - Action Req | SSN: | DoD ID: | Name: | Rating: | UIC: | From Date: Aug-2018 | To Date: Aug-2023 | Expiration Month: | Refresh | Reset

Application Details | Edit Sailor | Application History | Official Letter | Notes | Close

Notes	Name	SSN4	DoD ID	UIC	Application Reason	EOS	SEOS	App Status	Rating	Last Updated	Expire Month	1st Choice	2nd Choice	3rd Choice	Approved For
*					Voluntary	6/15/2025	6/15/2025	Approved Pending	YN	8/22/2023	Nov-2023				
*					Forced	5/15/2018	5/15/2018	Submitted	HM	8/5/2018					
*					Voluntary	3/15/2025	3/15/2025	Submitted	AN	8/15/2023					
*					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
*					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
*					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
*					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
*					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
*					Voluntary	3/15/2025	3/15/2025	Submitted	SN	8/15/2023					
*					Forced	3/15/2025	3/15/2025	Saved - Action Required	AME	8/1/2023					
*					Voluntary	3/15/2025	3/15/2025	Submitted	BU	8/16/2023					
*					Voluntary	3/15/2025	3/15/2025	Submitted	IT	8/16/2023					
*					Voluntary	3/15/2025	3/15/2025	Saved - Action Required	AN	8/1/2023					
*					Voluntary	3/15/2025	3/15/2025	Saved - Action Required	SN	8/1/2023					
*					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
*					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
*					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
*					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
*					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
*					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
*					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	AME	8/1/2023					
*					Forced	4/15/2025	4/15/2025	Saved - Action Required	AME	8/1/2023					
*					Forced	4/15/2025	4/15/2025	Ready to Submit	EO	8/1/2023					
*					Forced	4/15/2025	4/15/2025	Saved - Action Required	BU	8/1/2023					
*					Forced	4/15/2025	4/15/2025	Saved - Action Required	BU	8/1/2023					
*					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					
*					Voluntary	4/15/2025	4/15/2025	Saved - Action Required	SN	8/1/2023					

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

CWAY-TRANSITION for RC to AC/TAR

Reserve Sailors who desire to execute a component change from Reserve Component (RC) to Active Component (AC) or Training and Administration of Reserves (TAR) will submit a CWAY-TRANS application. Sailors must:

- Be a member of the SELRES at the time of application. Retired Sailors and Sailors of the Individual Ready Reserve (IRR) are not eligible;
- Be a satisfactory drill participant;
- Be designated;
- Have completed all requirements to make rate permanent for all temporary rating Reserve affiliation programs;
- Have completed any mandatory drilling obligations (i.e., NAT Sailors – restrictions are currently lifted);
- Be able to meet prescribed enlisted age limitations for continuation set forth in MILPERSMAN 1160010;
- Meet physical readiness assessment standards IAW OPNAVINST 6110.1 (Series);
- Meet requirements for reenlistment per NAVMED P-117, Manual of the Medical Department; and
- Be eligible to reenlist for 48 months without exceeding the High Year Tenure (HYT) program limitations outlined in MILPERSMAN 1160-120 and NAVADMIN 143/17. (Waivers are authorized.)

Submitting a CWAY-TRANS Application for RC to AC/TAR

Go into your Sailor Browser and select the Sailor who desires to convert. You must double-check the Sailor's information to ensure he or she will be eligible for all ratings they truly qualify for.

Sailor Details		
Summary		
SSN: <input type="text"/>	DoD ID: <input type="text"/>	
Last Name: <input type="text"/>	First Name: <input type="text"/>	Middle Initial: <input type="text"/>
Gender: <input type="text" value="Male"/>	Date of Birth: <input type="text" value="7/1/1990"/>	
General Information		
PEBD: <input type="text"/>	UIC: <input type="text"/>	US Citizen: <input type="text" value="Yes"/>
Service Code: <input type="text" value="SELRES"/>	Department: <input type="text"/>	Parents U.S. Born: <input type="text" value="Yes"/>
Paygrade: <input type="text"/>	Secondary UIC: <input type="text"/>	All immediate family US Citizens: <input type="text" value="Yes"/>
Current Rating: <input type="text"/>	Secondary Department: <input type="text"/>	Civilian Education: <input type="text" value="HS Diploma"/>
Previously Held Rating: <input type="text"/>	Prospective Rate: <input type="text"/>	NRA Code: <input type="text"/>
Security Clearance: <input type="text" value="Interim confidential"/>		Security Clearance Date: <input type="text" value="1/1/2012"/>
MOD Code: <input type="text"/>	MDC Code: <input type="text"/>	IMS Code: <input type="text"/>
MAS Code - Medical: <input type="text"/>	MAS Code - Administrative: <input type="text"/>	MAS Code - Training: <input type="text"/>
CO Recommends Retention: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Requires Attention	Recommendation Date: <input type="text"/>	
Sailor Intends to Separate: <input type="radio"/> Yes <input type="radio"/> No <input type="text"/>		
Reason 1: <input type="text"/>		
Reason 2: <input type="text"/>		
Reason 3: <input type="text"/>		
Other: <input type="text"/>		
Test Scores & Evaluations		
Medical		
Legal & Moral		
CTO Support		
<input type="button" value="Qualify"/>	<input type="button" value="Apply Conversion (RC)"/>	<input type="button" value="Apply Transition (RC to AC)"/>
<input type="button" value="Notes"/>	<input type="button" value="Save"/>	<input type="button" value="Close"/>

Once all information is verified, click "Apply Transition (RC to AC)"

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

Submitting a CWAY-TRANS Application for RC to AC/TAR (Cont'd.)

Transition (RC to AC) Qualified Jobs

SSN:

Name:

Present Rate:

Gender:

ADSD:

YG:

Service Component:

Total Active Service: Years: Months: Days:

Desired Active Start Month:

Refresh

View Job Card

View LaDR

Add'l Job Reqs.

Apply Transition

Notes

CEM

Printable Job List

JOIN Rating Results

JOIN Job Groups

Close

Rating Name

Gunner's Mate

Page size: 25

The CCC will be required to calculate and enter the Sailor's Total Active Service before continuing. This needs to be accurate, as this affects the Sailor's retirement!

Once the Total Active Service and Desired Active Start Month are entered, the "Apply Transition" button will activate.

How to determine a SELRES Sailor's Year Group (YG) and Total Active Service is on the next page.

RIDE Rank	RIDE/JOIN Rank	Year Group	Start Month
36		2010	Feb-2024

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

Determining Total Active Service for RC to AC

Continued on Next Page

ANNUAL STATEMENT OF SERVICE HISTORY										
PERIOD		W H Y	INACTIVE POINTS				ACTIVE POINTS		QUALIFYING PTS / SERVICE	
FROM DATE (MM/DD/YY)	TO DATE (MM/DD/YY)		DRILLS/ FUNERAL HONORS DUTY	CORRES. COURSES	MEMBER- SHIP	INACTIVE SUBTOTAL	ACTIVE DUTY	AT/ADT	TOTAL POINTS	SERVICE (YY/MM/DD)
09/22/10	07/13/11	0	000	000	12	012	0000	000	00012	000000
07/14/11	09/21/11	1	000	001	00	001	0070	000	00071	010000
09/22/11	12/15/11	1	000	000	00	000	0085	000	00085	000000
12/16/11	09/21/12	0	032	007	12	051	0000	000	00051	010000
09/22/12	09/21/13	0	039	007	15	061	0000	013	00074	010000
09/22/13	09/21/14	0	046	012	15	073	0000	020	00093	010000
09/22/14	-----	-	035	000	--	---	0000	000	-----	-----

Step 1. Obtain the Sailor's Annual Statement of Service History (ASOSH) from BUPERS Online.

Add the "Active Points" columns together. This example totals 188 days of ACDU.

Step 2. Determine total ACDU time only. *This is an example only.*

2015 09 01 (Desired recall date (1 Sep 2015 for this example))

 -188 (Total ACDU & AT/ADT Points as identified from the Sailor's ASOSH)

2015 02 25

 +1 (Inclusive Day)

2015 02 26 = New Active Duty Service Date (ADSD). The year group is the fiscal year in which an adjusted ADSD falls.

Website to subtract days from a date: <https://www.timeanddate.com/date/dateadd.html>

2015 09 01 (Desired recall date)

-2015 02 26 (New ADSD)

00 06 06 (Total ACDU service)

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

Submitting a CWAY-TRANS Application for RC to AC/TAR (Cont'd.)

Transition (RC to AC) Application Details

Sailor Information

Sailor Name:	PEBD:	NRA:	NECs	Application Status:
SSN:	EOS:	Mod Code:	<input type="text"/>	Last Updated Date:
Current Rating: CWT	SEOS:	MDC Code:	<input type="text"/>	Expiration Month:
Pres Rate: CWT2	YG: 2008	IMS Code:	<input type="text"/>	Total Active Service
Pros Rate:	ADSD: 10/01/2007	MAS Code - Medical:	<input type="text"/>	Years: 16
Previous Rating:	EAOS:	MAS Code - Admin:	<input type="text"/>	Months: 06
Current EMC Code: B550	SEAOS:	MAS Code - Training:		Days: 00
SPI Code:	PRD:			

Transition Application

Rating/Service	Invalid Choice	Invalid Choice Reason	Qualification Status	RIDE Rank	Published Quotas	Requested Quotas	Start Month
AD/AC <input type="text"/>			Preliminary eligible	32	10	0	Apr-2024

Application Type: Conversion

Primary CCC Name:

Email: davy.c.jones@test.com

Phone: 248-345-6789

Update all requested information. Check the validation box and click the "Submit" button.

Application Details

☒ I have validated all of the information in this section and certify that the CO recommends and the Sailor concurs with this application.

Notes

Save

Submit

Cancel

Close

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

Checking the Status of a CWAY-TRANS Application for RC to AC/TAR

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

Transition (RC to AC) Application Browser

Status: Approved Pending, Saved - Action | SSN: | DoD ID: | Name: | Requested Rating: | UIC: | Service: | From Date: Feb-2024 | To Date: Apr-2024 | Expiration Month: |

Refresh | Reset

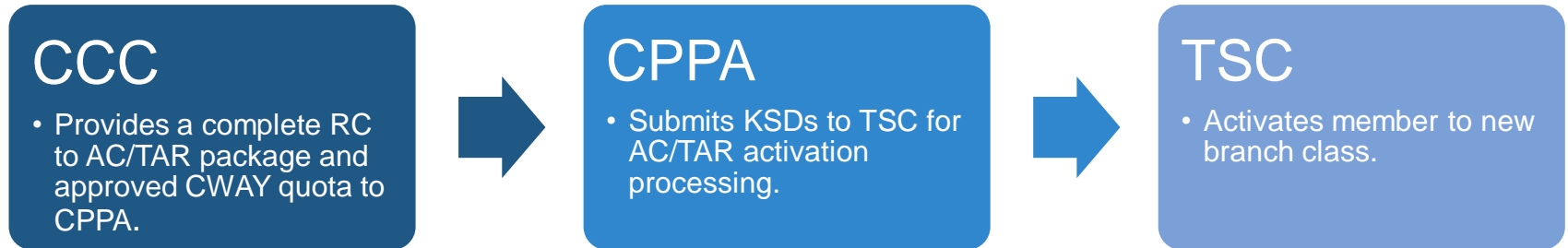
Application Details | Edit Sailor | Application History | Official Letter | Notes | Close

Notes	Name	SSN	DoD ID	UIC	Current Rating	EOS	SEOS	Application Type	Application Status	Start Month	Expire Month	Requested Rating	Service
					LS	1/25/2014	1/25/2014	Conversion	Approved Pending	Feb-2024	Aug-2023		
					LS	1/25/2014	1/25/2014	Conversion	Approved Pending	Feb-2024			
					LS	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024	Jul-2023		
					LS	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024	Sep-2023		
					IT	1/25/2014	1/25/2014	Conversion	Approved Pending	Mar-2024	Sep-2023		
					YN	1/25/2014	1/25/2014	Conversion	Approved Pending	Mar-2024	Sep-2023		
					HM	1/25/2014	1/25/2014	Conversion	Approved Pending	Mar-2024	Sep-2023		
					AD	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Approved Pending	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					EO	8/15/2024	8/15/2024	Conversion	Submitted	Apr-2024			
					EO	8/15/2024	8/15/2024	Conversion	Submitted	Apr-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					HM	1/25/2014	1/25/2014	Conversion	Submitted	Feb-2024			
					HM	1/25/2014	1/25/2014	In-Rate	Submitted	Mar-2024			
					CWT	1/25/2014	1/25/2014	Conversion	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			
					AD	1/25/2014	1/25/2014	In-Rate	Submitted	Feb-2024			

48 items in 1 pages

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

Transition RC to AC/TAR Additional Information



Reference: IAW MILPERSMAN 1306-1502

Servicing TSCs responsible for the timely and accurate processing of reenlistment contracts, strength gains, availability reports, and PCS transfers of all RC2AC/RC2TAR members.

COS Reserve Center of Excellence routing guidance for Reserve Services Branch dated 31 May 2023 states all routing of Reserve Sailor activations to include ADOS/ADSW/CANREC/RECALL/MOB/RC2AC/RC2TAR Strength Gain/Mobilization Activity Loss from NMPS/ECRC/Initial Pay Correction/Inquiry will be routed to MOB/DEMOB Activation section with a problem code of “Mobilization.”

Career Counselor Steps

- CCC submits conversion request on MBR’s behalf via CWAY
- CCC routes the RC to AC package to the Enlisted Community Manager (ECM) for review/determination (*)
- ECM approves CWAY application/package (*)
- CCC Downloads approved CWAY Letter Note: CWAY will only generate Official Letters for applications submitted prior to February 01, 2024
 - CWAY Letters are available 24-48 hours after the application changes to an “Approved” status. CCCs can download them by following the steps outlined on page 45 of this CWAY User Guide.

(*) Not all ratings require a conversion package; those that do will be reviewed separately by the respective community ECMs.

Transition RC to AC/TAR Additional Information (Cont'd)

CCC & CPPA Salesforce Transaction KSD Checklist

The CCC must work with the CPPA and submit the reenlistment document request to the servicing TSC within 5 working days of receipt.

- Required key supporting documents for transaction
 - SIGNED NAVPERS 1070/601 (PDF Manual Re-enlistment Contract) & NSIPS generated re-enlistment NAVPERS 1070-613
 - Signed DD2058 Form (State of Legal Residence Form)
 - NSIPS Generated NAVPERS 1070/613 for BAH entitlements
 - NAVPERS 1070-602 (PG2) for BAH verification

CPPA Salesforce Submission Guidance

- Submit RC to AC/TAR package to the following queue
 - Submit To: PP RESERVE SERVICES
 - Request Type: RESERVES
 - Problem Code: MOBILIZATION
 - Section Category: MOB/DEMOB
 - Routed PSD: TSC NORFOLK

Transition RC to AC/TAR Additional Information (Cont'd)

TSC Responsibilities

- Within 5 working days of the request from the Navy Reserve Activity (NRA), generate the AC/TAR reenlistment contract per MILPERSMAN 1160-030
- Ensure a minimum of 48 months of active duty in the appropriate branch class (e.g., AC/'11' or TAR/'32') and addition of any military service obligation (MSO), if required (e.g., 8 years total service).
- Complete Navy strength gains via the Navy Standard Integrated Personnel System (NSIPS) into accounting category code (ACC) 320 with the appropriate branch class.
- Establish a Master Military Pay Account (MMPA) (i.e., pay, allowances, and entitlements)
- Submit the required "AVAIL" per MILPERSMAN 1306-1700
- Must perform an electronic service record (ESR) close-out due to reenlistment and submit for inclusion into the member's official military personnel file (OMPF)
- Must process the PCS transfer and submit the activity loss transaction

CPPA QA Checklist


- After submission of the reenlistment contract request, follow up with the servicing TSC to ensure the reenlistment contract is generated and returned to the NRA within 5 working days.
- NRA must transmit the agreement back to the servicing TSC within 1 working day for processing of strength gain and "AVIAL" to the NRA UIC via NSIPS.
Important: Ensure the contracts are in the correct Branch Class (e.g., AC/'11' or TAR/'32').
- Confirm that the servicing TSC established the MMPA
- Ensure members contact their prospective AC or TAR detailers (PERS-40) immediately following reenlistment to discuss possibilities for PCS orders.

Transition RC to AC/TAR Additional Information (Cont'd)

Common Errors or Discrepancies

- Incorrect branch class contract is created. Must be AC/"11" or Tar/"32".
- MMPA account not established
- ADSD/PEBD dates are incorrect upon completion of member's gain to AC/TAR
- Members on CANREC/RECALL/ADOS orders who transition to AC/TAR are not receiving DD214s for their last set of orders and are not being properly lost on the Reserve side of NSIPS (e.g., Still showing up on unit musters as if they were mobilized.)

CWAY FAQ & Additional Information

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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

**CAREER WAYPOINTS**

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, ensure PII information is encrypted. 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 REFERENCE

- [MNA FAQ's](#)
- [4-2-2 FAQs](#)

C-NAV Program References

- [Career Waypoints SSA Helpful Pamphlet](#)

C-WAY System References

- [C-WAY System login](#)
- [C-WAY User Guide \(Updated 06 Nov 2023\)](#)
- [C-WAY SAAR-N](#)
- [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](#)

Reenlistment References

- [PACT Marketplace Training](#)
- [CWAY PACT Marketplace Submission Schedule FY 24](#)

PACT Designation References

- [JOIN Assessment](#)
- [MILPERSMAN 1306-611](#)
- [NAVADMIN 118/18 \(PACT Program Changes\)](#)

Conversion References

- [MILPERSMAN 1440-010](#)
- [MILPERSMAN 1440-011](#)
- [1 April 2024 1306-618 RATING LIST and CNRC ECM](#)

Supporting Resources

- [ASVAB](#)
- [DLPT](#)
- [\(NPC\) SRB](#)

LAST UPDATED: 02 APR 2024

<https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/>

Note: BUPERS-33 recommends all CCCs visit this site routinely as we post updates as they occur. Questions regarding CWAY Policy and this guide may be submitted to career_waypoints@navy.mil.

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How to Find the Community Health Slides

The screenshot shows the MyNavyHR website interface. The browser address bar displays `mynavyhr.navy.mil`. The website header includes the MyNavy HR logo and a navigation menu with the following items: About MyNavy HR, Career Management, Support & Services, References, Media Center, and Contact Us. The 'Career Management' menu is expanded, showing a list of options: Boards, Detailing, Community Management, Career Counseling, Education, Fellowships, Language & Culture, Performance Evaluation, Personnel Conduct & Sep, Records Management, Reserve Personnel Mgmt, Retirement, Talent Management, and Transition. The 'Community Management' option is highlighted with a yellow box. A sub-menu is open for 'Community Management', listing: Officer, Officer Career Prog, Enlisted, Enlisted Career Admin, and Operations Analysis Commu. The 'Enlisted' option is highlighted with a yellow box. A third-level menu is open for 'Enlisted', listing various career fields: Administration, Aviation, Information Warfare, Medical, Nuclear, PACT, Seabees, Security, Selected Reserves, Special Operations, Special Warfare, Submarine, Supply, Surface CS OPS, and Surface Engineering. The 'Enlisted' option in the second-level menu has a yellow box around it, and a mouse cursor is pointing at the 'Enlisted' option in the third-level menu. The URL bar at the bottom shows `www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/`.

MyNavyHR

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How to Find the Community Health Slides (Cont'd.)

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Career Management ▸ Community Management ▸ Enlisted ▸ **Surface Engineering**

Surface Engineering Community



The Surface Engineering Community is comprised of nine ratings - Electrician's Mate (EM), Engineman (EN), Damage Controlman (DC), Gas Turbine Systems Technician (GS), Electrical (GSE), Gas Turbine Systems Technician, Mechanical (GSM), Gas Turbine Systems Technician (GS), Hull Maintenance Technician (HT) Machinery Repairman (MR) and Machinist's Mate (MM). The Surface Engineering Community establishes and administers all personnel policies associated with the Surface Engineering Ratings; plans and administers all enlisted accession, school ("A" and "C") seat planning and advancement; determines need and sets levels for special pay and bonuses.

IF A SAILOR WHO DESIRES TO RE-ENLIST DOES NOT HAVE A RE-ENLISTMENT QUOTA, PLEASE CONTACT THE APPLICABLE ENLISTED COMMUNITY MANAGER TO DISCUSS OPTIONS.

Are you interested in having a direct impact on your rating? Are you E7 and above and have you considered signing up for an Advancement Examination Readiness Review (AERR) panel? How about sitting as a board member or recorder on a Selection Board? Please visit MyNavyHR for the most up-to-date information.

Incentive pays, bonus, and notes (please see side panel for specific links)

SDIP eligibility in the following ratings/paygrades - please see the newest SDIP message for more information: (DC) E-5/4/3, (MM) E-5/4/3, (EN-747B) E-9/8/7, (EN) E-6/5/4/3, (EM) E-5/4/3, (GS) E-8/7, (GSE) E-6/4/3, (GSM) E-7/5/4/3, (HT-U53A) E-5/4, (HT) E-7/5/4/3, (MR) E-6/5

SRB eligibility in the following ratings - please see newest SRB award level message for specific zones: EM (753B, U35A, U36A, U58A), EN (747B, U13A), HT (U53A), GSE (U16A, U55A), GSM (U12A), MM (U57A, U59A, U68A)

[SDIP Eligibility Chart](#)
[SDAP Eligibility Chart](#)
[SRB Award Levels and Eligibility Chart](#)
[NAVADMIN 272/19 - SRB and Pay for Performance Pilot Update](#)

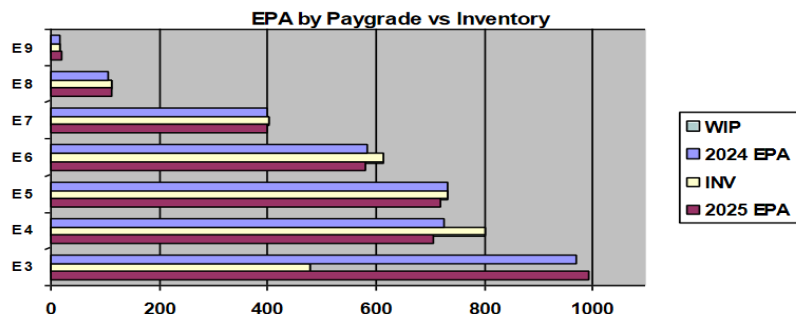
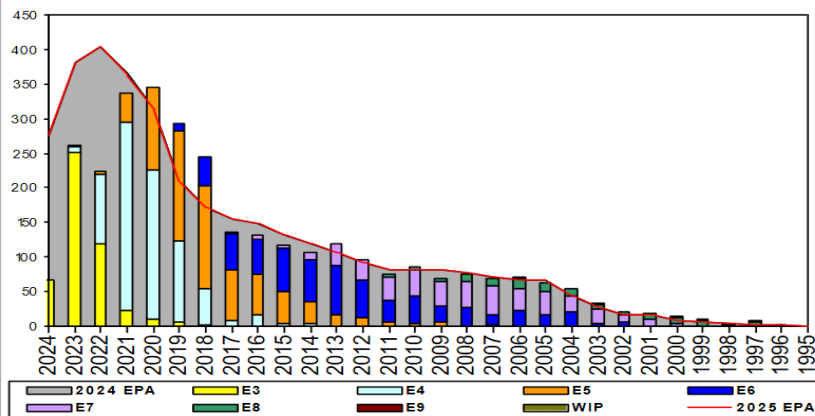
[Enlisted Community Manager / Technical Advisor Contact Email](#)
[Surface Engineering - Auxiliaries](#)
[Surface Engineering - Propulsion](#)

ADMINISTRATION
AVIATION
INFORMATION WARFARE
MEDICAL
NUCLEAR
PACT
SEABEES
SECURITY
SELECTED RESERVES
SPECIAL OPERATIONS
SPECIAL WARFARE
SUBMARINE
SUPPLY
SURFACE CS / OPS
SURFACE ENGINEERING ▾
DC
EM
EN
GSE
GSM

Select the applicable rating, then "Community Overview" to view the communities' health (balanced, over-manned, undermanned, etc.).

How to Find the Community Health Slides (Cont'd.)

Damage Controlman - B200



	E1-3	E4	E5	E6	E7	E8	E9	TOTAL
% INV to FY24 EPA	49%	110%	100%	105%	101%	107%	83%	89%
EPA (FY24)	968	727	731	583	398	104	18	3529
INVENTORY	478	802	731	614	403	111	15	3154
EPA (FY25)	991	706	719	581	399	111	19	3526
% INV to FY25 EPA	48%	114%	102%	106%	101%	100%	79%	89%
INV + WIP / FY24 EPA	49%							89%
INVENTORY	479	1 ← E-3 and Below WIP						3155
INV + WIP / FY25 EPA	48%							89%

Sea Shore Flow

TOUR	SEA	SHORE
1ST	54	36
2ND	60	36
3RD	48	36
4TH	48	36
5TH	36	36
6TH	36	36
7TH	36	36

FORCE STRUCTURE MANNING TO BA

PG	SEA	INV	BA	SHORE	INV	BA	SEA + SHORE	TOTAL INV	TOTAL BA
E1-3	34.4%	290	843	66.7%	20	30	35.5%	310	873
E4	93.0%	642	690	252.1%	121	48	103.4%	763	738
E5	89.2%	398	446	110.1%	284	258	96.9%	682	704
E6	84.5%	277	328	126.0%	296	235	101.8%	573	563
E7	99.5%	201	202	95.9%	186	194	97.7%	387	396
E8	96.2%	51	53	120.4%	59	49	107.8%	110	102
E9	54.5%	6	11	112.5%	9	8	78.9%	15	19
Total	72.5%	1865	2573	118.6%	975	822	83.7%	2840	3395

ADV OPP. (Cycles 257/258/260)

Pay Grade	E1-3	E4	E5	E6	E7	E8	E9
All-Navy	TIR	45.0%	29.0%	9.0%	28.8%	16.8%	21.0%
DC	TIR	52.3%	18.2%	9.4%	39.2%	13.6%	18.4%

Zone Info

	ZONE A	ZONE B	ZONE C	ZONE D	ZONE E	ALL ZONES
FY24 Manning:	87.0%	84.0%	99.0%	94.0%	96.0%	89.0%
FYTD RENL Rate:	61.0%	47.5%	84.2%	95.7%	15.8%	60.3%
FY25 Manning:	88.0%	84.0%	99.0%	94.0%	96.0%	89.4%

NOTES

SRB NEC 0000: Zone A \$30k
(visit <https://www.mynavyhr.navy.mil/> for additional information)

Career Waypoint / My Navy Assignments (MNA) information:
This PACT rating is currently available for YG 2021 and 2022.

Convert-in opportunities can be viewed from the MNA landing page
NO convert out opportunities based on undermanned community inventory.

****DMAP PHASE IV****All advancements to E-5 and E-6 for DC and ABE Sailors in the AC will be conducted via Advance to Position (A2P) and Command Advance to Position (CA2P) beginning 1 June 2024. (see NAVADMIN 017/24)

Data Source: NMPBS(Inv)/NRMS(RE Rate)/N12(EPA/SSF)/BUPERS3(Adv Op) **As of Date:** 19-Feb-24

Slides are updated on a monthly basis. They are dated on the bottom right-hand corner.

Career Waypoint-Reenlistment Checklist for Success

- ❑ Learn and understand MNA reenlistment policies. Utilize MILPERSMAN 1160-140, this user guide, and our website.
- ❑ Correctly identify reenlistment-eligible (SEAOS/PRD) Sailors and track them on your monthly report to the TRIAD.
- ❑ Do not rely solely on CWAY-generated emails for your report. Utilize the Career Counselors Handbook (NAVPERS 15878L).
- ❑ Track the Sailor's reenlistment date.
- ❑ Conduct Career Development Boards (CDB) properly. Document career intentions.
- ❑ Properly qualify all Sailors. *Do your job, and DO NOT enter information that has not been verified!* Doing so could have severe repercussions on a Sailor's career. See pages 18-24 of this guide.
- ❑ Monitor CWAY weekly and get your applications submitted early.
- ❑ Plan accordingly. Counsel and encourage reenlisting Sailors to NOT reenlist within the final week of when the quota expires. This policy will help ensure PSDs have appropriate time to release the contract before the quota expires. If the quota expires, it will have to be reinstated and LOPG updated again. ***You're the counselor... counsel them!***
- ❑ Review your monthly RackNStack results via the "Reports" tab in CWAY.
- ❑ Ensure counseling is conducted for all Sailors not selected for INRATE/Conversion approval after two reviews/looks.
- ❑ Ensure proper command-level notification is being done for those being separated.
- ❑ Ensure Sailors not selected for reenlistment are provided counseling on the benefits of Reserve Affiliation.
- ❑ Ensure CWAY training is conducted during Quarterly/Monthly Career Development Team Meetings.

Important Sailors and Applications

4-2-2 Sailors are Active Component or TAR Sailors that have a DIEMS of October 1, 2020, or later, that enlisted into a 4YO or 5YO contract, and owe up to 24 months or less, of service in the Selected Reserves after completing their Active obligation.

**DO NOT WAIT UNTIL THE LAST DAY OF
THE MONTH TO SUBMIT YOUR SAILORS'
4-2-2 APPLICATIONS IN CWAY!!!**

You are strongly encouraged to have all your applications submitted by the 21st of the month. This will allow you approximately 10 days to ensure the quality and accuracy of applications and to avoid internet failures and other mishaps on the month's final day (i.e., inability to submit an application due to lack of connection). Any applications not submitted by the last day of the process month will result in a **Failed to Submit**.

Important Deadline for Legacy Sailors and Legacy Quotas

Legacy Sailors are Sailors who were either in a CWAY Application window or already had an application with an adjudicated status, i.e., Approved - In Rate (Active or SELRES), Intends to Separate, etc., prior to February 1, 2024. These Sailors are unable to obtain OBLISERV authorization MNA and must use CWAY for their current OBLISERV.

Legacy Quotas are quotas that were either approved in the CWAY Application Browser prior to February 1, 2024, or issued to a Legacy Sailor after that date, due to being unable to obtain authorization via MNA.

Legacy Quotas are valid for 16 months from the processing month and can only be extended for a maximum of 6 months for a total of 22 months.