CAREER WAYPOINTS (CWAY) USER GUIDE

BUPERS-33
(Revised April 2024)
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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 Directions

INSTRUCTIONS
The prescribing document is as issued by using DD Form.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

(1) Name. The last name, first name, and middle initial of the user.
(2) Organization. User's current organization (i.e., DIA, SDI, DoD, government agency, or commercial firm).
(3) Office Symbol/Department. Office symbol within the current organization (i.e., SDI).
(4) Telephone Number/DSN. Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
(5) Official E-mail Address. User's official e-mail address.
(6) Job Title/Grade/Rank. Civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5, military rank (COL, United States Army, CMgtl, USAF) or "CTR" if user is a contractor.
(7) Official Mailing Address. User's official mailing address.
(8) Citizenship. (U.S. Foreign National, or Other).
(9) Designation of Person (Service Member (SM), Government Employee (GOV), Contractor (CTR) (Military, Civilian, Contractor).
(10) IA Training and Awareness Certification Requirements. User must declare the Annual Cyber Awareness Training and Date.
(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).
(12) Date. Date that the user signs the form.

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

(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.
(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.)
(15) User Requires Access To: Place an "X" in the appropriate box. Specify category.
(16) Verification of Need to Know. To verify that the user requires access as requested.
(17a) Expired Date for Access. The user must specify expiration date if less than 1 year.
(17b) 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.
(17c) E-mail Address. Supervisor's e-mail address.
(17d) Phone Number. Supervisor's telephone number.
(17e) Supervisor's Organization/Department. Supervisor's organization and department.
(17f) Supervisor's Signature. Supervisor's signature is required by the endorser's representative.
(17g) Date. Date the supervisor signs the form.

(18a) Phone Number. Functional appointee telephone number.
(18b) Date. The date the functional appointee signs the DD Form 2875.
(18c) Organization/Department. ISSO's organization and department.
(18d) Phone Number. ISSO's telephone number.
(18e) 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.

C. PART III: Verification of Background or Clearance.

(22a) Investigation Date. Date of last investigation.
(22b) Continuous Evaluation Enrollment Date. Date of CE enrollment.

(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 access to classified information to perform official duties; a determination separate from the user's eligibility determination.

(23) Verified By. The Security Manager or representative prints name to indicate that the above clearance and investigation information has been verified.

(24) Phone Number. Security Manager's telephone number.

(25) Security Manager's Signature. The Security Manager or designated representative indicates that the above clearance and investigation information has been verified.

(26) Date. Date the Security Manager performed the background investigation and clearance information verification.

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.

E. DISPOSITION OF FORM:

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.

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.
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

Click “Sailor Browser” for a listing of all Sailors.

All data utilized in this guide is fictional and for informational purposes only.
To See a List of Sailors (Cont’d.)

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

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.

DIEMS – Date Initially Entered Military Service.

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

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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

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

Click on the Sailor you wish to qualify, and then click the Edit button.

Any Sailor who does not have an asterisk (*) under the “Q” column needs to be qualified.

***ALL SAILORS MUST BE QUALIFIED IN CWAY ***
To Qualify a Sailor (Cont’d.)

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.

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Sailor Intends to Separate check either Yes or No. Add date is required in order to Save the updates.

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.)

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

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### Sailor Details

**Summary**

- **SSN:** [Redacted]
- **DoD ID:** [Redacted]
- **Last Name:** [Redacted]
- **First Name:** [Redacted]
- **Middle Initial:** [Redacted]
- **Gender:** [Redacted]
- **Date of Birth:** [Redacted]

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### General Information

#### Test Scores & Evaluations

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<th></th>
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</thead>
<tbody>
<tr>
<td>NAPT Exam Date: 1/1/2009</td>
<td>NAPT*: 90</td>
<td>DLAB Exam Date: 8/1/2006</td>
<td>DLAB**: 100</td>
<td></td>
<td></td>
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</tbody>
</table>

* AO/CS/NO/NAPT - Optional
** DLAB required for CTI

---

**Verify all of the testing information. Make sure that the ASVAB scores are composite scores, not raw scores. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.**

**Note:** See the following page for examples of the three types of ASVAB scores and how to contact AFCT for further assistance.

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**Click on “Medical” to move to the next qualification.**
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.

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<tr>
<td>07E</td>
<td>57</td>
<td>59</td>
<td>48</td>
<td>54</td>
<td>62</td>
<td>56</td>
<td>49</td>
<td>67</td>
<td>68</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>70</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>05E</td>
<td>8</td>
<td>11</td>
<td>21</td>
<td>0</td>
<td>9</td>
<td>18</td>
<td>5</td>
<td>9</td>
<td>11</td>
<td>62</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**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.

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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>21B</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>86</td>
</tr>
</tbody>
</table>

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

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To Qualify a Sailor (Cont’d.)

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.

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### 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.”

Click on “CTO Support” to move to the next tab.
To Qualify a Sailor (Cont’d.)

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

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.
To Qualify a Sailor (Cont’d.)

*** 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.

<table>
<thead>
<tr>
<th>S</th>
<th>4-2-2 Sailor</th>
<th>MSO Remaining</th>
<th>CO Recommends Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Y</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>Y</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

Ensure the “Q” column has an asterisk for the Sailor you just qualified.
Career Exploration Module (CEM) Path

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.
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.

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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) 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.
**Career Exploration Module (CEM) Data Modification (Cont’d)**

**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.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Physical Qualifications</th>
<th>Examination Scores</th>
<th>Legal and Moral Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Citizen:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversion To Status:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All immediate family US Citizens:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civilian Education:</td>
<td>HS Diploma</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Physical Qualifications</th>
<th>Examination Scores</th>
<th>Legal and Moral Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distant Corrected Vision Left: 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distant Uncorrected Vision Right: 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Near Corrected Vision Left: 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Near Uncorrected Vision Right: 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing Acuity: Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Physical Qualifications</th>
<th>Examination Scores</th>
<th>Legal and Moral Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR: 74</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS: 63</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PC: 78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFQT: 69</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

- Moral Turpitude Offenses: No
- History of Drug Abuse: No
- Adverse Personal History: No
- Civil Convictions, Courts Martial, or NJP: Yes
- Alcohol Abuse: No
- Security Clearance Eligible: Yes

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

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.)

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

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

33
SELRES 4-2-2 Sailor (Cont’d.)

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

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).
Creating a Non 4-2-2 SELRES Application

1. Select “SELRES” for Component Type.
2. Complete the required “SELRES Fields.”

*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

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

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.

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.


**Convert Only Application**

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” 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

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.”

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

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.”

All data utilized in this guide is fictional and for informational purposes only.
The “Apply Reenlistment (AC/TAR)” button is available when:
- Sailor is eligible for TRP: available 16 to 4 months from SEAO
- Sailor is 4-2-2: available 10 to 3 months from SEAO
- Sailor is non 4-2-2: available 10 to 3 months from SEAO, if eligible for SELRES
In-Rate & Conversion Opportunities

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.
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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”.
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.
MNA Marketplace Record Detail

<table>
<thead>
<tr>
<th>Sailor Name:</th>
<th>Rating: EN</th>
<th>Status: Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service: AC</td>
<td>Approved Rating: MMN</td>
<td>Approved Service: AC</td>
</tr>
<tr>
<td>Months to PRD: 1</td>
<td>Approval Type: Conversion</td>
<td>Restricted: N</td>
</tr>
<tr>
<td>EMC: B110</td>
<td>Process Cycle: FY24 Cycle 3 - Feb</td>
<td></td>
</tr>
<tr>
<td>CED: 09/15/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record Details

<table>
<thead>
<tr>
<th>Process Cycle: FY24 Cycle 3 - Feb</th>
<th>Approval Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Approved</td>
<td>In-Rate Conversion None</td>
</tr>
<tr>
<td>Rating: MMN</td>
<td>Forced Conversion:</td>
</tr>
<tr>
<td>Restricted:</td>
<td>Yes No</td>
</tr>
<tr>
<td>Reason Code:</td>
<td></td>
</tr>
<tr>
<td>Approved UIC:</td>
<td></td>
</tr>
<tr>
<td>Approved Command Name: NAVAL SCHOOL OF HEALTH SCIENCES SAN DIEGO</td>
<td></td>
</tr>
<tr>
<td>ATI Description:</td>
<td></td>
</tr>
</tbody>
</table>

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)

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.

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.
All data utilized in this guide is fictional and for informational purposes only.
All data utilized in this guide is fictional and for informational purposes only.
To Check the Status of a CWAY Application

1. Click the hourglass and select “All.”

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

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

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.

**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.

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

All data utilized in this guide is fictional and for informational purposes only.
Printing an Official Letter

Highlight the approved application and click the “Official Letter” button. If the letter does not generate here, go to the Summary Report.

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

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.
All data utilized in this guide is fictional and for informational purposes only.
Submitting a CWAY-PACT Marketplace Record

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

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

All data utilized in this guide is fictional and for informational purposes only.
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.
Select “Requests Participation” when a Sailor is requesting to participate in the PACT Marketplace.

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.
Select “Requests to Remain Onboard” for Sailors requesting to remain onboard their 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.

Complete all required information, then check the validation box.

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.

All data utilized in this guide is fictional and for informational purposes only.
All data utilized in this guide is fictional and for informational purposes only.
Select “Not Eligible” when a member is submitted as Not Eligible.

If member is submitted as “Not Eligible” you can choose one of the following four reasons:
- Legal/Moral disqualifies
- Performance
- Discipline
- Not ready for designation

Complete all required information, then check the validation box.

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.

<table>
<thead>
<tr>
<th>Sailor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN:</td>
</tr>
<tr>
<td>DoD ID:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Middle Initial:</td>
</tr>
<tr>
<td>Gender:</td>
</tr>
<tr>
<td>Date of Birth: 7/1/1990</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEBD:</td>
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<tr>
<td>Service Code: SELRES</td>
</tr>
<tr>
<td>Paygrade:</td>
</tr>
<tr>
<td>Current Rating:</td>
</tr>
<tr>
<td>Previously Held Rating:</td>
</tr>
<tr>
<td>Security Clearance: Interim confidential</td>
</tr>
<tr>
<td>MOD Code:</td>
</tr>
<tr>
<td>MAS Code - Medical:</td>
</tr>
<tr>
<td>US Citizen: Yes</td>
</tr>
<tr>
<td>Parents U.S. Born: Yes</td>
</tr>
<tr>
<td>أجل ادخل أسباب</td>
</tr>
<tr>
<td>CO Recommends Retention: Yes</td>
</tr>
<tr>
<td>Sailor Intends to Separate: Yes</td>
</tr>
<tr>
<td>Recommendation Date:</td>
</tr>
<tr>
<td>Test Scores &amp; Evaluations</td>
</tr>
<tr>
<td>Medical</td>
</tr>
<tr>
<td>Legal &amp; Moral</td>
</tr>
<tr>
<td>CTO Support</td>
</tr>
<tr>
<td>Apply Conversion (RC)</td>
</tr>
<tr>
<td>Apply Transition (RC to AC)</td>
</tr>
<tr>
<td>Notes</td>
</tr>
<tr>
<td>Save</td>
</tr>
<tr>
<td>Close</td>
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All data utilized in this guide is fictional and for informational purposes only.
Submitting a CWAY-CONV Application (Cont’d.)

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

<table>
<thead>
<tr>
<th>Rating Name</th>
<th>Rating</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Aviation Structural Mechanic Safety Equipment</td>
<td>AME</td>
<td>Preliminary</td>
</tr>
<tr>
<td>Engineer 2</td>
<td>EN</td>
<td></td>
</tr>
<tr>
<td>Machinist’s Mate</td>
<td>MM</td>
<td>Preliminary</td>
</tr>
<tr>
<td>Damage Control Specialist</td>
<td>DC</td>
<td></td>
</tr>
<tr>
<td>Aviation Boatswain</td>
<td>AB</td>
<td></td>
</tr>
<tr>
<td>Damage Control Specialist</td>
<td>DC</td>
<td></td>
</tr>
<tr>
<td>Aviation Motor Repair</td>
<td>BM</td>
<td></td>
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<tr>
<td>Aviation Electricians Mate</td>
<td>AE</td>
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<tr>
<td>Aviation Boatswain Mate</td>
<td>AB</td>
<td></td>
</tr>
<tr>
<td>Aviation Structural Mechanic</td>
<td>AM</td>
<td></td>
</tr>
<tr>
<td>Aviation Support Equipment Technician</td>
<td>AS</td>
<td></td>
</tr>
</tbody>
</table>

- **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.

*** IMPORTANT ***

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

All data utilized in this guide is fictional and for informational purposes only.
Submitting a CWAY-CONV Application (Cont’d.)

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

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.

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

All data utilized in this guide is fictional and for informational purposes only.
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.
Determining Total Active Service for RC to AC

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](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.)

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

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.

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


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

Select the applicable rating, then “Community Overview” to view the communities’ health (balanced, overmanned, undermanned, etc.).
How to Find the Community Health Slides (Cont’d.)

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.
- 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.
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.