

## CAREER WAYPOINTS

### CAREER WAYPOINTS (C-WAY) USER GUIDE

vR53

**BUPERS-313**  
(Revised February 2026)

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

|  |    |
|--|----|
| <a href="#">Cover Sheet</a>  | 6  |
| <a href="#">Career Waypoints Modules</a>                                     | 7  |
| <a href="#">Career Waypoints Modules (Cont'd)</a>                            | 8  |
| <a href="#">SAAR DD FORM 2875</a>  | 10 |
| <a href="#">SAAR DD FORM 2875 Instructions</a>                               | 11 |
| <a href="#">Remove C-WAY Access</a>  | 12 |
| <a href="#">Getting Started / See Sailor Listing</a>                         | 13 |
| <a href="#">See Sailor Listing (Cont'd.)</a>                                 | 14 |
| <a href="#">See Sailor Listing - IA/TAD Sailors</a>                          | 15 |
| <a href="#">To See/Edit Sailor Details</a>                                   | 16 |
| <a href="#">Sailor General Information / Intends to Separate</a>             | 17 |
| <a href="#">Qualify a Sailor</a>   | 18 |
| <a href="#">Qualify a Sailor (Cont'd.)</a>                                   | 19 |
| <a href="#">Qualify a Sailor - Test Scores</a>                               | 20 |
| <a href="#">Qualify a Sailor - ASVAB Scores and AFCT Contact</a>             | 21 |
| <a href="#">Qualify a Sailor - Medical</a>                                   | 22 |
| <a href="#">Qualify a Sailor - Legal &amp; Moral</a>                         | 23 |
| <a href="#">Qualify a Sailor - CTO Support</a>                               | 24 |
| <a href="#">Qualify a Sailor - Verification</a>                              | 25 |
| <a href="#">Career Exploration Module (CEM) – Path</a>                       | 26 |
| <a href="#">Career Exploration Module (CEM) – Access</a>                     | 27 |
| <a href="#">Career Exploration Module (CEM) - Screen Operations</a>          | 28 |
| <a href="#">Career Exploration Module (CEM) - Screen Operations (Cont'd)</a> | 29 |

|  |    |
|--|----|
| Career Exploration Module (CEM) - Data Modification                            | 30 |
| Career Exploration Module (CEM) - Data Modification (Cont'd)                   | 31 |
| Career Exploration Module (CEM) - Data Modification Results                    | 32 |
| Submit C-Way Application   | 33 |
| Submit C-Way Application - Application Browser                                 | 34 |
| Submit C-Way Application - Application Browser – Listing                       | 35 |
| Submit C-Way Application - Application Browser – Options                       | 36 |
| Submit C-Way Application - Application Browser – Details                       | 37 |
| Submit C-Way Application - Application Browser – Submitted                     | 38 |
| Submit C-Way Application - Sailor Browser                                      | 39 |
| Submit C-Way Application - Sailor Browser – Listing                            | 40 |
| Submit C-Way Application - Sailor Browser - Sailor Details                     | 41 |
| Submit C-Way Application - Sailor Browser - In-Rate & Conversion Opportunities | 42 |
| Submit C-Way Application - Sailor Browser - In-Rate & Conversion Opportunities | 43 |
| Submit C-Way Application - Sailor Browser – Options                            | 44 |
| Submit C-Way Application - Sailor Browser – Details                            | 45 |
| Submit C-Way Application - Sailor Browser – Submitted                          | 46 |
| Enter Note   | 47 |
| Enter Note - View Note History   | 48 |
| Check C-WAY Application Status   | 49 |
| Return Approved C-WAY Quota  | 50 |
| Application Options - SELRES Applications                                      | 51 |
| Application Options - 4-2-2 AC/TAR and 4-2-2 SELRES Personnel                  | 52 |
| Application Options - SELRES 4-2-2 Sailor (Cont'd.)                            | 53 |

|  |    |
|--|----|
| Application Options - Non-4-2-2 - In Rate Only - SELRES    | 54 |
| Application Options - Non-4-2-2 - In-Rate Only - SELRES    | 55 |
| Application Options - In-Rate Only - SELRES (Cont'd.)      | 56 |
| Application Options - In-Rate, Willing to Convert - SELRES | 57 |
| Application Options - Convert Only                         | 57 |
| Application Options - Sailor Not Eligible                  | 58 |
| Application Options - Not Applying This Month              | 59 |
| MNA Marketplace Record Browser                             | 60 |
| MNA Marketplace Record Detail                              | 61 |
| Targeted Reentry Program (TRP)                             | 62 |
| Targeted Reentry Program (TRP) - Submit Application        | 63 |
| Targeted Reentry Program (TRP) - Revoke Application        | 64 |
| Print an Official Letter                                   | 65 |
| Command Summary Reports                                    | 66 |
| Intends To Separate Report – Path                          | 67 |
| Intends To Separate Report                                 | 68 |
| Intends To Separate Report – Details                       | 69 |
| Submit C-WAY-PACT Marketplace Record                       | 70 |
| Statuses for PACT Marketplace                              | 71 |
| PACT Marketplace Record Detail Screen                      | 72 |
| PACT Marketplace Record Detail Screen (Cont'd.)            | 73 |
| PACT Marketplace Record Detail Screen (Cont'd.)            | 74 |
| PACT Marketplace Record Detail Screen (Cont'd.)            | 75 |
| C-WAY-Conversion for RC to RC                              | 76 |

|  |    |
|--|----|
| <a href="#">Submit C-WAY-Conversion Application</a>                            | 77 |
| <a href="#">Submit C-WAY-Conversion Application - Qualified Jobs</a>           | 78 |
| <a href="#">Submit C-WAY- Conversion Application - Conversion Application</a>  | 79 |
| <a href="#">Submit C-WAY- Conversion Application - Application Details</a>     | 80 |
| <a href="#">Submit C-WAY- Conversion Application - Common Error</a>            | 81 |
| <a href="#">Check Status of C-WAY-Conversion Application</a>                   | 82 |
| <a href="#">C-WAY-Transition for RC to AC/TAR</a>                              | 83 |
| <a href="#">Submit C-WAY-Transition Application for RC to AC/TAR</a>           | 84 |
| <a href="#">Submit C-WAY-Transition Application for RC to AC/TAR (Cont'd.)</a> | 85 |
| <a href="#">Calculate Total Active Service for RC to AC</a>                    | 86 |
| <a href="#">Submit C-WAY-Transition Application for RC to AC/TAR (Cont'd.)</a> | 87 |
| <a href="#">Check C-WAY-Transition Application Status for RC to AC/TAR</a>     | 88 |
| <a href="#">Transition RC to AC/TAR Additional Information</a>                 | 89 |
| <a href="#">Transition RC to AC/TAR Additional Information</a>                 | 90 |
| <a href="#">Transition RC to AC/TAR Additional Information</a>                 | 91 |
| <a href="#">Scuttlebutt</a>  | 92 |
| <a href="#">FAQ</a>  | 93 |
| <a href="#">How to Find Community Health Slides</a>                            | 94 |
| <a href="#">How to Find Community Health Slides (Cont'd.)</a>                  | 95 |
| <a href="#">How to Find Community Health Slides (Cont'd.)</a>                  | 96 |
| <a href="#">Checklist For Success</a>  | 97 |
| <a href="#">Important Deadline for 4-2-2 Sailors and Applications</a>          | 98 |
| <a href="#">Important Deadline for Legacy Sailors and Quotas</a>               | 99 |

# Cover Sheet

- **General Information** - The Career Waypoints (C-WAY) 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 staffing 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, C-WAY applies to all AC and TAR E6 for reenlistment/extension and rating designation authorization.

# Career Waypoints Modules

- **C-WAY 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 C-WAY 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. C-WAY 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 C-WAY, and web services that send MNA results from MNA to C-WAY. There is an MNA Marketplace record browser where career counselors can view details about their Sailor's Marketplace status. Sailors may view their own 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 PRD for CCCs to update and submit to the PACT Marketplace. C-WAY transmits Sailor records (identification, qualified jobs data including RIDE score, JOIN score, and RIDE/JOIN combined score) to MNA. MNA returns Sailor's request status results to C-WAY upon decision.
  - Reference: [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.
  - References: [MILPERSMAN 1160-140](#), [MILPERSMAN 1440-010](#), and [BUPERSINST 1001.39 \(Series\)](#)

## Career Waypoints Modules (Con't)

- **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 C-WAY to apply for 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). CCCs can access reports in C-WAY by clicking **[Qualify] > [JOIN Rating Results]**.
- **Sailor Self Service Access (SSSA) Module** – The SSSA module provides individual Sailors' 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)** – The 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 which AC and TAR 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 and edit access for Career Waypoints.**

All new users requesting access, including those who did not log onto the system for over **90 days** and lost access, are required to submit a SAAR to gain access. The SAAR MUST be the original, unaltered, digitally signed form. The form must be emailed to BUPERS-313 (Career Waypoints) at [career\\_waypoints@navy.mil](mailto: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/C-WAY/>

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

# SAAR Form

| SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)   |  | DD FORM 2875, MAY 2022<br>PREVIOUS EDITION IS OBSOLETE   |
|--|--|--|
| <p><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> (FAR) Law 98-474, the Computer Fraud and Abuse Act</p> <p><b>PRINCIPAL PURPOSE(S):</b> To meet there is a process, and there shall be the purpose of which is the development of individuals including essential Essential Information to the system and information about the individuals who are involved in the system.</p> <p><b>ROUTINE USE(S):</b> None</p> <p><b>TRACER CODE:</b> The nature of this information is such that, however, it is not possible to provide information to the individual or to the individual's organization.</p> |  |  |
| <p><b>TYPE OF REQUEST</b></p> <p>INITIAL: _____</p> <p><b>USER ID</b></p> <p>_____</p> <p><b>DATE (YYYYMMDD)</b></p> <p>Current Date</p>   | <p><b>SYSTEM NAME</b> (System or Application):</p> <p>Career Waypoints</p> <p><b>LOCATION</b> (Physical Location of System):</p> <p>Millington, TN</p> |  |
| <p><b>PART I - To be completed by Requester</b></p>  |  |  |
| <p><b>1. NAME</b> (Last, First, Middle Initial)</p> <p>Last, First MI</p>  | <p><b>2. ORGANIZATION</b></p> <p>USS Example DDG-008</p>   |  |
| <p><b>3. OFFICE SYMBOL/DEPARTMENT</b></p> <p>Example: N01C000</p>  | <p><b>4. PHONE</b> (Dial or Connected)</p> <p>111-222-3333</p>   |  |
| <p><b>5. OFFICIAL E-MAIL ADDRESS</b></p> <p>*.mil email only</p>   | <p><b>6. JOB TITLE AND GRADE/RANK</b></p> <p>Example entry: CCC/NC1</p>  |  |
| <p><b>7. OFFICIAL MAILING ADDRESS</b></p>  | <p><b>8. CITIZENSHIP</b></p> <p><input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER</p>                  | <p><b>9. DESIGNATION OF PERSON</b></p> <p><input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR</p> |
| <p><b>10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS</b> (Complete as required for user or functional area access.)</p> <p><input checked="" type="checkbox"/> I have completed the Annual Cyber Awareness Training. DATE: (YYYYMMDD) Must be current 1Y</p>   |  |  |
| <p><b>11. USER SIGNATURE</b></p> <p>_____</p>  | <p><b>12. DATE (YYYYMMDD)</b></p> <p>_____</p> <p>Date Signed</p>  |  |
| <p><b>PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR</b></p> <p>(If available to a contractor - provide company name, contact number, and date of contact signature in Block 16.)</p>   |  |  |
| <p><b>13. JUSTIFICATION FOR ACCESS</b></p> <p>Type of access requested: (list one) CCC, Dept CCC, ISC or CMC</p> <p>Requested UIC(s): If more than one UIC, list them in numerical order and if more than 10 UICs, list them on an excel spreadsheet and forward with the SAAR-N.</p>  |  |  |
| <p><b>14. TYPE OF ACCESS REQUESTED</b></p> <p><input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED</p>   |  |  |
| <p><b>15. USER REQUIRES ACCESS TO:</b> <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (already exempt)</p> <p><input type="checkbox"/> OTHER</p>   |  |  |
| <p><b>16. VERIFICATION OF NEED TO KNOW</b></p> <p><input checked="" type="checkbox"/> I certify that this user requires access as requested.</p>   |  |  |
| <p><b>17. SUPERVISOR'S NAME</b> (Print Name)</p> <p>L. E. Jordan, CMC/DCM, CMC</p>   | <p><b>17a. SUPERVISOR'S EMAIL ADDRESS</b></p> <p>cmc@ddg008.mil@us.navy.mil</p>  | <p><b>17b. PHONE NUMBER</b></p> <p>111-222-1234</p>  |
| <p><b>17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT</b></p> <p>CMC/NO0</p>   | <p><b>17d. SUPERVISOR SIGNATURE</b></p> <p>_____</p> <p>Date Signed</p>  | <p><b>17e. DATE (YYYYMMDD)</b></p> <p>_____</p> <p>Date Signed</p>   |
| <p><b>18. INFORMATION OWNER/OPR PHONE NUMBER</b></p> <p>IAAMN7</p>   | <p><b>18a. INFORMATION OWNER/OPR SIGNATURE</b></p> <p>_____</p> <p>Date Signed</p>   | <p><b>18b. DATE (YYYYMMDD)</b></p> <p>_____</p> <p>Date Signed</p>   |
| <p><b>19. ISSO ORGANIZATION/DEPARTMENT</b></p>   | <p><b>19a. ISSO OR APPOINTEE SIGNATURE</b></p> <p>_____</p> <p>Date Signed</p>   | <p><b>19b. DATE (YYYYMMDD)</b></p> <p>_____</p> <p>Date Signed</p>   |
| <p><b>19c. PHONE NUMBER</b></p>  |  |  |

| DD FORM 2875, MAY 2022<br>PREVIOUS EDITION IS OBSOLETE  |   | DD FORM 2875, MAY 2022<br>PREVIOUS EDITION IS OBSOLETE                       |
|---|---|--|
| <p><b>20. NAME</b> (Last, First, Middle Initial)</p> <p>Last, First MI</p>                                |   |  |
| <p><b>21. OPTIONAL INFORMATION</b></p> <p>Not required</p>  |   |  |
| <p><b>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</b></p> |   |  |
| <p><b>22. TYPE OF INVESTIGATION</b></p> <p>Example: NACLC</p>   | <p><b>22a. INVESTIGATION DATE (YYYYMMDD)</b></p> <p>Example: 20201231</p>         |  |
| <p><b>22b. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE (YYYYMMDD)</b></p>                                  | <p><b>22c. ACCESS LEVEL</b></p> <p>Example: Secret</p>                            |  |
| <p><b>23. VERIFIED BY</b> (Printed Name)</p> <p>T M Smith, YMC, ASM</p>                                   | <p><b>24. PHONE NUMBER</b></p> <p>111-666-1234</p>                                | <p><b>25. SECURITY MANAGER SIGNATURE</b></p> <p>_____</p> <p>Date Signed</p> |
| <p><b>26. VERIFICATION DATE (YYYYMMDD)</b></p>  |   |  |
| <p><b>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</b></p>                      |   |  |
| <p><b>TITLE:</b></p>  | <p><b>SYSTEM</b></p>  | <p><b>ACCOUNT CODE</b></p>   |
|   | <p>DOMAIN</p>   |  |
|   | <p>SERVER</p>   |  |
|   | <p>APPLICATION</p>  |  |
|   | <p>FILES</p>  |  |
|   | <p>DATASETS</p>   |  |
| <p><b>DATE PROCESSED (YYYYMMDD)</b></p>   | <p><b>PROCESSED BY</b> (Print name and sig)</p> <p>_____</p> <p>Date Signed</p>   | <p><b>DATE (YYYYMMDD)</b></p> <p>_____</p> <p>Date Signed</p>                |
| <p><b>DATE REVALIDATED (YYYYMMDD)</b></p>   | <p><b>REVALIDATED BY</b> (Print name and sig)</p> <p>_____</p> <p>Date Signed</p> | <p><b>DATE (YYYYMMDD)</b></p> <p>_____</p> <p>Date Signed</p>                |

# SAAR Form Instructions

## INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

**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.** The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).
- (3) **Office Symbol/Department.** The office symbol within the current organization (i.e. SDI).
- (4) **Telephone Number/DSN.** The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- (5) **Official E-mail Address.** The user's official e-mail address.
- (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.
- (7) **Official Mailing Address.** The user's official mailing address.
- (8) **Citizenship** (US, 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.** The 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.
- (16a) **Expiration Date for Access.** The user must specify expiration date if less than 1 year.
- (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.
- (17a) **E-mail Address.** Supervisor's e-mail address.
- (17b) **Phone Number.** Supervisor's telephone number.
- (17c) **Supervisor's Organization/Department.** Supervisor's organization and department.
- (17d) **Supervisor's Signature.** Supervisor's signature is required by the endorser's representative.
- (17e) **Date.** Date the supervisor signs the form.

(18) **Phone Number.** Functional appointee telephone number.

(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.

(18b) **Date.** The date the functional appointee signs the DD Form 2875.

(19) **Organization/Department.** ISSO's organization and department.

(19a) **Phone Number.** ISSO's telephone number.

(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.

(19c) **Date.** The date the ISSO or Appointee signs the DD Form 2875.

(21) **Optional Information.** This item is intended to add additional information, as required.

**C. PART III:** Verification of Background or Clearance.

(22) **Type of Investigation.** The user's last type of background investigation (i.e., Tier 3, Tier 5, etc.).

(22a) **Investigation Date.** Date of last investigation.

(22b) **Continuous Evaluation Enrollment Date.** Date of CE enrollment. Leave blank if user is not enrolled in CE.

(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.

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

(26) **Verification 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.

DD FORM 2875, MAY 2022

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Page 3 of 3

# Remove C-WAY Access

- **Command Career Counselor access** - To disable CCC access, the CMC/SEL or ISIC CCC must contact [BUPERS-313 to request removal.](#)
- **Departmental Career Counselor access** - To disable Dept CC access, the CCC must contact [BUPERS-313 to request removal.](#)
- **Note:** Once an account is disabled, the Sailor must submit a new SAAR ([DD FORM 2875](#)) to [regain access.](#)

# Getting Started / See Sailor Listing

**CAREER WAYPOINTS**

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

Sailor Browser

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

Click **[Sailor Browser]** to see a listing of all Sailors

**CAREER WAYPOINTS**

Sailors can now take Job Opportunities in the Navy (JOIN) at <https://join.aschirocna.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.

R/Paul Martin  
Paul D. Martin  
Navy Selection and Classification Force Shaping Plans and Policy Branch (CNO N132G2)  
(901)874-2970  
DSN 882-2970  
DSN 882-2970

Version 53.0.9428.38310

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



# See Sailor Listing - IA/TAD Sailors

Career Waypoints offers a secondary UIC feature! This is helpful when assisting Sailors on Individual Augmentee (IA), Temporary Duty (TDY), or Temporary Additional Duty (TAD) assignments. In most cases, the secondary UIC is automatically assigned via the NSIPS connection in association with the orders on file and an ACC code change. However, there are times when this feature requires assistance from the C-Way Help Desk.

To assign a Secondary UIC to an eligible Sailor, email BUPERS-313 the Sailor's full name, rate/rank, the primary UIC you are assigned as the CCC, and the expiration date which you need access to the Sailor. Explain that the Sailor is attached to your command for IA or TAD assignment. The UIC will automatically be removed the day following the requested expiration date.

**NOTE: Do not request access to the UIC of the IA/TDY/TAD Sailor's Parent Command.**

The image shows a screenshot of the 'Sailor Details' form. The form is divided into several sections: Summary, General Information, Test Scores & Evaluations, Medical, Legal & Moral, and CTO Support. The 'General Information' section is the most prominent, containing various fields for personal and service information. The 'Secondary UIC' field is highlighted with a yellow box. Other fields include SSN, DoD ID, Last Name, First Name, Middle Initial, Sex, Date of Birth, ADS, Service Code, Paygrade, Current Rating, Previously Held Rating, Security Clearance, UIC, Department, Secondary Department, Prospective Rate, US Citizen, Parents U.S. Born, All immediate family US Citizens, Civilian Education, Security Clearance Date, CO Recommends Retention, CO Recommends Advancement, Sailor Intends to Separate, Reason 1, Reason 2, Reason 3, and Other. At the bottom of the form, there are buttons for 'Qualify', 'Notes', 'Save', and 'Close'.

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

# To See/Edit Sailor Details

The screenshot displays the 'SAILOR BROWSER' application. At the top, there are search filters for SSN, DoD ID, Name, Rating, UIC, PG, Service, CO Recommends Retention, CO Recommends Advancement, and Updated By. Below the filters is a 'Refresh' button and a 'Reset' button. On the left side, there is a vertical menu with buttons for 'Edit', 'Extended Edit', 'Notes', 'Locate Sailor', 'CEM', 'Export', 'ITS Sailors', 'Not Recommended', and 'Close'. The 'Edit' button is highlighted with a yellow box. A yellow callout box points to the 'Edit' button with the text: 'To see details on a specific Sailor select the Sailor from the listing and then click the [Edit] button.' The main area shows a grid of sailor records. On the right side, a 'Sailor Details' modal window is open, showing a 'Summary' section with fields for SSN, DoD ID, Last Name, First Name, Middle Initial, and Sex. Below this is a 'General Information' section with fields for ADSD (5/17/2008), Service Code (AC), Paygrade (E5), Current Rating, Previously Held Rating, Security Clearance (Secret - SCI denied), UIC, Department, Secondary UIC, Secondary Department, Prospective Rate (ED6), US Citizen (Yes), Parents U.S. Born (Yes), All immediate family US Citizens (Yes), and Civilian Education (HS Diploma). There are also radio buttons for 'CO Recommends Retention' and 'CO Recommends Advancement', both set to 'Requires Attention'. At the bottom of the modal, there are sections for 'Test Scores & Evaluations' (Medical, Legal & Moral, CTO Support) and buttons for 'Qualify', 'Notes', 'Save', and 'Close'.

To see details on a specific Sailor select the Sailor from the listing and then click the [Edit] button.

Once on the 'Sailor Details' screen you can update general information including the Sailor's retention, advancement, and Intends to Separate Questionnaire..

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

# Sailor General Information / Intends to Separate

**Sailor Details**

**Summary**

SSN:  DoD ID:  Middle Initial:   
Last Name:  First Name:   
Sex:  Date of Birth:

**General Information**

ADSD: 5/17/2008  UIC:  US Citizen: Yes   
Department:  Parents U.S. Born: Yes   
Secondary UIC:  All immediate family US Citizens: Yes   
Secondary Department:  Civilian Education: HS Diploma   
Prospective Rate: E06  Security Clearance Date:

No  Requires Attention Recommendation Date:   
 No  Requires Attention Recommendation Date:

Sailor Intends to Separate:  Yes  No

Reason 1:   
Reason 2:   
Reason 3:   
Other:

What would it take for you to stay Navy?  
Most Important:   
Second Most Important:   
Third Most Important:

Quali

Sailor Intends to Separate check either 'Yes' or 'No'.

The date is required and will auto-populate.

If 'Yes' is checked, questionnaire drop-down boxes will activate for: **'Sailor Intends to Separate'** and **'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.

**Note 1:** Try not to enter the same response in both "Other" free-text boxes.

**Note 2:** ITS responses are consolidated and displayed on the Intends to Separate Report, which can be filtered by UIC, importance, and answer.

The Intends to Separate Report is located under the Reports tab ([pgs 68-70 of this User Guide](#)).

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

# Qualify a Sailor

The screenshot displays the 'SAILOR BROWSER' interface. At the top, there are search filters for SSN, DoD ID, Name, Rating, UIC, Dept, PG, Service, CO Recommends Retention, and CO Recommends Advancement. Below these are 'Refresh' and 'Reset' buttons. A table of sailors is shown with columns for 'Q', '4-2-2 Sailor', and 'MSO Remaining'. A yellow box highlights the 'Q' column. A 'Sailor Details' window is open, showing a 'Summary' section with fields for SSN, DoD ID, Last Name, First Name, and Middle Initial. Below this are sections for 'CO Recommends Retention', 'CO Recommends Advancement', and 'Sailor Intends to Separate', each with radio button options for 'Yes', 'No', and 'Requires Attention'. There are also text boxes for 'Reason 1', 'Reason 2', 'Reason 3', and 'Other'. At the bottom of the details window are buttons for 'Qualify', 'Notes', 'Save', and 'Close'. A yellow callout box is overlaid on the 'Q' column of the table, and another yellow callout box is overlaid on the 'Summary' section of the details window.

All sailors must be qualified in C-WAY upon check-in to a new command -  
Per [MILPERSMAN 1160-140](#).

Any Sailor who does not have an asterisk \* in the "Q" column needs to be qualified.

Select the Sailor that needs to be qualified from the 'Sailor Browser' listing.  
Click the [Edit] button.

**\*\*\*ALL SAILORS MUST BE QUALIFIED IN C-WAY - PER MPM 1160-140\*\*\***

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

# Qualify a Sailor (Cont'd.)

The screenshot shows the 'Sailor Details' Summary page. The 'Summary' section includes fields for SSN, DoD ID, Last Name, First Name, Middle Initial, Sex, and Date of Birth. The 'General Information' section contains various dropdown menus and text boxes for fields like ASDS, Service Code, Paygrade, Current Rating, Previously Held Rating, Security Clearance, UIC, Department, Secondary UIC, Secondary Department, Prospective Rate, US Citizen, Parents U.S. Born, All immediate family US Citizens, and Civilian Education. There are also radio button options for 'CO Recommends Retention', 'CO Recommends Advancement', and 'Sailor Intends to Separate'. At the bottom, there are buttons for 'Qualify', 'Notes', 'Save', and 'Close'. A 'Test Scores & Evaluations' button is highlighted with a yellow box, and a callout points to it with the text: 'Click [Test Scores & Evaluations] to access the next qualification section.' Another yellow callout box contains the text: 'Verify that all available drop-down items are completed correctly. Missing or incorrect information may lead to the Sailor not qualifying for potential ratings or appearing eligible for ratings that they are not qualified to fulfill.'

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

# Qualify a Sailor - Test Scores

**Sailor Details**

**Summary**

SSN:

DoD ID:

Middle Initial:

Last Name:

First Name:

Sex:

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:                           |
|--------------------------------|---------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---|---------------------------------|---------------------------------|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|---------------------------------|
| 4/18/2009 <input type="text"/> | DoD3 <input type="text"/> | <input type="text" value="34"/> | <input type="text" value="45"/> | <input type="text" value="69"/> | <input type="text" value="56"/> | <input type="text" value="65"/>         | <input type="text" value="78"/> | <input type="text" value="89"/> | <input type="text" value="90"/>         | <input type="text" value="23"/> | <input type="text" value="12"/> | <input type="text" value="37"/> | <input type="text" value="0"/> | <input type="text" value="77"/> |
| NAPT Exam Date:                | NAPT*:                    | DLAB Exam Date:                 |                                 | DLAB**:                         |                                 | Promotion Recommendations:              |                                 |                                 |   |                                 |                                 |                                 |                                |                                 |
| 6/1/2015 <input type="text"/>  | 65 <input type="text"/>   | 6/1/2015 <input type="text"/>   |                                 | 74 <input type="text"/>         |                                 | <input type="text" value="Promotable"/> |                                 |                                 | <input type="text" value="12/17/2011"/> |                                 |                                 |                                 |                                |                                 |
|                                |                           |                                 |                                 |                                 |                                 | <input type="text" value="Promotable"/> |                                 |                                 | <input type="text" value="12/17/2011"/> |                                 |                                 |                                 |                                |                                 |
|                                |                           |                                 |                                 |                                 |                                 | <input type="text"/>                    |                                 |                                 | <input type="text"/>                    |                                 |                                 |                                 |                                |                                 |
|                                |                           |                                 |                                 |                                 |                                 | <input type="text"/>                    |                                 |                                 | <input type="text"/>                    |                                 |                                 |                                 |                                |                                 |

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

**Medical**

**Legal & Moral**

**CTO Support**

Verify all 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.

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

# Qualify a Sailor - ASVAB Scores and AFCT Contact

The following three images are examples of ASVAB scores seen in C-WAY.

**Example 1** - Valid ASVAB scores in C-WAY 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 have not 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 cannot 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 cannot 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    |

The email address for the AFCT help desk is - [AFCTHelpdesk@navy.mil](mailto:AFCTHelpdesk@navy.mil)

The screenshot shows a navigation menu with the following items: Qualify, Notes, Medical, Legal & Moral, CTO Support, Save, and Close. A yellow callout box with a line pointing to the 'Medical' option contains the text: 'Click [Medical] to access the next qualification section.'

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

# Qualify a Sailor - Medical

**Sailor Details**

**Summary**

SSN:  DoD ID:   
Last Name:  First Name:  Middle Initial:   
Sex:  Date of Birth:

**General Information**

**Test Scores & Evaluations**

**Medical**

Color Perception:  Stereoscopic Vision:  Hearing Acuity:  Speech Impediment:

Vision All 20/20?

Distant Uncorrected Vision      Near Uncorrected Vision      Distant Corrected Vision      Near Corrected Vision

Left:  Right:       Left:  Right:       Left:  Right:       Left:  Right:

**Legal & Moral**

CTO Support

Qualify      Notes      Save      Close

Verify that all medical information is accurate. The Medical Department Representative (MDR) or Medical Department LCPO must verify locally.

**Missing or incorrect information may lead to the Sailor not qualifying for potential ratings or appearing eligible for ratings that they are not qualified to fulfill.**

Click **[Legal & Moral]** to access the next qualification section.

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

# Qualify a Sailor - Legal & Moral

**Sailor Details**

**Summary**

SSN:  DoD ID:

Last Name:  First Name:  Middle Initial:

Sex:  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 evidence unreliability such as theft (including shoplifting), 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.

**Qualify** **Notes** **CTO Support** **Save**

Click **[CTO Support]** to access the next qualification section.

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

# Qualify a Sailor - CTO Support

**Sailor Details**

**Summary**

SSN:  DoD ID:   
Last Name:  First Name:  Middle Initial:   
Sex:  Date of Birth:

**General Information**

**Test Scores & Evaluations**

**Medical**

**Legal & Moral**

**CTO Support**

Assigned CTO Support:

Date of Separation Physical:

Is the member qualified for separation?

PERSUPP DET Separation Clerk Name:

PERSUPP DET Separation Clerk Email:

PERSUPP DET Separation Clerk Phone Number:

Sailor intends to decline quota:

Cell Phone:

Separation Street Address 1:

Separation Street Address 2:

Separation City:

Separation State:

Separation Zip Code:

**Qualify** **Notes** **Save** **Close**

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

When all sections have been verified for accuracy, click **[Qualify]**.

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

# Qualify a Sailor - Verification

The screenshot shows the 'SAILOR BROWSER' interface. At the top, there are search filters for SSN, DoD ID, Name, Rating, UIC, Dept, PG, Service, CO Recommends Retention, and CO Recommends Advancement. Below these are 'From ADSD' and 'To ADSD' date pickers and a 'Reset' button. On the left, there is a sidebar with buttons for 'Edit', 'Notes', 'Locate Sailor', 'CEM', 'Export', and 'Close'. The main area is a table with 5003 items in 51 pages. The table has columns for 'Q', '4-2-2 Sailor', 'MSO Remaining', 'DoD ID', 'Full Name', 'JOIN Date', 'EAOS', 'SEAOS', 'EOS', 'SEOS', 'PG', 'UIC', and 'Dept'. A yellow callout box highlights the 'Q' column and a row with an asterisk in the 'Q' column, '4-2-2 Sailor' in the '4-2-2 Sailor' column, and 'MSO Remaining' in the 'MSO Remaining' column. A text box at the bottom left says: 'Ensure the 'Q' column has an asterisk for the Sailor you just qualified.'

**\*\*\*ALL SAILORS MUST BE QUALIFIED IN C-WAY - PER MPM 1160-140\*\*\***

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

# Career Exploration Module (CEM) – Path

The screenshot shows the 'Sailor Details' form with the following sections and fields:

- Summary:** SSN, DoD ID, Last Name, First Name, Middle Initial, Sex, Date of Birth.
- General Information:** PEBD (6/13/1994), UIC, US Citizen (Yes), Service Code (SELRES), Department (A211), Parents U.S. Born (Yes), Paygrade (E6), Secondary UIC, All immediate family US Citizens (Yes), Current Rating (YN), Secondary Department, Civilian Education (HS Diploma), Previously Held Rating, Prospective Rate, Security Clearance (Secret), NRA Code, Security Clearance Date (1/1/2012), MOD Code (0), MDC Code (2), IMS Code, MAS Code - Medical, MAS Code - Administrative (AKE), MAS Code - Training.
- CO Recommends Retention:** Yes, No, Requires Attention. Recommendation Date.
- CO Recommends Advancement:** Yes, No, Requires Attention. Recommendation Date.
- Sailor Intends to Separate:** Yes, No. Reason 1, Reason 2, Reason 3, Other.

A yellow callout box at the bottom of the form contains the text: "Applicable Job Qualification screens become accessible from the 'Sailor Details' by clicking the [Qualify], [Apply Conversion], or [Apply Transition] Buttons on the bottom of their screen." The bottom of the form shows buttons for "Qualify", "Apply Conversion (RC)", "Apply Transition (RC to AC)", "Notes", "Save", and "Close".

Once a Sailor is qualified in C-Way, the 'Qualified Jobs' screen will automatically open which will then allow access to the 'Career Exploration Module' (CEM). If not, the 'CEM' can be accessed via the 'Sailor Details' screen (shown above).

Various Job Qualification screens also become accessible from the 'Sailor Details' screen indicated when the [Qualify], [Apply Conversion], or [Apply Transition] Buttons appear on the bottom of their screen.

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

# Career Exploration Module (CEM) – Access

TRANSITION (RC TO AC) QUALIFIED JOBS

CONVERSION (RC) QUALIFIED JOBS

REENLISTMENT QUALIFIED JOBS

QUALIFIED JOBS

Once on the applicable 'Qualified Job' screen, the Career Exploration Module can be accessed by clicking the [CEM] button on the left side of the screen.

| Rating Name                                       | Rating | Status               | RIDE Rank | JOIN Rank | RIDE/JOIN Rank |
|---|--------|----------------------|-----------|-----------|----------------|
| Explosive Ordnance Disposal                       | EOD    | Preliminary eligible | 1         | N/A       | N/A            |
| Cryptologic Technician Maintenance                | CTM    | Preliminary eligible | 12        | N/A       | N/A            |
| Aviation Electronics Technician                   | SB     | Preliminary eligible | 13        | N/A       | N/A            |
| Aviation Electronics Technician                   | STS    | Preliminary eligible | 14        | N/A       | N/A            |
| Information Technician                            | FT     | Preliminary eligible | 14        | N/A       | N/A            |
| Cryptologic Technician Collection                 | ETR    | Preliminary eligible | 14        | N/A       | N/A            |
| Intelligence Specialist                           | ETV    | Preliminary eligible | 14        | N/A       | N/A            |
| Air Traffic Controller                            | ND     | Preliminary eligible | 18        | N/A       | N/A            |
| Sonar Technician Surface                          | CM     | Preliminary eligible | 19        | N/A       | N/A            |
| Information Systems Technician                    | AWF    | Preliminary eligible | 20        | N/A       | N/A            |
| Information Systems Technician                    | AWO    | Preliminary eligible | 20        | N/A       | N/A            |
| Cryptologic Technician Technical                  | SO     | Preliminary eligible | 22        | N/A       | N/A            |
| Special Warfare Boat Operator                     | HM     | Preliminary eligible | 23        | N/A       | N/A            |
| Sonar Technician Submarine                        | AG     | Preliminary eligible | 24        | N/A       | N/A            |
| Fire Control Technician                           | AWR    | Preliminary eligible | 25        | N/A       | N/A            |
| Electronics Technician, Submarine, Communications |        |                      |           |           |                |
| Electronics Technician, Submarine, Navigation     |        |                      |           |           |                |
| Navy Diver  |        |                      |           |           |                |
| Construction Mechanic                             |        |                      |           |           |                |
| Naval Aircrewmen                                  |        |                      |           |           |                |
| Naval Aircrewmen                                  |        |                      |           |           |                |
| Special Warfare Operator                          |        |                      |           |           |                |
| Hospital Corpman                                  |        |                      |           |           |                |
| Acographer's Mate                                 |        |                      |           |           |                |
| Naval Aircrewmen                                  |        |                      |           |           |                |

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

# Career Exploration Module (CEM) - Screen Operations

**CAREER EXPLORATION MODULE**

**Qualified Jobs:**

| Rating | Rating Full Name  | Status         | RIDE Rank | JOIN Rank |
|--------|---|----------------|-----------|-----------|
| ABE    | Aviation Boatswains Mate Launching and Recovery Equipment | FullyQualified | 68        | 0         |
| ABF    | Aviation Boatswains Mate Fuels                            | FullyQualified | 62        | 0         |
| ABH    | Aviation Boatswain's Mate Aircraft Handling               | FullyQualified | 70        | 0         |
| AC     | Air Traffic Controller                                    | FullyQualified | 8         | 0         |
| AD     | Aviation Machinists Mate                                  | FullyQualified | 31        | 0         |
| AE     | Aviation Electricians Mate                                | FullyQualified | 3         | 0         |
| AG     | Aeographer's Mate   | FullyQualified | 24        | 0         |
| AM     | Aviation Structural Mechanic                              | FullyQualified | 37        | 0         |

**Cut Score Rules: YN**

| Equation     | Minimum Score | Auto Waiver | Manual Waiver | Sailor's Equation  | Status |
|--------------|---------------|-------------|---------------|--------------------|--------|
| CS + MK + VE | 148           | 148         | 139           | 60 + 60 + 60 = 180 | Met    |
| OR           |               |             |               |                    |        |
| MK + VE      | 99            | 99          | 93            | 60 + 60 = 120      | Met    |

**Physical Qualification Rules: YN**

| Physical Qualification Criteria | Required | Waiverable | Status |
|---------------------------------|----------|------------|--------|
| No Alcohol Abuse                | Yes      | Yes        | Met    |
| No Moral Turpitude Offenses     | Yes      | No         | Met    |
| No Adverse Personal History     | Yes      | Yes        | Met    |

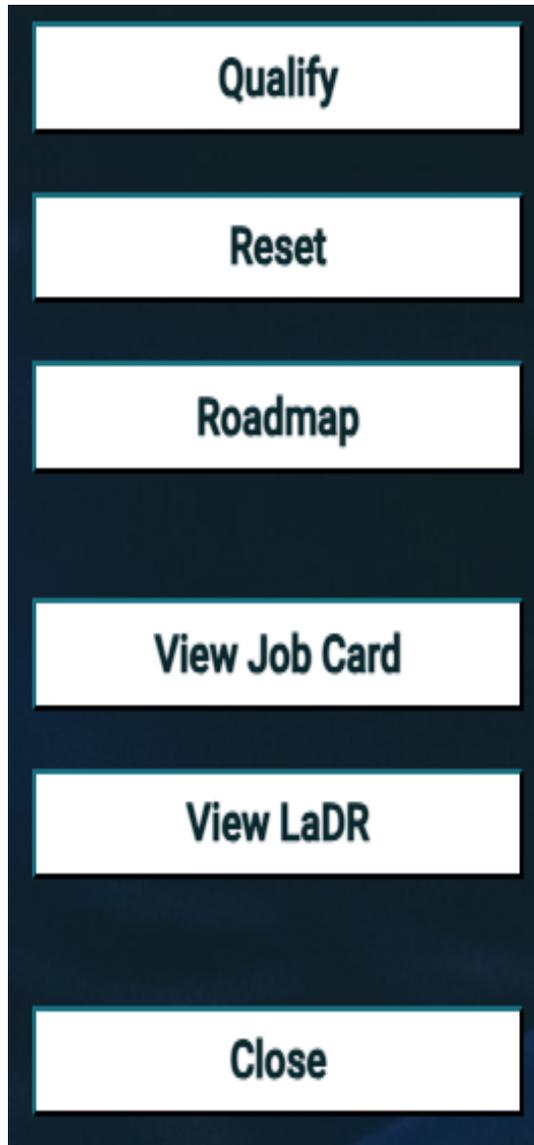
**Personal Information**

| Personal Information                  | Physical Qualifications | Examination Scores        | Legal and Moral Information |
|---------------------------------------|-------------------------|---------------------------|-----------------------------|
| US Citizen: Yes                       |                         | Sex: Male                 |                             |
| Conversion To Status: SELRES          |                         | Paygrade: E5              |                             |
| All immediate family US Citizens: Yes |                         | Both Parents US Born: Yes |                             |
| Civilian Education: HS Diploma        |                         |                           |                             |

Use the action buttons in the upper left corner to view/interact with data associated with the items selected on-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.
- **View 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

CAREER EXPLORATION MODULE

Qualify

---

Reset

---

Roadmap

---

View Job Card

---

View LaDR

---

Close

Qualified Jobs:

| Rating | Rating Full Name  | Status         | RIDE Rank | JOIN Rank |
|--------|---|----------------|-----------|-----------|
| ABE    | Aviation Boatswains Mate Launching and Recovery Equipment | FullyQualified | 68        | 0         |
| ABF    | Aviation Boatswains Mate Fuels                            | FullyQualified | 62        | 0         |
| ABH    | Aviation Boatswain's Mate Aircraft Handling               | FullyQualified | 70        | 0         |
| AC     | Air Traffic Controller                                    | FullyQualified | 8         | 0         |
| AD     | Aviation Machinists Mate                                  | FullyQualified | 31        | 0         |
| AE     | Aviation Electricians Mate                                | FullyQualified | 3         | 0         |
| AG     | Aeographer's Mate   | FullyQualified | 24        | 0         |
| AM     | Aviation Structural Mechanic                              | FullyQualified | 37        | 0         |

Cut Score Rules: YN

| Equation                    | Minimum Score | Auto Waiver | Manual Waiver | Sailor's Equation | Status |
|-----------------------------|---------------|-------------|---------------|-------------------|--------|
| NO Adverse Personal History | yes           | yes         | 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 C-WAY 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

Sex: Male

Paygrade: E5

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                       |                         |                    | Sex: Male                   |
| Conversion To Status: AC              |                         |                    | Paygrade: E2                |
| 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 Right: 20  | Stereoscopic Vision: Yes    |
| Near Corrected Vision Right: 20      | Near Uncorrected Vision Right: 20   | Speech Clarity: Yes                | Color Perception: Normal    |
| Hearing Acuity: Yes                  |                                     |                                    |                             |

**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. For the drop-down lists, choose from the list to modify the information.

| Personal Information | Physical Qualifications | Examination Scores | Legal and Moral Information |
|----------------------|-------------------------|--------------------|-----------------------------|
| AR: 99               | AS: 99                  | CS: 99             | EI: 99                      |
| GS: 99               | MC: 99                  | MK: 99             | NO: 99                      |
| PC: 99               | VE: 99                  | WK: 99             | AO: 99                      |
| AFQT: 99             | NAPT: 0                 | DLAB: 0            |                             |

**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: No |                         | 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

CAREER EXPLORATION MODULE

Qualify

Reset

Roadmap

View Job Card

View LaDR

Close

**Qualified Jobs:**

| Rating | Rating Full Name  | Status         | RIDE Rank | JOIN Rank |
|--------|---|----------------|-----------|-----------|
| ABE    | Aviation Boatswains Mate Launching and Recovery Equipment | FullyQualified | 68        | 0         |
| ABF    | Aviation Boatswains Mate Fuels                            | FullyQualified | 62        | 0         |
| ABH    | Aviation Boatswain's Mate Aircraft Handling               | FullyQualified | 70        | 0         |
| AC     | Air Traffic Controller                                    | FullyQualified | 8         | 0         |
| AD     | Aviation Machinists Mate                                  | FullyQualified | 31        | 0         |
| AE     | Aviation Electricians Mate                                | FullyQualified | 3         | 0         |
| AG     | Aeographer's Mate   | FullyQualified | 24        | 0         |
| AM     | Aviation Structural Mechanic                              | FullyQualified | 37        | 0         |

**Cut Score Rules: YN**

| Equation     | Minimum Score | Auto Waiver | Manual Waiver | Sailor's Equation  | Status |
|--------------|---------------|-------------|---------------|--------------------|--------|
| CS + MK + VE | 148           | 148         | 139           | 60 + 60 + 60 = 180 | Met    |
| OR           |               |             |               |                    |        |
| MK + VE      | 99            | 99          | 93            | 60 + 60 = 120      | Met    |

**Physical Qualification Rules: YN**

| Physical Qualification Criteria | Required | Waiverable | Status |
|---------------------------------|----------|------------|--------|
| No Alcohol Abuse                | Yes      | Yes        | Met    |
| No Moral Turpitude Offenses     | Yes      | No         | Met    |
| No Adverse Personal History     | Yes      | Yes        | Met    |

**Personal Information**

US Citizen: Yes

Conversion To Status: SELRES

All immediate family US Citizens: Yes

Civilian Education: HS Diploma

**Physical Qualifications**

**Examination Scores**

Sex: Male

Paygrade: E5

Both Parents US Born: Yes

**Legal and Moral Information**

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.

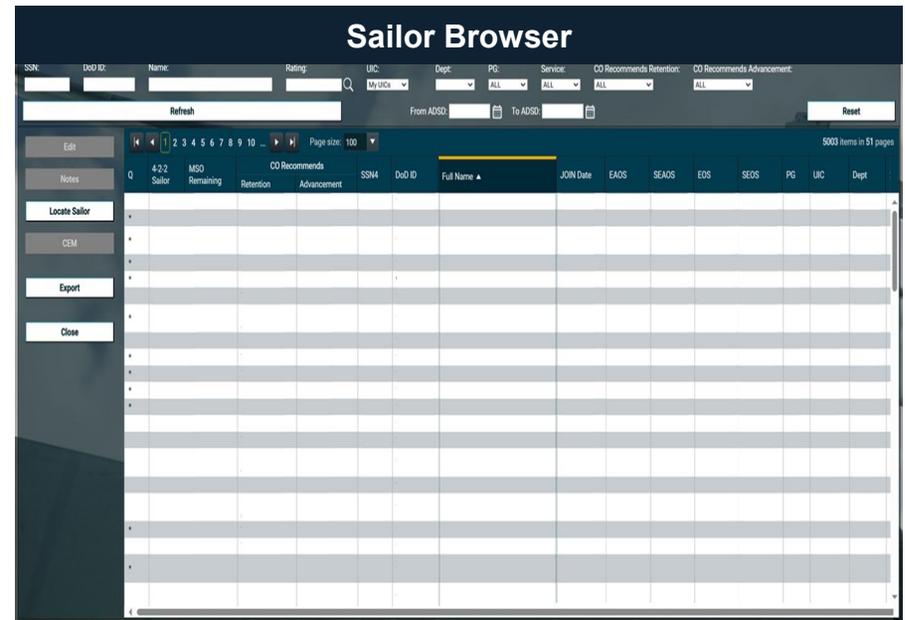
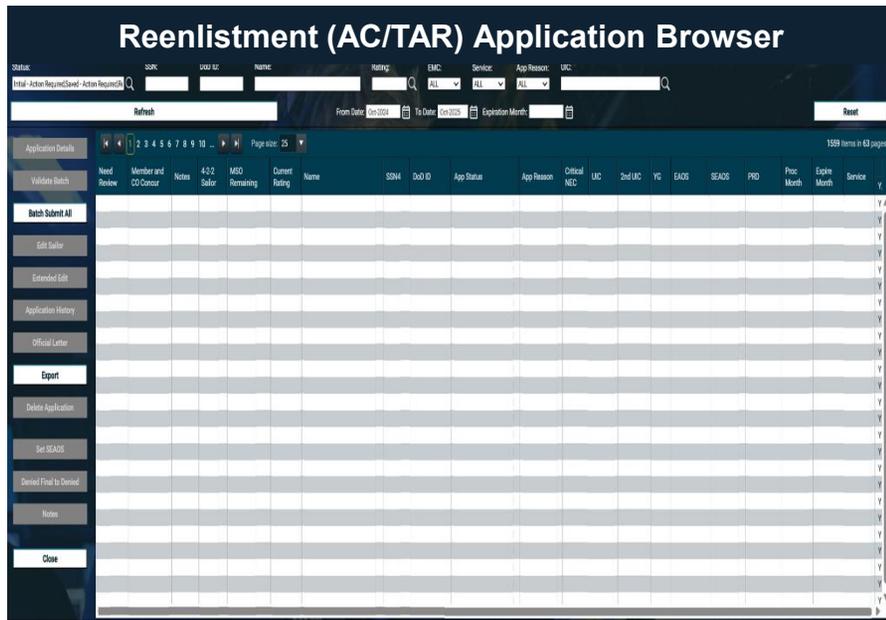
**Note: The C-WAY CEM is for informational purposes only. Any data entered here does not change a Sailor's information in the Navy's database.**

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

# Submit C-Way Application

There are two methods used to start and submit C-WAY Applications:

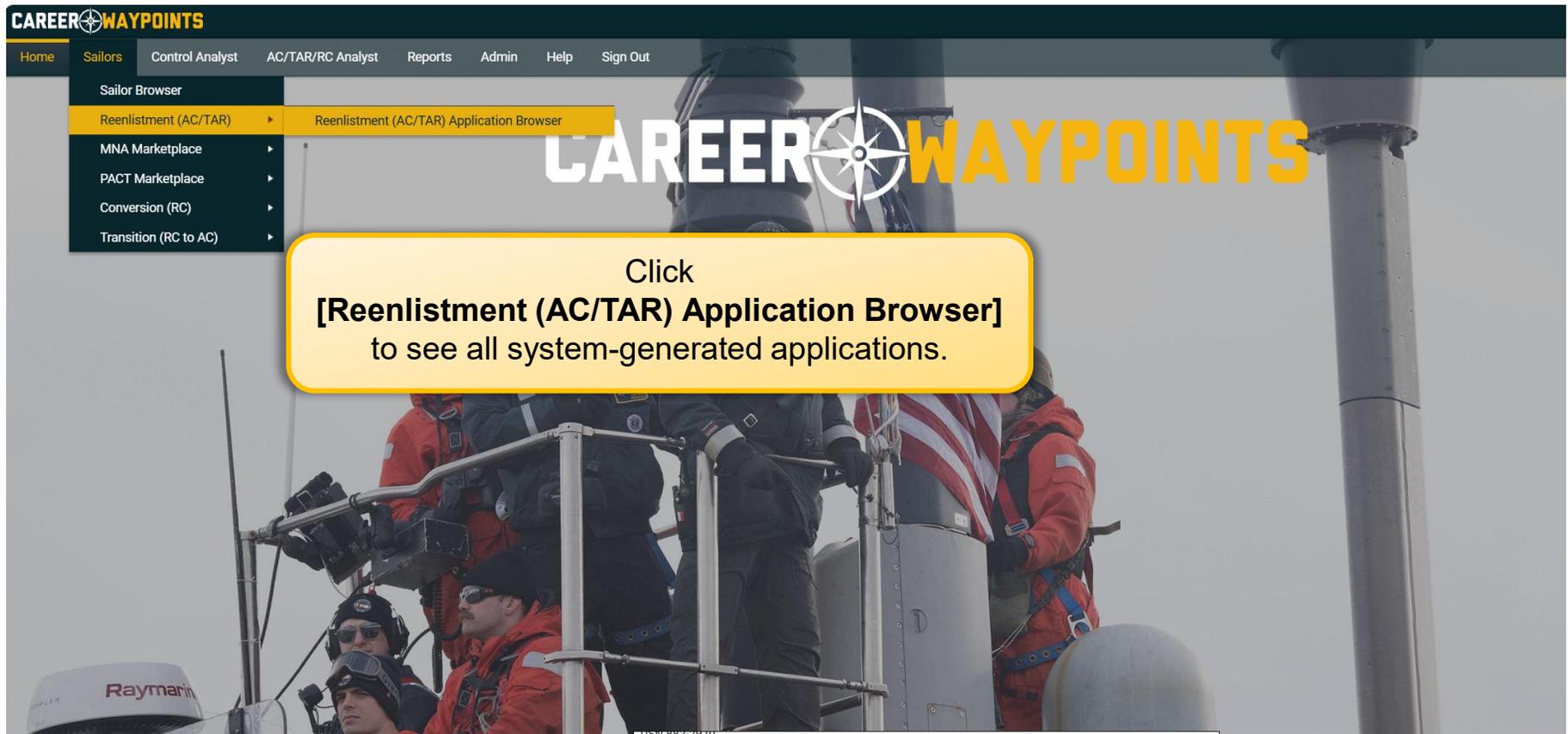
- 'Sailors' > 'Reenlistment (AC/TAR)' > **[Reenlistment (AC/TAR) Application Browser]** (Next Page)
- 'Sailors' > **[Sailor Browser]** ([pg 39](#)).



**NOTE:** AC/TAR Sailors should apply for Reenlistment/Conversion in 'My Navy Assignments' during their PRD window.

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

# Submit C-Way Application - Application Browser



The 'C-WAY Application Browser' (*Currently Labeled, 'Reenlistment (AC/TAR) Application Browser'*) is the method preferred by most CCC personnel to submit C-WAY applications since all system-generated applications can be found in this section.

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

# Submit C-Way Application - Application Browser – Listing

The screenshot shows the 'REENLISTMENT (AC/TAR) APPLICATION BROWSER' interface. At the top, there are search filters for Status, SSN, DoD ID, Name, Rating, EMC, Service, App Reason, UIC, and Dept. A dropdown menu for Status is open, showing 'Initial - Action Required, Saved - Action Required'. Below the filters is a 'Refresh' button and a date range selector for 'From Date' (Nov-2025) and 'To Date' (Feb-2026). A table of application listings is visible with columns for App Status, App Reason, Critical NEC, UIC, 2nd UIC, YG, EAOS, SEAOS, and PRD. A callout box points to the 'Application Details' button in the left sidebar. Another callout points to the date range selector. A third callout points to the application listing table.

Applications with a specific status can be viewed by selecting one or multiple statuses from the menu.

Select "All" to view all statuses.

To ensure you see all system generated applications, expand the 'From date' and 'To date'.

We recommend expanding the 'To Date' a minimum of three months.

1. Type in the Sailor's SSN, DoDID, or last name, first name.
2. Click on **[Refresh]**.
3. Select the application from the Application browser listing.
4. Click **[Application Details]** to open the Sailor Details/Record.

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

# Submit C-Way Application - Application Browser – Options

### Reenlistment (AC/TAR) Application Details

Sailor Information

|                       |               |                                |                                     |  |
|-----------------------|---------------|--------------------------------|-------------------------------------|--|
| Current Rating:       | Year Group:   | UIC: N90013                    | Critical NECs: <input type="text"/> | Application Status: <span style="color: green;">Initial - Action Required</span> |
| Pres Rate:            | EAOS:         | RPT Date: <input type="text"/> | Sailor Name:                        |  |
| Pros Rate:            | Soft EAOS:    | PERD: <input type="text"/>     | SSN (last 4):                       |  |
| Current EMC: B110     | PRD:          |                                |                                     |  |
| Service Component: AC | ADSD:         |                                |                                     |  |
| 4-2-2 Sailor: Y       | ACC Code: 100 |                                |                                     |  |
| MSO Remaining: 28     |               |                                |                                     |  |

Fill in all information under the 'Reenlistment (AC/TAR) Application Options' section.

Select Service Component

Reenlistment (AC/TAR) Application Options

Component Type:  AC or TAR  SELRES

Process Month:

**NOTE:** Pay special attention to the Process Month. Applications cannot be submitted outside of this time frame.

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 |
|---------|----------------------|-----------|------------------|------------------|-----------------|----------|
| Yes     | n/a                  | n/a       | 0                | 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"/> |                      |           |                  |                  |                 |          |

Required for SELRES Apps Only

SELRES Fields

Preferred NRC:

Sailor Phone:

Click [Reenlistment (AC/TAR) Application Details] to access next section.

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
Modify
Close

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

# Submit C-Way Application - Application Browser – Details

**Reenlistment (AC/TAR) Application Details**

**Sailor Information**

|                       |               |                                |                                     |  |
|-----------------------|---------------|--------------------------------|-------------------------------------|--|
| Current Rating:       | Year Group:   | UIC: N90013                    | Critical NECs: <input type="text"/> | Application Status: <span style="color: green;">Initial - Action Required</span> |
| Pres Rate:            | EAOS:         | RPT Date: <input type="text"/> |                                     | Sailor Name:   |
| Pros Rate:            | Soft EAOS:    | PEBD: <input type="text"/>     |                                     | SSN (last 4):  |
| Current EMC: B110     | PRD:          | EDLN: <input type="text"/>     |                                     |  |
| Service Component: AC | ADSD:         | EDLN Code:                     |                                     |  |
| 4-2-2 Sailor: Y       | ACC Code: 100 | Warfare Designator:            |                                     |  |
| MSO Remaining: 28     |               |                                |                                     |  |

**Reenlistment (AC/TAR) Application Options**

**Reenlistment (AC/TAR) Application Details**

Security Clearance Level: Top Secret - SCI eligible 2/27/2007

Has been on OSA\GSA\IA: No

Date of last NJP:

**Promotion Recommendations**

|               |            |
|---------------|------------|
| Early Promote | 10/15/2024 |
| Early Promote | 10/15/2023 |
|               |            |
|               |            |
|               |            |

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

Update all requested information. Check the 'validation' box and click the **[Submit]** button.

Fill in all information under the 'Reenlistment (AC/TAR) Applications Details' section.

Fill in Promotion Recommendations from the last five evaluations, start with the most recent and fill the remaining four in reverse chronological order.

If a Sailor does not have five evaluations, make a [note](#) explaining why.

**Remember, the ECMs read Sailor notes and it could be a determining factor in the decision process.**

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

# Submit C-Way Application - Application Browser – Submitted

### Reenlistment (AC/TAR) Application Details

Sailor Information

|                                      |                                  |  |                                     |   |
|--------------------------------------|----------------------------------|--|-------------------------------------|---|
| Current Rating: <input type="text"/> | Year Group: <input type="text"/> | UIC: N90013                              | Critical NECs: <input type="text"/> | Application Status: <span style="color: green; font-weight: bold;">Submitted</span> |
| Pres Rate: <input type="text"/>      | EAOS: <input type="text"/>       | RPT Date: <input type="text"/>           | <input type="text"/>                | Sailor Name: <input type="text"/>   |
| Pros Rate: <input type="text"/>      | Soft EAOS: <input type="text"/>  | PEBD: <input type="text"/>               | <input type="text"/>                | SSN (last 4): <input type="text"/>  |
| Current EMC: B110                    | PRD: <input type="text"/>        | EDLN: <input type="text"/>               |                                     |   |
| Service Component: AC                | ADSD: <input type="text"/>       | EDLN Code: <input type="text"/>          |                                     |   |
| 4-2-2 Sailor: Y                      | ACC Code: 100                    | Warfare Designator: <input type="text"/> |                                     |   |
| MSO Remaining: 28                    |                                  |  |                                     |   |

After submission of the Sailor's C-Way Application, ensure that the word in the 'Application Status' is updated to 'Submitted'.

**Note: The Application status must be 'Submitted' to be included in the rack and stack process.**

Reenlistment (AC/TAR) Application Details

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)

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

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

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.

# Submit C-Way Application - Sailor Browser



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

# Submit C-Way Application - Sailor Browser – Listing

The screenshot displays the SAILOR BROWSER interface. At the top, there are search filters for SSN, DoD ID, Name, Rating, UIC (set to My UICs), Dept, PG (set to ALL), Service (set to ALL), CO Recommends Retention (set to ALL), and CO Recommends Advancement (set to ALL). A search bar with a magnifying glass icon is present. Below the filters, there is a 'Refresh' button and a 'Reset' button. A date range selector shows 'From ADSD' and 'To ADSD' with calendar icons. The main area features a table with columns: JOIN Date, EAOS, SEAOS, EOS, SEOS, PG, UIC, and Dept. The table contains several rows of data, each starting with an asterisk. On the left side, there are 'Export' and 'Close' buttons. A yellow callout box with a white background and black text contains the following instructions:

1. Type in the Sailor's SSN, DoDID, or last name, first name.
2. Click on **[Refresh]**.
3. Select the record from the Sailor browser listing.
4. Click **[Edit]** to open the Sailor Details/Record.

At the bottom of the interface, there are 'Export' and 'Close' buttons. The top right corner indicates '5003 items in 51 pages'. The page size is set to 100.

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

# Submit C-Way Application - Sailor Browser - Sailor Details

The screenshot shows a web form titled "Sailor Details" with several sections: Summary, General Information, and Test Scores & Evaluations. The Summary section contains fields for SSN, DoD ID, Last Name, First Name, Middle Initial, Sex, and Date of Birth. The General Information section includes fields for PEBD, Service Code (set to SELRES), Department (set to A211), US Citizen, Parents U.S. Born, All immediate family US Citizens, Civilian Education (set to HS Diploma), Prospective Rate, Security Clearance Date (set to 1/1/2012), MOD Code, MDC Code, MAS Code - Medical, MAS Code - Administrative (set to AKE), MAS Code - Training, CO Recommends Retention, CO Recommends Advancement, and Sailor Intends to Separate. The Test Scores & Evaluations section has tabs for Medical, Legal & Moral, and CTO Support. At the bottom, there are buttons for Qualify, Apply Reenlistment (AC/TAR), Notes, Save, and Close. A yellow callout box on the left points to the Apply Reenlistment (AC/TAR) button, and another yellow callout box on the right lists eligibility criteria for the button.

**Sailor Details**

**Summary**

SSN:  DoD ID:   
Last Name:  First Name:  Middle Initial:   
Sex:  Date of Birth:

**General Information**

PEBD:  UIC:   
Service Code:  Department:  US Citizen:   
Secondary UIC:  All immediate family US Citizens:   
Civilian Education:   
Prospective Rate:  Security Clearance Date:   
MOD Code:  MDC Code:  IMS Code:   
MAS Code - Medical:  MAS Code - Administrative:  MAS Code - Training:

CO Recommends Retention:  Yes  No  Requires Attention  
CO Recommends Advancement:  Yes  No  Requires Attention  
Sailor Intends to Separate:  Yes  No  
Reason 1:   
Reason 2:   
Reason 3:   
Other:

**Test Scores & Evaluations**

Medical  
Legal & Moral  
CTO Support

Qualify **Apply Reenlistment (AC/TAR)** Notes Save Close

Verify that all available drop-down items are correct before clicking the **[Apply Reenlistment (AC/TAR)]** button.

The **[Apply Reenlistment (AC/TAR)]** button is available when a Sailor:

- is eligible for TRP (non 4-2-2 only):
  - 16 to 4 months from SEAOS
- is 4-2-2:
  - 10 to 3 months from SEAOS
- is a non 4-2-2 (SELRES eligible):
  - 10 to 3 months from SEAOS.

**\*Proceed to next Page to see the 'CWAY Qualified Jobs'**

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

# Submit C-Way Application - Sailor Browser - In-Rate & Conversion Opportunities

**REENLISTMENT QUALIFIED JOBS**

SSN: \_\_\_\_\_ Name: \_\_\_\_\_ Pres Rate: \_\_\_\_\_ Pros Rate: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Service Component: SELRSS Display 10 Month Mark Jobs: Quota Month: Nov-2025 Months to SEAOS: \_\_\_\_\_ In-Rate Quotas: 1 ConvOut Quotas: 10

Refresh Reset

Confirm the Sailor's conversion opportunities under 'In-Rate Quotas' and 'Convert Out Quotas'.

| Rating Name  | Rating | Status                 | RIDE Rank ▲ | JOIN Rank |       |     |  |        |
|--|--------|------------------------|-------------|-----------|-------|-----|--|--------|
| Navy Diver   | ND     | Waiver required: ASVAB | 1           | N/A       |       |     |  |        |
| Sonar Technician Surface                                   | STG    | Waiver required: ASVAB | 2           | N/A       | 61.25 | N/A |  | 10 (0) |
| Aviation Structural Mechanic Safety Equipment              | AME    | Preliminary eligible   | 3           | N/A       | 60.96 | N/A |  | 10 (0) |
| Boatswain's Mate   | BM     | Preliminary eligible   | 4           | N/A       | 59.64 | N/A |  | 10 (0) |
| Hull Maintenance Technician                                | HT     | Preliminary eligible   | 5           | N/A       | 59.12 | N/A |  | 10 (0) |
| Equipment Operator   | EO     | Preliminary eligible   | 6           | N/A       | 58.43 | N/A |  | 10 (0) |
| Operations Specialist                                      | OS     | Preliminary eligible   | 7           | N/A       | 58.34 | N/A |  | 10 (0) |
| Machinist's Mate   | MM     | Preliminary eligible   | 8           | N/A       | 58.11 | N/A |  | 10 (0) |
| Builder  | BU     | Preliminary eligible   | 9           | N/A       | 58.04 | N/A |  | 10 (0) |
| Aviation Ordnanceman                                       | AO     | Preliminary eligible   | 11          | N/A       | 58.00 | N/A |  | 10 (0) |
| Aircrew Survival Equipmentman                              | PR     | Preliminary eligible   | 12          | N/A       | 57.89 | N/A |  | 10 (0) |
| Steelworker  | SW     | Preliminary eligible   | 13          | N/A       | 57.78 | N/A |  | 10 (0) |
| Engineman  | EN     | Preliminary eligible   | 14          | N/A       | 57.74 | N/A |  | 10 (0) |
| Aviation Boatswain's Mate Fuels                            | ABF    | Preliminary eligible   | 16          | N/A       | 57.21 | N/A |  | 10 (0) |
| Damage Controlman  | DC     | Preliminary eligible   | 17          | N/A       | 57.11 | N/A |  | 10 (0) |
| Yeoman   | YN     | Preliminary eligible   | 18          | N/A       | 57.00 | N/A |  | 10 (0) |
| Logistics Spec   | LS     | Preliminary eligible   | 20          | N/A       | 56.50 | N/A |  | 10 (0) |
| Quartermaster  | QM     | Preliminary eligible   | 21          | N/A       | 56.13 | N/A |  | 10 (0) |
| Aviation Boatswain's Mate Launching and Recovery Equipment | ABE    | Preliminary eligible   | 22          | N/A       | 55.50 | N/A |  | 10 (0) |
| Machinery Repairman  | MR     | Preliminary eligible   | 23          | N/A       | 55.45 | N/A |  | 10 (0) |
| Aviation Boatswain's Mate Aircraft Handling                | ABH    | Preliminary eligible   | 24          | N/A       | 55.00 | N/A |  | 10 (0) |
| Gas Turbine System Technician Mechanical                   | GSM    | Preliminary eligible   | 25          | N/A       | 54.76 | N/A |  | 10 (0) |
| Master at Arms   | MA     | Preliminary eligible   | 26          | N/A       | 54.67 | N/A |  | 10 (0) |
| Religious Program Specialist                               | RP     | Waiver required: ASVAB | 27          | N/A       | 54.25 | N/A |  | 10 (0) |
| Personnel Specialist                                       | PC     | Waiver required: ASVAB | 28          | N/A       | 53.00 | N/A |  | 10 (0) |

The **[Apply Reenlistment (AC/TAR)]** button will open the 'CWAY Qualified Jobs' screen which displays the number of In-Rate and Convert Out quotas. Utilize this screen to see the conversion opportunities available prior to proceeding to the next screen.

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

# Submit C-Way Application - Sailor Browser - In-Rate & Conversion Opportunities

REENLISTMENT QUALIFIED JOBS

SSN:

Service Component: SELRSS

Name:

Display 10 Month Mark Jobs:

Pres Rate: CS3

Quota Month: Nov-2025

Pros Rate:

Months to SEAOS:

Sex: Male

In-Rate Quotas:

ConvOut Quotas:

| Rating Name                                   | Rating | Status                 | RIDE Rank ▲ | JOIN Rank |       |     |        |
|---|--------|------------------------|-------------|-----------|-------|-----|--------|
| Navy Diver                                    | ND     | Waiver required: ASVAB | 1           | N/A       |       |     |        |
| Sonar Technician Surface                      | STG    | Waiver required: ASVAB | 2           | N/A       |       |     |        |
| Aviation Structural Mechanic Safety Equipment | AME    | Preliminary eligible   | 3           | N/A       |       |     |        |
| Boatswain's Mate                              | BM     | Preliminary eligible   | 4           | N/A       |       |     |        |
| Hull Maintenance Technician                   | HT     | Preliminary eligible   | 5           | N/A       |       |     |        |
| Equipment Operator                            | EO     | Preliminary eligible   | 6           | N/A       |       |     |        |
| Operations Specialist                         | OS     | Preliminary eligible   | 7           | N/A       |       |     |        |
| Machinist's Mate                              | MM     | Preliminary eligible   | 8           | N/A       |       |     |        |
| Builder                                       | BU     | Preliminary eligible   | 9           | N/A       |       |     |        |
| Aviation Ordnanceman                          | AO     | Preliminary eligible   | 11          | N/A       |       |     |        |
| Aircrew Survival Equipmentman                 | PR     | Preliminary eligible   | 12          | N/A       | 57.89 | N/A | 10 (0) |
| Steelworker                                   | SW     | Preliminary eligible   | 13          | N/A       | 57.78 | N/A | 10 (0) |
| Engineman                                     | EN     | Preliminary eligible   | 14          | N/A       | 57.74 | N/A | 10 (0) |
| Aviation Boatswains Mate Fuels                | ABF    | Preliminary eligible   | 16          | N/A       | 57.21 | N/A | 10 (0) |
| Damage Controlman                             | DC     | Preliminary eligible   | 17          | N/A       | 57.11 | N/A | 10 (0) |
| Yeoman  | YN     | Preliminary eligible   | 18          | N/A       | 57.00 | N/A | 10 (0) |
| Logistics Spec                                | LS     | Preliminary eligible   | 20          | N/A       | 56.50 | N/A | 10 (0) |
| Quartermaster                                 | QM     | Preliminary eligible   | 21          | N/A       | 56.13 | N/A | 10 (0) |
|   | ABE    | Preliminary eligible   | 22          | N/A       | 55.50 | N/A | 10 (0) |
|   | MR     | Preliminary eligible   | 23          | N/A       | 55.45 | N/A | 10 (0) |
|   | ABH    | Preliminary eligible   | 24          | N/A       | 55.00 | N/A | 10 (0) |
|   | GSM    | Preliminary eligible   | 25          | N/A       | 54.76 | N/A | 10 (0) |
|   | MA     | Preliminary eligible   | 26          | N/A       | 54.67 | N/A | 10 (0) |
|   | RP     | Waiver required: ASVAB | 27          | N/A       | 54.25 | N/A | 10 (0) |
|   | DC     | Waiver required: ASVAB | 28          | N/A       | 53.00 | N/A | 10 (0) |

Page size: 100

This number indicates:

1. This Sailor's rate allows 'Convert Out'
2. Number of Quotas currently offered for their Year Group and rank.

This scenario indicates that CS is allowing Sailors to Convert Out.

When ready to proceed with application click

**[Reenlist Application]**

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

43

# Submit C-Way Application - Sailor Browser – Options

### Reenlistment (AC/TAR) Application Details

Sailor Information

**Current Rating:**      **Year Group:**      **UIC:** N90013      **Critical NECs:**       **Application Status:** Initial - Action Required  
**Pres Rate:**      **EAOS:**      **RPT Date:**       **Sailor Name:**  
**Pros Rate:**      **Soft EAOS:**      **PEBD:**       **SSN (last 4):**  
**Current EMC:** B110      **PRD:**      **EDLN:**   
**Service Component:** AC      **ADSD:**      **EDLN Code:**  
**4-2-2 Sailor:** Y      **ACC Code:** 100      **Warfare Designator:**  
**MSO Remaining:** 28

**Select Service Component**

**Reenlistment (AC/TAR) Application Options**

Fill in all information under the 'Reenlistment (AC/TAR) Application Options' section.

**Component Type:**  AC or TAR     SELRES      **Process Mo**

**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 |
|---------|----------------------|-----------|------------------|------------------|-----------------|----------|
| Yes     | n/a                  | n/a       | 0                | 0                | 0               |          |

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

**Required for SELRES Apps Only**

Click [Reenlistment (AC/TAR) Application Details] to access next section.

**SELRES Fields**  
**Preferred NRC:**       **Sailor Phone:**

**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.

# Submit C-Way Application - Sailor Browser – Details

### Reenlistment (AC/TAR) Application Details

#### Sailor Information

|                       |               |                     |                |  |
|-----------------------|---------------|---------------------|----------------|--|
| Current Rating:       | Year Group:   | UIC: N90013         | Critical NECs: | Application Status: <b>Initial - Action Required</b> |
| Pres Rate:            | EAOS:         | RPT Date:           |                | Sailor Name:   |
| Pros Rate:            | Soft EAOS:    | PEBD:               |                | SSN (last 4):  |
| Current EMC: B110     | PRD:          | EDLN:               |                |  |
| Service Component: AC | ADSD:         | EDLN Code:          |                |  |
| 4-2-2 Sailor: Y       | ACC Code: 100 | Warfare Designator: |                |  |
| MSO Remaining: 28     |               |                     |                |  |

#### Reenlistment (AC/TAR) Application Options

#### Reenlistment (AC/TAR) Application Details

Security Clearance Level: Top Secret - SCI eligible

Has been on OSA\GSA\IA: No

Date of last NJP:

#### Promotion Recommendations

|               |            |
|---------------|------------|
| Early Promote | 10/15/2024 |
| Early Promote | 10/15/2023 |
|               |            |
|               |            |
|               |            |

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

Fill in all information under the 'Reenlistment (AC/TAR) Applications Details' section.

Fill in Promotion Recommendations from the last five evaluations, start with the most recent and fill the remaining in reverse chronological order.

If a Sailor does not have five evaluations, make a note explaining why. Remember, the ECMs read Sailor 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.

# Submit C-Way Application - Sailor Browser – Submitted

### Reenlistment (AC/TAR) Application Details

Sailor Information

|                       |               |                     |                |                               |
|-----------------------|---------------|---------------------|----------------|-------------------------------|
| Current Rating:       | Year Group:   | UIC: N90013         | Critical NECs: | Application Status: Submitted |
| Pres Rate:            | EAOS:         | RPT Date:           |                | Sailor Name:                  |
| Pros Rate:            | Soft EAOS:    | PEBD:               |                | SSN (last 4):                 |
| Current EMC: B110     | PRD:          | EDLN:               |                |                               |
| Service Component: AC | ADSD:         | EDLN Code:          |                |                               |
| 4-2-2 Sailor: Y       | ACC Code: 100 | Warfare Designator: |                |                               |
| MSO Remaining: 28     |               |                     |                |                               |

After submission of the Sailor's C-Way Application, ensure that the word in the 'Application Status' is updated to 'Submitted'.

**Note: The Application status must be 'Submitted' to be included in the rack and stack process.**

Reenlistment (AC/TAR) Application Details

Component Type:  AC or TAR  SELRES

Application Type

In-Rate Only  Not Applying This Month ▼ Explain Other

In-Rate, Willing To Convert  Not Eligible ▼ Explain Other

Convert Only

TRP (Golden/Silver Ticket)

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

| 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
Modify
Close

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

# Enter Note

Notes can be added or viewed in C-Way via the **[Notes]** button located on multiple screens.

- The C-WAY **[Notes]** section promotes/allows communication between the Career Counselor and Enlisted Community Manager.
- Notes can provide additional information that may improve a Sailor's chance for conversion consideration.
- Notes also can be used to view information on denied applications, revoked quotas, or specific requests from the ECM.

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

# Enter Note - View Note History

**Notes**

Name :  
DoD ID :

Note :

History :

- \*\*\*\*\* Sailor Expire CO Recommendations 12/18/2024 2:35:12 PM  
The CO retention recommendation expired and has been reset to Requires Action.
- \*\*\*\*\* ADMINRADU 11/6/2019 9:13:09 AM  
,SELECT \* FROM USERS,
- \*\*\*\*\* ADMINRADU 11/6/2019 9:12:46 AM  
some new note 11/06

Save Notes Report Close

Career Waypoints - Notes History Report - Google Chrome

test.bo.navy.mil/CWayWeb/AppNotes/AppNotesHistoryReport.aspx

**Notes History Report 04/10/2025**

Name :  
DoD ID :

- \*\*\*\*\* Sailor Expire CO Recommendations 4/9/2025 4:36:02 AM and 13; and 10;The CO retention recommendation expired and has been reset to Requires Action.
- \*\*\*\*\* 12/6/2022 9:03:41 AM and 13;SERVICE CODE UPDATED.
- \*\*\*\*\* 1/2/2019 10:57:56 AM and 13;Added secondary USC to allow NOSC access to record for RC2AC.
- \*\*\*\*\* 10/31/2018 2:07:08 PM and 13;I have updated the following information in this application and nbap;and acknowledge that the corporate data source must be updated; and 13; and 10; and 13; and 10; Prior Security Clearance Level: SECRET and 13; and 10;Updated Security Clearance Date: 07/15/2018 and 13; and 10;Eval2: Must Promote, and 13; and 10;Eval3: , and 13; and 10;
- \*\*\*\*\* 10/31/2018 2:06:37 PM and 13;I have updated the following information in this application and nbap;and acknowledge that the corporate data source must be updated; and 13; and 10; and 13; and 10; Prior Security Clearance Level: SECRET and 13; and 10;Updated Security Clearance Date: 1/10/2018 and 13; and 10; and 13; and 10;Prior Promotion Recommendations and Dates; and 13; and 10;Eval1: , and 13; and 10;Eval2: , and 13; and 10;Eval3: , and 13; and 10; and 13; and 10;Updated Promotion Recommendations and Dates; and 13; and 10;Eval1: Must Promote, 7/15/2018 and 13; and 10;Eval2: , and 13; and 10;Eval3: ,
- \*\*\*\*\* 10/31/2018 1:26:13 PM and 13;I have updated the following information in this application and nbap;and acknowledge that the corporate data source must be updated; and 13; and 10; and 13; and 10; Prior Security Clearance Level: and 13; and 10;Updated Security Clearance Date: 01/11/2018 and 13; and 10;Updated Security Clearance Date: 10/31/2018 and 13; and 10; and 13; and 10;Prior Promotion Recommendations and Dates; and 13; and 10;Eval1: , and 13; and 10;Eval2: , and 13; and 10;Eval3: , and 13; and 10; and 13; and 10;Updated Promotion Recommendations and Dates; and 13; and 10;Eval1: Must Promote, and 13; and 10;Eval2: , and 13; and 10;Eval3: ,

Notes Report

## Some examples/Best Practices:

- If a Sailor receives a denied application, or a revoked quota, 'Notes' can provide additional guidance.
- If a Sailor does not have five evaluations, make a note explaining why.
- If a Sailor recently earned a warfare designation, advanced qualification, or NEC that is not reflected in the 'Sailor Details' page, verify receipt and make a note.

**Note:** BUPERS-313 cannot update Warfare Designators or NECs. If missing, contact your Command Pass Coordinator or Personnel Department. The C-Way Sailor Details screen will update once processed via NSIPS.

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

# Check C-WAY Application Status

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: Nov-2025 To Date: Feb-2026 Expiration Month: Reset

Page size: 50

47 items in 1 pages

Click the hourglass and select "All".

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

| Notes | 4-2-2 Sailor | Current Rating | Name  | Reason | Critical NEC | UIC | 2nd UIC | YG | EAOS | SEAOS | PRD |
|-------|--------------|----------------|-------|--------|--------------|-----|---------|----|------|-------|-----|
| *     | Y            | CTI            | CTI   |        |              |     |         |    |      |       |     |
| *     | Y            | CTI            | CTI   |        |              |     |         |    |      |       |     |
| *     | Y            | YN             | YN    |        |              |     |         |    |      |       |     |
| *     | Y            | CTI            | CTI   |        |              |     |         |    |      |       |     |
| *     | Y            | SB             | SB    |        |              |     |         |    |      |       |     |
| *     | Y            | SB             | SB    |        |              |     |         |    |      |       |     |
| *     | Y            | NC(C)          | NC(C) |        |              |     |         |    |      |       |     |
| *     | Y            | CTI            | CTI   |        |              |     |         |    |      |       |     |
| *     | Y            | CTI            | CTI   |        |              |     |         |    |      |       |     |
| *     | Y            | CTI            | CTI   |        |              |     |         |    |      |       |     |
| *     | Y            | YN             | YN    |        |              |     |         |    |      |       |     |
| *     | Y            | YN             | YN    |        |              |     |         |    |      |       |     |
| *     | Y            | CTI            | CTI   |        |              |     |         |    |      |       |     |
| *     | Y            | SB             | SB    |        |              |     |         |    |      |       |     |
| *     | Y            | SB             | SB    |        |              |     |         |    |      |       |     |
| *     | Y            | SB             | SB    |        |              |     |         |    |      |       |     |
| *     | Y            | SB             | SB    |        |              |     |         |    |      |       |     |
| *     | Y            | SB             | SB    |        |              |     |         |    |      |       |     |
| *     | Y            | SB             | SB    |        |              |     |         |    |      |       |     |
| *     | Y            | BM             | BM    |        |              |     |         |    |      |       |     |
| *     | Y            | LN             | LN    |        |              |     |         |    |      |       |     |
| *     | Y            | LN             | LN    |        |              |     |         |    |      |       |     |
|       |              | CS             | CS    |        |              |     |         |    |      |       |     |
|       |              | HM             | HM    |        |              |     |         |    |      |       |     |

**Note:** To view information on denied applications, revoked quotas or specific messages from ECM, check [\[Notes\]](#).

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

# Return Approved C-WAY Quota

(Applies to Legacy AC In-Rate, SELRES (RC2RC,RC2AC & AC2RC) and TRP)

The screenshot shows the 'Reenlistment (AC/TAR) Application Details' form. The top section, 'Sailor Information', contains fields for Current Rating, Year Group (YG 2023), UIC, Critical NECs, Pres Rate, EAOS (6/15/2026), RPT Date (10/9/2009), Soft EAOS (6/15/2026), PEBD (2/15/2023), Current EMC (B110), PRD (2/15/2027), EDLN, Service Component (AC), ADSD (2/15/2023), EDLN Code, 4-2-2 Sailor (Y), ACC Code (100), Warfare Designator, and MSO Remaining (28). A yellow box with a red border and the text '\*\*\*ALERT\*\*\* MNA Issued Quotas must be returned using the MNA Module' is overlaid on the right side of this section.

The middle section, 'Reenlistment (AC/TAR) Application Options', includes 'Reenlistment (AC/TAR) Application Details' with fields for Security Clearance Level (Top Secret - SCI eligible), Has been on OSA\GSA\IA (No), Date of last NJP, and Promotion Recommendations (Early Promote 10/15/2024 and 10/15/2023).

The bottom section contains the 'Return Quota Reason Code' dropdown menu (set to 'Voluntary return of quota - To request TRP'), a checked 'Page 13 submitted.' checkbox, a checkbox for 'I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.', and three buttons: 'Return Quota', 'Modify', and 'Close'. A yellow callout box with a list of four steps is connected to the 'Return Quota Reason Code' dropdown and the 'Return Quota' button.

1. Select the most appropriate 'Return Quota Reason Code' from drop-down list.
2. Check box for 'Page 13 submitted'.
3. Click **[Return Quota]** button.
4. You will be prompted to enter note. Be specific.

The Career Counselor can return an approved quota when a Sailor chooses to separate or loses eligibility. When a Sailor is under orders and refuses to obligate for additional service as required by the orders, the C-WAY quota must be returned via the **[Return Quota]** button. Commands must forward a NAVPERS 1306/7 to PERS-4 indicating that the member has refused to OBLISERV. PERS-40BB will Flag the record appropriately. See MILPERSMAN 1306-125.

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

# Application Options - SELRES Applications

- Per [MILPERSMAN 1306-1501](#), the Sailor may request a SELRES quota by submitting a NAVPERS 1306 to BUPERS-3152 (SELRES ECM) via MNCC.
- For additional questions, CCC personnel can contact the SELRES [Enlisted Community Manager](#) prior to submission.

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

# Application Options - 4-2-2 AC/TAR and 4-2-2 SELRES Personnel

**REENLISTMENT (AC/TAR) APPLICATION BROWSER**

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

Initial - Action Required.Saved - Action Required

Refresh

From Date: Nov-2025 To Date: Feb-2026 Expiration Month:  Reset

Application Details Page size: 50 47 items in 1 pages

| Need Review | Member and CO Concur | Notes | 4-2-2 Sailor | Current Rating | Name | SSN4 | DoD ID | App Status | App Reason | Critical NEC | UIC | 2nd UIC | YG | EAOS | SEAOS | PRD |
|-------------|----------------------|-------|--------------|----------------|------|------|--------|------------|------------|--------------|-----|---------|----|------|-------|-----|
| *           | Y                    |       | Y            | CTI            |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | CTI            |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | YN             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | N            | YN             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | N            | CTI            |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | NC(C)          |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | CTI            |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | CTI            |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | CTI            |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | YN             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | YN             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | CTI            |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | SB             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | BM             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | LN             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | LN             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | CS             |      |      |        |            |            |              |     |         |    |      |       |     |
| *           | Y                    |       | Y            | HM             |      |      |        |            |            |              |     |         |    |      |       |     |

4-2-2 Sailor  
Y or N

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

# Application Options - SELRES 4-2-2 Sailor (Cont'd.)

**Reenlistment (AC/TAR) Application Details**

**Sailor Information**

|                        |               |                     |                |                               |
|------------------------|---------------|---------------------|----------------|-------------------------------|
| Current Rating:        | Year Group:   | UIC: N90013         | Critical NECs: | Application Status: Submitted |
| Pres Rate:             | EAOS:         | RPT Date:           |                | Sailor Name:                  |
| Pros Rate:             | Soft EAOS:    | PEBD:               |                | SSN (last 4):                 |
| Current EMC: B110      | PRD:          | EDLN:               |                |                               |
| Service Component: AC  | ADSD:         | EDLN Code:          |                |                               |
| <b>4-2-2 Sailor: Y</b> | ACC Code: 100 | Warfare Designator: |                |                               |
| MSO Remaining: 28      |               |                     |                |                               |

**Reenlistment (AC/TAR) Application Options**

4-2-2 Sailor: Y

SELRES  SELRES Process Month: Oct-2025

In-Rate Only  Not Applying This Month  Explain Other

In-Rate, Willing To Convert  Not Eligible  Explain Other

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

The SELRES window is 10 to 3 months prior to SEAOS. C-WAY will auto-create a SELRES Application for 4-2-2 Sailors each cycle up to 3 months prior to SEAOS. If the CCC does not submit required SELRES 4-2-2 application, it will be considered 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 the Delayed Entry Program (DEP).

**NOTE:** To change a Sailor's 4-2-2 status due to error/special circumstance submit an Exception to Policy (ETP) request to BUPERS-315 via MNCC with all supporting documentation.

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

# Application Options - Non-4-2-2 - In Rate Only - SELRES

### Reenlistment (AC/TAR) Application Details

#### Sailor Information

|                        |               |                     |                                     |  |
|------------------------|---------------|---------------------|-------------------------------------|--|
| Current Rating:        | Year Group:   | UIC: N90013         | Critical NECs: <input type="text"/> | Application Status: <span style="color: green;">Submitted</span> |
| Pres Rate:             | EAOS:         | RPT Date:           | <input type="text"/>                | Sailor Name:   |
| Pros Rate:             | Soft EAOS:    | PEBD:               | <input type="text"/>                | SSN (last 4):  |
| Current EMC: B110      | PRD:          | EDLN:               | <input type="text"/>                |  |
| Service Component: AC  | ADSD:         | EDLN Code:          |                                     |  |
| <b>4-2-2 Sailor: N</b> | ACC Code: 100 | Warfare Designator: |                                     |  |
| MSO Remaining: 28      |               |                     |                                     |  |

#### Reenlistment (AC/TAR) Application Options

Application type:  **SELRES** 025

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

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

| 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.

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.

# Application Options - Non-4-2-2 - In-Rate Only - SELRES

### Reenlistment (AC/TAR) Application Details

Sailor Information

|                       |               |                     |                                     |  |
|-----------------------|---------------|---------------------|-------------------------------------|--|
| Current Rating:       | Year Group:   | UIC: N90013         | Critical NECs: <input type="text"/> | Application Status: <span style="color: green;">Submitted</span> |
| Pres Rate:            | EAOS:         | RPT Date:           | <input type="text"/>                | Sailor Name:   |
| Pros Rate:            | Soft EAOS:    | PEBD:               | <input type="text"/>                | SSN (last 4):  |
| Current EMC: B110     | PRD:          | EDLN:               | <input type="text"/>                |  |
| Service Component: AC | ADSD:         | EDLN Code:          |                                     |  |
| 4-2-2 Sailor: N       | ACC Code: 100 | Warfare Designator: |                                     |  |
| MSO Remaining: 28     |               |                     |                                     |  |

Fill in all information under the 'Reenlistment (AC/TAR) Application Options' section.

Reenlistment (AC/TAR) Application Options

Component Type:  AC or TAR  SELRES Process Month:

Application Type

In-Rate Only **2. Select 'In-Rate Only'**

Explain Other

In-Rate, Willing To Convert    Not Eligible    Explain Other

Convert Only  
 TRP (Golden/Silver Ticket)

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

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

SELRES Fields

Preferred NRC:    Sailor Phone:    Sailor Email:

Click [Reenlistment (AC/TAR) Application Details] to access next section.

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
Modify
Close

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

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

### Reenlistment (AC/TAR) Application Details

#### Sailor Information

|                       |               |                     |                |  |
|-----------------------|---------------|---------------------|----------------|--|
| Current Rating:       | Year Group:   | UIC: N90013         | Critical NECs: | Application Status: <b>Initial - Action Required</b> |
| Pres Rate:            | EAOS:         | RPT Date:           |                | Sailor Name:   |
| Pros Rate:            | Soft EAOS:    | PEBD:               |                | SSN (last 4):  |
| Current EMC: B110     | PRD:          | EDLN:               |                |  |
| Service Component: AC | ADSD:         | EDLN Code:          |                |  |
| 4-2-2 Sailor: Y       | ACC Code: 100 | Warfare Designator: |                |  |
| MSO Remaining: 28     |               |                     |                |  |

#### Reenlistment (AC/TAR) Application Options

#### Reenlistment (AC/TAR) Application Details

Security Clearance Level: Top Secret - SCI eligible 2/27/2007

Has been on OSA\GSA\IA: No

Date of last NJP:

#### Promotion Recommendations

|               |            |
|---------------|------------|
| Early Promote | 10/15/2024 |
| Early Promote | 10/15/2023 |
|               |            |
|               |            |
|               |            |

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

Fill in all information under the 'Reenlistment (AC/TAR) Applications Details' section.

Fill in Promotion Recommendations from the last five evaluations, start with the most recent and fill the remaining in reverse chronological order.

If a Sailor does not have five evaluations, make a [note](#) explaining why.

Remember, the ECMs read Sailor 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.

# Application Options - In-Rate, Willing to Convert - SELRES

Reenlistment (AC/TAR) Application Options

Component Type:  AC or TAR  SELRES

Process Month: Oct-2025

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 |
|---------|----------------------|-----------|------------------|------------------|-----------------|----------|
|---------|----------------------|-----------|------------------|------------------|-----------------|----------|

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

## Application Options - Convert Only

Reenlistment (AC/TAR) Application Options

Component Type:  AC or TAR  SELRES

Process Month: Oct-2025

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 |
|---------|----------------------|-----------|------------------|------------------|-----------------|----------|
|---------|----------------------|-----------|------------------|------------------|-----------------|----------|

Only Sailors requesting SELRES can apply for Conversion quotas in C-WAY. The SELRES window is from 10 to 3 months from SEAOS.

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

# Application Options - Sailor Not Eligible

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)

Discipline - Admin SEP  
 Loss of Security Clearance  
 Not Recommended - Evaluations  
 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: <input type="text" value=""/> |                      |           |                  |                  |                 |          |
| 2nd Choice: <input type="text" value=""/> |                      |           |                  |                  |                 |          |
| 3rd Choice: <input type="text" value=""/> |                      |           |                  |                  |                 |          |

SELRES Fields

**Preferred NRC:**  **Sailor Phone:**  **Sailor Email:**

‘Not Eligible’ applications are used for Sailors who are NOT eligible to affiliate with the SELRES.

The most 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 C-WAY 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.





# MNA Marketplace Record Detail

### MNA Marketplace Record Detail

|                       |            |                          |                    |
|-----------------------|------------|--------------------------|--------------------|
| <b>Sailor Name:</b>   |            | <b>Status:</b>           | Approved           |
| <b>Rating:</b>        | LS2        | <b>Approved Rating:</b>  | LS                 |
| <b>Service:</b>       | AC         | <b>Approved Service:</b> | AC                 |
| <b>Months to PRD:</b> | 11         | <b>Approval Type:</b>    | In-Rate            |
| <b>EMC:</b>           | B740       | <b>Restricted:</b>       | N                  |
| <b>CED:</b>           | 05/01/2024 | <b>Process Cycle:</b>    | FY26 Cycle 1 - Oct |

### Record Details

|                               |  |                           |   |
|-------------------------------|--|---------------------------|---|
| <b>Process Cycle:</b>         | FY26 Cycle 1 - Oct                                 | <b>Approval Type:</b>     | <input type="radio"/> In-Rate <input type="radio"/> Conversion <input type="radio"/> None |
| <b>Status:</b>                | Approved   | <b>Rating:</b>            | LS  |
|                               |  | <b>Forced Conversion:</b> | <input type="radio"/> Yes <input type="radio"/> No  |
|                               |  | <b>Restricted:</b>        | <input type="radio"/> Yes <input type="radio"/> No  |
| <b>Reason Code:</b>           | <input type="text"/>                               |                           |   |
| <b>Approved UIC:</b>          | N30571   |                           |   |
| <b>Approved Command Name:</b> | DEPARTMENT OF NAVY STAFF OFFICE OF GENERAL COUNSEL |                           |   |
| <b>ATI Description:</b>       | <input type="text"/>                               |                           |   |

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

# Targeted Reentry Program (TRP)

[MILPERSMAN 1001-260](#) empowers COs to identify and recommend the best and brightest AC and TAR officer and enlisted personnel, the option for expedited reentry to Active Duty in the Navy. C-WAY applies to enlisted personnel; therefore, enlisted details are below (see MILPERSMAN for officer info).

Key details are as follows:

1. Two options.
  - a. 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.
  - b. Silver Ticket: Sailors are afforded an expedited return to ACDU within two years of separation, subject to the Needs of the Navy. Sailors must remain fully qualified.
  
2. To be eligible for consideration, the Sailor must:
  - a. have completed their initial active-duty requirement.
  - b. be E4 - E6 with under 14 years of service. E4 personnel must be paid vs frocked.
  - c. not be a 4-2-2 Sailor.
  - d. be 16 - 4 months from SEAOS.  
**Note:** No Exception to Policy (ETP) if Member is less than 4 months to SEAOS.
  - e. not have an approved SELRES quota.
  
3. BUPERS-31 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 two years, they will remain in the Navy Reserve until their MSO requirement is fulfilled.

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

# Targeted Reentry Program (TRP) - Submit Application

**Reenlistment (AC/TAR) Application Details**

**Sailor Information**

|                       |               |                     |
|-----------------------|---------------|---------------------|
| Current Rating:       | Year Group:   | UIC: N90013         |
| Pres Rate:            | EAOS:         | RPT Date            |
| Pros Rate:            | Soft EAOS:    | PEBD                |
| Current EMC: B110     | PRD:          | EDLN.               |
| Service Component: AC | ADSD:         | EDLN Code:          |
| 4-2-2 Sailor: Y       | ACC Code: 100 | Warfare Designator: |
| MSO Remaining: 28     |               |                     |

**Reenlistment (AC/TAR) Application Details**

Component Type:  AC or TAR  SELRES

Application Type

In-Rate Only  Not Applying This Month

TRP (Golden/Silver Ticket)

| In-Rate     | Qualification Status | Ride Rank | Published Quotas | Requested Quotas | Approved Quotas | Decision |
|-------------|----------------------|-----------|------------------|------------------|-----------------|----------|
|             |                      |           | 0                | 0                | 0               |          |
| 1st Choice: | ▼                    |           |                  |                  |                 |          |
| 2nd Choice: | ▼                    |           |                  |                  |                 |          |
| 3rd Choice: | ▼                    |           |                  |                  |                 |          |

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
Modify
Close

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.

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# Targeted Reentry Program (TRP) - Revoke Application

(Applies to Legacy AC In-Rate, SELRES (RC2RC,RC2AC & AC2RC) and TRP)

The screenshot shows the 'Reenlistment (AC/TAR) Application Details' form. The top section, 'Sailor Information', includes fields for Current Rating, Year Group (YG 2023), UIC, Critical NECs, Application Status (Approved), Pres Rate, EAOS (6/15/2026), RPT Date (10/9/2009), Pros Rate, Soft EAOS (6/15/2026), PEBD (2/15/2023), Sailor Name, Current EMC (B110), PRD (2/15/2027), EDLN, SSN (last 4), Service Component (AC), ADSD (2/15/2023), EDLN Code, 4-2-2 Sailor (Y), ACC Code (100), Warfare Designator, and MSO Remaining (28). Below this is the 'Reenlistment (AC/TAR) Application Options' section, which includes 'Reenlistment (AC/TAR) Application Details' with fields for Security Clearance Level (Top Secret - SCI eligible), Has been on OSA\GSA\IA (No), Date of last NJP, and Promotion Recommendations (Early Promote dates of 10/15/2024 and 10/15/2023). A callout box on the right explains that if a sailor loses eligibility, the quota must be returned and a NAVPERS 1070/613 quota return Page 13 is required. A callout box on the left provides four steps: 1. Select the most appropriate 'Return Quota Reason Code' from the drop-down list. 2. Check box for 'Page 13 submitted'. 3. Click [Return Quota] button. 4. You will be prompted to enter note. Be specific. The form shows the 'Return Quota Reason Code' set to 'Voluntary return of quota - To request TRP' and the 'Page 13 submitted' checkbox checked. At the bottom, there is a checkbox for validation and three buttons: 'Return Quota', 'Modify', and 'Close'.

In the event a Sailor loses eligibility for the TRP program (determined by CO), the quota must be returned.

A NAVPERS 1070/613 quota return Page 13 is required.

1. Select the most appropriate 'Return Quota Reason Code' from drop-down list.
2. Check box for 'Page 13 submitted'.
3. Click **[Return Quota]** button.
4. You will be prompted to enter note. Be specific.

The Career Counselor can return an approved quota when a Sailor chooses to separate or loses eligibility. When a Sailor is under orders and refuses to obligate for additional service as required by the orders, the C-WAY quota must be returned via the **[Return Quota]** button. Commands must forward a NAVPERS 1306/7 to PERS-4 indicating that the member has refused to OBLISERV. PERS-40BB will Flag the record appropriately. See MILPERSMAN 1306-125.

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

# Print an Official Letter

The screenshot displays the REENLISTMENT (AC/TAR) APPLICATION BROWSER interface. At the top, there are search filters for Status, SSN, DoD ID, Name, Rating, EMC, Service, and App Reason. Below these are input fields and a Refresh button. A sidebar on the left contains buttons for Application Details, Validate Batch, Batch Submit All, Edit Sailor, Application History, Official Letter (highlighted), Export, Notes, and Close. The main area shows a table of applications with columns for Need Review, Member and CO Concur, Notes, 4-2-2 Sailor, Current Rating, Name, SSN4, DoD ID, App Status, and App Reason. A yellow callout box points to the 'Official Letter' button in the sidebar and the 'Approved' status in the table. A red-bordered yellow callout box contains an alert: '\*\*\*ALERT\*\*\* C-WAY will generate Official Letters for All SELRES Applications. Official Letters for Active Applications are only available that were submitted prior to February 01, 2024.' Below the application list is a 'COMMAND REENLISTMENT (AC/TAR) SUMMARY REPORT 11/07/2025' section with a search field and a Refresh button. A yellow callout box explains that this report provides all letters for the command except for active in rate quotas and that the next page shows where to retrieve the report. At the bottom, a list of application statuses is shown, including 'No Final Status - In MNA Window', 'No Final Status - In SEAOS Window', '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', and 'Does Not Meet General Reenlistment (AC/TAR) Program Eligibility'.

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

# Command Summary Reports

The screenshot shows the CAREER WAYPOINTS navigation bar with the following menu items: Home, Sailors, Officers, Officer Analyst, Control Analyst, AC/TAR/RC Analyst, Reclass Analyst, CNRC Analyst, Reports, Admin, Diagnostics, Help, and Sign Out. The Reports dropdown menu is open, listing various report types. The 'Reenlistment (AC/TAR)' option is highlighted in yellow, and its sub-menu is also open, listing 17 specific reports. Two sub-menu items, 'Command Summary - Reenlistment (AC/TAR)' and 'Command Personnel - Reenlistment (AC/TAR)', are highlighted in yellow to match the callout box.

These two reports provide the most detailed Command information.

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

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

# Intends To Separate Report – Path

The screenshot shows the top navigation bar of the CAREERWAYPOINTS system. The 'Reports' menu is expanded, showing a list of report types. The 'Intends to Separate Report' option is highlighted in yellow. To the left of the menu, a yellow callout box provides additional context.

**CAREERWAYPOINTS**

Home Sailors Officers Officer Analyst Control Analyst AC/TAR/RC Analyst Reclass Analyst CNRC Analyst **Reports** Admin Diagnostics Help Sign Out

- Apprentice Sailor Report
- BSO UIC Apprentice Report
- N100 OPNAV Report
- PACT Marketplace ▶
- Reenlistment (AC/TAR) ▶
- 4-2-2 Sailor Activity Report
- Intends to Separate Report**
- Rating/Srv/EMC Mismatch
- SELRES Activity Report
- SELRES Qual Statistics
- SELRES TRUIC Coverage
- Qual By Rating Report
- Reclassification Report
- SAAR Compliance Report
- CWAY BO Reporting

The Intends to Separate Report is the accumulation of the Intends to Separate and Stay Navy responses entered on the 'Sailor Details' screen.

(See [pg 17](#) for entry information)

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

# Intends To Separate Report

UIC: a12321.M09876.n00 Rating: EMC: PG: Service: From SEAOS To SEAOS From PRD To PRD

Refresh Reset

The Intends To Separate and the Stay Navy Results can be filtered by UIC, Rating, EMC, PG, Service, SEAOS, and PRD.

| Intends to Separate Reason Codes |  | Reason 1 | Reason 2 | Reason 3 | Total |
|----------------------------------|--|----------|----------|----------|-------|
| + CULTURE                        |  |          |          |          |       |
| + EDUCATION/DEVELOPMENT          |  |          |          |          |       |
| + FINANCIAL                      |  |          |          |          |       |
| + NAVY OPPORTUNITIES             |  |          |          |          |       |
| + NOT RECOMMENDED                |  |          |          |          |       |
| + OUTSIDE OPPORTUNITIES          |  |          |          |          |       |
| + QUALITY OF LIFE                |  |          |          |          |       |
| + THERE WAS NO BILLET AVAILABLE  |  |          |          |          |       |
| + OTHER                          |  |          |          |          |       |

Each category grouping contains specific traits which can be viewed by expanding the Reason Code category.

| What Would it Take to Stay Navy Reason Codes |  | Reason 1 | Reason 2 | Reason 3 | Total |
|--|--|----------|----------|----------|-------|
| + CULTURE                                    |  |          |          |          |       |
| + DISTRIBUTION                               |  |          |          |          |       |
| + EDUCATION/DEVELOPMENT                      |  |          |          |          |       |
| + FINANCIAL                                  |  |          |          |          |       |
| + I WANT TO STAY NAVY                        |  |          |          |          |       |
| + NAVY OPPORTUNITIES                         |  |          |          |          |       |
| + QUALITY OF LIFE                            |  |          |          |          |       |

Export ITS to PDF  
Export Stay Navy to PDF  
Export ITS to Excel  
Export Stay Navy to Excel  
Close

The Intends To Separate and the Stay Navy Results can be exported to PDF.

**Note:** For additional information on entering the Reason Codes, see [pg 17](#) of this User Guide.

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

# Intends To Separate Report – Details

| Intends to Separate Reason Codes             |  | Reason 1  | Reason 2  | Reason 3  | Total     |
|--|--|-----------|-----------|-----------|-----------|
| -  | <b>CULTURE</b>   |           |           |           |           |
|  | Culture: Dissatisfaction with command leadership                       | 2         | 1         | 2         | 5         |
|  | Culture: Dissatisfaction with Navy leadership                          | 4         | 1         | 2         | 7         |
|  | Culture: No mentorship   | 2         | 1         | 2         | 5         |
|  | Culture: The Navy has diversity and inclusion problems                 | 2         | 2         | 2         | 6         |
|  | Culture: The Navy has equal employment opportunity problems            | 2         | 1         | 2         | 5         |
|  | Culture: The Navy has problems with pay and personnel management       | 4         | 2         | 1         | 7         |
|  | Culture: The Navy has sexual assault/sexual harassment problems        | 2         | 0         | 1         | 3         |
|  | Culture: Unpredictable deployment schedules                            | 3         | 1         | 1         | 5         |
|  | <b>Total Culture</b>   | <b>21</b> | <b>9</b>  | <b>13</b> | <b>43</b> |
| +  | EDUCATION/DEVELOPMENT  |           |           |           |           |
| +  | FINANCIAL  |           |           |           |           |
| +  | NAVY OPPORTUNITIES   |           |           |           |           |
| +  | NOT RECOMMENDED  |           |           |           |           |
| +  | OUTSIDE OPPORTUNITIES  |           |           |           |           |
| +  | QUALITY OF LIFE  |           |           |           |           |
| +  | THERE WAS NO BILLET AVAILABLE  |           |           |           |           |
| +  | OTHER  |           |           |           |           |
| What Would it Take to Stay Navy Reason Codes |  | Reason 1  | Reason 2  | Reason 3  | Total     |
| -  | <b>CULTURE</b>   |           |           |           |           |
|  | Culture: Awards and recognition for outstanding performance            | 2         | 1         | 1         | 4         |
|  | Culture: Better Command leadership                                     | 4         | 1         | 1         | 6         |
|  | Culture: Better Navy leadership  | 3         | 1         | 2         | 6         |
|  | Culture: Improved diversity and inclusion programs                     | 3         | 2         | 1         | 6         |
|  | Culture: Improved equal employment opportunity policies                | 3         | 1         | 1         | 5         |
|  | Culture: Improved measures to address harassment and discrimination    | 3         | 1         | 1         | 5         |
|  | Culture: Improved sexual assault/sexual harassment prevention programs | 1         | 2         | 1         | 4         |
|  | Culture: Mentorship programs   | 5         | 2         | 1         | 8         |
|  | Culture: More predictable deployment schedules                         | 2         | 2         | 1         | 5         |
|  | Culture: Stronger support networks for families during deployment      | 1         | 1         | 1         | 3         |
|  | <b>Total Culture</b>   | <b>27</b> | <b>14</b> | <b>11</b> | <b>52</b> |
| +  | DISTRIBUTION   |           |           |           |           |
| +  | EDUCATION/DEVELOPMENT  |           |           |           |           |
| +  | FINANCIAL  |           |           |           |           |
| +  | I WANT TO STAY NAVY  |           |           |           |           |
| +  | NAVY OPPORTUNITIES   |           |           |           |           |
| +  | QUALITY OF LIFE  |           |           |           |           |
| +  | OTHER  |           |           |           |           |

The Intents To Separate (ITS) Report is the accumulation of the responses entered on the Sailor Details screen.

The Report groups the responses by the level of priority that was assigned to the response at the time it was entered.

The totals show the total number of answers given for each specific trait and the total for each Reason Code category.

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

# Submit C-WAY-PACT Marketplace Record



**PACT MARKETPLACE RECORD BROWSER**

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

Page size: 25 210 items in 9 pages

| SSN#   | DoD ID | Qualified | JOIN Date | Status | Rating | UIC | Command Name | Approved | Current Rating | UIC | Designation Rate | EMC | Date | Looks Remaining |
|--|--------|-----------|-----------|--------|--------|-----|--------------|----------|----------------|-----|------------------|-----|------|-----------------|
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Then click the hourglass and select the following:</p> <ul style="list-style-type: none"> <li>➤ Ready for CCC</li> <li>➤ Requests Participation</li> <li>➤ Requires Action</li> <li>➤ Transmitted to MNA</li> </ul> <p><b>All statuses and descriptions provided on next page.</b></p> <p><b>The PACT Timeline is located at</b></p> <p>MyNavy HR&gt;Career Management&gt;Career Counseling&gt;C-Way&gt;<a href="#">CWAY PACT Marketplace Submission Schedule</a></p> </div> <div style="width: 50%;"> </div> </div> |        |           |           |        |        |     |              |          |                |     |                  |     |      |                 |

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

# Statuses for PACT Marketplace

| Status                        | Description   |
|-------------------------------|---|
| <b>Requires Action</b>        | The CCC must review the Sailor’s record and take appropriate actions to update the Member’s requests/eligibility when the application cycle is open.<br><b>*This status will remain unchanged if the cycle closes with no action taken.</b>                           |
| <b>Ready for CCC</b>          | Indicates that the DCC has entered the Member’s request, and it is ready for the CCC to take appropriate actions for review and submission when the application cycle is open.<br><b>*This status will remain unchanged if the cycle closes with no action taken.</b> |
| <b>Requests Participation</b> | Sailor has requested to participate in PACT Marketplace.  |
| <b>Requests Onboard</b>       | Sailor can request to remain onboard current command.   |
| <b>Declines Participation</b> | Sailor has declined to participate in MNA PACT Marketplace.   |
| <b>Not Eligible</b>           | Sailor is not eligible, for example, Legal/Moral disqualification, Performance, etc.  |
| <b>Transmitted to MNA</b>     | The Sailor’s record was sent to MNA with all their qualified jobs.  |
| <b>Approved</b>               | Sailor was approved for a rate and orders via the MNA PACT Marketplace.   |
| <b>Approved-Revoked</b>       | Previously approved rate and orders returned and/or revoked.  |
| <b>Denied</b>                 | The original request was denied during the cycle.   |

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

# PACT Marketplace Record Detail Screen

## PACT Marketplace Record Details

**Sailor Name:** \_\_\_\_\_

**Rating:** SN

**Looks Remaining:** 2

**Status:** Requires Action

**Requests Onboard:** \_\_\_\_\_

**Process Cycle:** FY25 Cycle 6 - Aug

**Qualified:** Yes

**JOIN Date:** None

Requests Participation
  Declines Participation
  Not Eligible

Requests to Remain Onboard

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

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

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

Requests Participation

Declines Participation

Not Eligible

Requests to Remain Onboard

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

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

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

## PACT Marketplace Record Details

**Sailor Name:** \_\_\_\_\_

**Rating:** SN

**Looks Remaining:** 2

**Status:** Requires Action

**Requests Onboard:** \_\_\_\_\_

**Process Cycle:** FY25 Cycle 6 - Aug

**Qualified:** Yes

**JOIN Date:** None

s Participation  
 s Participation  
 Not Eligible

Requests to Remain Onboard

|                    | Rating | RIDE Rank | JOIN Rank | RIDE/JOIN Rank |
|--------------------|--------|-----------|-----------|----------------|
| <b>1st Choice:</b> | BM     | 28        |           |                |
| <b>2nd Choice:</b> | MM     | 8         |           |                |
| <b>3rd Choice:</b> | AD     | 24        |           |                |
| <b>4th Choice:</b> |        |           |           |                |

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

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.

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

Complete all required information, then check the validation box.

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

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

## PACT Marketplace Record Details

**Sailor Name:** \_\_\_\_\_

**Rating:** SN

**Looks Remaining:** 2

**Status:** \_\_\_\_\_

**Requests Onboard:** \_\_\_\_\_

**Process Cycle:** FY25 Cycle 6 - Aug

**Qualified:** Yes

**JOIN Date:** None

Select if member is submitted as 'Declines to Participate'

Requests Participation

Declines Participation  Intends to Separate

Not Eligible

Requests to Remain Onboard

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

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

If Sailor 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.

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

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

## PACT Marketplace Record Details

**Sailor Name:** PACTMktplcBrowser, 129

**Rating:** SN

**Looks Remaining:** 2

**Status:** Requires Action

**Requests Onboard:**

**Process Cycle:** FY25 Cycle 6 - Aug

**Qualified:** Yes

**JOIN Date:** None

Requests Participation

Declines Participation   

Not Eligible  Discipline

Requests to Remain Onboard

|                    | Rating   | RIDE Rank |  |
|--------------------|--|-----------|--|
| <b>1st Choice:</b> | <span style="border: 1px solid #ccc; padding: 2px;"> </span> |           |  |
| <b>2nd Choice:</b> | <span style="border: 1px solid #ccc; padding: 2px;"> </span> |           |  |
| <b>3rd Choice:</b> | <span style="border: 1px solid #ccc; padding: 2px;"> </span> |           |  |
| <b>4th Choice:</b> | <span style="border: 1px solid #ccc; padding: 2px;"> </span> |           |  |

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

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

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

Complete all required information, then check the validation box.

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

# C-WAY-Conversion for RC to RC

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

Policy states applicants must:

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

**Conversion references:** MILPERSMAN Articles [1440-010](#), [1440-011](#), and [1306-618](#)

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

# Submit C-WAY-Conversion Application

- From the Sailor Browser, select the Sailor who desires to convert. Click **[Edit Sailor]** to open 'Sailor Details'.
- Double-check the Sailor's information to ensure eligibility for all ratings, which an application may be submitted.

**Sailor Details**

**Summary**

SSN:  DoD ID:   
Last Name:  First Name:  Middle Initial:   
Sex:  Date of Birth:

**General Information**

PEBD:  UIC:  US Citizen:   
Service Code:  Department:  Parents U.S. Born:   
Paygrade:  Secondary UIC:  All immediate family US Citizens:   
Current Rating:  Secondary Department:  Civilian Education:   
Previously Held Rating:  Prospective Rate:  NRA Code:   
Security Clearance:  Security Clearance Date:   
MOD Code:  MDC Code:  IMS Code:   
MAS Code - Medical:  MAS Code - Administrative:  MAS Code - Training:   
CO Recommends Retention:  Yes  No  Requires Attention Recommendation Date:   
CO Recommends Advancement:  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

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.

# Submit C-WAY-Conversion Application - Qualified Jobs

CONVERSION (RC) QUALIFIED JOBS

SSN: \_\_\_\_\_ Name: \_\_\_\_\_ Present Rate: AWS2 Sex: M Convert Out Status: Open Application Type: Voluntary Rating Status: Open

Refresh

Reset

2 items in 1 pages

| Rating Name              | Rating | Status               | DC Status | A-School Status | Rate | JOIN Rank | RIDE/JOIN Rank |
|--------------------------|--------|----------------------|-----------|-----------------|------|-----------|----------------|
| Cyber Warfare Technician | CWT    | Preliminary eligible | Open      | Open            | 6    | N/A       | N/A            |
| Geographer's Mate        | AG     | Preliminary eligible | Open      | Open            | 27   | N/A       | N/A            |

Conversion

- 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.

# Submit C-WAY- Conversion Application - Conversion Application

### Conversion (RC) Application Details

Sailor Information

|                             |                  |                          |                      |  |
|-----------------------------|------------------|--------------------------|----------------------|--|
| Sailor Name: Conversion, 10 | SPI Code:        | MOD Code: 3              | NECs                 | Application Status: <span style="color: green;">Saved - Action Required</span> |
| SSN: 0110                   | PEBD: 08/21/2012 | MDC Code: 0              | <input type="text"/> | Approved Rating:   |
| Current Rating: AN          | EOS: 05/15/2027  | IMS Code:                | <input type="text"/> | Approved Path:   |
| Pres Rate: AN               | SEOS: 05/15/2027 | MAS Code - Medical:      | <input type="text"/> | Expiration Month:  |
| Pros Rate:                  | PRD: 01/25/2017  | MAS Code - Admin:        | <input type="text"/> | Last Updated Date: 10/24/2025  |
| UIC: N90014                 | NRA:             | MAS Code - Training: OTN | <input type="text"/> |  |
| Report Date: 08/09/2009     |                  |                          |                      |  |

Conversion Application

Application Reason:  Voluntary  Forced    Forced Reason Code:  Explain Other

Primary CCC Name: -Select a Primary CCC-

Email:   
Phone:

| Conversion Choices | Rating   | Path  | Qualification Status | RIDE Rank | Invalid Choice |
|--------------------|--|---|----------------------|-----------|----------------|
| 1st Choice:        | <span style="border: 1px solid gray; padding: 2px;">GSM</span> | <span style="border: 1px solid gray; padding: 2px;">ASCH</span> | Preliminary eligible | 56        |                |
| 2nd Choice:        | <span style="border: 1px solid gray; padding: 2px;">BM</span>  | <span style="border: 1px solid gray; padding: 2px;">NWAE</span> | Preliminary eligible | 15        |                |
| 3rd Choice:        | <span style="border: 1px solid gray; padding: 2px;">BU</span>  | <span style="border: 1px solid gray; padding: 2px;">ASCH</span> | Preliminary eligible | 52        |                |

A-School Waiver Request

Waiver Request Detail

Application Details

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

I have read the additional requirements (AJR) for each conversion rating selected and have sent all required documentation to the ECM at selres\_ecm@navy.mil

- Select the Primary CCC from the available Drop-down menu.
- Select the desired 'Rating' and 'Path' from the available Drop-down menus.

Click **[Application Details]** to access next section.

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.

# Submit C-WAY- Conversion Application - Application Details

### Conversion (RC) Application Details

#### Sailor Information

|                         |                  |                          |                      |  |
|-------------------------|------------------|--------------------------|----------------------|--|
| Sailor Name:            | SPI Code:        | MOD Code: 3              | NECs                 | Application Status: <b>Saved - Action Required</b> |
| SSN:                    | PEBD: 08/21/2012 | MDC Code: 0              | <input type="text"/> | Approved Rating:                                   |
| Current Rating: AN      | EOS: 05/15/2027  | IMS Code:                | <input type="text"/> | Approved Path:                                     |
| Pres Rate: AN           | SEOS: 05/15/2027 | MAS Code - Medical:      | <input type="text"/> |  |
| Pros Rate:              | PRD: 01/25/2017  | MAS Code - Admin:        | <input type="text"/> |  |
| UIC: N90014             | NRA:             | MAS Code - Training: OTN | <input type="text"/> |  |
| Report Date: 08/09/2009 |                  |                          |                      |  |

#### Conversion Application

#### Application Details

This Sailor is not a NAT, or is a NAT with greater than six years of service.

Earliest A-School Avail Date:

Security Clearance Level:

Bonus Type:

Bonus Effective Date:

Date of last NJP:

Promotion Recommendations

|                      |   |  |
|----------------------|---|--|
| Early Promote        | <input type="text" value="10/30/2025"/> |  |
| <input type="text"/> | <input type="text"/>                    |  |
| <input type="text"/> | <input type="text"/>                    |  |

Average:

Complete all required information, then check both validation boxes and click **[Submit]**

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

I have read the additional job requirements (AJR) for each conversion rating selected and have sent all required documentation to the ECM at selres\_ecm@navy.mil

- Fill in all information requested on the 'Application Details' tab.
- Provide last three Promotion Recommendations.
- Add a note if less than three are available.

Complete all required information, then check both validation boxes and click **[Submit]**

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

# Submit C-WAY- Conversion Application - Common Error

The screenshot shows the 'Conversion (RC) Application Details' page. A modal error message is displayed in the center, stating: 'qa1web1 says Conversion (RC) Application failed validation. - Primary CCC - 1st Promotion Recommendation'. Below the error message is an 'OK' button. A yellow callout box with rounded corners contains the text: 'Click [OK] then click [Application Details] See Previous Page'. The background form includes fields for 'Sailor Name', 'SSN', 'Current Rating', 'Pres Rate', 'Pros Rate', 'UIC', and 'Report Date'. It also has sections for 'Application Reason', 'Primary CCC Name', 'Email', 'Phone', and 'Conversion Choices' (with a table for 1st, 2nd, and 3rd choices). At the bottom, there are checkboxes for 'A-School Waiver Requested' and 'Application Details', and buttons for 'Submit', 'Save', 'Cancel', and 'Close'.

| Conversion Choices | Rating | Path | Invalid Choice Reason |
|--------------------|--------|------|-----------------------|
| 1st Choice:        | GSM    | ASC  |                       |
| 2nd Choice:        | IT     | NW   |                       |
| 3rd Choice:        | MA     | ASC  |                       |

This is one of the most common errors in C-Way. To resolve, click **[OK]**, click **[Application Details]**, and then fill in the required information on the Application Details tab. See the previous two pages for details.

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

# Check Status of C-WAY-Conversion Application

**CAREER WAYPOINTS**

Home Sailors Officers Officer Analyst Control Analyst AC/TAR/RC Analyst Reclass Analyst CNRC Analyst Reports Admin Diagnostics Help Sign Out

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

**CONVERSION (RC) APPLICATION BROWSER**

SSN: DoD ID: Name: Rating: UIC: From Date: To Date: Expiration Month:

Aug-2018 Oct-2025

Click **[Conversion (RC) Application Browser]** to see all system-generated applications.

**CONVERSION (RC) APPLICATION BROWSER**

Status: Saved - Action Required SSN: DoD ID: Name: Rating: ALL UIC: From Date: Aug-2018 To Date: Oct-2025 Expiration Month:

Refresh Reset

49 items in 2 pages

**Application Details**  
 Edit Sailor  
 Extended Edit  
 Application History  
 Official Letter  
**Notes**  
 Close

| Rating | EOS       | SEOS      | Application Reason | App Status              | Last Updated | Expire Month | 1st Choice | 2nd Choice |
|--------|-----------|-----------|--------------------|-------------------------|--------------|--------------|------------|------------|
| AC     |           |           | Voluntary          | Saved - Action Required |              |              |            |            |
| AN     | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| AME    | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| AME    | 5/15/2027 | 5/15/2027 | Forced             | Saved - Action Required |              |              |            |            |
| BU     | 5/15/2027 | 5/15/2027 | Forced             | Saved - Action Required |              |              |            |            |
| IT     | 5/15/2027 | 5/15/2027 | Forced             | Saved - Action Required |              |              |            |            |
| IT     | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| AN     | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| BU     | 6/15/2027 | 6/15/2027 | Forced             | Saved - Action Required |              |              |            |            |
| SN     | 6/15/2027 | 6/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 6/15/2027 | 6/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 6/15/2027 | 6/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 5/15/2027 | 5/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 6/15/2027 | 6/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| SN     | 6/15/2027 | 6/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| AME    | 6/15/2027 | 6/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| AME    | 6/15/2027 | 6/15/2027 | Forced             | Saved - Action Required |              |              |            |            |
| SN     | 6/15/2027 | 6/15/2027 | Voluntary          | Saved - Action Required |              |              |            |            |
| BU     | 6/15/2027 | 6/15/2027 | Forced             | Saved - Action Required |              |              |            |            |

Select an application from the listing, then click **[Application Details]** to see status of that application.

Select an application from the listing, then click **[Notes]** to see detailed notes/notes report for that application.

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

# C-WAY-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 C-WAY-Transition 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 1160-010](#).
- Meet physical readiness assessment standards IAW [OPNAVINST 6110.1](#) (Series).
- Meet requirements for reenlistment per [NAVMED P-117](#), Manual of the Medical Department.
- Be eligible to re-enlist for 48 months without exceeding the High Year Tenure (HYT) program limitations outlined in [MILPERSMAN 1160-120](#) (Waivers are authorized).

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

# Submit C-WAY-Transition Application for RC to AC/TAR

From the Sailor Browser, select the Sailor who desires to convert. Click **[Edit Sailor]** to open 'Sailor Details'. Double-check the Sailor's information to ensure eligibility for all ratings, which an application may be submitted.

The screenshot shows the 'Sailor Details' form with the following sections and fields:

- Summary:** SSN, Last Name, Sex, DoD ID, First Name, Date of Birth, Middle Initial.
- General Information:** PEBD (6/13/1994), Service Code (SELRES), Paygrade (E6), Current Rating (YN), Previously Held Rating, Security Clearance (Secret), MOD Code (0), MAS Code - Medical, UIC, Department (A211), Secondary UIC, Secondary Department, Prospective Rate, US Citizen (Yes), Parents U.S. Born (Yes), All immediate family US Citizens (Yes), Civilian Education (HS Diploma), NRA Code, Security Clearance Date (1/1/2012), IMS Code, MAS Code - Administrative (AKE), MAS Code - Training.
- Recommendations:** CO Recommends Retention (Yes, No, Requires Attention), Recommendation Date, CO Recommends Advancement (Yes, No, Requires Attention), Recommendation Date.
- Separation:** Sailor Intends to Separate (Yes, No), Reason 1, Reason 2, Reason 3, Other.
- Buttons:** Qualify, Apply Conversion (RC), **Apply Transition (RC to AC)** (highlighted), Notes, Save, Close.

**NOTE:** If this option is not available to an eligible Sailor, check for residual MAS codes that may prevent the Sailor from applying.

If applicable, contact C-WAY Helpdesk for assistance in removing it.

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

# Submit C-WAY-Transition Application for RC to AC/TAR (Cont'd.)

**TRANSITION (RC TO AC) QUALIFIED JOBS**

SSN: \_\_\_\_\_ Name: \_\_\_\_\_ Present Rate: AME2 Sex: M ASD: \_\_\_\_\_ YG: \_\_\_\_\_

Service Component: All **Total Active Service:** Years: \_\_\_\_\_ Months: \_\_\_\_\_ Days: \_\_\_\_\_ Desired Active Start Month: \_\_\_\_\_

Refresh Reset

View Job Card  
View LaDR  
Add Job Reqs.  
**Apply Transition**  
Notes  
CEM  
Printable Job List  
JOIN Rating Results  
JOIN Job Groups  
Close

RIDE Rank JOIN Rank RIDE/JOIN Rank Year Group Start Month

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.

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

# Calculate Total Active Service for RC to AC

## Annual Statement of Service History

| ANNUAL STATEMENT OF SERVICE HISTORY |                       |             |                                      |                    |                 |                      |                |        |                          |                       |  |
|-------------------------------------|-----------------------|-------------|--------------------------------------|--------------------|-----------------|----------------------|----------------|--------|--------------------------|-----------------------|--|
| PERIOD                              |                       | W<br>H<br>Y | INACTIVE POINTS                      |                    |                 |                      | ACTIVE POINTS  |        | QUALIFYING PTS / SERVICE |                       |  |
| FROM DATE<br>(MM/DD/YY)             | TO DATE<br>(MM/DD/YY) |             | DRILLS/<br>FUNERAL<br>HONORS<br>DUTY | CORRES.<br>COURSES | MEMBER-<br>SHIP | INACTIVE<br>SUBTOTAL | ACTIVE<br>DUTY | AT/ADT | TOTAL POINTS             | SERVICE<br>(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                            | -----                 | -           | 038                                  | 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.** Calculate 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 01

       +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.

# Submit C-WAY-Transition Application for RC to AC/TAR (Cont'd.)

**Transition (RC to AC) Application Details**

**Sailor Information**

|   |                         |                                |                                   |   |
|---|-------------------------|--------------------------------|-----------------------------------|---|
| <b>Sailor Name:</b> TransitionAdminMod,34 | <b>PEBD:</b> 08/13/2023 | <b>NRA:</b>                    | <b>NECs</b>                       | <b>Application Status:</b> <span style="color: green;">Saved - Action Required</span> |
| <b>SSN:</b> 0584                          | <b>EOS:</b> 01/25/2014  | <b>Mod Code:</b> 8             | <input type="text" value="9305"/> | <b>Last Updated Date:</b> 09/01/2025  |
| <b>Current Rating:</b> CWT                | <b>SEOS:</b> 01/25/2014 | <b>MDC Code:</b> 1             | <input type="text"/>              | <b>Expiration Month:</b>  |
| <b>Pres Rate:</b> CWT2                    | <b>YG:</b> 2010         | <b>IMS Code:</b> D3G           | <input type="text"/>              |   |
| <b>Pros Rate:</b>                         | <b>ADSD:</b> 01/01/2010 | <b>MAS Code - Medical:</b> MDT | <input type="text"/>              | <b>Total Active Service</b>   |
| <b>Previous Rating:</b>                   | <b>EAOS:</b>            | <b>MAS Code - Admin:</b>       | <input type="text"/>              | <b>Years:</b> 16  |
| <b>Current EMC Code:</b> B550             | <b>SEAOS:</b>           | <b>MAS Code - Training:</b>    |                                   | <b>Months:</b> 02   |
| <b>SPI Code:</b>                          | <b>PRD:</b> 07/25/2016  |                                |                                   | <b>Days:</b> 00   |

**Transition Application**

| Rating/Service                     | Invalid Choice | Invalid Choice Reason | Qualification Status | RIDE Rank | Published Quotas | Requested Quotas | Start Month |
|------------------------------------|----------------|-----------------------|----------------------|-----------|------------------|------------------|-------------|
| <input type="text" value="AD/AC"/> |                |                       | Preliminary eligible | 33        | 2                | 1                | Apr-2026    |

**Application Type:** Conversion

**Primary CCC Name:**

**Email:**

**Phone:**

**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.

Update all requested information.  
Check the validation box and click  
**[Submit]**

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

# Check C-WAY-Transition Application Status for RC to AC/TAR

**CAREER WAYPOINTS**

Home Sailors Officers Officer Analyst Control Analyst AC/TAR/RC Analyst Reclass Analyst CNRC Analyst Reports Admin Diagnostics Help Sign Out

## TRANSITION (RC TO AC) APPLICATION BROWSER

SSN: [ ] DoD ID: [ ] Name: [ ] Requested Rating: ALL [v] UIC: [ ] Service: ALL [v] From Date: Apr-2019 [ ] To Date: Jun-2026 [ ] Expiration Month: [ ]

Refresh [ ] Reset [ ]

32 items in 2 pages

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

## TRANSITION (RC TO AC) APPLICATION BROWSER

Status: Saved - Action Required [ ] SSN: [ ] DoD ID: [ ] Name: [ ] Requested Rating: ALL [v] UIC: [ ] Service: ALL [v] From Date: Apr-2019 [ ] To Date: Jun-2026 [ ] Expiration Month: [ ]

Refresh [ ] Reset [ ]

32 items in 2 pages

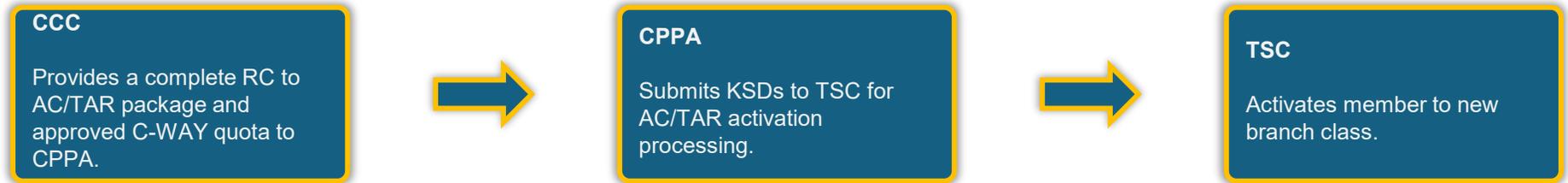
Select an application from the listing, then click **[Application Details]** to see status of that application.

| Current Rating | EOS | SEOS | Application Type | Application Status      | Start Month | Expire Month | Rec |
|----------------|-----|------|------------------|-------------------------|-------------|--------------|-----|
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| Conversion     |     |      | Conversion       | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |
| In-Rate        |     |      | In-Rate          | Saved - Action Required |             |              |     |

Select an application from the listing, then click **[Notes]** to see detailed notes/notes report for that application.

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

# Transition RC to AC/TAR Additional Information



**Reference:** [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 C-WAY
- CCC routes the RC to AC package to the Enlisted Community Manager (ECM) for review/determination (see note)
- ECM approves C-WAY application/package (see note)
- CCC Downloads approved C-WAY Letter
- Note: C-WAY will only generate Official Letters for applications submitted prior to February 01, 2024
- Letters are available 24-48 hours after the application changes to an “Approved” status. CCCs can download them by following the steps outlined on [pg 66](#) of this C-WAY User Guide.

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

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

# Transition RC to AC/TAR Additional Information

## CCC & CPPA Salesforce Transaction KSD Checklist

CCCs must work with CPPAs and submit reenlistment document requests to servicing TSCs within 5 working days of receipt.

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

## CPPA Salesforce Submission Guidance

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

## 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

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# Transition RC to AC/TAR Additional Information

## 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 AVAIL to the NRA UIC via NSIPS.
  - o **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.)

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

# Scuttlebutt

1. Once an account is disabled (inactive 90 days), a new SAAR (DD FORM 2875) must be submitted to regain access ..... [pg 12](#)
2. Some screens (Sailor, Application, and Conversion Details) contain tabs, which can be clicked to access additional information and input requirements.
3. In a Sailor Listing view, users can click on a column header such as SEAOS to sort in ascending or descending order ..... [pg14](#)
4. In a Sailor Listing view, users can click, grab, and move a column header left or right to rearrange the default column order ..... [pg14](#)
5. CCC personnel can access IA/TDY/TAD Sailor's by requesting to have a secondary UIC added to the Sailor's profile ..... [pg15](#)
6. Intends To Separate responses are consolidated and can be displayed on the Intends to Separate Report ..... [pg17](#)
7. Incorrect ASVAB scores can have serious impact on Sailor's future Rating eligibility ..... [pg21](#)
8. The C-WAY CEM is for informational purposes only ..... [pg32](#)
9. Any data entered in C-Way will not override Sailor's information in the Navy's database ..... [pg32](#)
10. Pay special attention to the application Process Month. Applications cannot be submitted outside of this period ..... [pg36](#)
11. The Application status must be 'Submitted' to be included in the rack and stack process ..... [pg38](#)
12. Remember, ECMs read Sailor notes and it could be a determining factor in the decision process ..... [pg45](#)
13. The C-WAY Notes feature promotes/allows discussion between Career Counselors and Enlisted Community Managers ..... [pg47](#)
14. MNA Issued Quotas must be returned using the MNA Module ..... [pg50](#)
15. To change a Sailor's 4-2-2 status due to error/special circumstance submit an ETP to BUPERS-315 via MNCC ..... [pg53](#)
16. TRP empowers COs to recommend AC/TAR officer and enlisted personnel, an option for expedited reentry to Active Duty ..... [pg62](#)
17. PACT Sailors can only submit 'Remain Onboard' during their first look ..... [pg73](#)

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

# FAQ

An official website of the United States government [Here's how you know](#)

NAVY

MyNavy HR

About MyNavy HR ▾ Career Management ▾ Support & Services ▾ References ▾ Media Center ▾ Contact Us 🔍

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

### C-WAY

## CAREER WAYPOINTS

**C-WAY Help Desk:**  
Comm: (901) 874-2102  
DSN 882-2102 or 882 5672  
[cway-helpdesk@us.navy.mil](mailto:cway-helpdesk@us.navy.mil)

**My Navy Call Center:**  
Comm: (833) 330-MNCC or (901) 874-MNCC  
[askmccc@navy.mil](mailto:askmccc@navy.mil)

**IMPORTANT:**

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

MY NAVY ASSIGNMENT REFERENCES

- [MyNavy Assignment FAQ's](#)
- [MNA Quota Training \\*NEW\\*](#)

SELRES 4-2-2 REFERENCES

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

**C-WAY Program References**

- [Career Waypoints SSA Helpful Pamphlet](#)

**C-WAY System References**

- [C-WAY System login](#)
- [C-WAY User Guide \(Updated 9 JUN 2025\) \\*NEW\\*](#)
- [C-WAY SAAR Form](#)
- [C-WAY SAAR-N Instructions \(Updated 19 Mar 2024\)](#)
- [CCC Return Quota Instructions](#)
- [Fix for C-WAY Display Issues](#)
- [Encryption Certificate for C-Way Mailbox](#)

**PACT Designation References**

- [JOIN Assessment](#)
- [MILPERSMAN 1306-611](#)
- [NAVADMIN 118/18 \(PACT Program Changes\)](#)
- [PACT Marketplace Training](#)
- [CWAY PACT Marketplace Submission Schedule FY 25](#)

**Conversion References**

- [MILPERSMAN 1440-010](#)
- [MILPERSMAN 1440-011](#)
- [19 AUG 2025 1306-618 RATING LIST and CNRC ECM \(NEW\)](#)

**Supporting Resources**

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

LAST UPDATED: 13 AUG 2025

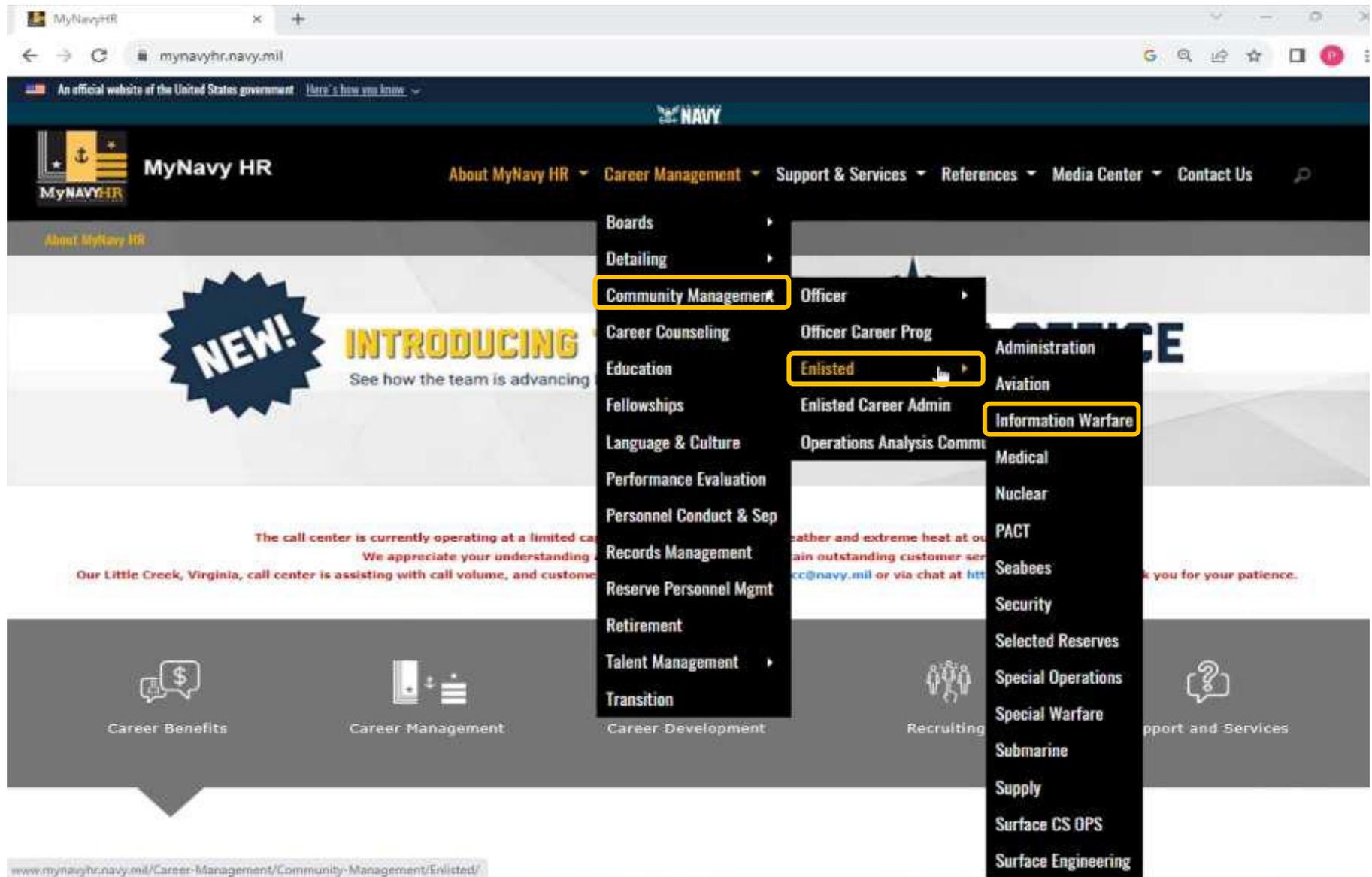
<https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/>

**Note:** BUPERS-313 recommends all CCCs visit this site routinely as we post updates as they occur.

Questions regarding C-WAY Policy and this guide may be submitted to [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil).

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# How to Find Community Health Slides

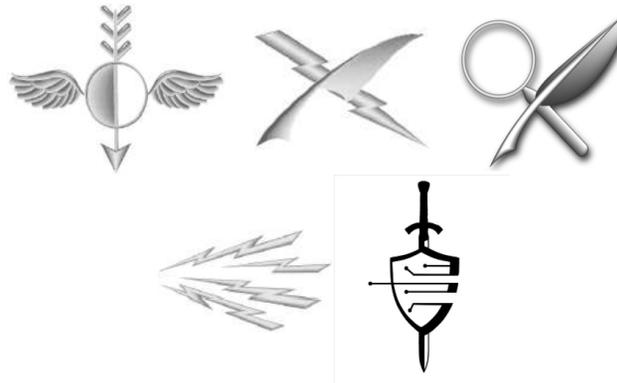


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# How to Find Community Health Slides (Cont'd.)

## Information Warfare Community (IWC)

|                             |
|-----------------------------|
| ADMINISTRATION              |
| AVIATION                    |
| INFORMATION WARFARE         |
| AG                          |
| CTI                         |
| CTM                         |
| CTR                         |
| <b>CTT</b>                  |
| CWT                         |
| IS                          |
| IT                          |
| MEDICAL                     |
| NUCLEAR                     |
| PACT                        |
| ROBOTICS WARFARE            |
| SEABEES                     |
| SECURITY                    |
| SELECTED RESERVES           |
| SPECIAL OPERATIONS          |
| SPECIAL WARFARE             |
| SUBMARINE                   |
| SUPPLY                      |
| SURFACE CS / OPS            |
| SURFACE ENGINEERING         |
| TRAINING & ADMIN OF RESERVE |
| CSEL                        |
| EETP                        |
| SEA SHORE FLOW              |



As an Information Age military, every warfighting function and mission area entirely depends on information and rapid decision-making throughout the entire competition-conflict continuum. The SECDEF highlighted information's critical nature by establishing it as the 7th Warfighting Function. **Information is Combat Power.**  
- Department of the Navy Information Superiority February 2020

### Career Waypoints

The Information Warfare Community (IWC) is in the process of a major business transformation. Each rating has shortages and overages that are identified by paygrade and Year Group (the Fiscal Year you entered service). Here's the challenge: How do we ensure the outstanding talents of our AGs, CTs, ISs, and ITs are not lost to the Navy? For our IWC Sailors in overmanned Year Groups, we sometimes must find other ratings that require Sailors with similar skills and aptitude. We can also retrain Sailors to perform new skills in ratings not necessarily related to their current jobs. For our ratings and Year Groups that are undermanned, we can retrain other Sailors and bring them into the IWC. The reality is that everyone is a case-by-case situation, but all of this is done via Career Waypoints and communication with the rating technical advisor (TECHAD) & Enlisted Community Manager (ECM). Career counselors and Sailors are strongly encouraged to visit and understand the data provided on the [Career Counselor's webpage](#). If you are looking to separate, you are encouraged to consider [SELRES](#) opportunities. For specifics on your situation and to help you understand the community summary sheets that are posted in the specific rating links above, please contact your rating ECM.

### Intern Opportunities

The MESAP, MOSAP, MCSAP, MINSAP, MLAP and MECCAP are challenging three-year intern programs designed to further develop technical and managerial skills of qualified middle and senior enlisted personnel through advanced training by the National Cryptologic School (NCS) and a series of individually tailored assignments at the National Security Agency. Opportunities are typically announced annually via record message traffic in July.

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

### Contact Information

- AG ECM: (901) 874-2076
- CTI ECM: (901) 874-2653
- CTM ECM: (901) 874-3870
- CWT ECM: (901) 874-2967
- CTR ECM: (901) 874-2286
- CTT ECM: (901) 874-2903
- IS ECM: (901) 874-2880
- IT ECM: (901) 874-2917
- IWC Branch Head: (901) 874-3492
- IWC SELRES TECHAD (901) 874-3817
- IT TAR ECM (901) 874-2912

### IWC Links of Interest

- [U.S. Cyber Command](#)
- [U.S. Fleet Cyber Command / U.S. Tenth Fleet](#)
- [Naval Information Forces](#)
- [Joint Communications Unit](#)

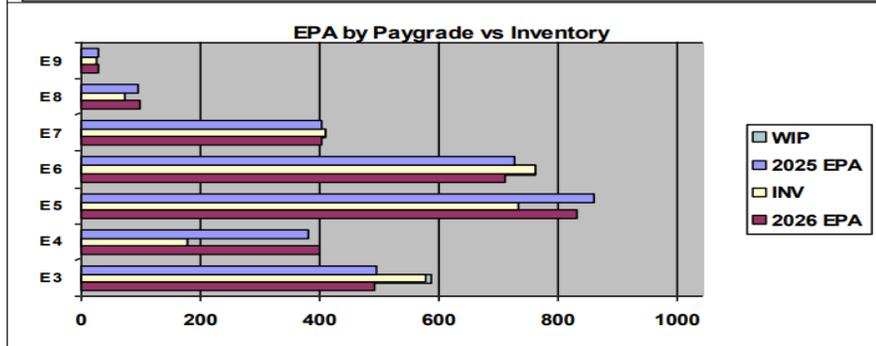
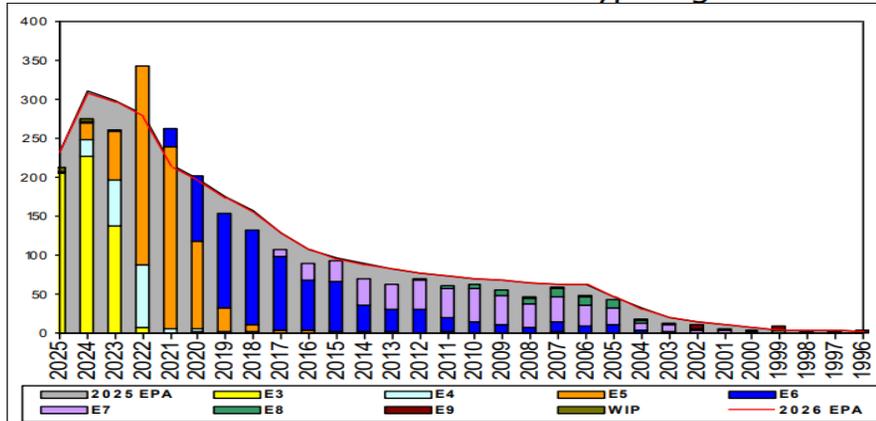
[Guide: Interpreting a Community Health Chart SF86 - download here](#)  
[Sample SSOL memo](#)

Select the applicable rating, then "Community Overview" to view the communities' health.

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

## Cryptologic Technician (Technical) - B550



|                      | E1-3 | E4  | E5                  | E6   | E7   | E8  | E9  | TOTAL |
|----------------------|------|-----|---------------------|------|------|-----|-----|-------|
| % INV to FY25 EPA    | 116% | 47% | 85%                 | 105% | 102% | 77% | 93% | 92%   |
| EPA (FY25)           | 496  | 382 | 861                 | 729  | 404  | 94  | 29  | 2995  |
| INVENTORY            | 577  | 179 | 733                 | 762  | 411  | 72  | 27  | 2761  |
| EPA (FY26)           | 492  | 401 | 833                 | 711  | 403  | 99  | 30  | 2969  |
| % INV to FY26 EPA    | 117% | 45% | 88%                 | 107% | 102% | 73% | 90% | 93%   |
| INV + WIP / FY25 EPA | 118% |     |                     |      |      |     |     | 93%   |
| INVENTORY            | 587  | 10  | ← E-3 and Below WIP |      |      |     |     | 2771  |
| INV + WIP / FY26 EPA | 119% |     |                     |      |      |     |     | 93%   |

| Sea Shore Flow |     |       |
|----------------|-----|-------|
| TOUR           | SEA | SHORE |
| 1ST            | 42  | 36    |
| 2ND            | 36  | 36    |
| 3RD            | 36  | 36    |
| 4TH            | 36  | 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                          | 97.1%        | 268         | 276         | 833.3%       | 75          | 9           | 120.4%       | 343         | 285         |  |  |
| E4                            | 48.4%        | 132         | 273         | 30.6%        | 22          | 72          | 44.6%        | 154         | 345         |  |  |
| E5                            | 112.6%       | 484         | 430         | 52.2%        | 198         | 379         | 84.3%        | 682         | 809         |  |  |
| E6                            | 88.3%        | 278         | 315         | 113.9%       | 434         | 381         | 102.3%       | 712         | 696         |  |  |
| E7                            | 101.2%       | 172         | 170         | 99.1%        | 219         | 221         | 100.0%       | 391         | 391         |  |  |
| E8                            | 66.7%        | 26          | 39          | 86.3%        | 44          | 51          | 77.8%        | 70          | 90          |  |  |
| E9                            | 66.7%        | 4           | 6           | 104.5%       | 23          | 22          | 96.4%        | 27          | 28          |  |  |
| <b>Total</b>                  | <b>90.4%</b> | <b>1364</b> | <b>1509</b> | <b>89.4%</b> | <b>1015</b> | <b>1135</b> | <b>90.0%</b> | <b>2379</b> | <b>2644</b> |  |  |

| TIS to PG Years | Pay Grade | E1-E3 | E4  | E5  | E6  | E7   | E8   | E9   |
|-----------------|-----------|-------|-----|-----|-----|------|------|------|
| TIS to PG Years | ALL Navy  | TIS   | 2.3 | 4.0 | 8.7 | 13.9 | 17.8 | 21.7 |
|                 | CTT       | TIS   | 2.1 | 2.9 | 6.8 | 12.2 | 16.7 | 21.4 |
|                 | ALL Navy  | TIG   | 1.3 | 1.9 | 4.7 | 5.8  | 5.0  | 4.7  |
| TIG to PG Years | CTT       | TIG   | 1.1 | 1.1 | 3.7 | 5.3  | 5.2  | 5.1  |

| Zone Info       | ZONE A | ZONE B | ZONE C | ZONE D | ZONE E | ALL ZONES |
|-----------------|--------|--------|--------|--------|--------|-----------|
| FY25 Manning:   | 101.0% | 85.0%  | 83.0%  | 83.0%  | 75.0%  | 92.0%     |
| FYTD RENL Rate: | 78.9%  | 60.3%  | 80.4%  | 95.9%  | 29.6%  | 69.8%     |

### NOTES

92% MANNED OVERALL & 90% MANNED TO FORCE STRUCTURE  
 \*\*\*RATING IS UNDERMANNED.\*\*\*

PACT Rating; PACT candidates should contact the CTT TECHAD early to discuss clearance requirements. Rating conversions will be considered on a case by case basis. Review conversion checklist on NyNavyHR prior to submitting conversion request.

RC2AC for CTT only; quotas are posted in CWAY.

ASVAB requirements:

CTT 4YO: AR + 2MK + GS >= 212 or AR+MK+CT >= 159 and CT >=60

CTT 6YO: AR + MK + EI + GS >= 223 or AR+MK+CT >=162 and CT>=60

SDIP, SRB, and SDAP info available at

[https://www.mynavyhr.navy.mil/?utm\\_source=mnpp%20public](https://www.mynavyhr.navy.mil/?utm_source=mnpp%20public)

Contact CTTTCM Stone at 901-874-2903 or eric.l.stone16.mil@us.navy.mil

Data Source: NMPBS(Inv)/NRMS(RE Rate)/N12(EPA/SSF)/BUPERS3(Adv Op)

As of Date: 05-Sep-25

Slides are updated Monthly. The date is located on bottom right corner.

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# Checklist For Success

- Plan accordingly. Counsel and encourage Sailors that plan to reenlist, to schedule a date prior to the final week quotas remain active. This practice will help ensure PSDs have adequate time to release contracts before quota expiration. If the quota expires, it will have to be reinstated and LOPG updated again. ***You are the counselor... counsel them!***
  
- 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 monthly reports to the TRIAD.
- Do not rely solely on C-WAY-generated emails for reports. Utilize the Career Counselors Handbook ([NAVPERS 15878N](#)).
- Track the Sailor's reenlistment date.
- Properly Conduct Career Development Boards (CDB). Document career intentions.
- Properly qualify all Sailors in C-Way during check-in process per MILPERSMAN 1160-140.
- DO NOT enter information that has not been verified! Doing so can have severe effects on a Sailor's career. pgs [18-24](#).
- Monitor C-WAY weekly and get your applications submitted early.
- Review your monthly Rack-N-Stack results via the [\[Reports\]](#) tab.
- Conduct proper counseling for all Sailors not selected for In-Rate/Conversion approval after two reviews/looks.
- Ensure proper command-level notification is done for Sailors selected for separation.
- Ensure Sailors not selected for reenlistment are provided counseling on the benefits of Reserve Affiliation.
- Ensure C-WAY training is conducted during Quarterly/Monthly Career Development Team Meetings.

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# Important Deadline for 4-2-2 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 of service in the Selected Reserves after completing their initial Active obligation.



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).

**\*Applications not submitted by the last day of the process month will result in a Failed to Submit.**

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# Important Deadline for Legacy Sailors and Quotas

**Legacy Sailors are Sailors who were either in a C-WAY 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 via MNA and must contact C-WAY for their current OBLISERV.**

**Legacy Quotas are quotas that were either approved in the C-WAY 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.**