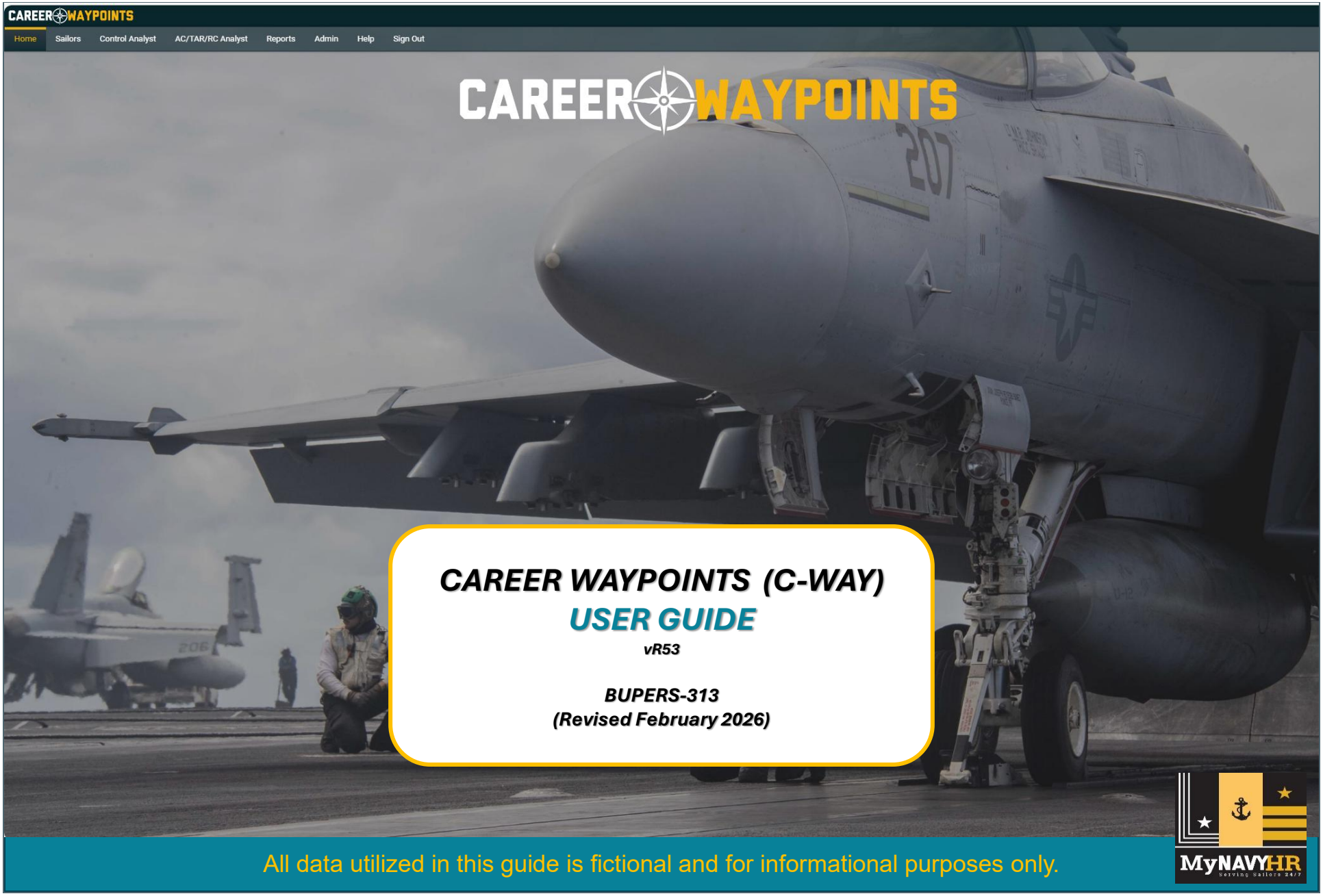
NAVY BUPERS-313

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.

MyNAVYHR
Serving Sailors 24/7

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

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

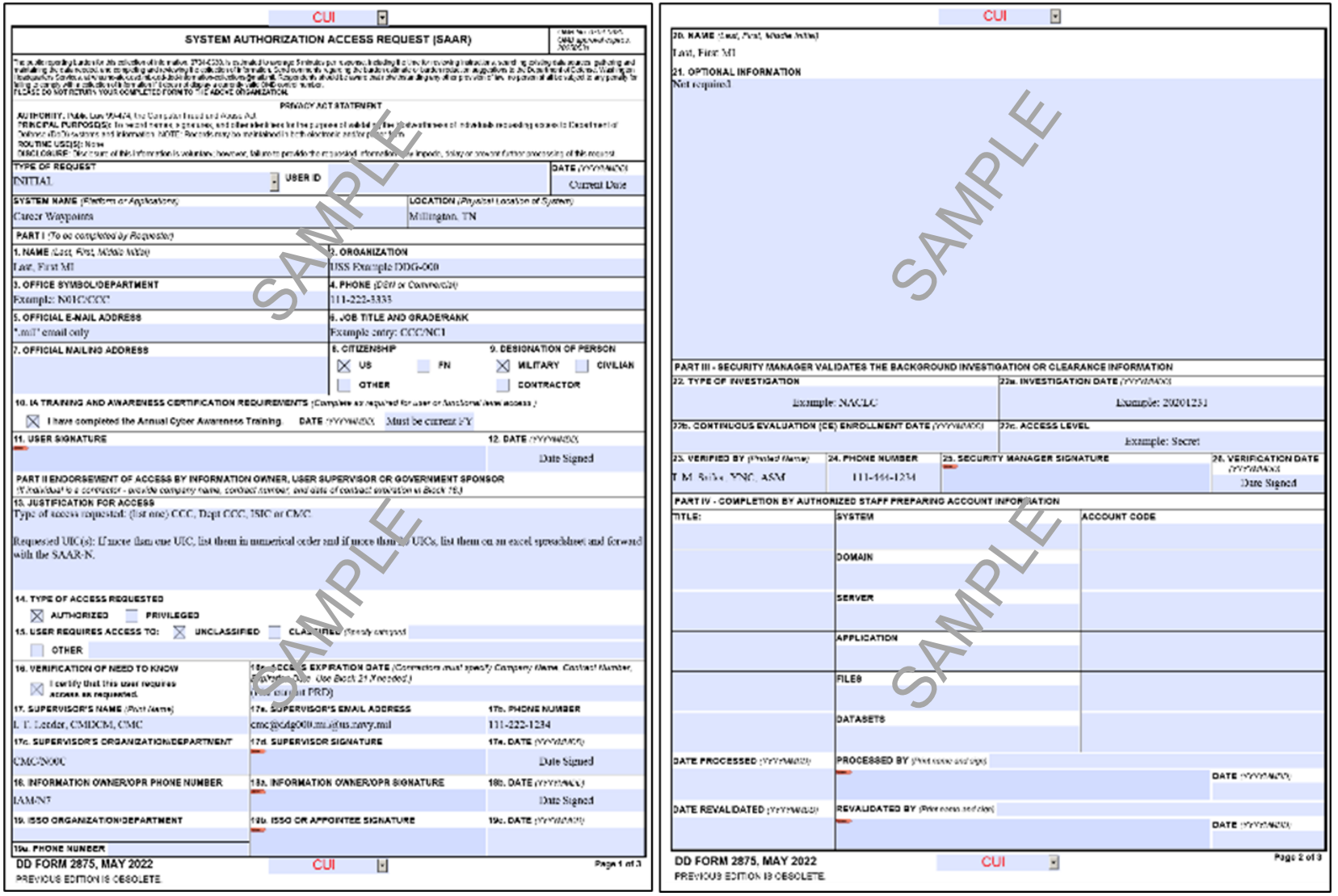
is required to gain and edit access for Career Waypoints.

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.

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



CUI

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

TYPE OF REQUEST: INITIAL	USER ID	DATE (YYYYMMDD): Current Date
SYSTEM NAME (Platform or Applications): Career Waypoints	LOCATION (Physical Location of System): Millington, TN	

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial): Last, First MI	2. ORGANIZATION: USS Example DDG-000
3. OFFICE SYMBOL/DEPARTMENT: Example: N01CCCC	4. PHONE (DSN or Commercial): 111-222-3333
5. OFFICE E-MAIL ADDRESS: ".mil" email only	6. JOB TITLE AND GRADE/RANK: Example entry: CCC/NC1
7. OFFICE MAILING ADDRESS	8. CITIZENSHIP: [X] US [ ] FN [ ] OTHER; 9. DESIGNATION OF PERSON: [X] MILITARY [ ] CIVILIAN [ ] CONTRACTOR

10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)

[X] I have completed the Annual Cyber Awareness Training. DATE (YYYYMMDD): Must be current FY

11. USER SIGNATURE	12. DATE (YYYYMMDD): Date Signed

PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR
(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS
Type of access requested: (list one) CCC, Dept CCC, ISIC or CMC.

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.

14. TYPE OF ACCESS REQUESTED
[X] AUTHORIZED [ ] PRIVILEGED

15. USER REQUIRES ACCESS TO: [X] UNCLASSIFIED [ ] CLASSIFIED (Specify category) [ ] OTHER

16. VERIFICATION OF NEED TO KNOW: [X] I certify that this user requires access as requested.	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.): (Until next PRD)	
17. SUPERVISOR'S NAME (Print Name): L. T. Leader, CMDCM, CMC	17a. SUPERVISOR'S EMAIL ADDRESS: cmc@cdg000.mi.ijms.navy.mil	17b. PHONE NUMBER: 111-222-1234
17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT: CMC/N00C	17d. SUPERVISOR SIGNATURE	17e. DATE (YYYYMMDD): Date Signed
18. INFORMATION OWNER/OPR PHONE NUMBER: IAM-N7	18a. INFORMATION OWNER/OPR SIGNATURE	18b. DATE (YYYYMMDD): Date Signed
19. ISSO ORGANIZATION/DEPARTMENT	19a. ISSO OR APPOINTEE SIGNATURE	19c. DATE (YYYYMMDD):
19a. PHONE NUMBER		

DD FORM 2875, MAY 2022 — CUI — Page 1 of 3
PREVIOUS EDITION IS OBSOLETE.

CUI

20. NAME (Last, First, Middle Initial): Last, First MI

21. OPTIONAL INFORMATION: Not required

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

22. TYPE OF INVESTIGATION: Example: NACLC	22a. INVESTIGATION DATE (YYYYMMDD): Example: 20201231		
22b. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE (YYYYMMDD)	22c. ACCESS LEVEL: Example: Secret		
23. VERIFIED BY (Printed Name): T. M. Smith, YNC, ASM	24. PHONE NUMBER: 111-444-1234	25. SECURITY MANAGER SIGNATURE	26. VERIFICATION DATE (YYYYMMDD): Date Signed

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

DD FORM 2875, MAY 2022 — CUI — Page 2 of 3
PREVIOUS EDITION IS OBSOLETE.

SAMPLE

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 **Page 3 of 3**

PREVIOUS EDITION IS OBSOLETE.

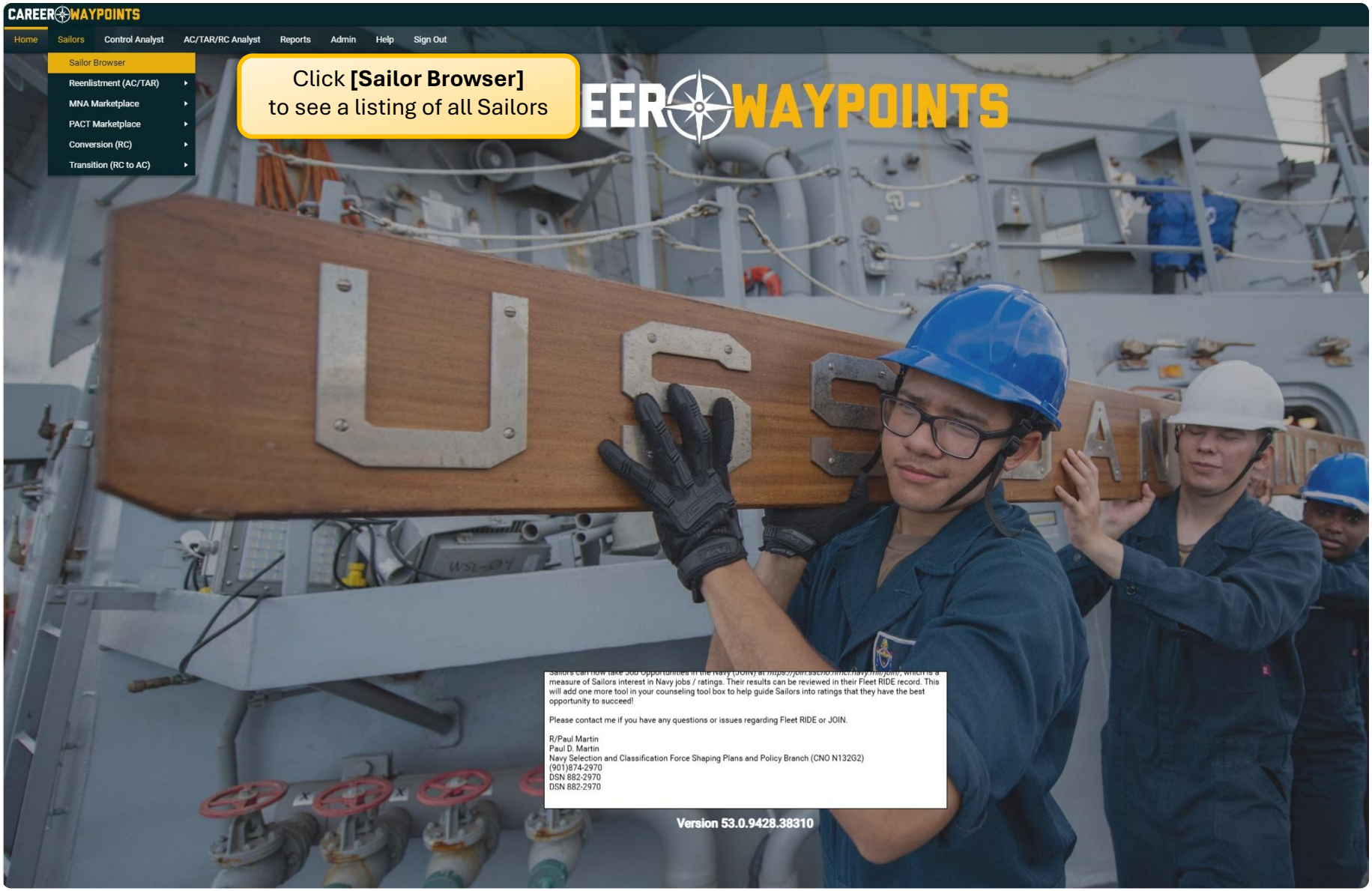
Remove C-WAY Access

- **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.

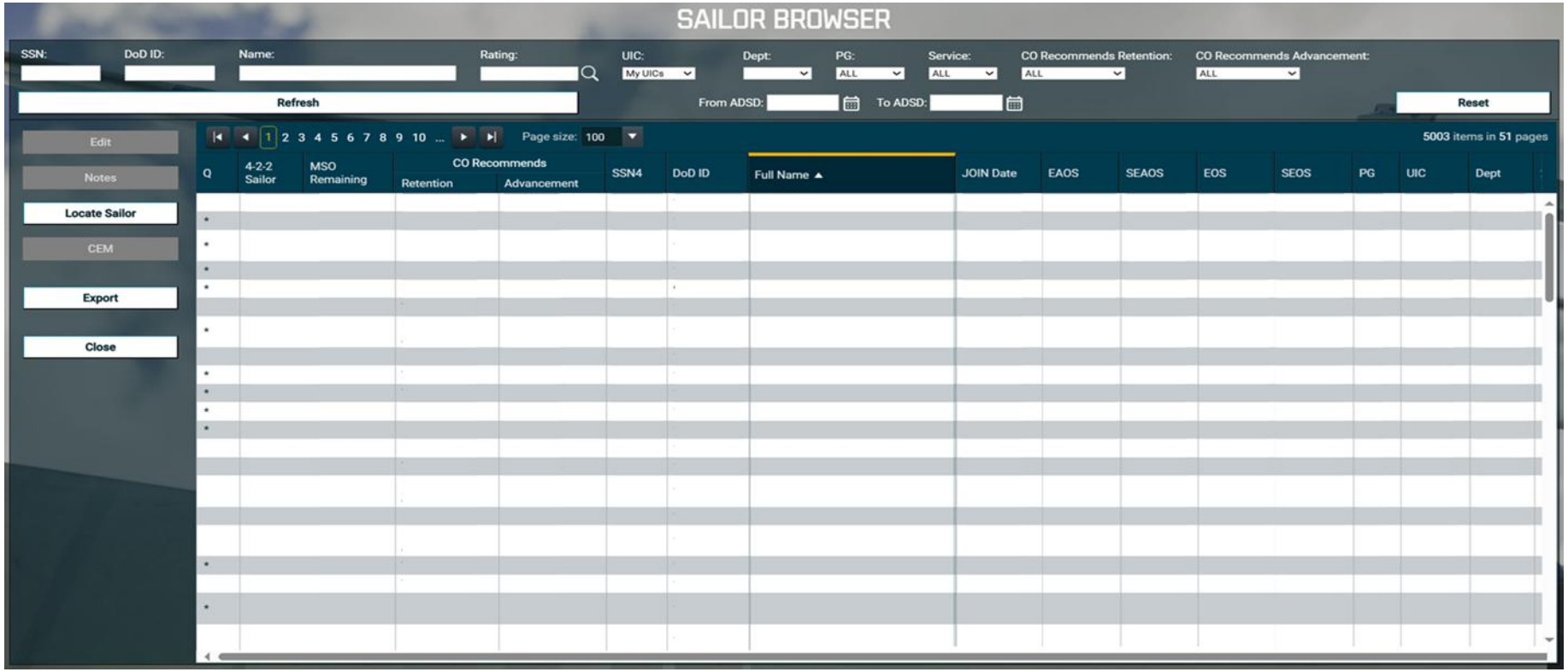
- **Note:** Once an account is disabled, the Sailor must submit a new SAAR (DD FORM 2875) to regain access.

Getting Started / See Sailor Listing



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

See Sailor Listing (Cont'd.)



Note 1: Users can click on a column header such as SEAOS to sort the listing in ascending or descending order.

Note 2: Users can click, grab, and move a column header left or right to rearrange the column order.

Note 3: A JOIN Date column has been added on the Sailor Browser. It has also been added to the MNA Marketplace Browser, PACT Market Browser, and the Transition (RC to AC) Browser.

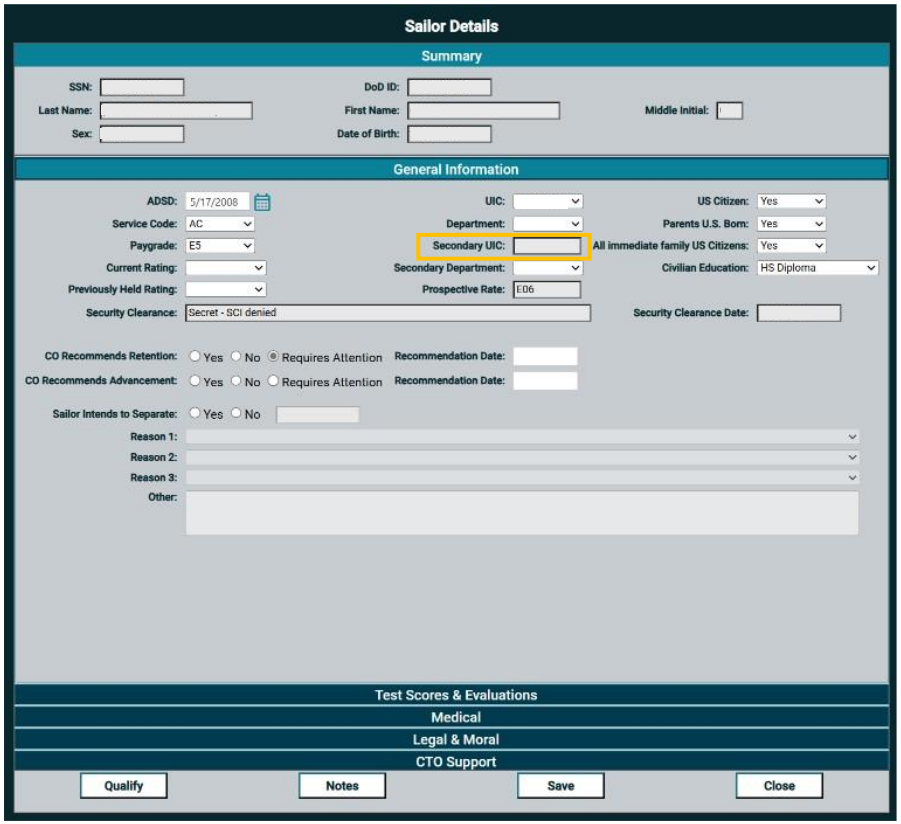
All data utilized in this guide is fictional and for informational purposes only.

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.

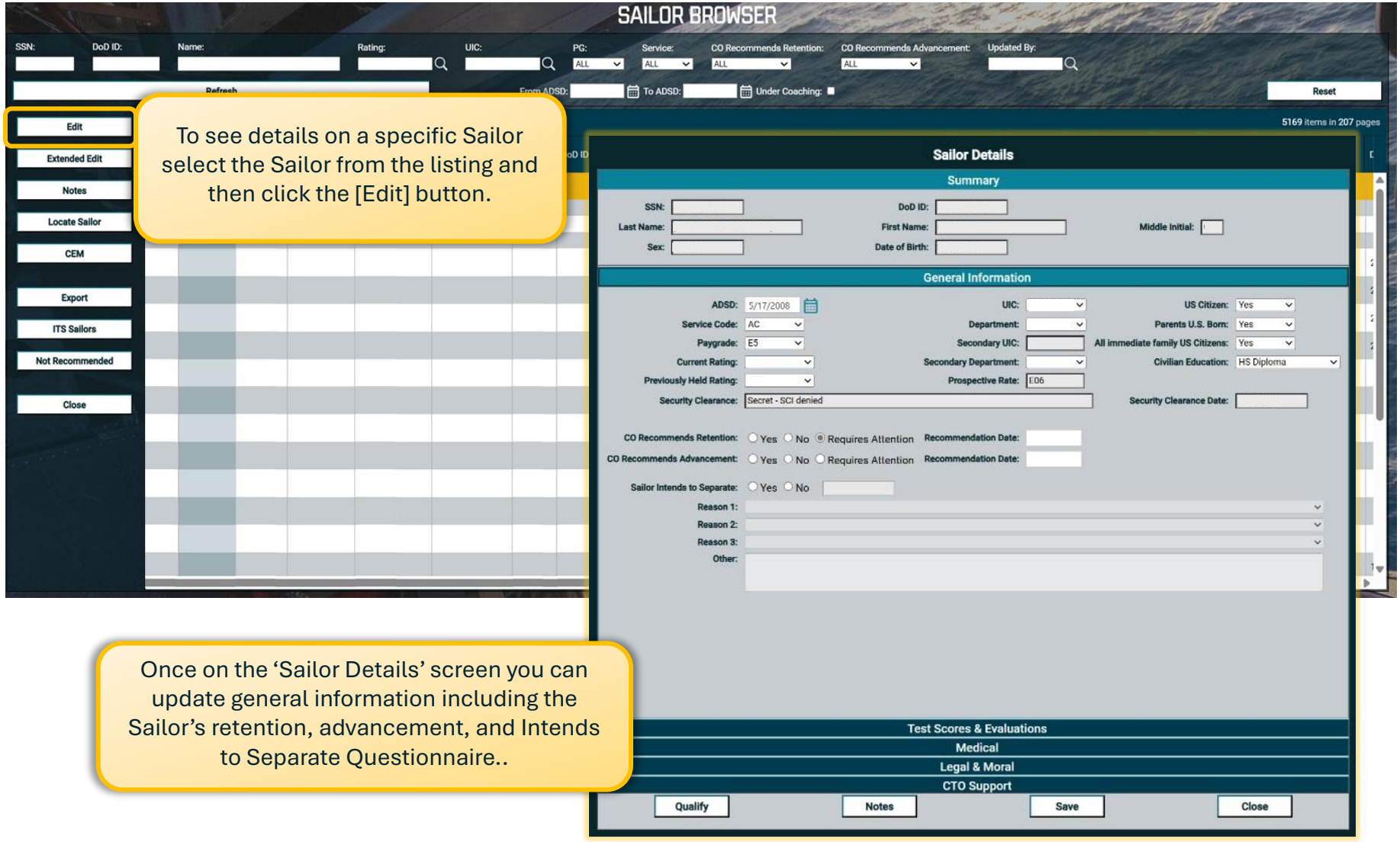
To assign a Secondary UIC to an eligible Sailor, email BUPERS-313 the Sailor's full name, rate/rank, the primary UIC you are assigned as the CCC, and the expiration date which you need access to the Sailor. Explain that the Sailor is attached to your command for IA or TAD assignment. The UIC will automatically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



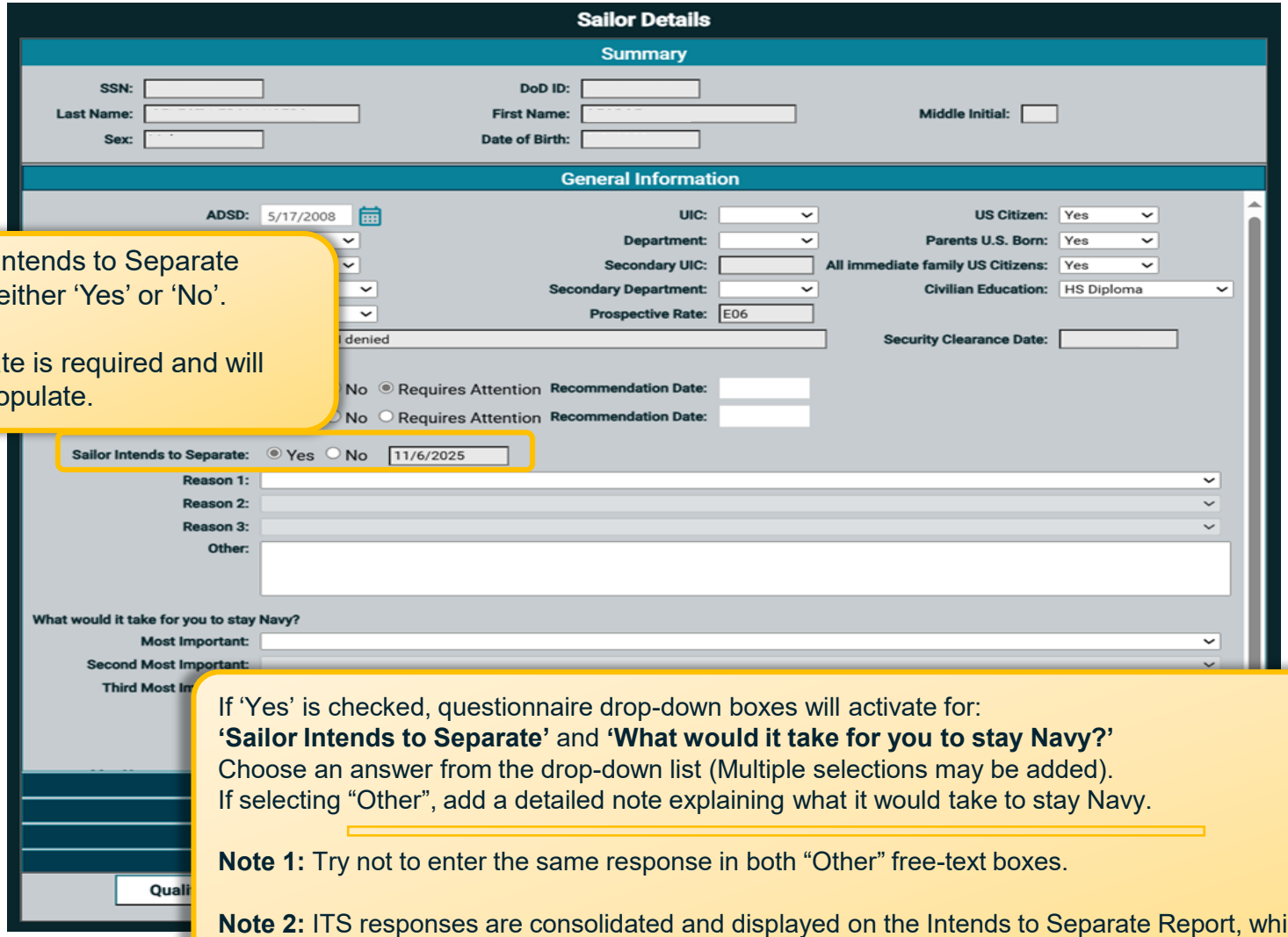
All data utilized in this guide is fictional and for informational purposes only.

To See/Edit Sailor Details



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

Sailor General Information / Intends to Separate



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

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

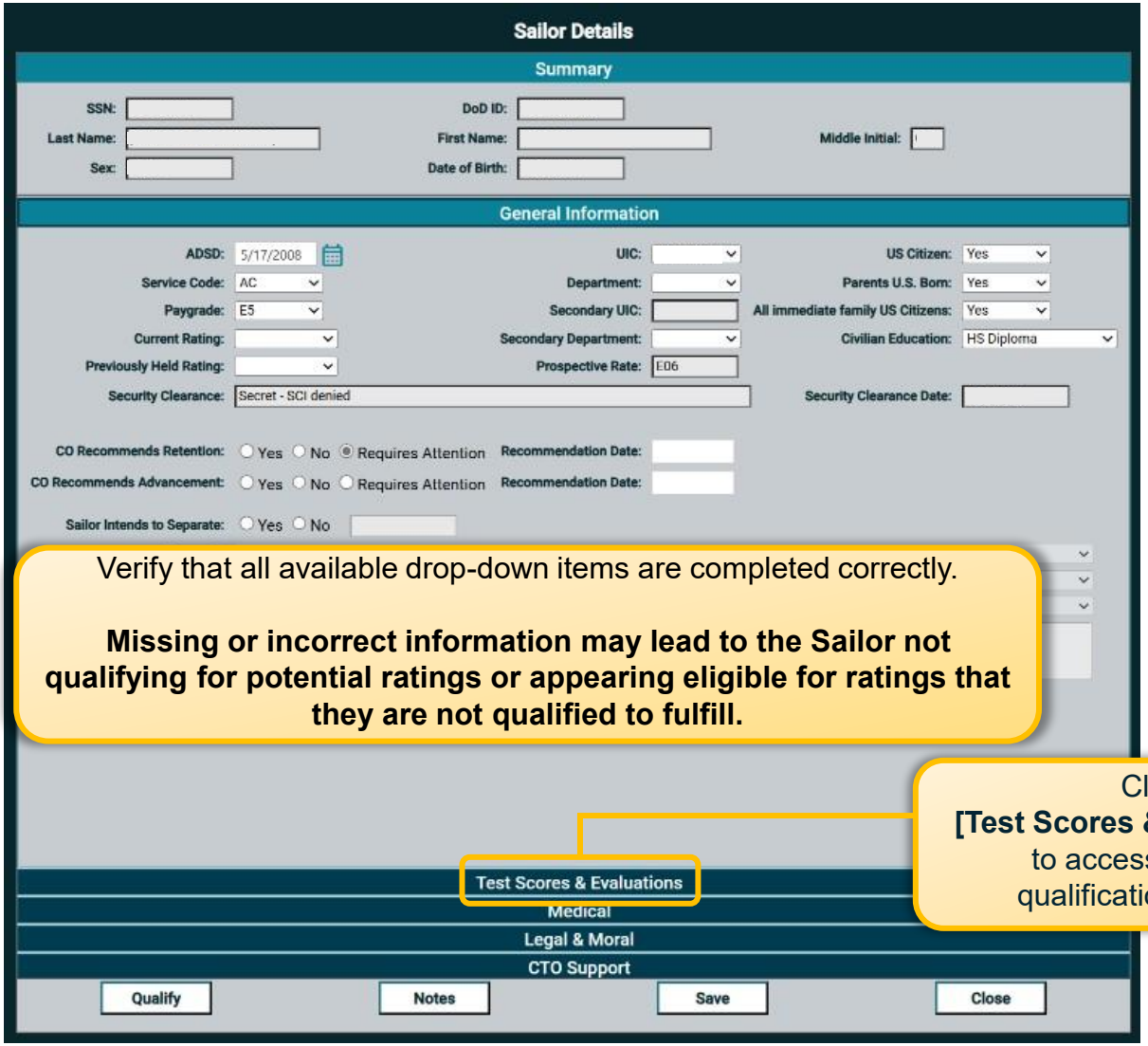
Any Sailor who does not have an asterisk * in the “Q” column needs to be qualified.

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.)



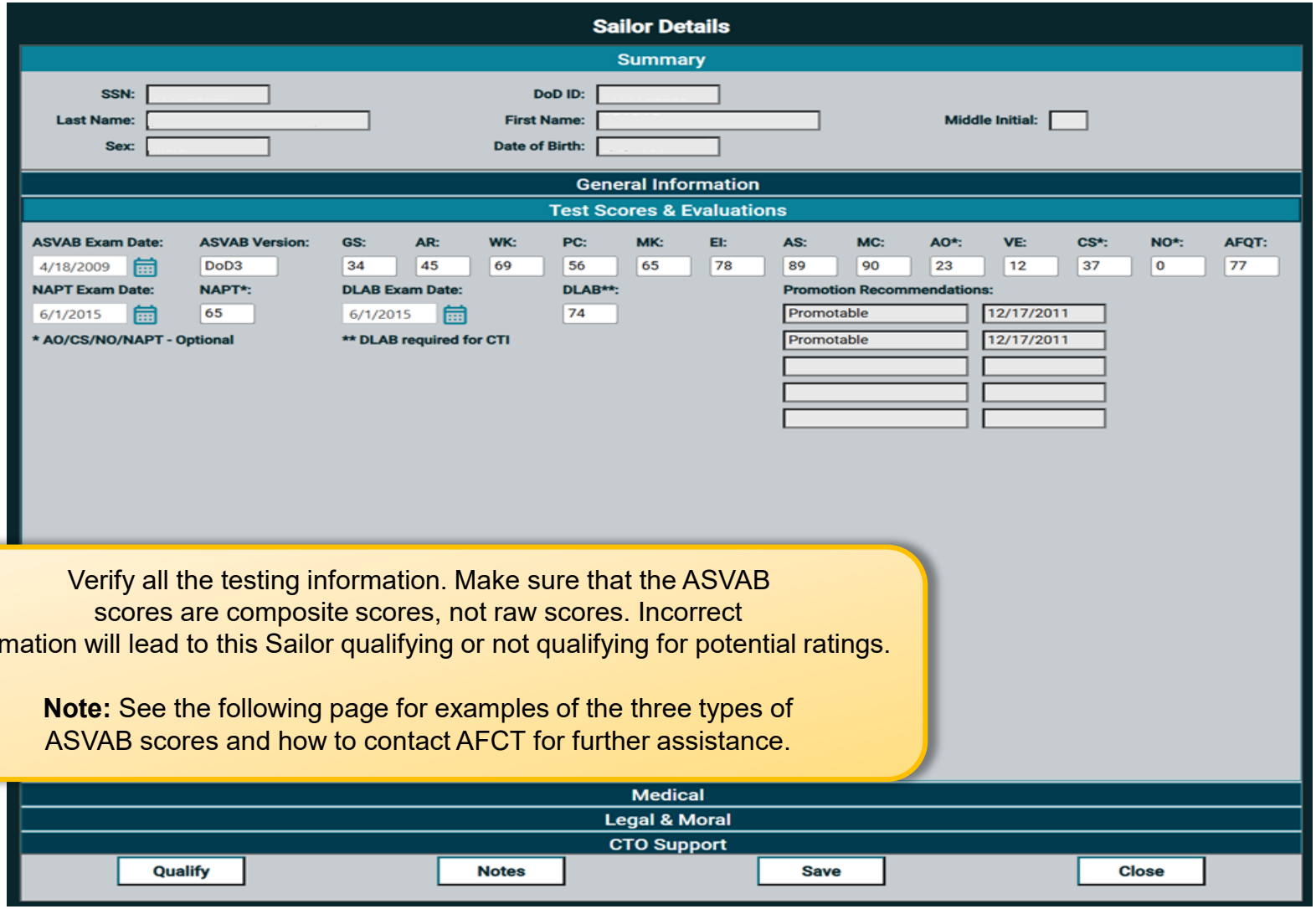
Verify that all available drop-down items are completed correctly.

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.

Click **[Test Scores & Evaluations]** to access the next qualification section.

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

Qualify a Sailor - Test Scores



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

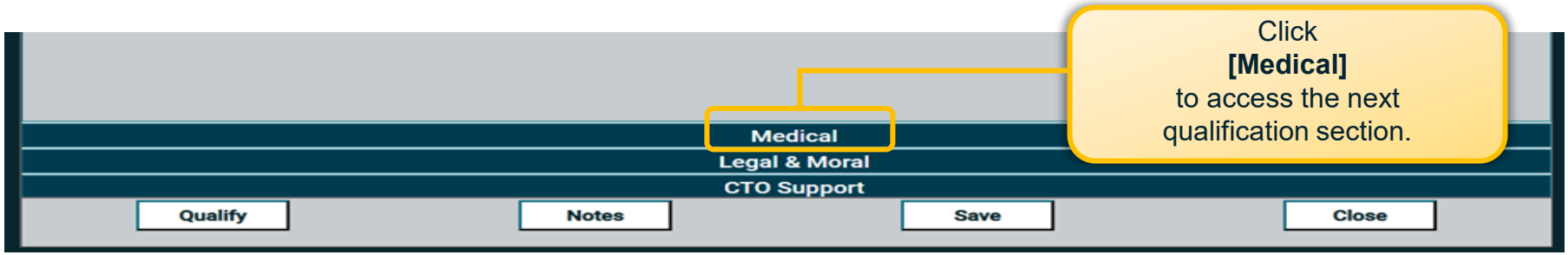
Example 2 - ASVAB scores that are raw scores. The scores have not been converted to standard ASVAB scores. The CCC needs to find the correct scores in the Sailor OMPF or on the DD1966. If the CCC cannot find the correct scores they need to contact the AFCT help desk for assistance. Sample below on Example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

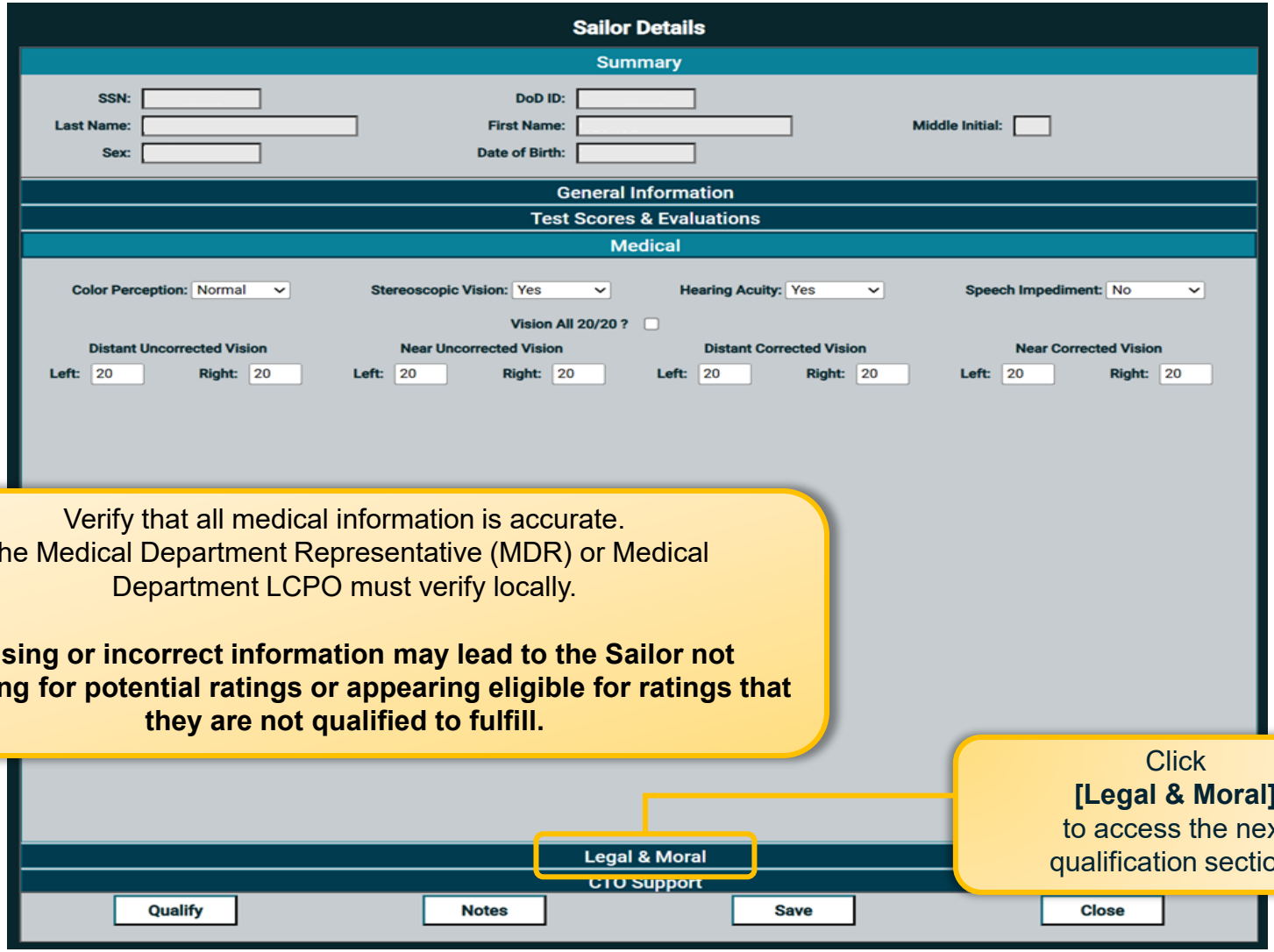
ASVAB Version:	GS:	AR:	WK:	PC:	MK:	EI:	AS:	MC:	AO*:	VE:	CS*:	NO*:	AFQT:
21B	0	0	0	0	0	0	0	0	0	0	0	0	86

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



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

Qualify a Sailor - Medical



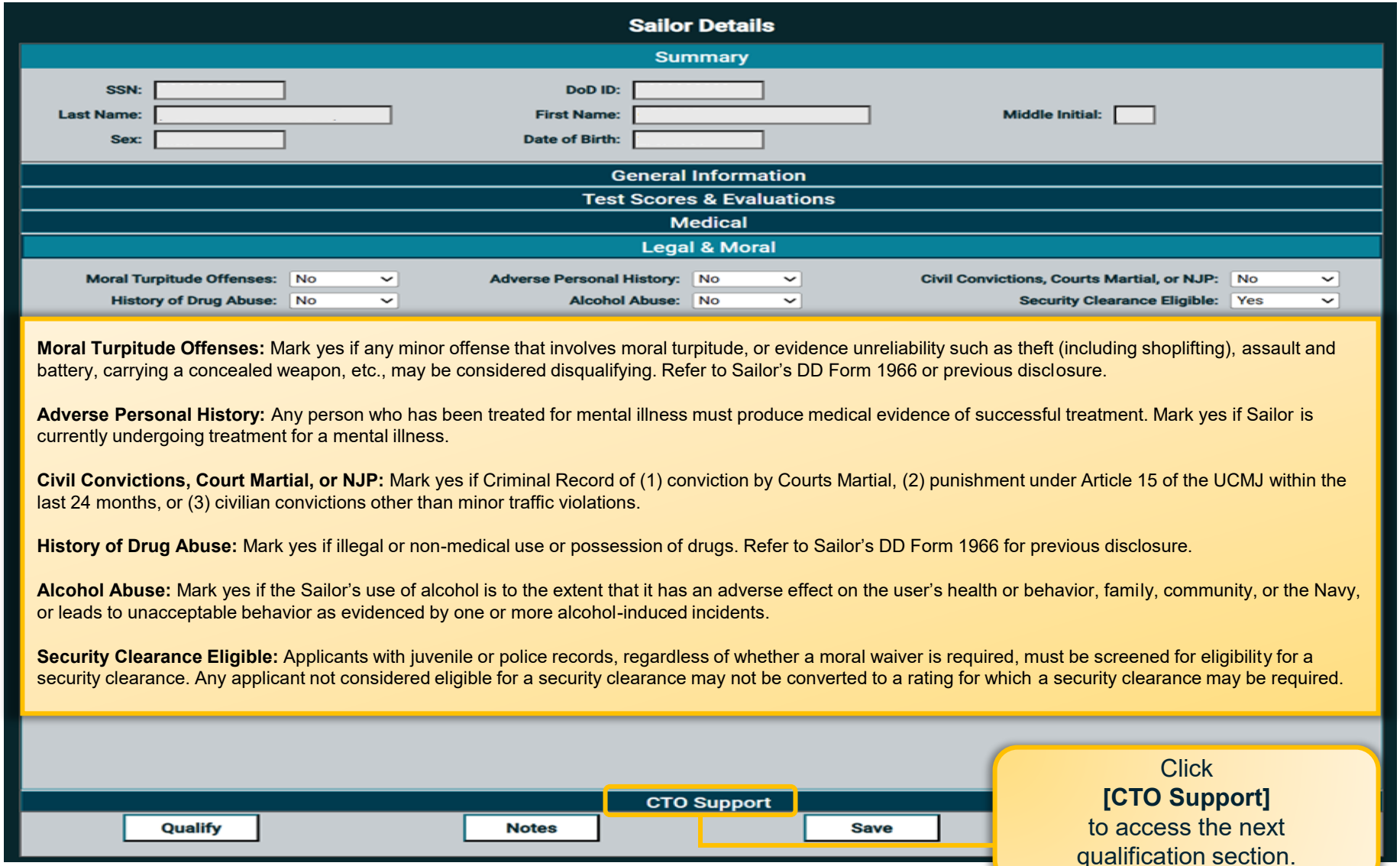
Verify that all medical information is accurate.
The Medical Department Representative (MDR) or Medical Department LCPO must verify locally.

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.

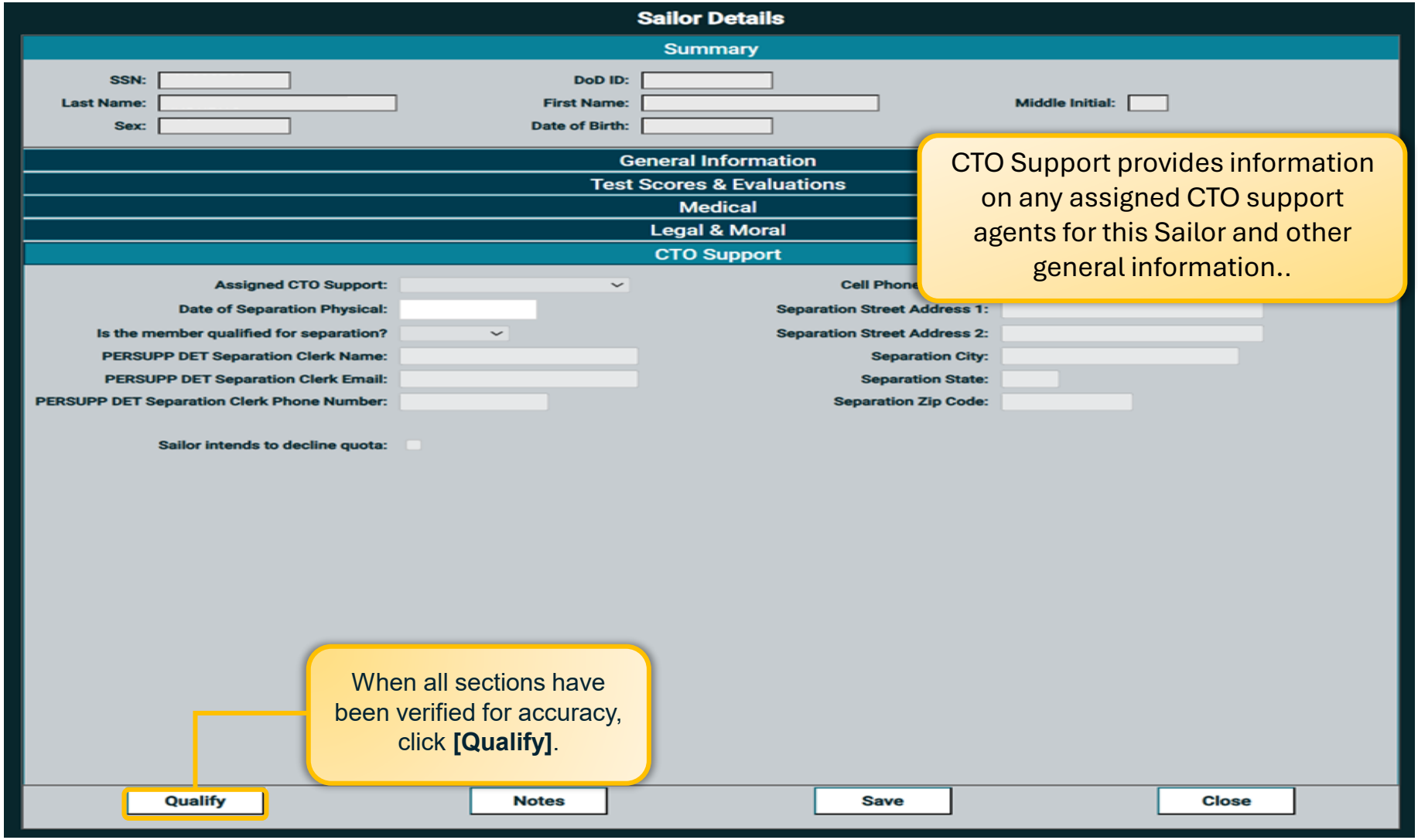
All data utilized in this guide is fictional and for informational purposes only.

Qualify a Sailor - Legal & Moral



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

Qualify a Sailor - CTO Support

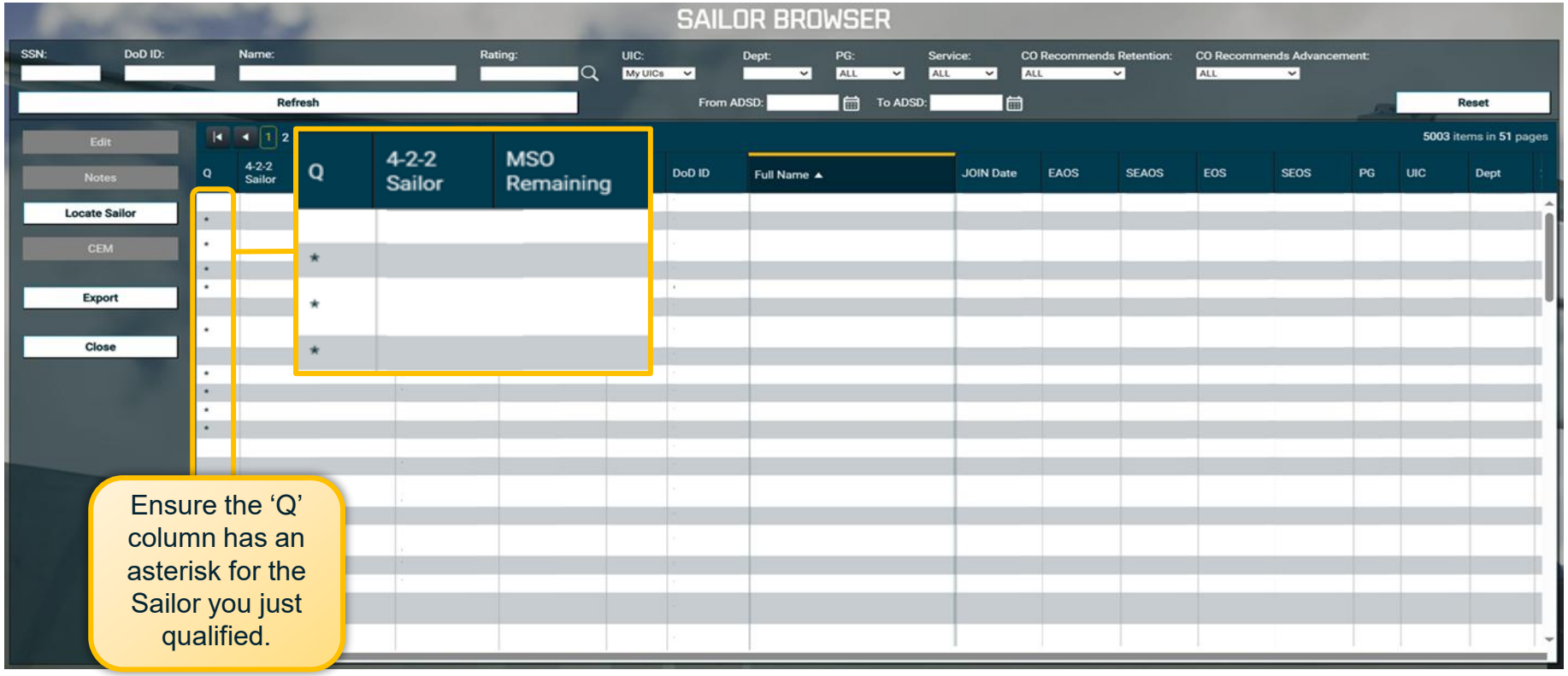


CTO Support provides information on any assigned CTO support agents for this Sailor and other general information..

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

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

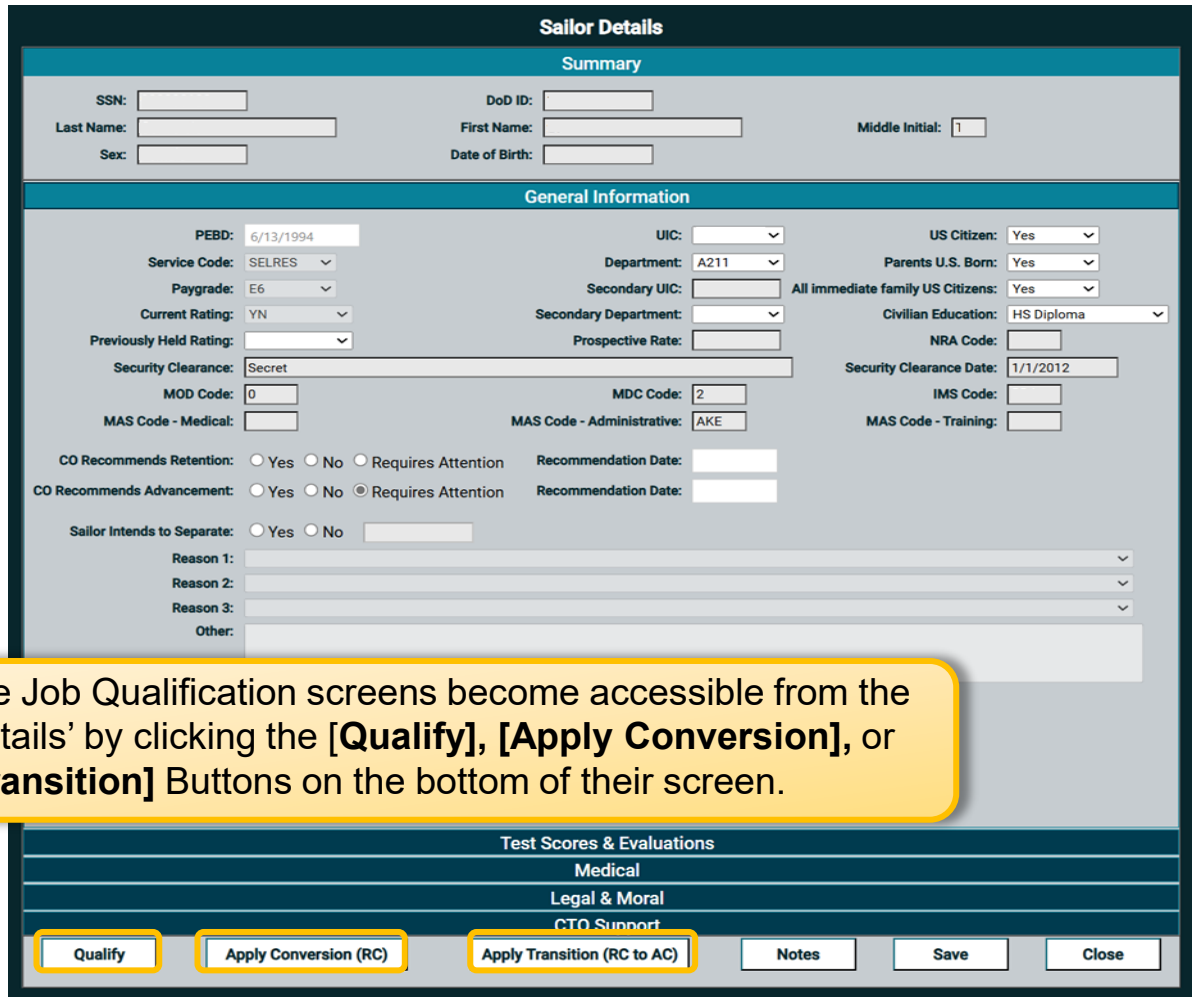
Qualify a Sailor - Verification



*****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



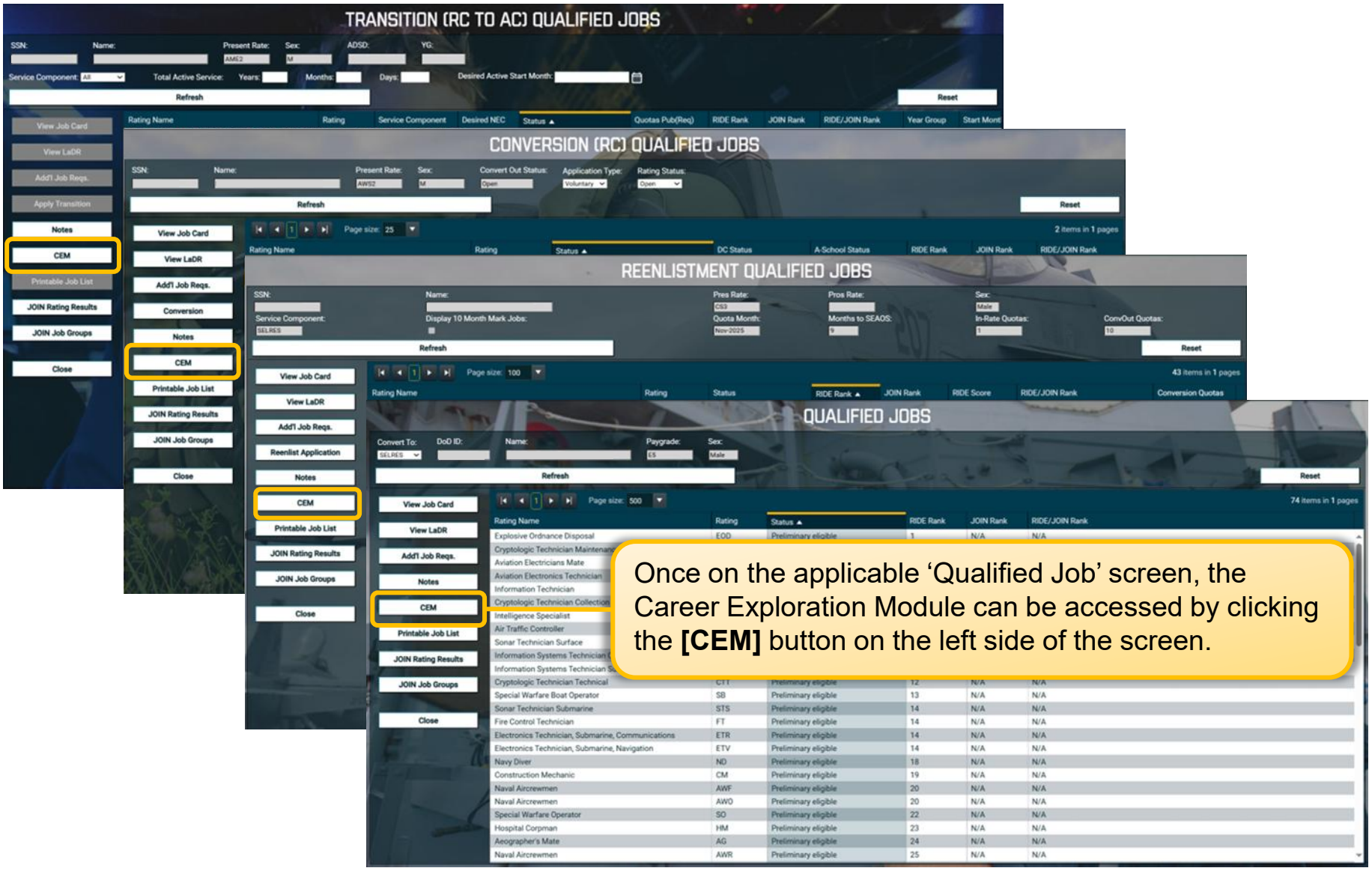
Applicable Job Qualification screens become accessible from the 'Sailor Details' by clicking the [**Qualify], [Apply Conversion],** or **[Apply Transition]** Buttons on the bottom of their screen.

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.

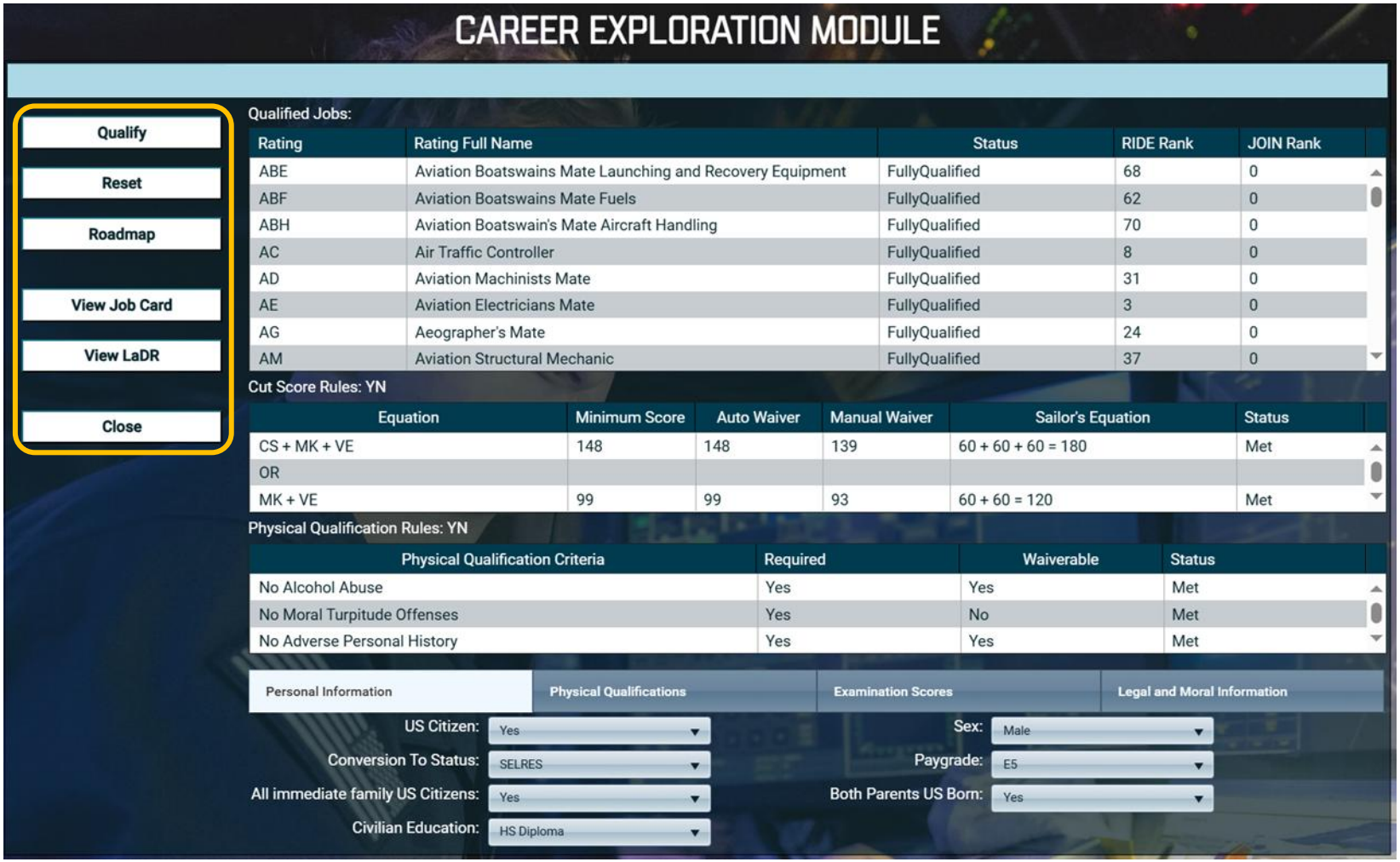
All data utilized in this guide is fictional and for informational purposes only.

Career Exploration Module (CEM) – Access



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

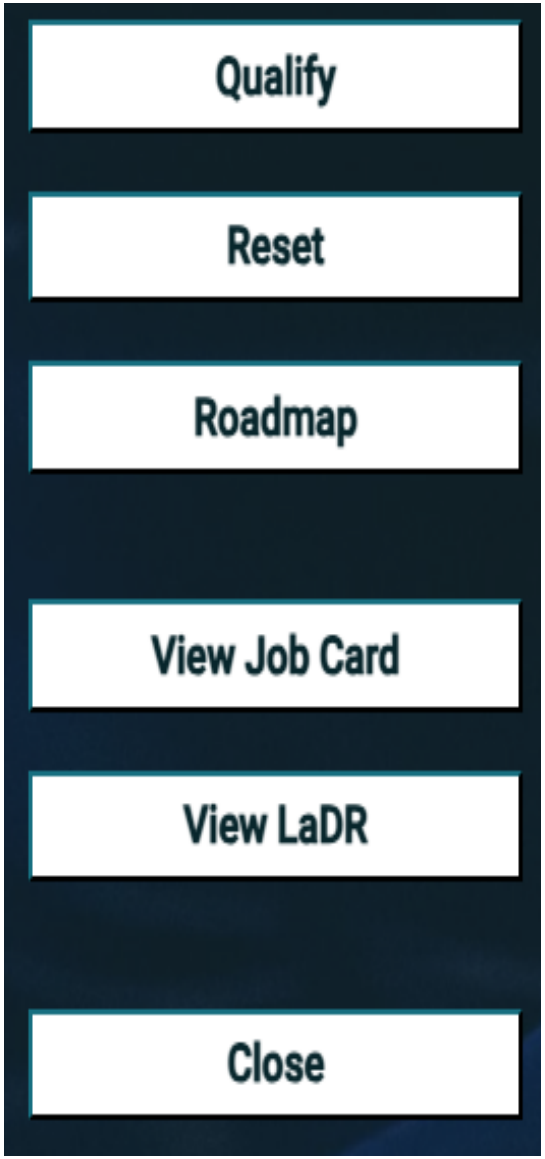
Career Exploration Module (CEM) - Screen Operations



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.

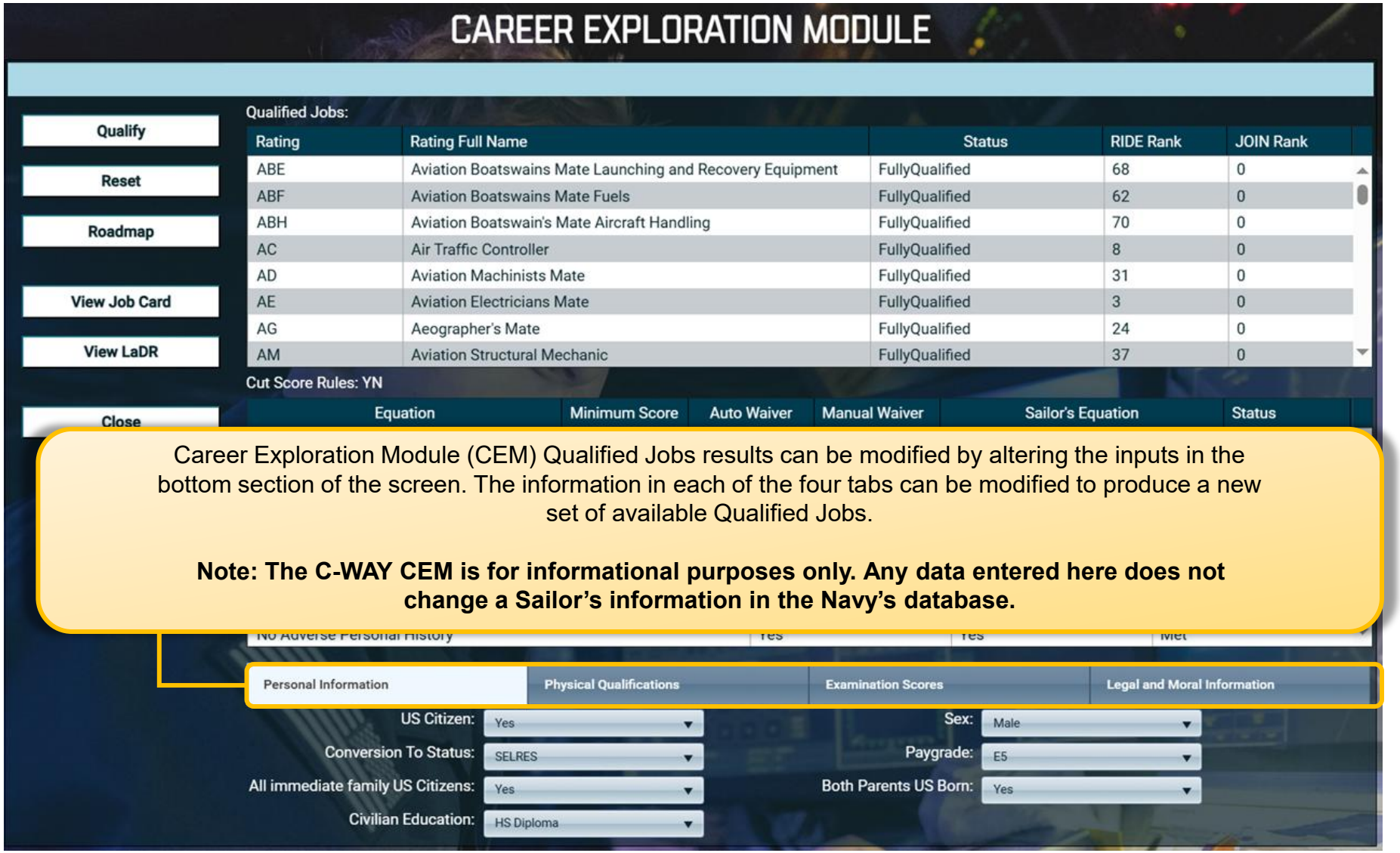
• **View Job Card** gives a complete overview of the selected rating, showing the career path, job duties, working environment, and related civilian jobs.

• **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

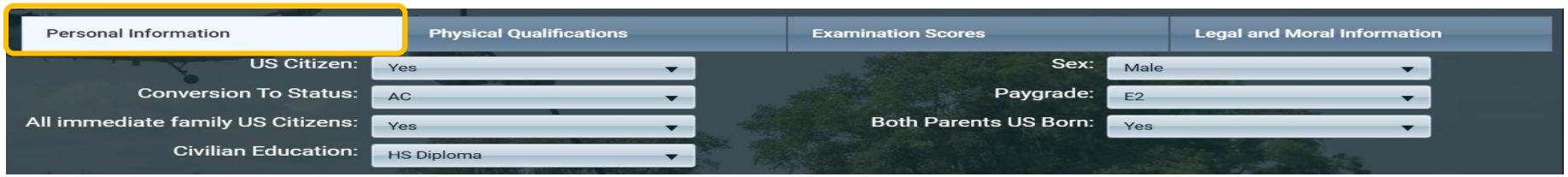


Career Exploration Module (CEM) Qualified Jobs results can be modified by altering the inputs in the bottom section of the screen. The information in each of the four tabs can be modified to produce a new set of available Qualified Jobs.

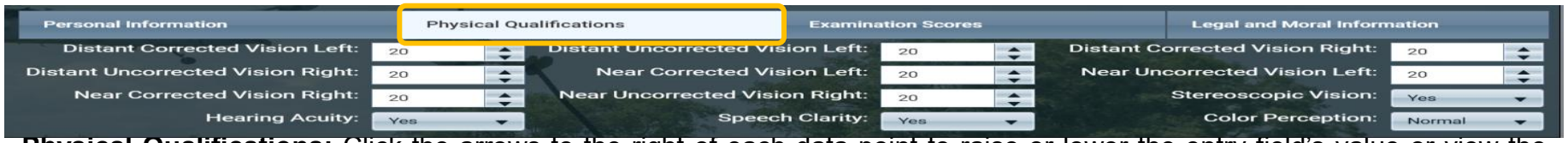
Note: The C-WAY CEM is for informational purposes only. Any data entered here does not change a Sailor's information in the Navy's database.

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

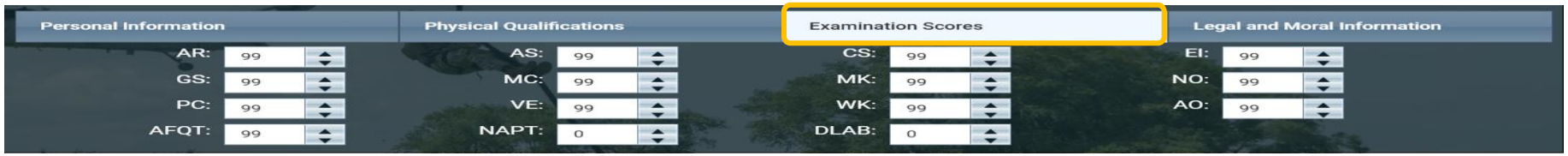
Career Exploration Module (CEM) - Data Modification (Cont'd)



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



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.

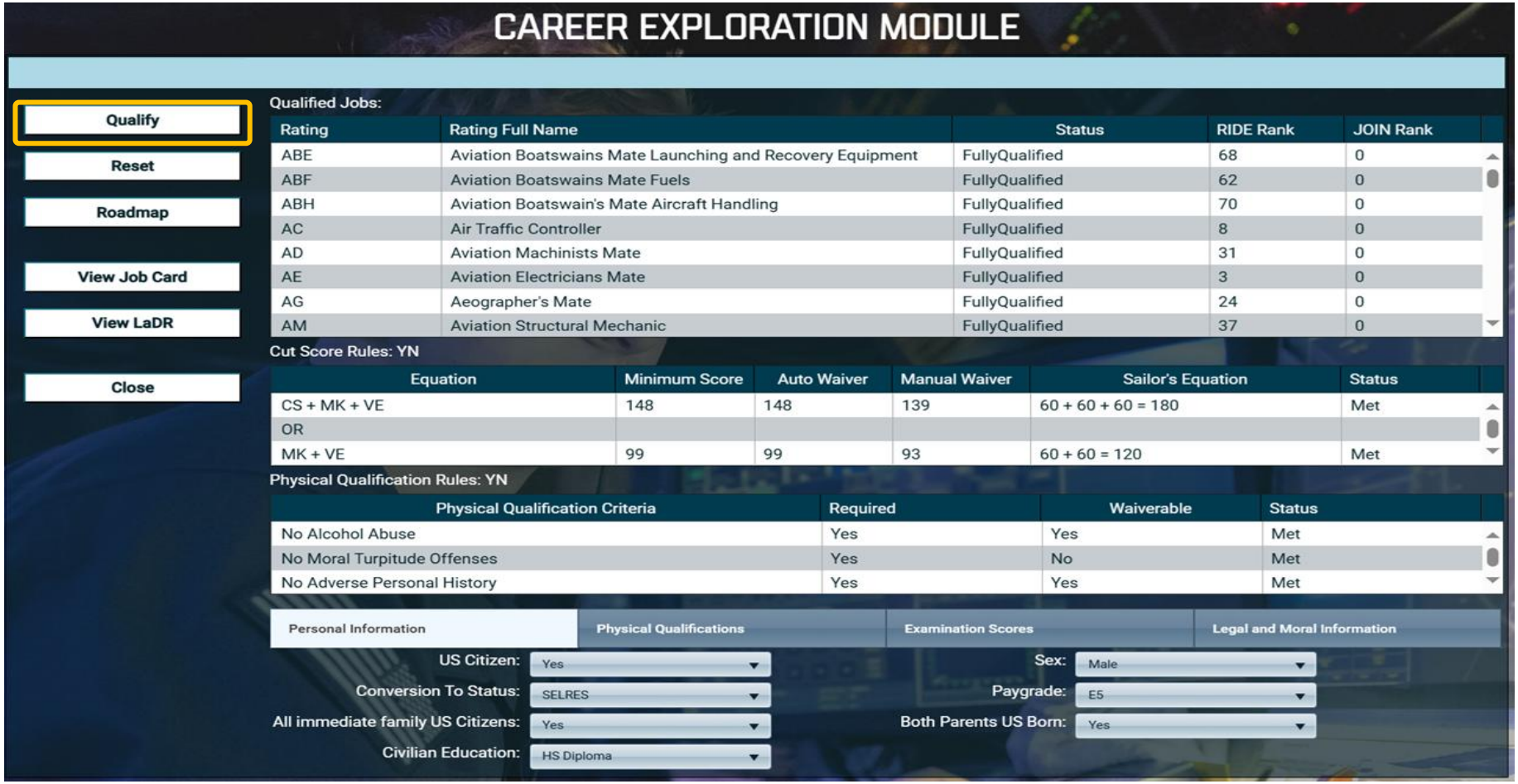


Examination Scores: Click the arrows to the right of each data point to raise or lower the entry field's value.

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



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.

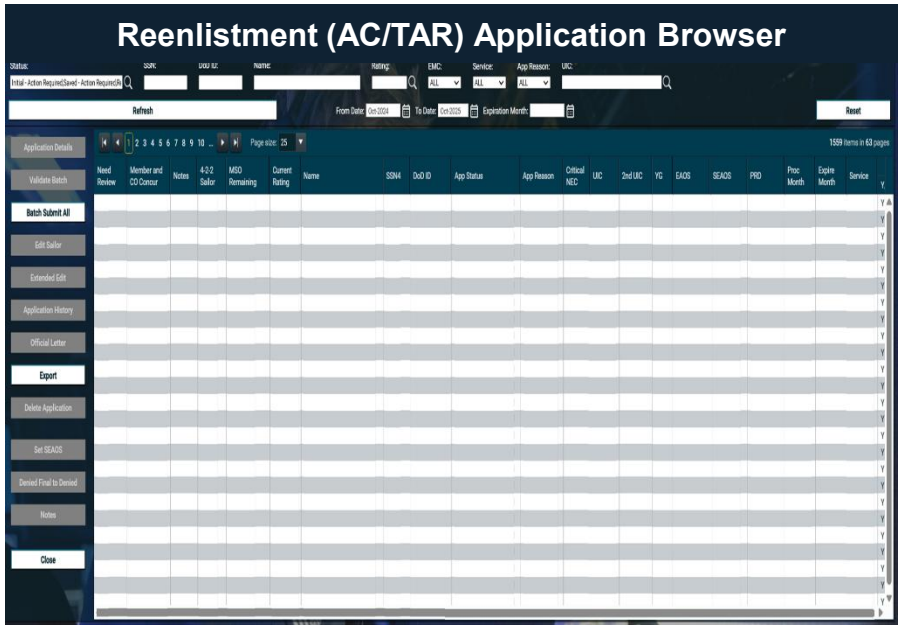
Note: The C-WAY CEM is for informational purposes only. Any data entered here does not change a Sailor's information in the Navy's database.

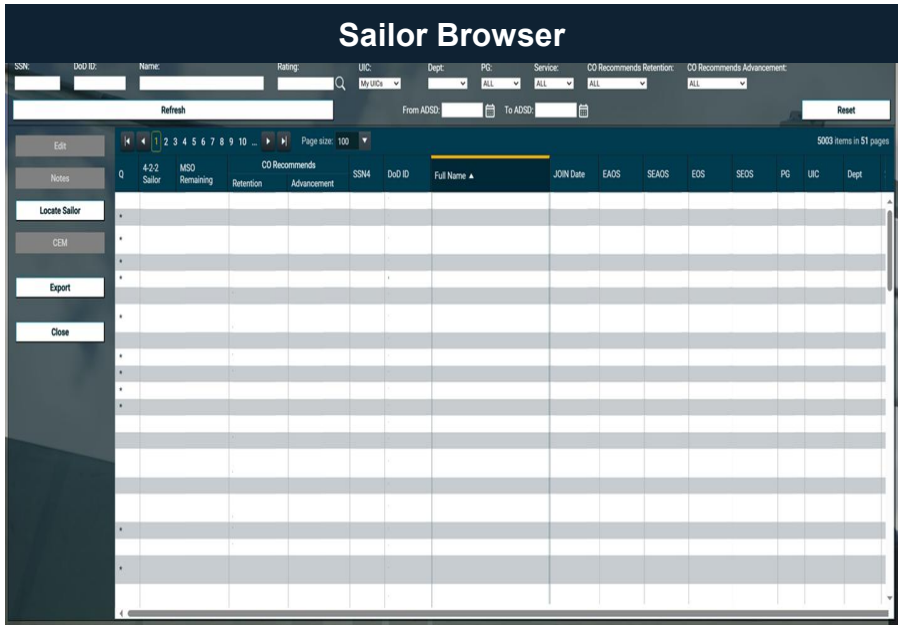
All data utilized in this guide is fictional and for informational purposes only.

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).

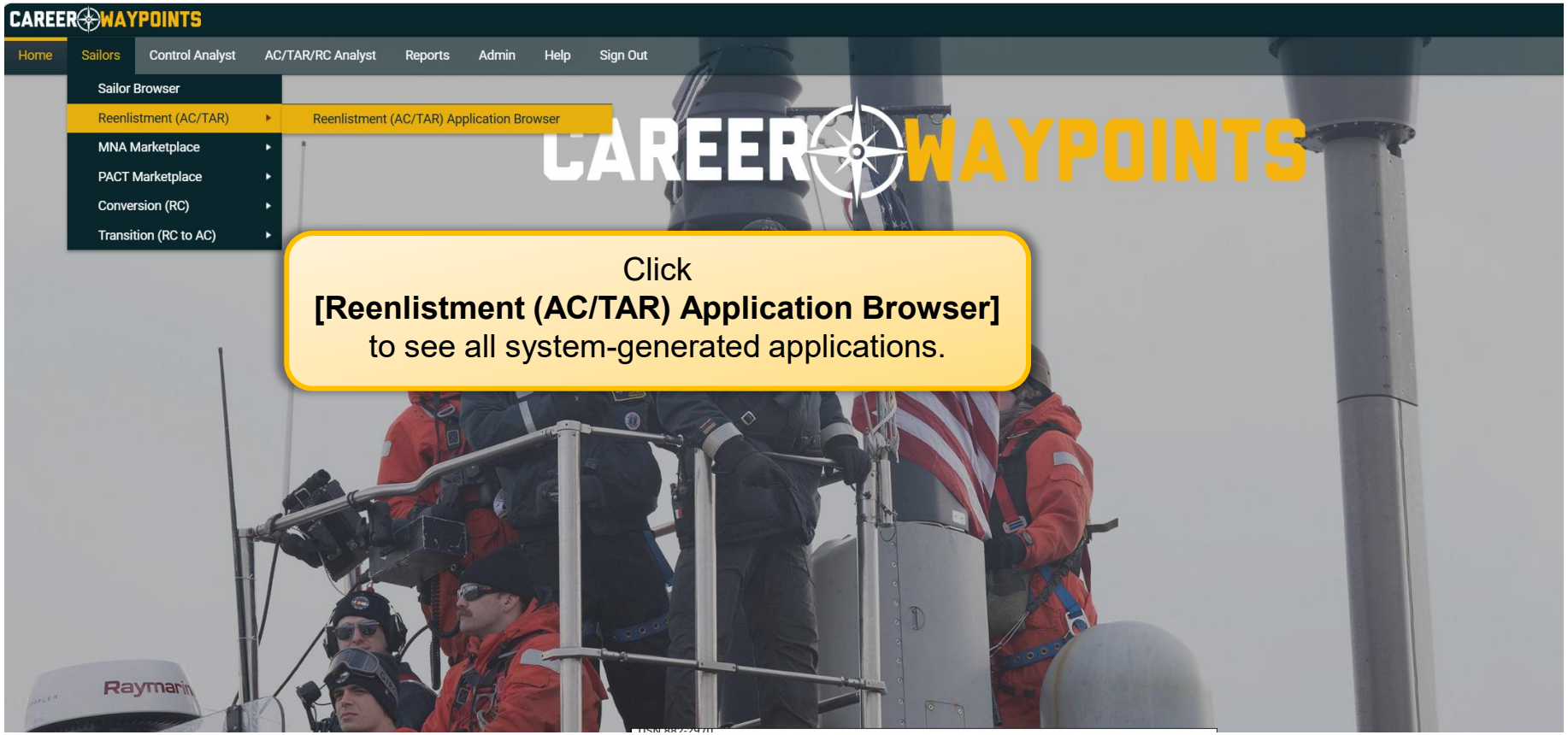




NOTE: AC/TAR Sailors should apply for Reenlistment/Conversion in ‘My Navy Assignments’ during their PRD window.

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

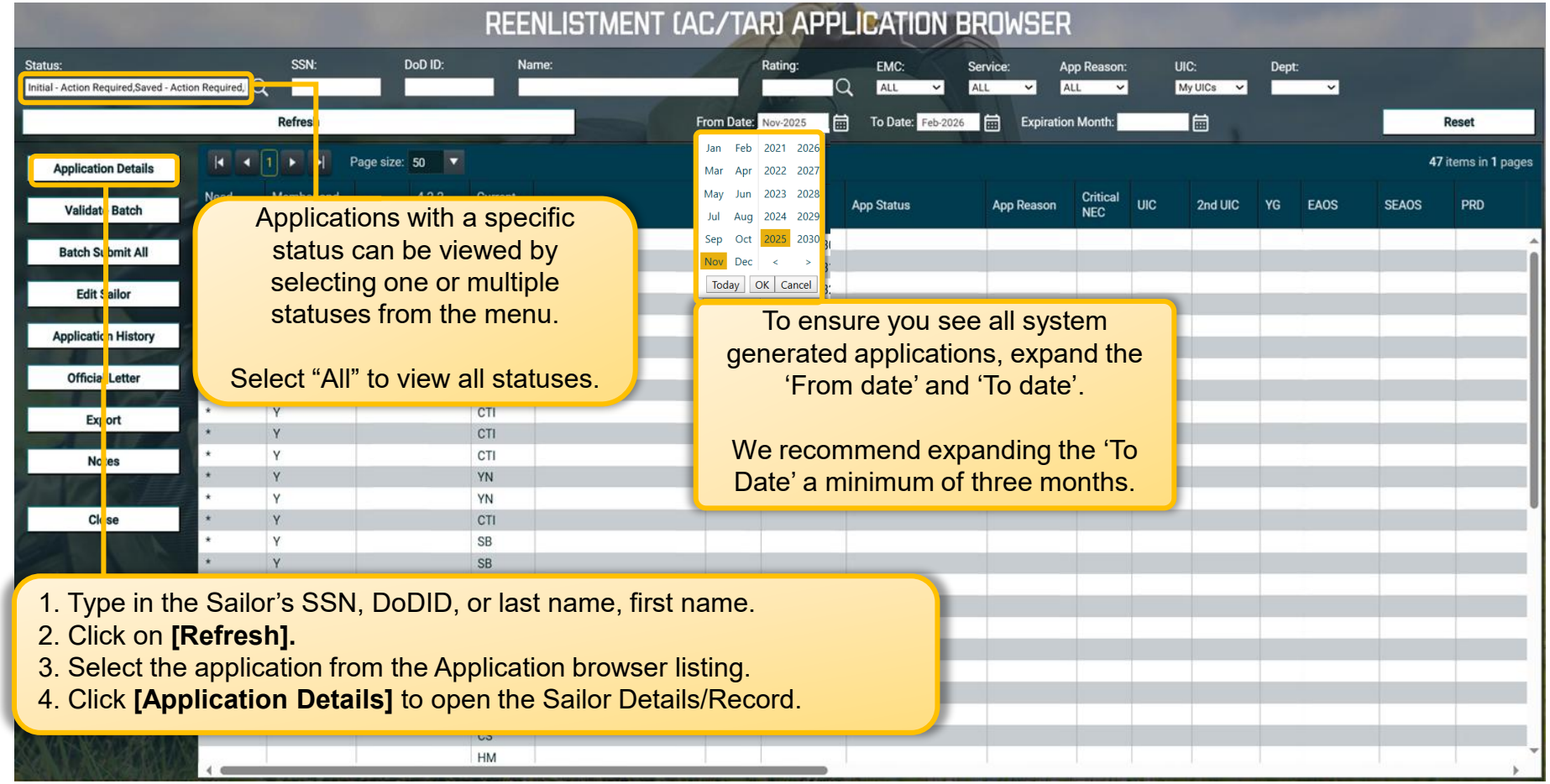
Submit C-Way Application - Application Browser



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.

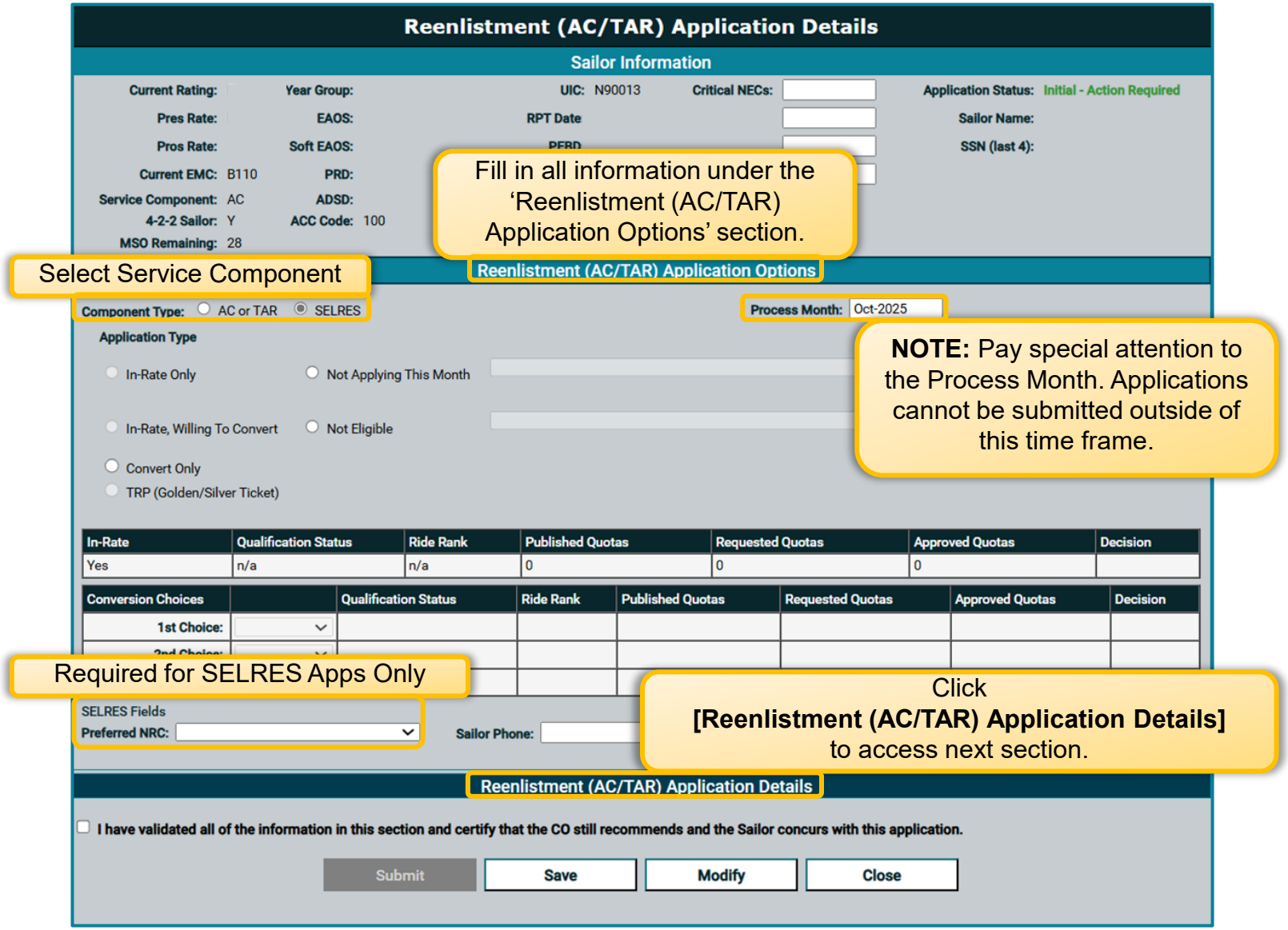
All data utilized in this guide is fictional and for informational purposes only.

Submit C-Way Application - Application Browser – Listing



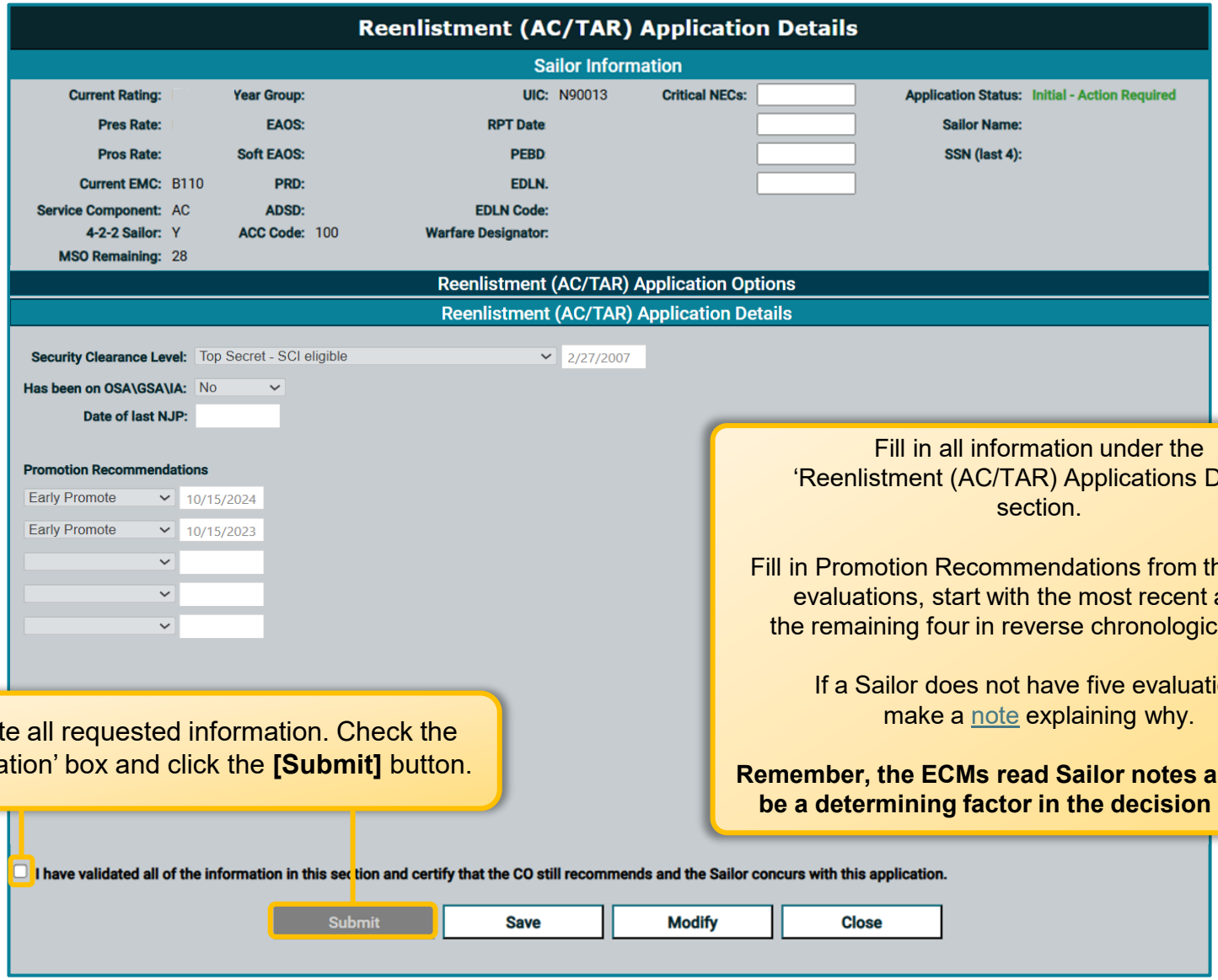
All data utilized in this guide is fictional and for informational purposes only.

Submit C-Way Application - Application Browser – Options



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

Submit C-Way Application - Application Browser – Details



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.

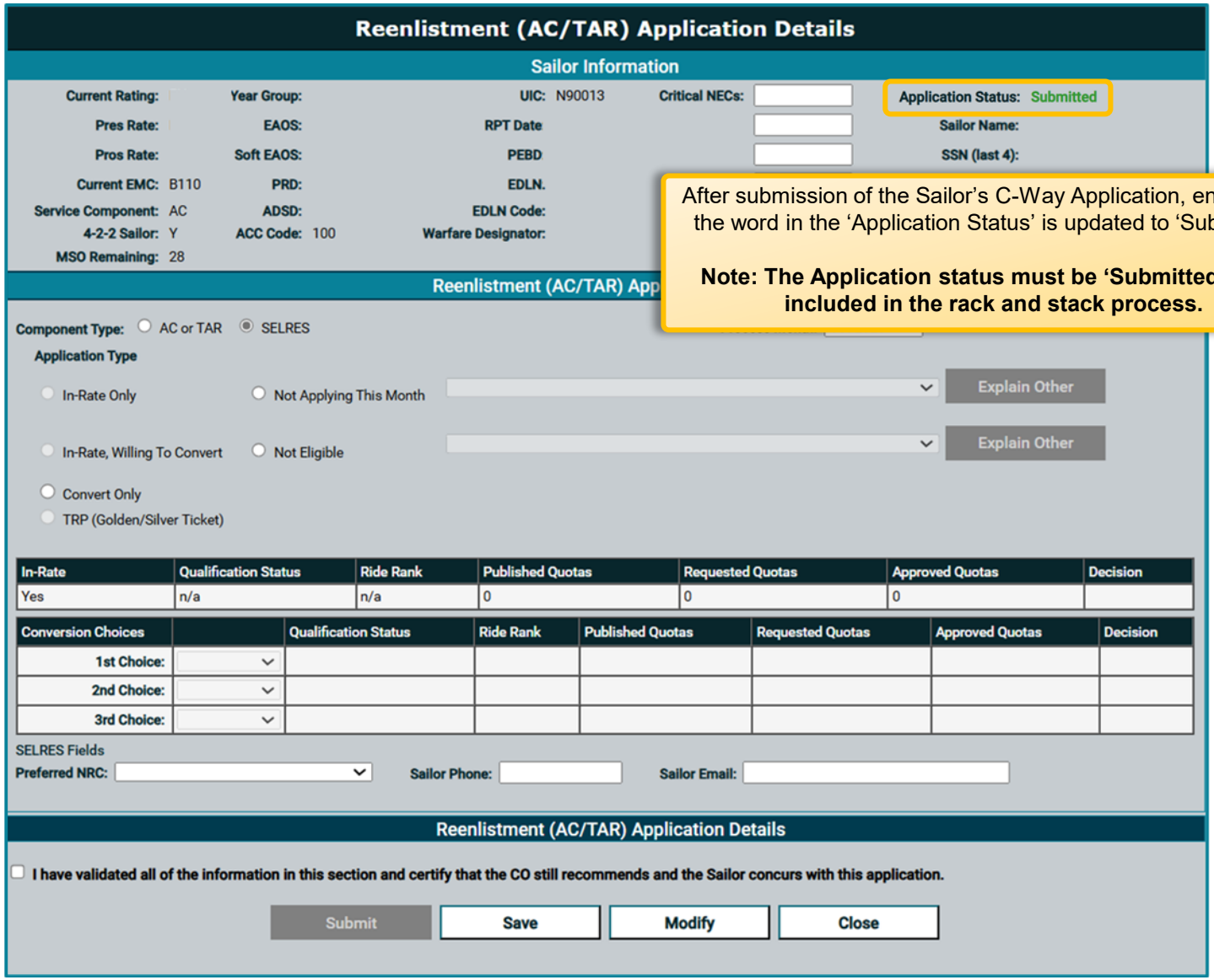
Fill in Promotion Recommendations from the last five evaluations, start with the most recent and fill the remaining four in reverse chronological order.

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



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

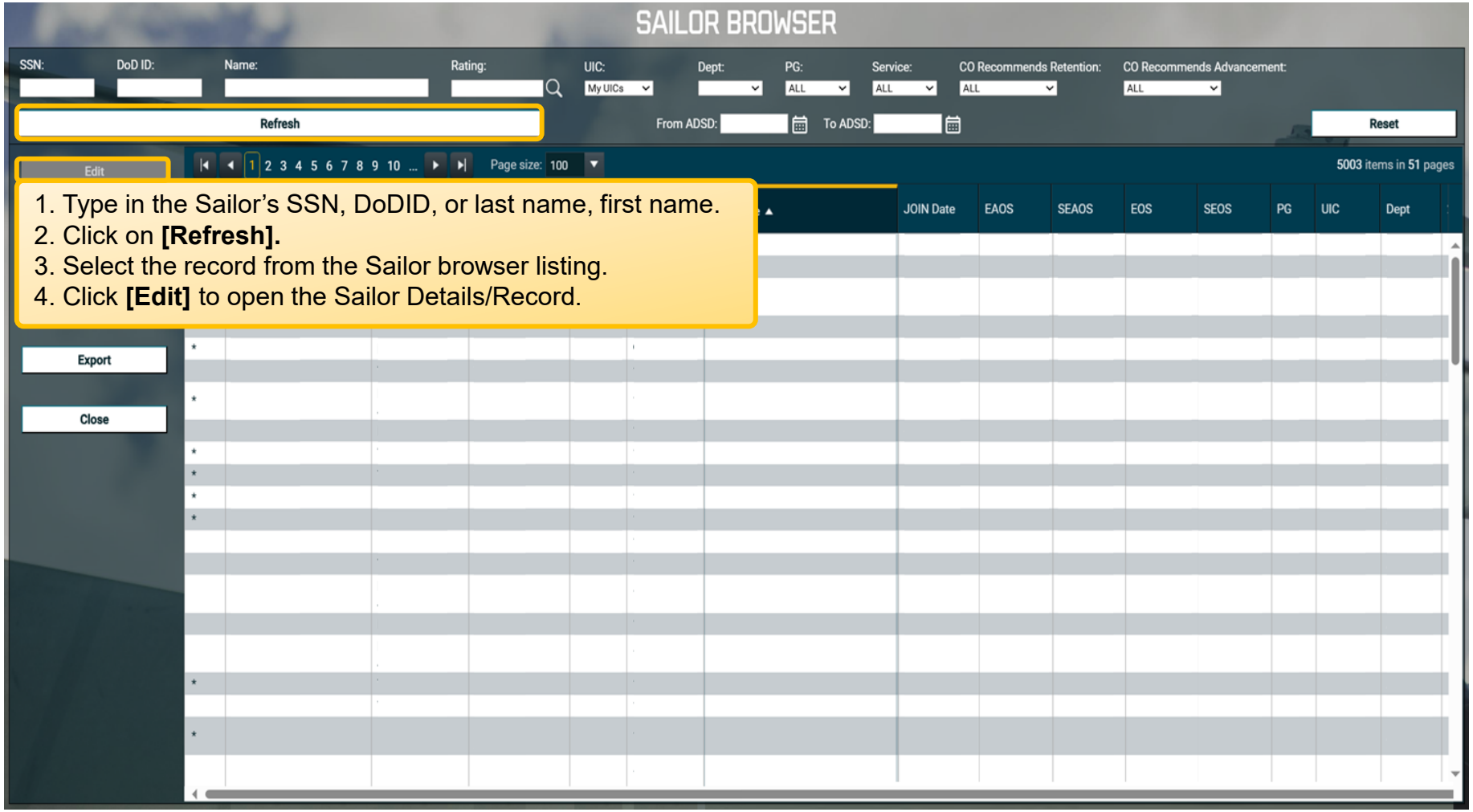
Note: The Application status must be 'Submitted' to be included in the rack and stack process.

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

Submit C-Way Application - Sailor Browser

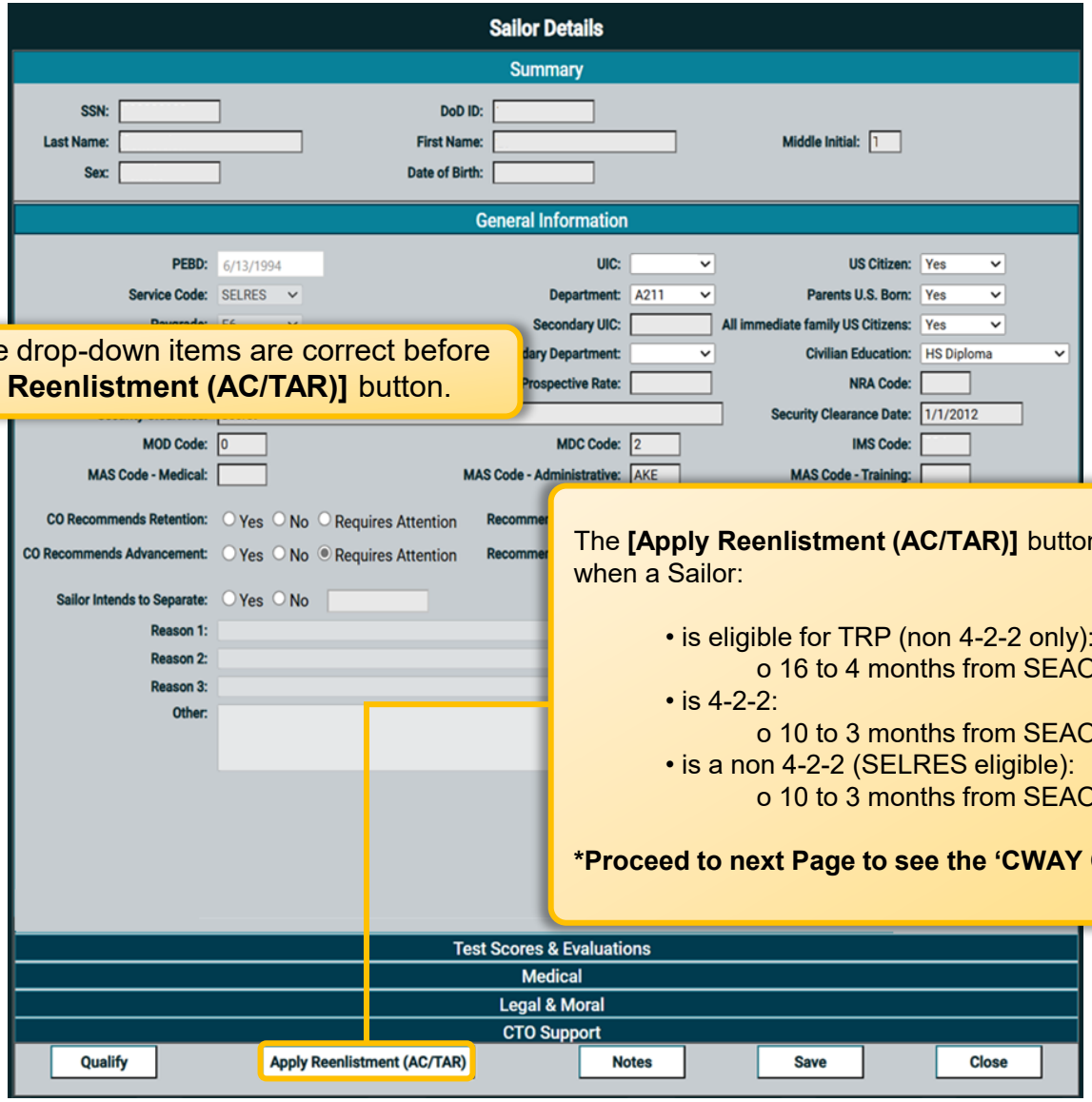
All data utilized in this guide is fictional and for informational purposes only.

Submit C-Way Application - Sailor Browser – Listing



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

Submit C-Way Application - Sailor Browser - Sailor Details



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

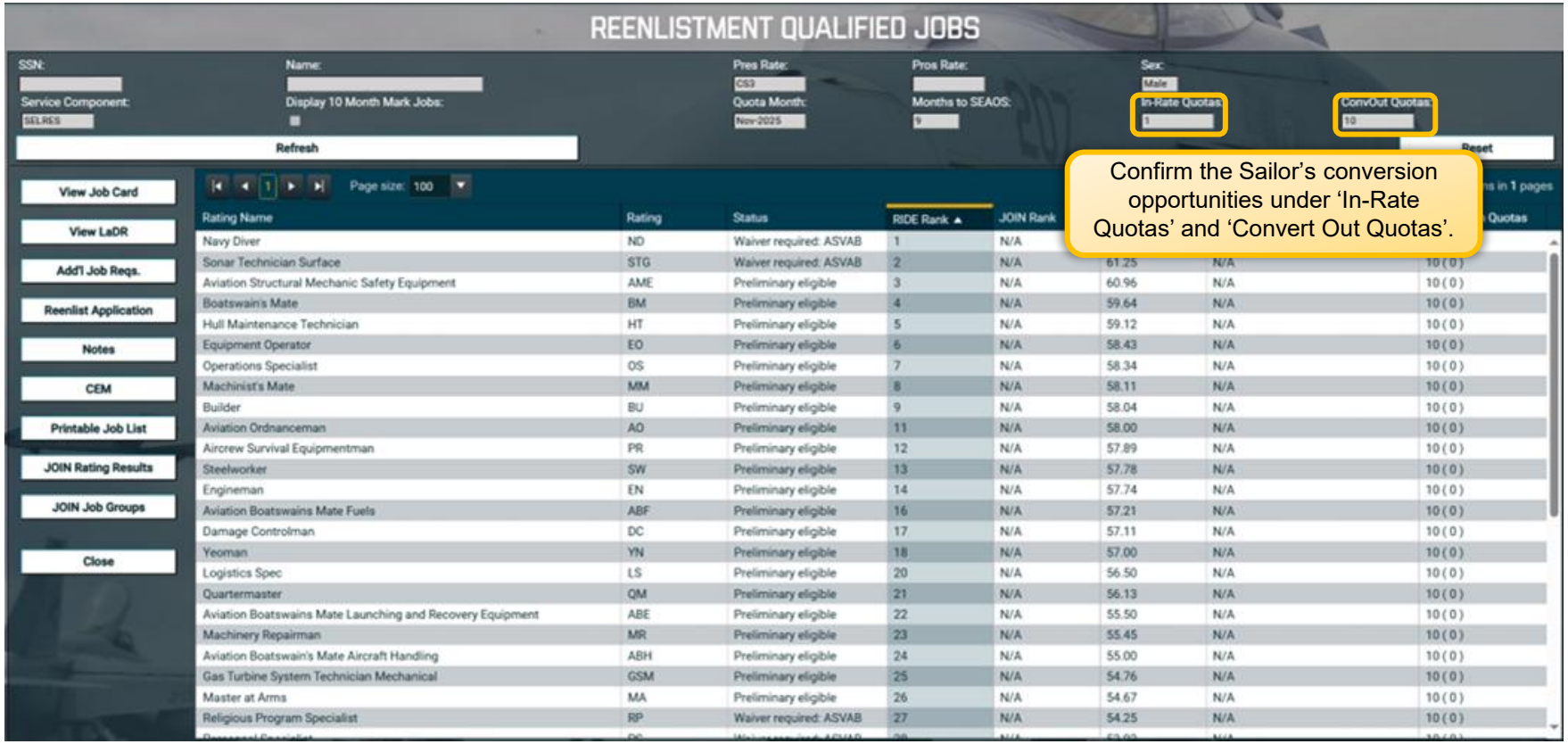
The **[Apply Reenlistment (AC/TAR)]** button is available when a Sailor:

- 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



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 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)
Aviation Boatswains 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)

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

This number indicates:

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

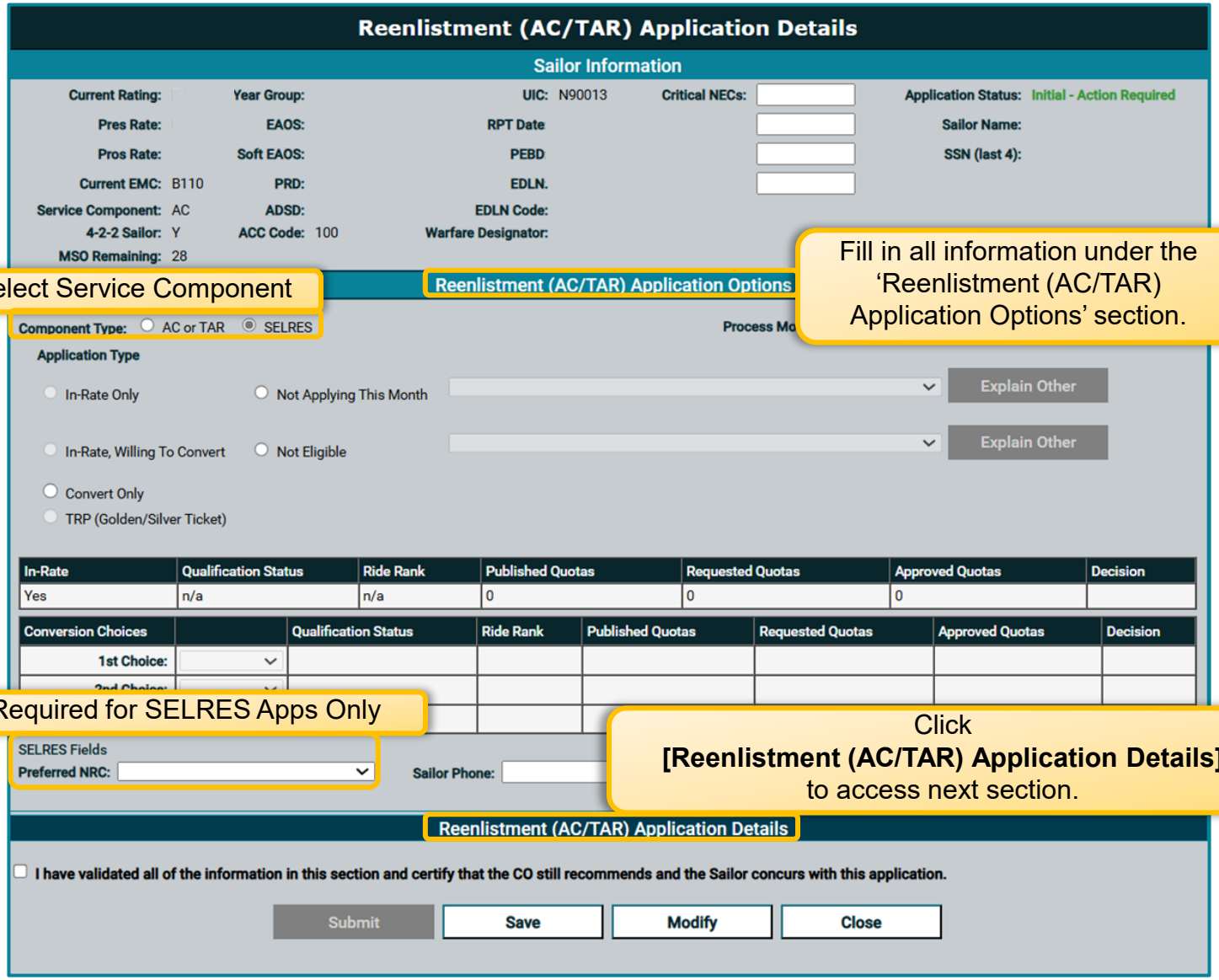
This scenario indicates that CS is allowing Sailors to Convert Out.

When ready to proceed with application click

[Reenlist Application]

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

Submit C-Way Application - Sailor Browser – Options



Select Service Component

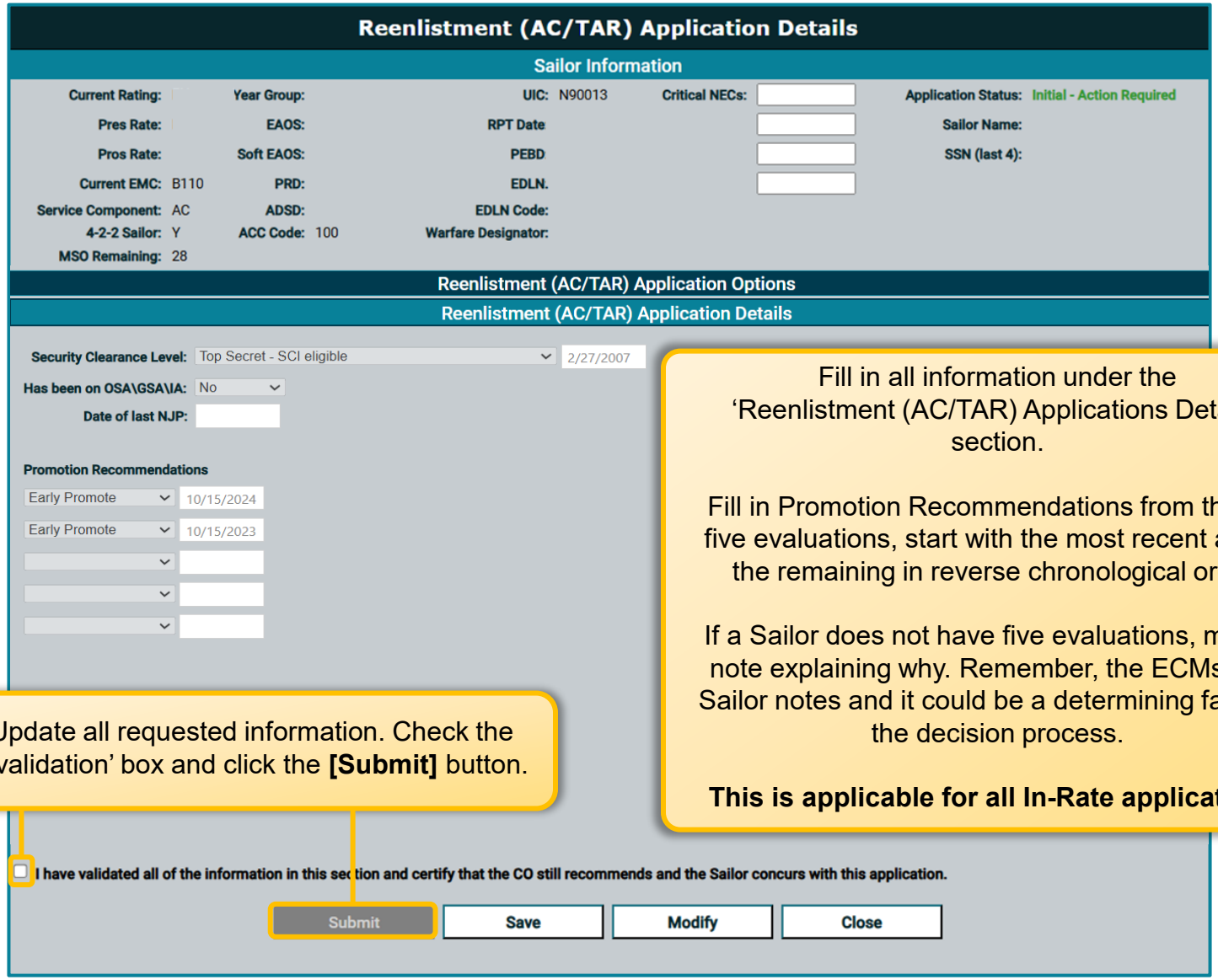
Fill in all information under the 'Reenlistment (AC/TAR) Application Options' section.

Required for SELRES Apps Only

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

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

Submit C-Way Application - Sailor Browser – Details



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.

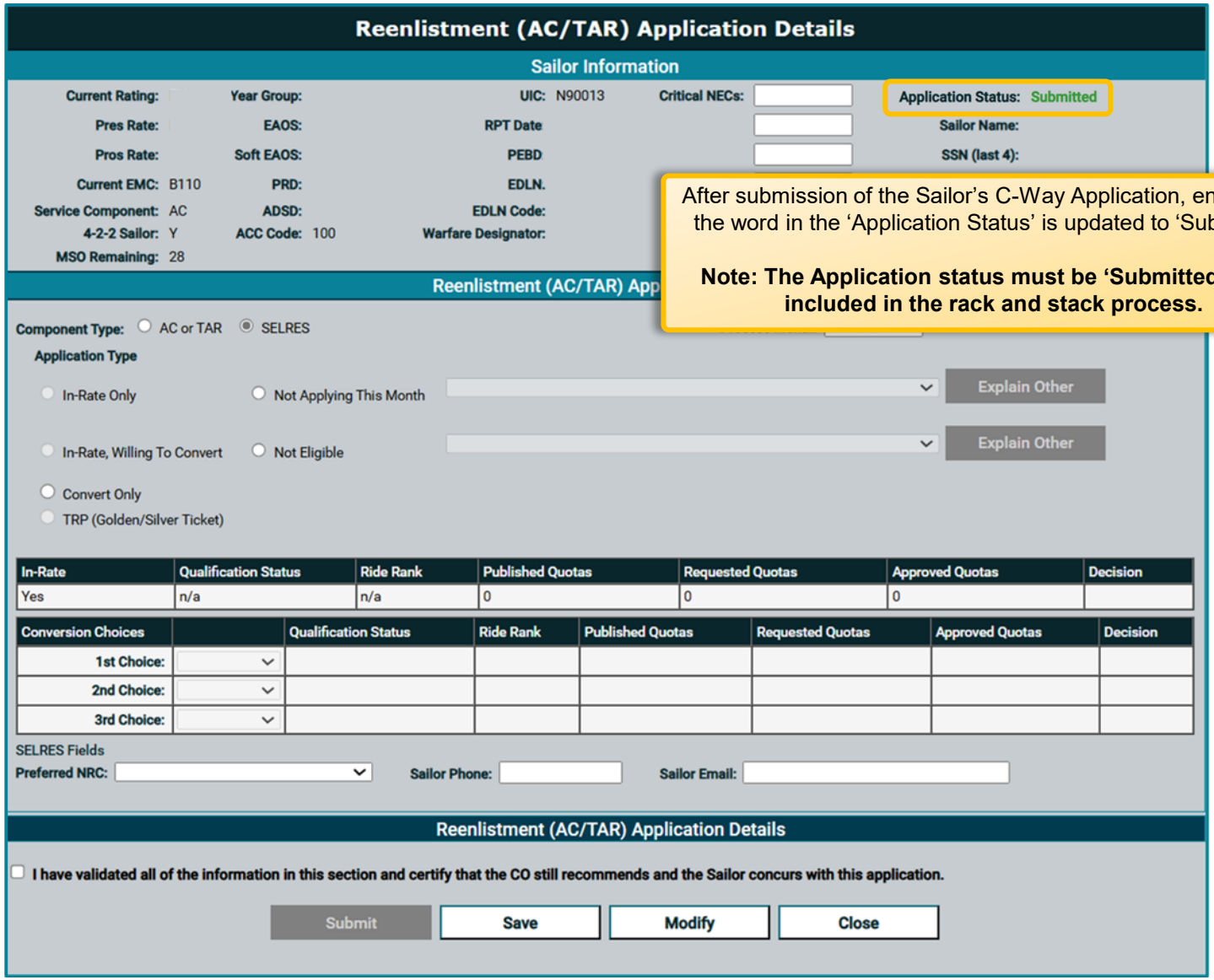
Fill in Promotion Recommendations from the last five evaluations, start with the most recent and fill the remaining in reverse chronological order.

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.

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

Submit C-Way Application - Sailor Browser – Submitted

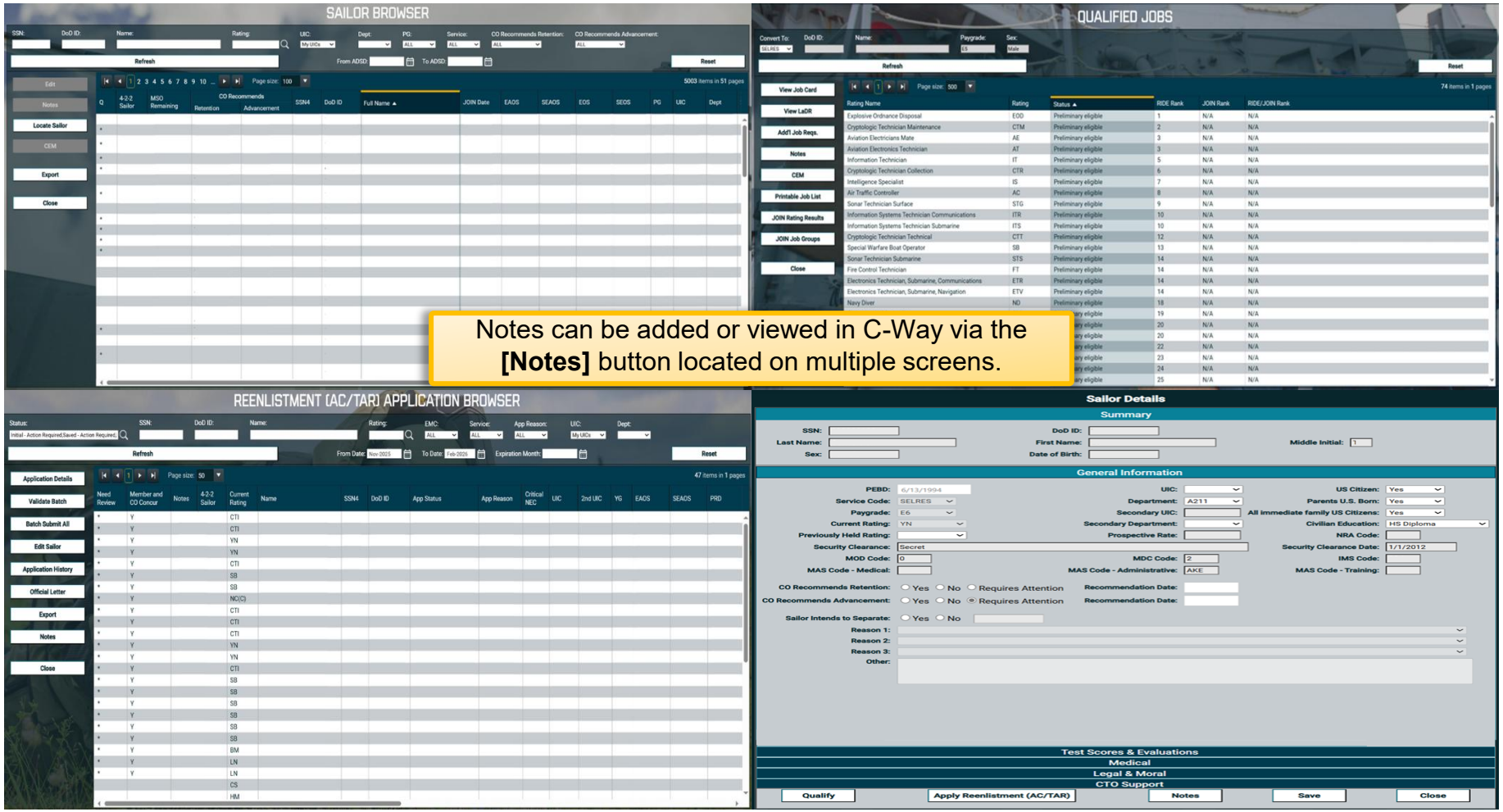


After submission of the Sailor's C-Way Application, ensure that the word in the 'Application Status' is updated to 'Submitted'.

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

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

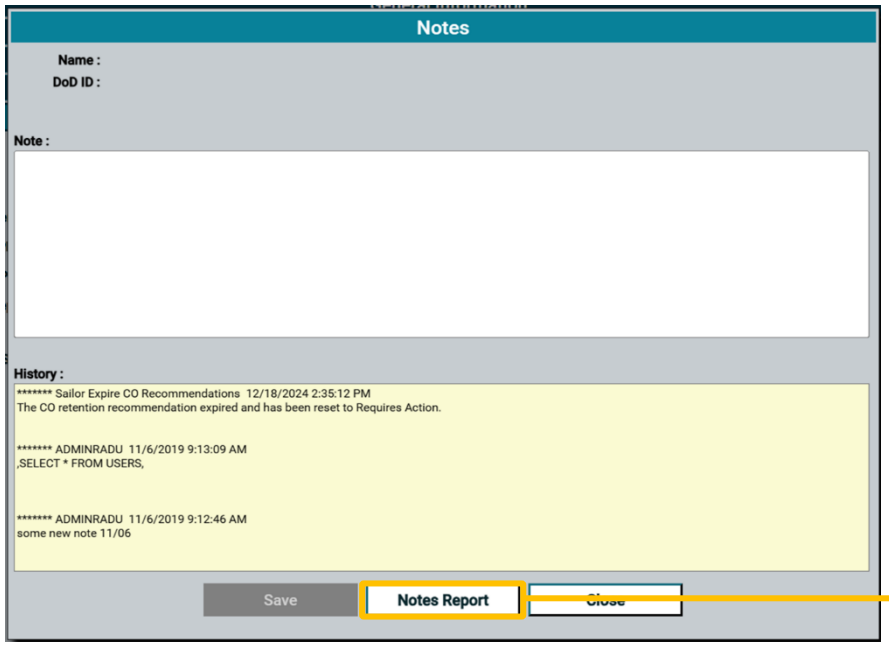
Enter Note

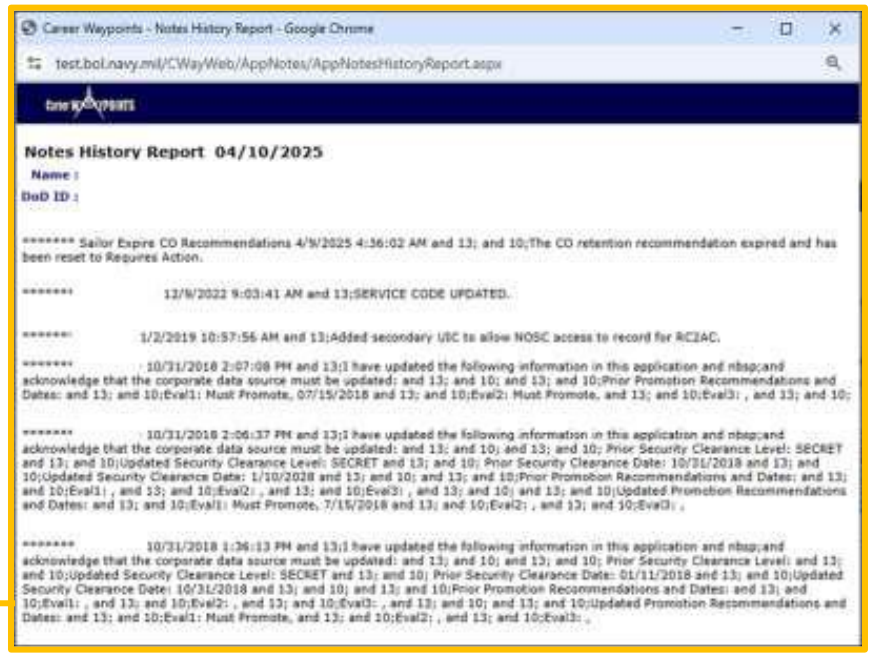


- The C-WAY **[Notes]** section promotes/allows communication between the Career Counselor and Enlisted Community Manager.
- Notes can provide additional information that may improve a Sailor's chance for conversion consideration.
- Notes also can be used to view information on denied applications, revoked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





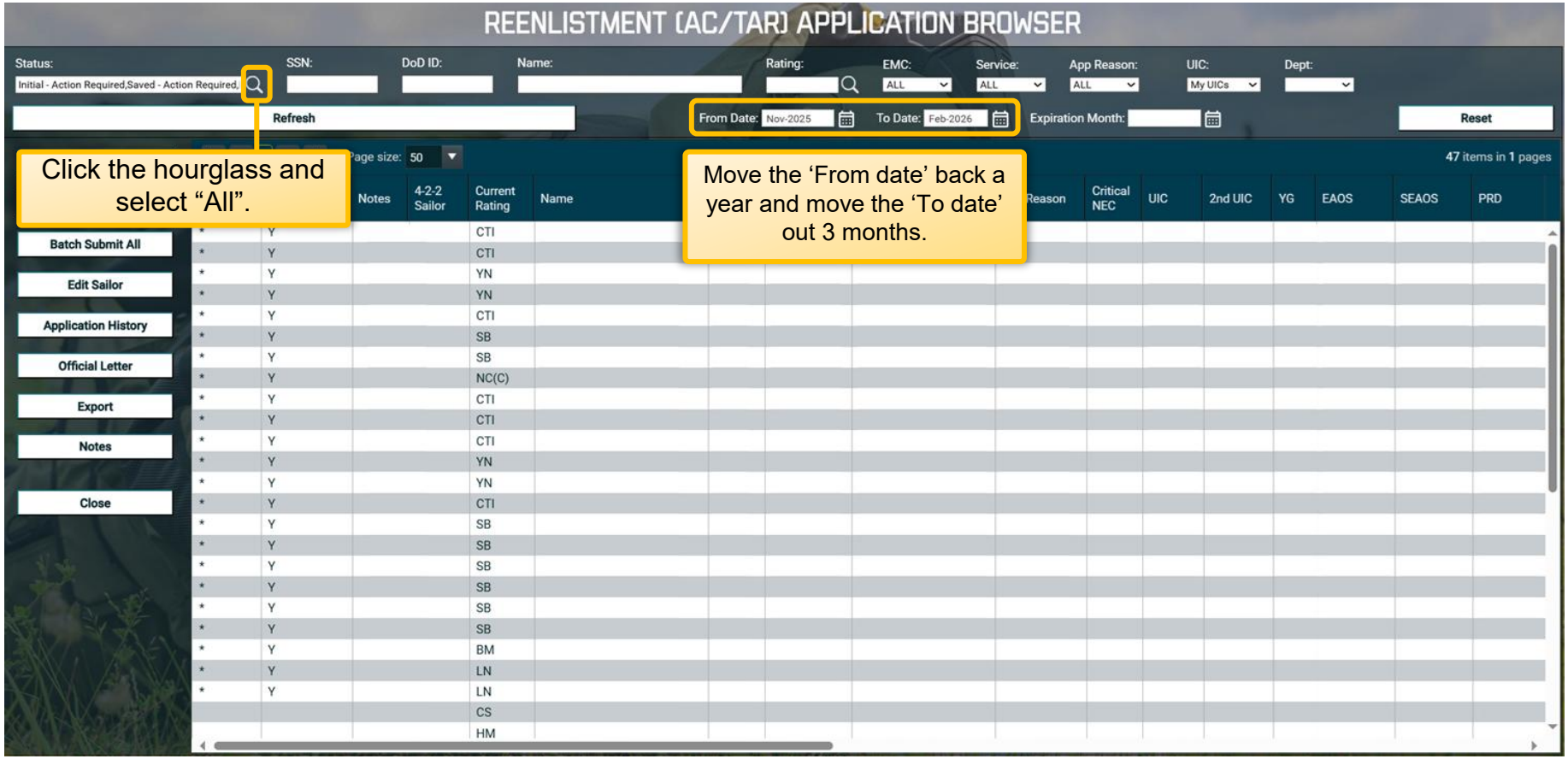
Some examples/Best Practices:

- 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

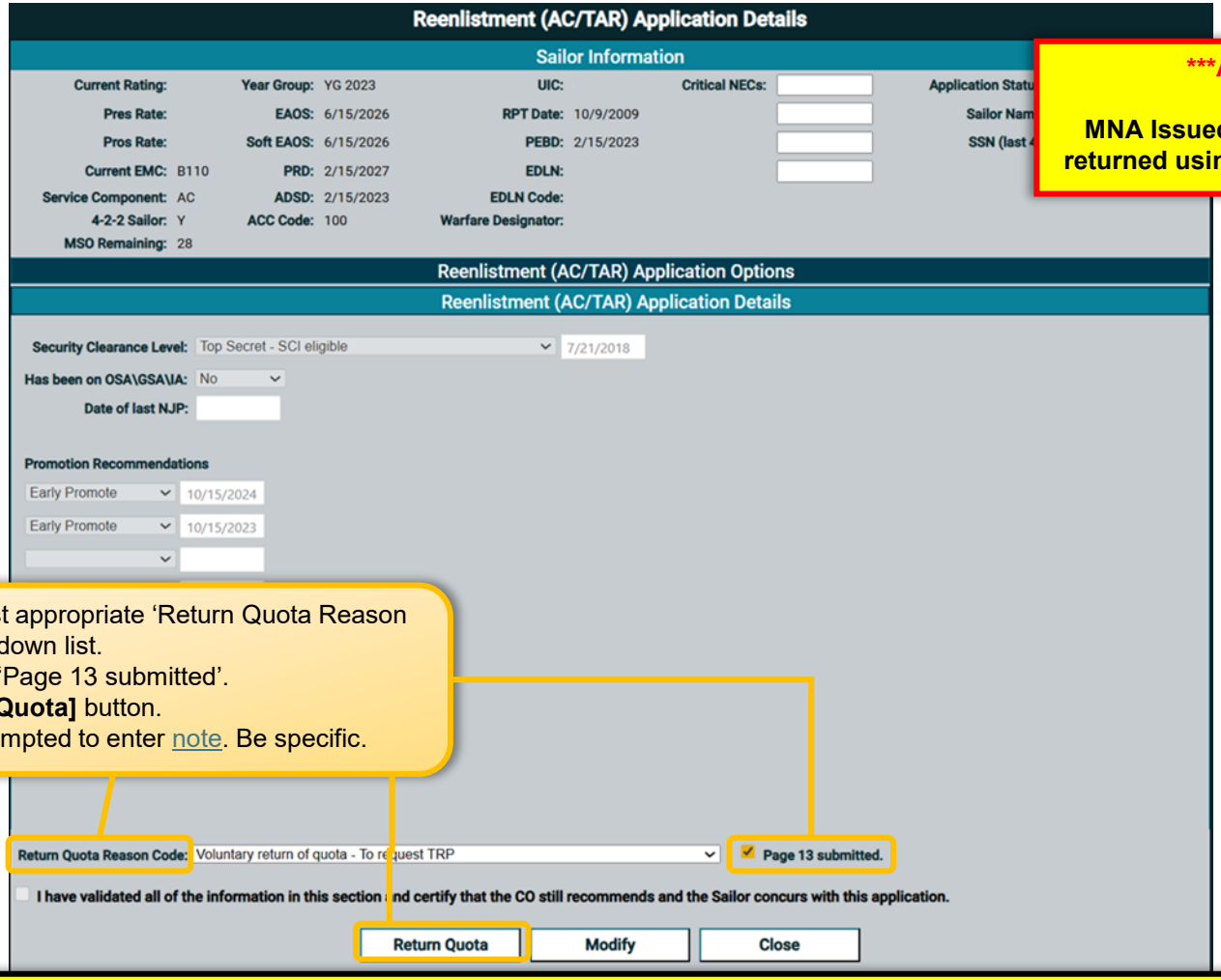


Note: To view information on denied applications, revoked quotas or specific messages from ECM, check **[Notes]**.

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)



*****ALERT*****

MNA Issued Quotas must be returned using the MNA Module

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.

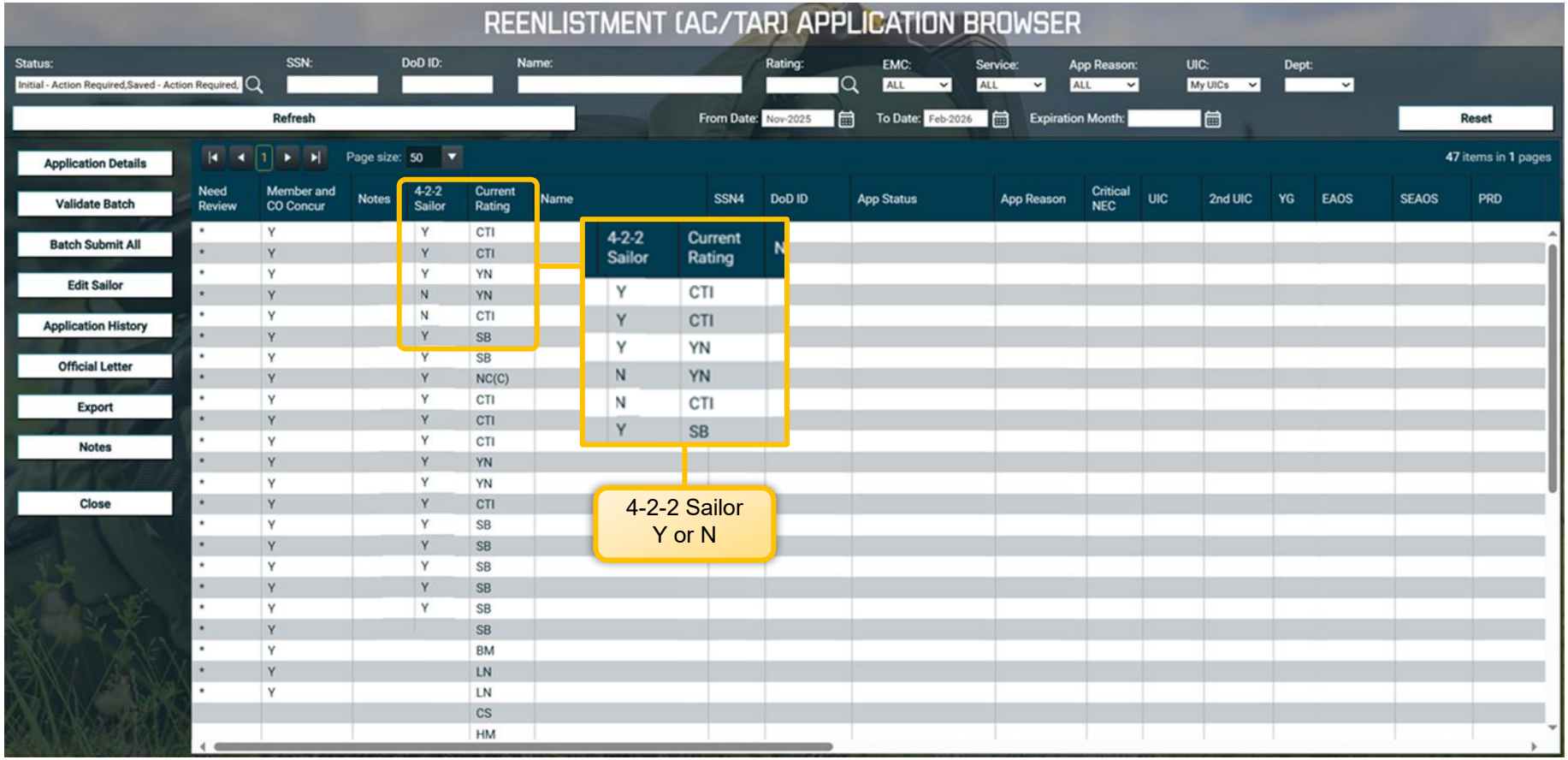
All data utilized in this guide is fictional and for informational purposes only.

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.

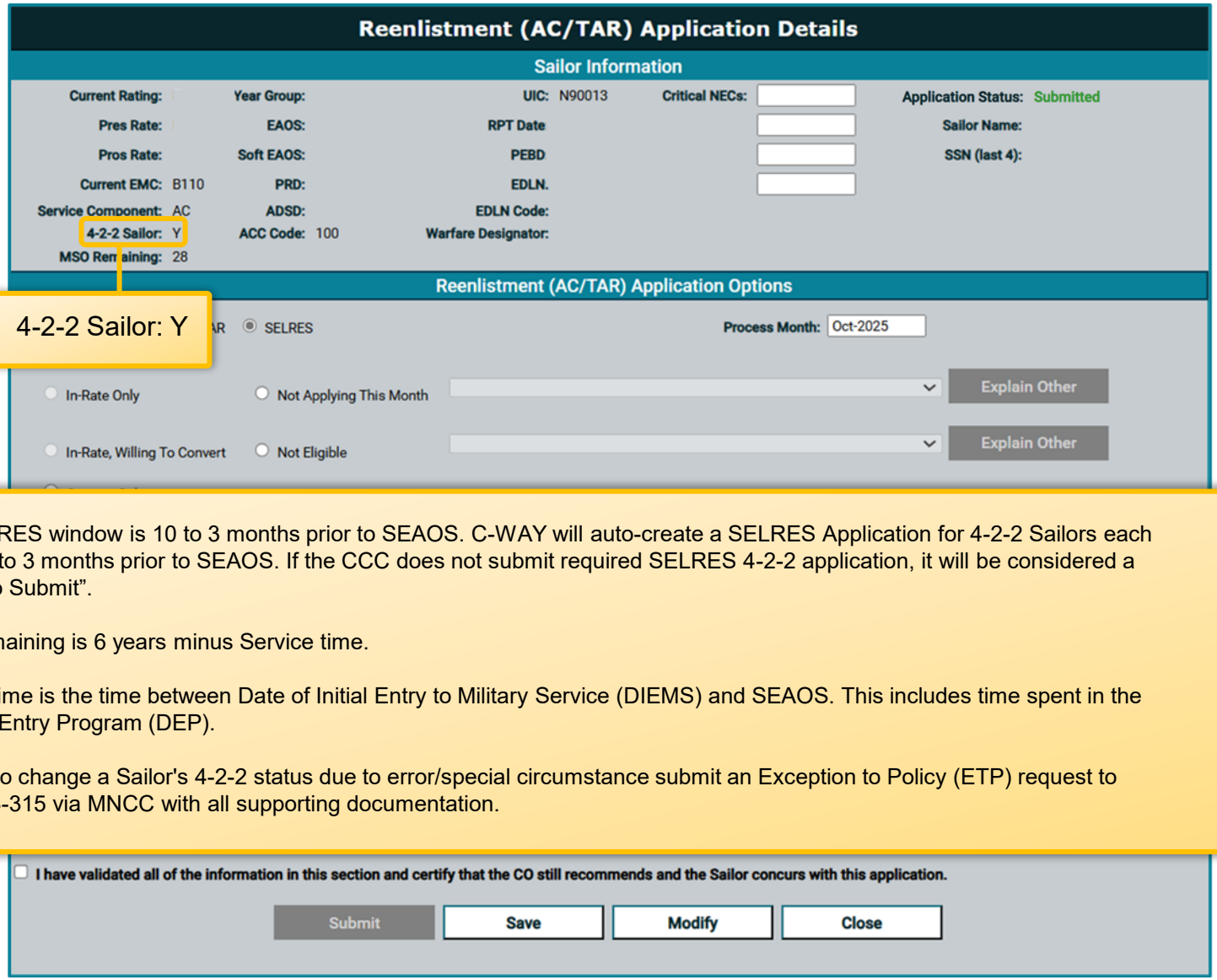
All data utilized in this guide is fictional and for informational purposes only.

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



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

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



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".

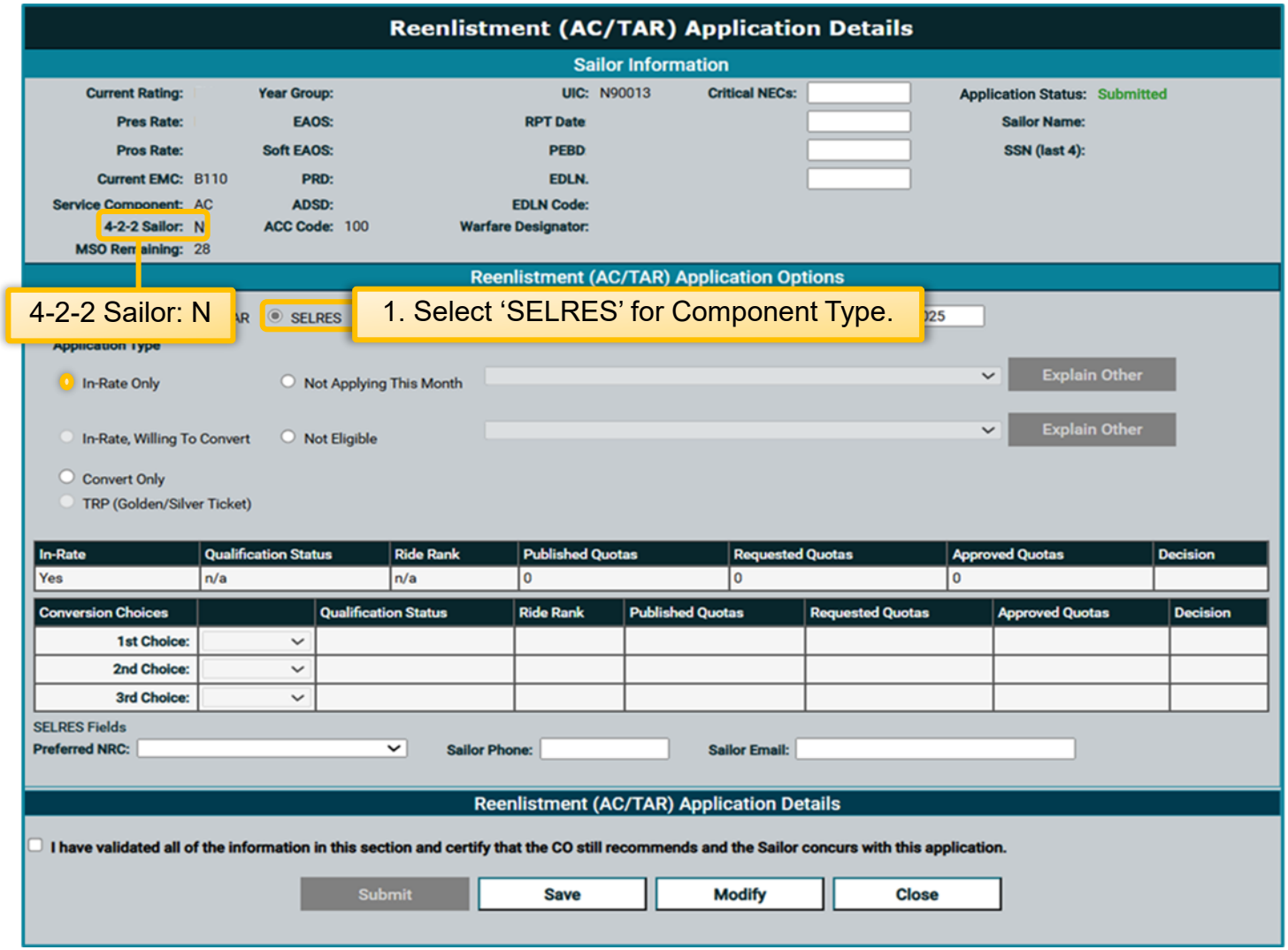
MSO remaining is 6 years minus Service time.

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.

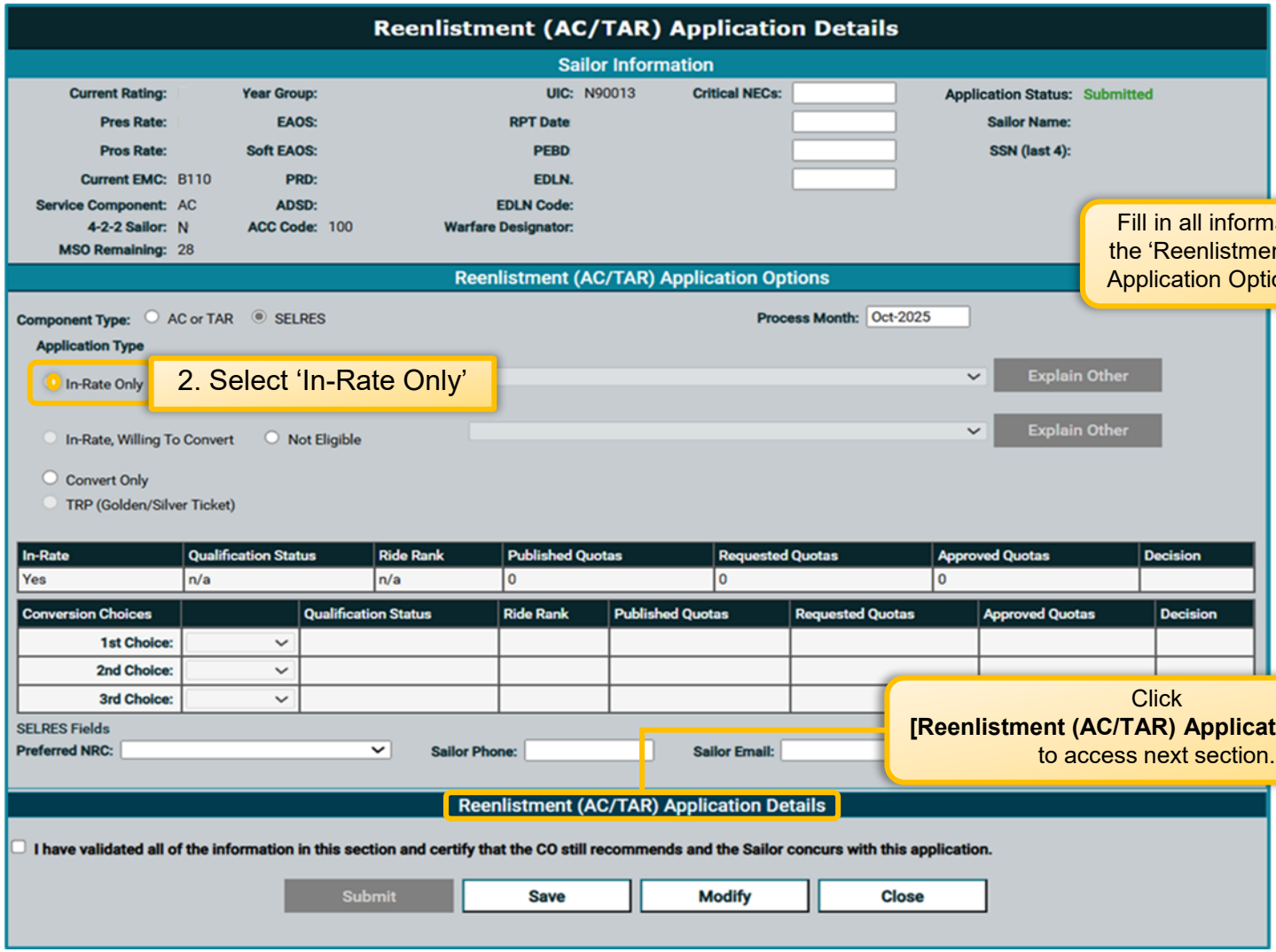
Application Options - Non-4-2-2 - In Rate Only - SELRES



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

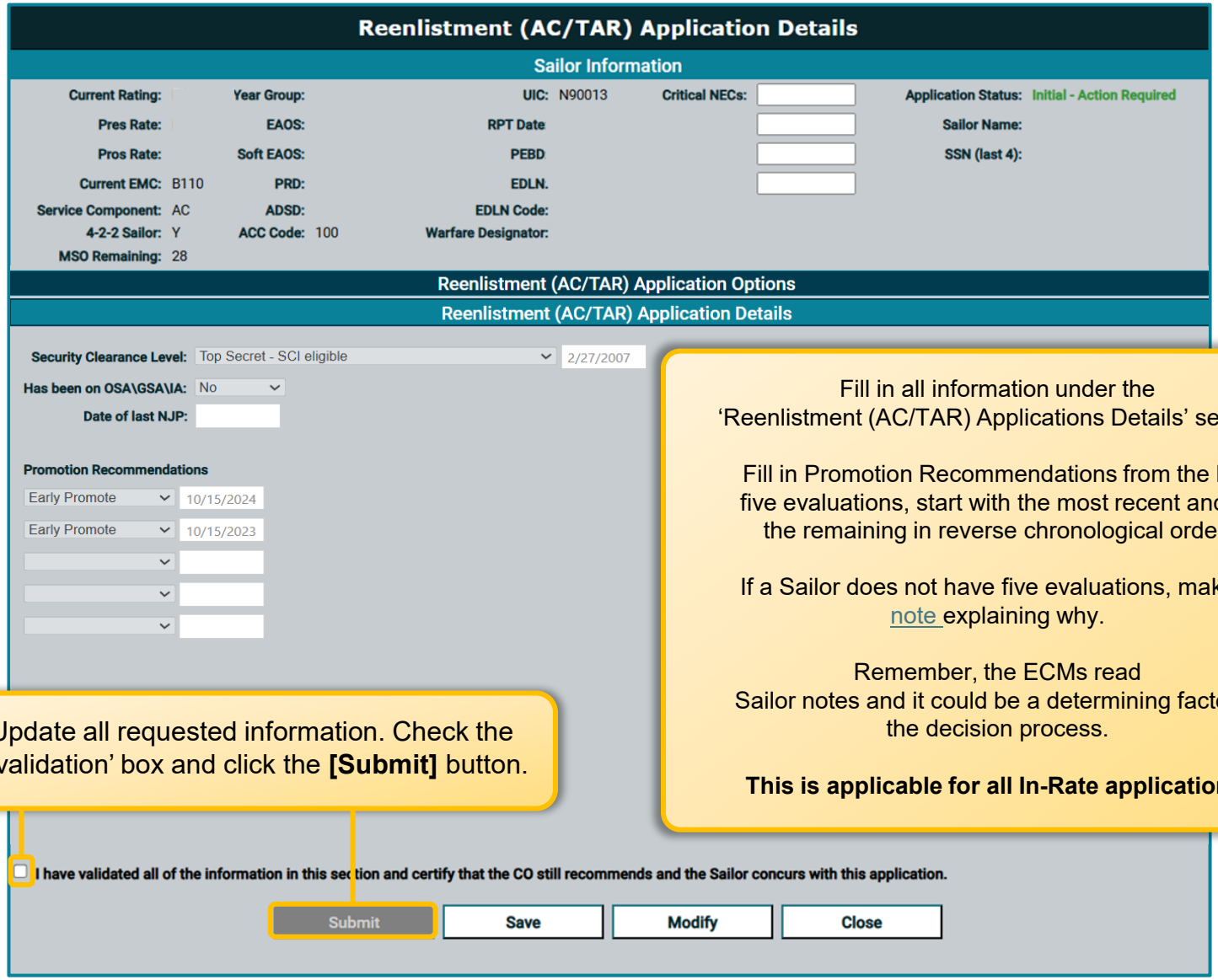


Fill in all information under the 'Reenlistment (AC/TAR) Application Options' section.

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

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

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



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 in reverse chronological order.

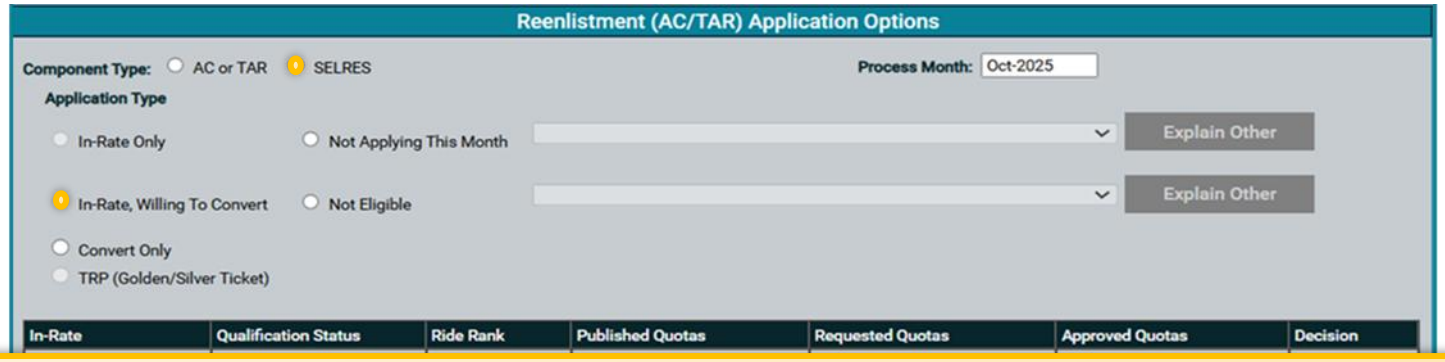
If a Sailor does not have five evaluations, make a note explaining why.

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.

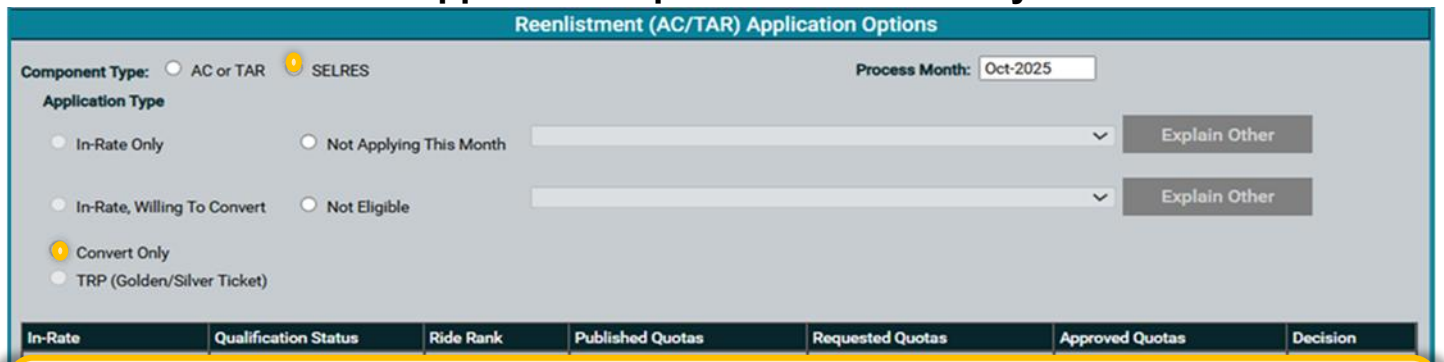
All data utilized in this guide is fictional and for informational purposes only.

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



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/.

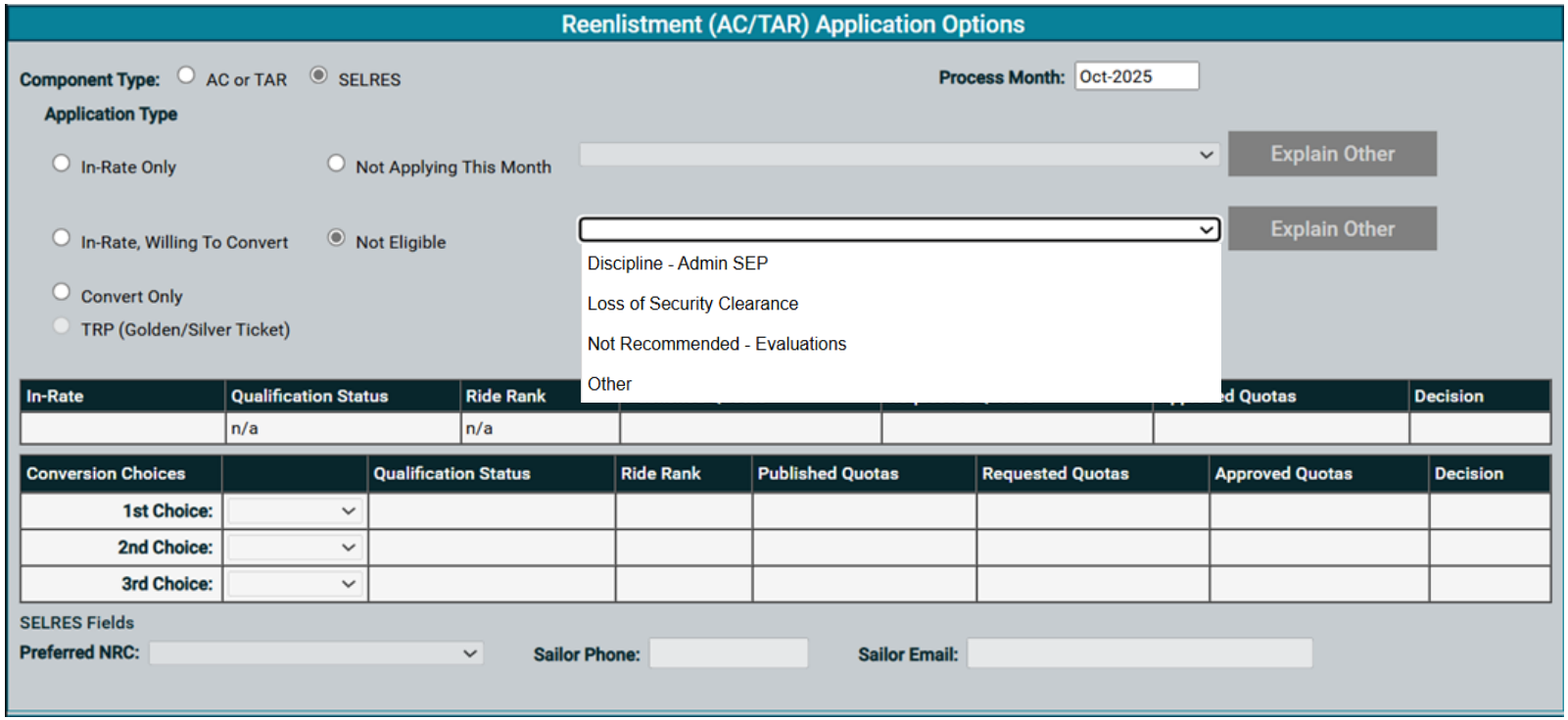
Application Options - Convert Only



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



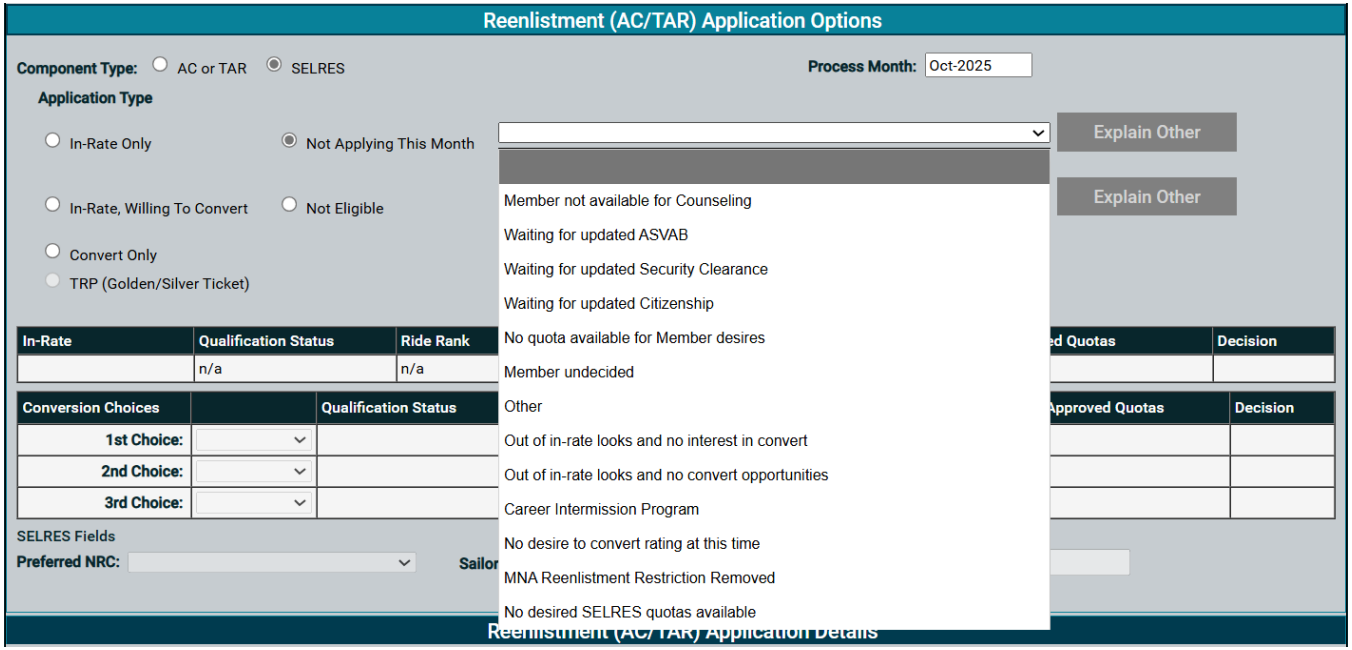
'Not Eligible' applications are used for Sailors who are NOT eligible to affiliate with the SELRES.

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.

Application Options - Not Applying This Month



If a Sailor has no desire to apply for C-WAY during a system-generated application, enter a 'Not Applying This Month' application.

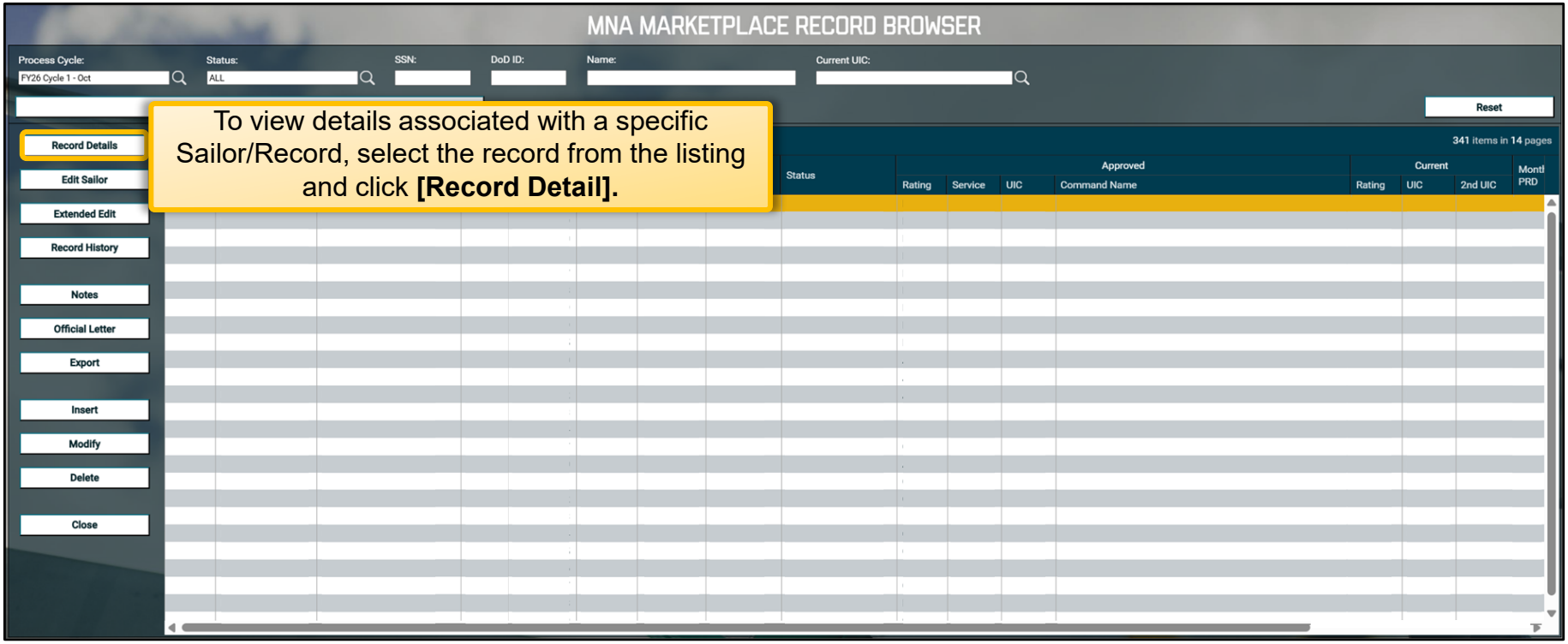
If the reason for not submitting is not listed in the drop-down, select "Other" and provide a reason when prompted.

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

Note: These applications are only available for mandatory C-WAY applications; otherwise, click **[Cancel]**.

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

MNA Marketplace Record Browser

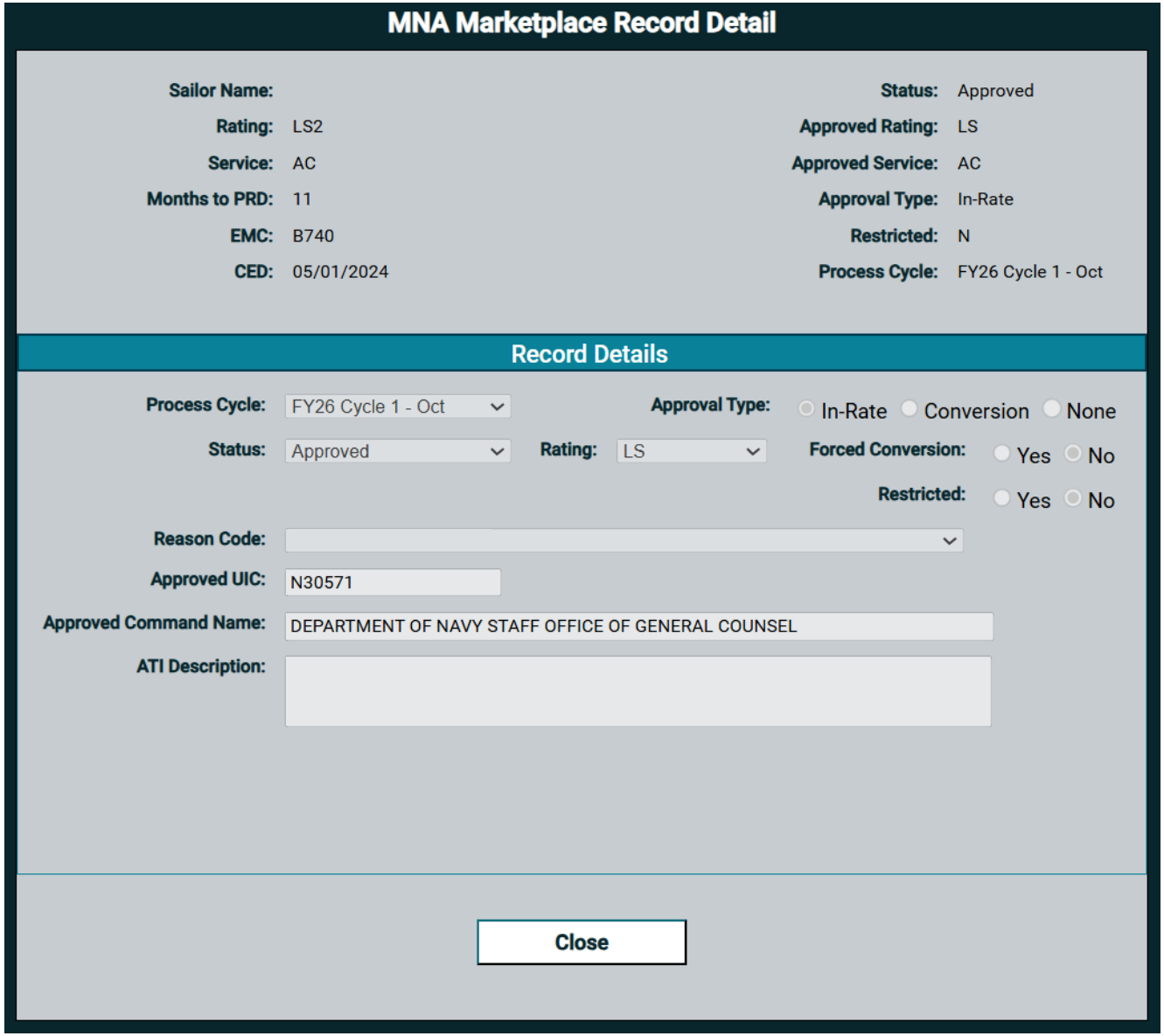


C-WAY receives results from MNA Marketplace of Sailors who have been selected for a set of orders and approved for Reenlistment.

To view details associated with a specific Sailor/Record, select the record from the listing and click **[Record Detail]**.

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

MNA Marketplace Record Detail



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.

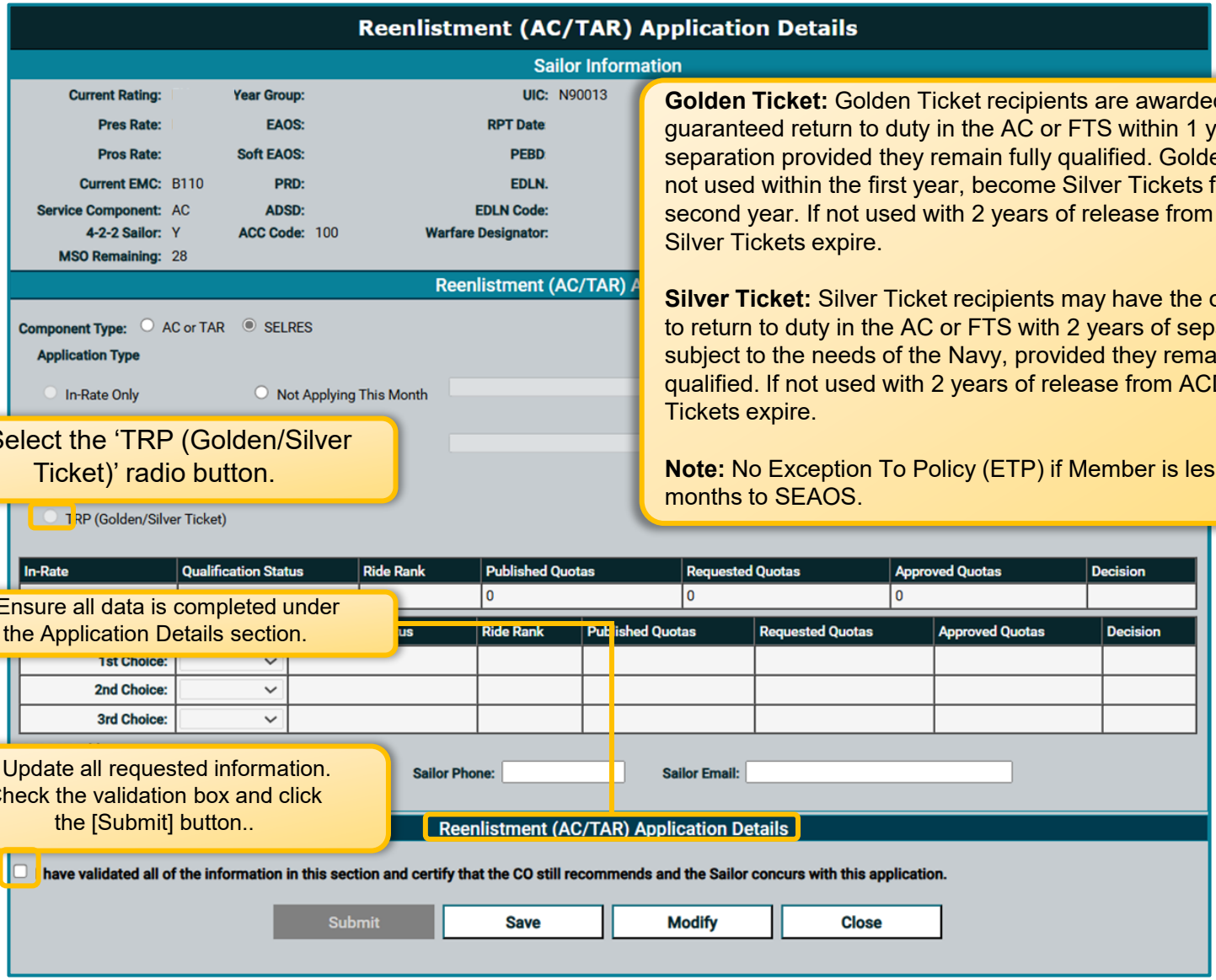
3. BUPERS-31 is the approving authority.

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



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

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

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

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

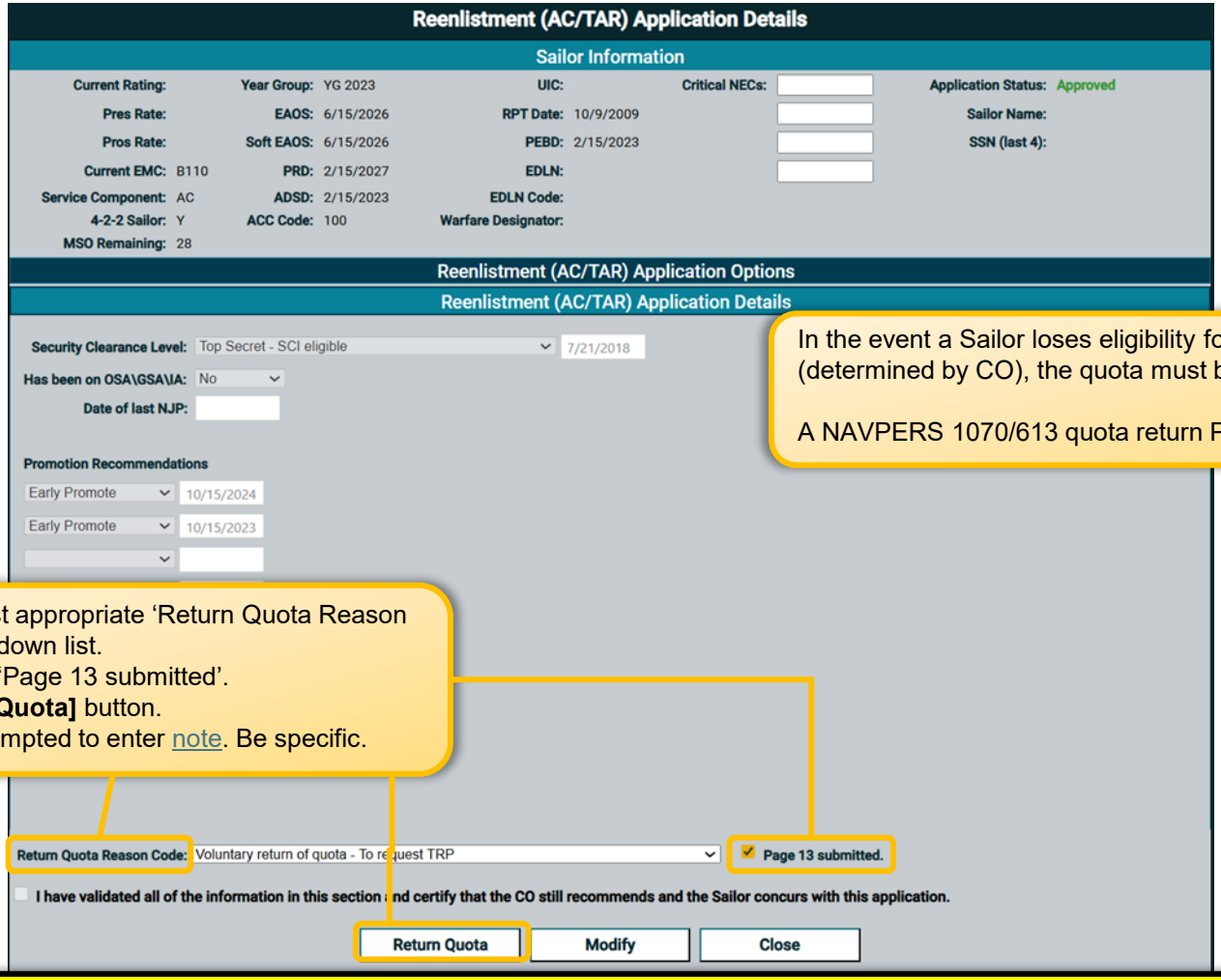
Silver Ticket: Silver Ticket recipients may have the opportunity to return to duty in the AC or FTS with 2 years of separation, subject to the needs of the Navy, provided they remain fully qualified. If not used with 2 years of release from ACDU, Silver Tickets expire.

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

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

Targeted Reentry Program (TRP) - Revoke Application

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



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

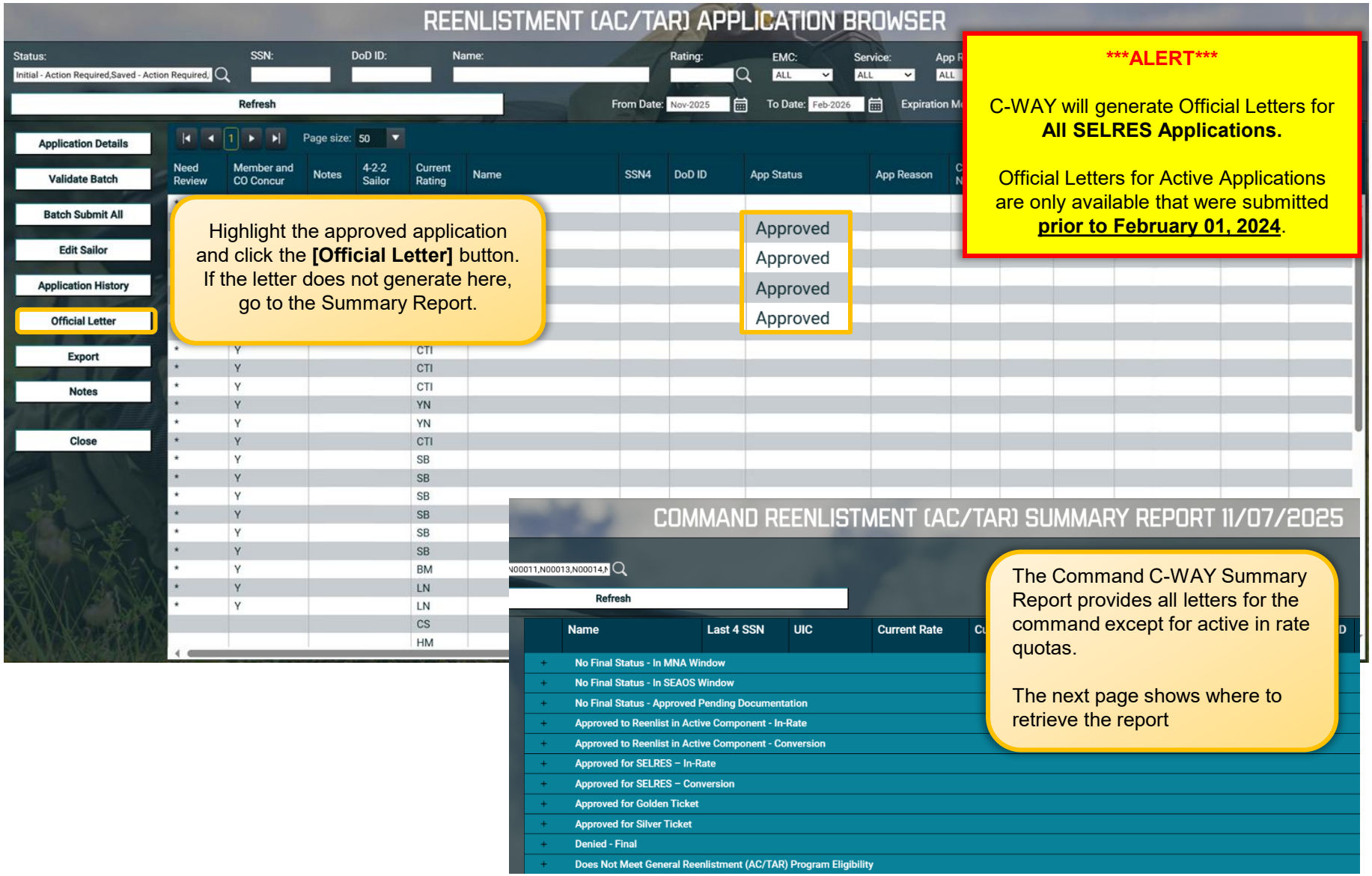
A NAVPERS 1070/613 quota return Page 13 is required.

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.

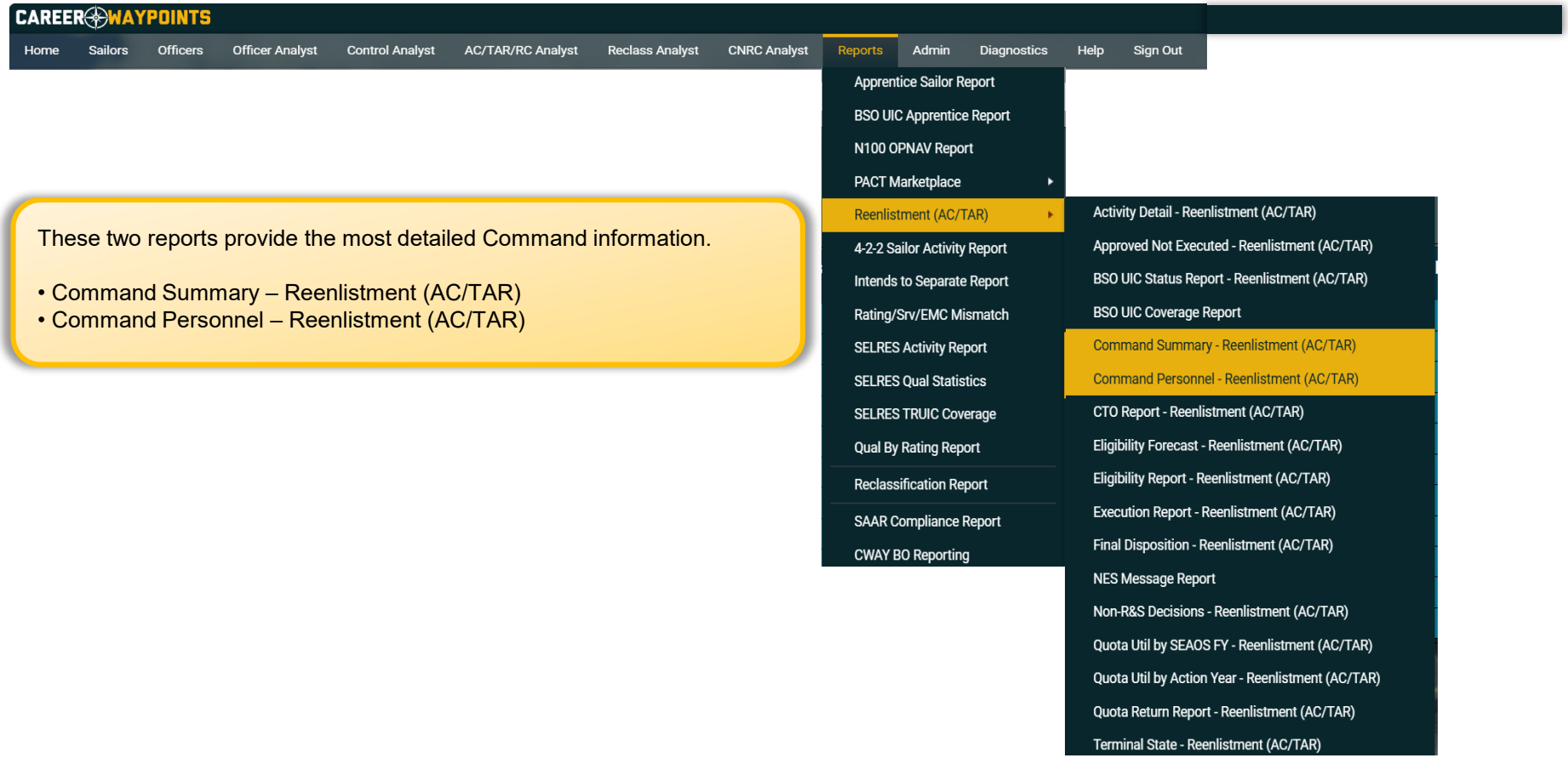
All data utilized in this guide is fictional and for informational purposes only.

Print an Official Letter



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

Command Summary Reports

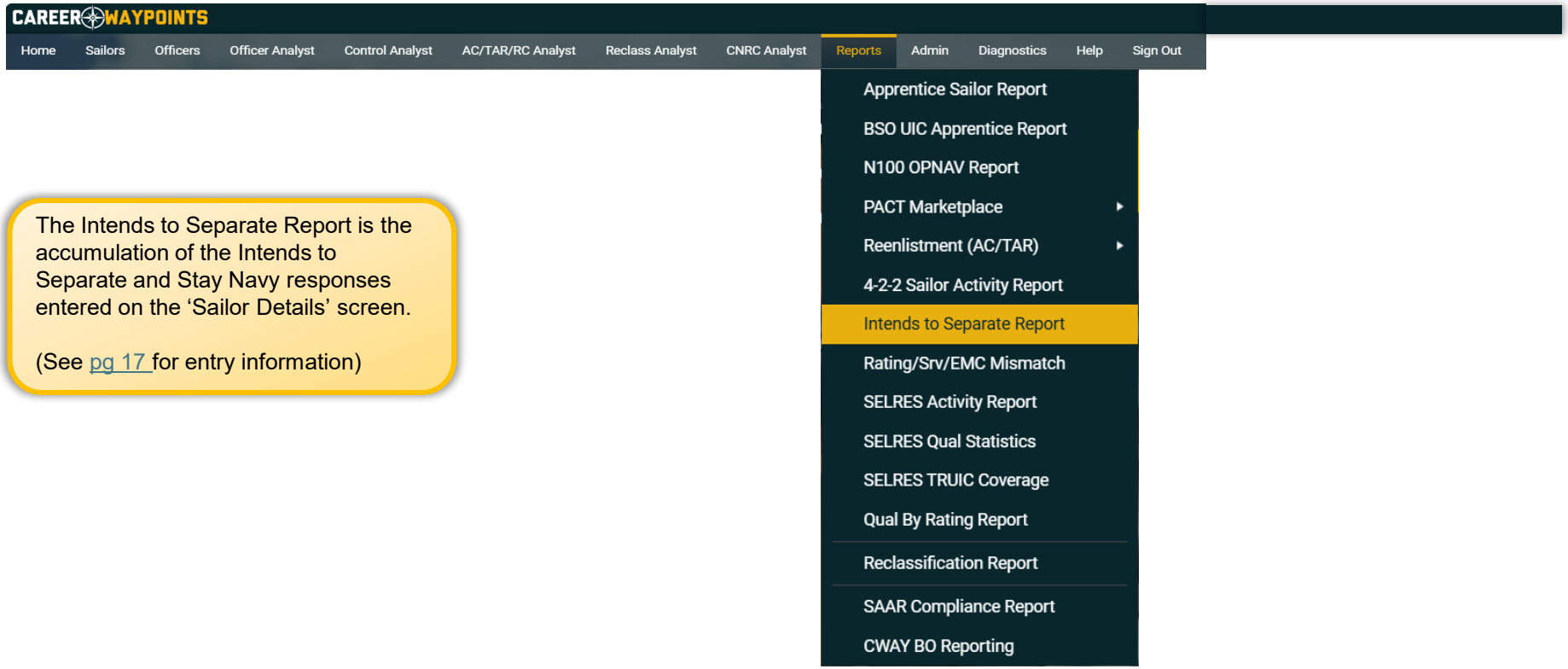


These two reports provide the most detailed Command information.

- 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

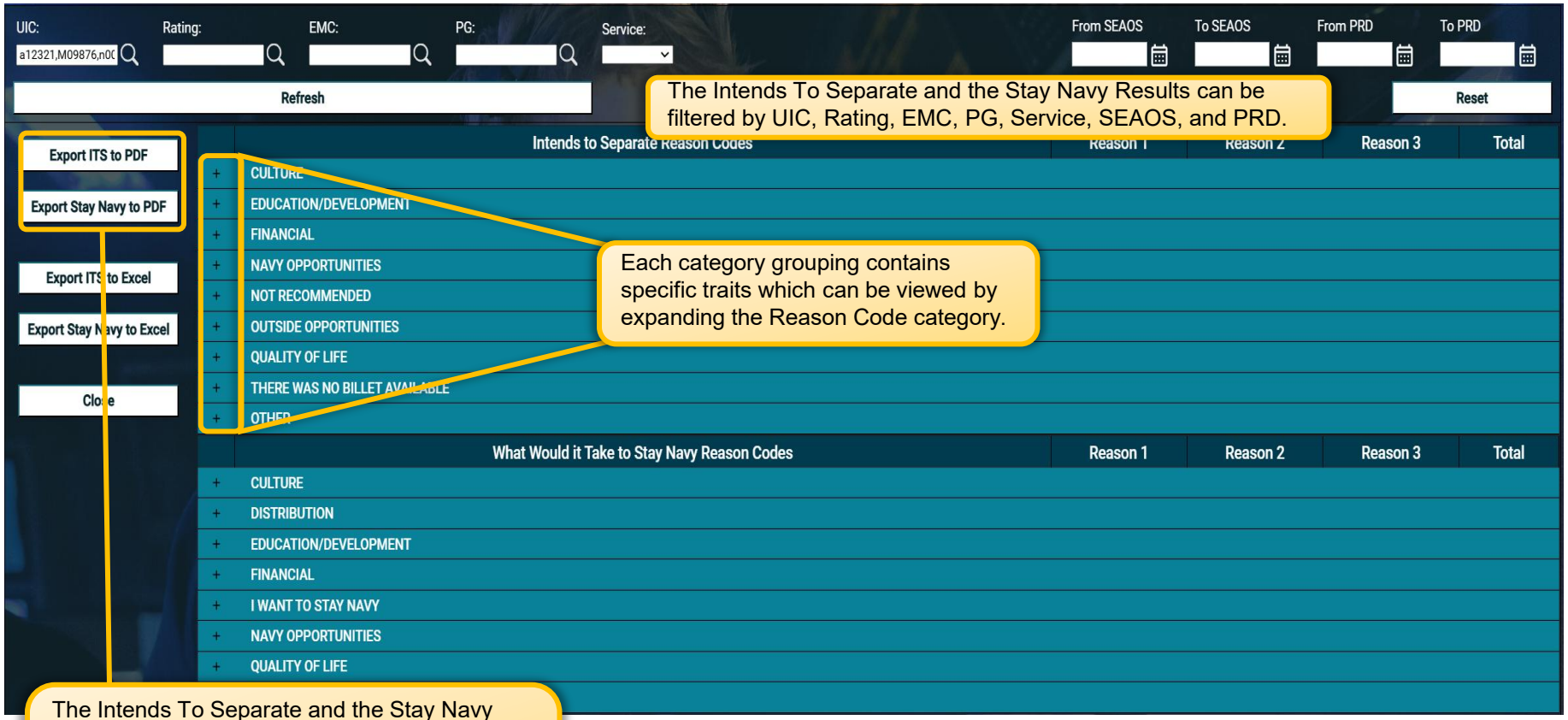


The Intends to Separate Report is the accumulation of the Intends to Separate and Stay Navy responses entered on the 'Sailor Details' screen.

(See pg 17 for entry information)

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

Intends To Separate Report



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
–	**CULTURE**				
	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
	Total Culture	**21**	**9**	**13**	**43**
+	**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
–	**CULTURE**				
	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
	Total Culture	**27**	**14**	**11**	**52**
+	**DISTRIBUTION**				
+	**EDUCATION/DEVELOPMENT**				
+	**FINANCIAL**				
+	**I WANT TO STAY NAVY**				
+	**NAVY OPPORTUNITIES**				
+	**QUALITY OF LIFE**				
+	**OTHER**				

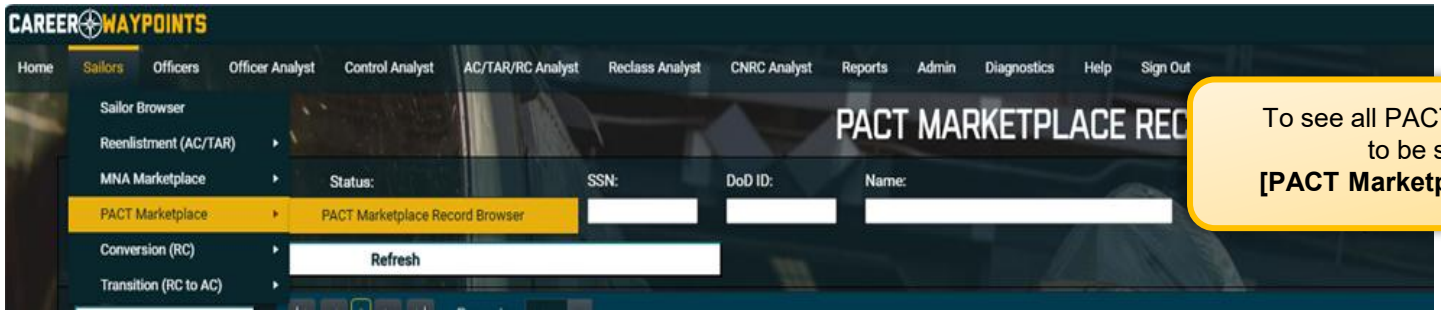
The Intents To Separate (ITS) Report is the accumulation of the responses entered on the Sailor Details screen.

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

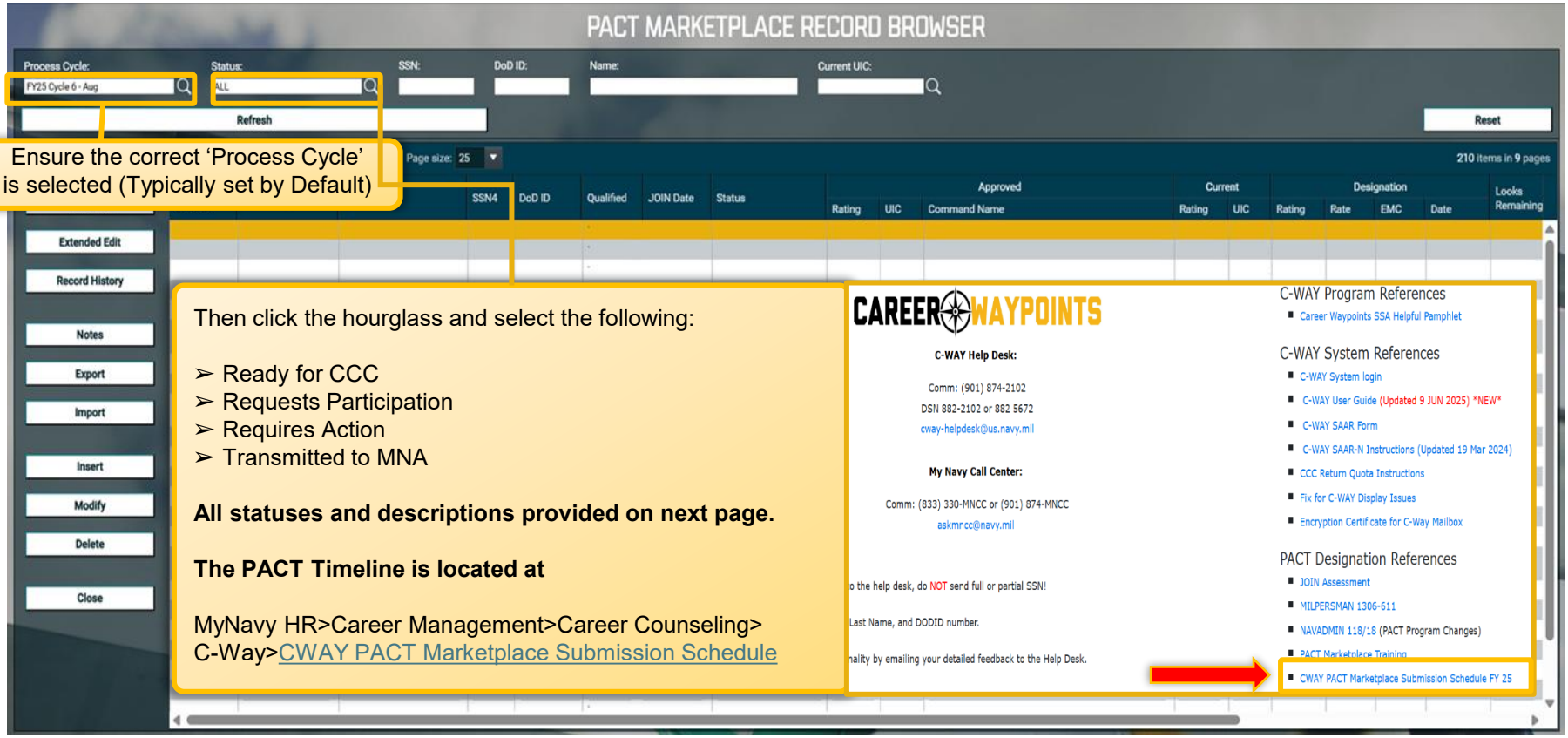
The totals show the total number of answers given for each specific trait and the total for each Reason Code category.

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

Submit C-WAY-PACT Marketplace Record



To see all PACT applications that need to be submitted, click **[PACT Marketplace Record Browser]**



Ensure the correct 'Process Cycle' is selected (Typically set by Default)

Then click the hourglass and select the following:

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

All statuses and descriptions provided on next page.

The PACT Timeline is located at

MyNavy HR>Career Management>Career Counseling> C-Way>CWAY PACT Marketplace Submission Schedule

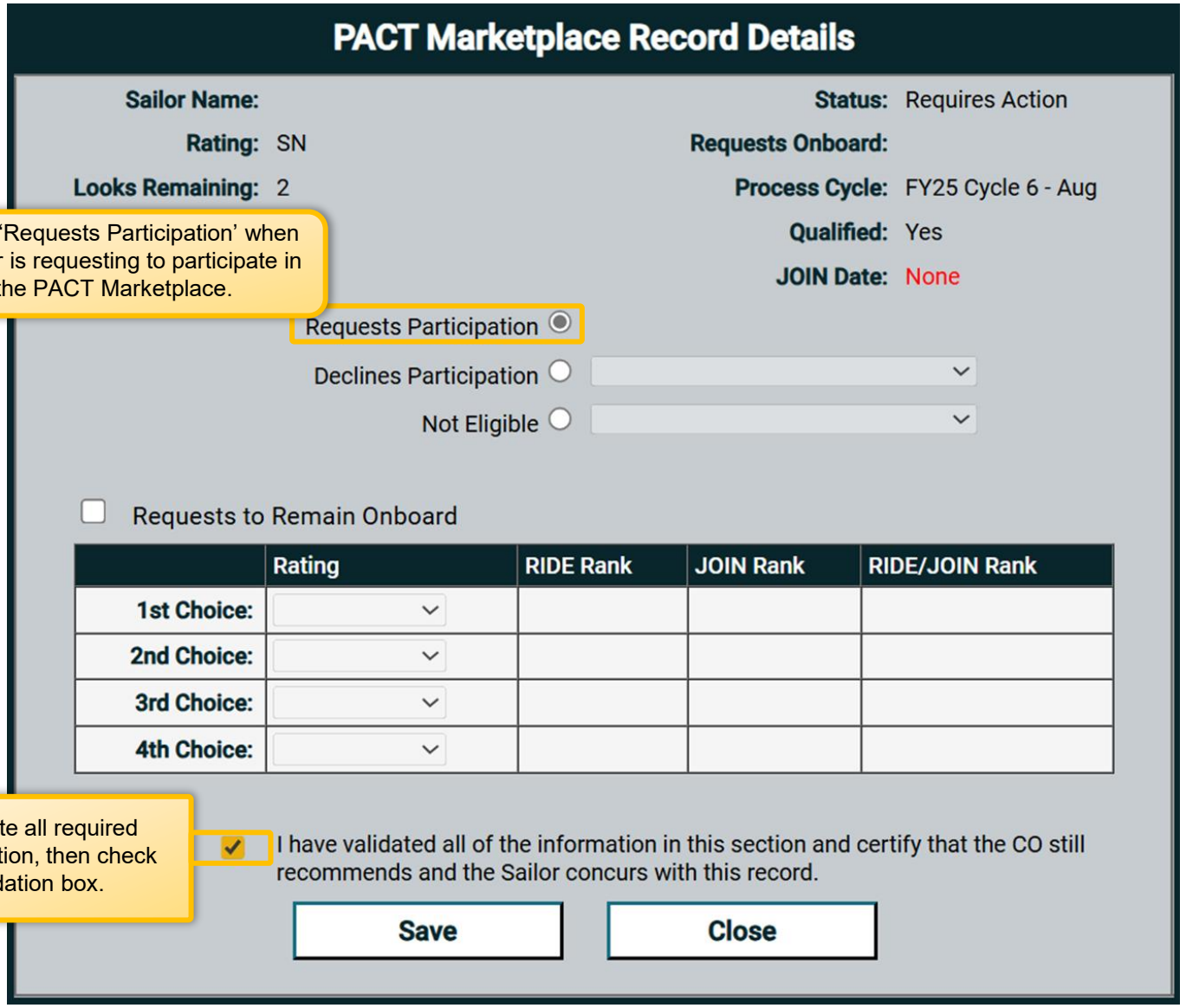
All data utilized in this guide is fictional and for informational purposes only.

Statuses for PACT Marketplace

Status	Description
Requires Action	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. ***This status will remain unchanged if the cycle closes with no action taken.**
Ready for CCC	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. ***This status will remain unchanged if the cycle closes with no action taken.**
Requests Participation	Sailor has requested to participate in PACT Marketplace.
Requests Onboard	Sailor can request to remain onboard current command.
Declines Participation	Sailor has declined to participate in MNA PACT Marketplace.
Not Eligible	Sailor is not eligible, for example, Legal/Moral disqualification, Performance, etc.
Transmitted to MNA	The Sailor's record was sent to MNA with all their qualified jobs.
Approved	Sailor was approved for a rate and orders via the MNA PACT Marketplace.
Approved-Revoked	Previously approved rate and orders returned and/or revoked.
Denied	The original request was denied during the cycle.

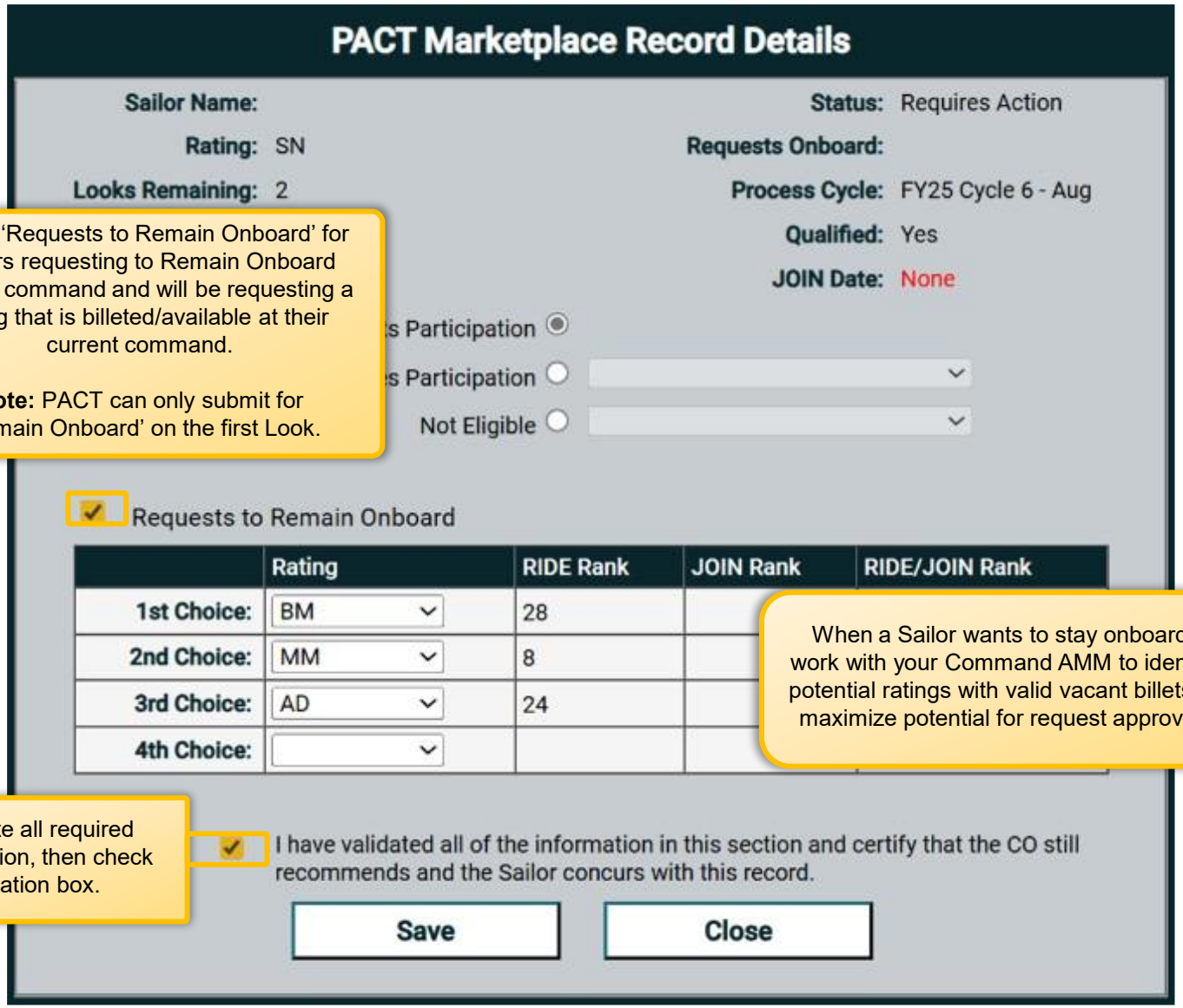
All data utilized in this guide is fictional and for informational purposes only.

PACT Marketplace Record Detail Screen



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

PACT Marketplace Record Detail Screen (Cont'd.)



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.

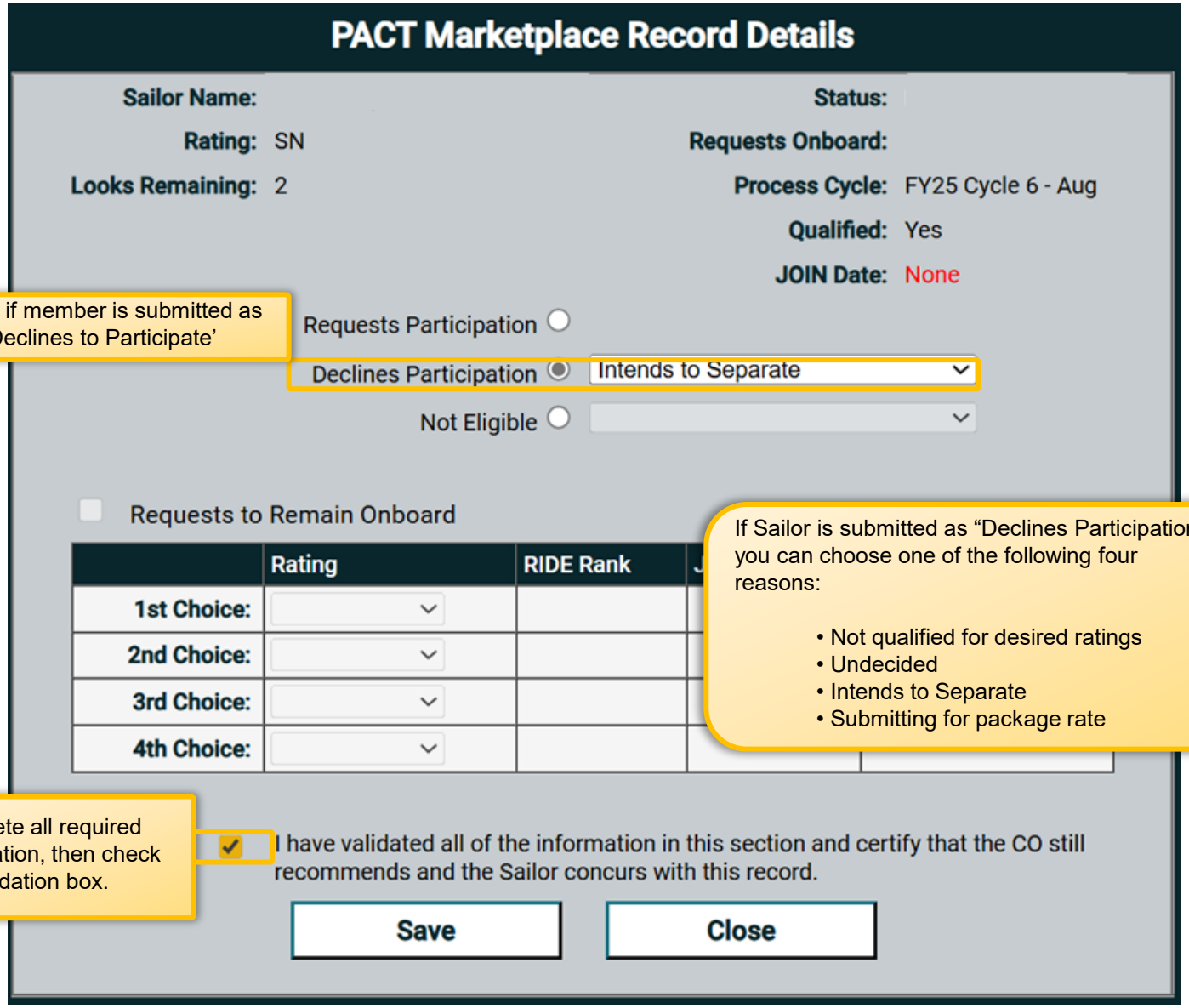
Note: PACT can only submit for 'Remain Onboard' on the first Look.

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.

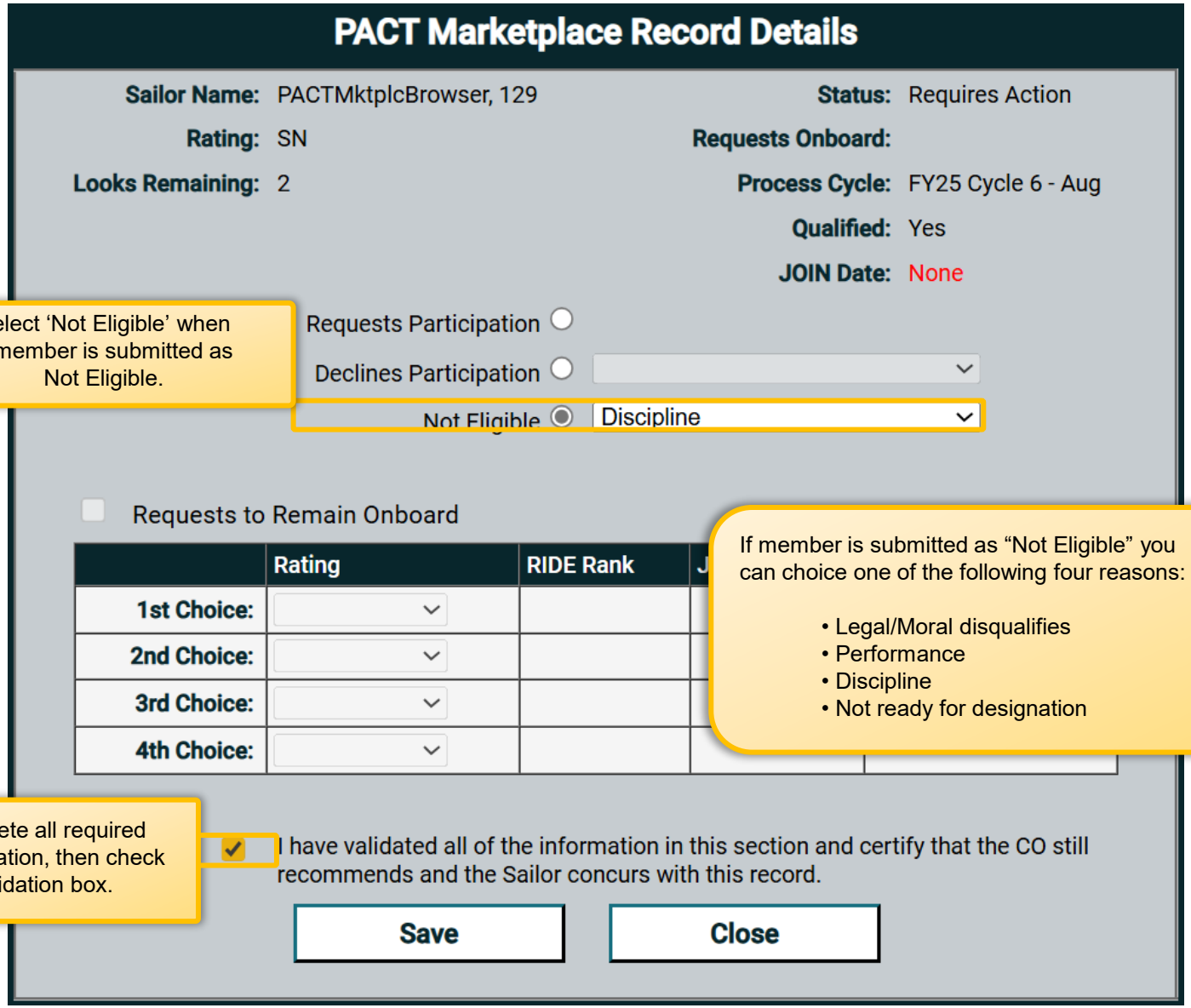
All data utilized in this guide is fictional and for informational purposes only.

PACT Marketplace Record Detail Screen (Cont'd.)



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

PACT Marketplace Record Detail Screen (Cont'd.)



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:

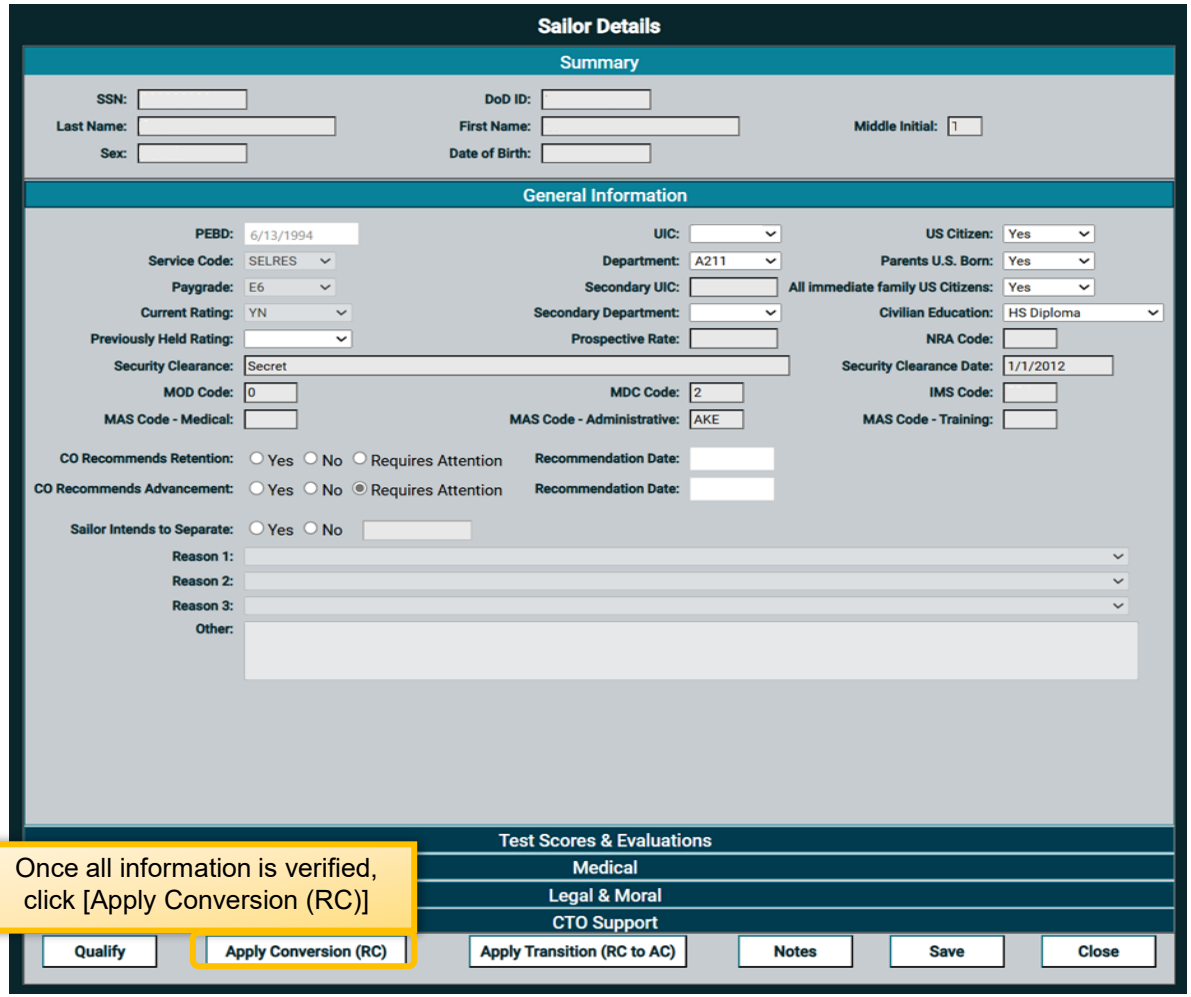
- serve a minimum of 24 months in present rating
- be an enlisted SELRES member with less than 18 years for retirement (there may be program restrictions)
- be a Petty Officer First Class (E6) or below
- meet BCA standards to attend service schools

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

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

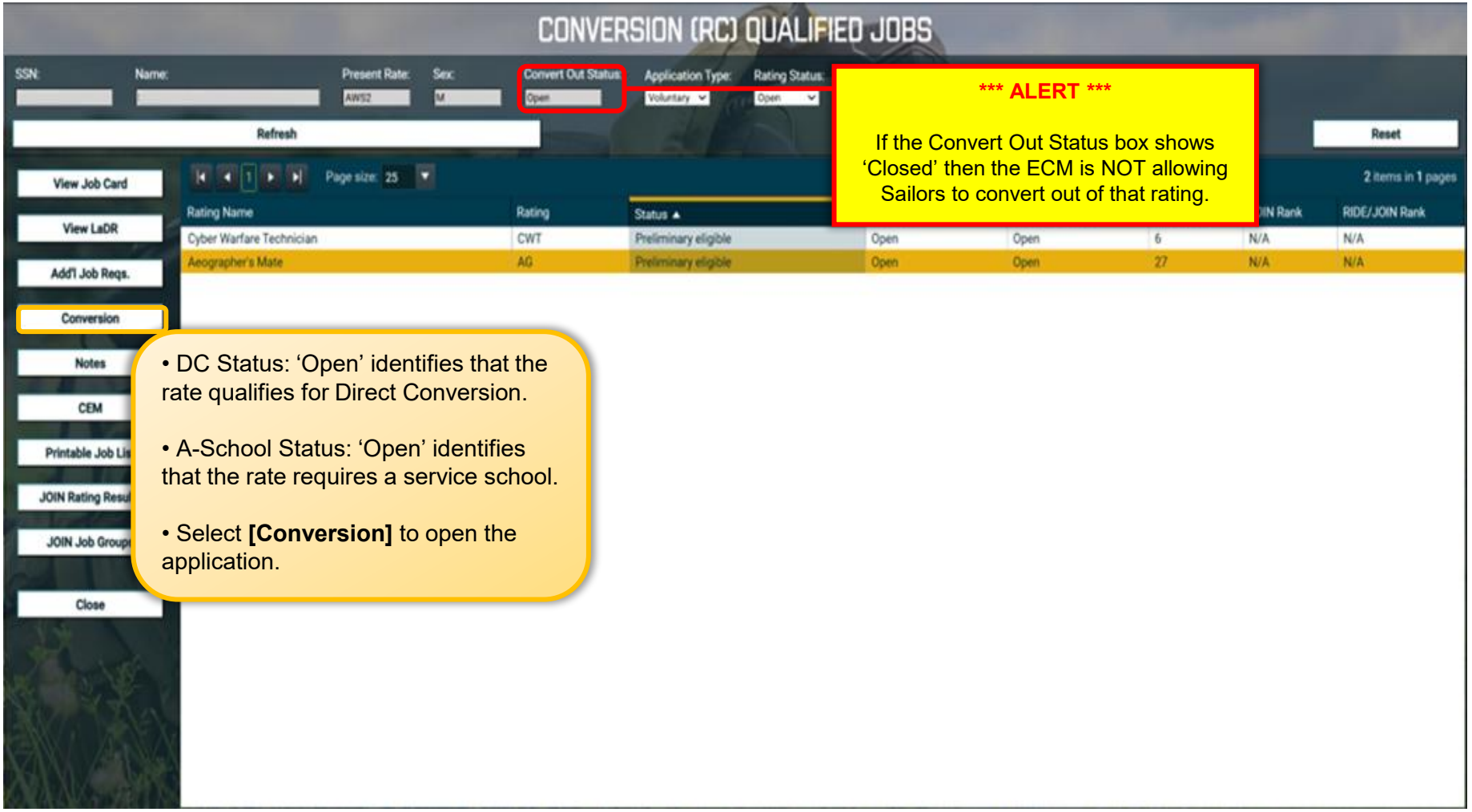
Submit C-WAY-Conversion Application

- 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.



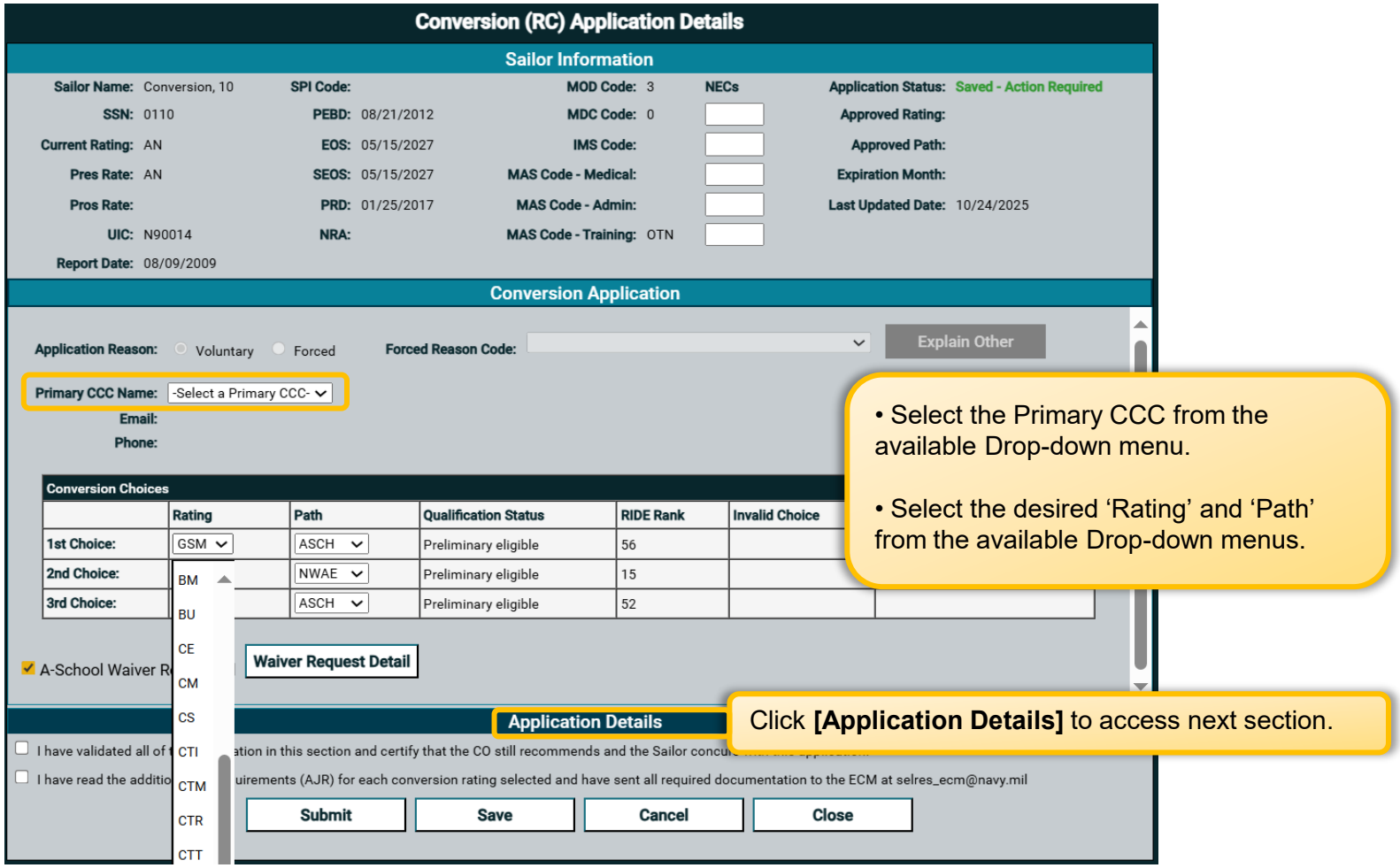
All data utilized in this guide is fictional and for informational purposes only.

Submit C-WAY-Conversion Application - Qualified Jobs



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

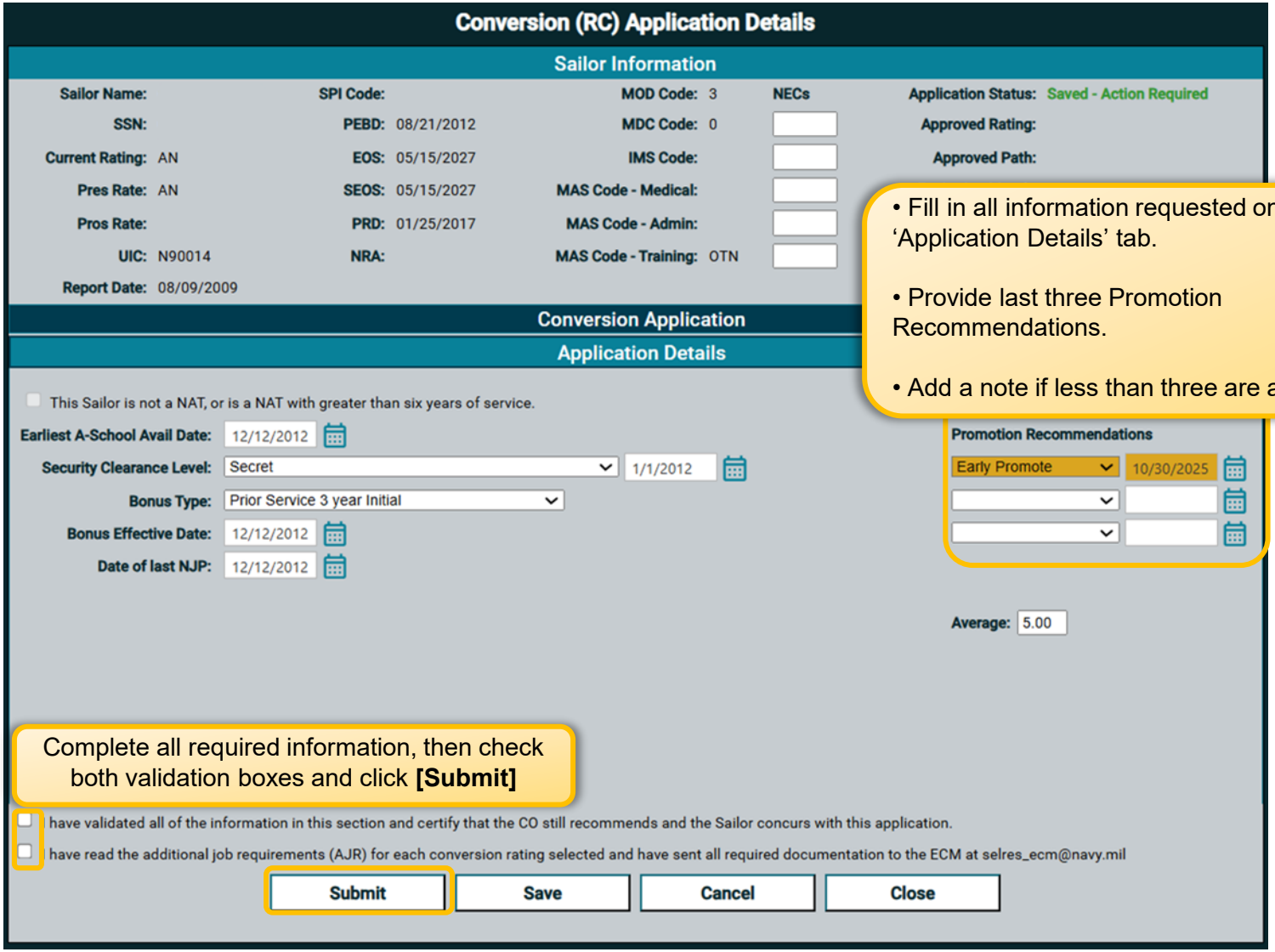
Submit C-WAY- Conversion Application - Conversion Application



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.

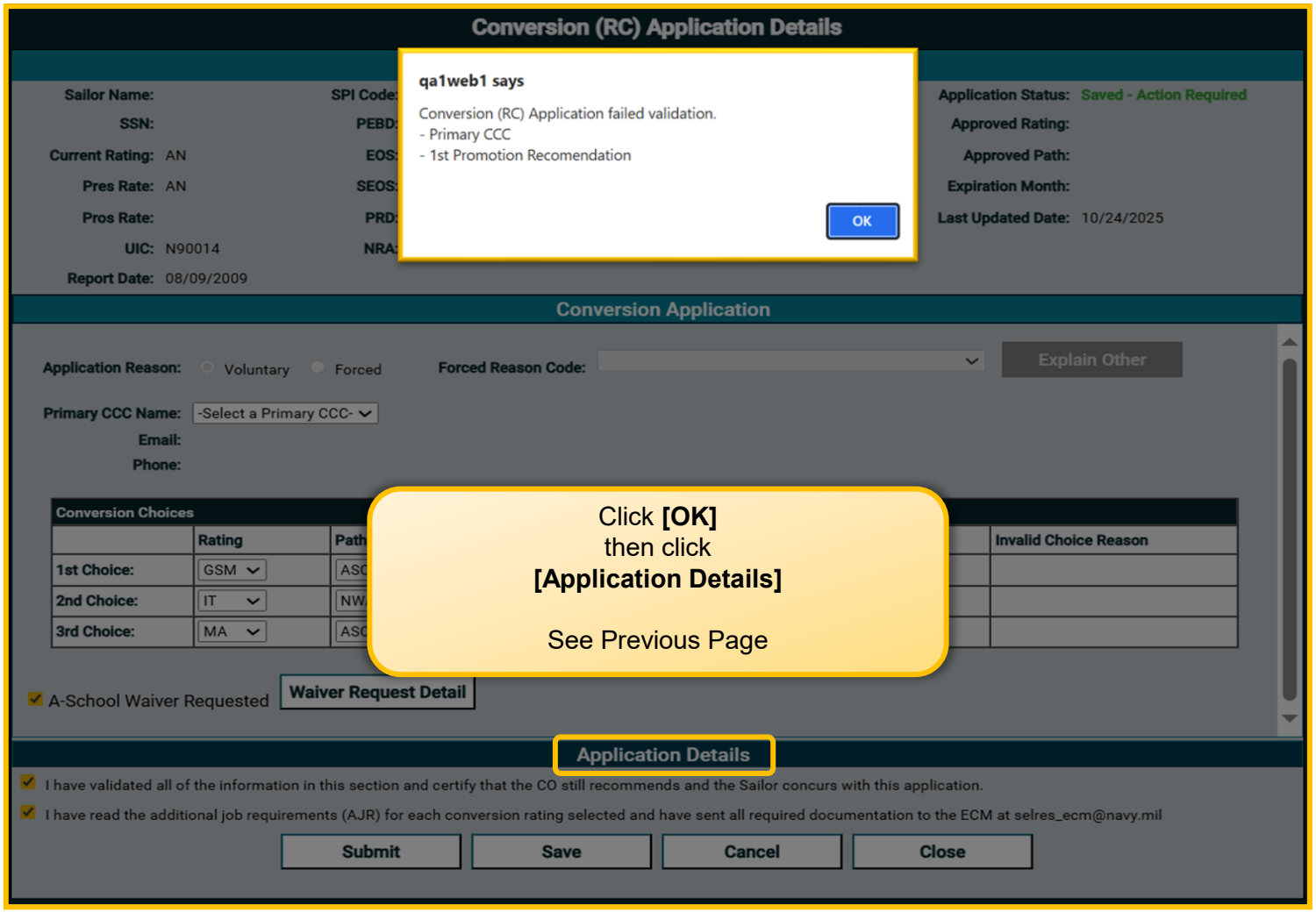
Submit C-WAY- Conversion Application - Application Details



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

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

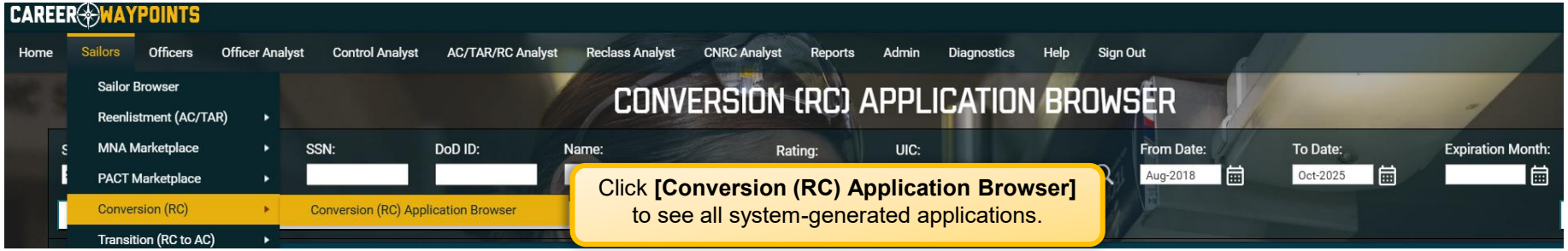
Submit C-WAY- Conversion Application - Common Error

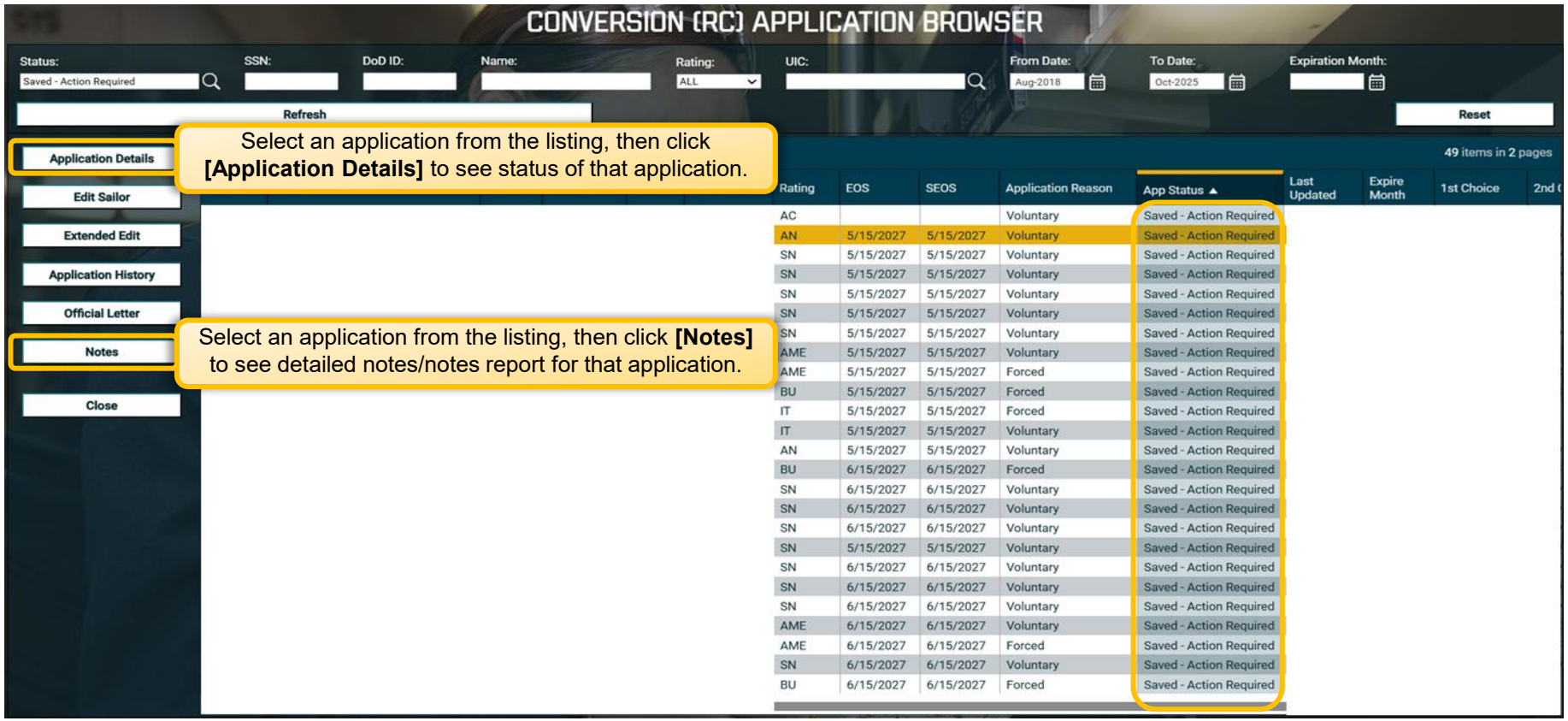


This is one of the most common errors in C-Way. To resolve, click **[OK]**, click **[Application Details]**, and then fill in the required information on the Application Details tab. See the previous two pages for details.

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

Check Status of C-WAY-Conversion Application





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

C-WAY-Transition for RC to AC/TAR

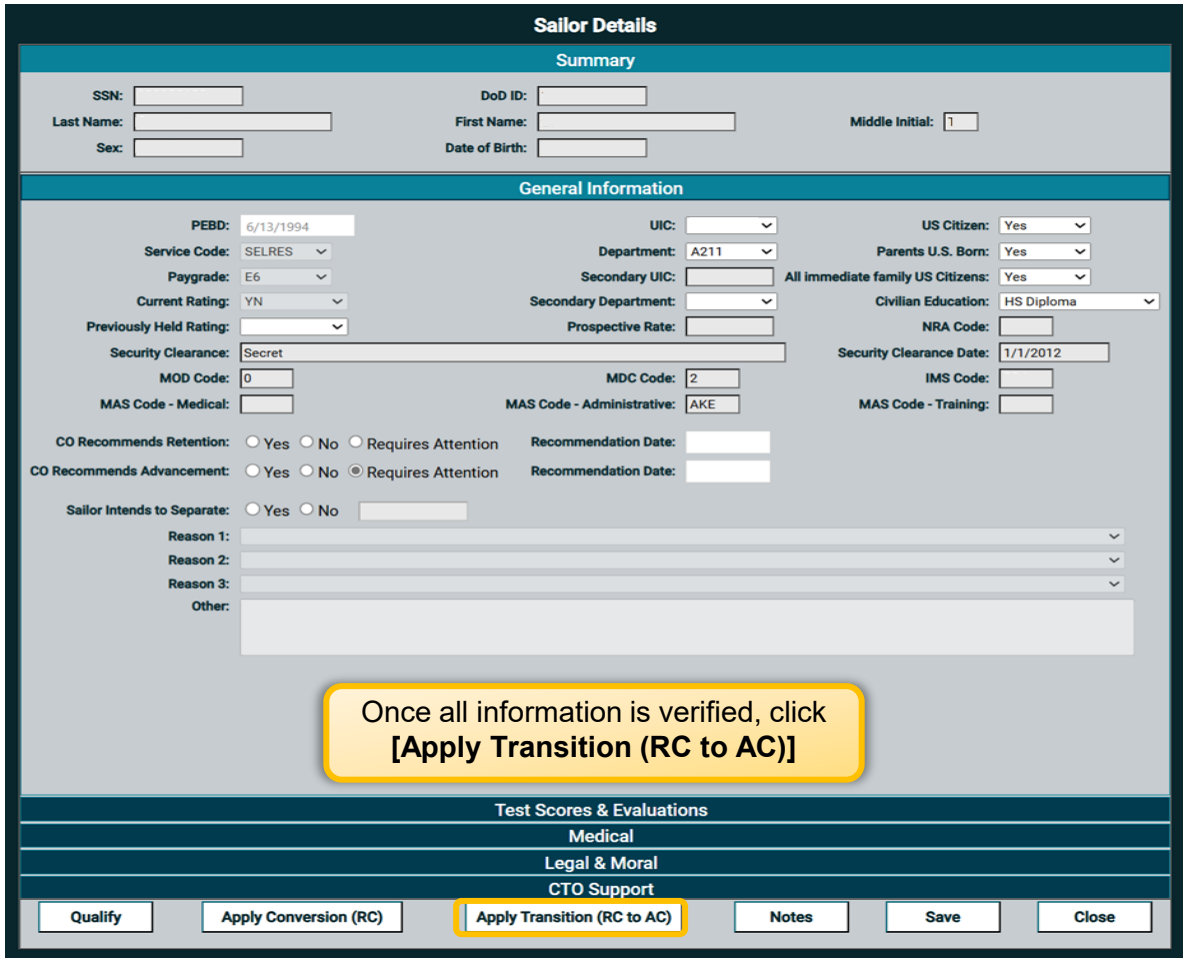
Reserve Sailors who desire to execute a component change from Reserve Component (RC) to Active Component (AC) or Training and Administration of Reserves (TAR) will submit a C-WAY-Transition application. Sailors must:

- 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.

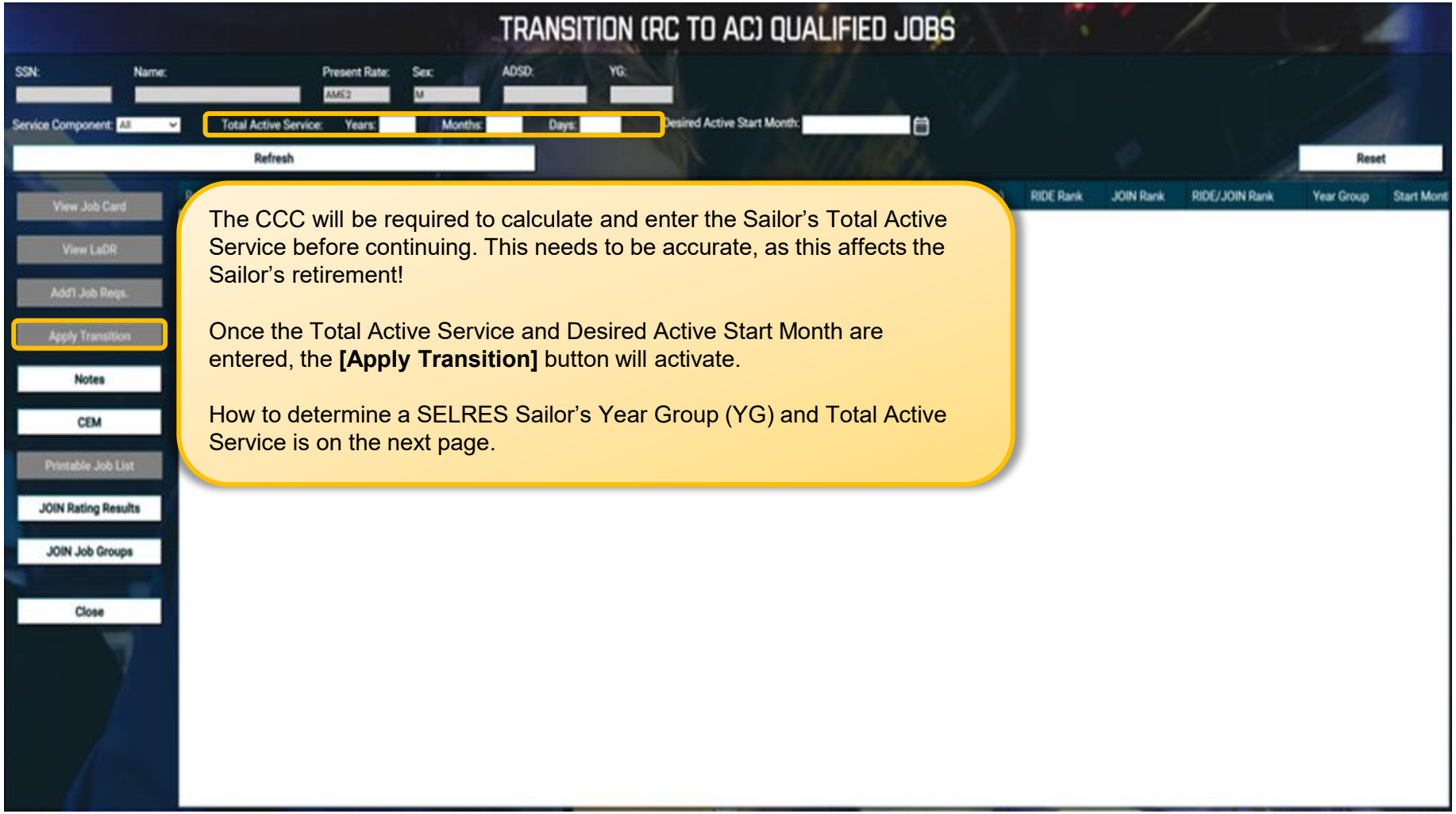


NOTE: If this option is not available to an eligible Sailor, check for residual MAS codes that may prevent the Sailor from applying.

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.)



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!

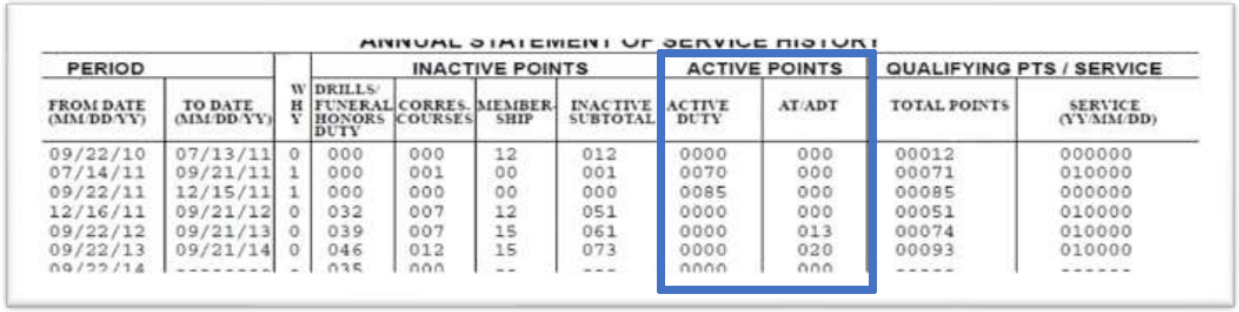
Once the Total Active Service and Desired Active Start Month are entered, the **[Apply Transition]** button will activate.

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

Step 1. Obtain the Sailor's Annual Statement of Service History (ASOSH) from BUPERS Online.
Add the "Active Points" columns together. This example totals 188 days of ACDU.

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

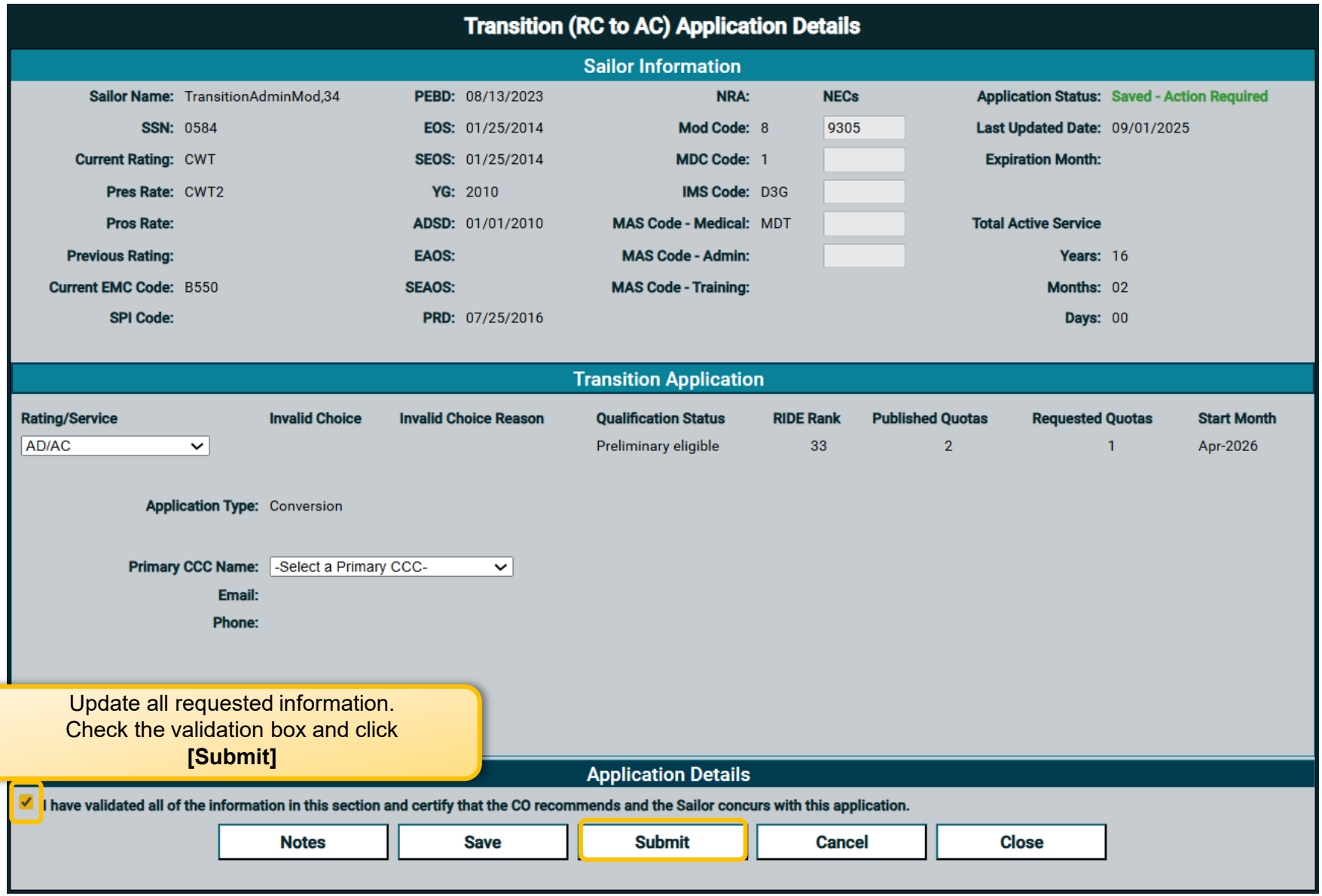
2015 09 01 (Desired recall date (1 Sep 2015 for this example)
-188 (Total ACDU & AT/ADT Points as identified from the Sailor's ASOSH)
2015 02 01
+1 (Inclusive Day)
2015 02 26 = New Active Duty Service Date (ADSD). The year group is the fiscal year in which an adjusted ADSD falls.

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)

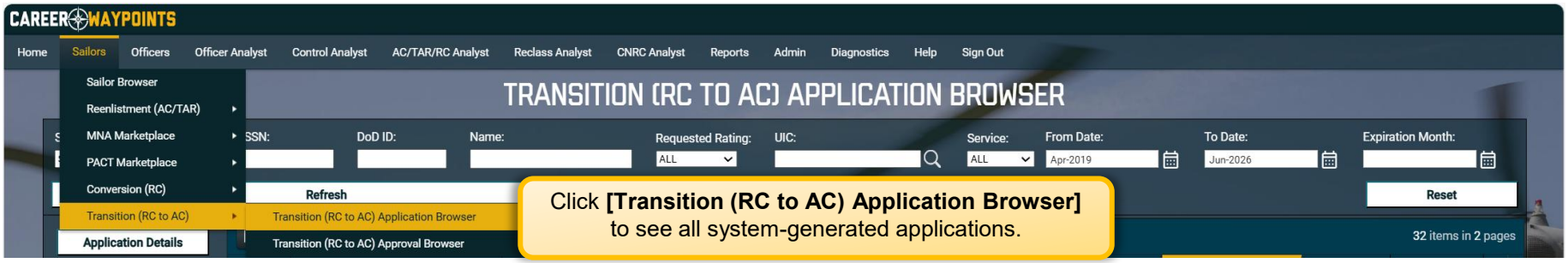
All data utilized in this guide is fictional and for informational purposes only.

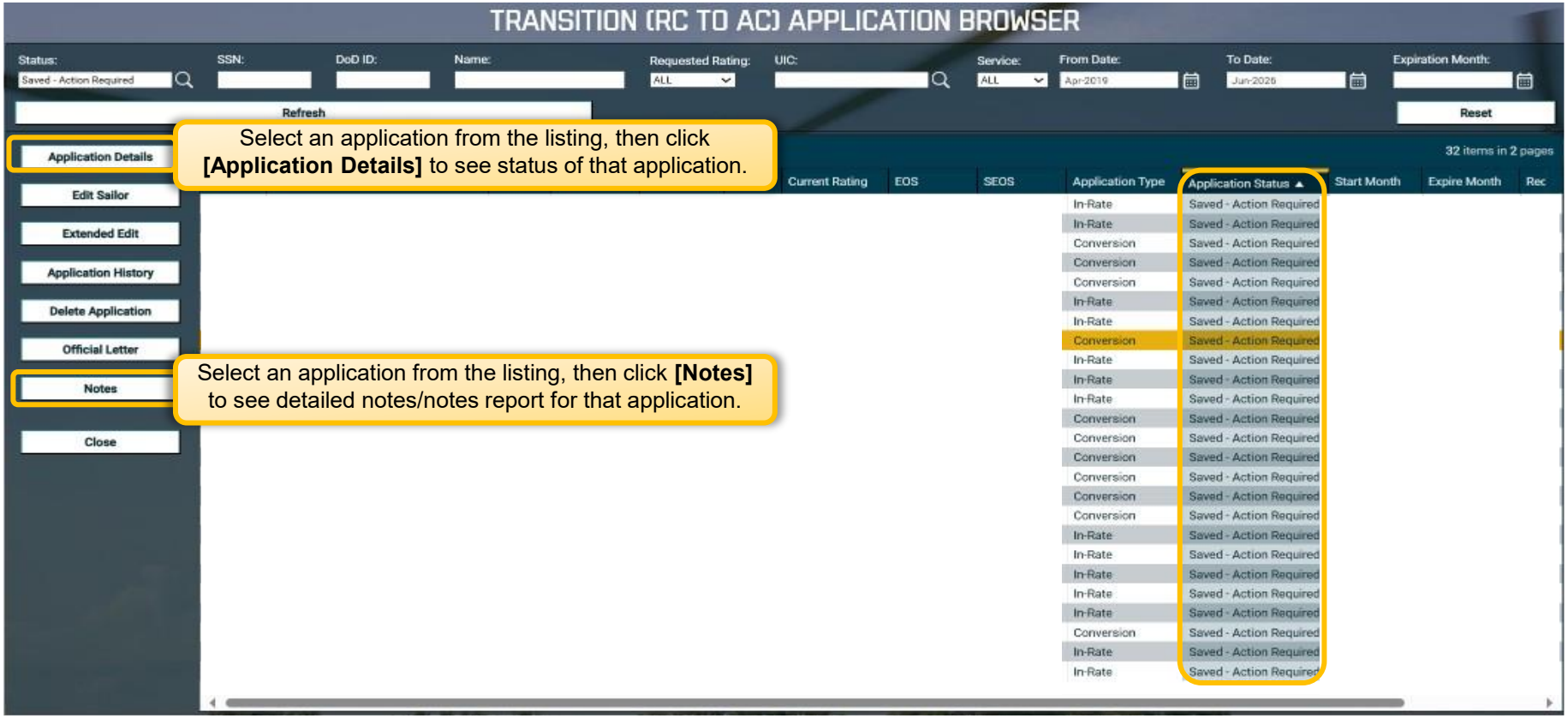
Submit C-WAY-Transition Application for RC to AC/TAR (Cont'd.)



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

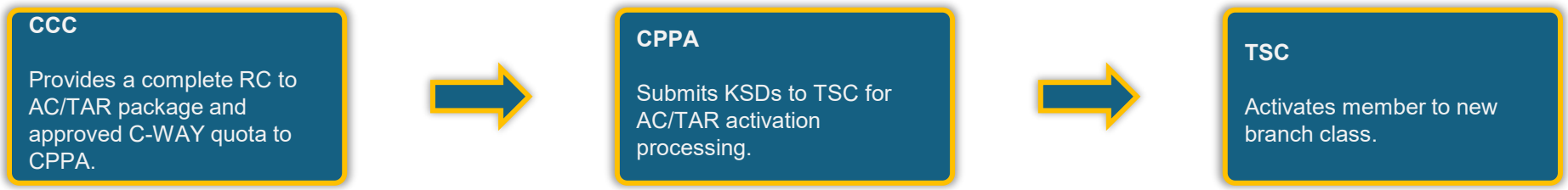
Check C-WAY-Transition Application Status for RC to AC/TAR





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

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

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.
    - **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

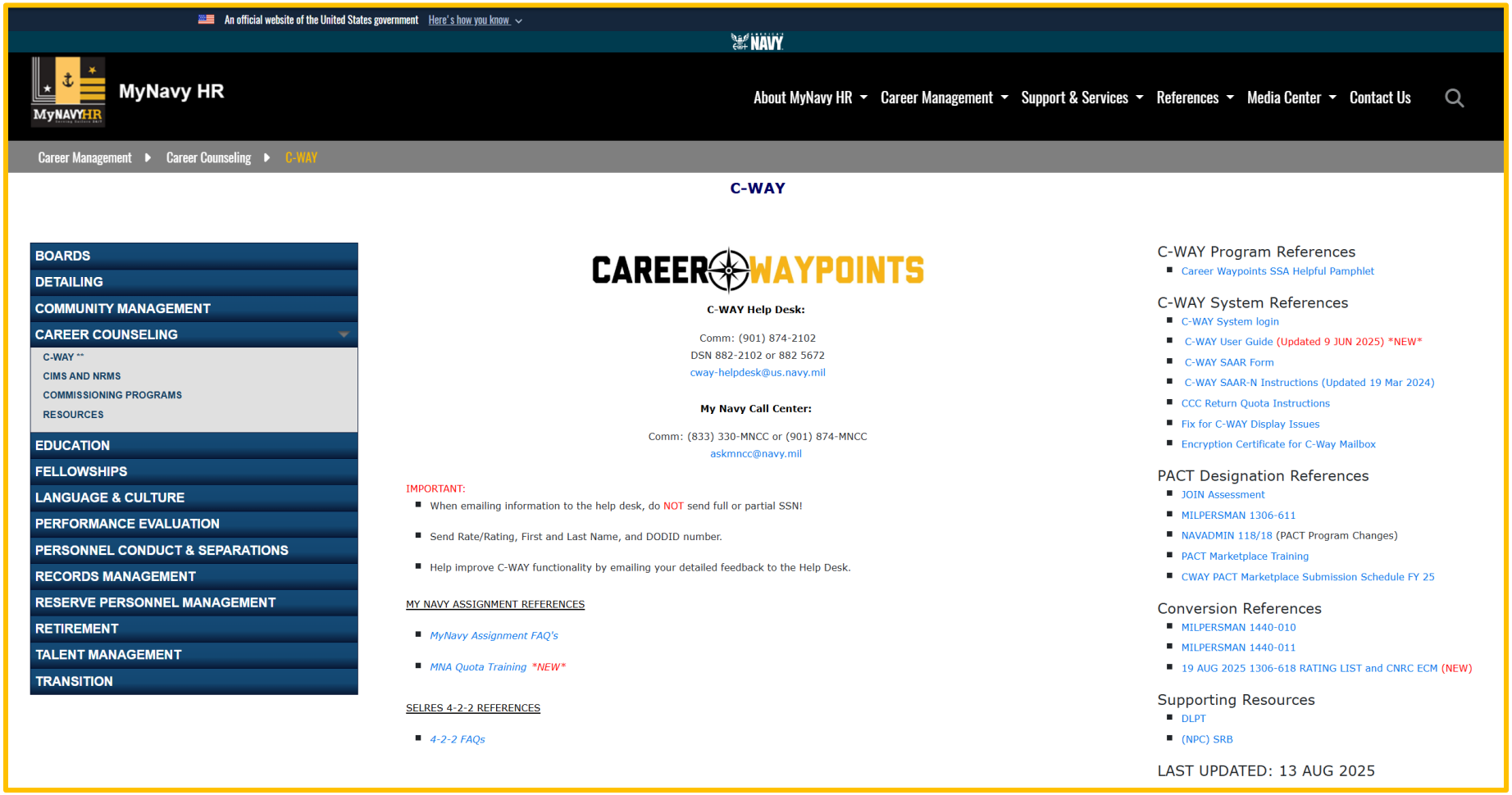
15. To change a Sailor's 4-2-2 status due to error/special circumstance submit an ETP to BUPERS-315 via MNCC pg53

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



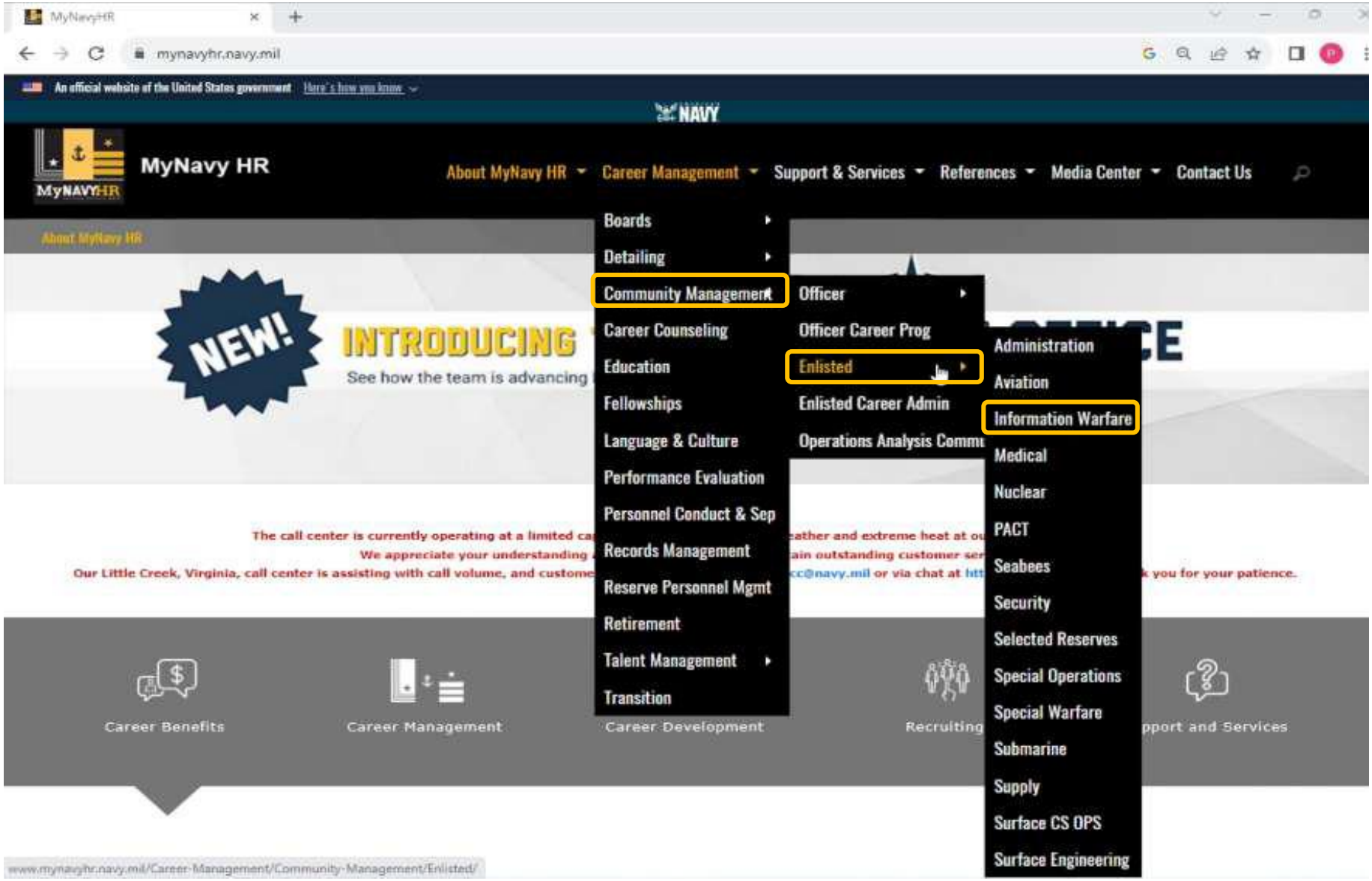
https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/

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.

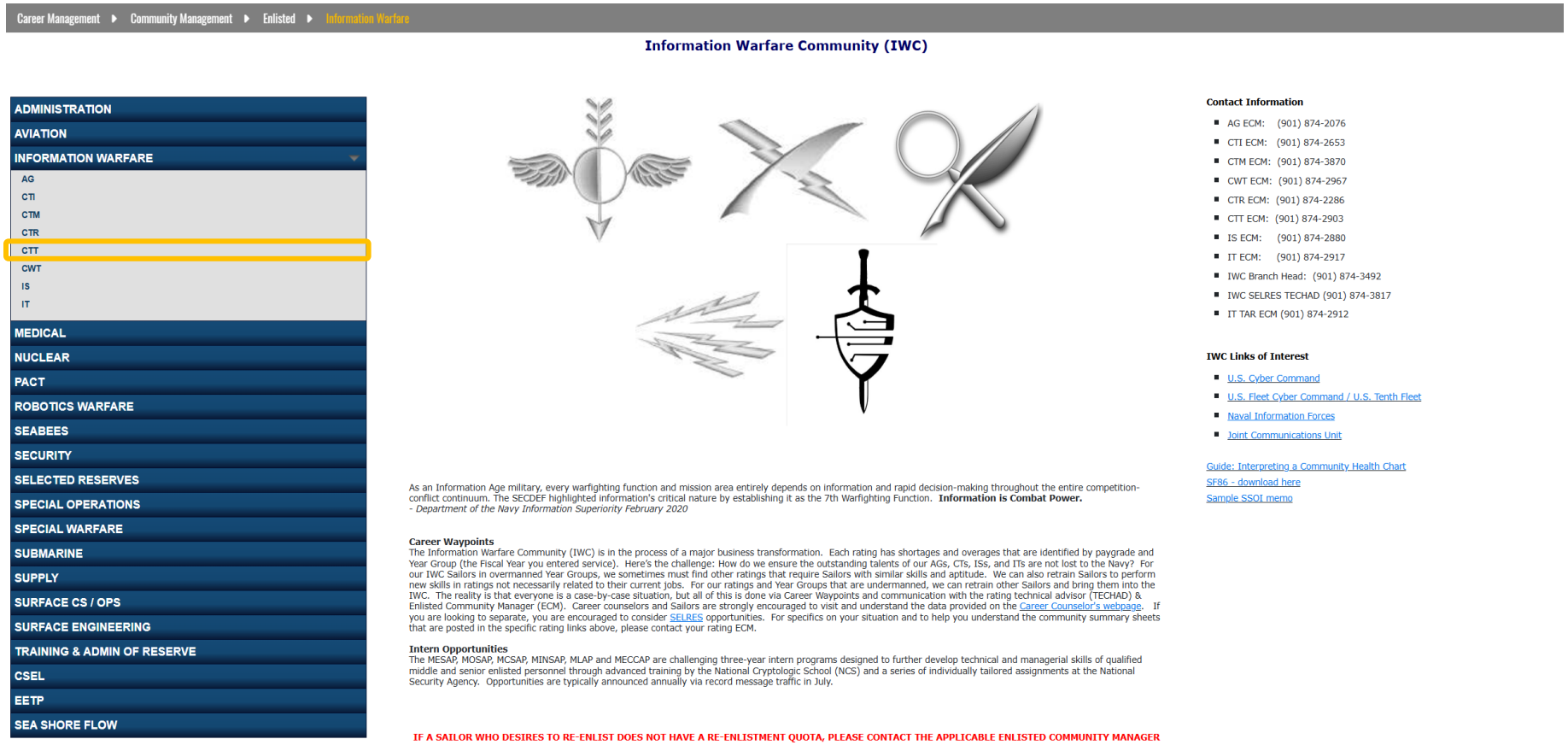
All data utilized in this guide is fictional and for informational purposes only.

How to Find Community Health Slides



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

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

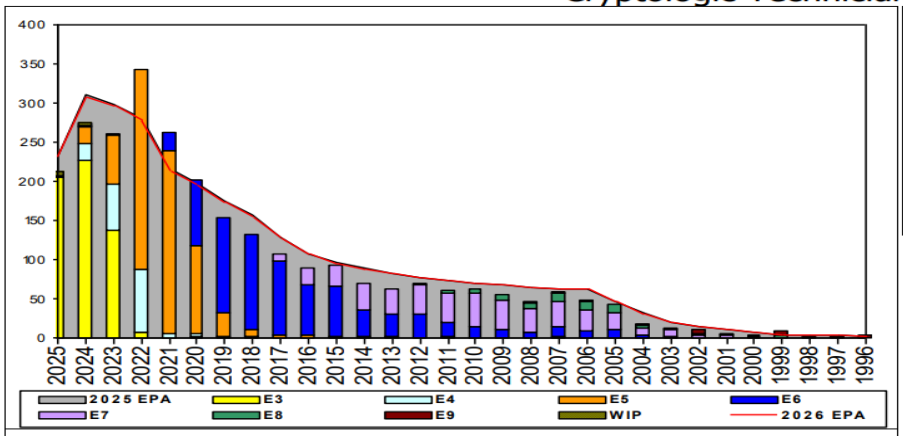


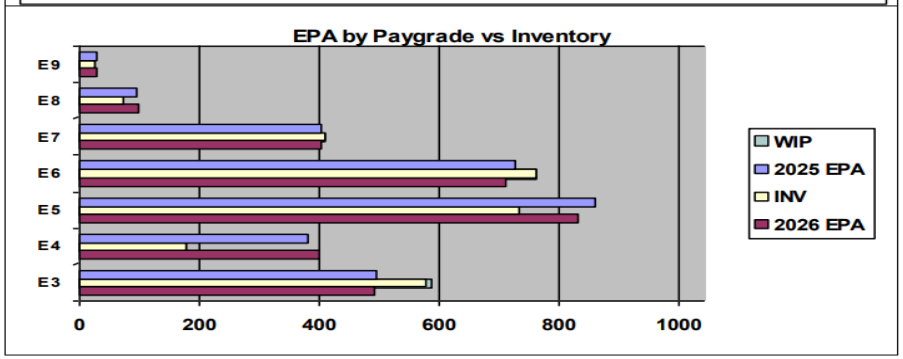
Select the applicable rating, then "Community Overview" to view the communities' health.

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

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

Cryptologic Technician (Technical) - B550





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
Total	90.4%	1364	1509	89.4%	1015	1135	90.0%	2379	2644

TIS to PG Years / TIG to PG Years	Pay Grade	E1-E3	E4	E5	E6	E7	E8	E9
	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
	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%

	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%

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=mnp%20public
Contact CTTCM 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.

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

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.

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

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.**

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

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.

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