



## ACCESS TO CAREER WAYPOINTS (CWAY)

(Rev. 02 APR 2024)

- The following instructions are specific for the Career Waypoints (CWAY) program.  
*Incomplete requests will be denied.*
- These requirements are due to the amount of PII and sensitive information available and are not intended to inconvenience the command, but to ensure appropriate access is granted to those who require access to this career-affecting program.
- The CWAY Program Office (BUPERS-33) will only utilize DD Form 2875 for authorization to create/modify any type of CWAY account. Faxes, copies and all other forms will not be accepted. Sailors may download a prefilled version of this form from the Career Waypoints website.

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### INSTRUCTIONS FOR COMPLETING THE DD FORM 2875

- Select “CUP” at the top of the form before filling it out and submitting your account request.
- “Type of Request.” Select whether this is an “Initial, Modification or Deactivate” account request
- “User ID.” Type in your FULL DODID
- “Date.” MMMDDYYYY
- “System Name.” Career Waypoints
- “Location.” Millington, TN

#### **Part I**

1. “Name.” Last, First MI of the user
2. “Organization.” Your command (i.e. USS Carl Vinson CVN-70).
3. “Office Symbol/Department.” List the department in which you work (i.e. N01C/N1/N01A/CMC/EXEC/ etc.)
4. “Phone.” Fill in your DSN and/or Commercial phone number.
5. “Official E-Mail Address.” Fill in your “.mil” email address only (no civilian/3<sup>rd</sup> party addresses).
6. “Job Title and Grade/Rank.” List your Job Title (i.e. CCC or DEPT CC) and your rate/rank (i.e. NC<sup>1</sup>/E6).
7. “Official Mailing Address.” Not required for access.
8. “Citizenship” Check the appropriate box as it pertains to you.
9. “Designation of Person.” Check the appropriate box as it pertains to you
10. “Information Assurance (IA) Awareness Training Requirements.” Check the box and list the date you completed the yearly required IA training. **Must be within the current fiscal year in which you are submitting the DD Form.**
11. “User’s Signature.” MUST be digitally signed by the requestor, or it will be rejected.
12. “Date.” MMMDDYYY

## **Part II**

13. "Justification for Access." List the justification for your request and the role you require (i.e. Access is required to fulfill role as Dept. CCC/Assistant CCC/ CCC/ISIC CCC/ CMC, etc.).

**Note 1:** List all requested UICs you require access to in numerical order and separate them by a comma in this block(i.e. N58461,N94562). If you have more than 20 UICs, list them in an excel spreadsheet and forward with the DD Form

**Note 2:** If this is a modification request and are adding an additional UIC, type in "Keep existing UICs and add NXXXXX."

**Note 3:** You MUST Include your PRD in this block or your request will be returned.

14. "Type of Access Required." Select "Authorized."

15. "User Requires Access To." Check "Unclassified"

16. "Verification of Need to Know." Check the box.

16a. "Access Expiration Date." Enter your PRD. This MUST be included or the request will be denied.

17. "Supervisor's Name." Last, First, MI, Title, (Example: ADCS Iam T. Leader, SEL)

(The CMC/command SEL is required for CCC access)

1. **Note 1:** The CCC (rated NC or 806R/9588 only) may sign as the supervisor for Dept CC access only.

2. **Note 2:** All other applications require CMDCM/Command SEL, XO, or OIC/CO (triad) signature.

3. **Note 3:** For SELRES Sailors assigned to commissioned units, follow guidance in notes 1 and 2 listed above.

4. For SELRES Sailors not assigned to commissioned units, the supervisor section must be signed by a member of the NOSC TRIAD/BIAD for CCC access and/or a rated NC or 806R CCC may sign as the supervisor for Dept CC access. The 807R NEC (RCI) is not sufficient.

17a. "Email Address." Supervisor's e-mail address.

17b. "Phone Number." Supervisor's phone number.

17c. "Supervisor's Organization/Department. Supervisor's organization and department. (Example: Iam T. Leader, ADCS, CO/XO/CMDCM/SEL/CCC)

17d. "Supervisor's signature." Supervisor signature MUST be digitally signed.

17e. "Date." Date the supervisor signs the form.

18. "Information Owner/OPR Phone Number." Leave blank.

18a. Signature of Information Owner/OPR. Leave blank.

18b. "Date." Leave blank.

19. "ISSO Organization/Department." Information Systems Security Officer's (ISSO) organization/department

19a. "Phone Number." ISSO's telephone number

19b. "ISSO or Appointee Signature." Signature of Information Systems Security Officer (ISSO) MUST be digital.

19c. "Date." Date the ISSO signed the form.

20. "Name." Last, First, MI of the user

21. "Optional Information." Not Required

**Part III.** (This part must be completed by the command's security manager or assistant security manager)

- 22. "Type of Investigation." Fill in the type of security clearance investigation performed for the Sailor requesting CWAY access.
- 22a. "Investigation Date." Fill in the date the security clearance investigation was completed in DDMMYYYY format.
- 22b. "Continuous Evaluation Enrollment Date." Not Required
- 22c. "Access Level." Access level granted to the user by the sponsoring agency/service (Secret, Top Secret, etc.).
- 23. "Verified by." Security Manager's name, including rate/rank and title (i.e. I. M. Sailor, YNC, ASM).
- 24. "Phone Number." Security Manager's telephone number.
- 25. "Security Manager Signature." The Security Manager signature. Must be digital.
- 26. Verification Date. Date the Security Manager performed the background investigation and clearance information verification.

**Part IV.** Leave blank.

Verify Parts I, II and III are accurate, completely filled in and contain all appropriate electronic signatures.

The DD Form 2875 must be digitally signed and emailed to BUPERS-33 (Career Waypoints Program Office) at the email listed below.

All CWAY accounts are linked to your CAC via your digital signature on the DD Form. When you initially log in with your CAC, you will be prompted to enter and confirm your SSN. Counselors cannot issue temporary accounts; therefore, if a temporary account is needed, please contact BUPERS33 for assistance.

**Handwritten and copies will be denied.**

Telephone: (901) 874-2102

Email: [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil)

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