

FIRST TERM SUCCESS WORKSHOP



QUICK REFERENCE GUIDE



SAILOR'S CREED

I am a United States Sailor.

I will support and defend the
Constitution of the United States of
America and I will obey the orders of
those appointed over me.

I represent the fighting spirit of the
Navy and those who have gone
before me to defend freedom and
democracy around the world.

I proudly serve my country's Navy
combat team with honor, courage,
and commitment.

I am committed to excellence and the
fair treatment of all.

KEY TERMS

PRD (Projected Rotation Date) – The month and year the member is due to transfer from the command.

EAOS (Expiration of Active Obligated Service) – The specific date the Active-Duty member's contract ends.

SEAOS (Soft Expiration of Active Obligated Service) – EAOS plus any extensions to enlistment/reenlistment contract.

EREN (Expiration of Reserve Enlistment) - The specific date the Reservist member's contract ends.

SEREN - EREN plus any extensions to enlistment/reenlistment contract.

ADSD (Active-Duty Service Date) – The first day of a member's enlistment PEBD (Pay Entry Base Date) – The first day of a member's pay while in the service.

CDB (Career Development Board) – Primary method to ensure Sailors are provided the guidance necessary to make informed career decisions.

OBLISERV (Obligated Service) – The minimum years or months required to complete a tour, fulfilled via reenlistment, extension, or combination of the two.

TIS (Time in Service)- Time in Naval service, commences from ADSD.

TIR (Time in Rate)- Amount of time spent at a particular paygrade, used for determining advancement eligibility.

DMAP (Detailing Marketplace Assignment Policy): rewards Sailors in sea-intensive ratings who stay Navy and stay on sea duty.

DMIP (Detailing Marketplace Incentive Pay): Additional money earned through DMAP incentive, paid monthly throughout entire 3-year Journeyman tour. (\$200 to \$800 per month depending on location and sea duty type)

CA2P (Command Advance to Position): An E4/E5 eligible (PNAed on E5/E6 exam) Sailor is nominated by their CO to fill a vacant or soon to be vacant PO2/PO1 billet onboard the current sea duty activity.

A2P (Advance to Position): Eligible E4/E5 (PNAed on E5/E6 exam) applies for a follow-on assignment and advances upon arrival.

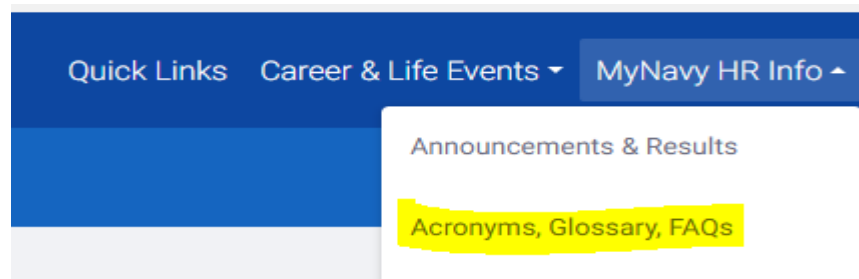
PMK-EE (Professional Military Knowledge Eligibility Exam)- administered electronically through Navy e-Learning or phone app. Required to achieve a passing score to be eligible for advancement for E5 and above.

MAP (Meritorious Advancement Program)- Provides COs the authority to advance members in paygrade when exceptional performance warrants accelerated promotion. Limited by quotas and rate.

SRB (Selective Reenlistment Bonus) – A bonus given to Service Members who meet a specific reenlistment requirement.

SDIP (Sea Duty Incentive Pay)- Incentivizes Sea Duty assignments with monetary monthly payments. Three types: SDIP-B (back-to-back), SDIP-E (extension), and SDIP-C (curtailment).

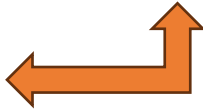
FOR MORE INFORMATION, LOG INTO: <https://my.navy.mil> AND NAVIGATE TO “MYNAVY HR INFO”, “ACRONYMS, GLOSSARY, FAQs”



CAREER PLANNING

DOWNLOAD YOUR BIBLIOGRAPHY TO STUDY!

https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies



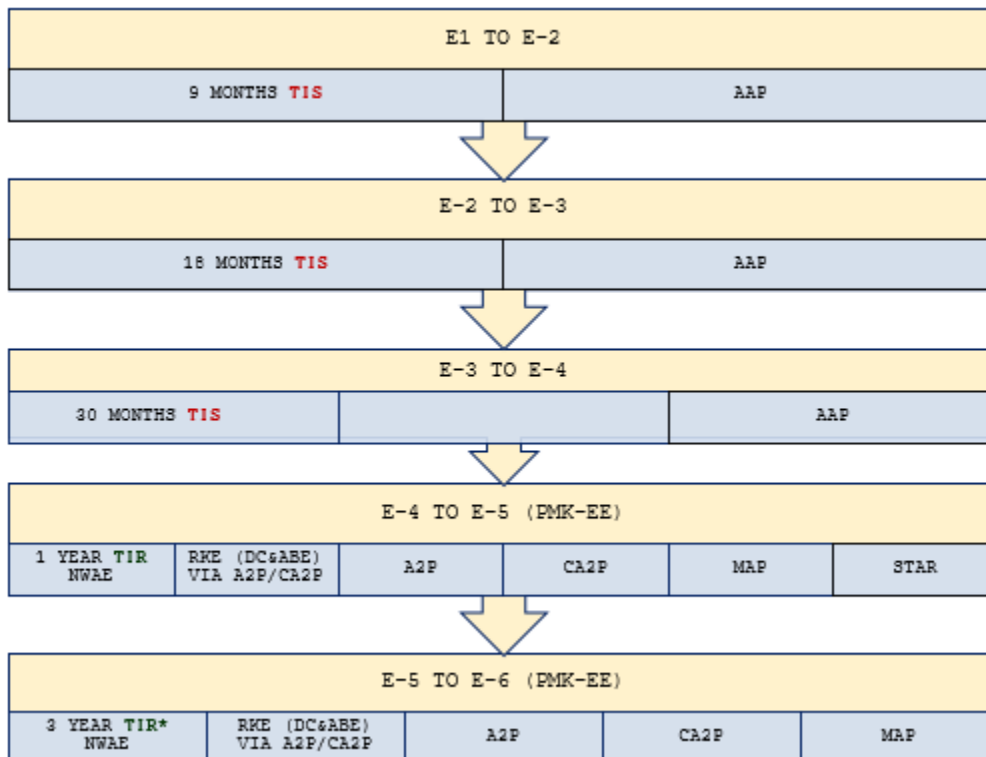
ENLISTED ADVANCEMENT WORKSHEET (EAW)

https://www.mynavyhr.navy.mil/Portals/55/Career/EnlistedCareerAdmin/Advancement/EAW%20Sailor%20WNFY_1-16-19.pdf?ver=D-iCO8GN1nfVJTSDt7jEfQ%3d%3d



GET MORE ADVANCEMENT INFORMATION!

[Mynavyhr.navy.mil>Career Management>Community Management>Enlisted Career Admin> Advancement](https://mynavyhr.navy.mil/Career%20Management/Community%20Management/Enlisted%20Career%20Admin/Advancement)



Any reduction in rank, requires regaining advancement

recommendation, 6 months at each following paygrade to E-4 or meet TIS gates (Whichever is greater)

TIS- TIME IN SERVICE
TIR- TIME IN RATE

E-5 TO E-6 (PMK-EE)/2025-ELD

COMMISSIONING PROGRAMS

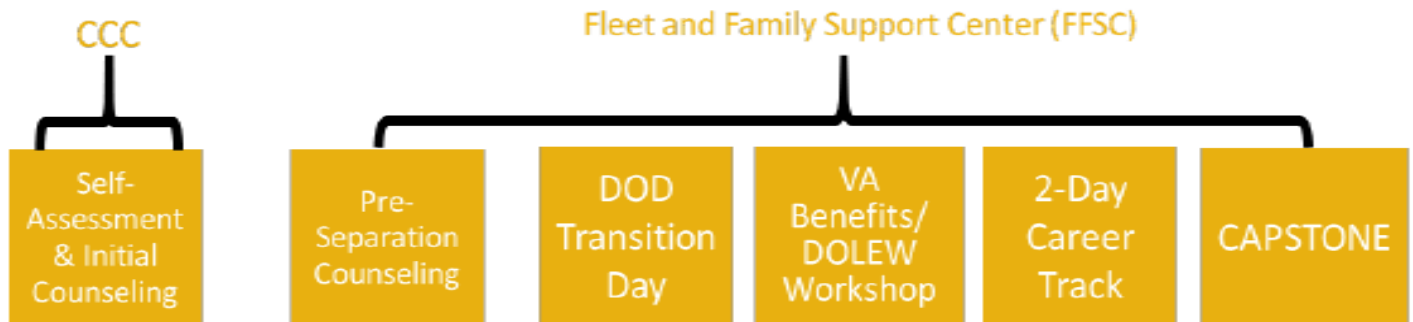
Naval Academy	Naval Academy Preparatory School (NAPS)	Seaman to Admiral (STA-21)	Medical Enlisted Commissioning Program (MECP)	Officer Candidate School (OCS)
<ul style="list-style-type: none"> Provides 4 years of college education Must be 17 and not older than 23 on 1 July of entrance year Unmarried with no legal responsibility to support others 	<ul style="list-style-type: none"> Provides intensive preparation for the academic, military, and physical training curriculum at the Naval Academy Offered direct appointment to the Naval Academy Must be not older than 22 as of 1 July of the entrance year 	<p>Minimum</p> <ul style="list-style-type: none"> 1000 SAT 41 ACT (combined Math/English) <p>Two components:</p> <ul style="list-style-type: none"> 8 weeks at Naval Science Institute (NSI) 36 months at NROTC university <p>Receive full pay and allowances Eligible for advancement</p>	<p>Provides opportunity to commission in the Nurse Corps</p> <p>Minimum</p> <ul style="list-style-type: none"> 1000 SAT 42 ACT (combined Math/English) <ul style="list-style-type: none"> Can be up to 42 years old <p>Receive full pay and allowances Eligible for advancement</p>	<ul style="list-style-type: none"> Must have a Bachelor's degree 12 weeks of officer candidate indoctrination and training <p>22 different fields available</p> <ul style="list-style-type: none"> Each designator has its own prerequisites

GET MORE COMMISSIONING INFORMATION:

[Mynavyhr.navy.mil>Career Management>Career Counseling> Commissioning Programs](https://mynavyhr.navy.mil/Career%20Management/Career%20Counseling/Commissioning%20Programs)



TRANSITION



GET MORE
TRANSITION INFORMATION!

[Mynavyhr.navy.mil>Career Management>Transition>Transition TAP](https://mynavyhr.navy.mil/Career%20Management/Transition/Transition%20TAP)



GET MORE
RESERVE AFFILIATION BENEFITS
INFORMATION!

[Mynavyhr.navy.mil>Career Management>Transition>Reserve Affiliation Benefits](https://mynavyhr.navy.mil/Career%20Management/Transition/Reserve%20Affiliation%20Benefits)



EDUCATION OPPORTUNITIES



NAVY COLLEGE PROGRAM

- <https://www.navycollege.navy.mil/>
- Includes all aspects of the Navy voluntary education activities
- Navy College Virtual Education Center (NCVEC)
- Call: 833-330-6622 (Option 3 "Education & Training," then Option 1 "Navy College Tuition Assistance (TA) & Counseling (0600-1800 EST, Chat online (0600-1800 EST, Mon-Fri)
- Text: 877-838-1659 (0600-1800 EST, Mon-Fri)



TUITION ASSISTANCE/NCPACE

- <https://www.navycollege.navy.mil/sailors/tuition-assistance>
- Find eligibility, funding caps, what is covered, and requirements.



UNITED STATES NAVAL COMMUNITY COLLEGE (USNCC)

- <https://www.usncc.edu/s/>
- Fully funded stackable, flexible, online naval-relevant certificate & AS degree programs from an accredited school
- Programs do not impact VOLED Tuition Assistance or other educational benefits and directly support career readiness.

EDUCATION OPPORTUNITIES (CONT)



UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

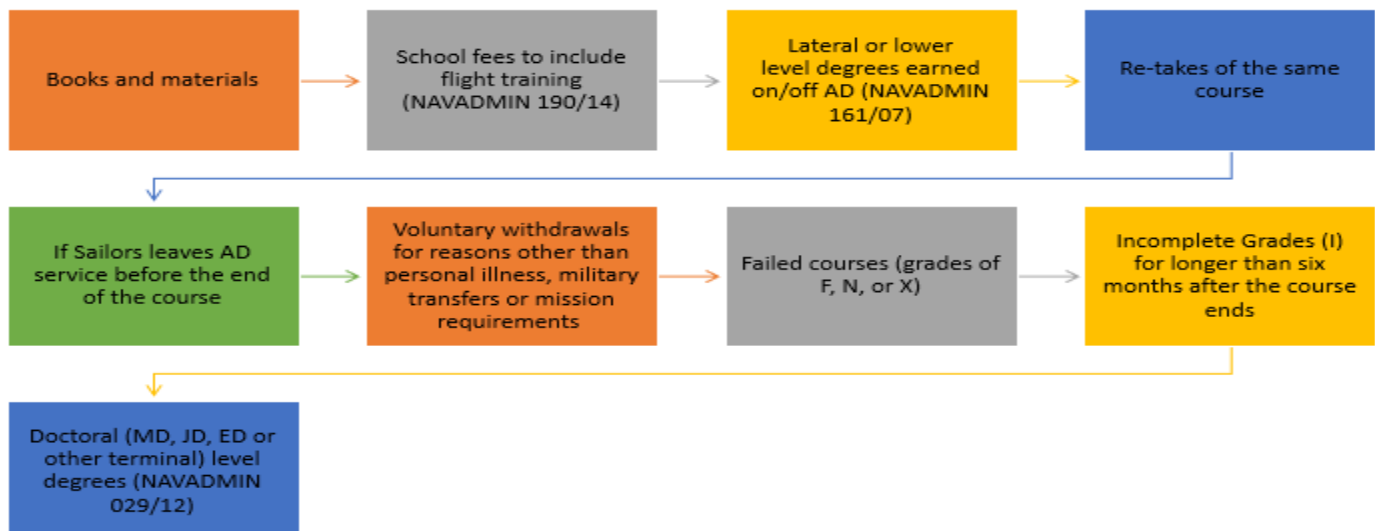
- <https://usmap.osd.mil>
- Formal military training program that provides service members the opportunity to improve their job skills and to complete their civilian apprenticeship.
- Upon completion, participants receive a nationally recognized “Certificate of Completion” from the U.S. Department of Labor (DOL)
- Requires no off-duty hours.



NAVY COOL CREDENTIALING

- <https://www.cool.osd.mil>
- Enables Navy personnel to earn civilian certifications and licenses that correspond to their service occupations, academic degree, off duty training, reserve occupation and prior-service credentialing
- The Navy COOL office funds exam vouchers for active and reserve Navy workforce

TA/NCPACE DO NOT COVER:



SELF-SERVICE

BUPERS ONLINE (BOL): <https://www.bol.navy.mil/>

A single point entry application used to access multiple web-based Navy applications. Such as C-WAY, OMPF, PSR I, II, III, IMR, and more.

BOL Application Menu

[Advancements/Selection Boards	←	★	ⓘ
[Application (FORMAN) Status	←		ⓘ
[ARPR/ASOSH Online	←		ⓘ
[CCA/FITREP/Eval Reports	←		ⓘ
[CO/XO/CMC Advancement/Selection Board Verification	←		ⓘ
[CWAY - Sailor Self-Service	←	★	ⓘ
[eNavFit Program	←		ⓘ
[ESSBD (Submit letter to SelBoard)	←		ⓘ
[Individual Medical Readiness (IMR) Status	←	★	ⓘ
[JOIN	←	★	ⓘ
[Military Locator System	←		ⓘ
[Name Change	←		ⓘ
[Naval Register	←		ⓘ
[NavPers Legacy and PERSTEMPO	←		ⓘ
[Navy Personnel Command Document Services	←		ⓘ
[Navy-Marine Corps Mobilization Processing System (NMCMP) - View	←		ⓘ
[IA/ADSW orders	←		ⓘ
[NDAWS	←		ⓘ
[ODC, OSR, PSR, ESR	←	★	ⓘ
[Officer Photo	←		ⓘ
[Official Military Personnel File (OMPF) - My Record	←	★	ⓘ
[PTDR	←		ⓘ
[Selective Reenlistment Bonus	←		ⓘ

CWAY- Sailor Self-Service- Once logged-in can use: “My Opportunities” to view qualified job listing as well as and reenlistment and conversion opportunities.

Individual Medical Readiness (IMR) Status- Ensures that each sailor meets specific medical and dental readiness standards required for deployment and operational readiness.

JOIN- Job Opportunities in the Navy- A job counseling tool to match Sailors to Navy jobs using job-related interests.

ODC, OSR, PSR, ESR- Critical tool for maintaining accurate and detailed records of enlisted sailors' performance and achievements throughout their military service.

Official Military Personnel File (OMPF)- My Record- Contains personnel data, assignment history, evaluations, awards and decorations, training and qualifications, medical records, and more.

SELF-SERVICE (CONT)

Navy Standard Integrated Personnel System (NSIPS):

<https://www.nsips.cloud.navy.mil/my.policy>

A web-based database used to access and update documents such as Record of Emergency Data/Dependency Application (RED/DA), Electronic Service Record (ESR), Leave, Profile Sheets, and other important career information.

GET MORE

RECORD REVIEW INFORMATION!

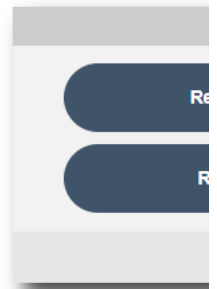
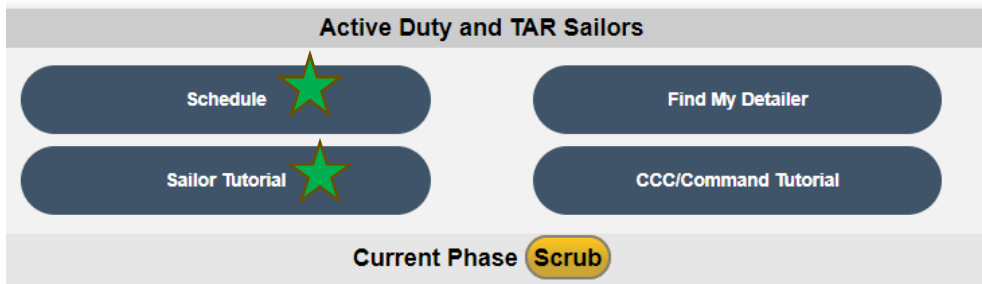
[Mynavyhr.navy.mil](https://mynavyhr.navy.mil)>Career Management> Records Management



MyNavy Assignment (MNA)

<https://mynavyassignment.navy.mil/mna/Index.action>

A web-based access point used to view and apply for available jobs, review detailing milestones, communicate with detailers, and update resume and job preferences.



Contact MNCC at 833-351-6622 or ask MNCC@Navy.mil if assistance is needed. Accounts expire after 60 days of inactivity, at the CAC expiration date, Security Clearance expiration date or your PRD, whichever is first. When expired and you have additional roles above the Sailor role, you must contact NPC to have your account re-enabled: 900-443-1234. [View Active/TAR Negotiating Window Table](#)
[Access Procedure](#)

Utilize log-in screen to access:

Negotiation Window Table, Application Schedule, and Sailor Tutorial!

FINANCIAL READINESS

How to read your Leave and Earnings Statement (LES)

Your LES gives you a comprehensive statement of your leave and earnings for an entire month.

You can access up to 12 months of LES' on MyPay; it also provides a breakdown of entitlements, deductions, allotments, tax withholdings, and Thrift Savings Plan

[Dfas.mil>militarymembers>pay/allowances/entitlements>understandingyourpay](https://dfas.mil/militarymembers/pay/allowances/entitlements/understandingyourpay)> “Navy”



BLENDED RETIREMENT SYSTEM (BRS)

BRS has three parts:

1. Thrift Savings Plan (TSP)- a contribution retirement savings plan (eligibly for matching contributions)
2. Continuation Pay (CP)- bonus after 12 years of service if you choose to reenlist
3. An annuity payment.

[militarypay.defense.gov>blendedretirement](https://militarypay.defense.gov/blendedretirement)>“Service Member’s Guide to the Blended Retirement System”



THRIFT SAVINGS PLAN (TSP)

TSP provides an important opportunity for Navy personnel to save and invest for retirement, offering tax advantages and a range of investment options to help secure their financial future after military service.

[Tsp.gov](https://tsp.gov)



Get the TSP app to stay informed and manage your investments effectively!



SAILOR AND FAMILY SUPPORT

FLEET AND FAMILY SUPPORT CENTERS (FFSC)

The primary mission is to support Navy leadership in achieving maximum mission readiness. Commands, Sailors, and Family members have access to a wide range of resources to include but not limited to Emergency Family Assistance, Family Advocacy Program, Sexual Assault Prevention and Response, TAP, Personal Financial Management Program.



MILITARY ONESOURCE

Military OneSource is your 24/7 connection to information, answers, and support to help you reach your goals, overcome challenges, and thrive. As a member of our military family, you are eligible to use this Department of Defense funded program anytime, anywhere. Turn to Military OneSource for tax services, spouse employment help, webinars and online training, relocation and deployment tools, and much more. Download the app for more information.

<https://www.militaryonesource.mil/>



NAVY-MARINE CORPS RELIEF SOCIETY

Navy-Marine Corps Relief Society plays a vital role in enhancing the quality of life for Navy and Marine Corps personnel and their families by providing financial assistance, education, and support services that contribute to their well-being and readiness. These resources include: Financial Assistance, Budget for Baby Class, Thrift Stores, Visiting Nurse Program, Quick Assist Loans (QAL), Disaster Relief, Scholarships, and Community outreach and support.

<https://www.nmc.rs.org/>



NAVY-MARINE CORPS
RELIEF SOCIETY®

USEFUL NAVY APPS/WEBSITES

Download the Navy App Locker to get all Navy Apps such as:

Career Tools: NP2 MyPCS, Navy COOL, and Warrior Toughness

Education & Training: Navy Domestic Violence Prevention, MilEd Benefits, and Records Management

Emergency Preparedness: First Alert by Dataminr

Fitness: Chill Drills, Official Navy PFA

Navy Advancement: FMS Calculator

Navy Life & MWR: Regional specific MWR Apps

References: Pregnancy and Parenthood, Navy EFMP, Navy Tools, PMK-EE and more!



MYNAVY PORTAL- <https://my.navy.mil>

“Quick Links” to most Navy websites; career relevant information to include: FAQs, glossary, electronic personnel action requests, advancement information, career planning, pay and benefits, training, performance, and much more!

PHYSICAL READINESS INFORMATION MANAGEMENT (PRIMS)-

<https://www.mnp.navy.mil/group/performance>

Manages and tracks physical readiness.

MYNAVY HR- <https://www.mynavyhr.navy.mil>

Stay up to date on Navy instructions, messages, policies, and all matters relating to career development!

MILCONNECT- <https://milconnect.dmdc.osd.mil/milconnect>

Serves as a centralized platform for managing important aspects of military life, ensuring that users can easily access and manage their benefits and records.

NAVY AND FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS)-

<https://navyfamily.navy.mil/cas/login>

Ensures the safety, well-being, and readiness of Navy personnel and their families during emergencies and natural disasters by providing accountability, assessment, and support services.

TOTAL WORKFORCE MANAGEMENT SERVICES (TWMS)-

<https://twms.dc3n.navy.mil/my.policy>

Helps streamline and optimize the management of training and workforce data within the Navy, supporting operational readiness, career development, and compliance with training standards and requirements.

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