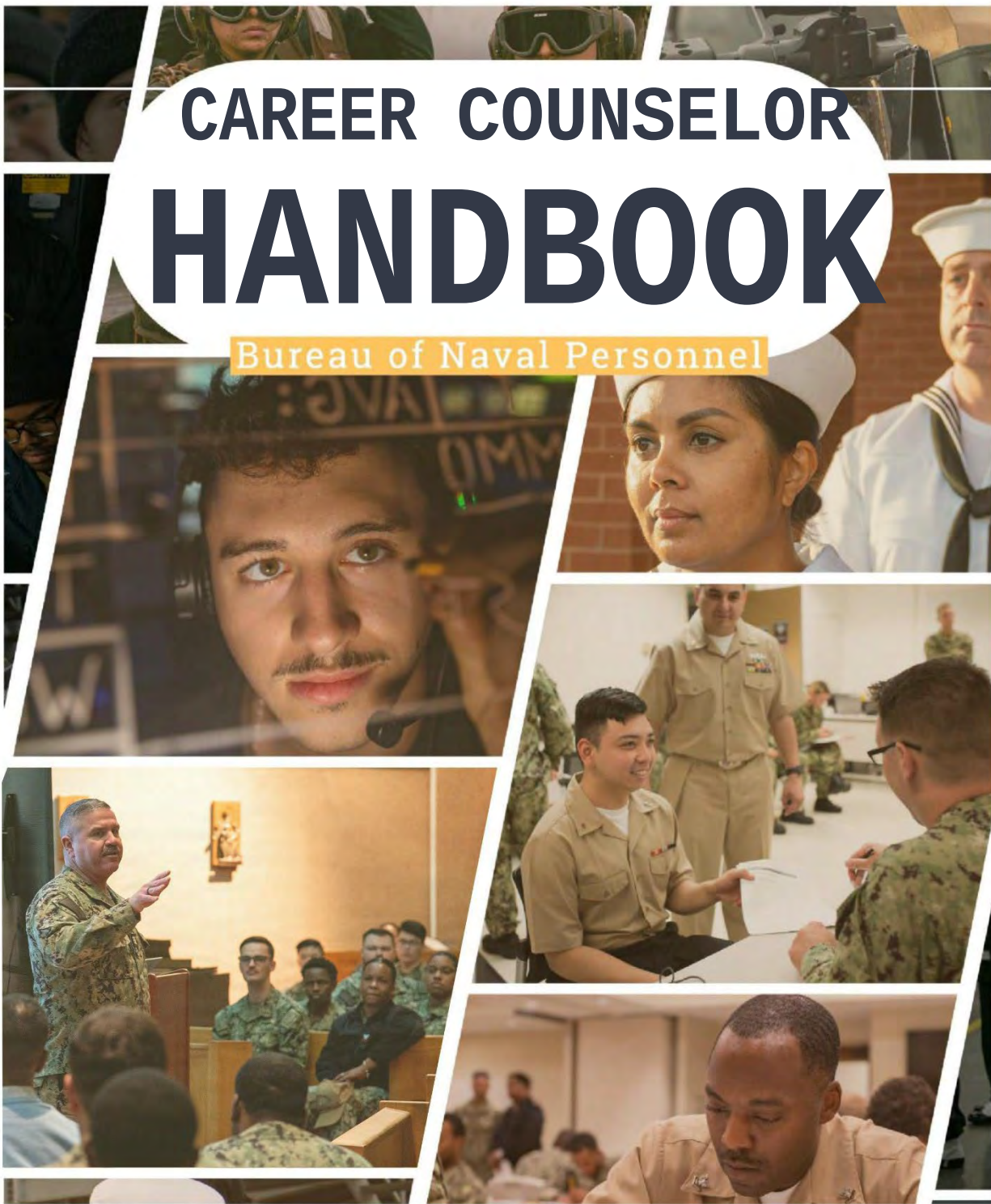




CAREER COUNSELOR HANDBOOK

Bureau of Naval Personnel

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PREFACE

The Career Counselor Handbook equips commands and career counselors with the tools to develop, implement, and manage effective career development programs to ensure ease of use at all levels. The handbook features clear organization, documented references, and standardized language.

While this handbook reflects current policy as of its publication date, Navy directives are frequently updated, particularly in personnel management, career development, and retention. Always consult the references within each chapter to ensure you're using the most up-to-date information before providing career counseling.

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NAVY CAREER INFORMATION PROGRAM

INTRODUCTION

A Navy Enlisted Retention and CDP are considered successful when the chain of command (COC) ensures every Sailor has access to the guidance and opportunities needed to succeed.

CDP

1. The CDP empowers Sailors to achieve their professional goals and strengthens their desire to remain on active duty or transition to the Navy Reserve. Active COC involvement, from the top down, is crucial for the program's success, providing Sailors with the guidance they need to manage their careers and achieve their aspirations.

2. The Bureau of Naval Personnel Career Counselor Handbook (CCH) provides the following guide to establish and maintain a CDP for both Active and Reserve Components:

- a. CDP Management
- b. CDT
- c. Training
- d. Career Tools
- e. Career Planning
- f. Program Review
- g. Career Incentives
- h. Navy Education Programs



Deputy Chief of Naval Personnel

Releasability and distribution: This handbook is cleared for public release and is available electronically only via MyNavy HR Web site <https://www.mynavyhr.navy.mil/>

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CHAPTER ONE
CDP MANAGEMENT

INTRODUCTION

The Command Career Counselor (CCC) manages the CDP with direct supervision and support from the Command Senior Enlisted Leader (CSEL). While CDT is responsible for executing the CDP, effective coordination with the COC is essential to provide the CCC with the necessary information for setup and management. To ensure a strong support network, newly reporting CCCs should establish contact with their Immediate Superior-in-Command (ISIC) and Type Commander (TYCOM) Counselors, who are key resources.

The following items will assist in developing an effective and successful CDP:

Discuss CDT and its benefits with command leadership

- To ensure our Sailors get the best career advice, all newly designated career counselors must be qualified. Counselors at every level (department, division, and unit) have six months from their appointment to complete the required Career Development Training Course (CDTC). Please note that this training must be done with your current command, as certifications from past units will not be accepted
- Assign a qualified CDTC/CDTC-RC counselor for every 30 Sailors. NOTE: The CCC is not counted in the 30:1 ratio
- The Senior Counselor will complete an internal self-assessment utilizing NAVPERS 1040/2 Career Information Program Review (CIPR) for active-duty commands or NAVRES 1040/1 - Reserve CIPR for commands that support Ready Reserve personnel within 90 days of reporting on board. Report all findings to the COC and ISIC Career Counselor
- Within the CCCs first 12 months, all first-tour CCCs must receive performance feedback from the Commanding Officer (CO), Executive Officer (XO), and CSEL. This evaluation is to be documented on the NAVPERS 1040/3, Career Counselor Initial Tour Feedback form. The command leadership submits the completed form to the ISIC or TYCOM Counselor, who reviews it before forwarding it to the CCC Course Manager

- Review or establish the annual budget for maintenance of CDP requirements
- Office organization procedures
- Primary responsibilities include training, administration of the CDP, internal public relations, and other facets of the CDP per OPNAVINST 1040.11G.
- Conduct annual CDP review, per OPNAVINST 1040.11 (Series) (The Navy Enlisted Retention and Career Development Program), utilizing NAVPERS 1040/2 or NAVRES 1040/1.

OFFICE ORGANIZATION PROCEDURES AND BUDGET

The CCC's office must be accessible to all Sailors and have their own dedicated computer with internet access. The CCC shall have suitable office space to conduct private counseling. Information technology requirements include a computer system that can run career development software and associated online programs. It is strongly recommended that the CCC has the highest-level internet access necessary to accomplish mission requirements.

During planning board for training meetings, or the command's equivalent scheduling vehicle, the command will ensure the following career programs are part of the schedule:

- CDBs
- Reenlistments and retirements
- Monthly CC team meetings and training
- Quarterly CDT meetings
- Additional career development related items

Use SECNAVINST 5210.1 to ensure proper office organization.

Manuals, instructions, and messages can be found at the MyNavy HR web site under "Reference Library".

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It is advised that CCCs establish an annual budget for funded Temporary Duty Travel (TDY) orders and consumables. One of the first priorities should be a review of the CCC's budget. Submit the budget, via the COC, for approval. Budgeted items may include:

- Discharge pins and retirement pins
- Retirement flags
- Coins, plaques, and command photos, etc.
- Reenlistment pens
- Certificate paper
- Award certificate folders and covers
- Retention Excellence Award Pennant as applicable

Temporary additional duty may include but not limited to:

- Fleet Engagement Team Visits/Area Training
- Navy Personnel Command (NPC) visits
- TYCOM and ISIC training
- Conducting assessments on all subordinate commands, as required
- Career Development Symposium (CDS)/Training
- Navy Counselor Professional Development and Training Symposium (NCPDTS)
- REDCOM/WING/ISIC visits

CAREER INFORMATION MANAGEMENT SYSTEM (CIMS)

CIMS is the primary means for planning, scheduling, and tracking CDBs. Additionally, CIMS will be used for tracking all other CDP activities. For more detailed information regarding CIMS, see Chapter 6.

RETENTION STATISTICS AND REPORTS

The CCC is responsible for monitoring retention and attrition statistics and preparing monthly reports for submission to the CO, via the XO and CSEL. For more detailed information regarding NRMS see Chapter 10.

CHAPTER TWO

BUILDING THE CDT

INTRODUCTION

A well-trained and organized CDT engages the entire COC and provides a means to guarantee continuity in career development efforts and individual professional growth. An effective command CDT is the cornerstone of a successful CDP.

The CCC is the primary manager of the CDT. The CDT membership is comprised of:

- CO
- XO
- CSEL
- CCC
- Department Heads (DH) and Division Officers (DIVO)
- Department and Division Leading Chief Petty Officers (DLCP0)
- Department, Division, and Unit CC

To establish a well-trained CDP, conduct the CDTC for all Department and Divisional Career Counselors, or CDTC-RC for Unit Career Counselors (UCC). This provides the following command-wide benefits:

- Increased COC credibility
- Increase in the counseling expertise and knowledge of CDP for supervisory personnel
- Trained counselor 30:1 ratio
- Better informed Sailors

- More time for CCCs to manage the CDT, oversee the program, and counsel individual Sailors that require their expertise and experience (decentralization)
- Increased program efficiency and effectiveness

The most updated version of these courses can be found on the MyNavy HR and Navy Reserve Homeport web sites. CCCs and subject matter experts will instruct the CDTC/CDTC-RC.

DEPARTMENT, DIVISION, AND UCC

All department, division, and UCCs are vital parts of the CDT.

Training for department, division, and UCCs will be conducted monthly, at a minimum, to comply with OPNAVINST 1040.11 (Series).

Prospective department, division, and UCCs shall possess the following attributes:

- High professionalism
- Ability to interpret and communicate career-related concepts and instructions
- Paygrade E-5 and above
- Willingness and enthusiasm to serve as a counselor

For the program to be effective, commands will exercise care not to exceed a trained 30:1 Sailor-to-counselor ratio. Large department/units may assign multiple counselors to maintain an effective program. Department/units that have greater than 250 personnel assigned, require a full-time counselor for an effective program. It is highly recommended that full-time counselors complete NAVEDTRA 43699-E, Command Career Counselor Professional Qualification Standards.

MEETING AND TRAINING PREPARATION

Agenda: The agenda is the core of the meeting and should contain a chronological sequence of the items intended to be covered during the meeting. Agenda items should be detailed and distributed to the CDT members prior to the meeting for proper preparation.

Meeting: Counselors are responsible for all logistical preparations for their events. This includes reserving a suitably sized room well in advance and preparing sufficient handouts for attendees. If guest speakers are involved, counselors must confirm their attendance and ensure they are prepared. Prior to the event, counselors will verify the room is ready and that all necessary equipment, especially audio-visual systems, is fully functional, with tests being completed at least 30 minutes before the start time.

Minutes of the Meeting: Compile and prepare meeting minutes for the COC's review and input. Minutes will be prepared and routed as enclosure alongside the monthly report to the CO, via CSEL and XO. Distribute reviewed minutes to all CDT members upon the CO's review. CCC will maintain the original approved minutes for 24 months from the date of the meeting. The minutes should include:

- The start and end times, date, place held, and members present and absent
- All agenda items discussed, and decisions made (If actions are agreed upon, identify the members responsible for the action and expected completion dates)
- The date, time, and place of the next meeting (by establishing a consistent meeting time and place, all attendees should be able to schedule them as a recurring item on their calendar)
- Point of Contact, name and signature

Cancellation of the meeting: If a meeting must be cancelled, provide notice as early as possible to allow all participants to adjust their schedules

DD Mon YY

MEMORANDUM

From: Command Career Counselor, Command
To: Commanding Officer, Command
Via: (1) Command Master Chief, Command
(2) Executive Officer, Command

Subj: MONTHLY/QUARTERLY CAREER DEVELOPMENT TEAM (CDT) MEETING
MINUTES

Ref: (a) OPNAVINST 1040.11G
(b) NAVPERS 158780

Encl: (1) Muster Sheet

1. ***Date, time (start and end), and location of meeting.*** On 5 May 2026 the Career Development Team Meeting was conducted for (Monthly/Quarterly) from (time) in the (state the location).
2. ***Members present and absent.*** If you use a muster sheet as an enclosure to document this, you must provide the enclosure and label it in accordance with the Correspondence Manual.
3. ***Items discussed and decisions made.*** How many Sailors are within (EAOS, PRD, HYT, Retention and Attrition Statistics, Career decisions, CDB completion rate, latest policy changes, VOW Compliance, Career development issues, etc...). Summarize all other agenda items discussed in full detail at the meeting. Be sure to identify the members responsible for the action and expected completion dates.
4. ***Time, date, and location of next quarterly meeting.*** (Monthly/Quarter X) CDT Meeting will be held on (date) (time) (location).
5. ***POC information.*** If there are any questions, I can be reached at sailor.sailor.mil@us.navy.mil.

I. M. SAILOR

Figure 2-1 Monthly/Quarterly Meeting Minutes

CHAPTER THREE **TRAINING**

INTRODUCTION

Training is a key component of any successful CDP. This is accomplished with advanced and ongoing career counselor training. Starting with your ISIC and TYCOM CCs, build your community network. Identify other established CCs in your Area of Responsibility (AOR) to further enhance your training.

FORMAL TRAINING

Requirements and qualifications are identified in the Military Personnel Manual (MILPERSMAN), article 1306-905, article 1440-020, and in the Catalog of Navy Training Courses (CANTRAC).

Formal CC training includes:

- CCC Course (A-501-0011). Active-duty quota requests must be forwarded to the Navy Counselor rating detailer via ISIC and TYCOMs CCs.
- The Reserve Career Information Course (R-501-0005) is designed for Career Counselors who support Ready Reserve personnel. Quota requests are submitted to Navy Reserve Professional Development Command (NRPDC) via the Unit CO and the Navy Reserve Activity (NRA) CCC.
- CDTC via the MyNavy HR website, CDTC-RC via the Navy Reserve Homeport (NRH) website
- First Term Success Workshop (FTSW) via the MyNavy HR website
- Reserve Affiliation Success Workshop (RASW) via the NRH website
- Career Development Symposium/Trainings
- Navy Counselor Professional Development Symposium

INFORMAL TRAINING

- Regional fleet engagement team visits
- Navy Family Readiness System (NRS) sponsored events
- Personnel Qualification Standard for Command Career Counselor (NAVEDTRA 43699-E)
- Personnel Qualification Standard for Navy Counselor ISIC (NAVEDTRA 43699-5A)
- Navy Counselor Supervisory Training Manual (NAVEDTRA 15050)
- Regional/TYCOM/ISIC Training
- New programs and policies as appropriate

ADDITIONAL TRAINING

Fleet, Force, Regional, and ISIC Counselors will provide training to subordinate CCCs in the following computer systems and programs:

- Command Information Management System (CIMS)
- Career Waypoints (C-WAY) website
- Transition between Reserve Component (RC), Training and Administration of the Reserve (TAR) Component, and Active Component (AC) (RC2AC, RC2TAR, RC2RC)
- Understanding and utilizing Career Counselor access via MyNavy Assignment (MNA)
- Blended Retirement System (BRS) Continuation Pay (CP), Selective Reenlistment Bonus (SRB), Fleet Reserve and retirement, Selective Training and Reenlistment (STAR), Enlisted Supervisor Retention Pay (ESRP)
- Navy Retention Monitoring System (NRMS)
- Defense Manpower Data Center (DMDC) website and transition counseling
- CDT organization and meetings

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- Review of each department, division, and unit CDP utilizing CIPR NAVPERS 1040/2 or NAVRES 1040/3
- Monthly report to the CO, routed via XO and the CSEL
- Survivor Benefit Plan
- New programs and policies as appropriate

CHAPTER FOUR **CAREER TOOLS**

INTRODUCTION

Navy Career Tools are web-based applications designed to support and enhance Sailor career management, retention, and professional development. This chapter identifies the online applications that support Sailors and their careers and command career information programs.

Navy Career Tools are accessible in two environments:

- Internet - Fleet users may access the Navy Career Tool suite located on the internet, whether from shore-based commands or from ships at sea
- Afloat - Depending on geographic location, internet is not always available. In this situation, fleet users may access afloat versions of the available Navy Career Tools

AFLOAT ENVIRONMENT

Afloat CCC should encourage crew members to use Afloat Career Tool versions, if available, rather than allow them to struggle with bandwidth limitations while underway.

Navy Information Application Product Suite (NIAPS) is available on most surface ships, aircraft carriers, and submarines.

Applications include:

- Afloat Career Tools common access portal
- Navy eLearning (NeL) Afloat
- Electronic Training Jacket (ETJ) Afloat
- Fleet Training Management and Planning System (FLTMPS) Afloat

NSIPS web afloat is available on most surface ships. Applications include:

- Electronic Service Record (ESR) Afloat

- CIMS Afloat

To ensure Sailors at sea have up-to-date information, our afloat applications use a low-bandwidth data synchronization process called replication. This process occurs several times a day, exchanging small, compressed data files that contain only the changes since the last update. Replication keeps both ship and shore systems current while using significantly less bandwidth than a direct internet connection, resulting in a faster and more reliable user experience.

CAREER COUNSELOR ACCESS

The CCC serves as the critical link between a Sailor, their command, and supporting Navy organizations, to include Navy Personnel Command (NPC). On behalf of the CO, the CCC is responsible for managing the command's CDP. Assigned to a position of great trust, the CCC reports directly to XO via CSEL on all matters related to CDP management.

The CCC is required to obtain access to and use the following online systems to manage the CDP:

- BOL Command Access, Command OMPF: See Chapter 6 for more information
- MNA (Command/Career Counselor): See Chapter 8 for more information
- CIMS: See Chapter 6 for more information
- CIMS Command Access Manager (CAM via NSIPS)
- NRMS: See Chapter 10 for more information
- FLT MPS
- MNP: See Chapter 13 for more information
- C-WAY: See Chapter 7 for more information

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- DMDC (DD Form 2648): See Chapter 9 for access and Chapter 13 for more information

Career Counselor Required Access

Access	Active	TAR
*BOL	X	X
*MNA	X	X
*CIMS	X	X
CAM	X	X
NRMS	X	X
FLTMPS	X	X
MNP	X	X
C-WAY	X	X
DMDC	X	X
ASOSH		X
eSUB		X
CLAM		X

Table 4-1 AC/ TAR Access Chart

(*) Multiple accesses needed

BUPERS ONLINE (BOL)

To gain Command access for BOL, utilize the sample letter found on MyNavy HR> Career Counselor> Resources> BUPERS Online (BOL) Access Letter Sample. Submit via email to usn.mid-south.chnavpersmiltn.mbx.mill-pers-4helpdesk@us.navy.mil.

Once access is gained, CCC must update information under the "Update Personal Information" tab.

OFFICIAL MILITARY PERSONNEL FILE (OMPF)

The OMPF is a permanent record that documents the career of every service member from time of entry until final separation. These documents affect or influence the member's career and benefits, and include information about accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement from the Navy. The OMPF "My Record" user role provides the ability to view, download, and print documents for personal and professional use. The Selection board views many of these documents when considering candidates for retention, advancement, and special programs. For a complete list of items in the OMPF as well as additional information see BUPERSINST 1070.27E.

Guidance for delegating OMPF Command View Access: The official step-by-step instructions can be found in the Navy OMPF-Admin Access/Command View Users' Guide located on MyNavy HR > Career Management > Records Management > OMPF Command View > NAVPERS 1070/856 Instruction for OMPF "Command View Access".

Access the system: Using the Command Access Card (CAC) with a CAC-enabled computer, go to BUPERS Online (BOL)> OMPF.



Figure 4-1 BOL Login Page

Required Actions:

Sailors should periodically review their OMPF through the OMPF "My Record" user role. Take all necessary actions to ensure OMPF is current, accurate, and complete, especially following reenlistments.

If errors are found use correction procedures provided at MyNavy HR > Career Management > Records Management > Military Personnel Records > Document Correction.

PERFORMANCE SUMMARY RECORD (PSR)

The PSR is a three-part report that summarizes the member's personnel data and performance history. The three parts are:

- Part I: Personnel Data Summary (previously titled Enlisted Summary Record)
- Part II: Evaluation Summary (Pre-1996 Form)

- Part III: Evaluation Summary (1996-Present)

PSR can be accessed by:

- Using CAC with CAC-enabled computer, go to BOL
- Click ODC, OSR, PSR, ESR LINK to view, download and print copies of the PSR

Required actions:

- View and verify PSR periodically for accuracy.
- To resolve errors or missing evaluations, contact NAVPERSCOM, Performance Evaluation Branch (PERS-32)

ELECTRONIC SERVICE RECORD (ESR)

ESR is an online version of some, but not all, service record data. The ESR is available in connected and disconnected environments. Periodically, ESR data is printed on forms that are submitted for permanent retention in the OMPF.

MILPERSMAN 1160-030 states that Command Pay and Personnel Administrators (CPPA) will work with the applicable Transaction Service Center (TSC) to ensure the ESR reenlistment closeout function is executed when a member reenlists and the following ESR documents are submitted to the member's OMPF along with the reenlistment contract:

- Awards History (NAVPERS 1070/880)
- Training, Education, and Qualifications History (NAVPERS 1070/881)
- Member Data Summary (NAVPERS 1070/886)
- History of Assignments (NAVPERS 1070/605)
- Permanent Administrative Remarks (NAVPERS 1070/613) created at time of reenlistment

Access the system: Internet - Using CAC with CAC-enabled computer, go to Navy Standard Integrated Personnel System (NSIPS) > Member Self Service > Electronic Service Record.

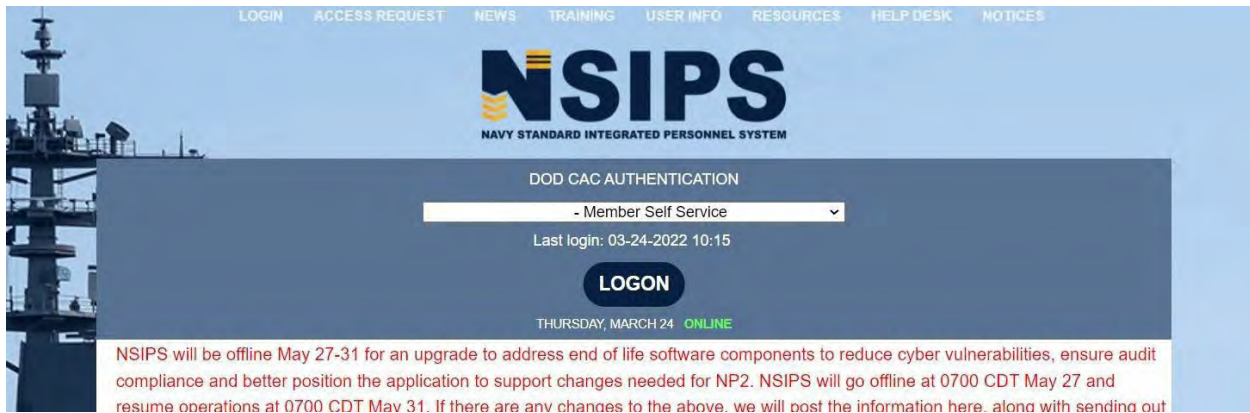


Figure 4-2 NSIPS Login

Afloat - Go to the NIAPS Career Tools Afloat (CTA) main page for more information on the NSIPS Afloat applications. CAC is not required.

Important: Sailors must establish their NSIPS Web account while in port and connected to reliable connectivity prior to creating an NSIPS afloat account.

Required Actions:

- Review ESR pages and work with CPPAs to ensure data accurately reflects the member's personal and professional achievements
- Take all necessary actions to ensure ESR is current, accurate, and complete

Important: Training data documented in Relational Administrative Data Management (R-ADM) and Advanced Skills Management (ASM) is provided to the Navy Training Management & Planning System (NTMPS) data warehouse and is viewable in FLTMS and ETJ. However, R-ADM and ASM data is not accepted by NSIPS and is not documented in the ESR. Sailors should coordinate with their CPPA to have training qualifications entered directly into NSIPS.

WEBSITES FOR CAREER INFORMATION

The internet provides multiple resources for career information. Counselors are cautioned to use only official web sites to obtain current information, policy, and documents.

Required Actions: Bookmark online resources and references as necessary to support Sailor career counseling and command career information programs. Frequently used websites:

Annual Statement of Service History
(ASOSH via BOL)
<https://www.bol.navy.mil/>

BUPERS Online
<https://www.bol.navy.mil/>

Career Waypoint System (C-WAY via BOL)
<https://www.bol.navy.mil/>

Defense Manpower Data Center (DMDC) (DD Form 2648)
<https://www.dodtap.mil/>

Electronic Submission (eSUB via BOL)
<https://www.bol.navy.mil/>

Fleet Training, Management and Planning System (FLT MPS)
<https://ntmpsweb.dc3n.navy.mil/Fltmpps/Default.aspx>

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

My Education
<https://myeducation.netc.navy.mil/>

MyNavy Assignment (MNA)
<https://mynavyassignment.navy.mil>

MyNavy HR
<https://www.mynavyhr.navy.mil/>

Navy College
<https://www.navycollege.navy.mil>

Navy Commissioning Programs
<https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Commissioning-Programs/>

Navy Directives (instructions/notices/manuals/publications)
<https://www.secnv.navy.mil/doni/default.aspx>

Navy Enlisted Advancement System (NEAS)
<https://neas.ncdc.navy.mil/Login>

Navy Family Readiness System
<https://ffr.cnrc.navy.mil/Family-Readiness/>

Navy Reserve Homeport

<https://www.navyreserve.navy.mil/Pages/default.aspx>

Navy Retention Monitoring System (NRMS via NSIPS)

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

Navy Standard Integrated Personnel System (NSIPS)

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

OAR/CONUS Testing Sites

<https://www.netc.navy.mil/Commands/Center-for-Information-Warfare-Training/Language-Regional-Expertise-and-Culture/FAQs/CONUS-Navy-Testing-Sites/>

U.S. Citizenship and Immigration Services

<http://www.uscis.gov/portal/site/uscis>

U.S. Navy Awards

<https://www.bol.navy.mil/>

U.S. Navy Credentialing Online (Navy COOL)

<https://www.cool.osd.mil/usn/>

U.S. Military Apprenticeship Program (USMAP)

<https://usmap.osd.mil/>

CHAPTER FIVE **CAREER PLANNING**

INTRODUCTION

To promote personal and professional growth and regular feedback, every command will track the progress of each Sailor through continuous intervention and inspiring Sailors to reach their full potential and achieve maximum performance. Using an effective Individual Career Development Plan (ICDP) will provide the necessary guidance and support for Sailors approaching critical career milestones. Career planning is a part of CDBs and includes active engagement from command leadership, mentor, Sailor and career counselor. Specific, measurable, achievable, relevant, and timely (SMART) goals should be created. Career Planning timelines include:

- CDB
- PRD/EAOS/SEAOS (PRD/EOS/SEOS for Reserve Component)
- Professional Apprentice Career Track (PACT)
- Prior Service Reenlistment Eligibility-Reserve (PRISE-R)
- BRS/CP
- MNA
- High Year Tenure (HYT)
- Career Decisions

CC RESPONSIBILITIES AND PROCEDURES (COMMAND, DEPARTMENT, DIVISION, AND UCCs)

- Indoctrinate all newly reporting Sailors on CDB process (check-in interview)
- Identify Sailors that require a CDB via CIMS
- Schedule CDBs (with the assistance of CSEL as needed)

- Disseminate CDB schedule via plan of the day, week, or month; flight schedule; Site TV, and e-mail COC as appropriate
- Notify the CDB members and Sailors of date, time, and location
- Document CDB members, minutes, recommendations, and verify comments within CIMS
- Follow-up as needed

CDB DISCUSSION TOPICS

In addition to topics on the ICDP, the topics listed below are recommended for discussion at the CDB:

- Familiarization with individual Sailor's background (personal history)
- Command mission, vision, guiding principles, Sailor expectations, and command duties and responsibilities
- Introduction of the established CDT
- Personal and professional goals (short and long term)
- Retesting with the Armed Forces Classification Test (AFCT)
- Qualification path to include, if warranted, Warfare qualifications
- PRD timeline and opportunities (MNA)
- Advancement requirements (PMK-EE, rating bibliographies, enlisted career path, BBA, ELD, etc.)
- Education (Tuition Assistance (TA), United States Naval Community College (USNCC), Navy College Program for Afloat College Education (NCPACE), College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Test, etc.), Montgomery GI Bill-Active Duty (MGIB-AD)/MGIB-Selected Reserve (MGIB-SR) and Post 9/11 GI Bill
- Physical readiness

- Rating or "A" school selection (PACT/ PRISE-R)
- Incentives (active and reserve bonuses, etc.)
- Commissioning and special programs
- HYT
- Navy Reserve affiliation benefits and drill participation requirements

Other topics that are encompassed in the Sailor's Military Life Cycle (MLC) management. The latest MLC fact sheet is provided via the MyNavy HR website. These topics include, but are not limited to:

- Financial education and planning to include use of the Financial Well-Being Assessment
- Certifications (United Services Military Apprenticeship Program (USMAP), Navy Credentialing Opportunities On-line (COOL), etc.)
- Transition Assistance Program (TAP)
- Military Occupational Classification (MOC) Crosswalk
- Service Member Group Life Insurance
- Veterans Administration (VA) benefits

ACTIVE DUTY CDBS

Reporting CDBs are to be conducted at the command level. Sailors shall be given a CDB within 60 days of reporting. The first CDB is the most critical interaction between the Sailor and immediate COC. This not only provides Sailors with the opportunity to express their goals but also allows command expectations and resources to be discussed. Reporting CDBs must be conducted in an individual setting.

Note (1): Group CDBs are not authorized.

Note (2): CSEs can delegate command level CDBs in writing to DLCPOs.

24/48/60/Biennial-Month CDBs are to be conducted at the department level. These CDBs are for the Sailor and the department CDT members to review the Sailor's qualifications, goals and career progression.

Career Decision CDBs are to be conducted at the department level 18 months from SEAOS. Career Decision CDB topics include:

- HYT
- Reenlistment
- Fleet Reserve
- Retirement
- Transition Timelines
- Force shaping initiatives
- Special Programs
- 4/2/2 Military Service Obligation (MSO) as applicable
- MNA
- SELRES
- TAP/Capstone

Other CDBs:

- Commissioning Programs
- Advancement (failures, selection board ineligible, board non-selects)
- Change in rate
- Overseas tour extension incentives program
- Physical fitness assessment failures
- As requested by the Sailor

CDB TYPE	COMMAND	DEPARTMENT	REMARKS
Reporting	X		Within 60 days of reporting
24-Month		X	As required
48-Month		X	As required
60 Month		X	As required
Biennial		X	As required
Career Decision		X	HYT, Fleet Reserve, retirements, and force shaping initiatives (Not applicable for Reserve Sailors on active-duty orders)

Table 5-1 Active duty CDB timeline

PROFESSIONAL APPRENTICESHIP CAREER TRACKS (PACT)

PACT Sailors will follow the same order negotiation process in MyNavy Assignment (MNA) as rated Sailors. The process for rating designation is tied to key CDBs conducted at specific milestones leading up to their Projected Rotation Date (PRD).

The timeline and required actions are detailed below in Table 5-2.

FROM REPORT DATE	CDB TYPE AND LEVEL	CDB TOPICS/ACTIONS TO BE TAKEN
60 days	Reporting (Command Level)	-Present to Sailor their qualified jobs listing from C-WAY. -Discuss PACT submission timeline -Sailor's responsibilities to apply for a rate -CCC's responsibilities -Discuss retake of AFCT (if needed, or desired)
6 months	Department Level	-Review qualified jobs listing -Discuss ratings of interested -Follow up on AFCT retake (if desired) or ensure new AFCT scores are updated in C-WAY. -Assist Sailor to log in to MNA, update personal information, preferences and Sailor Resume -Department/Div CC or LCPO provide MNA training (how to apply for a rate and orders)
12 months	Department Level	-Review PACT timeline with Sailors -Ensure Sailor's record is accurate including AFCT scores, citizenship, etc. -Discuss MNA application process or route applicable rating packing
18 months	Command Level	-This CDB is not required if Sailor has been selected for a rate or orders by this time. CDB TOPICS/ACTIONS: -Review rating opportunities -Assist Sailor in acquiring a rate or orders, as needed.
24 months	Department Level	-This CDB is not required if Sailor has been selected for a rate or orders by this time. CDB TOPICS/ACTIONS: -Review rating opportunities -Assist Sailor in acquiring a rate or orders, as needed.

Table 5-2 PACT CDB schedule and timeline

RESERVE COMPONENT (RC) CDBS

Reporting CDBs must be conducted in an individual setting at the command level. Group CDBs are not authorized. Drilling reservists will be seen within the first 4 drill weekends. The first CDB is the most critical interaction between the Sailor and immediate COC. This not only provides the Sailor with command expectations but also provides the Sailor with insight on what to expect in that command.

24/48/60/biennial-month CDBs are to be conducted by the department. These CDBs are for the Sailor and the department CDT members to review the Sailor's qualifications, goals, and career progression.

C-WAY CDBs are to be conducted at the command level for Sailors interested in applying for Reserve Component to Active Component (RC2AC), Reserve Component to Training and Administration of the Reserve (RC2TAR), or rating conversion via RC2RC.

HYT CDBs are to be conducted at the command level at least 24 months prior to HYT date.

Age 60 CDBs are to be conducted at the command level at least 12 months prior to the Sailor reaching age 60.

CDB Type	Command	Department	Remarks
Reporting	X		Within four drill weekends of reporting to unit
24-Month		X	As required
48-Month		X	As required
60-Month		X	As required
Biennial		X	As required
C-WAY	X		As required for RC2AC, RC2TAR, or RC2RC
HYT	X		24 months prior to HYT
Age 60	X		12 months prior to age 60

Table 5-3 Reserve Component CDB timeline

PRISE-R

The PRISE-R Program is a reserve affiliation program that allows Navy veterans (NAVETS) and other service veterans (OSVETS) to affiliate with the Selected Reserve (SELRES). PRISE-R is for OSVET enlistment into Navy Reserve ratings and for NAVET affiliation/enlistment into the SELRES with a change of rating.

Note: Reporting CDB can be completed by NRA CCC to ensure Sailor understands all PRISE-R program requirements.

CDB Type	Command	Department	Remarks
Reporting	X		Within four drill weekends of reporting to unit
6-Month	X		Review Sailor's program progression
12-Month	X		Review Sailor's program progression
18-Month	X		Review Sailor's program progression and possible conversion opportunities

Table 5-4 PRISE-R CDB timeline

MY NAVY ASSIGNMENT (MNA)

MNA is designed to be used by Sailors, CCCs, and enlisted command personnel. The web-based system allows Sailors to view available jobs and make their own applications or submit through their CCC. MNA user's guide, schedules, and enhancements can be found by utilizing the MNA Web site. CCCs will print and post updated schedules before each cycle.

CCCs will have applicable access to include Enlisted CCC, Enlisted Command, Reserve CCC, and Reserve Command roles as required.

Note: Detailers retain the ability to assign Sailors in alignment with priority needs for each cycle.

To gain access to MNA, see Chapter 8.

RESERVE COMPONENT (RC) MNA

MNA is executed on a quarterly basis. This is an effort to ensure each SELRES has adequate opportunity to submit orders during their MNA window and is not disadvantaged by drill scheduling issues. The quarterly schedule will ultimately result in every SELRES PRD falling on the last day of March, June, September, or December. For additional RC MNA information, see Chapter 8.

HIGH YEAR TENURE (HYT)

The HYT policy is a vital and effective force management tool utilized to properly size and shape the Active Component (AC) and the Reserve Component (RC). HYT management is regulated by establishing standardized Length of Service (LOS) gates by pay grade, balanced with a waiver process to enable the Navy to retain the right number of members. As one of the Navy's key enlisted force management tools, the HYT policy facilitates viable career paths and advancement opportunities across all pay grades and LOS spectrums. The standardized HYT gates allow members greater flexibility to stay in the Navy within a stabilized force. Through this measured process, the Navy enhances quality throughout the continuum of service. For more information and gates per paygrade for active and reserve components see MILPERSMAN 1160-120.

FROM HYT DATE	ACTION TO BE TAKEN
24 Months	-Schedule career decision CDB. -Discuss separation process, timeline and requirements. -Discuss SELRES opportunities (if eligible). -Follow Transition timeline requirements IAW OPNAVINST 1900.2(series) -CCCs can begin TAP process with Initial Counseling, Pre-separation Counseling and initiate DD 2648 (e-Form).
10 Months	Request HYT waiver as needed

Table 5-5 AC HYT action timeline

HYT POC. BUPERS-312/3152 processes HYT requests for active duty, TAR, and SELRES personnel. PERS-913 processes HYT requests for Voluntary Training Unit (VTU) and Individual Ready Reserve (IRR) Personnel.

SKILLBRIDGE

The DoW SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences and may be granted up to 180 days of permissive duty to focus solely on training full-time with approved industry partners after unit commander (first O-4/Field Grade commander in COC with NJP authority) provides written authorization and approval. These industry partners offer real-world training and work experience in in-demand fields of work while having the opportunity to evaluate the Service member's suitability for the work.

For more information refer to SkillBridge on MyNavy HR website.

Note: Members going through a Physical Evaluation Board (PEB) may not participate in SkillBridge until their board has been fully adjudicated and a separation date has been determined.

TRANSITION FROM ACTIVE DUTY

Transition counseling and assistance positively impacts retention and mission readiness by providing professional career development resources to Sailors. Effective transition assistance ensures that Sailors who transfer to the Navy Reserve or decide to separate and return to the civilian sector are productive citizens and ambassadors for the Navy. Reference OPNAVINST 1900.2(series) is very specific regarding separation guidance.

Transition counseling and transition benefits are separate and distinct. Services refer to permanent programs for all separating members (voluntary or involuntary) that provide career change information. Personnel transferring to the fleet reserve or retiring should begin transition counseling and TAP, 24 months prior to desired or planned fleet reserve or retirement date.

Note for RC: Initial counseling and pre-separation counseling must be completed at the Navy Reserve Activity (NRA) within 30 days of notification of mobilization, Active-Duty for Operational Support (ADOS), or Active Duty for Training (ADT) orders of 180 days or more for RC Sailors.

NRA/NRC CCCs shall initiate DD 2648 in DoWTAP and ensure process is in the Capstone phase prior to mobilization, ADOS, or ADT start date. The supported active-duty command will ensure all other TAP requirements are completed prior to member's demobilization/end of active-duty orders.

To gain access to Defense Manpower Data Center (DMDC), see Chapter 9.

FLEET RESERVE/RETIREMENT TIMELINE

Fleet Reserve and retirement requests must be submitted via NSIPS member self-service via the following timeline:

Active Component Retirement Table:

TIME BEFORE EAOS	ACTION TO BE TAKEN
24 Months	-Initiate retirement or fleet reserve request (E-7 and above). Submit retirement or Fleet Reserve request via Retirements and Separations in members Employee Self-Service located in NSIPS. For more information refer to Chapter 4 -Conduct initial counseling and initiate DD 2648 (Service Member Pre-separation/Transition Counseling and Career Readiness Standards e-Form) for service members separating, retiring, released from active duty (REFRAD), or being deactivated -Develop individual transition plan -Schedule TAP class
18 Months	-Initiate fleet reserve request (E-6 and above). -Submit fleet reserve request via Retirements and Separations. (refer to chapter 4) -Conduct initial counseling and initiate DD 2648 (Service Member Pre-separation/Transition Counseling and Career Readiness Standards e-Form) for service members separating, retiring, released from active duty (REFRAD), or being deactivated -Develop Individual Transition Plan (ITP) -Schedule TAP class
12 Months	-Verify completion of initial and pre-separation counseling no later than 365 days prior to separation

6 Months	-Confirm completion of TAP class
90 Days	-10 U.S.C., 1142 deadline for DD 2648 completion of Service Members Individual Transition Plan Checklist by command representative
<90 Days	-In the event of a short-fused discharge or separation, Sailors must complete all requirements for transition as listed in 12 months - 90 days' timeline. The DD 2648 must be annotated with comments explaining non-compliance with Title 10 U.S.C. 1142

Table 5-6 Fleet Reserve and Retirement actions to be taken

SELRES Retirement Table:

TIME BEFORE EOS	ACTION TO BE TAKEN
12 Months	-Meet with your UCC/NRC CCC and unit chain of command to discuss your intention of retiring. -Verify ASOSH points are correct or submit for corrections.
6 Months	-Submit retirement request via NSIPS: Main Menu -> Employee Self Service > Retirements & Separations > Request Retirement/Separations. In the drop-down menu select Non-Regular Retirement without Pay. -If submitting Retirement with Pay due to having reached age 60, forms DD-108 and DD-2656 must be completed, signed and uploaded to NSIPS retirement request.

Table 5-7 SELRES Retirement actions to be taken

The following should be tracked and coordinated between CPPA and TSC:

- Service members will receive a one-time letter of approval (LOA) that will be provided as an attachment under the ATTACHMENT/COMMENTS/RECOMMENDATION tab on both their retirement and fleet reserve approved request

- Statement of service (SOS) will be completed by PERS-836 in NSIPS and made available to the member no later than 120 days prior to the approved date

REENLISTMENT, RETIREMENT AND FLEET RESERVE CEREMONIES

These ceremonies are a significant event in the career of a Service member. As such, members should be afforded a meaningful ceremony to recognize the member's honorable service and high-quality performance, as indicated by the recommendation for reenlistment, retirement, and fleet reserve. Therefore, ceremonies are to be conducted in a dignified manner that appropriately reflects the importance of naval customs and courtesies. This includes the participants wearing the proper uniform and conducting themselves in an appropriate manner.

All certificates for Sailors and family members must be generated in CIMS.

Reenlistment eligibility should be verified per MILPERSMAN 1160-030. Extensions should be executed per MILPERSMAN 1160-040. Retain in Service (RIS) should be executed per MILPERSMAN 1160-050.

Retirement/Fleet Reserve ceremonies should be conducted per MILPERSMAN 1800-010.

Utilize NPPSC 1160/1, Command Career Request (for AC and TAR Sailors) or NAVRES 1160/1, Drilling Reservist Worksheet (for RC Sailors) to establish eligibility and authorization to re-enlist or extend.

Note: RC Sailors on active-duty orders (mobilization, ADOS, ADT, etc.) will utilize NPPSC 1160/1 if there is need to re-enlist or extend while on an active-duty status.

Review of the following topics should be part of all discussions regarding re-enlistments and extensions:

- Bonus eligibility
- Post 9/11 GI Bill eligibility and transferability
- HYT

- BRS Continuation Pay eligibility
- Advancement opportunities
- MNA OBLISERV
- Leave sellback
- MGIB-Selected Reserve (RC Sailors)
- Age 60 (RC)
- VTU (RC)

CHAPTER SIX

CAREER INFORMATION MANAGEMENT SYSTEM

INTRODUCTION

This chapter was developed by the Bureau of Naval Personnel, Enlisted Community Management Department (BUPERS-3), in partnership with Fleet and Force Navy Counselors. It provides Career Counselors with the procedures and information necessary to access CIMS and leverage its interface to ensure the success of the CDT.

CIMS is the primary means to plan, schedule, and track CDP activities. For more information download the CIMS user guide go to the MyNavyHR website. MyNavy HR > Career Management > Career Counseling > CIMS-NRMS> CIMS User Guide.

Note: Some challenges may exist for afloat platforms that are operating under the CIMS Afloat module, which has not received all the upgrades that the Web/Ashore modules have received. Please consult with your TYCOM/ISIC Counselor for further guidance and workarounds if your access becomes problematic in meeting reporting and functional requirements.

USER ROLES:

The User Roles within CIMS are CAM, Command View Only, CIMS CCC, and CIMS Departmental/Divisional Career Counselor.

CIMS ACCESS MANAGER (CAM) ROLE

The CIMS CAM role manages SAAR at the command level. Navy Counselors with CAM access are responsible for approving, modifying, deleting, and unlocking SAARs for Departmental Career Counselors, Divisional Career Counselors, and Sponsor Coordinators within their authorized security scope.

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This role ensures timely access management, uninterrupted career services, and strict accountability of user permissions. To prevent administrative delays and sustain command career readiness, NCs must obtain and actively maintain CAM access along with their associated CDT responsibilities.

CAM Access:

Step 1: Navigate to the NSIPS Login screen, and select System Access Authorization Request SAAR (NSIPS, ESR, CIMS, Web Ad Hoc)

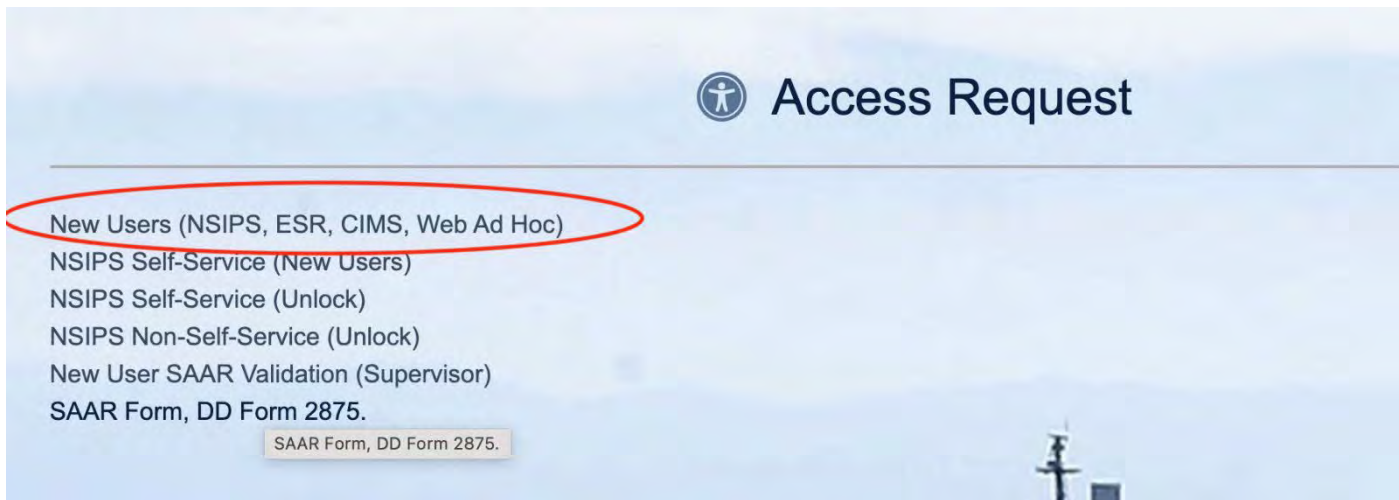


Figure 6-1 New Users

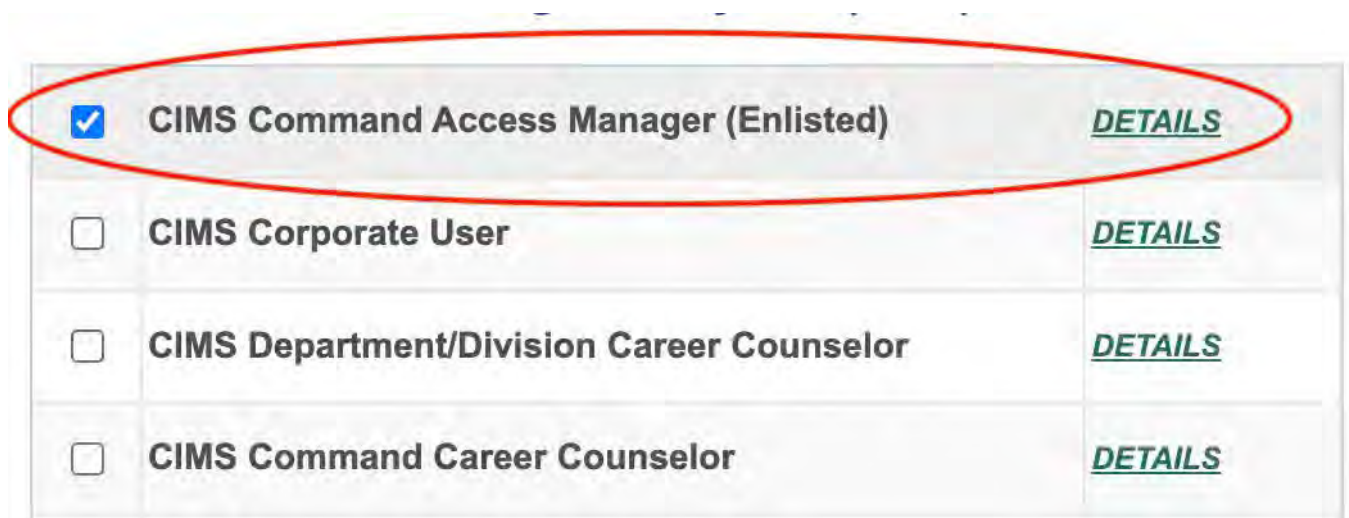
Step 2. On the next page select the CIMS radio button then click next.

☐	(NSW)-Naval Special Warfare	DETAILS
☐	(NRMS)-Navy Retention Monitoring System	DETAILS
☒	(CIMS)-Career Information Management System	DETAILS
☐	Command Level Access	DETAILS
☐	Corporate Level Access	DETAILS

Figure 6-2 CIMS Radio Button

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Step 3. On the Access Selection page, select CIMS Command Access Manager (Enlisted) and click next.



☒	CIMS Command Access Manager (Enlisted)	<u>DETAILS</u>
☐	CIMS Corporate User	<u>DETAILS</u>
☐	CIMS Department/Division Career Counselor	<u>DETAILS</u>
☐	CIMS Command Career Counselor	<u>DETAILS</u>

Figure 6-3 CAM (Enlisted)

Step 4. Complete the SAAR form in accordance with the instructions provided ensuring all required fields are accurate prior to submission.

CIMS COMMAND VIEW ONLY ROLE

The CIMS Command View Only Role grants read-only access based on authorized permissions. This role enables users to view data for their command and all subordinate activities defined within the Operational Security Tree. Access can be assigned at either a single Unit Identification Code (UIC) level (e.g., Wing or Surface Squadron) or an echelon level (e.g., Fleet or Force).

The CIMS Command View Only Role users may access all reports in their UICs as well as reports of all subordinate UICs.

The CIMS Command View Only Role users have view only access to CDBs, Career Decisions, USMAP data, reports, and all lists.

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CIMS CCC ACCESS ROLE

The CIMS CCC role authorizes the user to view, update, correct, and approve CIMS items based on access permissions granted within the operational security tree. CCCs may access and populate CIMS pages for all personnel assigned to them.

In addition to the CIMS pages accessible by Departmental and Divisional Counselors, CCC may access the following CIMS pages, and perform these tasks:

- Career Counselor Manage Assign
- Individual Department/Division Assignment
- Complete all certificates for personnel assigned to them
- CIMS calculators
- CCCs may modify departmental and divisional CCs input into CIMS pages and/or verify those pages as correct
- Mass Department/Division Assignment
- Records of Sailors who are assigned to their UICs or subordinate UICs
- Reports and lists for their UICs or subordinate UICs
- Assign Department and Divisional CCs in CIMS
- Assign Sailors to Department and Divisional CCs

This action allows verified information to be stored permanently as data in the NSIPS Enterprise Data Warehouse. Members with this role also give access to modify or update the users' SAAR Request under ERM Security Administration in the Navigation panel, for the purpose of requesting greater access to CIMS/NSIPS or additional UICs.

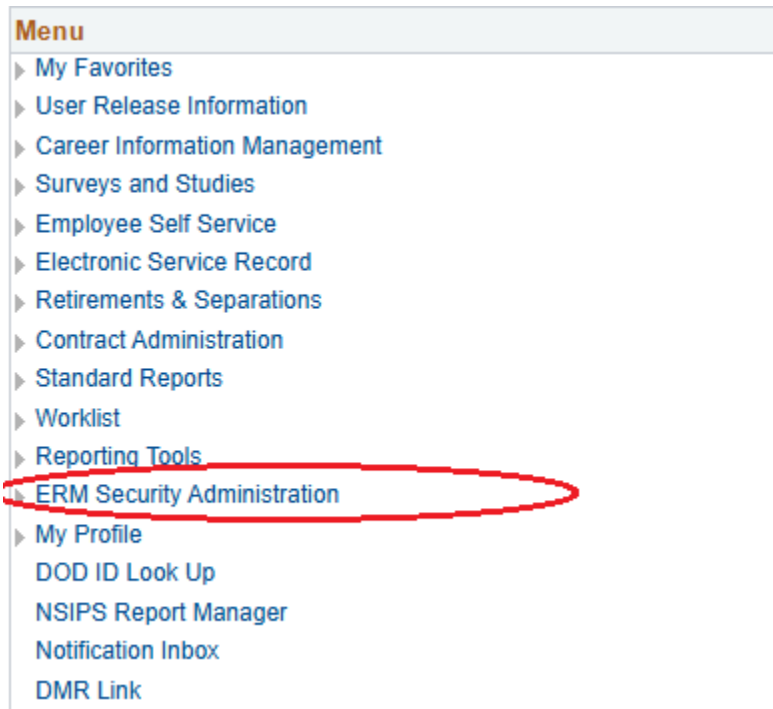


Figure 6-4 ERM Security Administration

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Note: Access to the CIMS Career Counselor (CCC) role is limited to 8 accounts per command. Requests for access exceeding this limit must be sent to BUPERS (313F) for review and approval.

DEPARTMENTAL/DIVISIONAL CC

Departmental/Divisional CCs may access and populate CIMS reports for all personnel assigned to them as well as the following:

- Complete all certificates for personnel assigned to them
- CIMS Calculators
- Input CDB minutes/remarks
- Record of Sailors who are assigned to their Department/Division CCs
- Mass Department/Division Assignment page
- Pull required Department/Division reports
- Career Decisions

CIMS ACCESS

Step 1. Go to NSIPS Login screen, click on System Access Authorization Request SAAR (NSIPS, ESR, CIMS, Web Ad Hoc)

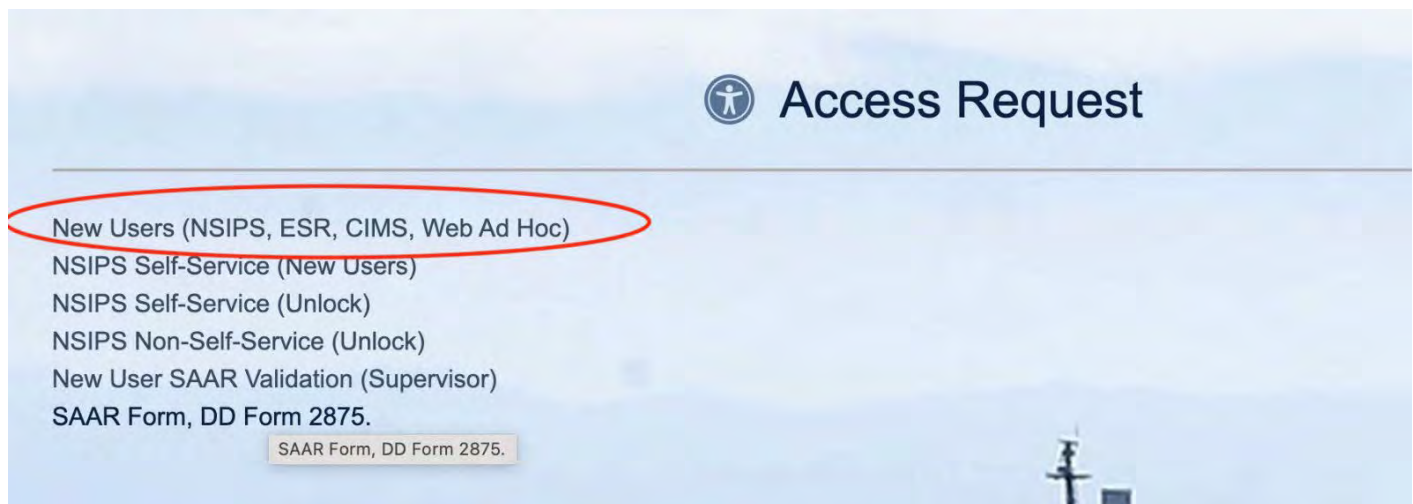


Figure 6-5 New User Request

Step 2. Click on the CIMS radio button and click next.

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☐	(NSW)-Naval Special Warfare	DETAILS
☐	(NRMS)-Navy Retention Monitoring System	DETAILS
☒	(CIMS)-Career Information Management System	DETAILS
☐	Command Level Access	DETAILS
☐	Corporate Level Access	DETAILS

Figure 6-6 Select CIMS

Step 3. Select level access needed and click "OK"

Select a Primary Role

Career Information Management System (CIMS)

☒	CIMS Corporate User	DETAILS
☐	CIMS Department/Division Career Counselor	DETAILS
☐	CIMS Sponsor Coordinator	DETAILS
☐	CIMS Command Career Counselor	DETAILS
☐	CIMS Command View Only	DETAILS

OK Cancel

-Select what type account you are trying to obtain.

-CIMS Command View Only is the old Admin Level-Inquiry account that is utilized by ISIC's / TYCOM's.

***** **Never select the CIMS Corporate User** *****

Figure 6-7 Select Primary Role

Step 4. Enter telephone number, official ".mil" email address, and a justification for access. The justification must clearly state the reason access is being requested and must align with the specific UIC(s) selected under CIMS UIC Access. Applications submitted with non ".mil" email address will be rejected.

System Access Authorization Request - (SAAR)

Create New User Account - CIMS Department/Division Career Counselor [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID:		Justification Upload SAAR Form View Existing SAAR Form
Name:		
Department:		
Rank/Rate:		
Account Type:	Military	A valid SAAR form (DD Form 2875) must be uploaded and verified/viewed before account submission. Completed SAAR forms are considered valid only if they are the official PDF forms with blocks 10, 11, 17d, 19b, and 25 filled, but without the Information Owner signature (block 18a). SAAR Form File (DD Form 2875)
Telephone:		
Email Address:		
	Official Email Address	

Security Information

Security information can be found on the SAAR form.

IA Awareness Training Date:	10/07/2024	31
(Cyber Awareness Challenge)		
Clearance Investigation Date:	03/10/2022	
Continuous Evaluation(CE) Date:		31

Figure 6-8 Enter required information

UIC Access

CIMS UIC Access

Supervisor Details - SAAR Form

Name:

(Last,First Middle)

Email Id:

Official Email Address

Contact Phone:

Figure 6-9 Enter required information

Note: Ensure all Unit Identification Codes (UICs) for which you are responsible are entered under your CIMS UIC Access and aligns with the justification.

When entering the counselor supervisor's information, ensure accuracy so it can be retrieved. The Last Name and First Name must be an exact match in the system and on the SAAR form; otherwise, the supervisor will be unable to retrieve and approve your request.

After verification that all information is correct on the SAAR click "submit". Soon after submission, emails will be sent to the counselor and supervisor.

Step 5. Supervisor verification. Supervisor will receive an email like the figure below. Supervisor must copy the code from the email.

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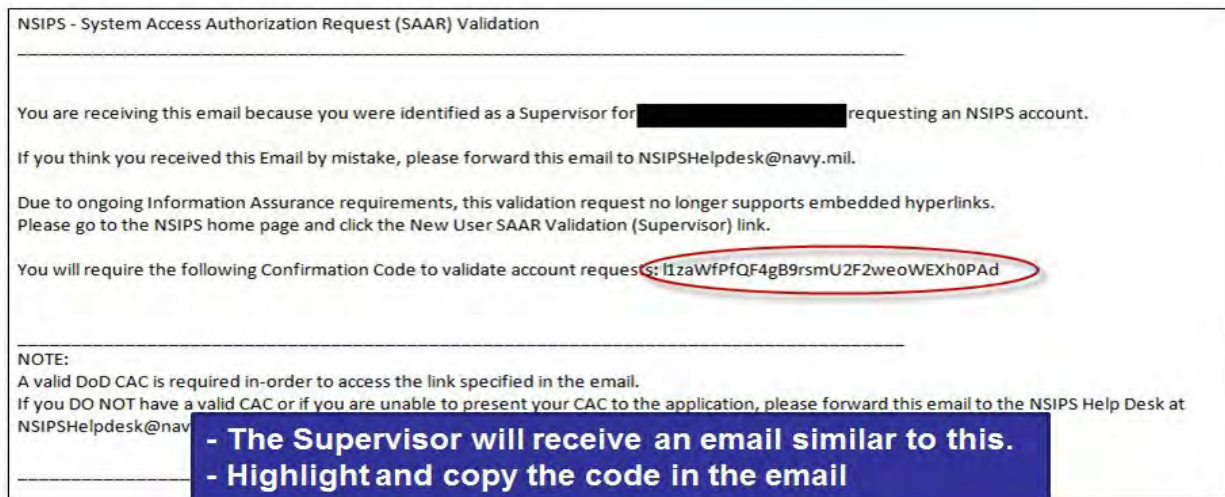


Figure 6-10 Supervisor Verification Code

Step 6. Supervisor must go to the NSIPS home page, click on "New User SAAR Validation (Supervisor)"



Figure 6-11 New user SAAR Validation (Supervisor) Selection

Step 7. Supervisor must paste the code from the email on the code line and click "confirm". The supervisor lines will pop-up to allow them to enter their information just as you typed it. Remember this must be identical or else they will not be able to retrieve the SAAR.

NSIPS SAAR Review/Verification Process

Code

Please enter the Confirmation Code received in the Email and Click on the Button "Confirm" to start the Process.

Code:

Supervisor Details

Please enter your details in the Section provided below and ensure those specified in the SAAR Form.

Name:

Email Id:

Phone:

-Paste the Code from the email and click "Confirm".

-Ensure you put your information in just how it was submitted. If it is not done correctly the line will highlight red.

Figure 6-12 Supervisor Verification Code

Step 8. Supervisor must check the SAAR for completeness (including proper justification and all UICs the member needs access to), then click "submit"

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Step 9. This will bring the supervisor to the final routing stage. This must be submitted to the CIMS SUPER FAM.

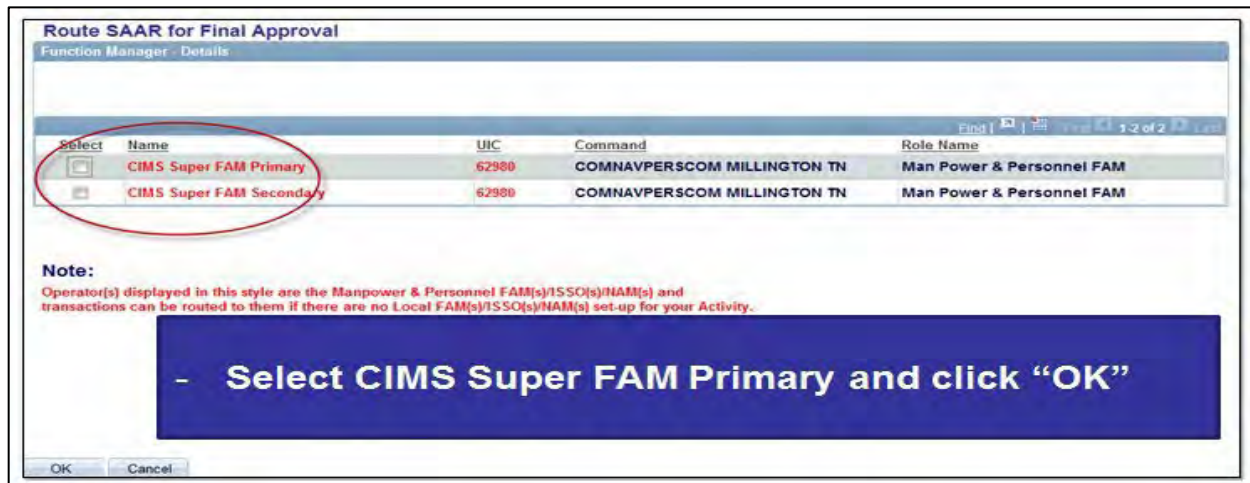


Figure 6-13 Supervisor FAM Selection

Once the supervisor approves, the counselor will then receive an email that the SAAR is awaiting approval by the CIMS Super FAM. Once approved by the CIMS SUPER FAM, a third email will be sent letting the counselor know their access has been approved.

Please allow 48 hours for approval by the CIMS SUPER FAM; for further questions, please contact the NSIPS help desk at nesd@nesd-mail.onbmc.mil.

NOTE: For Department/Divisional access, submit to CAM if available.

NAVIGATION AND FEATURES

This section will discuss the navigation of CIMS and the ESR. Of special interest will be the differences in the menu based upon the access role the user holds, whether it is CCC, or the command view only roles.

NAVIGATION CIMS (USE/INQUIRE)

USE- This menu item allows the user to access, input and view CDBs, Career Decisions, Career Information Training, SRB/ESRP Submission, and Rating Conversion for the CCC and Department/Division Career Counselor role user. The following menu items are only available under the CCC role:

- Department/Division/Shop/Duty mass Setup
- Member Department/Division/Duty Setup
- Individual Department/Division CC Assignments
- CDT Management
- Mass CDT Assignment

The CCC role users will have access to all Sailor records within the UICs they have been assigned as CCC. The Department/Division role users will have access only to Sailor records which have only been explicitly assigned to them by their CCC.

The Department/Division/Shop menu items and their usage are discussed in the CLA Users Guide and will not be discussed in this guide.

CDT MANAGEMENT

The screenshot shows the 'Team Assignment' tab in the CDT Management interface. At the top, there are three fields: 'Rank/Rate: PS1 (1)', 'Name: (2)', and 'Current DSC: 100 (3)'. Below these is a 'Career Counselor Info' section with a table. The table has columns for '*Assigned Date', '*UIC', 'Description', '*Assignment', '*Dept/Div', and 'Deassigned Date'. There are two rows of data. The first row shows '10/01/2025 (4)' for the assigned date, '(5)' for the UIC, 'Department (6)' for the assignment, 'CMD (7)' for the department, and '(8)' for the deassigned date. The second row shows '06/13/2023' for the assigned date, an empty UIC, 'Department' for the assignment, 'ADM' for the department, and '10/01/2025' for the deassigned date. At the bottom, there are 'Save' and 'Return to Search' buttons.

*Assigned Date	*UIC	Description	*Assignment	*Dept/Div	Deassigned Date
10/01/2025 (4)	(5)		Department (6)	CMD (7)	(8)
06/13/2023			Department	ADM	10/01/2025

Figure 6-14 CDT Management

- 1. **Rank/Rate** – Rate/Rank the member is currently being paid (Corporate data)
- 2. **Name** – Full Last Name, First Name, and Middle Name of the member (Corporate data)
- 3. **Current DSC** – Current Duty Status Code of the member (Corporate data)

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- **4. Assigned Date** - Date the member was assigned as Dept/Div CC
- **5. UIC** - Unit Identification Code the assigned CC is assigned to (if the CC will be acting as CC for a department or division of another command, that command's UIC should be entered here)
- **6. Assignment Indicator** - The Assignment Indicator identifies the member as either a department, division CC or the Leading Chief Petty Officer
- **7. Dept/Div** - Identifies department or division for which the LCP0/CC is responsible and is limited to valid departments/divisions as set up by the Command Leave Administrator. Valid departments/divisions are located and selected by using the lookup button
- **8. De-assigned Date** - When a CC is removed from their responsibilities as a CC, the date of occurrence is entered in this field and saved

NOTE: Saving a date in this field does not remove access to all records associated with the related department or division displayed on the row unless it is the last (only) remaining assignment. De-assignment of a CC on this page does not revoke the member's access to CIMS. To revoke access to CIMS CC can remove using the ERM tool.

INQUIRE- This menu item allows the user to view CDBs, Career Decisions, Sponsor Assignment, Rating Conversion, SRB/ESRP and USMAP Information and is accessible to all role users. This CIMS Access List is available to CCC roles and CIMS CAM Users only.

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Note: Inquire role users have access to all records within the UICs they have been assigned access.

Menu	Menu
▶ My Favorites ▶ User Release Information ▼ Career Information Management ▼ Use - Career Development - Career Decisions - Career Information Training - SRB/ESRP Submission - Rating Conversion - Dept/Div/Shop/Duty Mass Setup - Member Dept/Div/Duty Setup - Individual Dept/Div CC Assign - Career Dev Team Management - Mass Career Dev Team Assign	▶ My Favorites ▶ User Release Information ▼ Career Information Management ▶ Use ▼ Inquire - SRB/ESRP - Career Development Board - Career Decisions - Correspondence Tracking - Sponsor Assignment - Rating Conversion - USMAP Information - CIMS Access List

Figure 6-15 CIMS Use/Inquire Menu

NAVIGATION ESR (USE/SETUP)

ELECTRONIC SERVICE RECORD- USE - This menu item grants Career Counselors access to Administrative Remarks, Course Data, Montgomery GI Bill- Election, and DD Form 2366 Process List.

ELECTRONIC SERVICE RECORD- SETUP- This menu item grants Career Counselors access to Administrative Remarks and allows Career Counselors to create Page 13 Administrative Remarks.

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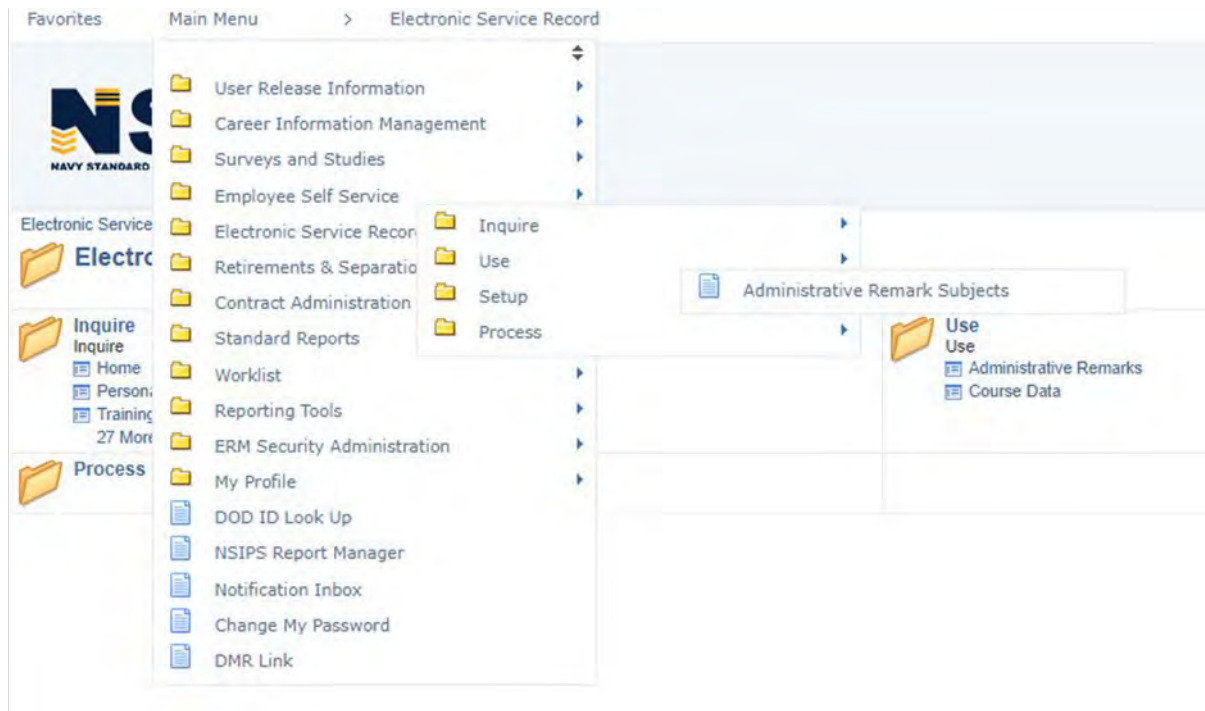


Figure 6-16 ESR/SETUP- Create NAVPERS 1070/613 (Administrative Remarks)

CAREER INFORMATION MANAGEMENT LISTS

LISTS- This menu item grants access to all role users to access various reports to include Advancement Information, TAP, Losses, Personnel Information, Sponsor Coordinator, Intermediate Orders, and Unit Tracking List.

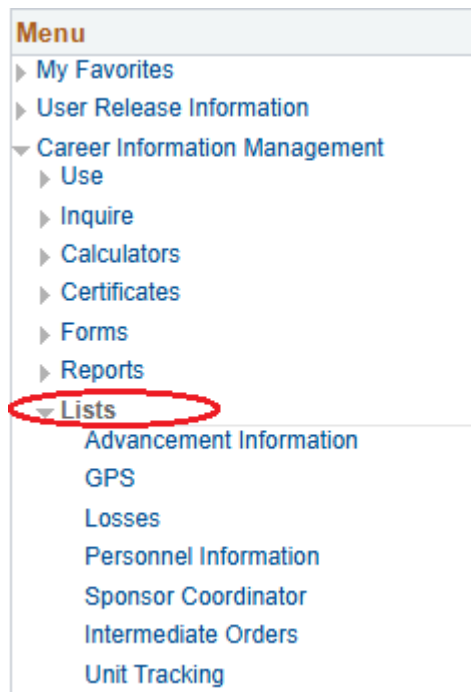


Figure 6-17 CIMS Lists Menu

CAREER INFORMATION TRAINING

The Career Information Training page provides CCCs the ability to enter Career Information Training dates for Sponsor training, CDTC, FTSW, and RASW. Data entered on this page may be used for reporting processes in CIMS Online.

The screenshot shows the 'CIMS Training' interface. It includes a 'Retrieval Criteria' section with 'Required' and 'Optional' filters. The 'Required' section has dropdowns for 'Active/Reserve' (set to 'Active') and 'Officer/Enlisted' (set to 'Enlisted'), along with a 'UIC' search field. The 'Optional' section has checkboxes for 'CDT Member', 'First Term', and 'Sponsors'. A 'Retrieve Records' button is present. Below this is the 'New Values to Apply' section with radio buttons for 'Sponsor Training' (selected), 'CDTC', 'FTSW', and 'RASW'. At the bottom is the 'Career Information Training Update' table with columns for Rank/Rate, Name, Active/Reserve, UIC, Dept, Div, CDTC, FTSW, RASW, Sponsor Training, and Select. The table shows one record with 'Active' status and a checkbox in the 'Select' column. A 'Save' button is at the bottom left.

Rank/Rate	Name	Active/Reserve	UIC	Dept	Div	CDTC	FTSW	RASW	Sponsor Training	Select
		Active								☐

Figure 6-18 Career Information Training Page

CAREER DEVELOPMENT BOARDS

PULLING DUE CDBs IN CIMS

From the CIMS main menu, select Career Information Management, then select List and access Unit Tracking to locate and manage CDB requirements.

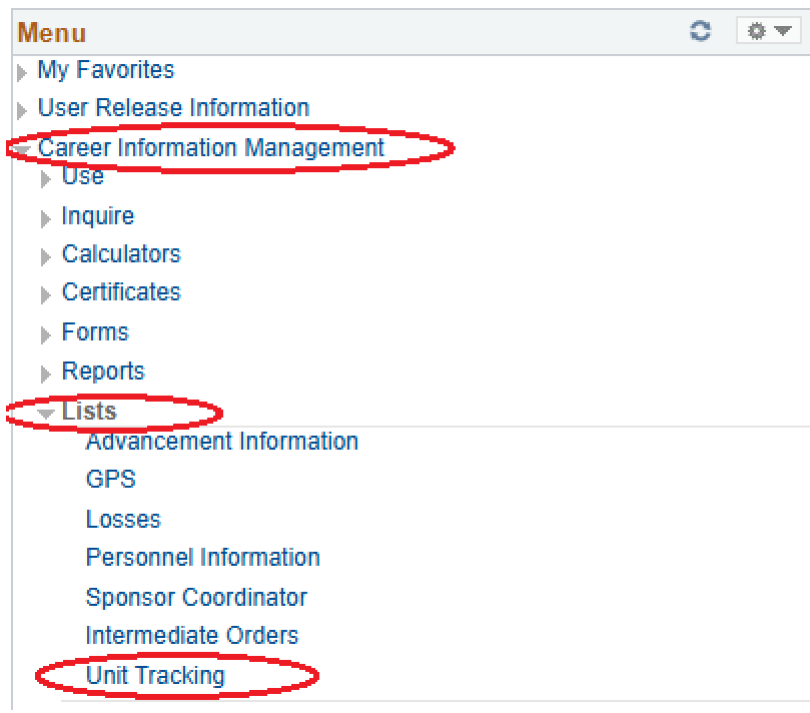


Figure 6-19 Unit Tracking

Select CDB Notification under List, then apply Due filter and set the appropriate date range to pull all pending CDBs, including Sailor Request CDBs, for the selected UIC.

Unit Tracking Search Criteria			
List Type			
☒ Active		☐ Reserve	
List			
☐ Alpha Roster	☐ Career Counselor Roster	☐ Career Decision	☒ CDB Notification
☐ BRS - CP	☐ PACT	☐ MGIB	☐ C-WAY
☐ Post-9/11 GIB TEB			
Filter			
☐ Sailor Request		☒ Due	☐ Completed
☐ Verified			
Date Parameter			
From Date	OCT-2025	(JAN-2001)	To Date JUN-2026 (DEC-2001)
UIC Access Personalize Find View All First 1 of 1 Last			
Select	UIC		
☒	65929	NAVY SERV SUPP ADV TRNG CMD	

Figure 6-20 Unit Tracking Search Criteria

The Active CDB Notification Listing (Due) displays all CDBs that are currently due, including required dates and applicable reasons, allowing CCCs to track and conduct.

Active CDB Notification Listing (Due)												Personalize Find View All	First
UIC	Rank/Rate	Name	Dept	Div	Required Date	Reason	CDB Date	Career Decisions	Career Decision Date	MBR Requested	Requested Date	Request Reason	
			CMD	N5	2026-04	Career Decision			06/26/2024				
			CMD	N5	2026-04	24 Month							
					2026-04	Reporting			02/22/2026	Yes	03/25/2026	REPORTING	
			CMD	N5	2026-04	24 Month							
					2026-05	Reporting			01/08/2026				
			CMD	N5	2026-05	24 Month							
					2026-05	Reporting							
					2026-05	Reporting			10/08/2021				
					2026-05	Reporting							
			CMD	N5	2026-06	48 Month							

Figure 6-21 Active CDB Notification Listing

CDB VERIFICATION PROCESS

The verification process is available only to CCC and is used to validate information entered by the Department/Division Career Counselors for CDBs. CCC shall verify only those CDB's that appear under the "completed" tab within the Unit Tracking module. This allows the CCC to make corrections, additions, or other changes to the record before it becomes permanent in the database. CCC should make every effort to ensure that information in CDBs is accurate and complete.

Note: Once "verified" no further changes can be made.

Unit Tracking Search Criteria		
List Type		
☒ Active ☐ Reserve		
List		
☐ Alpha Roster ☐ BRS - CP ☐ Post-9/11 GIB TEB	☐ Career Counselor Roster ☐ PACT	☐ Career Decision ☐ MGIB ☒ CDB Notification ☐ C-WAY
Filter		
☐ Sailor Request ☐ Due ☐ Completed ☒ Verified		
Date Parameter		
From Date	OCT-2025  (JAN-2001)	To Date JUN-2026  (DEC-2001)
UIC Access Personalize Find View All  		
First	1 of 1	Last
Select	UIC	
☒	65929	NAVY SERV SUPP ADV TRNG CMD

Figure 6-22 Unit Tracking Criteria Verified

Career Development	CDB Data	ICDP	Goals and Comments
--------------------	----------	------	--------------------

DOD ID:			
Rank/Rate:	Name:	Current DSC: 100	

ADSD: 12/15/2020	PEBD: 12/15/2020	EAOS: 08/27/2027	Soft EAOS: 08/27/2027
------------------	------------------	------------------	-----------------------

REPORT DT:	PRD: 07/01/2027	DIEMS: 08/21/2020	DIERF:
------------	-----------------	-------------------	--------

Retirement Plan: BRS	EDLN:	EDLN RSN:	HYT Date: 12/14/2030
NEC1:	NEC2:	NEC3:	NEC4: NEC5:

UIC:		Warfare Qual:	
DEPT: CMD	DEPT Career Counselor:		
DIV: N5	DIV Career Counselor:		
Mentor Name:		Home of Rec City/State:	

CAREER DEVELOPMENT BOARD TRACKING			
Type	Required Date	Completed Date	Not Required
Reporting	SEP-2025	07/31/2025	
24 Month	JUL-2027		☐
48 Month	JUL-2029		☐
60 Month	JUL-2030		☐

ADDITIONAL BOARDS CONDUCTED	
None	

Career Decision CDB: JAN-2026 Reason PRD

CAREER DEVELOPMENT TRAINING	
CDTC Completion Date:	FTSW Completion Date: 11/05/2021

Figure 6-23 Career Development

Career Development	CDB Data	ICDP	Goals and Comments
--------------------	-----------------	------	--------------------

DOD ID:		
Rank/Rate:	Name:	Current DSC: 100

ADSD:	PEBD: 12/15/2020	EAOS: 08/27/2027	Soft EAOS: 08/27/2027
-------	------------------	------------------	-----------------------

REPORT DT:	PRD: 07/01/2027	DIEMS: 08/21/2020	DIERF:
------------	-----------------	-------------------	--------

CDB Data		Find View All	First 1 of 1 Last
-----------------	--	-----------------	-------------------

CDB Type: ☐	DEPT: CMD	DIV: N5
CDB Type 2: ☐	CDB Type 3: ☐	CDB Type 4: ☐
CDB Date:		
CDB Rank/Rate:		

LEADERSHIP DEVELOPMENT CONTINUUM			
Paygrade: E04	Date of Rank: 03/01/2023	# of Times Up for Next Paygrade: 5	
Projected Advancement Date	E5: 01/01/2024	E6: 01/01/2027	E7: 01/01/2030
Most recent NWAEE score	Most recent RKE score	PMK Completion Date	07/23/2023
Enlisted Leader Development Course (LDC) Completion Date(s)			
Foundational LDC (E3 & E4):	Intermediate LDC (E5):	Advanced LDC (E-6):	
CPO LDC (E-7):	Senior Enlisted Academy (E-8):		
Qualifications Working Toward:			
Qualification:	Start Date:	Goal Completion Date:	

OFF-DUTY VOLUNTARY EDUCATION	
Highest Education Level: L	High School Diploma
Univ / College enrolled:	
Degree Working Toward:	
Start Date:	Target Date:
Post-9/11 GI Bill TEB:	MGIB DD2366:

Figure 6-24 CDB Data

Navy COOL & USMAP	
USMAP Working Toward:	
COOL Working Toward:	

PFA DATA	
Results:	PFA Goal Sets

TRANSITION	
TAP Required: Yes ☐ No ☒ CRS Met: Yes ☐ No ☒ TAP Listing	

CAREER WAYPOINTS	
C-WAY Last Review:	Status:

PCS ORDERS	
PCS Orders Received:	Welcome Aboard Package Received: 

 Save

 Return to Search

 Previous tab

 Next tab

 Refresh

Figure 6-25 CDB Data Continued

Career Development	CDB Data	ICDP	Goals and Comments
DOD ID: Rank/Rate: Name: Current DSC: 100			
ADSD: PEBD: 12/15/2020 EAOS: 08/27/2027 Soft EAOS: 08/27/2027			
REPORT DT: PRD: 07/01/2027 DIEMS: 08/21/2020 DIERF:			
COMMISSIONING PROGRAMS			
Are you interested in applying for any commissioning programs ? ☐ Yes ☐ No If yes, which program: 100 characters remaining			
PROFESSIONAL MILITARY EDUCATION			
Are you interested in or would like more information about military education to include 'A' and 'C' schools or other formal military training ? ☐ Yes ☐ No If yes, which program: 100 characters remaining			
OFF-DUTY VOLUNTARY EDUCATION			
Are you familiar with Tuition Assistance benefits? ☐ Yes ☐ No Are you familiar with your Joint Service Transcript? ☐ Yes ☐ No Are you familiar with the benefits of CLEP/DANTES? ☐ Yes ☐ No			

Figure 6-26 ICDP

MILITARY LIFE CYCLE	
Are you interested in converting to another rating?	☐ Yes ☐ No
If yes, which one(s):	
50 characters remaining	
Do you have a current spending plan?	☐ Yes ☐ No
Are you currently experiencing any pay or entitlement issues (household goods, BAH, BAS, GTCC, SDAP, etc.) ?	☐ Yes ☐ No
If yes, which one(s):	
40 characters remaining	
Do you have any areas of concern regarding your current rack or housing situation?	☐ Yes ☐ No
If yes, which one(s):	
55 characters remaining	
Do you know how and when to transfer your Post 9/11 GI Bill education benefits?	☐ N/A ☐ Yes ☐ No
Are you familiar with the benefits of the Blended Retirement System and the timeline for Continuation Pay ?	☐ N/A ☐ Yes ☐ No
Retirement Plan Enrolled in:	BRS
Are you familiar with the 4-2-2 Military Service Obligation (MSO) for first term Sailors?	☐ Yes ☐ No
Are you interested in any special programs (USS Constitution, RDC, Embassy, Personnel Exchange Program, etc.)?	☐ Yes ☐ No
Are you familiar with your active duty federal and state VA	☐ Yes ☐ No
Date your Record of Emergency Data and Dependency Application (Page 2) was last verified/updated:	03/02/2024
Why did you join the Navy?	
Explanation if other chosen:	
100 characters remaining	
Describe your ideal Naval Career:	
250 characters remaining	

Figure 6-27 ICDP Continued

Career Development	CDB Data	ICDP	Goals and Comments																					
DOD ID: Rank/Rate: Name: Current DSC: 100																								
ADSD: PEBD: 12/15/2020 EAOS: 08/27/2027 Soft EAOS: 08/27/2027																								
REPORT DT: PRD: 07/01/2027 DIEMS: 08/21/2020 DIERF:																								
Career Intentions Career Decision Reenlistment Plan Date 08/03/2026																								
Career Decision																								
SMART Short Term Goals: 2000 characters remaining																								
SMART Long Term Goals: 2000 characters remaining																								
CAREER DEVELOPMENT BOARD MINUTES & PLAN																								
<table border="1"> <thead> <tr> <th>CDB Members Title</th> <th>Name</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td colspan="3">Board Chair and CCC/DCC are required.</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Others</td> <td>(Last, First Middle)</td> <td> </td> </tr> </tbody> </table>				CDB Members Title	Name	Rank	Board Chair and CCC/DCC are required.															Others	(Last, First Middle)	
CDB Members Title	Name	Rank																						
Board Chair and CCC/DCC are required.																								
Others	(Last, First Middle)																							
(Last, First Middle)																								

Figure 6-28 ICDP Continued

The CDB verification page in Figure 6-29 is used by the CCC to review entries, document discussion topics, and verify completed CDBs.

CDB topics discussed (as applicable)

- ☐ Familiarization with Sailor's background
- ☐ Introduction of Career Development Team
- ☐ Mentorship and protégé responsibilities
- ☐ Off-duty education (TA, CLEP, USNCC, etc.)
- ☐ Physical readiness
- ☐ Commissioning Programs
- ☐ Personal Financial Management Program
- ☐ Validation pay entitlements & PCS travel claim liquidation
- ☐ Leave and Earnings Statement (LES) review
- ☐ Transfer of Education Benefits
- ☐ Command mission, vision, and expectations
- ☐ Personnel Record Review (ESR and OMPF)
- ☐ Advancement requirements (PMK-EE, LDC, etc.)
- ☐ Rating Conversion
- ☐ Monetary incentives (SRB, SDAP, SDIP, etc.)
- ☐ Credentialing (USMAP and Navy COOL)
- ☐ TAP requirements (incl. 4/2/2 MSO)
- ☐ Special Programs
- ☐ Learning & Development Continuum (NPME, JPME, etc.)
- ☐ Learning and Development Roadmap (LaDR)

To add CDB Topics in Board Comments: check topic box(es) and Click Add CDB Topics.

Add CDB Topics

Board Comments:

2000 characters remaining

CDB Status

☐ Completed☐ Verified

Save

Return to Search

Previous tab

Next tab

Refresh

Figure 6-29 CDB Verification Page with CDB Topics

SELECTIVE REENLISTMENT BONUS (SRB)

The SRB page can be used to submit and check the status of SRB submissions.

6-28

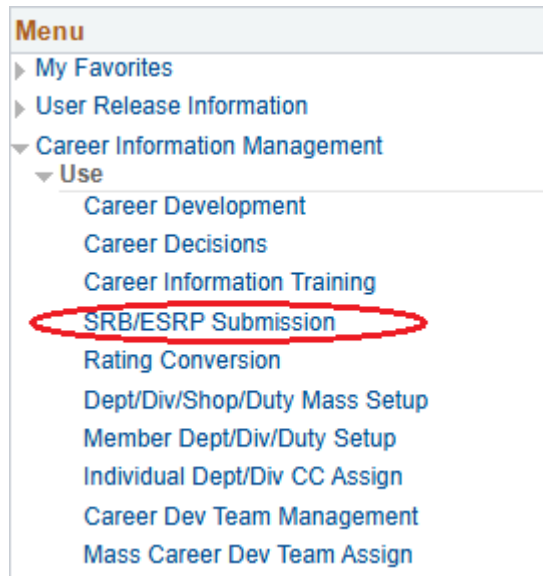


Figure 6-30 SRB/ ESRP Submission

Navy Enlisted Classification Code			
Selective Reenlistment Bonus Calculator			
☒ USN		☐ FTS	
Pay Grade:	E05	Bonus Type:	1AA
Broken Service Status:	1 - No Broken Service		
SRB Qualifier:	EM:T3	SRB Max Amount:	\$30000.00
Zone Description:	(ZONE A ONLY)		
Bonus Rating:	EM	Bonus Warfare:	
		Bonus NEC:	
INOP NUC EXT:	00	INOP OTH EXT:	00
EAOS at Reenlistment:	08/16/2024	SEAOS at Reenlistment:	08/16/2024
Date of Reenlistment:	08/13/2024	Reenlistment Term:	72 Month
Monthly Base Pay:	\$3365.70	LOS for Pay:	4
		New EAOS:	08/12/2030
Reduction Months			
INOP NUC EXT:	00	Early Reenlistment:	01
INOP OTH EXT:	00	Over 16 Years:	00
Clear			
Calculate SRB			
Estimated SRB Amount			
Zone: A Tier Description: T3			
Reference: FY24 SRB AWARD PLAN (N13 SRB 002/FY24)			
Award Level:	1.0	0.0	Months Used to Calculate Bonus: 71
Total Act Serv at REENL: 5 Yrs 1 Mos 19 Days			
Total Act Serv after REENL: 11 Yrs 1 Mos 19 Days		SRB Amount:	\$19,913.73
Submit SRB Pre-Certification			

All fields Required when open.

Figure 6-31 SRB Calculator

Appr Inst:	Appr Status: Pending	Appr Action: Incomplete ▼	Comment
PPSUIIC: 42574	Bonus Type: 1AA	Continuous Service	Reset Program
SRB Qualifier: EM:T3	EAOS on Reenlistment: 08/16/2024	31	
Message Qualifier: EM			
Discounted Inop Ext: 01	Pay Grade: E05	PEBD at Last Discharge:	
Other Inop. Ext: 00	Last Discharge Date:	Adj. ADSD:	
Reenlistment TermMonths: 72	Reenlistment Date: 08/13/2024	31	
Extension Months:	Extension Exec Date:		
Zone: A - 0-6 years ▼	Total SRB: 19913.73	SRB Level: 1.0	
Bonus Rate: EM	EAOS: 07/23/2024	SEAOS: 07/23/2024	
PEBD: 06/24/2019	ADSD: 06/24/2019	EMC: B210	
NEC:	DNEC: 0000	DNEC2:	
AOS: 71	AOS Date:	CWAY Status: AIR	
Prospective Rate:	Prospective Paygrade:	CWAY Approval Date: 04/08/2020	
Competencies Personalize Find 1 1 First 1 of 1 Last			
Effective date	Competency		
01/01/1951	0000		
Contact Information			
Name:			
Email:			
Phone:			
Commanding Officer Remarks:			
SRB History Personalize Find View All 1 1 First 1 of 1 Last			
Effective date	SRB Type	Approval Status	

OK
Apply

Figure 6-32 SRB Calculator Continued

Note: To check for SRBs refer to chapter 12

RETIREMENT AND SEPARATION REQUEST VIA NSIPS

Step 1: Sailor logs into NSIPS under Member Self-Service.



Figure 6-33 NSIPS Login

Step 2: Select "Employee Self-Service" from the left menu then select "Retirements/ Separations".



Figure 6-34 NSIPS Menu

Step 3: Ensure that member is viewing the "Request" tab. Member should verify all pertinent information on this tab.

Retirements and Separations - Request

Request: Attach/Comment/Recommend Contact Information Views

Current User Role:
Current User Role Logged in As: Reporting Senior

Request Currently Routed to:
Pending NPC Review

Approval Details:
Status: Pending Instance ID: 35785-115

Service Dates:
DEMS: 09/16/2002 Date of Rate: 09/16/2020 Mandatory Sep/Ret/Fb Res Date: TAFMS: 20yr 00m 15d
ADSD: 09/15/2003 PERD: 09/15/2003 PRO: 03/01/2023 Time in Grade: 03yr 00m 14d

Obligated Service End Dates:
EADS: 01/11/2023 Bonus: Education:
EADS: 03/11/2023 Special Programs: Tuition Assistance:

Request Details:
Process Type: Original

Figure 6-35 Request Tab

Note: Counselor will be able to review requests in R&S Command Request Home page with the Command Reviewer or Command Separation Specialist access.

Current User Role Logged in As: Reporting Senior

Assigned Requests

Activity	Name	SIC	Approval Instance	Process Type	Request Type	Approval Status	Requested Retire Date	Last Update Date/Time	Current Status	User Role Assigned	Days In Queue	View Request
OCS	[REDACTED]	62965	36851412	Original	Fleet Reserve	Pending	08/31/2023	03/17/2022 9:54:45AM	Pending Command Review	Command Separation Specialist	8	View Request
DR	[REDACTED]	62968	35723852	Original	Regular Retirement	Pending	11/01/2022	03/01/2022 11:12:55AM	Pending Command Review	Command Separation Specialist	24	View Request
SC	[REDACTED]	4816A	35084803	Original	Fleet Reserve	Pending	06/30/2023	02/10/2022 8:22:11AM	Pending Command Review	Command Separation Specialist	39	View Request
SC	[REDACTED]	62968	35748181	Original	Fleet Reserve	Pending	01/13/2024	02/01/2022 1:45:13PM	Pending Command Review	Command Separation Specialist	52	View Request

Filters

Request Type:
Date Type: Earliest Date: 01/01/2021 Latest Date: 01/01/2022

All Pending Requests

Activity	Name	SIC	Approval Instance	Process Type	Request Type	Approval Status	Requested Retire Date	Last Update Date/Time	Current Status	User Role Assigned	Days In Queue	View Request
S1	[REDACTED]	62968	35390190	Original	Fleet Reserve	Pending	09/30/2025	11/23/2021 2:47:01PM	Draft			View Request
TCM	[REDACTED]	62968	35359332	Original	Fleet Reserve	Pending	07/31/2024	11/10/2021 1:30:38PM	Draft			View Request

Figure 6-36 Command Access Home Page

Note: Counselor shall verify eligibility per applicable MILPERSMAN.

Step 4: Counselor shall verify all yellow and red alerts have been addressed.

Request Details

Process Type: Original
Requested Type:
Requested Date: 09/30/2023 Created On: 02/04/2022 7:11:20:000000AM
Is the Service Member currently serving on an Overseas Tour with DoD sponsored (funded) Accompanied with Dependents tour?
Current Routing Status: Pending NPC Review

Eligibility Result

Further evaluation and determination may be required by NPC or higher authority to determine eligibility for Fleet Reserve. Below are the specific preliminary eligibility check results:

- Requested Date occurs after EAOS (11/11/2023) and SEAOs (3/11/2023) dates. Member may require more service on contract to retire.
- The system lacks the following Obligated Service End Dates: Special Program, Bonus, Tuition Assistance, Education. Further evaluation and determination by NPC may be required.
- Total Time in Service meets minimum required 20 years, 0 months, 0 days. Earliest qualifying date is 9/15/2023.
- Minimum Tour for Separation is on or before Requested Date.
- Time in Grade E97 meets the minimum 2 years, 0 months, 0 days. Earliest qualifying date is 9/16/2022.
- Retirement date is on or before Statutory Date: 5/10/2037, or is not greater than the last day of the month in which the service member reaches their Statutory date.
- Requested Date occurs after the following Obligated Service End Dates: Post-9/11 GI Bill (7/17/2021).

Additional Request Data

Options

Receiv Monetary Debt Advisory: Acknowledged Willingness to Retire/Separate at a Lower Paygrade:

Figure 6-37 Retirement Eligibility Result

Step 5: Counselor must ensure that Planned Separation Address has been inputted.

NSIPS
NAVY STANDARDIZED INFORMATION PROCESSING SYSTEM

Home | Add to Favorites | Sign Out

New Window | Personalize Page

Retirements and Separations - Request

Save | Route | Next | Previous | Return to Search | History | Statement Of Service | Reference Material | Modify/Cancel

Request | Attach/Comment/Recommend | **Contact Information** | Waivers

Home Address

Address Type: Home
Street 1: [REDACTED] LANE
Street 2: [REDACTED]
City: SUFFOLK
State: Virginia
Postal Code: 23435
Country: United States

Planned Retirement/Separation Address

Address Type:
Street 1:
Street 2:
City:
State:
Postal Code:
Country:

Phone Numbers

Phone Type: Telephones
Cellular: [REDACTED]
Domestic Indicator: [REDACTED]

Other Email Addresses

Email Type: [REDACTED]
Email Address: [REDACTED]@GMAIL.COM
Home: [REDACTED]

Edit Address, Phone [REDACTED]

Official Email Address

Email: [REDACTED]@NAVY.MIL

Edit Official Email [REDACTED]

Command Contact

Figure 6-38 Planned Separation Address

To add a Planned Separation Address, click on the "address, phone, or other email". Click the "add" symbol as pictured in Figure 6-39

Address/Phone

Address and Phone

Employee

Address Type

Find | View All

First 2 of 4 Last

*Address Type:

+

-

Address History

Find | View All

First 1 of 1 Last

Effective Date:

12/17/2025

Status:

Active

50 Mile Indicator

Locality:

▼

Mail status:

▼

Country:

Address:

Edit Address

+

-

Phones

Find | View All

First 1 of 1 Last

Phone Type

Telephone

Phone Type

Home

+

-

Email Addresses

Find | View All

First 1-2 of 2 Last

Email Type

Email Address

Business

+

-

Home

+

-

OK

Cancel

Apply

Figure 6-39 Address Type

1 Jul 26

Address/Phone

Address and Phone

Employee

Address Type Find | View All First 2 of 4 Last

*Address Type: 

Address History Find | View All First 1 of 1 Last

Effective Date: 12/17/2025  Status: Active 

Locality: 

Mail status:  ☐ 50 Mile Indicator

Country:  Edit Address

Address: 

Phones Find |   First 1 of 1 Last

Phone Type Telephone Phone Type

Home    

Email Addresses Find |   First 1-2 of 2 Last

Email Type Email Address

Business    

Home   

OK Cancel Apply

Figure 6-40 Address Type

Once the magnifying glass shown in Figure 6-40 is clicked, it will display the screen in Figure 6-41 to add the address type.

Address/Phone

Address and Phone

RILEY,KADEIDRE SHAREE Employee

Address Type

*Address Type:

Address History

Effective Date: 12/17/2025 Status: Active

Locality:

Mail status:

Country:

Address:

50 Mile ☐

Edit Address

Phones

Phone Type Telephone

Home

Email Addresses

Email Type Email Address

Business

Home

OK Cancel Apply

Look Up Address Type

Cancel

Search Results

View 100 First 1-22 of 22 Last

Address Type	Address Type
BILL	Billing
BUSN	Business
CAMP	Campus
CHK	Check
DORM	Dormitory
EMPL	Employer Address
HOME	Home
HOR	Home Of Record
LEGL	Legal
LES	LES - NOT USED
LEVE	Leave
MAIL	Mailing
NTLN	Naturalization
OTH	Other
OTH2	Other 2
PERM	Permanent
PREF	Preferred
PSA	Planned Separation
RHOM	Retired Home
SEPR	Separation
TSP	Thrift Savings Plan
VTRN	Veteran

Figure 6-41 Address Type

Once all information has been inputted and verified by member, CCC will use the "route" icon to forward the request to next applicable reviewer/approver.

Current Status: Pending Command Review

Select a Workflow Action

Select a Role

Route To Role

☐ Command Reviewer

☐ Command Separation Specialist

☐ Member Self Service

☒ Reporting Senior

Select a User

Rank/Rate	Name	UIC
☐ CAPT	[REDACTED]	62980
☐ CDR	[REDACTED]	9240N
☐ CAPT	[REDACTED]	62980
☐ RDML	[REDACTED]	0010A
☐ CDR	[REDACTED]	62980

Route Request Cancel

Figure 6-42 Reviewer/Approver View

CERTIFICATES

This certificates page will allow you to create a variety of certificates for use in ceremonies.

Certificates

Member Information

SSN: 

*Full Name:

*Sex:

Signing Official Information

Official Name:
(First Name MI Last Name, Rank, Branch/Class)

Official Title:

Official Command:

Certificate Information

*Certificate Type:

*Certificate Date:

*Recipient Name:

*Relationship To Member:

Fleet Reserve

Honorable Discharge

Reenlistment

Retirement

Print Certificate

Figure 6-43 Certificates

UNIT TRACKING

The Unit Tracking page can be utilized to track command information and offers the following queries: Alpha Roster, Career Counselor Roster, Career Decisions, CDB Notifications, BRS-CP, Professional Apprentice Career Track (PACT), MGIB, Career Waypoints (C-WAY), and Post 9/11 GI Bill

Tracking Criteria

Unit Tracking Search Criteria

List Type

☒ Active ☐ Reserve

List

☒ Alpha Roster ☐ Career Counselor Roster ☐ Career Decision ☐ CDB Notification
☐ BRS - CP ☐ PACT ☐ MGIB ☐ C-WAY
☐ Post-9/11 GIB TEB

UIC Access [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Select	UIC	
☒	65929	NAVY SERV SUPP ADV TRNG CMD
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

Select All Deselect All [Process Request](#)

Figure 6-44 Unit Tracking Page (Active)

Tracking Criteria

Unit Tracking Search Criteria

List Type

☐ Active
☒ Reserve

List

☒ Alpha Roster
☐ Career Counselor Roster
☐ Career Decision
☐ CDB Notification
☐ BRS - CP
☐ MGIB-SR
☐ Temporary Rate

UIC Access
Personalize
Find
View All
First
1 of 1
Last

Select UIC
NOSC

Figure 6-45 Unit Tracking Page (Reserve)

Active Alpha Roster Listing															Personalize Find View All First 1.58 of 56 Last									
UIC	DDO ID	Rank/Rate	Name	Date of Birth	CRED	Report Date	ADSD	FGD	EAOS	SEAO5	FFRD	SEFMS	BSCL	SPI	ACC	Dept	Div	Dept CC	Div CC					
		YNG		10/23/1992		08/11/2025	02/01/2012	08/01/2025	05/15/2029	05/15/2029	02/01/2012	05/29/2011	11		100	CMD	N5							
		LF		07/15/1977		06/26/2024	10/25/2008	01/01/2029			03/05/2005	03/05/2008	11		100									
		GS1		09/10/1994	3	03/14/2025	11/05/2012	03/01/2029	01/08/2028	01/08/2028	11/05/2012	05/16/2012	11		100	CMD	N5							
		YN2		02/27/1995	5	10/07/2024	04/15/2016	09/01/2027	04/27/2027	04/27/2027	04/15/2016	12/04/2018	11		100	CMD	N5							
		CSC		04/16/1992		03/20/2026	03/14/2012	03/01/2029	07/31/2029	07/31/2029	03/14/2012	06/06/2011	11		100									
		NC1		05/14/1999	1	02/29/2025	11/03/2017	02/01/2028	10/08/2028	02/06/2029	11/27/2017	03/24/2017	11		100									
		LSC		05/07/1991		10/09/2025	07/03/2013	10/01/2028	07/22/2026	10/23/2028	07/03/2013	02/11/2013	11		100	CMD	N5							
		ABHC		09/05/1994		09/30/2024	10/09/2002	10/01/2027	09/14/2026	11/14/2027	10/09/2002	09/17/2002	11		100	CMD	N5							
		LSC		09/19/1990		09/29/2023	02/04/2010	09/01/2028	03/23/2028	07/23/2029	02/04/2010	03/12/2009	11		100	CMD	N5							
		YN2		11/26/1999	5	03/24/2025	04/17/2020	03/01/2028	03/13/2029	03/13/2029	04/17/2020	01/24/2028	11		100	CMD	N5							
		ETG		10/11/1978		05/22/2025	03/22/2005	04/01/2028	05/01/2028	04/01/2028	03/22/2005	04/07/2005	11		100	CMD	N5							
		AMC		01/10/1990		10/09/2024	07/02/2010	10/01/2027	08/24/2029	08/24/2029	07/02/2010	03/08/2018	11		100	CMD	N5							
		RS1		05/11/1990		08/05/2024	10/01/2011	08/01/2027	04/14/2028	04/14/2028	10/01/2011	02/11/2011	11		100	CMD	N5							
		RS1		05/03/1991	3	09/06/2024	03/09/2016	10/01/2027	06/20/2028	06/20/2028	03/09/2016	05/16/2016	11		100	CMD	N5							
		COR		01/24/1994		02/05/2024	06/11/2006	02/01/2027	06/20/2028	06/20/2028	06/11/2006	07/17/2002	11		100									
		LCOR		11/24/1992		06/19/2025	06/21/2015	08/01/2028			09/23/2015	06/31/2011	11		100									
		ABHC		10/26/1979		02/19/2025	10/03/2007	05/01/2028	03/04/2028	03/04/2028	10/03/2007	04/04/2007	11		100	CMD	N5							
		PSC		08/04/1987		12/29/2023	07/09/2012	12/01/2026	10/16/2026	10/16/2026	07/09/2012	11/01/2011	11		100	CMD	N5							
		AMCM		03/06/1990		08/13/2024	08/14/1994	08/01/2029	02/01/2028	08/01/2028	08/14/1994	04/26/1996	11		100	CMD	N5							
		PS1		01/03/1991	5	09/16/2024	02/04/2010	09/01/2027	01/03/2028	01/03/2028	02/04/2010	01/12/2016	11		100	CMD	N5							
		CSST		11/17/1986		03/29/2024	08/01/2005	03/01/2028	04/10/2027	04/10/2027	08/01/2005	12/15/2004	11		100	CMD	N5							

Figure 6-46 Alpha Roster

Career Counselor Roster Listing - All															Personalize Find View All [Print] [Export]					First	1-3 of 3	Last
Rank/Rate	Name	Dept	Div	Duty Status	Current UIC	CC For UIC	Type CC	CC Dept/Div	Assigned Date	CDTC Date	EAOS	SEAO5	PRD	Deassign								
PS1		CMD	N5	Present for Active Duty	65929	65929	Department		10/01/2025	03/26/2026	06/20/2028	06/20/2028	10/01/2027									
NC1		OPS	INST	Present for Active Duty	68482	65929	Department		03/04/2025	04/05/2023	07/25/2029	11/25/2029	01/01/2027									
PSC		CMD	N5	Present for Active Duty	65929	65929	Department		11/30/2025	03/26/2026	05/30/2030	05/30/2031	05/01/2028									

Figure 6-47 Career Counselor Roster

Blended Retirement System- Continuation Pay Report

This report is pulled to monitor BRS enrollment and track eligibility windows. Its primary purpose is to identify members prior to their 12th year of service who are eligible to elect Continuation Pay for their mid-career bonus. For instructions on generating a BRS-CP report, refer to figure 6-48.

Tracking Criteria

Unit Tracking Search Criteria

List Type

☒ Active
 ☐ Reserve

List

☐ Alpha Roster
 ☐ Career Counselor Roster
 ☐ Career Decision
 ☐ CDB Notification

☒ BRS - CP
 ☐ PACT
 ☐ MGIB
 ☐ C-WAY

☐ Post-9/11 GIB TER

Filter

CP Election

Declined
☒ Elected
 Not Elected

UIC Access

[Personalize](#) | [Find](#) | [View All](#) | |

First 1 of 1 Last

Select	UIC	
☐	65929	NAVY SERV SUPP ADV TRNG CMD

Figure 6-48 BRS/CP

MONTGOMERY G.I. BILL (MGIB) PROGRAM

Eligible active-duty members are no longer automatically enrolled in the MGIB during their first two weeks of initial entry training. Members are now given 270 days to decide if they would like to enroll or dis-enroll in the MGIB program. This process heavily relies on command involvement in ensuring members are accurately counseled and provided the opportunity to opt out of MGIB enrollment if they desire. Members who do NOT opt out (dis-enroll) will automatically be enrolled and pay deductions will start the month following their 271st day of active duty.

Once a week, CCC will run an MGIB report in CIMS to identify Sailors who require counseling.

Process Request

Figure 6-49 MGIB

Tracking Criteria | MGIB Active List

Figure 6-50 MGIB Active List

The career decisions page can be used to enter data that pertains to a Sailor's future. Things such as extensions, reenlistments, separations, fleet reserve, and retirements can be seen here. Fields on this page change depending on which plan type selection is picked. CCC must utilize Career Decisions feature in CIMS.

The screenshot shows the NSIPS Career Information Management interface. The 'Lists' folder is circled in red, and its sub-menu is open, showing 'Losses' circled in red.

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Career Information Management

Career Information Management

Use
CIMS Use

- Career Development
- Career Decisions
- Career Information Training
- 7 More...

Certificates
CIMS Certificates

- Certificates

Use
Inquire
Calculators
Certificates
Forms
Reports
Lists

Advancement Information
GPS
Losses
Personnel Information
Sponsor Coordinator
Intermediate Orders
Unit Tracking

FOUO - Priv

Under Career Information Management navigate to *Lists* then *Losses*.

Losses Criteria

Losses Search Criteria

List Type

☒ Active☐ Reserve

List

☒ All☐ EAOS☐ PRD☐ HYT

UIC Access

PersonalizeFindView All

First1 of 1Last

Select	UIC	
☒	65929	NAVY SERV SUPP ADV TRNG CMD
☐		
☐		
☐		
☐		

Figure 6-52 Loss Search Criteria

Ensure All is selected and required UICs.

Personalize Find View All First 1-48 of 18 Last									
SEAOS	PRD	HYT Date	C-WAY Status	C-WAY Date	EDLN RSN	EDLN Date	Career Decision Plan	Career Decision Plan Date	Career Decision
05/15/2029	09/01/2028	01/31/2036							Career Decision
01/08/2028	03/01/2027	11/04/2034					Reenlistment	02/02/2027	Career Decision
09/27/2027	09/01/2027	04/15/2035							Career Decision
10/22/2028	10/01/2028	07/02/2037							Career Decision
10/14/2027	10/01/2027	10/08/2028			270	10/31/2027	Fleet Reserve	04/01/2027	Career Decision
07/23/2029	06/01/2026	02/07/2034							Career Decision
03/13/2029	03/01/2028	06/16/2036							Career Decision
03/27/2029	03/01/2026	04/06/2031							Career Decision
06/01/2028	06/01/2028	03/21/2029			HYT	03/21/2029			Career Decision
08/24/2029	10/01/2027	07/19/2034							Career Decision
04/14/2028	08/01/2027	10/30/2033							Career Decision
06/20/2028	10/01/2027	03/08/2038							Career Decision
05/04/2028	05/01/2028	10/02/2031							Career Decision
10/16/2026	12/01/2026	07/08/2036							Career Decision
09/01/2028	08/01/2027	08/13/2028			HYT	08/13/2028			Career Decision
01/02/2028	09/01/2027	02/23/2032							Career Decision
04/10/2026	03/01/2026	09/06/2027			273	03/31/2027			Career Decision
06/27/2026	08/01/2028	06/27/2031	Saved - Action Requi	02/01/2026					Career Decision
10/31/2027	10/01/2025	09/30/2029			HYT	09/30/2029			Career Decision
11/21/2028	08/01/2028	01/07/2029			HYT	01/07/2029			Career Decision
07/12/2028	07/01/2028	12/17/2028			HYT	12/17/2028			Career Decision
11/09/2026	10/01/2026	10/23/2030			260	10/31/2026	Fleet Reserve	10/31/2026	Career Decision
04/28/2028	09/01/2028	07/19/2029			HYT	07/19/2029			Career Decision
04/30/2027	03/01/2027	04/10/2031			274	04/30/2027	Fleet Reserve	03/31/2026	Career Decision

Figure 6-53 Career Decisions

CDTC/FTSW: Sailors that have completed CDTC or FTSW can be found under Personnel Information Tab.

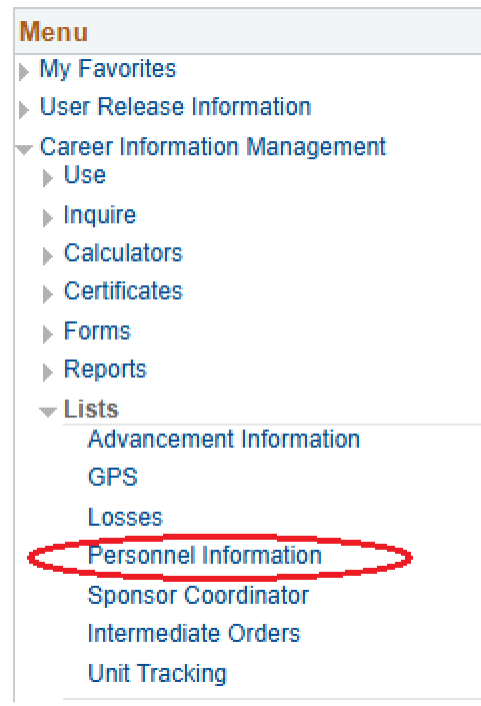


Figure 6-54 Personnel Information

Personnel Info

Personnel Information Search Criteria

List Type

☒ Active
☐ Reserve

List

☐ Citizenship
☒ CDTC/FTSW
☐ Family Care Plan
☐ Education
☐ Language
☐ PFA
☐ Security Clearance
☐ USMAP
☐ Warfare Qualification

CDTC/FTSW Filter

☒ CDTC
☐ FTSW

UIC Access
Personalize | Find | View 100 | First 1-10 of 9345 Last

Select	UIC	
☐	00011	OPNAV
☐	00012	DONSO AAUNSECNAV
☐	00013	JUDGE ADVOCATE GENERAL
☐	00014	CNR ARLINGTON VA
☐	00015	NAVAL INTELLIGENCE ACTIVITY
☐	00018	BUREAU OF MEDICINE AND SURGERY
☐	00019	NAVAIRSYSCOM HQ PAX RIVER MD
☐	0001B	CNSSC NPO JAX OMN
☐	00020	DFAS WASHINGTON DC
☐	00022	BUREAU OF NAVAL PERSONNEL

Process Request

Figure 6-55 CDTC/FTSW Listing

UNITED STATES MILITARY APPRENTICESHIP PROGRAM (USMAP)

Use the USMAP Information page to check the progress of a service member's apprenticeship program. This page contains corporate data and cannot be used for updates. To update information, please visit the official USMAP site.

USMAP

Rank/Rate: [REDACTED]	Name: [REDACTED]	Current DSC: 100
-----------------------	------------------	------------------

AIMS	0817	COMPUTER OPERATOR
Symbol:		
Status: 5	Completed	

Enrollment Information	Progress Information
Date Enrolled: 11/14/2022	Pre-Registration Credit: 0
Date Completed: 03/17/2023	Additional Credit:
Last Update: 06/12/2023	Total Hours Earned: 1040.0
	Total Hours Required: 2000



Figure 6-56 USMAP Information Page

1 Jul 26

CHAPTER SEVEN CAREER WAYPOINTS (C-WAY)

INTRODUCTION

C-WAY is the Navy's information technology system for matching our best-performing Sailors to fleet requirements. As a long-term force management tool, it balances manning across all rates, ratings, and components (Active, Reserve, and TAR). C-WAY is continuously updated to align current and future enlisted force management strategies with mission needs.

ACCESS REQUEST AND OPERATION

To perform their duties effectively, CCCs require access to the C-WAY system via BOL. To get command access, CCCs must submit a System Authorization Access Request (SAAR) Form (DD Form 2875), which can be found on the MyNavy HR website by navigating Career Management > Career Counseling > C-WAY.

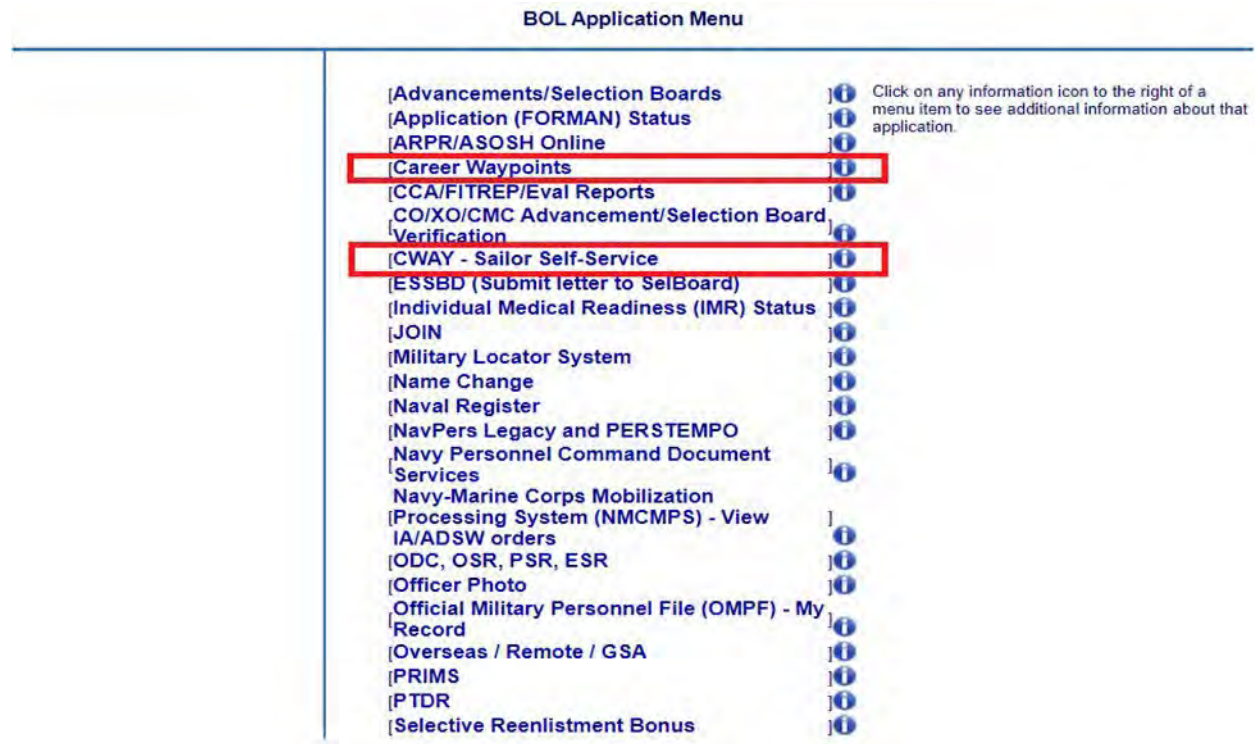


Figure 7-1 Access to C-WAY in BOL

RESPONSIBILITIES

CCC are responsible for qualifying Sailors, submitting their C-WAY applications, inputting application notes, and generating reports within the system.

CCC PROCESS FOR SAILOR QUALIFICATION AND COUNSELING

CCCs must qualify enlisted Sailors (E1-E6) in C-WAY using the Career Waypoints Application form (NAVPERS 1040/4).

CAREER WAYPOINTS APPLICATION NAVPERS 1040/4 (Rev. 07-2024)														Supporting Directive MILPERSMAN 1160-140		
I. Applicant Information																
1. Application Date:		2. Member Name:				3. Member Rating:		4. Department:		5. Division:						
6. Phone Number:		7. Office Number:		8. E-mail Address:						9. Previous Rating:						
II General Information																
10. Are you a United States citizen?								11. Were your parents born in the United States?								
12. Are all immediate family members United States citizens?								13. Highest Level of Education completed:								
14. Commanding Officer recommendation for retention.								Date		15. Do you intend to separate?						
16a. If you answered YES to question 15, select the reason that best reflects your reason.														Select Category then Specific reason below		
16b. If you answered YES to question 15, what would it take for you to stay Navy.														Select Category then Specific reason below		
17. Other		Enter only if "Other" was chosen as a reason in block 16a or 16b, otherwise enter N/A														
III ASVAB and Promotion Information																
ASVAB Exam Date	ASVAB Version	GS	AR	WK	PC	MK	EI	AS	MC	AO	VE	CS	NO	AFQT	NAPT Date	
															NAPT Score	

Figure 7-2 NAVPERS 1040/4 Application

Summary			
SSN:		DoD ID:	
Last Name:	SAILOR	First Name:	JANE
Gender:	Female	Date of Birth:	9/14/1988
		Middle Initial:	P
General Information			
ADSD:	12/12/2006	UIC:	N21412
Service Code:	AC	Department:	
Paygrade:	E7	Secondary UIC:	
Current Rating:	NC(C)	Secondary Department:	
Previously Held Rating:		Prospective Rate:	
Security Clearance:	Secret		Security Clearance Date:
			8/21/2018
		US Citizen:	Yes
		Parents U.S. Born:	No
		All immediate family US Citizens:	Yes
		Civilian Education:	HS Diploma
Test Scores & Evaluations			
Medical			
Legal & Moral			
CTO Support			
Qualify	Notes	Save	Close

Figure 7-3 Qualifying Sailor Module

Following qualifications, CCCs must use the Career Exploration Module (CEM) to identify any gaps between a Sailor's qualifications and the requirements for their desired rating.

Career Exploration Module																																																	
JOE SAILOR																																																	
Qualify Reset Roadmap View Job Card View LdLB Close	Qualified Jobs: <table border="1"> <thead> <tr> <th>Rating</th> <th>Rating Full Name</th> <th>Status</th> <th>CREO</th> <th>RIDE Rank</th> </tr> </thead> <tbody> <tr> <td>SB</td> <td>Special Warfare Boat Operator</td> <td>Unqualified</td> <td>N/A</td> <td>63</td> </tr> <tr> <td>SO</td> <td>Special Warfare Operator</td> <td>Unqualified</td> <td>N/A</td> <td>63</td> </tr> <tr> <td>STG</td> <td>Sonar Technician Surface</td> <td>QualifiedWithCutscoreWaiver</td> <td>N/A</td> <td>44</td> </tr> <tr> <td>STS</td> <td>Sonar Technician Submarine</td> <td>QualifiedWithCutscoreWaiver</td> <td>N/A</td> <td>49</td> </tr> <tr> <td>SW</td> <td>Steelworker</td> <td>FullyQualified</td> <td>N/A</td> <td>9</td> </tr> <tr> <td>UT</td> <td>Utilitiesman</td> <td>FullyQualified</td> <td>N/A</td> <td>42</td> </tr> <tr> <td>YN</td> <td>Yeoman</td> <td>FullyQualified</td> <td>N/A</td> <td>36</td> </tr> <tr> <td>YNS</td> <td>Yeoman Submarine</td> <td>FullyQualified</td> <td>N/A</td> <td>7</td> </tr> </tbody> </table>				Rating	Rating Full Name	Status	CREO	RIDE Rank	SB	Special Warfare Boat Operator	Unqualified	N/A	63	SO	Special Warfare Operator	Unqualified	N/A	63	STG	Sonar Technician Surface	QualifiedWithCutscoreWaiver	N/A	44	STS	Sonar Technician Submarine	QualifiedWithCutscoreWaiver	N/A	49	SW	Steelworker	FullyQualified	N/A	9	UT	Utilitiesman	FullyQualified	N/A	42	YN	Yeoman	FullyQualified	N/A	36	YNS	Yeoman Submarine	FullyQualified	N/A	7
Rating	Rating Full Name	Status	CREO	RIDE Rank																																													
SB	Special Warfare Boat Operator	Unqualified	N/A	63																																													
SO	Special Warfare Operator	Unqualified	N/A	63																																													
STG	Sonar Technician Surface	QualifiedWithCutscoreWaiver	N/A	44																																													
STS	Sonar Technician Submarine	QualifiedWithCutscoreWaiver	N/A	49																																													
SW	Steelworker	FullyQualified	N/A	9																																													
UT	Utilitiesman	FullyQualified	N/A	42																																													
YN	Yeoman	FullyQualified	N/A	36																																													
YNS	Yeoman Submarine	FullyQualified	N/A	7																																													
Cut Score Rules:																																																	
Physical Qualification Rules:																																																	

Figure 7-4 Career Exploration Module

If a Sailor intends to separate at their SEAOS, the CCC is required to update the Sailor's record with the reasons for separation and document potential strategies to retain them in the Navy.

SUBMIT SAILORS' C-WAY APPLICATIONS

CCCs are responsible for submitting all Sailor applications by the monthly deadline of 2359 CST on the last day of every month. Every application must include notes, which can be added by clicking the Notes tab.

The C-WAY Notes section allows communication between the CCC and the Enlisted Community Managers. CCC must utilize C-WAY notes to communicate any relevant Sailor info that is updated, changed, or not shown in Sailors' C-WAY application.

Note: BUPERS 313 cannot update warfare designators or NECs. If information is missing, verify receipt and make a note in the system.

The screenshot shows a web application window titled "Notes". At the top, there are two input fields: "SSN :" followed by an empty text box, and "Name :" followed by a text box containing "SAILOR, JOE". Below these fields is a large, empty text area labeled "Note :". Underneath the note area is another large, empty text area labeled "History :". At the bottom of the window, there are three blue buttons: "Save", "Notes Report", and "Close".

Figure 7-5 Sailor Browser Notes Function

Additionally, CCCs must conduct a monthly review of all ineligible Sailors to verify the reasons for their status (e.g., not recommended for retention, PFA failures, security clearance issues).

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT)

CCCs must submit all PACT Sailor applications on time using the PACT Marketplace Record Browser. This tool provides a comprehensive view of the application status for every PACT sailor within the command.

PACT Marketplace Record Browser is in C-WAY by selecting Sailors > PACT Marketplace > PACT Marketplace Record Browser

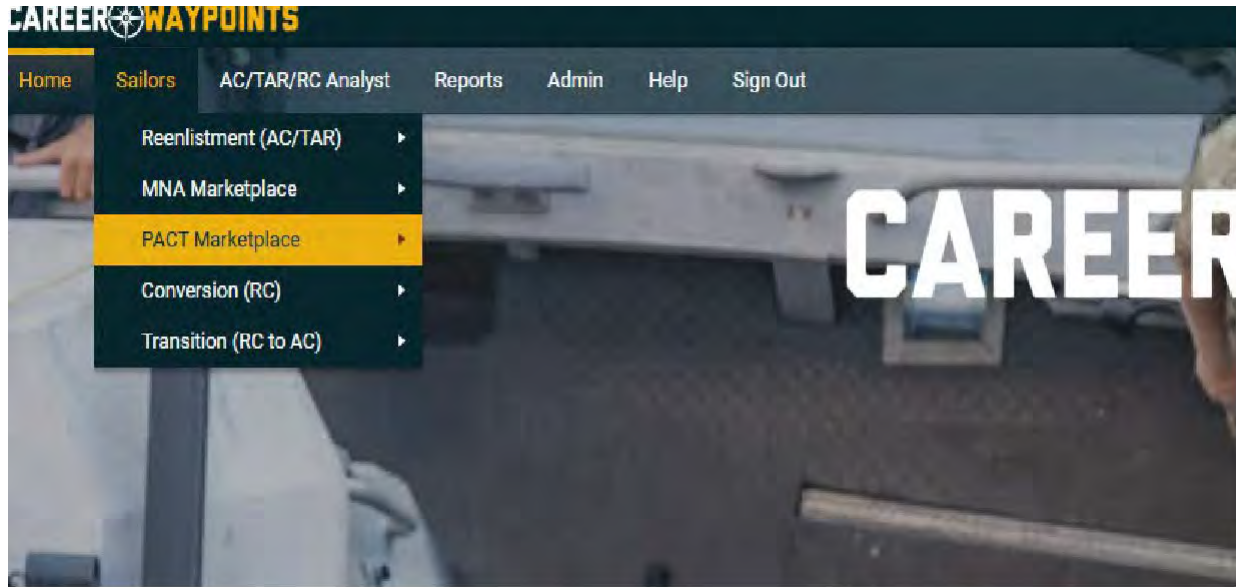


Figure 7-6 C-WAY-PACT Marketplace Record Browser

PACT Marketplace Record Details

Sailor Name: PACTAlgorithm, 1 A

Rating: FN

Looks Remaining: 3

Status: Requests Participation

Requests Onboard:

Process Cycle: FY21 Cycle 4 - Apr

Qualified: Yes

JOIN Date: None

Requests Participation ☒

Declines Participation ☐

Not Eligible ☐

☐ Requests to Remain Onboard

	Rating	RIDE Rank	JOIN Rank	RIDE/JOIN Rank
1st Choice:				
2nd Choice:				
3rd Choice:				
4th Choice:				

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

Save
Close

The PACT Marketplace Record was successfully saved.

Figure 7-7 C-WAY-PACT Marketplace Record Details

The PACT submission timeline is located at MyNavy HR > Career Management > Career Counseling > C-WAY > C-WAY PACT Marketplace Submission Schedule

Review Apprentice Activity Report and maintain substantiating documents on file for all unrated PACT Sailors onboard greater than 24 months.

CAREER WAYPOINTS													
Apprentice Activity Report - N62688 (NAVSTA NORFOLK) 02/17/2026													
Time Onboard	Onboard	Qualified	Total Submitted	Total Expected Not Submitted	Onboard Airman	Qualified Airman	Submitted Airman	Onboard Fireman	Qualified Fireman	Submitted Fireman	Onboard Seaman	Qualified Seaman	Submitted Seaman
Totals	14	14	0	9	2	2	0	0	0	0	12	12	0
0-1 Months	0	0	0	0	0	0	0	0	0	0	0	0	0
2-3 Months	0	0	0	0	0	0	0	0	0	0	0	0	0
4-6 Months	1	1	0	0	1	1	0	0	0	0	0	0	0
7-11 Months	4	4	0	0	0	0	0	0	0	0	4	4	0
12-18 Months	4	4	0	4	0	0	0	0	0	0	4	4	0
19-24 Months	2	2	0	2	0	0	0	0	0	0	2	2	0
>24 Months	3	3	0	3	1	1	0	0	0	0	2	2	0

Figure 7-8 C-WAY-PACT Apprentice Activity Report

SAILORS UNDER 4-2-2 MILITARY SERVICE OBLIGATION (MSO)

Applicability: This procedure applies to Sailors under a 4-2-2 Military Service Obligation (MSO) with a Date of Initial Entry to Military Service (DIEMS) of 1 October 2020 or later, who are not serving under a special enlistment or incentive contract (e.g., PACT, STAR).

NOTE: Be mindful that Sailors may have affiliated with a 5-1-2 contract. Always verify the DD Form 4; Enlistment/Reenlistment Document-Armed Forces of the United States.

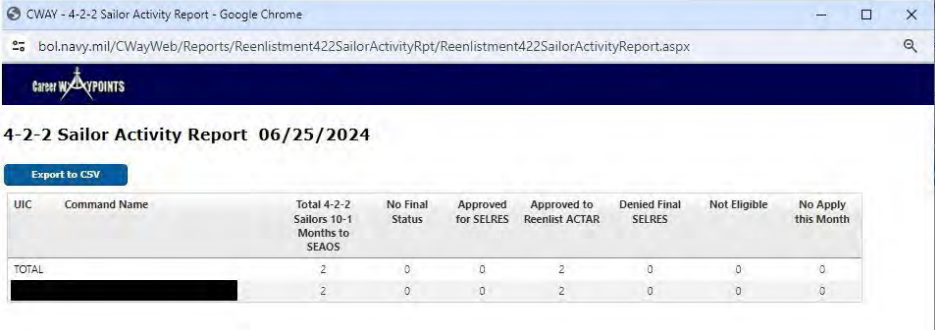
PROCEDURES:

Identification of 4-2-2 Sailors

- C-WAY will identify eligible 4-2-2 Sailors based on DIEMS and remaining MSO.
- CCCs shall routinely monitor C-WAY and applicable reports to identify Sailors approaching SEAOS.

4-2-2 Sailor Activity Report

This provides the status of all Sailors who have not met minimum MSO.



UIC	Command Name	Total 4-2-2 Sailors 10-1 Months to SEAOS	No Final Status	Approved for SELRES	Approved to Reenlist ACTAR	Denied Final SELRES	Not Eligible	No Apply this Month
TOTAL		2	0	0	2	0	0	0
		2	0	0	2	0	0	0

Figure 7-9 4-2-2 Sailor Activity Report

C-WAY Application Generation

- C-WAY will **automatically generate a SELRES application** for eligible 4-2-2/5-1-2, and all Sailors who have not shown intent to remain active between **10 to 2 months before SEAOS**.

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CCC Responsibilities

- CCCs **shall review and submit all required 4-2-2 SELRES applications monthly** during the 10-2-month SEAOS window.
- CCCs must ensure the Sailor is properly counseled on:
 - o SELRES affiliation requirements
 - o Rating availability in the SELRES
 - o The possibility of IRR transfer if SELRES affiliation is not available or approved
- CCCs shall document counseling and application actions in accordance with command procedures.

Failure to Submit

- If a required SELRES application for a 4-2-2 Sailor is **not submitted**, C-WAY will reflect a **"Failed to Submit"** status.
- CCCs are responsible for preventing "Failed to Submit" determinations through timely monthly application management.

Non-SELRES Ratings

- Sailors whose rating is not available in the SELRES are **not required to affiliate** and may transition directly to the IRR.
- CCCs must submit the appropriate C-WAY application or reason code as directed by current policy.

NON-4-2-2 MSO CONTRACT SAILORS

For AC and TAR Sailors who wish to transition to the SELRES, the process begins with the CCC updating the Sailor's career intention to "Intends to Separate" in both MNA and their C-WAY profile. The subsequent application method depends on the Sailor's time until their SEAOS. If they are between 10 and 2 months out, the CCC submits the SELRES application via C-WAY. However, for Sailors within 60 days of their SEAOS, a NAVPERS 1306/7 must be submitted via MNCC to the SELRES ECMs at BUPERS 3152 to request a quota.

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Note: The Navy Recruiting Reserve Command is the Sailors' initial point of contact after C-Way approval, NAVPERS 1306/7 or 4-2-2 approved for SELRES billet. Additional information is located on MyNavy HR website. Career Management > Transition > RPAC-ENLISTED.

C-WAY CONVERSION (C-WAY-CONV) FOR RC

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

Applicant 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

CCCs can submit a reserve Sailor requesting to convert via C-WAY. Once an application is submitted, CCCs can check the status in Conversion (RC) Application Browser.

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

C-WAY TRANSITION (C-WAY TRANS) FOR RC

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 (C-WAY-TRANS) application via the Transition (RC to AC)

application browser. Applicant 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

- Reserve applicants must have their Year Group (YG) established prior to submitting C-WAY-TRANS application. This information is retrieved from the Sailor's Annual Retirement Point Record/Annual Statement of Service History (ARPR/ASOSH). YG calculation combines the total active-duty days of service a Sailor has completed and then subtracted from the desired start date as noted by the YG calculation below:

Upon reenlistment, RC2AC and RC2TAR members must immediately contact their detailee to negotiate orders. Members must be prepared to transfer in accordance with the convenience and needs of the Navy.

7-10

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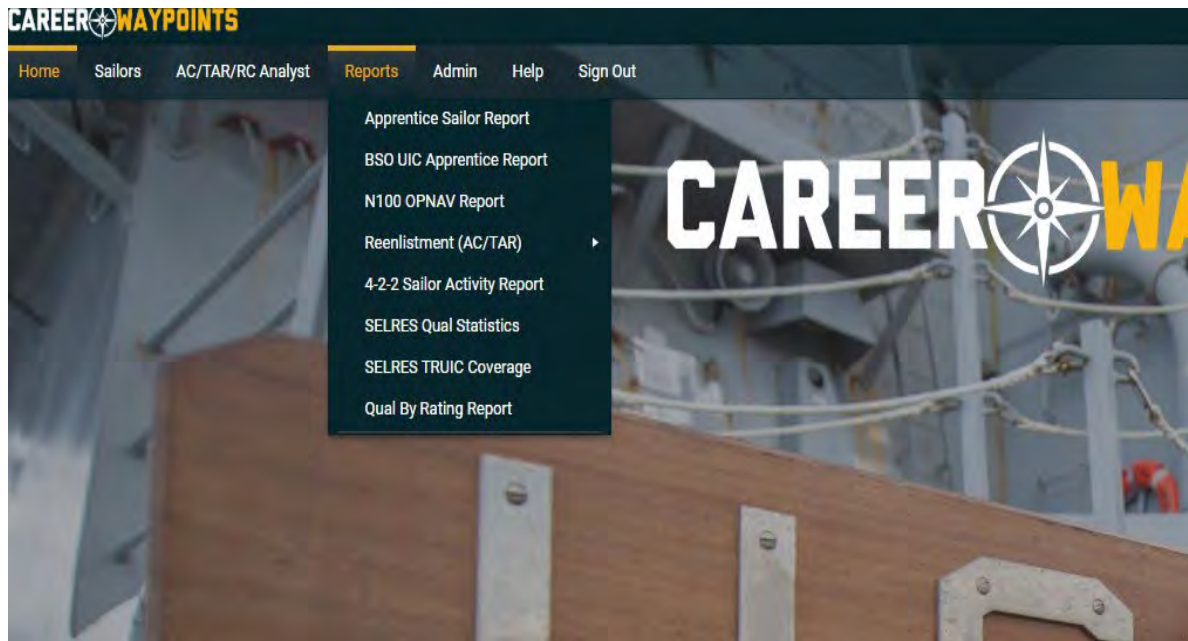


Figure 7-10 C-WAY Reports

Apprentice Sailor Report: This provides PACT Sailors qualification status in C-WAY. Additionally, the blue hyperlink listed in the "Onboard" column will provide a detailed report for all PACT Sailors within the command.

Reenlistment (AC/TAR): The command summary-reenlistment (AC/TAR) report provides all letters for the command except for active in rate quotas. C-WAY will generate official letters for all SELRES applications.

4-2-2 Sailor Activity Report. This report provides status of all Sailors who have not met minimum Military Service Obligations (MSO).

SELRES Qual Statistics. This report provides status of all Sailors who have not met minimum Military Service Obligation.

Note: If a discrepancy is found, contact the C-WAY help desk

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C-WAY SUPPORT PROGRAMS:**JOB OPPORTUNITIES IN THE NAVY (JOIN) SURVEY**

C-WAY matches Sailors to job opportunities based on their eligibility, aptitude, and the needs of the Navy. The new JOIN module enhances this by incorporating the Sailor's personal career interests. This powerful combination enables CCCs to guide Sailors toward a path that offers the best advancement opportunities, the highest probability of success in training, and alignment with the Sailor's own goals (RIDE/JOIN Rank).

By having a complete picture of both Navy opportunities and Sailor interests, CCCs can deliver more effective and personalized career counseling.

After completing the JOIN survey, Sailors should meet with their CCC to review the results and discuss their career options.

JOIN vs RIDE Comparison

JOIN	RIDE
Personal interests/preference	Technical qualifications/Aptitude
Interest survey/assessment	ASVAB scores, training, experience
Career interest exploration	Rating conversion
Suggests compatible jobs	Ranks suitability for a rating

Table 7-1 JOIN/RIDE comparison

C-WAY SAILOR SELF-SERVICE

The Sailor Self-Service Access enables individual Sailors with an internet connection and a common access card (CAC) to directly access C-WAY functions, as well as view their entire C-WAY record. The Sailor Self-Service Access can also be accessed via BUPERS Online (BOL)

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TARGETED REENTRY PROGRAM (TRP)

TRP empowers COs to identify AC and TAR Sailors intending to separate and have elected to leave active duty with no desire to affiliate with the Ready Reserve. The CO may recommend awarding a golden ticket or silver ticket to these enlisted Sailors. Golden ticket recipients are awarded a guaranteed return to duty in the AC or TAR within 1 year of separation. Silver ticket recipients may have the opportunity to return to duty in the AC or TAR within 2 years of separation, subject to the needs of the Navy using C-WAY Self-Service in BOL. The survey results are automatically fed into C-WAY.

C-WAY USER GUIDE

In conjunction with this chapter, a C-WAY User Guide has been developed to provide detailed procedural information on the execution of C-WAY. The C-WAY User Guide will be updated on a regular basis and is located on MyNavy HR > CAREER COUNSELING > C- WAY > C-WAY USER GUIDE.

CHAPTER EIGHT

ENLISTED ASSIGNMENTS

INTRODUCTION

MyNavy Assignment (MNA) is a web-based system designed for use by Sailors, CCCs, and command leadership. The platform allows Sailors to view open billets and submit applications directly or through their CCC. MNA is accessible via the secure portal: <https://mynavyassignment.dc3n.navy.mil/>.

ACCESS REQUIREMENTS

To gain access, Career Counselors must submit a DD Form 2875 and a NAVPERS 1330/3. The NAVPERS 1330/3 must be signed by your CO, XO, or OIC, and the signature block must match the one on DD 2875. If signing "By direction," provide the authorization letter. Upon completion, digitally sign both forms and email them in an encrypted message to MyNavy_Assign.FCT@navy.mil.

Additional information is located on MyNavy HR website. Career Management > Career Counseling > My Navy Assignment.

MNA ROLES

Enlisted CCC: This role is designed to be utilized by a command's career counselor in assisting Sailors with viewing potential future jobs in MNA and can make selections upon a Sailor's behalf.

Requests for Enlisted CCCs should typically be limited to a single command where the person is stationed, however multiple commands may be assigned based on the specific situation.

Enlisted Command: This role is designed to be utilized by personnel at a command to review Sailor applications to jobs onboard, offered on MNA during the Sailor Application Phase.

This role provides command comments and ranking of applicants. Requests for the Enlisted Command Role should typically be limited to a single command where the person is stationed, however multiple commands may be assigned based on the specific situation.

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Reserve CCC: This role is like the Enlisted CCC role, but it is specifically utilized in assisting Reserve Sailors with viewing potential future jobs in MNA and can submit applications on the Sailor's behalf.

A Reserve Tutorial (How-to Guide) for Reserve-CCC is available under the 'Help' drop-down menu when logged in MNA using the Reserve CCC role.

Reserve Command: This role is designed to be utilized by personnel at a command to review/search for reserve personnel, submit PRD modification requests, search for reserve jobs, apply/review/edit outgoing reserve applications, and view/rank/comment on incoming reserve applications.

A Reserve Tutorial (How-to Guide) for Reserve Command is available under the "Help" drop-down menu when logged in MNA using the Reserve Command role.

TIMELINES

The CCC will print and post the MNA schedule found on the MyNavy Assignment homepage.

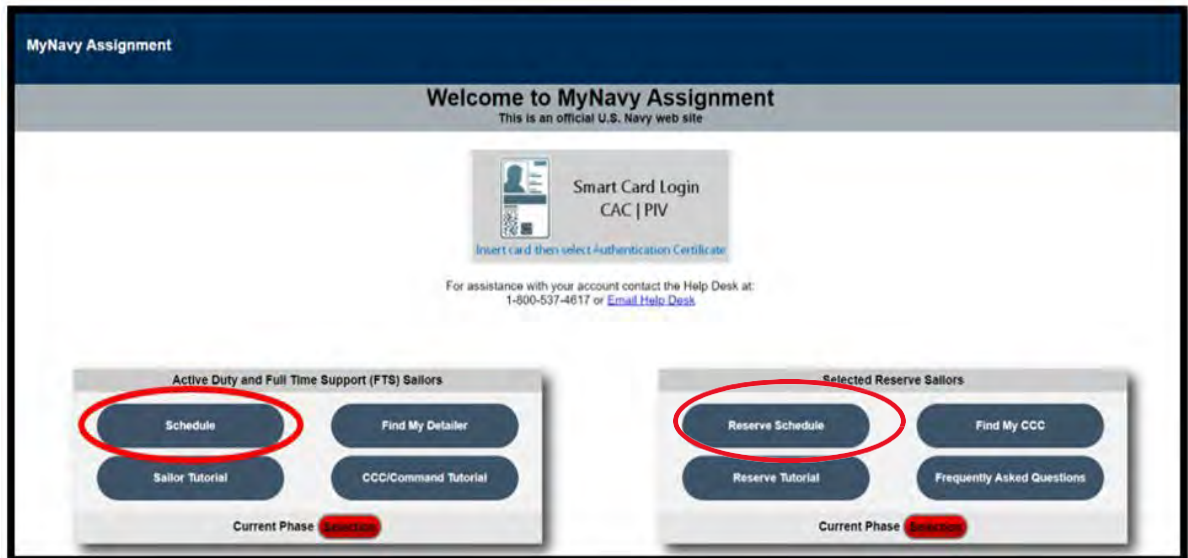


Figure 8-1 MNA Schedule for Active Duty/TAR and SELRES

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The following chart applies to Active-Duty job applications:

PRIOR TO PRD	ACTION TO BE TAKEN
18-13 Months	-Any applicable PRD adjustments -Career Decision CDB -Sailor updates Duty Preferences and "My Resume" -Sailor applies for any special programs 15-13 months prior to PRD -Sailor can apply for direct conversion, normally 15-13 months prior to PRD -Submit MNA OBLISERV intention
12 Months	-Submit MNA applications for desired jobs -Sailor enters negotiation window -Sailor applies for billets in MNA. Utilize the MNA Negotiation Window Table on the MNA page on the MyNavy HR website - Sailors can apply for conversion-out opportunities - Professional Apprentice Career Track (PACT) Sailors begin rating designation process
6 Months	- If Sailor has not yet been selected for orders, detailers issue orders to Sailor based on the highest priority vacant billets

Table 8-1 MNA Active-Duty Timeline Chart

Note: Sailors may access MNA anytime to view jobs, perform searches, and bookmark desirable jobs.

Reserve Component (RC) MNA: Is executed on a quarterly basis. This is an effort to ensure each Selected Reserve (SELRES) Sailor has adequate opportunity to submit orders during their MNA window and are not disadvantaged by drill scheduling issues. The quarterly schedule will ultimately result in every SELRES PRD falling on the last day of March, June, September, or December.

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The following chart applies to SELRES job applications:

PRIOR TO PRD	MNA	ACTION TO BE TAKEN
		- Billets are made available on MNA when the current occupant is 180 days from PRD
180 days prior to PRD	First Cycle	- Review Reserve MNA calendar - Review of MNA available billets - Main Phase: All personnel eligible to apply for valid billets - Local Phase: Cross Assigned (CA) or In Assignment Processing (IAP) personnel eligible to apply for up to 10 valid billets
Next Quarter	Second Cycle	- Review Reserve MNA calendar - Review of MNA available billets - Main Phase: All personnel eligible to apply for valid billets - Local Phase: CA or IAP personnel eligible to apply for valid billets
	Results	- Selections are announced on or about the first day of the subsequent calendar quarter - A member can be forced out of a billet through it being advertised on MNA and subsequent assignment of said billet to another Sailor

Table 8-2 MNA SELRES Timeline Chart

NAVIGATION AND FEATURES

HOME PAGE

The CCC Home Page centralizes essential resources, tools, and functional links for daily counseling operations. This dashboard dynamically populates based on the CCC's authorized command access, displaying key operational metrics in a single interface. Options under the home menu include View My Homepage, View My User Profile, View My Area of Responsibility, and Change Roles.

The Sailor Personnel Detail is a snapshot of certain data fields in a Sailor's service record that affect distribution. You can view Personnel Detail for onboard Sailors and Sailors who have applied for jobs. Personnel Detail supplies four sections of information (Professional, Personal, Support, and Special Pays Information) and provides links to other Sailor data.

The screenshot shows the 'Personnel Detail' web interface. At the top, there is a blue header bar with the title 'Personnel Detail'. Below the header is a search section with the prompt 'Enter SSN, DoDID, or Last Name:'. It contains three input fields labeled 'SSN:', 'DoDID:', and 'Last Name:', followed by a blue 'Search' button. Below the search section is a message: 'If any information is incorrect, contact the appropriate Personnel Office or Personnel Support Detachment.' Underneath this message are four expandable sections, each with a green plus icon and a blue bar: 'Professional Information', 'Personal Information', 'Support Information', and 'Special Pays Information'. At the bottom of the page, there are six blue buttons arranged in two rows. The top row contains 'Sailor History', 'Sailor Application History', and 'Sailor Preferences'. The bottom row contains 'Send Sailor Notification', 'Sailor Alert History', and 'Submit Conversion Request'. Below these buttons are two more buttons: 'View Resume' and 'View ETJ'.

Figure 8-2 MNA Personnel Detail Page

The Sailor Alert History tab shows Cumulative Alerts, Gates, flags, and Notifications.

Alerts:
Alerts(39) (Select title to view alert text)

Assignment Point Alert
Assignment Point Warning
Duty Preference Review
Duty Preference Update
Outdated

Requisition Cycle Date: 12012019
Assignment Point Alert:
You are in your second MyNavy Assignment cycle of negotiation. If you have not submitted any MyNavy Assignment applications, we recommend that you consider submitting applications this cycle. Personnel that fail to submit MyNavy Assignment

Application Eligibility Gate Alerts(6) (Select title to view alert text)

Paygrade (3)
Rating Control Number (3)

Requisition Cycle Date: 12012019
Submitted by: [REDACTED]
You are attempting to apply for a job that exceeds the allowable paygrade variance for assignment. You are restricted from applying for jobs more than one level from your current or prospective paygrade. You are also restricted from submitting applications

Application Eligibility Flag Alerts(24) (Select title to view alert text)

EVAL/FITREP (6)
EVAL/FITREP (4)
EVAL/FITREP (9)
EVAL/FITREP (2)
Sea Duty/Overseas Screening (3)

Requisition Cycle Date: 12012019
Submitted by: [REDACTED]
You are applying for an overseas or sea duty assignment that requires a screening to be completed prior to order writing. Contact your Career Counselor for more information and guidance. Reference: MILPERSMAN 1300-302, 304, and 800

Notifications:
Notification(3) (Select title to view alert text)

Good Afternoon, I
Good Afternoon, I
Good Afternoon, I

Requisition Cycle Date: 08012019
Submitted by: [REDACTED]
Good Afternoon,
I am sending this notification on behalf of your Detailer [REDACTED]. As a friendly

Close

Figure 8-3 MNA Sailor Alert Tab

The Sailor History tab shows Navy Enlisted Classification (NEC), schools, Physical Readiness data, Evals/FITREPs, and Warfare qualifications.

UIC	Activity Name	Platform Type	Platform Type Name	MCACICATC	SSC	RateACC	Date Received	Transfer Date	Transfer Cost	PRD	PRD Reason	DNEC1	DNEC2	DNEC3	DNEC4	Assignment Reason
0NS	21412	0YN 73 GEO WASH	DAN	ADICARRIER NUC	P	JPS	OVERSEAS SEA DUTY	100	21SEP2024		ATP2223	0000				
INT1	30026	3 SWESC GLARS	STU	STUDENTS	X	ICX	U.S. BASED SHORE DUTY	7A	14	01MAY2024	01AUG2024					
INT2	30060	3 NGS GROTON CT	STU	STUDENTS	X	DNI	U.S. BASED SHORE DUTY	3A	341	11FEB2024	04MAY2024					
INT3	30046	3 CDT TRODUM CTU	STU	STUDENTS	X	ICX	U.S. BASED SHORE DUTY	3C	324	21NOV2023	11FEB2024					

NEC History
No NEC History

PRMS Info
No PRMS History

Designation
None

Request History
No Request History

School History
No School History

Warfare History
Type
Sub Duty - Train for Post Comp

Eval/Fitrep Info
No Eval History

Figure 8-4 MNA Sailor History Tab

The Sailor Preference tab shows Sailor's desires for next job assignment, career goals, school goals, and special program interest.

Desirability is ranked from 1 to 6 ascending.

Seller Preferences for BMDRA M&C Work C

Willing to Forge Preferences			
Selected States/Countries:			Desirability
▼ ▲			1 2 3 4 5 6
Selected Locations:		Desirability	Selected Commercial Name
▼ ▲		1 2 3 4 5 6	
Selected Platform Types		Desirability	Selected Type Duties
▼ ▲		1 2 3 4 5 6	
School Preferences			
▼ ▲			
Duty Type Willing to Extend			Desirability
▼ ▲			1 2 3 4 5 6
Last Deployment			
Month	Year	Length(Months)	Where
▼ ▲	▼ ▲	▼ ▲	▼ ▲
Career Satisfaction		Desirability	Career Interest
▼ ▲		1 2 3 4 5 6	▼ ▲
*Residual at EAGS External contract present duty station Extension at EAGS Months/Years desired for extension or reassignment.		Uncertain Discharge at EAGS Fixed Residency/Habitat Training/Inkblots of the Reservee (TAR) Active Duty Selected Reserve (SELRES)	
Special Programs			
▼ ▲			
Seller Comments			
▼ ▲			

Figure 8-5 MNA Sailor Preference Tab

The View Resume tab shows Assignment History, NEC, Warfare Qualification, Professional Information, Education and Language Information, School History, Performance Data and Sailor comments.

[illegible]

Figure 8-6 MNA View Resume Tab

The Application History tab shows all Active/TAR and SELRES applications successfully submitted by or for the Sailor in the last five years.

Active Applications

Historical application data for
Sailor: MA2 DOE CAMERON JACOB
Active Applications

Displaying Applications 1-15 of 15 Total Applicants 15

OBLISERV	OBLISERV Required	OBLISERV Authorized	Pref	Job Rate	Sailor Rate	Billet Title	Job NEC(s)	Job UIC	Job Activity Name	Sailor UIC	Sailor Activity Name	Current Location Military One Source Navy Housing	A2P Interim Score
YES	YES	1	MA2	MA2		SCTY FORC SPEC		42065	VQ 4 SEADU DET	00168	NMRTC BETHESDA	OK, TINKER AFB	N/A
YES	YES	2	MA2	MA2		STRAT SEC SPEC		55154	VQ 3 SEA DU COMP	00168	NMRTC BETHESDA	OK, TINKER AFB	N/A
YES	YES	3	MA2	MA2		STRAT SEC SPEC		55154	VQ 3 SEA DU COMP	00168	NMRTC BETHESDA	OK, TINKER AFB	N/A
YES	YES	4	MA2	MA2		MASTER-AT-ARMS	8110	33718	MSRON 2	00168	NMRTC BETHESDA	VA, VIRGINIA BOH L CREEK	N/A
YES	YES	5	MA2	MA2		SCTY FORC SPEC	P08A	21808	LHD 4 BOXER	00168	NMRTC BETHESDA	CA, SAN DIEGO	N/A
YES	YES	6	MA2	MA2		NSF WPNSTACTICS	7178	68733	SWFLNT KINGS BAY	00168	NMRTC BETHESDA	GA, KINGS BAY	N/A
YES	YES	7	MA2	MA2		NSF DISPATCHES		68733	SWFLNT KINGS BAY	00168	NMRTC BETHESDA	GA, KINGS BAY	N/A
NO	NO	1	MA2	MA2		SCTY FORC SPEC		42065	VQ 4 SEADU DET	00168	NMRTC BETHESDA	OK, TINKER AFB	N/A
NO	NO	2	MA2	MA2		SCTY FORC SPEC		42065	VQ 4 SEADU DET	00168	NMRTC BETHESDA	OK, TINKER AFB	N/A
NO	NO	3	MA2	MA2		STRAT SEC SPEC		55154	VQ 3 SEA DU COMP	00168	NMRTC BETHESDA	OK, TINKER AFB	N/A
NO	NO	4	MA2	MA2		MASTER-AT-ARMS	7189 (CR) 905A	30665	MSRON-8	00168	NMRTC BETHESDA	RI, NEWPORT	N/A
NO	NO	5	MA2	MA2		NSF PATROL	P13A	46187	NAVBASE GU FP	00168	NMRTC BETHESDA	GUAM, AGANA	N/A
NO	NO	6	MA2	MA2		MA / PSO TEAM MEMBER	P08A	34401	NCIS GL OPS POFO	00168	NMRTC BETHESDA	DC, WASHINGTON	N/A
NO	NO	7	MA2	MA2		MA / PSO TEAM MEMBER	P08A	34401	NCIS GL OPS POFO	00168	NMRTC BETHESDA	DC, WASHINGTON	N/A
NO	NO	Advised	MA3	SN		MASTER-AT-ARMS		00168	NMRTC BETHESDA	35419	S NTTC LACKLAND	MD, BETHESDA	N/A

Save As Excel

SELRES Applications

Historical Reserve application data for
Sailor: MA2 DOE CAMERON JACOB
Reserve Applications

Displaying Applications 1-9 of 9

Status	SSN	DoD ID	Rate	Name	AC Indicator	PRD	Pref #	Mileage	Tour Length	Job Rate	AUIC	RBSC	BIN	Supported Command	Supported Command Location	UMUIC
SELECTED	*****111	1234567890	MA2	DOE CAMERON JACOB	ACTIVE	2411	2	161	3	MA2	49131	7114	3376902	NAS SIOG SEC DET	MOJLY, SIGONELLA	83962
TAKEN	*****111	1234567890	MA2	DOE CAMERON JACOB	ACTIVE	2411	1	385	2	MA2	9428A	7013	0203218	NAS PAX SEC DET	MD, PATUXENT RIVER	84354
APPLIED	*****111	1234567890	MA2	DOE CAMERON JACOB	ACTIVE	2411	10	1886	2	MA2	9025A	7013	5983078	NB SIOG SEC DET	CA, SAN DIEGO	94372

Figure 8-7 MNA Application History Tab

JOBS

The Jobs menu includes Job Search, Active/TAR Search by UIC, View Community Notes.

Session will expire in: 13:10 Reset
My Role: Entis

Advertised Jobs

Prospective Losses: 16

Check All
Clear

Prospective Losses

Job Search

Active/TAR Search by UIC

View Active/TAR Community Notes

SELRES Job Search

View SELRES Community Notes

Nominated Sailors

Send Sailor Notification

View Selected Sailors

Save Intentions

Figure 8-8 MNA Jobs Menu

The Job Search tab is where the Sailor enters required input (Community/Pay Grade) and optional input. Click search and view the results.

Select	Apply	Type Duty	S	# of Apps	Female Capable	Female Bathing Available	Job Com	Incentive	Rate	NEC(s)	EMC	First Term Billet	First Term Work	UIC	Activity Name	Current Location Military Zone, Source Nav, Housing	Prospective Location	Service Component
Open - Priority jobs																		
☐	Apply	SEA	2	11	Y	YES	NO	NO	Y91		8750 - V14 - Woman	N	N	2180	000 15 JARCON	VA, NORFOLK		ACTIVE
☐	Apply	SHORE	1	6	Y	YES	YES	NO	Y92	794 (J27)	8750 - V14 - Woman			3005	000 15 JARCON	VA, NORFOLK		ACTIVE
☐	Apply	SHORE	1	6	Y	YES	YES	NO	Y92		8750 - V14 - Woman			3005	000 15 JARCON	HI, PEARL HARBOR		ACTIVE
☐	Apply	SEA	2	2	Y	YES	NO	NO	Y92	794 (J27)	8750 - V14 - Woman	Y		2146	000 15 JARCON	VA, NORFOLK		ACTIVE
☐	Apply	SHORE	6	14	Y	YES	NO	Y92	Y92	794 (J27)	8750 - V14 - Woman			3127	000 15 JARCON	ITALY, NAPLES		ACTIVE
☐	Apply	SEA	2	18	Y	YES	NO	Y92	Y92	794 (J27), 8040	8750 - V14 - Woman			4400	000 15 JARCON	CA, CORONA DO		ACTIVE
☐	Apply	SEA	2	12	Y	YES	YES	NO	Y92	8040	8750 - V14 - Woman			4804	000 15 JARCON	MS, GULFPORT		ACTIVE
☐	Apply	SEA	3	11	Y	YES	YES	NO	Y91	8040	8750 - V14 - Woman			5140	000 15 JARCON	POLAND, REDOUBT		ACTIVE
☐	Apply	SEA	2	12	Y	YES	YES	NO	Y91		8750 - V14 - Woman	N	N	2240	000 15 JARCON	VA, EVERETT		ACTIVE
☐	Apply	SEA	4	0	N	NO	YES	NO	Y91	794	8750 - V14 - Woman	N	N	2180	000 15 JARCON	JAPAN, KOSHU, SASEBO		ACTIVE
☐	Apply	SEA	4	1	N	NO	YES	NO	Y91	794	8750 - V14 - Woman			2180	000 15 JARCON	BAHRAIN, MANAMA		ACTIVE
☐	Apply	SEA	4	2	N	NO	YES	NO	Y91	794	8750 - V14 - Woman	N	N	2180	000 15 JARCON	BAHRAIN, MANAMA		ACTIVE
☐	Apply	SEA	2	21	Y	YES	YES	NO	Y91		8750 - V14 - Woman	N	N	2146	000 15 JARCON	FL, MIAMI		ACTIVE
☐	Apply	SEA	4	8	Y	YES	NO	Y91			8750 - V14 - Woman	N	N	5018	000 15 JARCON	JAPAN, HONDA, YOKOSUKA		ACTIVE
☐	Apply	SEA	4	13	Y	YES	NO	Y91			8750 - V14 - Woman	N	N	2140	000 15 JARCON	SPAIN, ROTA		ACTIVE

Figure 8-9 MNA Job Search Results

Enter Sailor SSN and click Load Sailor Data

Application Information			
Sailor: MA1			
SSN	Preference (1 to 7)		
	Load Sailor Data	1	
Counselor comment to Detailer (optional)			
RIDE Rank	JOIN Rank	RIDE/JOIN Rank	
505B	N/A	N/A	
Number of applications-to-date	Maximum number of applications allowed	A-School Required	
0	7	No	
Preference Match	Moving Cost Match	Skills Match	Policy Match
☐	☐	☐	☐
Make preference light green for this job ☐			
Apply			

Figure 8-10 MNA Load Sailor Data in Job

Verify the correct Sailor name displays and select a preference for the application. Enter comments to the Detailer and the Sailor Bid if it is an Assignment Incentive Pay (AIP) job.

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DIRECT CONVERSION REQUESTS

MNA allows Sailors interested in rating conversion to view open positions and determine their potential fit for those positions before the conversion process begins. Rate change requests will be made, approved, and processed within MNA. If quotas out of the Sailor's current rating are not available, Sailors will not normally be able to submit conversion applications.

Submit Direct Conversion Requests for Sailors:

If a Sailor assigned to one of the counselor's UICs is eligible for direct conversion, the counselor's view of the Sailor's personnel detail page will include a button for submitting a request on the Sailor's behalf.

To qualify for a direct conversion, Sailors must meet all established system and service criteria. Specifically, the Sailor's Projected Rotation Date (PRD) must be at least one month beyond the start of their orders negotiation window (exceeding the direct conversion threshold). Additionally, the members must have active Career Waypoints (C-WAY) conversion data, and their personnel detail pages must verify both an assigned rating and valid RIDE/JOIN scores

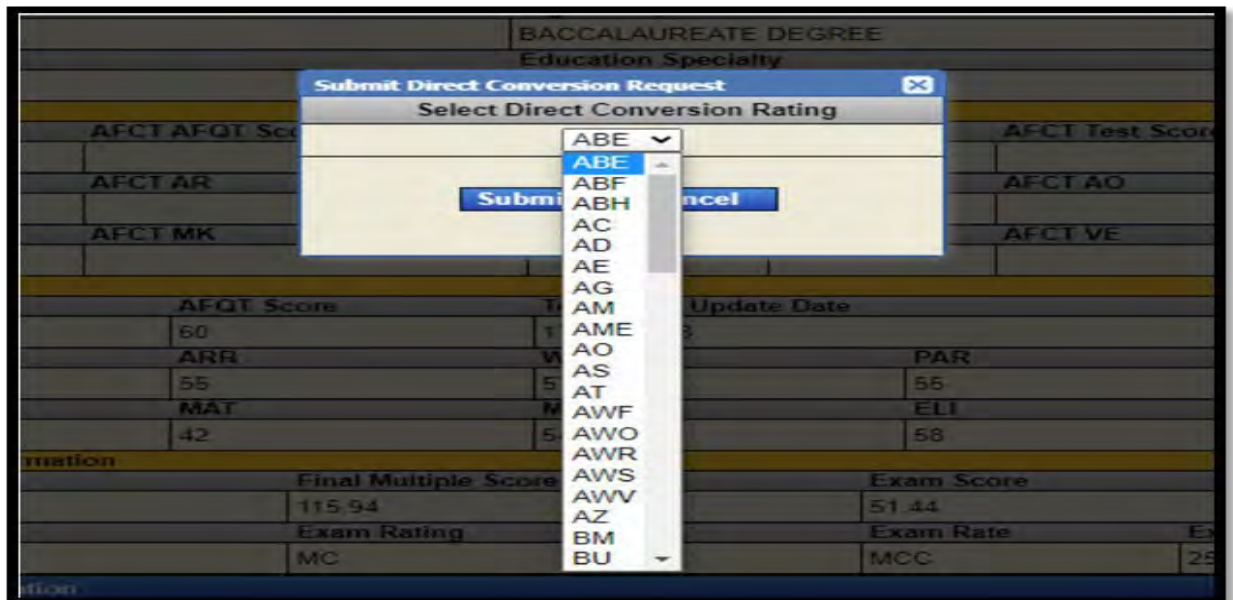


Figure 8-11 MNA Submit Direct Conversion Request

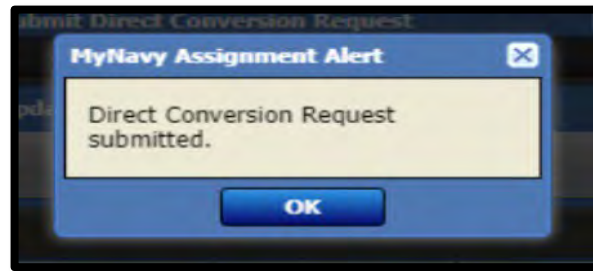


Figure 8-12 MNA Submit Direct Conversion Request Confirmation

The response received will depend on workflow requirements as determined by the Sailor's qualified ratings, out-quotas of the Sailor's current rating, and in-quotas of the requested rating. If the Sailor's request was auto disapproved, you may reload the page and attempt to submit a direct conversion request to a different rating.

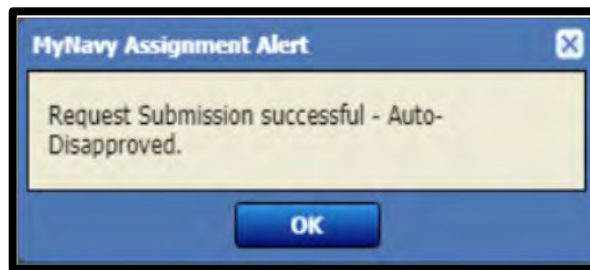


Figure 8-13 Direct Conversion Request Disapproved

If the request was auto approved or successful and entered the workflow process, the submit conversion request button will no longer display for this Sailor.

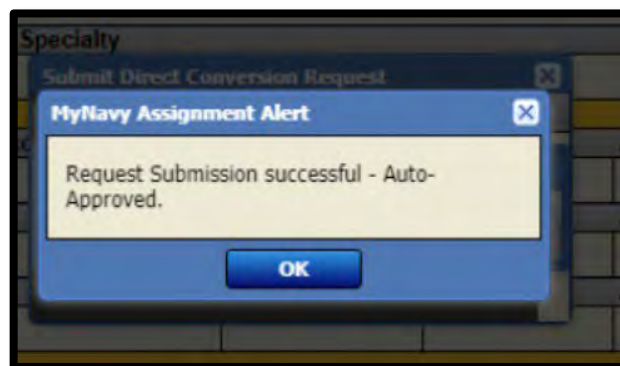


Figure 8-14 Direct Conversion Request Approved

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PACT SAILOR DESIGNATION

PACT Sailors can apply for their rating and next duty station simultaneously.

- PACT Sailors must request participation for MNA via the C-WAY PACT Marketplace prior to submitting for rating/orders. They will follow the same basic order-negotiation process in MNA as other fleet Sailors. If a PACT Sailor selects to remain onboard and are denied, they will automatically be submitted for participation in MNA
- PACT Sailors will begin the rating designation process 12 months prior to their PRD and will apply via MNA for a maximum of 3 cycles. Further cycles after three will be processed via NAVPERS 1306/7.

Note: For package required ratings, submit prior to 12-month window.

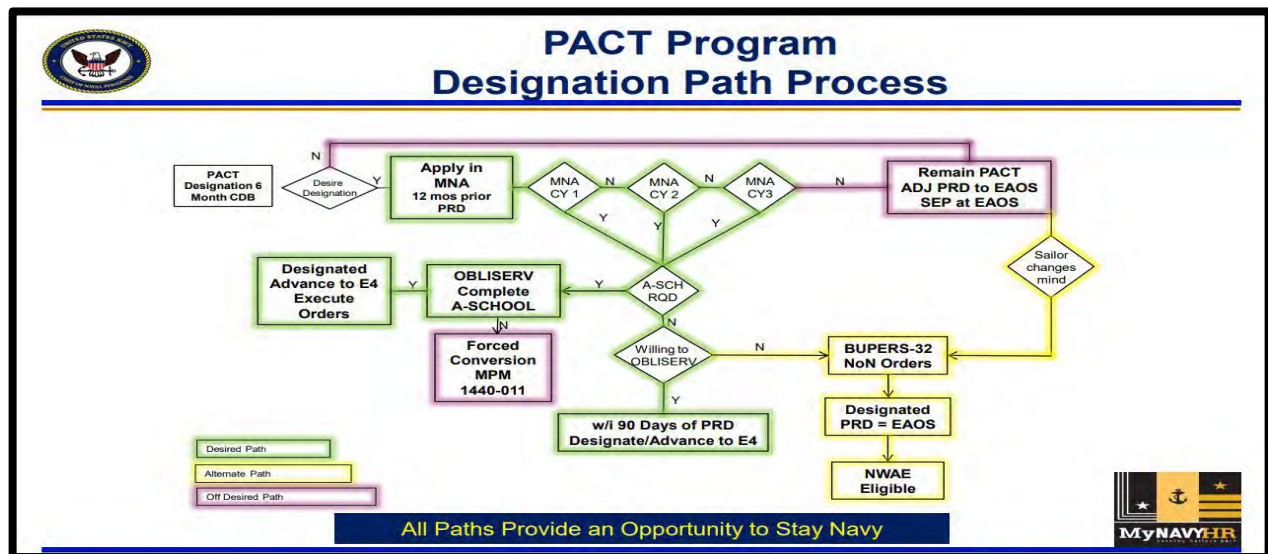


Figure 8-15 PACT Program Designation Path

MNA APPLICATIONS

This menu includes Review Active/TAR Job Applications, View Incoming Active/TAR Job Applications, and View Active/TAR Results for Previous Cycle.

Review Active/TAR Job Applications: Once job applications are submitted, they may be reviewed until the detailer selection phase begins. They may be edited or deleted until the end of

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the current application phase. Counselors may edit the application comments, preferences, or the Sailor bid (for AIP jobs). They can also opt to make the preference light green for the application.

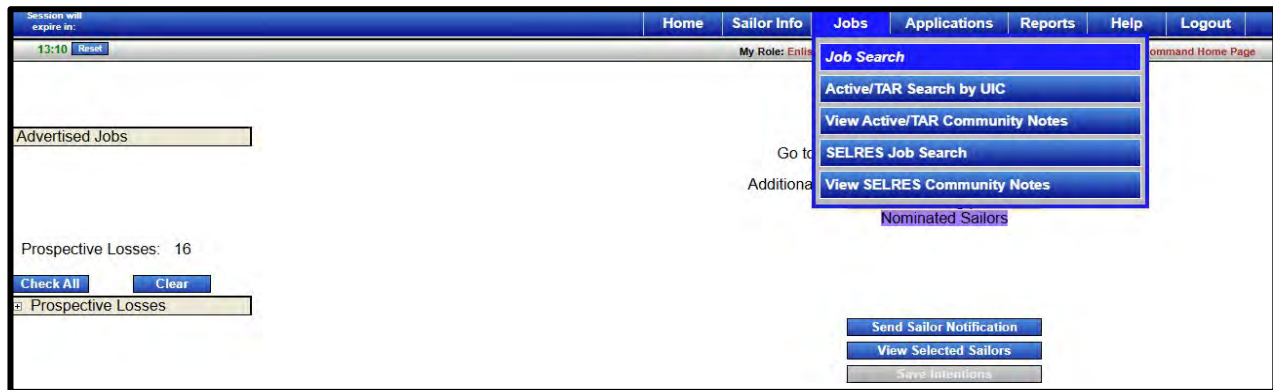


Figure 8-16 Active/TAR Job Applications

View Incoming Active/TAR Applications: All incoming applications at your assigned command(s) will display when you access the incoming applications page. The display of applications includes links to assist in your review of applicants. You may access each applicant's personnel detail and other professional information; compare all applications for a single job or compare any number of applicants side by side.

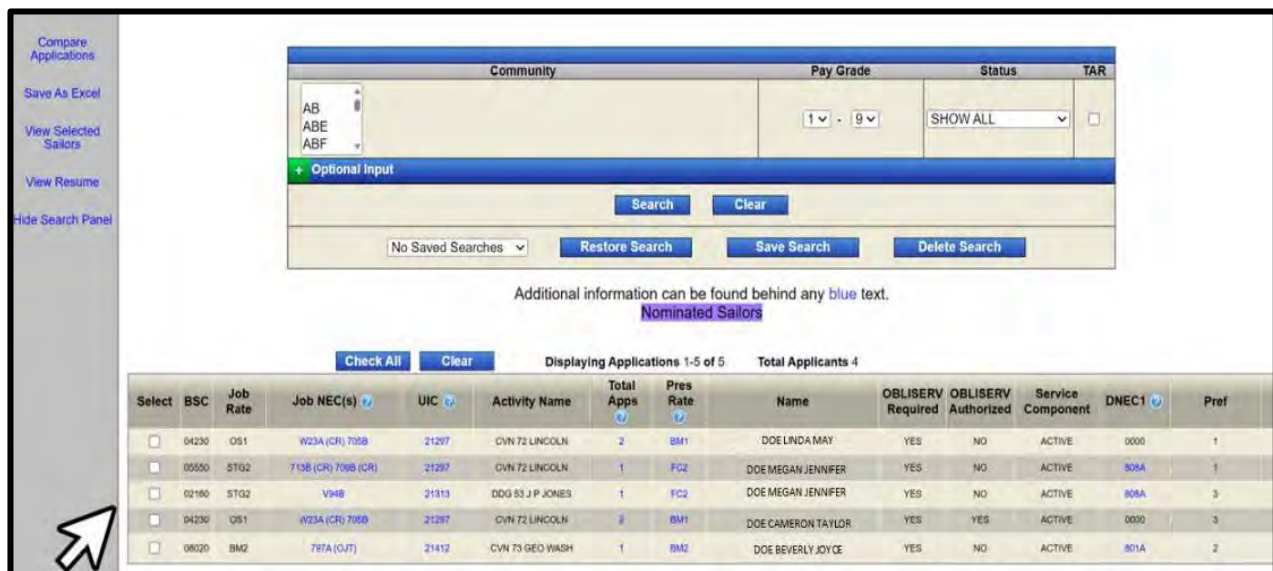


Figure 8-17 Incoming Active/TAR Applications

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View Active/TAR Results for Previous Cycle: Application results become available at the end of the selection phase. Results remain viewable until the next selection phase begins. You may see results for a specific Sailor, your entire command, or all applications you submitted for various Sailors.

SSN	DoDID	Name	Pref	Rate	BSC	Activity Name	Location	# Of Apps	Status	COC ID	Detaller ID	App Type	A-School	ATI	ETJ
Advised	CDC	20035				ENLAD NORVA	VA NORFOLK	1	POSTED						View ETJ
1	L32	23190				NAVJUP FLC SOUDA	GREECE SOUDA BAY	35	TAKEN						View ETJ
2	L32	63540				DDG 78 PORTER	SPAIN ROTA	6	TAKEN						View ETJ
3	L32	80797				CLFNC BAHARI	BAHRAIN MANAMA	25	TAKEN						View ETJ
4	L32	95320				LCC 19 B RIDGE	JAPAN HOKUSHI YOKOSUKA	21	TAKEN						View ETJ
5	L32	40380				CLFNC BAHARI	BAHRAIN MANAMA	18	TAKEN						View ETJ
6	L32	94130				INW02 DET OERW	GERMANY STUTTGART	36	TAKEN						View ETJ
7	L32	91110				MOBU 1 SOUTHCOMP	HI PEARL HARBOR	28	TAKEN						View ETJ
Advised	ETCS	97750				CVR 77 GEO BUSH	VA NORFOLK	1	POSTED						View ETJ
1	L32	98435				CADSHG TWO SEA	VA VIRGINIA BOH L CREEK	18	TAKEN						View ETJ
2	L32	23012				EODMU 6	VA VIRGINIA BOH L CREEK	21	TAKEN						View ETJ
3	L32	26789				EOD ENU 2	VA VIRGINIA BOH L CREEK	18	TAKEN						View ETJ
4	L32	18990				VP 45	FL JACKSONVILLE	40	TAKEN						View ETJ
5	L32	19050				VP 26	FL JACKSONVILLE	40	TAKEN						View ETJ
6	L32	19070				VP 16	FL JACKSONVILLE	47	TAKEN						View ETJ
7	L32	90145				NAVJUP FLC BAH	BAHRAIN MANAMA	27	TAKEN						View ETJ

Figure 8-18 MNA Application Results

REPORTS

This menu includes three reports: Application Summary, Application Cancel, and Career Intention. Select the report, enter the search criteria and then click search. When available, click links to view report details.

Application Summary Report displays the number of open requisitions per cycle for your command, applications made to those requisitions, and selections made for those applications.

Required Input		Optional Input		Communities		UIC	Pay Grade
Requisition Date	Search Type					Type UIC	
01-APR-26	☒ Jobs ☐ Sailors	AB ABE ABF					1 - 9
☐ Applications Without Command Comments ☐ Applications Without Detailer Comments							
SearchClear							
No Saved Searches Restore Search Save Search Delete Search							

Jobs Advertised	Applications	Advised	Invalid AZP Score	Applied	Canceled	Directed	Ineligible	Not Selected	Pending	Posted	Selected	Taken	Void	Cnv No Decision	Cnv Denied	Cnv Cancelled	OBLIS No Decision	RE Denied	RE Cancelled	Revoked
Open Jobs																				
1	22									1		14	7							
OSA Jobs																				
View Only Jobs																				
1																				
PACT Jobs																				
Advance to Position Jobs																				

Figure 8-19 MNA Application Summary Report

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Application Cancel Report displays the number of applications initiated but not completed and any associated Gates or Flags. Analyzing this data can aid in discussions with ISIC/TYCOM on filling open jobs.



Figure 8-20 MNA Application Summary Report

Career Intention Report displays summary of career intentions/career interests for Sailors at your command, as specified in Sailor duty preferences. This information is informative during CDBs and for command retention programs.



Figure 8-21 MNA Career Intention Report

RANKING AND COMMAND COMMENTS

The CCC must also have access to the Enlisted Command role. This allows the command to rank applicants and make command comments. This feature is useful in assisting the detailers with making distribution decisions. This feature is only available under the Command Enlisted role.

Review applications to command jobs and provide comments to the detailer for each applicant during the “apply and command” phases. Rank applicants on a 1-to-5 scale for suitability to the job (1=least fit, 5=best fit).

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Notes: Command comments made are public and cannot be removed once submitted. Prior to inputting comments ensure you speak with command leadership and receive concurrence.

Step 1: View Incoming Active/FTS Job Application page and select Add Comment for the desired applicant

Select	BSC	Job Role	Job NEC(s)	UIC	Activity Name	Total Apps	Prev Rate	Name	Service Component	DNEC1	Pref	App Status	Detailer ID	Incentives	App Type	A-School	ATI	Command Comment	Detailer Comment	ETJ
☐	0000	US3	US3A			2	US3		ACTIVE	000A	5	APPLIED		NO				Add Comment		View ETJ
☐	0000	HT2	US3A US4A (OUT)			2	HT2		ACTIVE	0000	1	APPLIED		YES				Add Comment		View ETJ
☐	0170	ET1	VTC US4A (CR)			12	ET1		ACTIVE	US4A	2	APPLIED		NO				Add Comment		View ETJ
☐	0000	IT1	US4A (CR)			4	IT1		ACTIVE	US4A	4	APPLIED		NO				Add Comment		View ETJ
☐	0190	0000C	US4A			1	0000C		ACTIVE	0000	Approved	POSTED		YES						View ETJ
☐	0000	0000				1	0000A		ACTIVE	0000	Approved	POSTED		YES						View ETJ
☐	0000	0000				1	0000A		ACTIVE	0000	Approved	POSTED		YES						View ETJ
☐	0000	001				1	001		ACTIVE	0000	Approved	POSTED		YES				View comment		View ETJ
☐	0000	0N				1	0N		ACTIVE	0000	Approved	CANCELLED		NO						View ETJ
☐	0170	ET1	VTC US4A (CR)			12	ET1		ACTIVE	US4A	2	APPLIED		NO				Add Comment		View ETJ
☐	0000	US3				1	US3A		ACTIVE	0000	5	APPLIED		NO				Add Comment		View ETJ
☐	0000	000				1	000A		ACTIVE	Approved		POSTED		YES						View ETJ
☐	0000	HT2	US4A US4A (OUT)			1	HT2		ACTIVE	US4A	2	APPLIED		YES				Add Comment		View ETJ
☐	0000	IT1	US4A (CR)			4	IT1		ACTIVE	US4A	4	APPLIED		NO				Add Comment		View ETJ
☐	0000	0000	US4A (CR)			1	0000		ACTIVE	0000	2	APPLIED		YES				Add Comment		View ETJ
☐	0000	0000	US4A (CR)			2	0000		ACTIVE	0000	7	APPLIED		YES				Add Comment		View ETJ
☐	0170	ET1	VTC US4A (CR)			1	ET1A		ACTIVE	Approved		CANCELLED		YES						View ETJ

Figure 8-22 MNA Incoming Applications Page

Step 2: Enter applicant ranking and comments.

Comment Update

Command Ranking

1 - Best fit ▼

Comment

This Sailor exceeds our requirements.

Update

Figure 8-23 MNA Command Ranking Page

For more information, review the MNA CCC/Command Tutorial is located on the MNA homepage.

CHAPTER NINE TRANSITION ASSISTANCE PROGRAM

INTRODUCTION

TAP provides separating/retiring service members and their families with the skills, tools and self-confidence necessary to successfully re-enter into the civilian work force, pursue higher education, or technical training. The goal of the TAP is an outcome-based statutory program (10 USC, Ch. 58) that bolsters opportunities, services, and training for transitioning Service Members in their preparation to meet post-military goals. The mandatory components of TAP are applicable for all Service members who have at least 180 continuous days or more on active duty, including the National Guard and Reserve.

Steps for completing TAP

Step 1. CCC must conduct Initial Counseling (IC)/self-assessment 365 days or more prior to release from active duty.

 TRANSITION ASSISTANCE INITIAL SELF-ASSESSMENT WORKSHEET	
SECTION A. SERVICE MEMBER INFORMATION	
NAME: _____ DOD ID: _____ INSTALLATION: _____	
WORK EMAIL: _____ PERSONAL EMAIL: _____	
DATE OF SEPARATION: _____ WORK PHONE: _____ CELL PHONE: _____	
HOW MANY YEARS OF SERVICE: _____ DOB: _____ AGE: _____ GENDER: _____	
SECTION B. DEMOGRAPHICS	
Rank: ☐ E1-E5 ☐ E6-E7 ☐ E8-E9 ☐ O1-O3 ☐ O4-O6 ☐ O7-O10 ☐ WO1-CWO5	
Service Branch: ☐ USN ☐ USAF ☐ USA ☐ USMC ☐ USCG ☐ USSF ☐ Reserve ☐ Guard	
Rate/Designator/MOS/AFSC: _____	
Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated ☐ Children# _____	
Highest Level of Education: ☐ GED/HS ☐ Associates ☐ Bachelors ☐ Masters ☐ Post-Graduate ☐ Doctorate	
Concentration: _____	
SECTION C. DISCHARGE	
Retiring 20+ Years	☐ Yes ☐ No
Medical Retirement	☐ Yes ☐ No
Medical Separation	☐ Yes ☐ No
Voluntary Separation	☐ Yes ☐ No
Involuntary Separation	☐ Yes ☐ No
Administrative Separation	☐ Yes ☐ No
Demobilization	☐ Yes ☐ No
SECTION D. PROJECTED CHARACTERIZATION OF DISCHARGE	
Honorable	☐ Yes ☐ No
Honorable Conditions (General)	☐ Yes ☐ No
Other than Honorable	☐ Yes ☐ No
Bad Conduct	☐ Yes ☐ No
Dishonorable	☐ Yes ☐ No
Dismissed	☐ Yes ☐ No
Uncharacterized	☐ Yes ☐ No
Unknown	☐ Yes ☐ No
SECTION E. PERSONAL GOALS	
What are your post-separation short-term goals?	
What are your post-separation long-term goals?	
2022	

SECTION F. FACTORS	
FAMILY LIFE AND RELOCATION PLAN	
1. Do you plan to relocate after leaving the military?	☐ Yes ☐ No ☐ Unsure
If Yes, where? _____	
2. Is cost of living higher where you plan to relocate?	☐ Yes ☐ No ☐ Unsure
3. Do you anticipate having a support system in place?	☐ Yes ☐ No
e.g., Family, Friends, Mentor, Transportation, Housing	
4. Does the thought of leaving the military create stress on you or your family?	☐ Yes ☐ No
FINANCIAL PLAN	
1. Have you initiated a 12-month projected post transition budget?	☐ Yes ☐ No ☐ N/A
2. Are you planning for your retirement? (e.g. TSP, 401K)	☐ Yes ☐ No ☐ N/A
3. Have you established a financial emergency plan?	☐ Yes ☐ No ☐ N/A
4. Do you have adequate cash set aside in case of emergencies?	☐ Yes ☐ No ☐ N/A
5. Have you considered additional expenses? (childcare or child support, commuting, etc.)	☐ Yes ☐ No ☐ N/A
6. Have you calculated the impact of renting vs. buying during your transition period?	☐ Yes ☐ No ☐ N/A
7. Have you examined your tax status with regard to taxable income?	☐ Yes ☐ No ☐ N/A
8. Have you reviewed your vehicle(s) payment, insurance, registration and taxes?	☐ Yes ☐ No ☐ N/A
9. Have you assessed your insurance needs? (medical, exceptional family member, dental, life)	☐ Yes ☐ No ☐ N/A
10. Have you reviewed your credit reports in the last 4 months?	☐ Yes ☐ No ☐ N/A
11. Do you have an up-to-date will and/or power of attorney?	☐ Yes ☐ No ☐ N/A
SECTION G. TRACKS	
EMPLOYMENT PLAN	
1. Do you plan to work after leaving the military?	☐ Yes ☐ No
2. Do you have a confirmed job offer?	☐ Yes ☐ No
3. Do you have an updated resume?	☐ Yes ☐ No
4. Do you plan on staying in your current career field?	☐ Yes ☐ No
5. Would you like more information on employment?	☐ Yes ☐ No
EDUCATION PLAN	
1. Do you plan to enroll in continuing education or do you have enrollment confirmation?	☐ Yes ☐ No
2. Do you have a professional license(s)/certificate(s)?	☐ Yes ☐ No
3. Would you like more information on education?	☐ Yes ☐ No
ENTREPRENEURSHIP PLAN	
1. Do you currently own a business?	☐ Yes ☐ No
2. Do you intend to start your own business after leaving the military?	☐ Yes ☐ No
3. Do you have a business plan?	☐ Yes ☐ No
4. Would you like more information on entrepreneurship?	☐ Yes ☐ No
VOCATIONAL PLAN	
1. Have you attended a trade school?	☐ Yes ☐ No
2. Are you enrolled in or plan to enroll in an apprenticeship program?	☐ Yes ☐ No
3. Do you have a technical or trade license(s)/certification(s)?	☐ Yes ☐ No
4. Would you like more information on trades?	☐ Yes ☐ No
August 2024	

Figure 9-1 TAP Initial Self-Assessment Worksheet

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Transition Assistance Program (TAP) Counselor Tool							
Demographic Factors	Selection Criteria	Y/N	Selection Criteria	Y/N	Selection Criteria	Y/N	Check
Term of Service	End of first term of service		Mid career term (6-19 years)		Retirement		
Characterization of Discharge	Other than honorable / bad conduct / dishonorable		General		Honorable		
Disability	school		Pending Disability		No Disability		
Financial Readiness	No funds to support lifestyle		Limited funds to support lifestyle		Adequate funds to support lifestyle		
Engagement	Not interested in TAP assistance		Interested in TAP assistance		Very interested in TAP assistance		
Military Occupational Specialty	Civilian career path does not align to MOS		Civilian career path slightly aligns to MOS		Career path aligns to MOS/ Permanent Retirement		
Education History	No education or certification		Some education/certification/pending degree		Obtained degree or certification		
Employment Interest	Seeking low demand career field		Seeking moderate demand career field		Seeking high demand career field		
Employment Intentions	Not currently applying for employment		Currently applying for employment		Secured employment		
Education Intentions	Not currently applying for school		Currently applying for schools		Secured school		
Intended Track	No experience with desired track		track		No desire to attend track		
Planning	Has no post service Plan in place		Partial Plan in place		Has adequate Plan		
Location	Currently assigned OCONUS or on deployment		Relocating to new area		No plans to relocate		
Transition Mindset	Uncomfortable with decision to transition		Some what comfortable with decision		Very comfortable with decision		
Support System	No support system		Some support network		Good supportive network		
Weighted Scores	0	0	0	0	0	0	
Total Score	0						
Minimum Assignable Tier Level	Tier I						

Click the following links to navigate this document:

[Home](#)
[Tool](#)
[Dictionary](#)
[Resources](#)

Scoring Key

Tier I = 15-39

Tier II = 40-65

Tier III = 66-90

Figure 9-2 TAP Counselor Tool

Step 2. Pre-Separation counseling at least 365 days or more prior to release from active duty. The CCC must conduct pre-separation counseling with any Sailor attending TAP online or standalone.

A Pre-Separation presentation and additional transition tools are located at MyNavy HR > Career Management > TRANSITION > TAP.

Step 3. Mandatory TAP Core Curriculum:

- DoW Transition Day (My Transition, Military Occupation Code crosswalk, and financial planning).
- Veterans Administration Benefits and Service brief
- Department of Labor (DoL) One-day Employment Workshop

Step 4. If applicable. Selection of Two-Day Track:

Sailors assigned Tier I and II may be waived from participating. Tier III assigned personnel must select at least one track.

- Employment Track: Employment Workshop
- Education Track: Managing Your (my) Education
- Vocational Track: Career and Credential Exploration
- Entrepreneurship Track: Boots to Business

Step 5. Capstone event must be completed no later than 90 days prior to separation to verify Sailor have met Career Readiness Standards and received the transition services requested.

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CAREER READINESS STANDARDS

Career Readiness Standards are met when the following items are completed:

- Self-Assessment/Individual Transition Plan
- Post-Transition Financial Plan
- e-Benefits registration
- Continuum of Military Service brief (AC only)
- Gap Analysis or verification of employment
- Completed Resume or provide Verification of employment (based on track selected)
- Comparison of Technical Institutions (based on track selected)
- Comparison of College/Universities (based on track selected)

**Requirements Based on TIER**

	COURSE ATTENDANCE	TIER I	TIER II	TIER III
	Self Assessment	R	R	R
	Pre-Separation Counseling	R	R	R
	Day1	R	R	R
	Pre-sep training Services/Crosswalk/Financial Planning	R	R	R
	VA Services and Benefits Day	R	R	R
	DOL Employment Day (unless Waived)	R	R	R
	Member Selects Track	-	-	R
	Employment/Vocational Training/Education/Entrepreneurship	walvable	walvable	R
	CAPSTONE	R	R	R
	CRS STANDARDS			
1	Self Assessment/Individual Transition Plan	R	R	R
2	Post-transition Financial Plan	-	R	R
3	eBenefits Registration	R	R	R
4	Continuum of Military Service (AC only)	AR	AR	AR
5	Gap Analysis or Verification of Employment	-	R	R
6	Draft Resume or provide Verification of Employment	-	DTS	DTS
7	Comparison of Technical Institutions	-	-	DTS
8	Comparison of College/Universities	-	-	DTS

UNCLASSIFIED

R=Required AR=As Required DTS=Dependent on Track Selection - =Not Required

1

Figure 9-3 TAP Tiers

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Warm Handover

A Warm handover is part of the Capstone process. The warm handover provides a confirmed introduction and assurance that the appropriate interagency partner acknowledge(s) that an eligible Service member requires post-military assistance and the interagency partner follows through on aiding meet the needs of Service members, mitigate risk, and assist them in attaining their post-transition goals and a successful transition.

The screenshot displays a web application interface for adding a warm handover. A modal window titled "Add Warm Handover" is open, showing a form with the following fields:

- 1. Handover Type (dropdown menu)
- 2. Warm Handover Reason (dropdown menu)
- 3. Representative (text input)
- 4. Phone Number (text input)
- 5. Organization (text input)
- 6. Post-Transition Location (text input)
- 7. Address (text input)

Fields 1, 2, 3, 4, 5, and 6 are marked as "Required". Field 7 is also marked as "Required". The form includes "Save" and "Cancel" buttons at the bottom. The background shows a sidebar with steps: 2 Initial Counseling, 3 Pre-Separation / Transition Counseling, 4 Other Warm Handovers and Supporting Agencies, and 5 Signatures and Remarks. A question "1. Is a Warm Handover required?" is visible with "Yes" selected.

Figure 9-4 Warm Handover

DMDC Website

Defense Manpower Data Center (DMDC) serves under the office of the Secretary of War (OUSW) to collate personnel, manpower, training, financial, and other data for the Department of War (DoW). This data catalogues the history of personnel in the military and their families for purposes of healthcare, retirement funding, and other administrative needs.

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One portion in DMDC utilized by career counselors is the Transition Assistance Program (TAP), a website that houses multiple applications for transitioning service members. TAP website currently consists of two user types: "Service Member" and "Managers and Counselors".

REQUESTING ACCESS

All users will be required to complete a DD Form 2875 System Authorization Access Request (SAAR) before being approved for access. Users should contact the transition helpdesk to request access to the DMDC website. The transition helpdesk will forward all access requests to the appropriate service's site security manager.

USING THE TRANSITION ASSISTANCE PROGRAM (TAP) WEB APPLICATION

TAP supports secure login authentication for Department of War (DoW) Common Access Card (CAC) holders who have been approved by their Service's site security manager for authorized access.

After ensuring you have the minimum web browser requirements and your account was approved, you can access the TAP website following the following steps:

- The TAP log-in page displays
- Click the "Log-in" button



Figure 9-5 DoWTAP Homepage

Click Managers and Counselors



Figure 9-6 DoWTAP Login Options

- The standard mandatory DoW notice and consent page displays
- Read the consent to monitor information and click the "OK" button
- The Registered User Logon page displays
- Click the "Continue" button to logon using your CAC

DMDC

Serving Those Who Serve Our Country

DoDTAP
Transition Assistance Program
for Managers & Counselors

DOD
Transition
Assistance
Program

Registered User Logon

AUTHORITY	5 USC 301
PURPOSE/ROUTINE USE	Information you provide is used to verify your identity and usage of this website.
DISCLOSURE	Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

The material/information contained herein falls within the purview of the Privacy Act of 1974 and will be safeguarded in accordance with the applicable system of records notice and DLAR S40021.

For assistance or to report problems, please call toll free: 800-538-9522 Commercial: 502-335-9980.

Select Logon Method

☒ Smartcard (CAC, PIV)

[Continue](#)

[Logon Help](#)

Figure 9-7 DoWTAP Login Method

The DoWTAP Managers and Counselors main page will be displayed

The home tab is the default landing page when you login to the application. Below the introductory paragraph is a current announcement and boxes that support the primary goals of DoWTAP: eForm Dashboard, Person Search, Sessions, VMET, Transition Reports, and Resources. You can click on any box to take you to that section of TAP or alternatively, you can select the applicable tab in the blue-ribbon bar on top to navigate to the desired section.

1 Jul 26

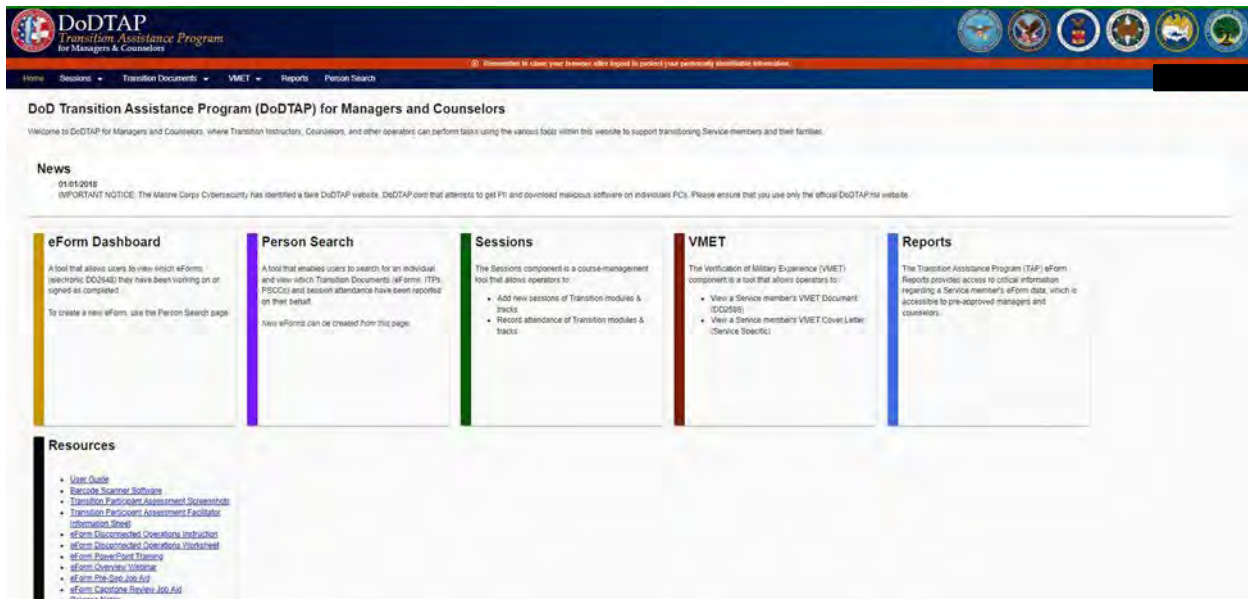


Figure 9-8 DoWTAP Managers and Counselors Main Page

E-FORM DASHBOARD

With the TAP Manager and Counselor user permissions, counselors can report, search for, edit, or delete e-Forms. The e-Form Dashboard allows the counselor to view both In-Progress and Completed e-Forms. It assists the counselor in managing their Sailors throughout the DoWTAP process by allowing them to accomplish:

- Submit, delete, and view initial counseling, pre-separation/capstone dates, and module/track completion data
- Report, edit, and complete transition checklist (DD 2648 Pre-separation/Transition Counseling and Career Readiness Standards (CRS) e-Form for service members separating, retiring, released from active duty (REFRAD), or being deactivated

DoDTAP
Transition Assistance Program
For Managers and Counselors

Home Sessions **Transition Documents** VMET Reports Person Search Logout

Transition Documents

- Transition Documents Overview
- Preseparation Counseling Checklist (DD 2648/-1)
- ITP Checklist (DD2958)
- Transition Document PDF Upload
- My eForm Dashboard**
- Create New / Open eForm
- Transition Document FAQs

While editing a Transition Document, do not open a new browser tab to create/edit an additional form as it will merge the information resulting in an invalid form. Contact the Transition Helpdesk if this occurs.

My eForm Dashboard

This Dashboard displays all eForms that the logged-in user has worked on in the past, or is assigned to verify. To open an eForm in progress, select the Service member name from the In-Progress panel. For completed eForms, select the Service member's name to open a generated PDF copy of the DD form.

In-Progress eForms

Service Member	Grade	Anticipated Separation Date	Current Phase	Last Updated Date	Last Updated By
[Redacted]	E4	2016/12/07	Capstone Review	2016/07/07	[Redacted]

Note: In Progress eForms that are awaiting a Commander's Verification for more than 14 days will be listed as red on your dashboard until a Commander or Commander's Designee verifies the eForm.

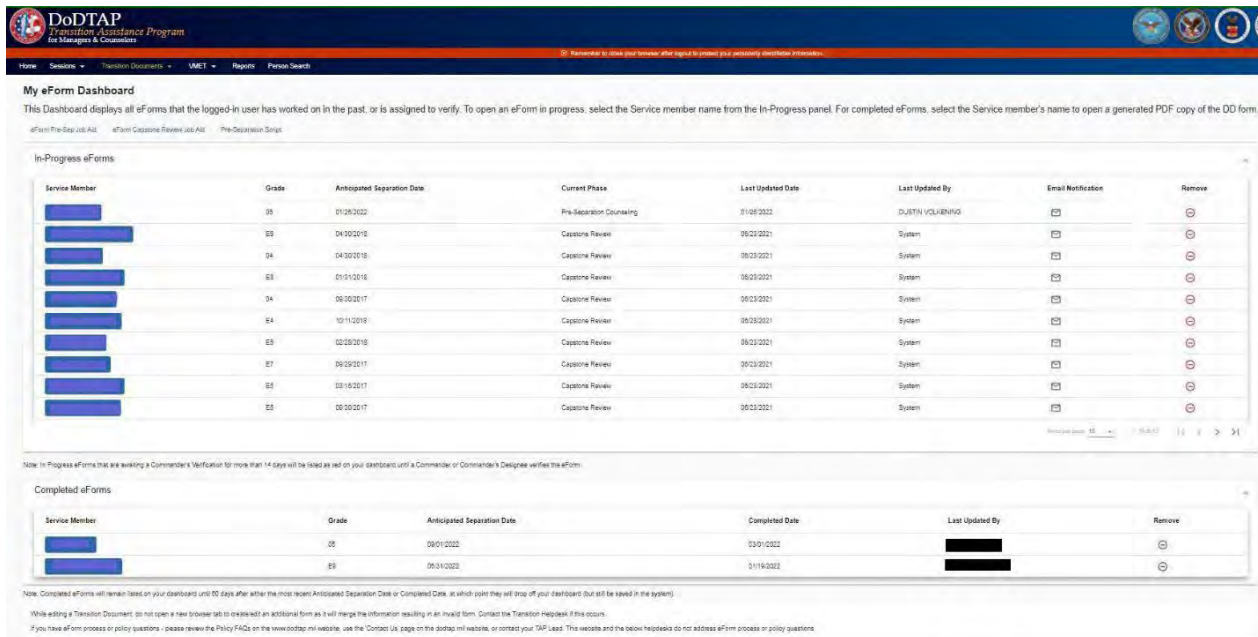
Completed eForms

Service Member	Grade	Anticipated Separation Date	Completed Date	Last Updated By
[Redacted]	E4	2016/10/10	2016/07/07	[Redacted]

Note: Completed eForms will remain listed on your dashboard until their Anticipated Separation Date, at which point they will drop off your dashboard (but still be saved in the system).

Transition Helpdesk | VMET Helpdesk | Privacy Act Information | Link Disclaimer | DoDTAP for Managers and Counselors is maintained by DMDC.

Figure 9-9 DoWTAP e-Form Dashboard



My eForm Dashboard

This Dashboard displays all eForms that the logged-in user has worked on in the past, or is assigned to verify. To open an eForm in progress, select the Service member name from the In-Progress panel. For completed eForms, select the Service member's name to open a generated PDF copy of the DD form.

[eForm Pre-Step Job Aid](#) [eForm Case Review Job Aid](#) [Pre-Separation Script](#)

In-Progress eForms

Service Member	Grade	Anticipated Separation Date	Current Phase	Last Updated Date	Last Updated By	Email Notification	Remove
[Redacted]	35	01/28/2022	Pre-Separation Counseling	01/28/2022	DoDTAP VLS/SHND	[Icon]	[Icon]
[Redacted]	08	04/02/2019	Case Review	09/22/2021	System	[Icon]	[Icon]
[Redacted]	04	04/30/2018	Case Review	09/23/2021	System	[Icon]	[Icon]
[Redacted]	63	01/01/2018	Case Review	09/23/2021	System	[Icon]	[Icon]
[Redacted]	04	09/02/2017	Case Review	09/23/2021	System	[Icon]	[Icon]
[Redacted]	84	10/11/2018	Case Review	09/23/2021	System	[Icon]	[Icon]
[Redacted]	69	02/08/2018	Case Review	09/23/2021	System	[Icon]	[Icon]
[Redacted]	87	05/09/2017	Case Review	09/23/2021	System	[Icon]	[Icon]
[Redacted]	66	03/18/2017	Case Review	09/23/2021	System	[Icon]	[Icon]
[Redacted]	83	08/02/2017	Case Review	09/23/2021	System	[Icon]	[Icon]

Note: In-Progress eForms that are awaiting a Commander's Verification for more than 14 days will be listed as well on your dashboard until a Commander or Commander's Designee verifies the eForm.

Completed eForms

Service Member	Grade	Anticipated Separation Date	Completed Date	Last Updated By	Remove
[Redacted]	08	09/01/2022	10/01/2022	[Redacted]	[Icon]
[Redacted]	89	09/31/2022	11/14/2022	[Redacted]	[Icon]

Note: Completed eForms will remain listed on your dashboard until 90 days after the most recent Anticipated Separation Date or Completed Date, at which point they will drop off your dashboard (but still be saved in the system).

While editing a Transition Document, do not open a new browser tab to maintain an additional form as it will merge the information resulting in an invalid form. Contact the Transition Helpdesk if this occurs.

If you have eForm process or policy questions, please review the Policy FAQs on the www.dodtap.mil website, use the 'Contact Us' page on the dodtap.mil website, or contact your 'DAP Lead'. This website and the below helpdesk do not address eForm process or policy questions.

Figure 9-10 DoWTAP e-Form Dashboard Search

PERSON SEARCH

Counselors can also search for their Sailors by their last name and either their DoWID, or SSN. This assists the counselor in finding Sailors that they have not worked with before.



Person Search

Person Search Criteria

DoD ID Number: SSN: Last Name: First Name: Middle Initial: Service: Component: Grade:

* No additional Personally Identifiable Information (PII) will be displayed after a search.

* Search by at least one or any combination of the above criteria; DoD ID Number or SSN with Last Name is most efficient.

Figure 9-11 DoWTAP Person Search

VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET) DOCUMENTS

Counselors can access VMET documents (DD-2586 and cover letter) from the VMET tab. VMET records update periodically.

NOTE: Sailors that have been on active duty for less than 120 days will NOT have a VMET in the system.

DoDTAP
Transition Assistance Program
For Managers & Counselors

Home Sessions Transition Documents VMET Reports Person Search

Remember to close your browser after login to protect your personally identifiable information.

Access VMET Documents (DD-2586 and Cover Letter)

VMET Document Search
This form allows you to search for form DD-2586 and/or cover letters. Enter either the 10 digit DoD ID or 9 digit SSN of the person whose documents you wish to retrieve.

DoD ID Number or SSN:

After clicking the "VMET Document" or "Cover Letter" button, if a VMET record is found, the system will make it available to your browser or in a pop-up as a PDF, which you may download and print.
The SSN does not appear on the cover letter or VMET document.

Privacy Advisory
The Personally Identifiable Information (PII) you provide is used to locate that specific Service member's VMET Documents, thereby delivering the certification or verification of their military experience and training. Your PII as provided from your login verification and the Service member's PII you submit will be retained for record auditing purposes only.

Figure 9-12 DoWTAP VMET Access

COMMANDER'S VERIFICATION

Commanders or their designees per OPNAVINST 1900.2(series) will receive e-mail notification and token-based access to review and verify compliance on a single dashboard and then notify managers/counselors of approval.

DoDTAP
Transition Assistance Program
For Commanders and Commander's Designees

Home Sessions Transition Documents VMET Reports Person Search Logout

Transition Assistance eForm (DD2648) -- Commander's Verification
As the Commander or Commander's Designee, you are required to do a complete verification on all the items listed below for this Service member. If you see a red "X", that indicates the Service member did not complete that applicable requirement according to the Transition Assistance Counselor, while a green checkmark indicates the Service member did complete the requirement.

Status: Commander's Verification Created: 2016/07/28 Last Updated: 2016/09/06

I. Service Member Personal Information

1. Name 2. Grade: E1 3. Service: Army 4. Component: Active

5. Personnel Category Code: Active Duty Member 6. Title: 7. Unit Name: 633 FORCE SUPPORT SQUADRON

8. Anticipated Date of Separation: 2017/07/06 9. Type of Separation: Separating Voluntarily 10. Reason for Separation: Retiring

11. Post Separation Personal Contact Information Email: Phone Number: 111-445-5896

12. Does the Service member consent to allow this form to be sent to Federal agencies for additional Transition assistance post-separation? ☒ Yes ☐ No

13. Does the Service member consent to allow this form to be sent to Federal and other agencies who look for critical language skills and/or regional expertise that could be vital during times of need, crisis, and/or national emergencies? ☒ Yes ☐ No

Figure 9-13 Commander's Verification of e-Form

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DISCONNECTED OPERATIONS

Disconnected Operations is only intended for situations where connectivity is not available (such as incarceration, hospitalization, or afloat units). When executing disconnected operations there will be an additional worksheet that will need to be completed.

The e-Form disconnected operations worksheet can be found on the home tab and gives further instructions on disconnected operation procedures.

Note: Wet signatures are required on e-Form and retains must be maintained for 24 months.

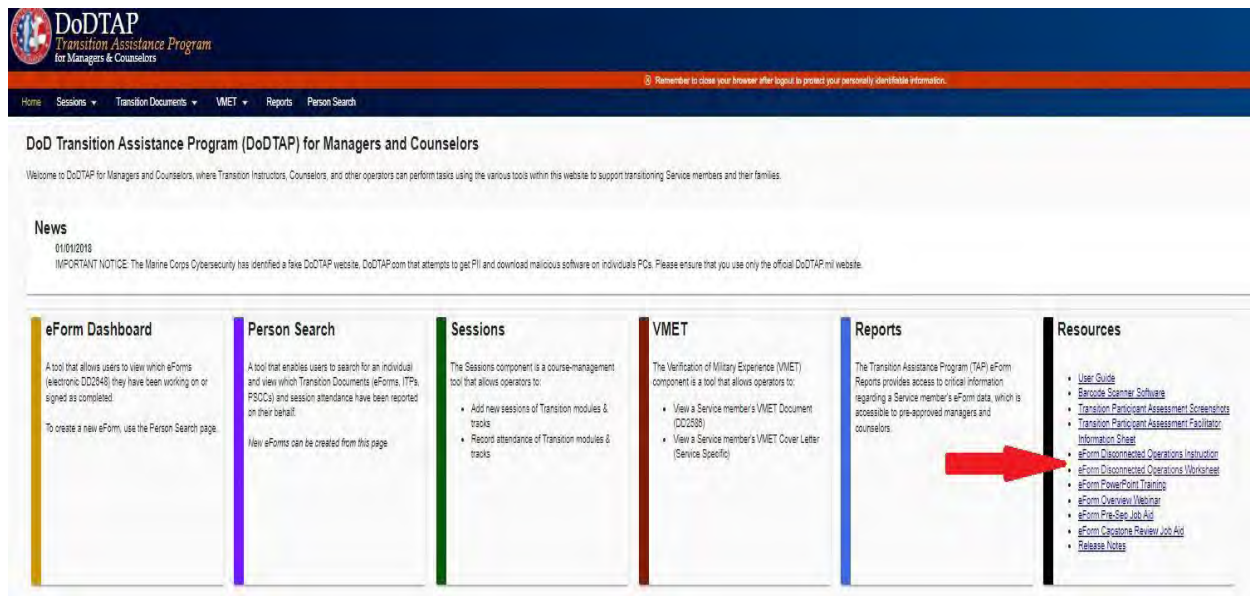


Figure 9-14 e-Form Disconnected Operations Worksheet

For the most up-to-date information on the Transition Assistance Program, latest instructions, and processing of required forms visit:

<https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/>

CHAPTER TEN
NAVY RETENTION MONITORING SYSTEM (NRMS)

INTRODUCTION

The NRMS is a web-based application that is a component of NSIPS analytics, with computer-based/online training, an electronic SAAR process, and helpdesk support. NRMS is the single authoritative source for retention metrics.

- Used to analyze, maintain, and disseminate command reenlistment and attrition data and trends to fleet and other Echelon II commanders
- Used by fleet and other echelon II commanders to evaluate benchmarks for command recognition awards such as Retention Excellence Award (REA), Best in Class (BIC), Reserve Personnel Program Excellence Award (RPPEA), and other recognition programs
- It has sophisticated business intelligence capabilities, including ad hoc reporting to support analysis
- It has standardized metrics (fleet and staff using same business rules)
- Used to validate transactions (e.g., reenlistments, extensions, separations, etc.) against the command retention-attrition report
- Used to inform ISIC CCs of any discrepancies

Title	Favorites	Type	Description	Last Updated
Career Development Board (CDB) R...		Web Intelligence	Last modified: July 12, 2018 11:18:38 AM IP...	Jun 6, 2022 2:10 PM
Master Transactions Report		Web Intelligence	Version 210, Users RMS_REPORTS 224-9/20...	Jun 2, 2022 12:30 AM
GPS Transition Compliance Detail		Web Intelligence	Revision 3 Last Modified: May 11, 2022 This...	Jun 2, 2022 12:23 AM
RET-ATT Report - Zone		Web Intelligence	CR008711-1 Last Modified: Dec 4, 2019 9:4...	Jun 2, 2022 12:22 AM
RET-ATT Report For Multiple Selects...		Web Intelligence	Selected UIC only. Allows for multiple UICs t...	Jun 1, 2022 11:02 PM
Reenlistment Rate Report		Analysis Workspace	Displays Reenlistment Rate by LOS Zone an...	Jun 1, 2022 12:06 PM
Reenlistment Attrition Summary Report		Analysis Workspace	Displays Reenlistment and Attrition metrics ...	Jun 1, 2022 12:03 PM
SRB Eligible Reenlistment Rate Report		Analysis Workspace	Displays the SRB Eligible Reenlistment Rate...	Jun 1, 2022 11:56 AM
Monthly Reenlistment Rate Report		Analysis Workspace	Displays the annualized Reenlistment Rate ...	Jun 1, 2022 11:54 AM
Monthly Attrition Report		Analysis Workspace	Displays the annualized Attrition Rate by mo...	Jun 1, 2022 11:53 AM
FYTD Reenlistment Rate Report		Analysis Workspace	Displays Fiscal Year to Date Reenlistment R...	Jun 1, 2022 11:51 AM
FYTD Attrition Report		Analysis Workspace	Displays annualized Fiscal Year to Date Attr...	Jun 1, 2022 11:50 AM
Eligible Reenlistment Rate by SRB Le...		Analysis Workspace	Displays the Reenlistment Rates by SRB Le...	Jun 1, 2022 11:49 AM
12 Month Reenlistment Rate Report		Analysis Workspace	Displays annualized Attrition Rates by zone ...	Jun 1, 2022 11:48 AM
12 Month Attrition Report		Analysis Workspace	Displays annualized Attrition Rates by zone ...	Jun 1, 2022 11:41 AM
C-WAY Command Report by Year Gr...		Web Intelligence	v1.4	Jun 1, 2022 9:37 AM
C-WAY Command Report		Web Intelligence	v1.6	Jun 1, 2022 9:36 AM
SELRES Unit Honor Roll Report		Web Intelligence		Jun 1, 2022 8:30 AM
SELRES UIC Tree Report		Web Intelligence		Jun 1, 2022 8:26 AM
SELRES Reenlistment - Attrition Sum...		Web Intelligence		Jun 1, 2022 8:25 AM
SELRES Master Transaction Report		Web Intelligence		Jun 1, 2022 8:21 AM

Figure 10-1 NRMS Documents

NRMS ACCESS

Your NRMS account will be created separately from your CIMS account but will go through the same steps as creating your CIMS account. To request access to NRMS, navigate to the NSIPS website and look for the NRMS link to submit DD Form 2875 SAAR online.

NRMS REPORTS:

CCCs utilize NRMS to review the following reports:

- Retention/Attrition
- Master Transaction
- Unit Identification Code (UIC) Tree
- TAP Transition Compliance Report

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RETENTION-ATTRITION (RET-ATT) PROGRAM REPORTS

The CCC is the principal command advisor in all matters concerning the career development of Sailors and is responsible for monitoring retention and attrition statistics and preparing monthly and quarterly reports for submission to the CO. To track program effectiveness, the CCC must maintain data as outlined in OPNAVINST 1040.11G. In the Career Counselor folder in NRMS, there are two types of reports that provide, but one includes query capabilities:

- RET-ATT Report - Zone (provides query capability)
- RET-ATT Report - Zone - Less Prompts (no query capability)

RET-ATT Report - Zone has a query feature that allows commands to filter data. The query feature is labeled as "Enter Report Group By" within the report prompt panel. Some of the categories include, but are not limited to:

- Accounting category code
- Dependency Status category
- Education Level
- Primary Navy enlisted classification code
- Pay grade
- Platform (broad/specific)
- Rating
- Region or AOR

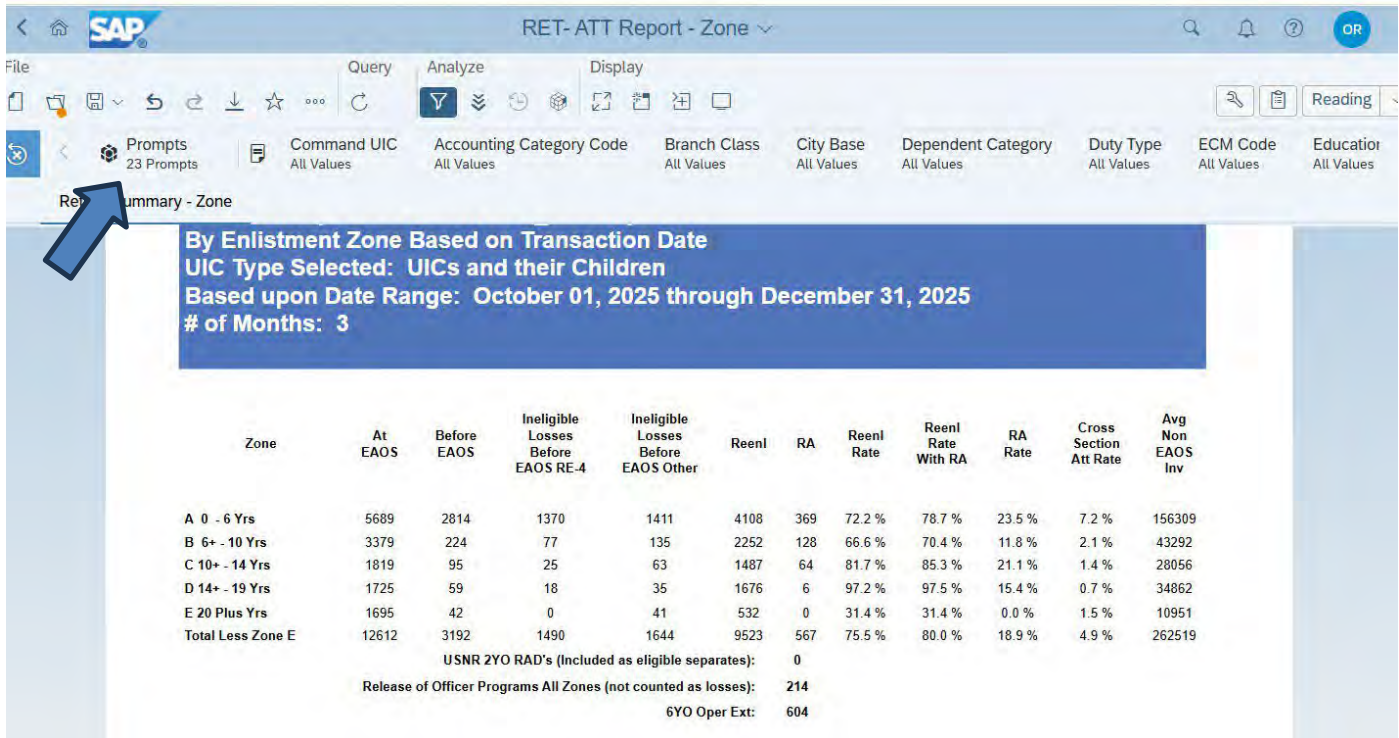


Figure 10-2 RET-ATT Report - Zone (With Prompts)

RET-ATT Report - Zone - Less prompts provides data without the "Report Group By" feature.

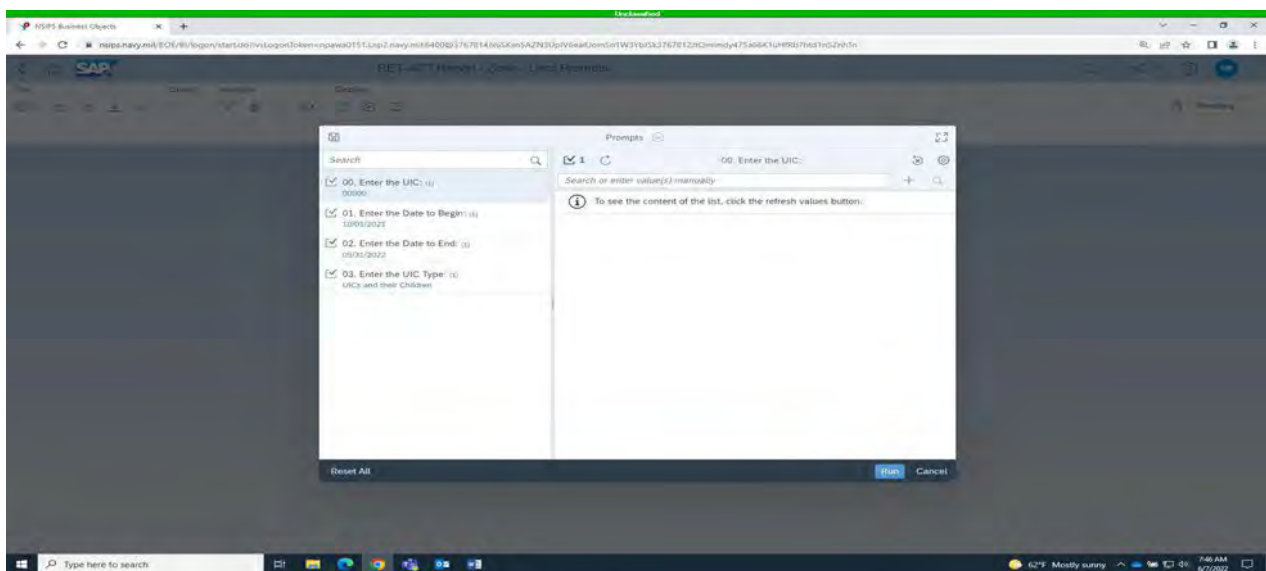


Figure 10-3 RET-ATT Report- Zone- Less Prompts

TRANSACTION REPORTS

There are two types of transaction reports within NRMS, the Master Transaction Report and the Transaction Report. These reports complement the RET-ATT reports. RET-ATT report provides

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the numbers, and the transaction reports provides the details (names, etc.) behind the numbers.

The transaction reports provide the list of transactions that are captured within NSIPS including:

- Reenlistments
- Separations
- Operative extensions
- Retirements
- Fleet Reserve
- Non-qualifying extensions*
- Executed extensions*

Note: *Not displayed on the RET-ATT Reports.

The key differences between the transaction reports are:

- Master Transaction Report displays data associated with the UIC and its children. The term "children" refers to subordinate UICs that are assigned under the parent UIC
- Transaction Report displays the data associated with the UIC only
- To verify your UIC structures refer to the UIC Tree Report

UNIT IDENTIFICATION CODE (UIC) TREE REPORT

The UIC Tree Report produces the COC structure used for reporting within NRMS. The UIC type within reports has the option for "Selected UICs", "UICs and their Children", and "Children Only".

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Updating subordinate UICS is vital in ensuring accurate and easily accessible data when entering "UICs and their Children", and "Children Only" into key prompts. ISIC CCs are responsible for updating new or inaccurate UICs to the appropriate TYCOM.

The UIC filters within reports will use the structure from the UIC tree when displaying data. The following definitions are used to determine which UICs are included in each report:

- **Selected UICs:** Displays data from only the UICs that are directly entered into the filter of a report.
- **UICs and their Children:** Displays data from the UIC entered in a report filter and all UICs that are below the command within its UIC tree

Note: Running reports to include children will be inaccurate if the UIC tree is not up to date.

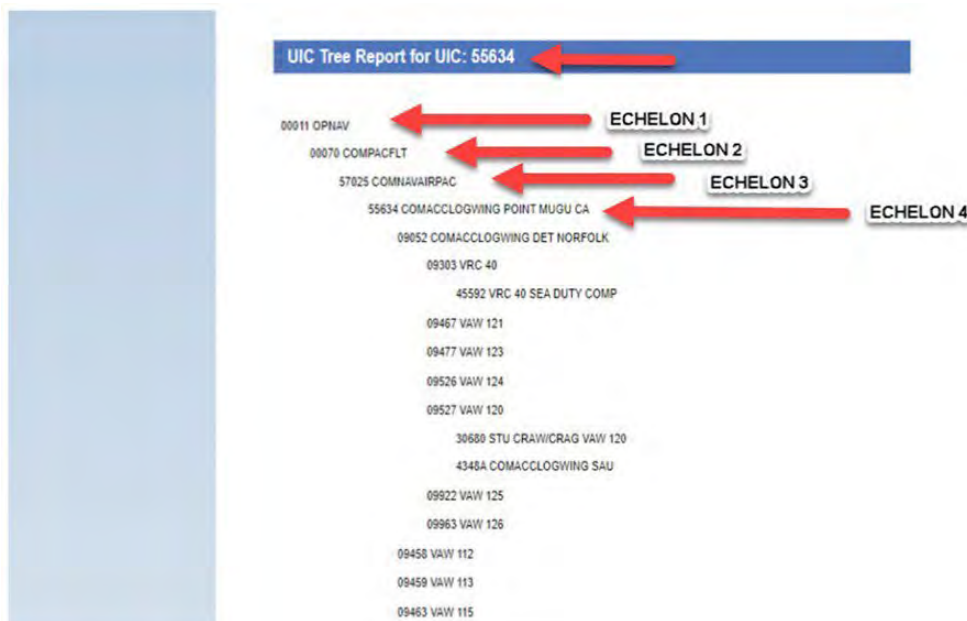
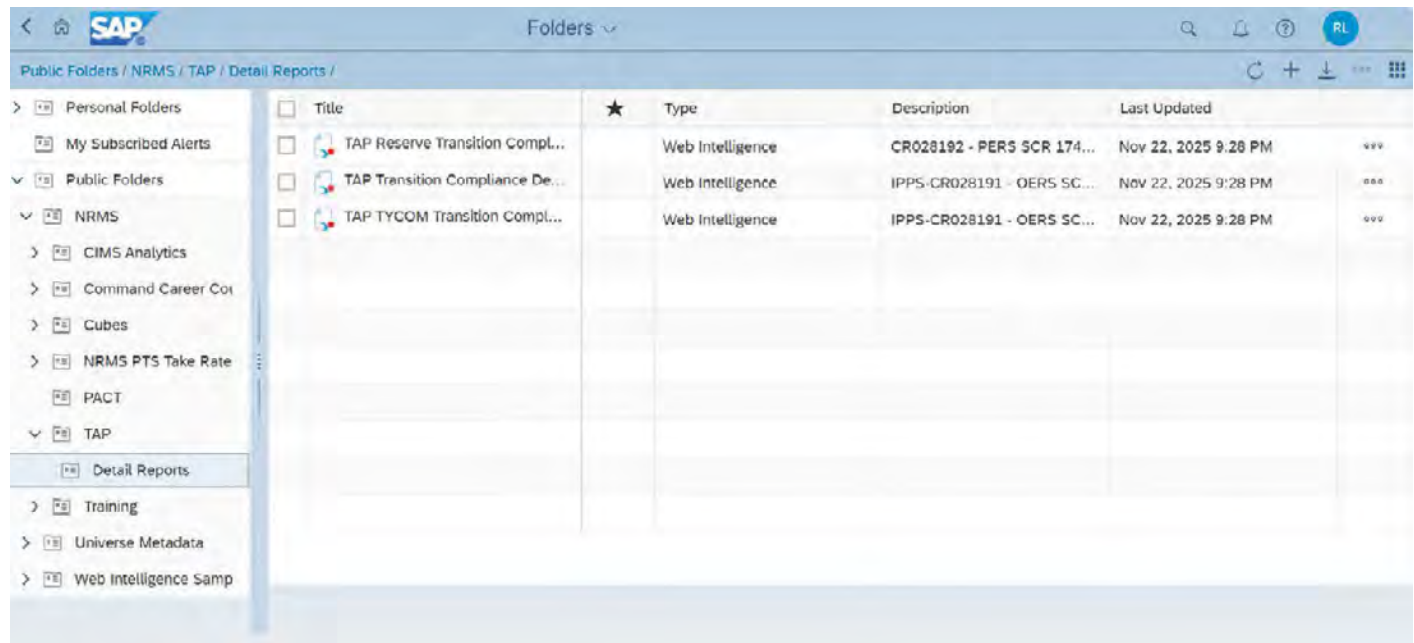


Figure 10-4 UIC Tree Report

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TRANSITION COMPLIANCE REPORT

TAP Transition Compliance Report provides the capability to report and analyze active and reserve, officer and enlisted, transition data via ad hoc and standardized reports down to the UIC level.

**Figure 10-5 NRMS TAP Detail Reports**

For Official Use Only
Personal Data - Privacy Act of 1974

Run Date: 02/17/2026 09:27 PM
Current User: N1383395794S0029

TAP Transition Compliance Report for 00000 - ALL NAVY
UIC(s) Selected: Selected UICs
Based on Date Range: January 1, 2026 to January 31, 2026
of Months: 1

Length of Service	Separation	TAP Required	Initial Counseling Completed	Initial Counseling Completed On Time %	Pre-Separation Completed	Pre Sep Completed On Time %	Day 1 Complete	DOL Workshop Exempt	DOL Workshop Completion Date Count	VA Brief Completed	CAPSTONE Completed	Capstone On Time %	Tracks Complete	Tracks Complete %	2648 Completed	VOW Compliance Rate	VOW Compliance On Time Rate	VOW Compliance On Time Rate with Exceptions
0-6 Years	886	869	850	30.61%	850	0.00%	834	24	834	851	845	47.69%	867	99.77%	813	91.6%	0%	39.84%
6+10 Years	380	380	372	39.47%	372	0.00%	374	4	374	376	371	62.53%	372	97.89%	365	95.53%	0%	29.47%
10+14 Years	121	121	117	42.15%	117	0.00%	117	2	117	119	117	63.25%	117	96.69%	109	88.43%	0%	23.97%
14+20 Years	38	38	33	44.74%	33	0.00%	33	1	33	34	32	65.63%	33	86.84%	29	71.05%	0%	21.05%
20+ Years	20	20	20	45.00%	20	0.00%	15	3	15	18	19	47.37%	20	100.00%	18	75%	0%	20%
Total:	1,445	1,428	1,392	34.52%	1,392	0.00%	1,373	34	1,373	1,398	1,384	53.4%	1,409	98.67%	1,334	91.6%	0%	35.02%
Total:Active	1	1,292	1,287	33.90%	1,287	0.00%	1,272	9	1,272	1,278	1,277	51.76%	1,299	100.54%	1,264	96.59%	0%	37.73%
Total:Reserve	141	136	105	40.44%	105	0.00%	101	25	101	120	107	72.90%	110	80.88%	70	44.12%	0%	9.93%

Figure 10-6 NRMS TAP Transition Compliance Report

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REENLISTMENT STATISTICS

Reenlistment statistics are divided by five zones of enlistment:

Active Component
Zone A - 0 to 6 years
Zone B - >6 to 10 years
Zone C - >10 to 14 years
Zone D - >14 to 20 years
Zone E - >20 years

Table 10-1 Enlistment Zones

The following formula is used to compute active-duty retention statistics:

Reenlistment Rate (Aggregate) =	$\frac{(\text{Reenlistments} + \text{LTES})}{(\text{Reenlistments} + \text{LTES} + \text{EAOS Losses})}$
Reenlistment Rate with RA (Reserve Affiliation) =	$\frac{(\text{Reenlistments} + \text{LTES} + \text{RAS})}{(\text{Reenlistments} + \text{LTES} + \text{EAOS Losses})}$
Cross Section Attrition Rate	Cross Section Attrition= $\left(\frac{\text{Non EAOS Losses}}{\text{Non EAOS Inventory}} \right) * 12 / \# \text{ months}$

Table 10-2 Retention statistic formulas

Reenlistment Rate (Aggregate) Example:

$$\begin{aligned}
 &\text{Reenlistments (9) + LTE (1) = 10} \\
 &\text{Reenlistments (9) + LTE (1) + EAOS Losses (5) = 15} \\
 &10/15 = 0.667 \\
 &0.667 * 100 = 66.7\% \text{ (multiply by 100 to get percentage)}
 \end{aligned}$$

Reenlistment Rate with RA (Reserve Affiliation):

$$\begin{aligned}
 &\text{Reenlistments (8) + LTE (1) + RA (1) = 10} \\
 &\text{Reenlistments (8) + LTE (1) + EAOS Losses (5) = 15} \\
 &10/15 = 0.667 \\
 &0.667 * 100 = 66.7\% \text{ (multiply by 100 to get percentage)}
 \end{aligned}$$

Cross Section Attrition Rate:

$$\begin{aligned}
 &\text{Non EAOS Losses (4) / Non EAOS Inventory (100) = 0.04} \\
 &0.04 * 12 = 0.48 \\
 &0.48 / 12 (\# \text{ months queried}) = 0.04 \\
 &0.04 * 100 = 4\% \text{ (multiply by 100 to get percentage)}
 \end{aligned}$$

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Note: Results may not be reflected immediately at the beginning of the month. All variables are subject to change based on validated transactions. Please utilize the Master Transaction Report to cross-reference and verify data.

Active Component definitions of terms:

- Retention (RET): The measurement of Sailors who are eligible to re-enlist and choose to remain on active orders.
- Attrition (ATT): The separation of personnel from active-duty service prior to the completion of their agreed-upon term of service.
- Non EAOS inventory: The average number of Sailors assigned to the command who are more than 90 days from their EAOS.
- Long Term Extension (LTE): Extension of 24 months or greater. Does not include 6-Year Obligation (6-YO) Program 24-month extensions
- Before Expiration of Active Obligated Service (EAOS) losses: Losses more than 90 days before EAOS
- Before EAOS inventory: The number of people that are more than 90 days from their hard EAOS
- Cross-Section Attrition Rate: Measures annualized loss behavior prior to EAOS obligation for the zone population

CHAPTER ELEVEN

CAREER INFORMATION PROGRAM REVIEW (CIPR)

INTRODUCTION

The CIPR is the Fleet, Force, and ISIC CCs primary resource to assess the effectiveness of a command's CDP. Additionally, this resource is for commands to objectively self-assess their organizational strengths and other areas that require further attention and route to triad for review and comments.

Commands must be evaluated every fiscal year.

- Active-Duty commands utilize NAVPERS 1040/2 Career Information Program Review
- Commands that service SELRES utilize NAVRES 1040/1. Reserve Career Information Program Review - Command.
- Utilize applicable (active-duty or reserve) CIPR Comprehensive Guide when assessing a command's CDP.

Results will be recorded and a Plan of Action and Milestones (POA&M) generated to ensure all elements of the program follow policy and instruction.

TYPES OF CIPRS

- TYCOM and ISIC CC reviews are conducted every fiscal year by the next higher echelon
- Active Component reviews are conducted every Fiscal Year by ISIC/TYCOM CC
- Department/Division reviews are conducted annually by the CCC, and it is strongly recommended prior to any turnover by departmental CCs
- Reserve Component reviews are conducted every fiscal year by ISIC/TYCOM CC
- Unit CDP reviews are conducted annually by the NRA/NRC CCC utilizing NAVRES 1040/3, Reserve Career Information Program Review - Department/Reserve Unit CC

(CIPR)-Active/Reserve Components

ACTIVE COMPONENT CIPR	NAVPERS FORM (Active Component)	RESERVE COMPONENT CIPR	NAVRES FORM (Reserve Component)
TYCOM/ISIC	NAVPERS 1040/2	TYCOM/ISIC	NAVRES 1040/2
CCC CIPR	NAVPERS 1040/2	NRA/NRC CCC	NAVRES 1040/1
DEPT/DIV CC	NAVPERS 1040/2	UNIT CDP	NAVRES 1040/3

Table 11-1 Types of CIPRs

PERIODICITY OF CIPRS

A self-assessment CIPR must be completed within 90 days of a newly reporting CCC. Findings must be forwarded to the ISIC CC upon completion. A POA&M should be created and forwarded to the COC.

Commands with multiple Navy Counselors (NC) (CVN, LHD, etc.) may conduct a CIPR with the newly reporting NCs, within the 90 days of members reporting, as a training tool to familiarize them with the command's programs and can be forwarded to the ISIC CC for review.

An assist CIPR can be conducted anytime throughout the fiscal year. It is a requested review to be conducted by the ISIC or TYCOM CC. This will be an informational CIPR and the results are maintained within the command lifelines.

CONDUCTING AND BRIEFING A PROGRAM REVIEW

The NAVPERS 1040/2, and NAVRES 1040/1 are standard Naval forms that explain what is required line by line. It is a tool to ensure CCC manages their program in accordance with governing instructions.

- Commands will be notified, via official correspondence, no less than 45 days prior to the program review. Consideration must be given to the command's operational/mission requirements

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- Prior to an external review, commands must conduct a self-assessment utilizing applicable CIPR, and provide the completed, digitally signed CIPR to the assessor at least 14 calendar days prior to the assessment date.
- CIPRs will not be conducted during the first quarter of the fiscal year
- Any CIPRs not conducted by the ISIC CC during the fiscal year must be approved in writing by the TYCOM CC.
- Navy Reserve Center (NRC) Career Counselors will conduct Unit CDPs annually on all reserve units administratively assigned
- Analyze and develop recommendations to present to the CO for implementation
- Schedule CIPR in-brief and out-brief with the command triad.

PLAN OF ACTIONS AND MILESTONES (POA&M)

Following the CIPR, the assessor will issue the official results via formal correspondence. Upon receipt, the CCC must develop a POA&M utilizing the approved standardized memo template. The POA&M must be routed through the command triad for CO approval. Once command approval is obtained, the CCC must forward the completed package to the ISIC CC within 30 calendar days of the CIPR.

The memorandum portion of the CIPR results should state three main points:

1. Background – “A Career Information Program Review was conducted by [assessor] on [date]” and state the results.
2. Details – Start with the positives: Best Practices, Commendatory Items, and Strong Points. Then address any negatives with a plan to correct the deficiencies (reference the required POA&M spreadsheet to be completed by the CCC).
3. Follow Up Info – Note the reassessment date, if applicable and list info for the point of contact (the CCC).

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POA&M EXPECTATIONS

Enclose the approved POA&M spreadsheet that addresses items that have been identified as partially effective or ineffective and the command's course of action to correct the discrepancies. For each line item, the POA&M must state:

- Specific actions to be taken
- The program manager who is responsible for completing the action
- Start, milestones, and completion dates; and
- Expected results.

Commands will track all action items and ensure they are completed prior to the next CIPR.

Additional CIPR guidance and memorandum templates are available on the MyNavy HR website at:

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

CHAPTER TWELVE CAREER INCENTIVES

INTRODUCTION

Career incentives are an important force shaping lever used to retain Sailors. There are various types of incentives offered and received by Sailors; some are monetary while others are considered indirect, such as retirement benefits and medical care. This chapter will cover monetary retention incentives that CCCs have required actions and tracking to meet Sailors' timelines.

ACTIVE DUTY/TAR SRB

Steps to submit for SRB:

1. Log in CIMS- Navigate to Career Information Management-Use-SRB/ESRP Submission
2. Type Sailor's Last name
3. Fill in appropriate information

The screenshot shows the 'SRB Submission' form in the CIMS system. At the top, there are radio buttons for 'USN' (selected) and 'FTS'. Below this, the form is divided into several sections with input fields and dropdown menus. The 'Pay Grade' field is set to 'E06' and 'Bonus Type' is set to '1AA'. The 'Broken Service Status' is set to '1 - No Broken Service'. The 'SRB Qualifier' field is empty, and the 'SRB Max Amount' is set to '\$0.00'. The 'Zone Description' field is empty. Below these, there are fields for 'Bonus Rating', 'Bonus Warfare', and 'Bonus NEC'. The 'INOP NUC EXT.' and 'INOP OTH EXT.' fields are both set to '00'. The 'EAOS at Reenlistment' and 'SEAOS at Reenlistment' fields are both set to '11/08/2027'. The 'Date of Reenlistment' field is empty, and the 'Reenlistment Term' is set to a dropdown menu. The 'Monthly Base Pay' field is empty, and the 'LOS for Pay' and 'New EAOS' fields are also empty. Below these, there are fields for 'Reduction Months', 'Early Reenlistment', and 'Over 16 Years', all set to '00'. At the bottom, there is a 'Calculate SRB' button and a 'Clear' button.

Figure 12-1 SRB Submission

4. Click "Calculate SRB"
5. Review "Estimated SRB Amount"

Estimated SRB Amount

Zone: C Tier Description: T3

Reference: FY24 SRB AWARD PLAN (N13 SRB 002/FY24)

Award Level: 1.5 0.0 Months Used to Calculate Bonus: 00

Total Act Serv at REENL: 13 Yrs 9 Mos 15 Days

Total Act Serv after REENL: 19 Yrs 9 Mos 15 Days SRB Amount: \$0.00

All fields Required when open. Submit SRB Pre-Certification

Figure 12-2 SRB Submission Continued

6. Click Submit Pre-Certification"

7. Fill in appropriate information (i.e. appr action: approve)

Name: Rank/Rate: NC1 Current DSC: 100

Appr Inst: Appr Status: Pending Appr Action: Approve Comment

PPSUIC: 42574 Bonus Type: TAA Continuous Service Reset Program

SRB Qualifier: ABE-T3 EADS on Reenlistment: 11/06/2027

Message Qualifier: ABE

Discounted Inop Ext: 00 Pay Grade: E00 PSRD at Last Discharge

Other Inop. Ext: 00 Last Discharge Date: Adj. ADSD:

Reenlistment Term Months: 60 Reenlistment Date: 11/30/2024

Extension Months: Extension Exec Date:

Zone: C - 13-14 years Total SRB: SRB Level: 1.5

Figure 12-3 SRB Submission Continued

8. Click "apply"

Contact Information

Name:

Email:

Phone:

Commanding Officer Remarks:

SRB History Personalize Find View All First 1 of 1 Last

Effective date	SRB Type	Approval Status

OK Apply

Figure 12-4 SRB Submission Continued

How to Verify SRB Submission/Approval

1. Log in CIMS- Navigate to Career Information Management-Inquire- SRB/ESRP
2. Type Sailor's Last name

3. Verify "pre-certification"

Pre Cert Request		SRB/ESRP Status	
Name:	[REDACTED]	Rank/Rate:	HT2
		Current DSC:	100
Appr Inst:	40788404	Appr Status:	Approved
		Appr Action:	Comment
PPSUIIC:		Bonus Type:	1AA
		Continuous Service:	Reset Progress
SRB Qualifier:	HT/US3A.T3	EAOS on Reenlistment:	08/04/2024
Message Qualifier:	US3A		
Discounted Inop Ext:	00	Pay Grade:	E05
Other Inop. Ext:	00	PEBD at Last Discharge:	
		Last Discharge Date:	Adj. AOSD:
Reenlistment TermMonths:	48	Reenlistment Date:	07/31/2024
Extension Months:		Extension Exec Date:	
Zone:	B - 6-10 years	Total SRB:	42321.15
		SRB Level:	3.0

Figure 12-5 Pre-Certification Request

4. Navigate to SRB/ ESRP Status

Pre Cert Request		SRB/ESRP Status	
Name:	[REDACTED]	Rank/Rate:	HT2
		Current DSC:	100
Requesting UIC:	43103	Effective date:	04/25/2024
SRB Type:	1AA	Status:	Working
		Cancel Indicator:	N - No cancellation was request
NEC:	US3A	Budget NEC:	
		Budget Zone:	
Sea Duty Ext:		Conversion Date:	
Zone:	B - 6-10 years	Zone Override:	
		Lump Sum	Installment
ACS Dt:		AOSD Override:	
Grade:	E05	ACS:	17
Award Level:	3.0	Base Pay:	3601.80
Total Bonus:	42321.15	Initial Install:	
Pay Waiver:		Anniversary Install:	
Waiver Date:		Reason:	
		Reenlistment Date:	07/31/2024
		Reenlistment Term:	48

Figure 12-6 SRB/ESRP Status

RESERVE BONUSES

Reserve enlisted bonuses are initiated on the Navy Reserve Homeport, utilizing the Reserve Application Module for Bonuses (RAMBO) portal located at

https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N11/N112/Pages/Enlisted-Bonuses-Beta.aspx

There are four categories for enlisted bonus:

- New Accession Training (NAT) Enlisted Bonus (EB) – members enlisted into the Reserve Component (RC) with no prior military service
- Reserve Component Affiliation Bonus (RCAB) – members affiliating with RC from AC with no break in service
- Prior Service Reenlistment Bonus (PSRB) – members with prior military service who reenlist in the RC after a break in service
- Selective Retention Bonus (SRB) – members who reenlist in a specified rating/skillset within the RC

All current and past bonus policies, submission guidance, SOPs are accessible on the RAMBO submission portal. CCCs can utilize the “Eligibility Inquiry” function in RAMBO to verify if a member is eligible for a bonus.

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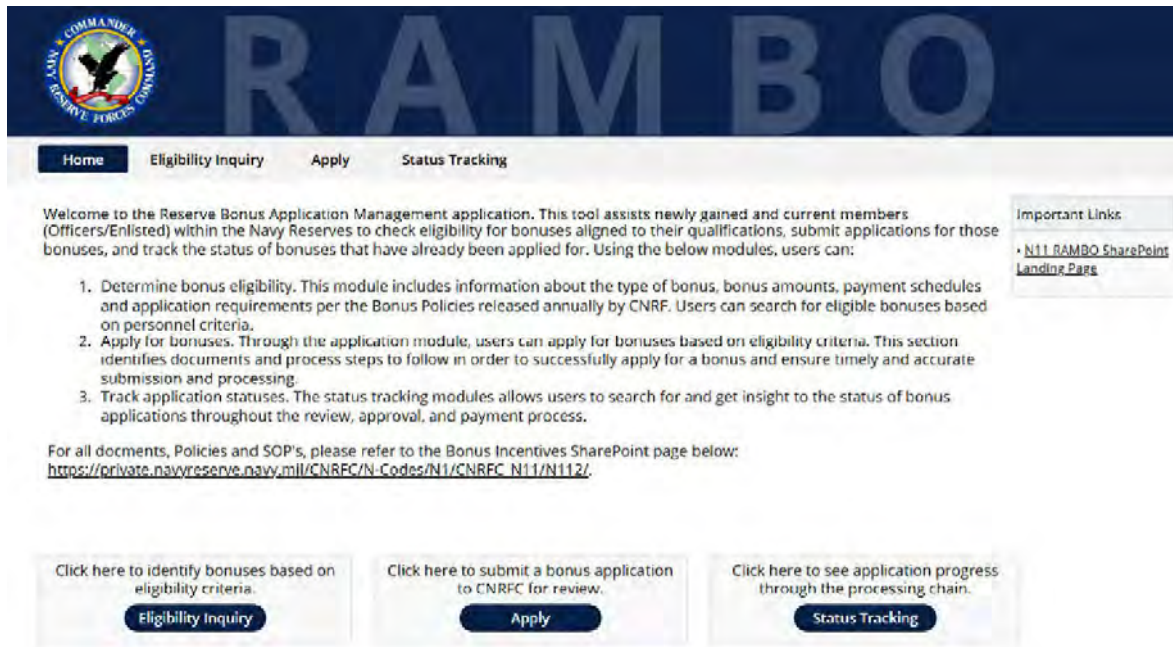


Figure 12-7 RAMBO Portal

Reserve officer bonuses utilize the same RAMBO portal. Additional information regarding reserve officer bonus is located at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/Pages/N112A.aspx

SEA DUTY INCENTIVE PAY (SDIP) PROGRAM

SDIP is designed as an incentive for Sailors to voluntarily fill gapped billets at sea by remaining on sea duty past their Prescribed Sea Tour (PST) or Projected Rotation Date (PRD) whichever is later or curtailing their shore duty to return to sea early. SDIP is determined by the needs of specific ratings, pay grades, geographical locations and skills to address at-sea manning challenges.

For additional information on SDIP and eligibility requirements, see most current SDIP Eligibility Chart Policy Decision Memorandum (PDM) 002-21

SDIP eligibility chart located on MyNavy HR > References > PAY and BENEFITS > SEA DUTY INCENTIVE PAY

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Eligibility:

SDIP is limited to Active Component and TAR personnel serving in specified enlisted communities that are undermanned at sea.

- Be serving in or selected for advancement (including members who are frocked) to one of the eligible ratings and pay grades designated by OPNAV N13.
- Be eligible for operational duty in line with MILPERSMAN 1300-304 and 1300-800
- Not reach a high year tenure (HYT) limit prior to or during the SDIP contracted assignment.

Reserve Component members (excluding TAR) are ineligible for SDIP.

A Sailor must meet all promotion requirements to prevent exceeding HYT service limits. Members granted waivers for HYT are eligible for assignment to a SDIP eligible billet. Members who are already in an SDIP eligible job and receiving SDIP payment and subsequently reach HYT will remain eligible to receive SDIP entitlement until they detach from the Command.

Types of SDIP

- SDIP-Back-To-Back (SDIP-B). Qualified Sailors voluntarily continue sea duty service beyond their PST by a minimum of 12 months and a maximum of 48 months.
- SDIP-Curtailment (SDIP-C). Qualified Sailors voluntarily curtail shore duty assignments by a minimum of six months prior to their original PRD to return to sea duty.
- SDIP-Extension (SDIP-E). Qualified Sailors voluntarily extend onboard their current command when assigned to a ship, submarine, aviation squadron, or battalion designated as Type 2/4 sea duty for rotational purposes, by a minimum of 12 months and a maximum of 48 months beyond their PST.

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Application Process

SDIP requests will originate at the Sailor's current command, prior to being selected or posted to a billet for follow-on orders or a separate extension becoming effective via NAVPERS 1306/7. When applying for SDIP, a Sailor must:

- Specify desired option (i.e., SDIP-B, SDIP-C or SDIP-E), the number of months desired, the requested detachment month, as applicable.
- Submit the NAVPERS 1306/7 to the rating detailer within the following timelines:
 - o SDIP-B and SDIP-E - 14 to 16 months prior to PST completion date/PRD, whichever occurs later
 - o SDIP-C - 6 to 9 months prior to the desired detachment date. Sailors may curtail shore duty assignments by a minimum of 6 months prior to their original PRD

Once approval is received, execute process outlined in approval email.

ASSIGNMENT INCENTIVE PAY (AIP)

AIP increases volunteer rates for hard-to-fill jobs and locations to ensure at least one qualified volunteer is assigned. Ultimately, this voluntary assignment process improves overall member satisfaction and retention.

Eligibility: AIP Eligibility Chart located on MyNavy HR > References > PAY & BENEFITS > ASSIGNMENT INCENTIVE PAY

How to Apply:

Bid in MNA when applying for orders in increments of \$50 with \$0 being an acceptable bid.

Maximum bid rates are listed on the AIP Eligibility Chart.

Amount paid (if selected) will be written in orders
For further information reference PDM 003-06 and or email
mill_aip@navy.mil

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OBLISERV-TO-TRAIN (OTT)

A Sailor who receives orders to attend training to gain a qualifying SRB NEC but lacks the required obligated service to complete training may apply for OTT.

OTT Process

- Upon receipt of orders, counselor will verify Sailor's EAOS. If EAOS expires prior to school graduation, Sailor will request OTT using NAVPERS 1306/7 to BUPERS-328. Request must specify rating/NEC, months they are requesting to extend, and the BUPERS orders number as listed below.
- Once the OTT approval is received execute process that is outlined in approval email
- Losing command must submit SRB pre-certification within OPNAVINST 1160.8 (Series) timeline
- PACT Sailors with orders to SRB eligible A-/C-Schools are eligible to request OTT. PACT Sailors can advance upon graduation from A-School with approved OTT.

NOTE: Only request the number of months required to complete the NEC awarding school, to minimize monetary loss.

Page 13 in Lieu of Hard OBLISERV

If a Sailor's S/EAOS is after the course graduation date, the Sailor is not eligible for OTT, however they are eligible to submit a NAVPERS 1306/7 to request Page 13 in lieu of hard OBLISERV to prevent monetary loss and temporarily meet OBLISERV requirements.

NAVPERS 1070/613 allows the Sailor to meet OBLISERV requirements temporarily, pending course graduation. Sailor is required to meet OBLISERV upon course graduation or earning NEC.

A request must be sent to BUPERS for approval PRIOR to completing a NAVPERS 1070/613 in Lieu of Hard OBLISERV and submit to TSC for verification

From: Branch Head, Community Management Support Branch (BUPERS-328), Bureau of Naval Personnel

Subj: PAGE 13 IN LIEU OF HARD OBLISERV ICO MA2

Ref: (a) FY-23 SRB Award Plan (N13SRB 002/FY23) dtd 18APR2023

- (b) MILPERSMAN 1306-106
- (c) OPNAVINST 1160.8B
- (d) MILPERSMAN 1160-040
- (e) MILPERSMAN 1160-030
- (f) MILPERSMAN 1306-604

1. To minimize possible loss of Selective Reenlistment Bonus (SRB), SNM is approved to satisfy OBLISERV requirement for BUPERS Orders as follow
 - a. Course of Instruction: CDP: 07K6
 - b. Rating/NEC: CTT/C17A
 - c. Zone: B
 - d. Award Level: 2.5
 - e. Execute a NAVPERS 1070/613 (Page 13) agreement in lieu of hard OBLISERV for nine (09) months to meet remaining OBLISERV requirement for BUPERS Orders.
2. Per reference (c), extensions for personnel who reenlist prior to an extension becoming operative and reenlist for at least 2 years, day for day, beyond the extension agreement may have a maximum of 24 months of an inoperative extension used for SRB computation. However, the member must still obligate for the required obligated service in their orders if that amount is greater.
3. Extension contract, Page 13, and this authorization must be filed in SNM's record prior to transfer.
4. Sample Page 13 Agreement entry:

(Date): In consideration of assignment to (ACTIVITY NAME), being unable at this time to incur additional obligated active service without potential monetary loss, I agree to an active duty obligation for ____ months to gain the total OBLISERV required by BUPERS Order # ____ until ____ (month/year). I agree to reenlist when eligible for a period of ____ years, and understand that if I do not reenlist, I will not be eligible for any SRB/EB award, and these orders may be canceled. This NAVPERS 1070/613 agreement is not valid for transfer to any overseas area, including Hawaii and Alaska.
5. If disenrolled from course of instruction, reference (d) and (f) OBLISERV chart(s) will apply with regard to extension(s) cancellation and payback requirements.

Figure 12-8

ADMINISTRATIVE REMARKS

NAVPERS 1070/613



SHIP OR STATION: IWTC CORRY STATION

SUBJECT: PG 13 IN LIEU OF OBLISERV

PERMANENT: Yes

AUTHORITY: BUPERS-328

04/04/2024

04 APR 24: In consideration of assignment to USS NAVY, being unable at this time to incur additional obligated active service without potential monetary loss, I agree to an active-duty obligation for 12 months to gain the total OBLISERV required by BUPERS Order #0000 until APR2025. I agree to reenlist/extend when eligible for a minimum of 3 years, and understand that if I do not reenlist, I will not be eligible for any SRB/EB award, and these orders may be canceled.

This NAVPERS 1070/613 agreement is not valid for transfer to any overseas area, including Hawaii and Alaska.

US NAVY SAILOR
CCC

Figure 12-9 PG 13 in Lieu of Hard OBLISERV

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BLENDED RETIREMENT SYSTEM (BRS) CONTINUATION PAY (CP)

Service members of the Navy who are covered by BRS are eligible to receive CP. CP is a one-time mid-career, incentive pay in exchange for an agreement to perform 4 years of additional obligated service. CP is in addition to any other career field-specific or retention incentives. CP rates will vary from year to year and are announced annually via CP Rate Memorandum signed by Chief of Naval Personnel. CP is NOT automatically paid and MUST be elected by service members prior to reaching 12 years of service, as calculated from their Pay Entry Base Date (PEBD).

CCC is responsible to brief Service members in their command on their eligibility for CP and the obligation it entails.

Financial Counseling/Eligibility:

- Be enrolled in BRS
- Less than 12 years of service from PEBD
- Agree to an additional 4 years of service at any time after election. Sailors must reach 16 years and one day of service to avoid repayment
- Has not previously received CP
- Not requested to separate or under separation orders

Note: Member is ultimately responsible for election

From PEBD	ACTION TO BE TAKEN
11 years 364 days	- If members want to elect CP, they must do so in NSIPS, before their 12 years of service - Must agree to serve an additional 4 years of obligated service from the 12th year of service - At 6 months, 90 days, and 30 days prior to member's 12 years of service NSIPS will send an email reminder to the member - In the event service members are unable to elect CP via NSIPS, CCC will submit permanent NAVPERS 1070/613 to servicing TSC who will submit Defense Workload Operations Web System (DWOWS) trouble ticket. This action must be completed PRIOR to member reaching 12 years in service, as calculated from PEBD.

Table 12-1 BRS timeline

How to *opt-in to* BRS Continuation pay:

Step 1: Go to NSIPS home page and log into Member Self Service.

Step 2: Click on Employee Self Service > Retirements and Separations > Blended Retirement System.

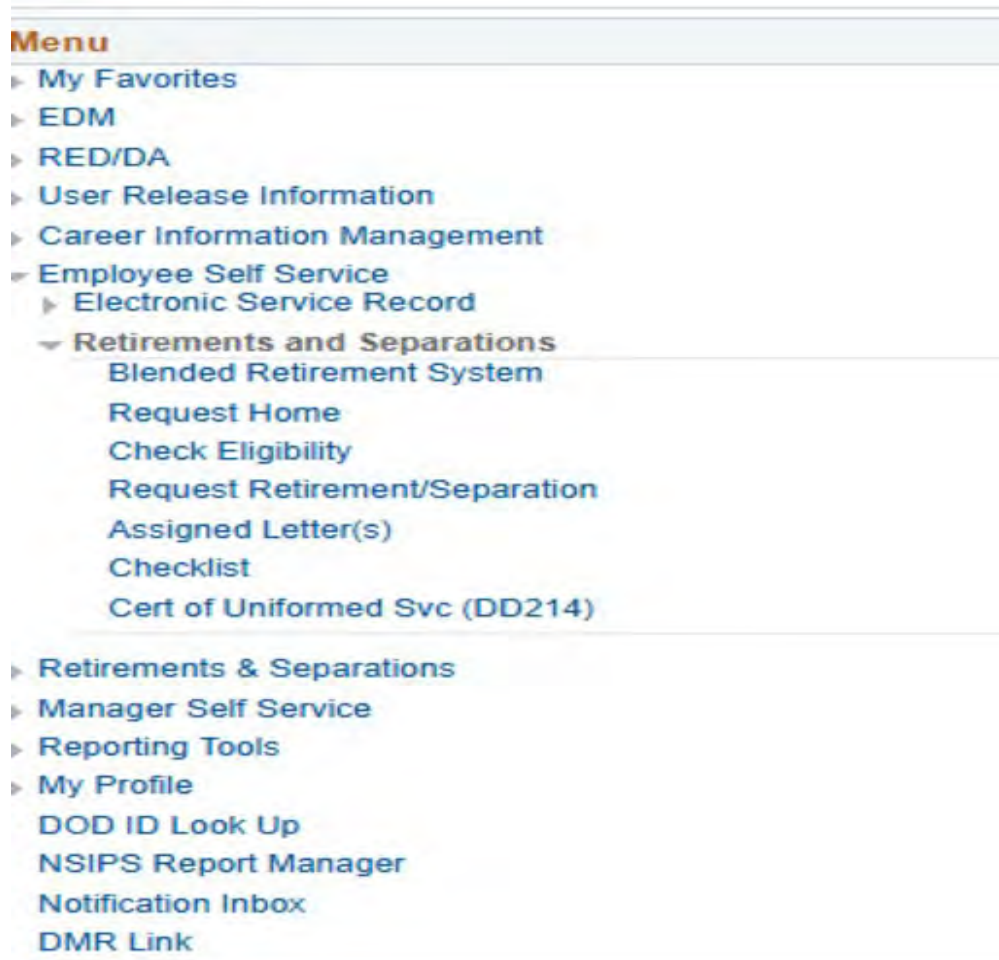


Figure 12-10 Retirements and Separations Tab

Step 3: Select the Continuation Pay Tab

Blended Retirement Opt-In	Continuation Pay	CSB Data
---------------------------	-------------------------	----------

Name:							
Rank/Rate:	Branch/Class:	11	SPI Code:	DSC:	100	Strength Code:	1
UIC:							
DIEMS:	PEBD:	ADSD:	EDLN:				
Primary Email:							
Secondary Email:							

Blended Retirement System

BRS Status:	Opt-In Enrolled	BRS DJMS Code:	O	Opt-In Eligible Notification Letter	
1st Day Eligible to Elect:	12/15/2017	Last Day Eligible to Elect:	12/31/2018		
BRS Opt-In Eligibility:	Eligible	BRS Opt-In Eligible Date:	12/07/2017	MyPay Transmission Date:	12/15/2017
BRS Opt-In Election:	Elected	BRS Opt-In Effective Date:	04/24/2018	MyPay Feedback Date:	05/07/2018
BRS Enrollment:	Enrolled	DJMS Process Date:	04/25/2018	DJMS Feedback Date:	04/26/2018

Figure 12-11 Continuity Pay Tab

Step 4: Sailor may elect to opt in (or out) of continuation pay with the 6-month eligibility window, from the first day of eligibility through the final day of the election period. Once completed, Sailor is to select a payment option.

Name:				
Rank/Rate:	Branch/Class: 11	SPI Code:	DSC: 100	Strength Code: 1
UIC:				
DIEMS:	PEBD:	ADSD:	EDLN:	
Primary Email:				
Secondary Email:				

Blended Retirement System Continuation Pay Election

1st Day Eligible to Elect: 05/27/2029

Last Day Eligible to Elect: 11/26/2029

[Continuation Pay Notification Letter](#)

☐ Yes, I elect Continuation Pay and agree to serve for an additional four years of obligated service from my date of eligibility

☐ No, I do not elect Continuation Pay

CP Election Date:

Indicate a preference of payment by selecting an option below.

CP Payment Option:

CP Eligibility Email Sent:

Date: Email Address:

Figure 12-12 BRS CP Election screen

Note: If unable to elect on NSIPS, CCC will prepare and submit a permanent NAVPERS 1070/613 to the servicing TSC.

See annual CY CP rate memo for multipliers and reference MPM 1810-081 for further information

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BILLET BASED ADVANCEMENT:

Billet-Based Advancement (BBA) is the umbrella framework for multiple advancement pathways that allow Sailors to advance through merit-based assignment to billets. These pathways include:

Command Advance to Position (CA2P): Allows Commanding Officers and Officers in Charge at sea or shore commands to build strong teams by advancing top-performing Sailors into vacant billets at the next higher paygrade within the command or their Area of Responsibility (AOR) for ISIC, TYCOM, or BSO. The billets must be located within the same geographic area.

Advance to Position (A2P): Offers billet-based advancement opportunities for eligible E-4 and E-5 Sailors. Rather than advancing through examination scores and quotas, Sailors compete directly for specific jobs that require their experience and qualifications.

Senior Enlisted Marketplace (SEM): A billet-based advancement policy for Active-Duty E-7 and E-8 Sailors to compete for sea and shore jobs advertised in MNA that require their experience and qualifications at the next higher paygrade.

Two advancement paths for screened Sailors within SEM:

- Advance to Position (A2P): After fiscal year board screening, A2P qualified Sailors search for open billets at the next higher paygrade and submit applications through MNA.
- Advancement Request Alignment (ARA): Sailors work with their command to identify funded, vacant, or incumbent higher-grade billets at their current station. Submit an ARA request through MNA and await approval and orders.

These programs enable Sailors to compete for billets that align with their personal goals and professional qualifications. BBA represents the future of enlisted advancement in the Navy.

Refer to BUPERSINST 1430.16H for latest guidance.

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CHAPTER THIRTEEN

NAVY EDUCATION PROGRAMS

MONTGOMERY G.I. BILL (MGIB)

The Montgomery GI Bill (MGIB) Program is a veteran's program under the purview of Department of Veterans Affairs (DVA). Provides financial assistance for eligible Sailors to educational programs i.e. college degree, vocational training, work-study, national testing programs, etc. Sailors must enter active duty, other than active duty for training (ADT), for the first time on or after 1 July 1985 to be eligible for enrollment. Sailors will receive 36 months of education financial assistance and will expire 10 years from the last discharge date of active duty.

CRITERIA FOR UTILIZATION

- Complete two continuous years of a three-year contract or 3 continuous years of a four-year contract
- Have an honorable period of service or receive a discharge characterization of Honorable
- Contribute a \$1200 payment
- Must obtain at least a General Education Diploma (GED)

Note: If Sailor is discharged after 30 continuous days due to service-connected disability, they're eligible for 100% benefits.

ENROLLMENT

All eligible Sailors will be counseled and document election on DD Form 2366 to enroll or dis-enroll between 180 and 270 days of entering initial training. A copy will be provided to the Sailor and CPPA for processing. Sailors who fail to make an election in writing will have their "before tax" pay reduced by \$1,200 dollars (\$100 a month for 12 consecutive months) and automatically enrolled on their 271st day after entering initial training.

To support this process, NSIPS has developed a Self-Service option that allows active-duty Sailors to make their MGIB enrollment or disenrollment election between days 180-270 of initial active service, in alignment with DoW Directive 1322.16 and BUPERSINST 1780.1A.

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NSIPS will auto-populate the required fields on the DD Form 2366 based on the Sailor's selection and will electronically transmit the signed form to their Official Military Personnel File (OMPF).

All members must make their MGIB election—whether enrolling or disenrolling—by completing the DD Form 2366, MGIB Basic Enrollment. To streamline this process, members will use the online Self-Service DD Form 2366 available through NSIPS per NAVADMIN 054/25. Additional Enrollment information can be found on MyNavy HR > Career Management > EDUCATION > GI BILL > MGIB ENROLLMENT.

Note: Sailors who are erroneously enrolled into MGIB (i.e., signed DD Form 2366 showing disenrollment but are enrolled anyway) but have had all or a portion of the \$1,200 deducted from their pay may request reimbursement from the Defense Finance and Accounting Service. The completed DD Form 2366 should be provided as proof of error.

POST 9/11 GI BILL

Sailors are eligible for the Post 9/11 GI Bill, also known as Chapter 33, for time served on active duty after 10 September 2001. The Post 9/11 GI Bill provides Sailors with the opportunity to pursue education or, alternatively, as a recruitment and retention tool, to transfer unused education benefits to an eligible family member.

Sailors are eligible to transfer post-9/11 GI Bill educational benefits to eligible dependents upon completion of six years of active-duty service and obligate service for four additional years. Enlisted personnel must have a SEAOS of at least 4 years, calculated from the date of Transfer of Education Benefits (TEB) election and sign the required Statement of Understanding (SOU). Sailors who reenlist for 4 years with the intention to transfer benefits to eligible dependents must make their election to transfer benefits 30 days from reenlistment date.

A complete step-by-step guide on how to complete the required Post 9/11 GI Bill TEB and SOU is located at MyNavy HR > Career Management > EDUCATION > GI BILL under the TEB statement of Understanding paragraph.

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SOU: Sailor must complete the SOU prior to submitting TEB. Log into MyNavy Education and select Post 9/11 GI Bill SOU. Once logged in, the Post 9/11 Statement of Understanding Guide and Post 9/11 SOU - What's Next training is located under the Essential Resources column.

Transfer education benefits steps are in OPNAVINST 1780.4, Enclosure (2).

MONTGOMERY G.I. BILL - SELECTED RESERVE (MGIB-SR)

MGIB-SR (Chapter 1606) provides Selected Reservists for up to 36 months of education benefits. To be eligible, members must have a 6-year service obligation, have completed their Initial Active Duty for Training (IADT), and stay in good standing while serving in the selected reserve.

All reserve officer and enlisted Sailors are required to sign a NAVRES 1780/1, MGIB-SR Statement of Understanding (SOU). The MGIB-SR SOU describes the requirements necessary to become eligible for educational benefits, the procedures for maintaining eligibility and the circumstances that may lead to losing eligibility. MGIB-SR eligible Sailors shall have a DD Form 2384-1, Notice of Basic Eligibility (NOBE) on file. Additional MGIB-SR information and references are available from the Navy Reserve Homeport N1C2

Education Benefits website located at:

https://private.navyreserve.navy.mil/cnrfc/Ncodes/N1/CNRFC_N1C2/SitePages/Education%20Benefits.aspx

TUITION ASSISTANCE (ACTIVE COMPONENT AND RESERVE COMPONENT)

Tuition Assistance (TA) is one of the Navy's primary financial assistance programs for voluntary education. It provides funding to eligible active-duty Sailors for tuition costs of courses taken in an off-duty status at a college, university, or vocational/technical institution, whose regional or national accreditation is recognized by the U.S. Department of Education.

Navy tuition assistance pays for both classroom and independent study/distance learning courses. Certificate, associate, bachelor's, and master's level courses must be offered in semester hours, quarter hours, or clock hours.

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Only degrees or certificate programs on the Classification of Instructional Programs (CIP) listing for the Academic Institution on DoW TA DECIDE may be funded (OPNAVINST 1560.9B). Courses must appear on a college transcript such as Clock Hours, Semester Hours, or Quarter Hours.

Navy TA or NCPACE is available to eligible active-duty Sailors and to eligible Naval Reservists serving in an active-duty status. To qualify for TA or NCPACE, Sailors must meet the listed requirements found in OPNAVINST 1560.9B.

MyNavy Education is the central portal for Navy tuition assistance processing. A Sailor submits a TA or NCPACE application through MyNavy Education for each course. Sailors can access MyNavy Education via MyNavy Portal.

Note. For SELRES TA refer to NAVADMIN 075/24 and NAVADMIN 259/24.

NAVY ELEARNING (NeL)/NAVY ELEARNING (AFLOAT)

Navy eLearning serves as a primary delivery platform for a variety of required and recommended training, including but not limited to Professional Military Knowledge - Eligibility Exam (PMK-EE), Annual General Military Training (GMT/CMT), Professional Military Education (PME), and rating-specific training modules. NCs and CCCs shall ensure Sailors are aware that these training requirements may be completed through Navy eLearning, as applicable, and shall verify course completion is accurately documented in the Sailor's Electronic Training Jacket (ETJ).

Note: NeL and NeL Afloat look and perform differently. However, courses completed in either system should be replicated between ship and shore, and course completion records should be synchronized.

Access the system: Using CAC with CAC-enabled computer, go to MyNavy Portal > Navy E-Learning.

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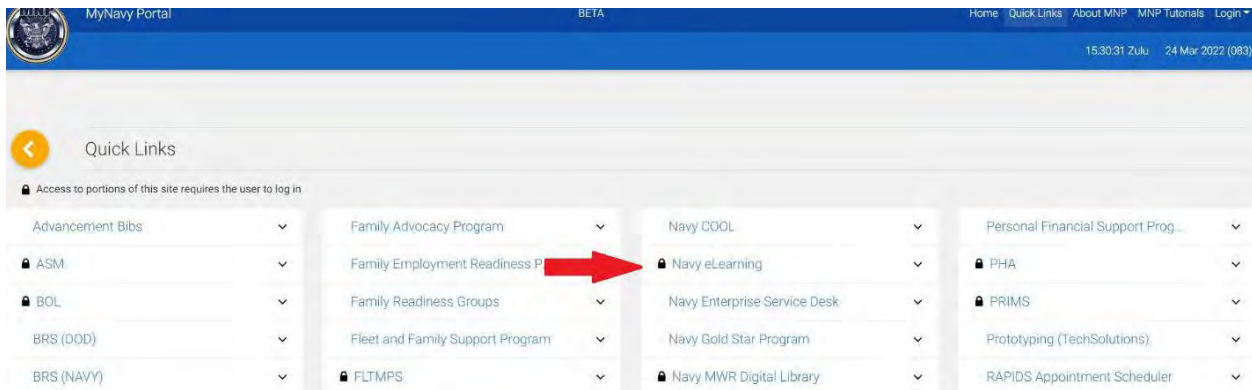


Figure 13-1 NeL on MNP

Access the Afloat system. Go to the Career Tools Afloat login page > Log-in and then click Navy eLearning Afloat.

Important: If you begin a course in the web environment, you must complete the course in the web environment. If you begin a course in the NIAPS environment, you must complete the course in the NIAPS environment.

UNITED STATES NAVY COMMUNITY COLLEGE (USNCC)

The United States Navy Community College (USNCC) is a Navy-funded education program that provides active-duty enlisted Sailors access to accredited associate degree pathways at no cost to the Sailor. USNCC leverages academic credit for military training, operational experience, and prior college coursework, reducing the time required to complete an associate degree while maintaining academic rigor.

USNCC degree pathways include a five-course Naval Studies Certificate, which fulfills 15 of the 60 credit hours required for an associate degree. This is a core program of every degree offered by the USNCC. This program helps you accomplish this by developing your skills in ethical leadership development, an understanding of naval history, geopolitics, civilian/military context, and force structure and organization.

The USNCC program operates separately from Tuition Assistance (TA) and Voluntary Education (VOLED) programs. Credits earned through USNCC do not count against a Sailor's TA/VOLED lifetime credit limits, allowing those benefits to remain available for future undergraduate or graduate education.

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USNCC programs are designed to support operational demands through flexible academic delivery models that accommodate deployments, shift work, and mission requirements. Eligibility criteria, degree offerings, and participation requirements are established by USNCC policy and partner institution standards.

Note: Priority will be given to junior service members who **have not** already earned a college degree or other higher education credentials. Service members with prior degrees are encouraged to apply to certificate or diploma programs

ELECTRONIC TRAINING JACKET (ETJ)

The ETJ provides a view of career information documented in other Navy databases, such as training and education (including Navy e-Learning, NECs, and college courses), qualifications and certifications, career history, advancement status, and awards.

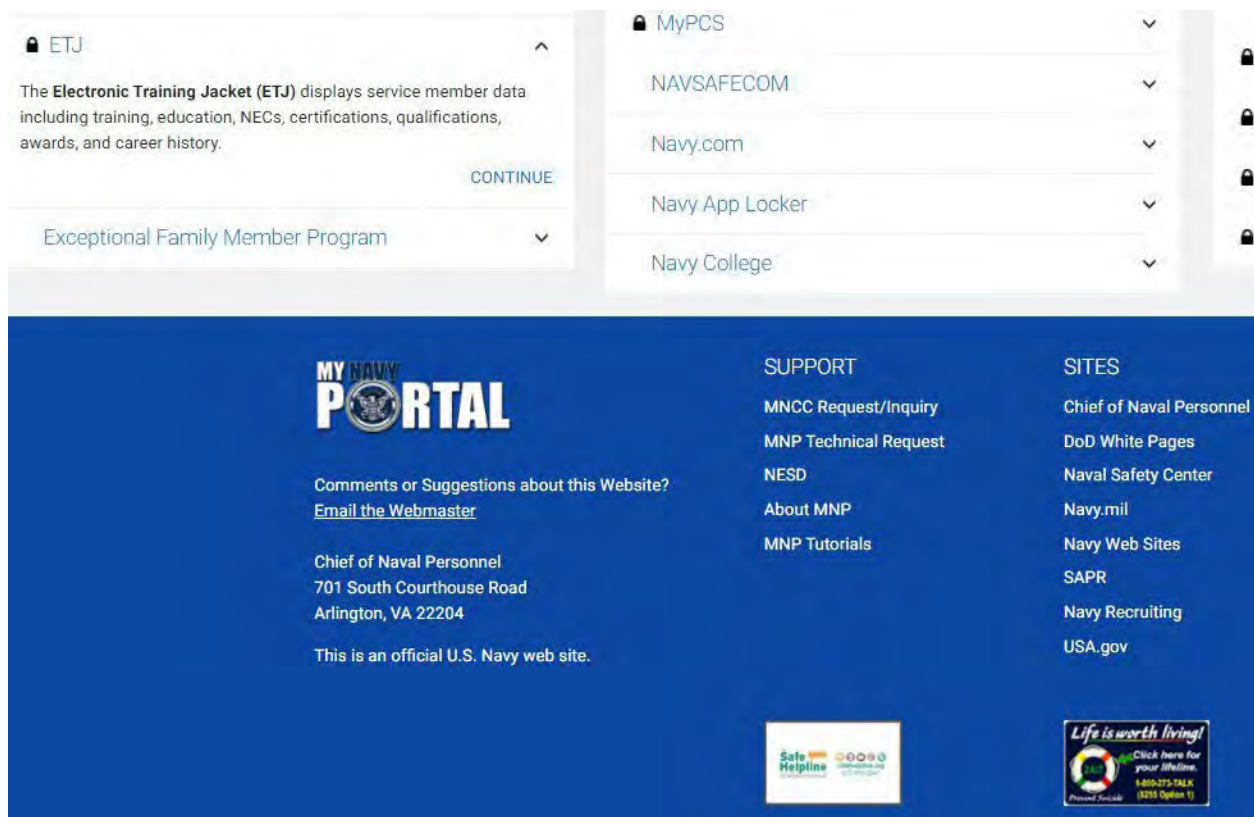


Figure 13-2 ETJ on MNP

Access the system: Using CAC with CAC-enabled computer, Go to MyNavy Portal > Electronic Training Jacket (ETJ).

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Access the Afloat system: Go to the Career Tools Afloat login page. Log in and then click ETJ Afloat. CAC is not required.

Required actions:

Review ETJ pages to verify information accurately reflects personal and professional achievements. Take all necessary actions to ensure ETJ is current, accurate, and complete. Periodically, afloat Sailors should compare their afloat ETJ with the internet version to ensure the two accounts are synchronized and all data is present in their internet-based ETJ.

Tip: Enlisted warfare qualifications must be documented in the NTMPS data warehouse (viewable via the member's ETJ) before reflecting in MNA. Therefore, members who find qualifications missing from the MNA Sailor Info page must work with their CPPA to ensure proper documentation in NSIPS ESR and FLTMS ETJ. It is not possible to update MNA directly.

NAVY CREDENTIALING OPPORTUNITIES ON-LINE (COOL)

Navy Credentialing Opportunities On-Line (COOL) is a **central Navy resource** that helps Sailors connect their Navy training and experience to **civilian certifications and licenses** related to their rating, job, designator, or career field.

Through Navy COOL, Sailors can:

- Learn which **civilian certifications and licenses** align with their Navy experience
- Identify **gaps** between Navy training and civilian credentialing requirements
- Find **resources and funding options** to support credentialing exams, including Navy-funded credentialing programs and VA education benefits, when eligible
- Access **rating bibliographies** that may support advancement preparation, including the NWAE
- Aid in identifying direct job matches for transitioning service members

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Education and Career Resources Accessible Through Navy COOL

Navy COOL also provides access to additional Navy and DoW education and career tools, including:

MILGEARS

A career planning tool that helps service members translate their military experience, training, and education into civilian- recognized skills and career pathways. It also supports civilians interested in joining the military. MilGears encourages users to explore future career options, set goals, and identify education and credentialing pathways during military service and beyond. For more information of MilGears, visit <https://milgears.osd.mil>

DoW MWR DIGITAL LIBRARY

A free 24/7 digital resource hub for authorized military members, families, civilians, and retirees. It offers e-books, audiobooks, academic support, research databases, and more.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

Provides no-cost education and career planning programs for Service members, including:

- College and career planning tools
- Academic refresher programs
- College credit by examination (CLEP and DSST)
- Standardized testing (ACT, SAT, GRE, GMAT)
- Teacher preparation and certification exams (PRAXIS)
- ASVAB Career Exploration Program

DEFENSE VOLUNTARY EDUCATION (VOLED)

Supports Sailors in completing education credentials and degree programs through:

- Military Tuition Assistance (TA)
- Federal Student Aid

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- VA education benefits

Additional information on DANTES programs is available at:

<https://www.dantes.petersons.com/>

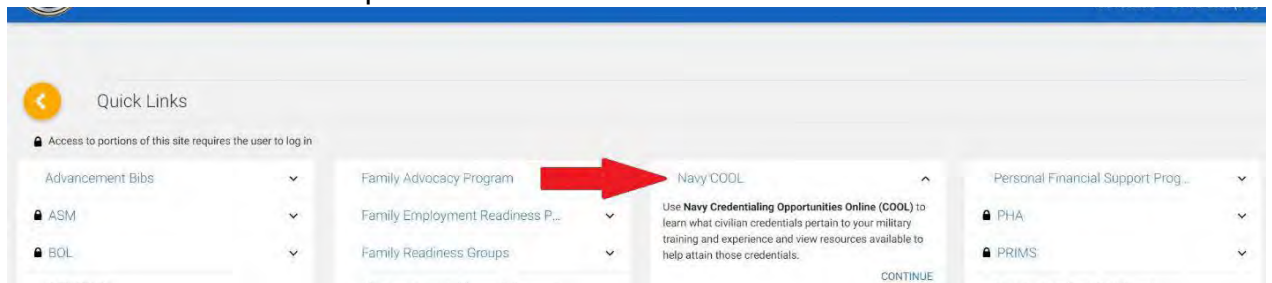
System Access

Navy COOL is accessed through **MyNavy Portal (MNP)**. A CAC is **not required** to view general information.

Documentation

Certifications and credentialing achievements should be verified and documented, as applicable, in the Sailor's:

- Electronic Training Jacket (ETJ)
- Electronic Service Record (ESR)
- Joint Services Transcript (JST)
- Official Military Personnel File (OMPF)
- Access the system. Go to MyNavy Portal Quick Links >Navy COOL CAC is not required.



• **Figure 13-3 Navy COOL in MNP**

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UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

USMAP is a formal military training program that provides Sailors the opportunity to improve job skills and to complete civilian apprenticeship requirements while on active duty.

USMAP is free, requires no off-duty hours, and can be completed using a time-based process or for E5 and above, a competence-based process. Upon completion of the program, Sailors become registered journeyman with the U.S. Department of Labor. For more information, visit <https://usmap.osd.mil>

Note: During deployments, participants can log more than 8 hours per day. To take advantage of this the supervisor (E7 and above) in your direct COC must send an email to usmap@navy.mil

Four Simple Steps:

- Review eligible trades
- Review requirements to ensure eligibility
- Enroll in USMAP
- Work and record hours

Access the system. Go to MyNavy Portal > USMAP > no CAC required.

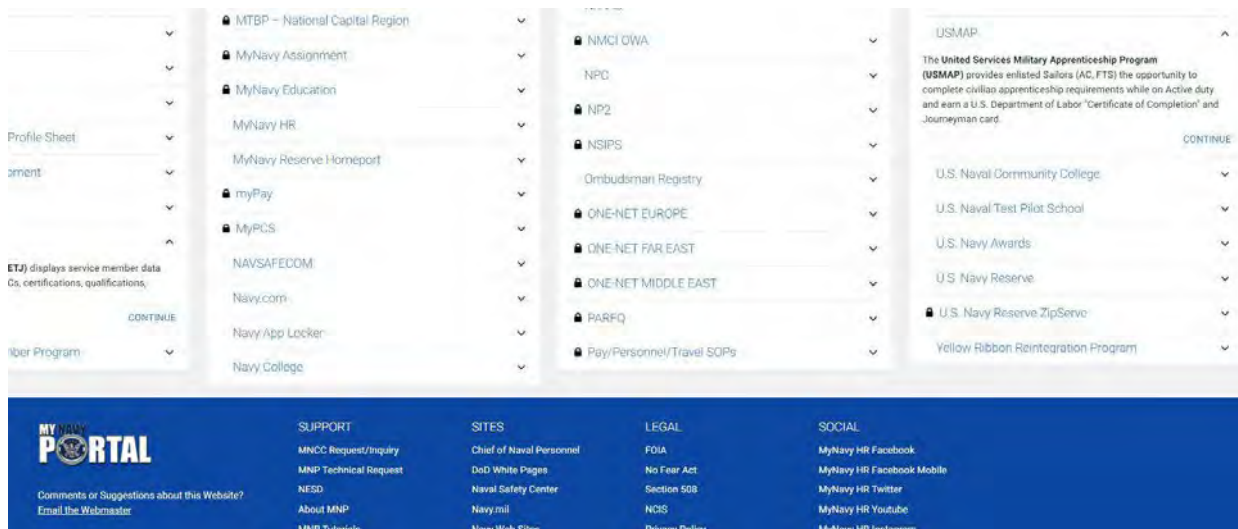


Figure 13-4 USMAP

Required Action:

- Verify certificates and achievements are documented in ETJ, ESR, JST, and OMPF

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JOINT SERVICE TRANSCRIPT (JST)

The Joint Services Transcript (JST) documents a Sailor's **military training, occupational experience, college courses, degrees, and certifications** completed during active duty.

The JST includes:

- College courses and degrees completed using **Tuition Assistance (TA)** or the **Navy College Program for Afloat College Education (NCPACE)**
- Other college courses completed at institutions accredited by a **regional, national, or professional accrediting agency** recognized by the U.S. Department of Education
- **Recommended college credit** for military training and occupational experience, as evaluated by the **American Council on Education (ACE)**

Colleges and universities may use the JST to evaluate and award academic credit toward degree programs based on a Sailor's documented education and experience.

System Access

Access the JST using a **CAC-enabled computer** via **MyNavy Portal > Joint Services Transcript (JST)**.

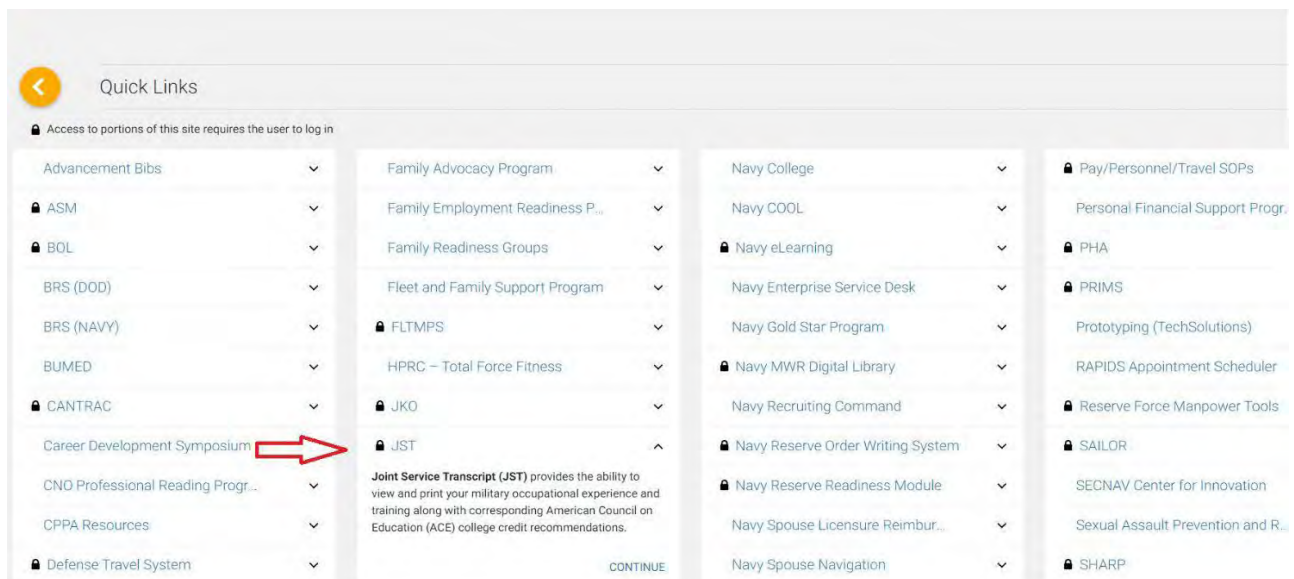


Figure 13-5 JST

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Requesting Command Access:

Email jst@doded.mil for the My Education Account Request form_ to receive command access.

- Block 6 check ES0.
- Block 7 check Joint Service Transcript (JST).

Note: Blocks 8, 9, or 12 are not required to be filled for JST command access.

Required Actions:

- Review JST to verify data accurately reflects training and education data
- Take all necessary actions to ensure JST is current, accurate, and complete

When submitting corrections or updates to your JST:

JST entries via email: jst@doded.mil

In your email, be sure to include:

RANK/RATE

Last 4 only of SSN

Email address

JST entries by fax:

Fax: (850) 473-6013 or DSN 753-6013.

On your fax cover sheet, be sure to include:

RANK/RATE

Last 4 only of SSN

Email address

JST entries by mail or hardcopy:

Commanding Officer
Naval Education and Training Command
JST Operations Center N6
130 West Ave, Suite G, Bldg. 603
Pensacola, FL 32508

EDUCATIONAL LINKS

The following official Navy and DoW websites provide access to education programs, credentialing resources, transcripts, testing information, and career development tools:

- MyNavy Portal (MNP) - Central access point for Navy personnel systems, education tools, career resources, and self-service applications. <https://www.mynavy.mil>
- Navy College Program - Primary resource for Navy education programs, voluntary education policies, and academic guidance. <https://www.navycollege.navy.mil>
- My Education (NETC) - Provides access to education-related services, program information, and academic resources. <https://myeducation.netc.navy.mil>
- Navy Credentialing Opportunities On-Line (COOL) - Information on civilian certifications and licensure aligned with Navy ratings, jobs, and experience. <https://www.cool.osd.mil/usn/>
- Joint Services Transcript (JST) - Official transcript documenting military training, education, certifications, and recommended college credit. <https://jst.doded.mil>
- United States Navy Community College (USNCC) - Associate degree programs for active-duty enlisted Sailors at no cost. <https://www.usncc.edu>
- OAR / CONUS Navy Testing Sites - Authorized Continental United States (CONUS) Navy testing locations, including Officer Aptitude Rating (OAR) exams. <https://www.netc.navy.mil/Commands/Center-for-Information-Warfare-Training/Language-Regional-Expertise-and-Culture/FAQs/CONUS-Navy-Testing-Sites/>
- VA Education Benefits (GI Bill) - Information on VA education benefits available to eligible Service members and veterans. <https://www.va.gov/education/>