



Sailor Career Toolbox

The U.S. Navy encourages you take an active role in your professional development and career management. The Sailor Career Toolbox identifies primary systems and programs to help you manage your Navy career. A CAC and/or CAC-enabled computer is required for access to most Navy Career Tools.

Navy Career Tools to Use

For quick access to your Navy Career Tools:

- ▶ Go to MyNavy Portal (MNP) Quick Links at <https://my.navy.mil/quick-links.html>

Validate Personnel Information

These tools will help you verify your Navy career and personnel data:

- ▶ Electronic Service Record (ESR), ESR Afloat
- ▶ Electronic Training Jacket (ETJ), ETJ Afloat
- ▶ Joint Services Transcript (JST)
- ▶ Navy Awards
- ▶ Official Military Personnel File (OMPF)
- ▶ Performance Summary Record (PSR)
- ▶ Physical Readiness Information Management System (PRIMS)

Enhance Professional and Personal Growth

These tools will enhance your knowledge, skills, education and career opportunities:

- ▶ Navy Credentialing Opportunities OnLine (COOL)
- ▶ Navy College Program (NCP) / Voluntary Education (VOLED)
- ▶ Navy eLearning (NeL), NeL Afloat
- ▶ Post 9/11 GI Bill
- ▶ United Services Military Apprenticeship Program (USMAP)

Explore Career Opportunities

These tools will help you explore your different career options:

- ▶ Career Waypoints (C-WAY) Sailor Self-Service
- ▶ MyNavy Assignment (MNA)

Pay/Personnel/Travel Standard Operating Procedures

- Standard Operating Procedures (SOPs) provide step-by-step guidance to ensure pay, personnel, and travel transactions are accurate and completed on time.
- To access SOPs, go to the MyNavy HR website: <https://www.mynavyhr.navy.mil>
 - Select Career Management > Career Toolbox > Pay/Personnel/Travel Standard Operating Procedures (middle of the page)

See the following pages, one for each Career Tool.

Download this user aid from the MyNavy HR website. Using the Career Management drop-down menu, select Career Toolbox.

ESR

The Electronic Service Record (ESR) is an online record providing a view of personnel, training, and awards data. At specific milestones, information in the ESR is captured and printed on documents subsequently submitted to your OMPF. You should review your ESR annually, and at least 12 months prior to key career events, including reenlistment, advancement/promotion, and orders negotiation. CAC and CAC-enabled computer required.

Establish Your Self-Service Account

To access ESR via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click NSIPS

To establish your Self-Service ESR Account on the internet:

- ▶ Go to MNP > Quick Links
 - Click NSIPS

To establish your Self-Service ESR Afloat Account on a shipboard server:

- ▶ Go to <https://nsipswebafloat> (URL available only on your ship)

Note: To establish an afloat account, you must first establish an account on the internet.

Manage Your Record

To conduct a thorough review of your ESR and verify your information is current, accurate, and complete:

- ▶ Go to MyNavy HR at <https://www.mynavyhr.navy.mil>
 - Navigate to Career Management > Career Toolbox > Personnel Records Review
- ▶ Go to MNP at <https://www.mnp.navy.mil> (log in) > MyRecord > Records Review
 - Complete a side-by-side inventory of OMPF and ESR and then work with your Personnel support representatives to make necessary corrections.

IMPORTANT: ESR is not used during the Selection Board review process.

Make Corrections to Your Record

To find out how to correct your ESR:

- ▶ Go to MyNavy HR
 - Navigate to Career Management > Records Management > Electronic Service Record (ESR)

Helpful Website

To learn more about managing your Personnel Records:

- ▶ Go to MyNavy HR
 - Navigate to Career Management > Records Management
 - Navigate to Career Management > Records Management > Military Personnel Records

Tips for Success

- If your command uses R-ADM or ASM to document training, verify completed training is displayed in your ESR and ETJ. Report all discrepancies to your command Training Officer, who will coordinate troubleshooting.
- Ashore, if you are receiving the message, “Your self-service account has been locked,” go to SAAR section and click NSIPS Self-Service (Unlock) to unlock your account. After unlocking or reestablishing your account, close all browsers. Return to NSIPS website.
- Ashore, if you are receiving the message “0359 PKI services cannot find an account associated with your CAC,” go to the SAAR section and click NSIPS Self-Service (New Users) to reestablish your account.

Find Help

- Contact command Personnel Officer, Command Pay/Personnel Administrator (CPPA), and/or Command Career Counselor (CCC)
- NSIPS Help Desk
T: 877-589-5991, Option 2
T: DSN: 5442, Option 2
E: nsipshelpdesk@navy.mil

ETJ

The Electronic Training Jacket (ETJ) provides a view of career information documented in Navy personnel databases, such as training and education (including Navy eLearning, Navy Enlisted Classifications, and college courses), qualifications and certifications, career history, and advancement status. Data in the ETJ is derived from over 40 different Source Data Systems. CAC and CAC-enabled computer required.

Access Your Record

To access ETJ via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click ETJ

Manage Your Record

To ensure your ETJ is current, accurate, and complete:

- ▶ Review ETJ pages to verify information accurately reflects your personal and professional achievements

To correct discrepancies in your ETJ:

- ▶ View “Problems with Your Data” (located at the bottom of every ETJ page) and use information provided to update your information in the Source Data System

IMPORTANT: ETJ is not used during the Selection Board review process.

Tips for Success

- Afloat Sailors should compare their ETJ and ETJ Afloat to ensure the two accounts are synchronized and all data is present in both accounts.
- If your command uses R-ADM or ASM to document training and qualifications, periodically verify that those trainings are replicating to your ETJ and ESR. If they are not replicating, inform your command Training Officer.

Find Help

- Contact command Training Officer (TRAINO) and/or CCC
- NTMPS Support Office
T: 866-438-2898
E: ntmps.support@navy.mil

JST

Joint Services Transcript (JST) documents college courses, degrees, and certifications completed on active duty through Tuition Assistance (TA) or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education. CAC and CAC-enabled computer required.

Access Your Record

To access JST via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click JST

Manage Your Record

To make updates or corrections to your JST:

- ▶ Go to MNP > Quick Links
 - Click JST
 - (Before logging in) Select “How to make updates or corrections to your JST transcript”
 - Click My Transcripts > My Complete JST Transcript
 - Verify JST accurately reflects your training and education

To request an official transcript:

- ▶ Go to MNP > Quick Links
 - Click JST (log in)
 - Select My Transcripts > Request Official Transcript

Helpful Websites

To view credit recommendations and detailed summaries for formal courses and occupations:

- ▶ Go to American Council on Education (ACE) at <https://www.acenet.edu>
 - Scroll down to Military Evaluations
 - Select Military Guide
 - Scroll down to Start Your Search
 - Click Search (clicking the ? icon provides tips for search)

To make the most of education opportunities available to you while serving in the Navy:

- ▶ Go to MNP > Quick Links
 - Click JST (log in)
 - Select Degree Pathways (top menu bar)
- ▶ Go to Navy College Program at <https://www.navycollege.navy.mil>
 - Learn about NCPACE, talk to a Navy college counselor, create an education plan, secure tuition, and access the VOLED Wizard

Tips for Success

- Use your JST to facilitate degree planning. Although your college will need an official copy of your JST, you can always take an unofficial copy to your college representative to see what credits can be applied to your degree plan.
- Awards and local training that do not have military course identification numbers will not appear on JST.
- JST also provides recommended college credit for your military occupational experience and training.

Find Help

- Contact CCC or Education Services Officer (ESO)
- Navy College
Virtual Education Center
T: 877-838-1659, Option 1
T: DSN: 492-4684
- JST Technical Issues
E: jst@doded.mil

Navy Awards

The U.S. Navy Awards website migrated to BUPERS Online (BOL) in May 2020 and will contain data submitted on or before May 6, 2020 only. BOL is the authoritative source for Navy personal, Unit, Campaign, and Expeditionary medals data. CAC and CAC-enabled computer required.

Access Your Record

To view your awards in BUPERS Online (BOL):

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click BOL
 - Select Official Military Personnel File (OMPF) - My Record > and view documents in Field Code 37
- ▶ Go to MNP > Quick Links
 - Click BOL
 - Select Search Awards

To view your awards in NSIPS ESR:

- ▶ Go to MNP > Quick Links
 - Click NSIPS > Performance > Honors and Awards

Manage Your Record

- ▶ Go to MyNavy HR at <https://www.mynavyhr.navy.mil>
 - Navigate to Career Management > Records Management > Decorations / Medals (Awards)
 - Scroll to “How do I get an approved Award Certificate into my OMPF?”

Helpful Website

- ▶ Go to MyNavy HR
 - Navigate to Career Management > Records Management > Decorations / Medals (Awards)

Tips for Success

- Verifying your Awards can support and enhance your competitive efforts for advancement and retention.

Find Help

- Contact command Personnel Officer or CPPA
- MNCC
T: 866-827-5672
E: askmncc@navy.mil

OMPF

The Official Military Personnel File (OMPF) consists of documents that reflect your fitness for service, performance of duties, and entitlements. These documents affect or influence your career and benefits, and include information about your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement from the Navy. You should review your OMPF annually. CAC and CAC-enabled computer required.

Access Your Record

To access OMPF via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Select BOL > Official Military Personnel (OMPF) - My Record

Manage Your Record

To conduct a thorough review of your OMPF and verify your information is current, accurate, and complete:

- ▶ Go to MyNavy HR at <https://www.mynavyhr.navy.mil>
 - Navigate to Career Management > Career Toolbox
 - Download “Personnel Records Review” user aid
 - Download “Review Your OMPF and ESR” user aid
- ▶ Go to MNP at <https://www.mnp.navy.mil> (log in) > MyRecord > Records Review
 - Complete a side-by-side inventory of OMPF and ESR and then work with your Personnel support representatives to make necessary corrections

To update your OMPF:

- ▶ Go to MyNavy HR
 - Navigate to Career Management > Records Management > Decorations / Medals (Awards)
 - Navigate to Career Management > Records Management > View OMPF – My Record
- ▶ Go to MyNavy HR
 - Navigate to Career Management > Records Management > Military Personnel Records > Document Correction
 - Navigate to Career Management > Records Management > Military Personnel Records > Document Submission

IMPORTANT: Your OMPF, Performance Summary Record (PSR), and Letter to the Board (if submitted) are provided for Selection Board review.

Helpful Website

To learn more about your OMPF:

- ▶ Go to MyNavy HR
 - Navigate to Career Management > Records Management > Military Personnel Records > Frequently Asked Questions
 - Navigate to Career Management > Records Management > Military Personnel Records > OMPF (Permanent Personnel Record)

Tips for Success

- Review your OMPF annually, and at least 12 months prior to key career events, including reenlistment, advancement/promotion, and orders negotiation.
- All documents submitted to OMPF are destroyed once the upload is complete. Therefore, you should:
 - Order an official CD or download your OMPF, which contains PII and must be kept in a secured space.
 - Maintain copies of important documents, such as award citations, performance evaluations, letters of designations, and reenlistment contracts, in case of loss or system-file corruption.

Find Help

- Contact command Personnel Officer, CPPA, and/or CCC
- MNCC
T: 866-827-5672
T: DSN: 882-5672
E: askmncc@navy.mil

PSR

The Performance Summary Record (PSR) summarizes your personnel data and performance history:

PSR Part I: Personnel Data Summary (previously titled Enlisted Summary Record)

PSR Part II: Evaluation Summary (Pre-1996 Form)

PSR Part III: Evaluation Summary (1996-Present)

CAC and CAC-enabled computer required.

Access Your Record

To access PSR via MyNavy Portal

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click BOL
 - Select ODC, OSR, PSR, ESR

Manage Your Record

To conduct a thorough review of your PSR and verify your information is current, accurate, and complete:

- ▶ Go to MNP > Quick Links
 - Click BOL
 - Select ODC, OSR, PSR, ESR and verify day-to-day continuity of your performance evaluations
 - Left click any underlined item for detailed information, including an explanation of acronyms and methods for correcting your data

Verify Your Record

To verify day-for-day continuity of your performance evaluations and to ensure there are no gaps between reporting periods:

- ▶ Go to MNP > Quick Links
 - Click BOL
 - Select CCA/FITREP/Eval Reports
 - Select Performance Evaluation Continuity Report

IMPORTANT: Performance Summary Record (PSR), Official Military Personnel File (OMPF), and Letter to the Board (if submitted) are provided for Selection Board review.

Tips for Success

- Review your PSR annually and at least 12 months prior to key career events, including Selection Board review.
- In addition to the Performance Evaluation Continuity Report, verify PSR Part III for day-to-day continuity.
- On the Performance Evaluation Continuity Report, the Selection Boards field is populated 30 days prior to enlisted Selection Board and 60 days prior to officer Selection Board convening dates. If the field is blank within this time period, you are not being considered. If you believe this is in error, contact your command Education Services Officer (ESO).

Find Help

- Contact command Personnel Officer, CPPA, and/or CCC
- MNCC
T: 866-827-5672
E: askmncc@navy.mil

PRIMS

Physical Readiness Information Management System (PRIMS) provides a view of current and historical results of your semi-annual Physical Fitness Assessment (PFA). Outstanding physical readiness directly impacts your opportunities for retention in the Navy, advancement and promotion, assignment to desired jobs, and selection to special programs. CAC and CAC-enabled computer required.

Access Your Record

To view PRIMS via BUPERS Online (BOL):

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click BOL
 - Select PRIMS

Manage Your Record

To ensure your PRIMS is accurate:

- ▶ Go to MNP > Quick Links
 - Click BOL
 - Select PRIMS

Helpful Websites

For policy guidance, guides, and forms:

- ▶ Go to MNP at <https://www.mnp.navy.mil> (log in) > Career & Life Events > Performance > Physical Readiness
 - View Forms & References and the PFA Calculator
- ▶ Go to MyNavy HR at <https://www.mynavyhr.navy.mil>
 - Navigate to Support Services > 21st Century Sailor > Physical Readiness
- ▶ Go to Navy Fitness at <http://www.navyfitness.org>
 - Navigate to Fitness > NOFFS Training

Tips for Success

- Routinely verify PRIMS accurately reflects your performance
 - Coordinate updates with your Command Fitness Leader
- Go to the Navy App Locker at <https://www.applocker.navy.mil> and download one or more of the Fitness apps.

Find Help

- Contact Command Fitness Leader (CFL)
- MNCC
T: 866-827-5672
E: askmncc@navy.mil
- PRIMS Help Desk
T: 901-874-2210
T: DSN: 882-2210
E: prim@navy.mil
E: navyprt@navy.mil

Navy COOL

Navy Credentialing Opportunities Online (COOL) defines civilian credentials that map to Navy ratings, designators and training, and outlines the path to achieve them; identifies occupational credentials correlating with every Navy rating, designator, and most Command-level collateral duties; provides links to credentials and credentialing agencies; and, identifies gaps between Navy training and experience and civilian credentialing requirements.

Get a Credential in Four Steps

To find a credential and request funding via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click Navy COOL
 - Click "Steps to getting a Credential"
 - Follow the four-step credentialing process. The four basic steps are shown across the top of every page on COOL.
 - Step 1: Find & Select Related Credentials
 - Step 2: Complete Voucher and Apply
 - Step 3: Get Credential
 - Step 4: Report Results to Navy COOL

To learn more about Navy COOL and to understand credentialing:

- ▶ Go to MNP > Quick Links
 - Click Navy COOL
 - Click "How to use Navy COOL"
 - Click "What is Credentialing?"

Note: Funding opportunities for credentials outside your rating/designator is also available. For more information, contact Navy COOL.

Note: COOL plays a role in the four-step credentialing process, but some steps require you to reach out to the credentialing agency or exam vendor.

Helpful Website

- ▶ Go to MNP > Quick Links
 - Click Navy COOL
 - Click "BIBLIOGRAPHIES"
 - Click "LADR/OARS"
 - Click "APPRENTICESHIP"
 - Click "Rating > Select Rating > Click Rating Information Card"
 - Click "CYBER IT/CSWF"
 - Click "HOTLINKS"

Tips for Success

- Use Navy COOL links to Navy Advancement Exam Bibliographies, Learning and Development Roadmaps (LaDRs), United Services Military Apprenticeship Program (USMAP), Rating Information Cards, and Cyber IT/CSWF qualification requirements.
- For instructions on how to receive credit for your earned certification or license, or to update your JST with your earned credential, go to <https://jst.doded.mil> and visit the JST Correction/Update Procedures page.
- Submit earned credentials for documentation in your ETJ, ESR and OMPF.
- Download the Navy COOL mobile application (iOS and Android).

Find Help

- Contact CCC, ESO, and/or command TRAINO
- Credentialing Program Office
 - T: 877-838-1659 option 3
 - T: 850-452-6324, 6186, 6345
 - T: DSN: 459-6324, 6186, 6345
 - E: navycool@navy.mil
 - W: <https://www.cool.osd.mil/usn/>

Navy College Program / VOLED

The Navy College Virtual Education Center (NCVEC) is the central location for information and guidance on all off-duty Navy Voluntary Education (VOLED) programs, products, and services. NCVEC Education Services Specialists provide advice and guidance to Sailors on establishing academic and career goals, selecting academic institutions and majors, the college/university application and enrollment process, Navy funding programs such as Tuition Assistance (TA), plus Navy College Program for Afloat College Education (NCPACE).

Develop and Execute Your Education Plan

To access the Navy College VOLED Wizard via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click Navy College
 - Select Get Started: The VOLED 5-Step Process

To explore degree options:

- ▶ Go to MNP > Quick Links
 - Click Navy College
 - Select Sailors > Degree Explorer

To request Tuition Assistance:

- ▶ Go to MNP > Quick Links
 - Click Navy College
 - Select Tuition Assistance / NCPACE: For Sailors

To talk to a Navy College Education Counselor:

- ▶ Go to MNP > Quick Links
 - Click Navy College
 - Scroll down to Speak to a Navy College Counselor

Helpful Website

To schedule Language Test Appointments:

- ▶ Go to MNP at <https://my.navy.mil> (login)
 - Go to Career & Life Events > Training, Education, Qualifications > Appointment Scheduler

Tips for Success

- Use extensive resources provided by Navy College at www.navycollege.navy.mil
 - Search the Knowledge Base, submit a help request, or start a chat session during office hours with a Navy College Education Counselor.
 - Click “Need Help?” icon in lower right-hand corner to initiate the help desk chat.

Find Help

- Contact CCC or ESO
- VOLED Assistance Center
 - T: 877-838-1659
 - T: DSN: 492-4684
 - T: DSN: 757-492-4684

NeL

Navy eLearning (NeL) is the Navy's official Learning Management System (LMS) and delivers computer-based learning designed to enhance your professional and personal growth. CAC and CAC-enabled computer required.

Find Computer-Based Learning (Afloat and Ashore)

To complete training and courses via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click Navy eLearning

To complete training and courses on NeL Afloat on a ship or submarine where Navy Information Application Product Suite (NIAPS) is installed:

- ▶ Go to Career Tools Afloat (CTA)
 - Click Navy eLearning Afloat

To complete training via your mobile device:

- ▶ Go to the Navy App Locker at <https://www.applocker.navy.mil>
 - View options for personal and professional growth

Manage Your Record

To ensure completed courses are properly documented in official records:

- ▶ Routinely review your ETJ and ESR

Tips for Success

- If you begin a NeL course in the internet environment, you must complete the course in the internet environment.
- If you begin a NeL Afloat course in the NIAPS Afloat Integrated Learning Environment (AILE) environment, you must complete the course in the NIAPS AILE environment.
- NeL Afloat users should report all discrepancies to the command Training Officer, who will coordinate troubleshooting with shipboard IT system administrators.

Find Help

- Contact command Training Officer (TRAINO)
- Navy 311
T: 855-628-9311
T: DSN: 510-628-9311
E: navy311@navy.mil
- NeL Help Desk
E: nel_helpdesk.fct@navy.mil

Post 9/11 GI Bill

Members serving on full time active duty (AD), including full time support (FTS) or in the Selected Reserve (SELRES) who have at least six years of service and agree to serve an additional four years on AD/FTS or in the SELRES may transfer any unused months of Post 9/11 GI Bill benefits to eligible dependents listed in the Defense Enrollment Eligibility Reporting System (DEERS). CAC capable computer required. This is a retention incentive and there are no waivers or exceptions to the four-year additional service obligation.

Verify Length of Service and EAOS/SEAOS

To access ESR via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click NSIPS and navigate to ESR

Complete Statement of Understanding (SOU)

To access the Navy College website via MyNavy Portal:

- ▶ Go to MNP > Quick Links
 - Click Navy College
 - Select the Menu Icon
 - Click MyNavy Education Log In > CAC Login
 - Update contact information, including email
 - Select the Post 9/11 SOU Icon
 - Read entire SOU > Click “I Agree”
 - Follow link to log in to DMDC milConnect

Submit Transfer of Education Benefits (TEB)

Access DMDC milConnect via MyNavy Education SOU as above, or:

- ▶ Go to MNP > Quick Links
 - Click milConnect
 - Under “I want to...” Click “Transfer my education benefits”
 - Log in with CAC to access TEB portlet
 - On TEB Screen, read the “Message from Your Service Component”
 - Select the “Post 9/11 GI Bill, Chapter 33 radio button
 - Allocate months to eligible dependents (no more than 36 total)
 - Read/check boxes next to all TEB Acknowledgments > Click Submit
 - When page refreshes, verify status indicates “Request Submitted”
 - Verify Status of TEB Request
 - Repeat above steps to access DMDC milConnect TEB portlet
 - Make note of the Obligation End Date (OED)
 - Click the Approval Form to view or download TEB Approval Form
 - If status indicates “Request Rejected” correct the discrepancy and resubmit the request in milConnect

Top reasons for TEB rejection:

1. Didn't complete the SOU.
2. Insufficient time remaining on enlistment.
3. Unable to be retained for 4 years due to policy (e.g. HYT) or statute (e.g. Officer statutory limit).
4. Failure to submit TEB request within 30 day grace period after a 4-year reenlistment.

Tips for Success

- Enlisted members who reenlist for 4 years to transfer benefits must complete SOU and TEB request WITHIN 30 days following reenlistment.
- Enlisted members who reenlist for 5 or 6 years must complete SOU and submit TEB request with min. 4 years remaining to EAOS.
- Extensions of enlistment are not permitted for the sole purpose of TEB. Extensions must comply with MILPERSMAN 1160-040.
- Voluntary Retirements and Separations are screened for outstanding TEB obligations. If requested separation date precedes OED, member must do one of the following:
 1. Change requested date to meet or exceed TEB OED.
 2. If no dependents have used any transferred benefits, access milConnect and revoke all transfers, thereby forfeiting TEB. Upload screen shot of revocation in NSIPS R&S.
 3. If dependents have used any transferred benefits, member may not voluntarily separate/retire until TEB obligation is met.
- CIMS Unit Tracking provides list of enlisted members with a TEB OED documented in NSIPS.

Find Help

- Active Duty/FTS contact MNCC
T: 1-833-330-6622
E: askmncc@navy.mil
- SELRES contact:
T: 800-621-8853
E: cnrfc_post911gib.fct@navy.mil

USMAP

United Services Military Apprenticeship Program (USMAP) is a formal military training program that provides the opportunity for you to improve your job skills and to complete civilian apprenticeship requirements while on active duty. USMAP is free, requires no off-duty hours, and uses your military experience to grant up to one half of the required on-the-job training. When you complete the program, you will receive a nationally recognized Certificate of Completion from the U.S. Department of Labor.

Earn an Apprenticeship in Four Steps

To find an apprenticeship via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click USMAP
 - Follow the four-step process to earn an apprenticeship. The four steps are shown across the bottom of the page.
 - Step 1: Select a Trade
 - Step 2: Enroll
 - Step 3: Work and Record Hours
 - Step 4: Complete Apprenticeship

Maintain Your Record

- ▶ Go to MNP > Quick Links
 - Click USMAP
 - Once you have enrolled, select My Record to document your hours

Note: Once you have earned your apprenticeship, verify your achievement is documented in ETJ, ESR, JST, and OMPF

Helpful Website

For additional information about USMAP:

- ▶ Go to MNP > Quick Links
 - Click USMAP
 - Review FAQs

For a list of USMAP apprenticeships aligned with your rate and rating:

- ▶ Go to MNP > Quick Links
 - Click USMAP
 - Click "Find a Trade"
 - Click Navy icon
 - Select a Rating

Tips for Success

- USMAP apprenticeships may now be completed via competency-based enrollment or a traditional time-based enrollment.
- If you completed an apprenticeship prior to joining the military update your JST with your apprenticeship certificate and then update your JST with your earned credential, go to <https://jst.doded.mil> and visit the JST Correction/Update Procedures page.

Find Help

- Contact CCC, ESO, or command USMAP Coordinator
- USMAP support representatives
 - T: 877-838-1659, Option 2
 - T: 850-452-6699
 - T: DSN: 459-6699
 - E: usmap@navy.mil
 - W: <https://usmap.netc.navy.mil>

C-WAY

Career Waypoints (C-WAY) supports Reenlistment, Rating Conversion, and Transition between Active and Reserve. C-WAY provides an assessment of eligibility and qualification for enlisted ratings; considers needs of the Navy and rating opportunities based on aptitude for a specific rating; and uses ASVAB score, data from other Navy systems, and information entered by the CCC (security clearance eligibility, moral/legal information, citizenship, current medical/physical status). CAC and CAC-enabled computer is required.

Access Your Information

To view your C-WAY record via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click BOL
 - Select C-WAY - Sailor Self-Service

C-WAY Modules

- ▶ Reenlistment – for Active Component (AC) and Full-Time Support (FTS) Sailors, E3-E6 with 14 years or less of service who wish to reenlist or convert to another rating
- ▶ Conversion – for Reserve Component (RC) Sailors who desire a lateral rating conversion or for those forced to convert
- ▶ Transition – for Sailors seeking to transition between RC and AC/FTS
- ▶ Job Opportunities in the Navy (JOIN) – performs as a job interest assessment supporting recruits and Sailors making rating entry and rating conversation decisions
- ▶ Career Exploration Module (CEM) – provides Sailors a view of how their qualifications match different Navy jobs and a roadmap for each job for which they are qualified

Helpful Website

To view C-WAY current information, references, and policy documents:

- ▶ Go to MyNavy HR at <https://www.mynavyhr.navy.mil>
 - Navigate to Career Management > Career Counseling > C-WAY

Tips for Success

- Engage your CCC, chain of command, and mentors for career advice.
- Review your conversion opportunities during Career Development Boards (CDBs).
- Because C-WAY ranks Sailors based on paygrade, performance evaluations, and critical NECs, Sailors who advance on time are more likely to receive a quota.
- Request and maintain a printout of your application to ensure accuracy.

Find Help

- Contact CCC, chain of command, and/or mentor
- C-WAY Help Desk
T: 901-874-2101
T: DSN: 882-2101
E: career_waypoints@navy.mil
- MNCC
T: 866-827-5672
T: DSN: 882-5672
E: askmncc@navy.mil

MNA

MyNavy Assignment provides the ability to explore Navy job opportunities, identify career-enhancing jobs that meet your professional and personal goals, identify the specific skills and abilities required to perform the jobs you desire, and submit job applications. CAC and CAC-enabled computer is required.

Prepare for the Detailing Process

To begin the detailing process via MyNavy Portal:

- ▶ Go to MNP > Quick Links at <https://my.navy.mil/quick-links.html>
 - Click MyNavy Assignment
 - Click Account > My User Profile and update as required
 - Click My Info and then select My Career History, My Alert History, My Preferences, and My Resume

To determine whether you are required to submit a C-WAY application or reenlist:

- ▶ Go to MNP > Quick Links
 - Click MyNavy Assignment
 - Click My Info > My Resume

To find Detailer contact information:

- ▶ Go to MNP > Quick Links
 - Click MyNavy Assignment
 - On the landing page, find Active and Reserve Detailers

Engage the Detailing Process

To view available jobs and notes from your Detailer:

- ▶ Go to MNP > Quick Links
 - Click MyNavy Assignment
 - Click Jobs, then select from View Jobs, Community Notes, and My Bookmarks

To view Job Applications and results:

- ▶ Go to MNP > Quick Links
 - Click MyNavy Assignment
 - Click Applications

Helpful Website

To find more information:

- ▶ Go to MyNavy HR at <https://www.mynavyhr.navy.mil>
 - Navigate to Career Management > Detailing > Enlisted
 - Navigate to Career Management > Detailing > MyNavy Assignment
 - Navigate to Career Management > Career Counseling > C-WAY (be certain to view references in the right-hand column)
 - Navigate to Career Management > Community Management > Enlisted

Tips for Success

- Verify OMPF and NSIPS/ESR 18 months prior to your Projected Rotation Date (PRD).
- Coordinate with your CCC to determine eligibility and requirements.
- Seek career advice from your CCC, chain of command, and mentors prior to submitting job applications.
- Verify information on the MNA My Info tab, which is reviewed by prospective commands when considering your job application.
- Review MNA My Resume and add comments related to each of your previous duty assignments. Comments may include onboard watch qualifications, collateral duties, off-duty community involvement or other positive considerations.
- Update MNA Preferences, which is considered during the Detailer Selection Phase.

Find Help

- Contact CCC, chain of command, and/or mentor
- MyNavy Assignment Help Desk
T: 800-537-4617, Option 2
E: mynavyassign_isc.fst@navy.mil
- C-WAY help desk
T: (901) 84-2102
T: DSN: 882-2102/882-5672
E: career_waypoints@navy.mil