

MILPERSMAN 1160-140

CAREER WAYPOINTS-REENLISTMENT

Responsible Office	BUPERS-32 Enlisted Community Management	Phone: DSN COM	882-2102 (901) 874-2102
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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Reference	(a) BUPERSINST 1430.16 (b) OPNAVINST 1900.4 (c) BUPERSINST 1900.8
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1. General Information

a. This article provides policy and execution guidance related to Career Waypoints-Reenlistment (C-WAY-REEN), formerly known as Perform To Serve (PTS). It codifies existing policies and supersedes all prior policy guidance related to PTS, including naval messages released prior to the date of this article. All final adjudications processed through PTS will remain in effect, unless otherwise determined by the Office of the Chief of Naval Operations (OPNAV), Enlisted Force Shaping, Plans, and Policy (N132) and Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32) enlisted community managers (ECM). Refer to the latest OPNAV, Military Personnel, Plans, and Policies Division (N13) C-WAY-REEN quota management business rules for specific, detailed guidance not included in this MILPERSMAN article located on the Career Waypoints C-WAY Web page on the NPC Web site at:
<http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>.

b. C-WAY-REEN is a reenlistment quota and force management module within the C-WAY System, formerly known as Fleet RIDE. C-WAY is a corporate information technology system which provides a mechanism for matching personnel inventory to requirements with the best performing Sailors. It serves as a service continuum system and is designed as a long-term force management tool, balancing manning across rates, ratings, Active

Component (AC), Full Time Support (FTS), and Reserve Component (RC) through Bureau of Naval Personnel (BUPERS) control of the reenlistment and enlistment contract extension quotas. C-WAY will be continually enhanced to link present and future enlisted force management strategies that align policy and execution to meet mission requirements. C-WAY contains career management modules delineated as follows:

(1) C-WAY-REEN applies to all rated AC and FTS Sailors E-3 through E-6 with 14 years or less of service at their expiration of active obligated service (EAOS) as extended, also identified as soft EAOS (SEAOs), requiring authorization to either reenlist or execute a short-term extension (STE) when required;

(2) C-WAY Conversion (C-WAY-CONV) applies to Reserve Component Sailors desiring to laterally convert rates. Refer to MILPERSMAN 1440-010 for details;

(3) C-WAY Transition (C-WAY-TRANS) applies to Selected Reserve (SELRES) Sailors desiring to change from Reserve Component to Active Component (RC2AC) or to Full Time Support (RC2FTS). Refer to MILPERSMAN 1306-1505 for details;

(4) C-WAY Professional Apprenticeship Career Track (PACT) Designation (C-WAY-PACT), formerly Rating Entry for General Apprentice (REGA), applies to unrated Sailors desiring to become rated. Refer to MILPERSMAN 1306-611 for details;

(5) C-WAY-Reclassification applies to Sailors attriting from Recruit Training Command and class "A" school training who are reclassified. Refer to MILPERSMAN 1236-020 for details.

c. In conjunction with this article, the C-WAY User Guide provides 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 the C-WAY Web page on the NPC Web site at: <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>.

Note: Exhibit 2 provides information used to determine Sailor identity, reenlistment eligibility, and conversion opportunities.

2. C-WAY-REEN Policy

a. All rated E-3 through E-6 AC and FTS Sailors (excluding CPO selectees) with 14 years or less of service at their SEAOS must submit their reenlistment intentions in the C-WAY-REEN module. C-WAY-REEN module automatically generates applications 15 months prior to SEAOS and projected rotation date (PRD). PRD applications are generated for Sailors who have less than 24 months of contract time between PRD and SEAOS. Completed applications must be submitted 13 months prior to SEAOS and 12 months prior to PRD. Sailors must have an approved C-WAY-REEN quota prior to reenlisting. If a Sailor is eligible for a selective reenlistment bonus (SRB), a precertification can be submitted once a C-WAY-REEN application has been made. SRB will not be approved until a C-WAY-REEN quota has been obtained. C-WAY-REEN applications must be complete and reflect the Sailor's intentions.

b. E-3 through E-6 Sailors with 14 years or less of service must utilize the C-WAY-REEN module to obtain approval to reenlist, laterally convert to another rating, convert between AC and FTS, or indicate their intention to separate from naval Service. C-WAY-REEN can also be used to transition from AC or FTS to the SELRES for Sailors who can apply for in-rate, or who are eligible to direct convert.

c. In many cases a C-WAY-REEN quota is required to obtain additional obligated service (OBLISERV) to accept permanent change of station (PCS) transfer orders. Sailors within 13 months of their SEAOS require C-WAY-REEN approval to extend their current enlistment contract. This requirement is deferred for Sailors who are approved for the Voluntary Sea Duty Program per MILPERSMAN 1306-141. As a result of the approved extension, the Sailor's C-WAY-REEN window is adjusted based on the new PRD/SEAOS. If applicable, the Sailor must then apply in C-WAY-REEN module during their adjusted entry point (PRD/SEAOS window). Sailors with greater than 13 months from their SEAOS do not require C-WAY-REEN approvals to execute extensions per MILPERSMAN 1160-040; however, Sailors cannot execute an extension that will take their SEAOS beyond 14 years without prior C-WAY-REEN approval.

d. Designated E-1 and E-2 Sailors are not eligible for C-WAY-REEN. Commands must not submit C-WAY-REEN applications for these members because they do not meet professional growth criteria per MILPERSMAN 1160-030. This includes Sailors reduced

in rank. Contact the C-WAY help desk at career_waypoints@navy.mil to remove the automatic pre-populated application(s) for Sailors who are reduced in rank.

e. PACT Sailors are not authorized to utilize C-WAY-REEN to gain designation or request class "A" school training. These Sailors are to utilize C-WAY-PACT designation module per MILPERSMAN 1306-611.

f. To apply for C-WAY-REEN approval, Sailors must be fully qualified to reenlist per MILPERSMAN 1160-030.

Note: C-WAY-REEN approval does not override or waive reenlistment eligibility requirements established in MILPERSMAN 1160-030, nor does it override or waive rating eligibility per MILPERSMAN 1306-618.

g. Sailors in a limited duty (LIMDU) status are required to compete in C-WAY-REEN during normal C-WAY-REEN application windows. LIMDU Sailors who receive a C-WAY-REEN quota cannot reenlist until they meet reenlistment eligibility criteria per MILPERSMAN 1160-030. LIMDU Sailors with a C-WAY-REEN in-rate approval who are in a LIMDU status when their quotas expire, have 45 days after being designated "Fit for Full Duty" to request reinstatement of their in-rate quotas. Command career counselors (CCCs) must contact the respective BUPERS-32 ECM to request reinstatement.

h. Sailors may apply for an AC, FTS, or SELRES quota.

(1) AC applications are for Sailors desiring to affiliate or continue affiliation with the AC.

(2) FTS applications are for Sailors desiring to affiliate or continue affiliation with FTS.

(3) SELRES applications are for Sailors desiring to affiliate with the SELRES. These applications are limited to in-rate opportunities and for those Sailors who are eligible to direct convert to another rating within the SELRES. Sailors who require a class "A" school as part of their SELRES application must apply through a Navy recruiter.

Note: In order to affiliate as a SELRES through the career transition office (CTO) and C-WAY-REEN, Sailors must receive C-WAY approved quotas 90 days prior to their SEAOS. Sailors who do not receive quotas within these guidelines who still desire to affiliate with SELRES need to contact a Navy recruiter. For details on SELRES affiliation through CTO refer to MILPERSMAN 1306-1501.

i. In addition to component type (AC, FTS, SELRES), C-WAY-REEN applications must indicate Sailors' retention desires and include the following application types:

(1) "In-Rate Only" (AC, FTS, or SELRES). Sailors desire to be considered for retention in their current ratings only.

(2) "In-Rate Preferred - Willing to Convert" (AC, FTS, or SELRES). Sailor's desire first to be considered for retention in rate, if not selected for retention in-rate, if willing to laterally convert and or request component change from AC to FTS or FTS to AC. Convert-out quotas must exist for the Sailors' current ratings, year groups (YG), and pay grades during PRD or SEAOS in-rate application windows.

(3) "Convert-Only" (AC, FTS, or SELRES). Sailors do not desire to be retained in their current rates and want to compete for lateral conversion opportunities and or component change from AC to FTS or FTS to AC. Convert-out quotas must exist for the Sailors current ratings, YGs, and pay grades during PRD or SEAOS application windows. If the Sailor does not qualify for available convert-in options, or has no convert-in options, submit the Sailor as "no apply this month" with "out of in-rate looks - no convert opportunities available for this member."

Note: For more detailed information concerning lateral conversion authorization see MILPERSMAN 1440-010.

(4) "Not Eligible." Sailors who are not retention/reenlistment eligible at the time of the application (i.e., not recommended for retention, progressing (PROG)/significant problems (SP) on either of the two most recent evaluations, 3 physical fitness assessment (PFA) failures in last 4 years, failure to meet rating occupational standards, etc.) must have this type of application submitted. Refer to MILPERSMAN 1160-030 for eligibility requirements.

(5) "Intends to Separate." Sailors who indicate they do not desire to be retained on active duty (AC or FTS) must have this type of application submitted. Once an "intends to separate" application is submitted, the Sailor will be required to separate at SEAOS (i.e., their application is locked and will not allow applications to be submitted). In certain instances Sailors can request, via their CCC, a C-WAY-REEN reset by contacting the respective rating BUPERS-32 ECM. BUPERS-32 ECM can make a final C-WAY-REEN "reset" determination based on individual circumstances, rating health, YG, and time remaining until SEAOS. Additionally, Sailors' applications submitted as "intends to separate" who desire submission for SELRES may contact the C-WAY help desk directly for reset to SELRES only.

Note: If the Sailor intends to separate, but desires SELRES affiliation, submit a SELRES application in lieu of an "intends to separate" application.

(6) "No Apply This Month." Sailors who are undecided about their career intentions when the system generates applications must submit this type of application.

j. Automatic Approval. C-WAY has the capability to provide automatic approvals for certain eligible Sailors. Command approved Sailors with up-to-date corporate record data will receive answers about reenlistment requests based on the health of their community. Community health categories are "open," "balanced," and "competitive." Category definitions are provided in Exhibit 1. OPNAV (N13) retains the authority to exercise the "automatic approval" capability.

k. SEAOS Applications. The SEAOS application processing window begins at 13 months and ends at 3 months prior to a Sailor's SEAOS. These applications are system generated 15 months prior to SEAOS (e.g., Sailor has SEAOS of April 2015; their next SEAOS application will be automatically generated by January 2014 in C-WAY, with the first processing month in March 2014.) Sailors will receive 8 looks to remain on active duty (monthly from 13 to 6 months from their SEAOS).

(1) Months 13/12/11/10 - During this period, Sailors submit reenlistment applications for active duty in-rate, active duty conversion, or transition to SELRES, or indicate their intention to separate. Limiting in-rate applications to the first four looks ensures Sailors receiving in-rate approvals can utilize the full [MyNavy Assignment](#) (MNA) negotiating window

during months 9 to 7. Nuclear-trained personnel are only authorized to submit applications to reenlist in-rate 13 to 10 months from SEAOS.

(2) Months 9/8/7/6 - During this period Sailors submit applications for rating conversion, and or component change (AC to FTS or FTS to AC) or transition to SELRES. At this stage, active duty In-Rate applications are not authorized. Nuclear-trained personnel are only authorized to submit applications for SELRES quotas 9 to 6 months from SEAOS.

(3) Months 5/4/3 - During this period Sailors may submit applications for transition to the SELRES. At this point, active duty in-rate or conversion applications are not authorized.

l. PRD Applications. PRD application processing window begins at 12 months and ends at 10 months prior to PRD for Sailors with less than 24 months contract time remaining. These applications are system generated 15 months prior to PRD (e.g., Sailor has PRD of April of 2015 and an SEAOS of no later than March 2017, their PRD application will be automatically generated by C-WAY in January 2014 with the first processing month in April 2014). If an "intends to separate" application is submitted during the PRD application window, the application will remain in this status through the SEAOS application window.

m. Special Circumstance (SC) Applications. SC applications may be submitted for Sailors outside of system generated applications when one of the following situations warrant:

(1) Selective Training and Reenlistment (STAR). Sailors who desire to reenlist as part of the STAR Program prior to their normal C-WAY-REEN window must submit SC STAR option per MILPERSMAN 1160-100.

(2) SRB. Sailors who desire to reenlist at their EAOS and are eligible for a SRB prior to an extension going operative can apply in C-WAY within 12 months of EAOS by selecting this option.

(3) Decommissioning. Sailors requiring orders as a result of decommissioning or unit disestablishment with less than 24 months of remaining OBLISERV at the event date must use this option. Commands must submit a SC (decommissioning option)

application 12 months prior to event date, if the decommissioning or unit disestablishment event timeline allows. For those Sailors within 12 months of the decommissioning or unit disestablishment event timeline, submit applications as soon as possible. Include decommissioning or unit disestablishment date and unit identification code (UIC) in the notes section of the C-WAY application.

(4) Nuclear Power Program (NPP). Nuclear power and submarine qualified Sailors requiring C-WAY-REEN approval to receive incentive pays should submit SC (Nuke Power Program option) applications with notes indicating their individual situations.

(5) Submarine Program. Submarine qualified Sailors requiring C-WAY-REEN approval to receive incentive pays should submit SC (Submarine Program option) applications with notes indicating their individual situations.

(6) Early Transfer. This type of application must be required by NAVPERSCOM, Enlisted Distribution Division (PERS-40) (rating assignment detailer) to ensure the Sailor incurs the required OBLISERV to fulfill the prescribed sea or normal shore tour at the next duty station. Include details pertaining to the early transfer in the notes section of C-WAY.

(7) Homeport Change. This type of application must be required by NAVPERSCOM (PERS-40) to ensure the Sailor incurs the required OBLISERV to fulfill transfer requirements (e.g., DoD area activity tour, etc.). Include details pertaining to the homeport change in the notes section of C-WAY.

(8) LIMDU/Medical Status Change. This type of application is for the rare instance in which a LIMDU Sailor is unable to submit during the normal C-WAY-REEN window and requires C-WAY approval for follow-on orders (e.g., Sailor is extended due to awaiting medical findings and is unable to submit SEAOS application).

(9) Conversion. For circumstances in which force structure changes have significantly impacted reenlistment in-rate opportunity, SC conversion applications may be submitted outside established SEAOS/PRD windows. Affected ratings will be authorized by an exception to policy and advertised via BUPERS-32 Web pages and or C-WAY business rules. All other eligibility requirements remain in force.

(10) Other. SC Other are those applications not included in the aforementioned and should **not** be used, except in **very rare circumstances**. Such an example of use would include a pregnant Sailor who is unable to submit her application during the normal C-WAY-REEN window and requires C-WAY approval for additional OBLISERV for follow-on orders. Contact the C-WAY help desk for additional guidance.

Note: For Sailors outside of the mandatory C-WAY-REEN PRD window (i.e., Sailors who have more than 24 months of contract time between PRD and SEAOS), C-WAY-REEN approval is not required and should not be submitted to negotiate for PCS orders, except for special programs requiring unique OBLISERV per MILPERSMAN 1306-106 (e.g., White House Communications, Camp David, etc.).

n. Quota Expiration. C-WAY-REEN in-rate quotas (AC and FTS) are valid for 13 months from the processing month of the application (i.e., an in-rate approval for an application submitted in July will expire 31 August the following year).

o. Quota Utilization. Any action that changes an SEAOS date, such as reenlistment or execution of a new contract extension (other than those for OBLISERVE to train) constitutes utilization of a C-WAY-REEN quota.

p. Conversion Quotas. C-WAY-REEN conversion quotas do not expire until the current enlistment date and the enlisted manning code is changed, allowing the member to execute extensions until rated (e.g., upon completion of class "A" school, reenlist through direct conversion, component changes, etc.). Extensions are authorized to complete any required training to facilitate change of rate. Sailors who fail to complete required lateral conversion training must be processed per MILPERSMAN 1910-133.

Note: Verify that Sailors' extensions are submitted to personnel support detachments as "school" extensions to ensure C-WAY-REEN conversion quotas are not executed.

q. Advancement. Sailors who have received a denied final-active (DFA) status and subsequently are selected for advancement as a result of a Navy-wide advancement exam (NWAE) taken prior to receipt of that DFA status or Meritorious Advancement Program, providing this is their initial advancement into that pay grade, may be authorized a reset for one

additional review at the frocked pay-grade. **Sailors must have sufficient active obligated service time remaining to permit full C-WAY-REEN decision processing for the application.** STEs are **not** authorized to allow for an additional review. Commands must contact BUPERS-32 ECM to request reset.

r. Changes to Eligibility Status. Commands must immediately notify the applicable BUPERS-32 ECM of any actions that could adversely affect a Sailor's C-WAY-REEN eligibility (i.e., reenlistment eligibility) status. This includes, but is not limited to, loss of retention recommendation, loss of security clearance, PFA failures, PROG or SP marked evaluations, rating disqualification of any kind, member elects to separate, refusal to OBLISERV or negotiate for PCS orders, and ineligibility for reenlistment for any reason. BUPERS-32 ECM will determine how the Sailor's current status affects their C-WAY-REEN eligibility and how the command should proceed regarding future applications.

s. Returning C-WAY-REEN Quotas. Sailors with an approved C-WAY-REEN in-rate or conversion quota who subsequently choose to separate or disqualify themselves for retention will sign NAVPERS 1070/613 Administrative Remarks (permanent entry) clearly indicating their situations. NAVPERS 1070/613 will include the following statement and will be submitted to BUPERS-32:

"Due to the (voluntary/involuntary) revocation of my (in-rate/conversion) C-WAY-REEN quota, I am completely aware and understand that I am no longer eligible to remain on (active duty) due to my (election to separate/retention disqualification). I will be required to separate at my current SEAOS of (date). I (do/do not) intend to apply for a SELRES quota."

Note: C-WAY generates e-mails to CCCs, providing a listing of their Sailors with an unexecuted approval and with an SEAOS within 90 days.

3. Responsibilities

a. OPNAV (N13) is responsible for approval of enlisted force management policy in support of the Deputy, Chief of Naval Operations (N1). As such, OPNAV (N13) is the approving authority for C-WAY-REEN policy, quota management plans and

business rules, and rack and stack (see Exhibit 1 for definition) results.

b. OPNAV (N132) is responsible for developing enlisted force management policy in support of the OPNAV (N1). As such, OPNAV (N132) is responsible for C-WAY policy development and execution oversight. Additionally, OPNAV (N132) coordinates with BUPERS-32 to establish a C-WAY-REEN quota management plan and business rules as required.

c. BUPERS-32, in coordination with OPNAV (N132), must manage individual rating quota plans and adjudicate all C-WAY applications, as directed by OPNAV (N13), and delineated by BUPERS, Military Community Management (BUPERS-3). BUPERS, Career Waypoints Branch (BUPERS-33) serves as the C-WAY Program Manager and is responsible for C-WAY execution.

d. OPNAV, Nuclear Program Manager (N133), in coordination with OPNAV (N132) and BUPERS-32, serves as the C-WAY manager for nuclear-trained personnel.

e. Immediate Superior In Command (ISIC). ISIC CCCs will monitor C-WAY via "ISIC level" access to ensure subordinate commands are complying with all C-WAY-REEN related policies. Designated representatives can gain C-WAY System access by submitting OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N) to career_waypoints@navy.mil.

f. Command Responsibility. Commanding officers and officers-in-charge, hereinafter referred to as commanders, are responsible for the completeness and accuracy of all C-WAY-REEN applications. Commanders must ensure that their command personnel understand and comply with all C-WAY-REEN related policies. Failure to submit, administrative error(s), and or inaccurate applications will **not** result in an extension of Sailors' C-WAY-REEN window. Additionally, commanders must

(1) ensure their CCC and or designated representatives obtain C-WAY System access;

(2) ensure applications for Sailors under their cognizance who are required to use C-WAY, to include those concurrently assigned elsewhere (e.g., individual augmentee, temporary additional duty (TAD), etc.), are submitted in C-WAY-REEN. Command personnel must complete applications for Sailors who intend to separate or are not retention eligible to ensure

they are accounted for and are issued a separation quota (i.e., submit "intends to separate" or "not eligible" applications (as appropriate));

(3) validate all Sailor C-WAY-REEN application data, including Sailors' intentions and qualifications for chosen lateral conversion ratings;

(4) review (including application notes) and update C-WAY-REEN active applications each month. This action will change C-WAY-REEN applications from the "saved-action required" to the "submitted" status. Commands are required to update applications to reflect changes to Sailors C-WAY-REEN eligibility status or desired rating lateral conversion choices;

(5) certify all applications are accurate by selecting the block that states: "I have validated all of the information in this section and certify the commanding officer still recommends and the Sailor concurs with this application;"

(6) designate representatives to submit C-WAY-REEN applications for all subordinate UICs, or designate a representative for each subordinate UIC;

(7) submit applications via the C-WAY System Web site. Commands/ISICs may submit C-WAY-REEN applications for each UIC under their authority. Commands unable to submit applications (as described above) are required to contact their ISIC prior to contacting the C-WAY help desk for assistance;

(8) submit applications by the application deadline. The deadline for submission of applications for eligible Sailors is 2359 central standard time (CST) on the last calendar day of each month;

(9) include the Sailor's five most current evaluations in the application (not observed evaluations are to be included, but are not used in the calculation of the evaluation average). For cases in which the Sailor does not have five evaluations, include a brief description of the reason in the notes section of the application. Failure to include all applicable evaluations or corresponding notes may result in invalidation of the application by BUPERS-32. First-term Sailors who have not received a regular periodic evaluation require a special evaluation; and

(10) in all cases which application questions arise or additional clarification is required, contact the Career Waypoints help desk for guidance at (901) 874-2102 (DSN 882) or e-mail the Career Waypoints help desk at: career_waypoints@navy.mil;

g. Sailor Responsibility. Individual Sailors are ultimately responsible for their careers. Being unaware of Navy policies or application status will not justify additional reviews or extension of their C-WAY-REEN window. Sailors

(1) will engage their chain of command and CCC prior to entering any C-WAY-REEN window. Sailors should fully explore STE potential, in-rate, and conversion opportunities, and use their most recent career development board as a guide in making their career decisions;

(2) will ensure, with the assistance of their CCC, all required C-WAY-REEN applications submitted on their behalf are accurate, submitted on time, and indicate their intentions. If necessary, and to ensure application accuracy, request the CCC provide a copy of the screen shot of the submitted application.

Note: Sailors who take the Armed Forces Classification Test and improve their scores may expand their lateral conversion opportunities.

(3) should seek immediate assistance from their chain of command and CCC to answer their C-WAY-REEN questions. Additionally, CCCs should utilize their ISIC CCCs for immediate assistance. To resolve issues that cannot be handled at the ISIC level, CCCs may also contact the Career Waypoints help desk for guidance at (901) 874-2102 (DSN 882) or e-mail the Career Waypoints Help Desk at career_waypoints@navy.mil.

4. Application Processing

a. Quotas. BUPERS-32 provide C-WAY-REEN quotas by rating and YG based on approved quota plans, which are derived from individual rating health and Sailor retention behavior. OPNAV (N133) controls quotas for nuclear-trained personnel.

b. Ranking. Each month C-WAY-REEN applicants who are not eligible for automatic approval will be compared against all eligible applicants within their same YG and the rating's enlisted manning code for in-rate selections using the "rack and

stack" process. For Conversions, Sailors will be compared to qualified applicants within their same YG. C-WAY-REEN will utilize the most current approved criteria-algorithm for rack and stack, as published on the C-WAY Web page on the NPC Web site at: <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>.

c. BUPERS-32 review C-WAY-REEN applications for completeness and accuracy. Incomplete or erroneous applications will be invalidated by BUPERS-32. BUPERS-32 will assign one of the following status codes during the "rack and stack" process:

(1) Approved (AC/FTS/SELRES). Sailor is approved for in-rate quota and may reenlist (if eligible) per MILPERSMAN 1160-030.

(2) Approved-DC (AC/FTS/SELRES). Sailor is approved for **Direct Conversion** to one of the ratings for which he or she applied and may reenlist per MILPERSMAN 1440-010.

(3) Approved-"A" School (AC/FTS). Sailor is approved for lateral conversion, via "A" school, to one of the ratings for which he or she applied. Refer to MILPERSMAN 1440-010 for change in rate guidance.

Note: Sailors applying for SELRES who require "A" school to qualify for the new rating must apply through a Navy recruiter via Prior Service Reenlistment Eligibility - Reserve (PRISE-R) Program per MILPERSMAN 1133-061.

(4) Approved-Pending (AC/FTS/SELRES). Sailor does not have permission to reenlist; however, he or she has met initial screening for in-rate or lateral conversion and the gaining BUPERS-32 ECM requires additional information before making a final determination (e.g., security clearance, physical examination, etc.). **Sailors who fail to contact the gaining BUPERS-32 ECM the month following release of results, or fail to complete additional requirements within 45 days will have their application changed to "denied" (e.g., February application results released in March, BUPERS-32 ECM contact must occur no later than 15 APR and requirements completed no later than 30 APR).** Sailors subsequently found ineligible for AC or conversion will have their C-WAY applications denied; Sailors still in the C-WAY application window may apply for their remaining looks.

(5) Denied (AC/FTS/SELRES). This status indicates a Sailor was not selected for any of his or her requested application choices, but still has additional C-WAY-REEN looks remaining.

(6) Denied Final-In-Rate (AC/FTS). Sailor was not approved during the C-WAY-REEN "in-rate" application window. Sailor may submit applications for a lateral conversion or the SELRES after receiving this status.

(7) Denied Final-Active (AC/FTS). The following applies for this status: Sailor was not approved for any active application choices; Sailor submitted "intent to separate," "not eligible," or "no apply this month" application; is within 6 months of SEAOS; and does not have any additional active duty reviews remaining. Separation processing from active duty must commence. Sailors may apply for SELRES until they are within 3 months of SEAOS.

(8) Denied Final-SELRES (SELRES). Sailor was not selected for any application choices, is within 3 months of SEAOS, and does not have any additional SELRES reviews remaining. Sailors desiring to affiliate with SELRES may contact a Navy recruiter.

5. Results

a. Upon completion of the rack and stack process, the BUPERS-32 ECM adjudication process, and final approval by OPNAV (N13), (normally the second or third week of each month) the C-WAY-REEN results from the previous month's applications will be released via C-WAY and found under the "reports" section of the C-WAY Program. Commands and ISICs may access the results via the "Command C-WAY Personnel" report. Final adjudication letters may be found in the "Command C-WAY Summary" report.

b. A Sailor's C-WAY-REEN status can change from "approved" to the following:

(1) "Approved-Executed." Sailor reenlisted or signed extension paperwork;

(2) "Approved-Expired." Sailor failed to utilize quota in the allotted timeframe (i.e., 13 months);

(3) "Approved-Revoked." Quota was revoked by the BUPERS-32 ECM; or

(4) "Approved-Separated." Sailor left active duty with an approved quota.

c. C-WAY-REEN applicants with final adjudication will have their results uploaded into the Navy Enlisted System/Enlisted Assignment Information System. [MNA](#) and the personnel online listing (POLL) (commonly referred to as LOPG) also receive C-WAY-REEN status codes. Commands experiencing any C-WAY-REEN status code conflicts between the aforementioned systems must contact the C-WAY help desk for assistance. The C-WAY-REEN status codes in LOPG are:

- (1) AIR - active in-rate approval
- (2) ACV - Active conversion approval
- (3) DFI - Denied final In-Rate
- (4) FSP - Denied final, forced separation
- (5) VSP - Denied final, voluntary separation
- (6) ESP - Denied final, ineligible separation
- (7) ITS - No final status, intends to separate
- (8) IEG - No final status, currently ineligible
- (9) RQR - No final status - requested SELRES

d. Approval to Reenlist. Commanders are authorized to reenlist Sailors, per MILPERSMAN 1160-030, upon receipt of the C-WAY-REEN approval notification, except as noted in paragraph (2), below.

(1) Lateral Conversion Via Class "A" School Approval. Sailors are required to OBLISERV, per MILPERSMAN 1306-604, prior to attending training. Failure to OBLISERV will result in cancelation of conversion approval and separation from active duty.

(2) Commanders are **not authorized** to reenlist those Sailors who are "approved-pending."

(3) Lateral Conversion Training. Refer to MILPERSMAN 1440-010 for reenlistment guidance. Sailors who fail to complete the formal training required for lateral conversion to the new rating assigned via C-WAY-REEN will be processed for separation per MILPERSMAN 1910-133.

e. Sailors unable to execute the lateral conversion process, through no fault of their own (e.g., placed in a LIMDU status, "not physically qualified" for new rating, pregnancy, etc.) may be offered an opportunity to select another rating via C-WAY-REEN with the approval of the applicable BUPERS-32 ECM.

f. Training for Approved Lateral Conversions. Orders to training for approved lateral conversions will be based upon school seat availability and the Sailor's PRD. Commands are encouraged to work with NAVPERSCOM, Shore Special Programs Branch (PERS-4010) to find suitable school seat availability.

g. Lateral Conversion Option after Advancement. Sailors selected for lateral conversion via C-WAY-REEN who subsequently advance via the NWAEE in their former ratings prior to initiating their lateral conversion processes should contact NAVPERSCOM, Career Administration Division (PERS-81) to determine their options per reference (a).

h. Conversion from AC to FTS and from FTS to AC. Sailors who are approved to convert from AC to FTS or from FTS to AC must ensure their reenlistment contract has the appropriate component listed as follows:

	AC	FTS
Branch/Class	USN/11	USN/32
Status	Active	Active
RADO Months/Days	N/A	48/00 (4-year contract)

6. Involuntary Separation

a. Reference (b) and MILPERSMAN 1920-040 provide involuntary separation pay eligibility criteria and guidelines. For full separation pay members must have completed at least 6 years of active service, must enter into a written agreement to serve a minimum of 3 years in the Ready Reserve, or receive a disapproval letter from NAVPERSCOM, Individual Ready Reserve Mobilization and Force Management Division (PERS-93) and be involuntarily separated.

b. C-WAY-REEN status is one of many factors that determine involuntary separation pay eligibility. Members who are not eligible for reenlistment, per MILPERSMAN 1160-030, and therefore not eligible to apply for C-WAY-REEN are not being separated due to C-WAY. A C-WAY-REEN separation letter is not required, **nor should it be used**, in cases which member is not eligible for reenlistment. These members should be separated at their SEAOS or processed for administrative separation (if applicable) based on the ineligibility.

c. Per MILPERSMAN 1920-030 and MILPERSMAN 1920-040, Service members who initiate or cause their own voluntary separation are not entitled to any separation pay. Commanding officers are required to ensure DD 214 Certificate of Release or Discharge from Active Duty reflects a "voluntary" separation code per reference (c). SEAOS based C-WAY-REEN application history information is located in the final determination letter. Additionally, commanding officers should provide personnel support detachments a letter stating whether or not the Sailor's separation is voluntary or involuntary, and the history upon which this determination was made. Commanding officers should take the following questions into consideration when making a determination on the separation code:

(1) Is the Sailor's separation truly due to C-WAY-REEN, vice other reasons (i.e., three PFA failures in 4 years, high year tenure, PROG/SP evaluations, reenlistment ineligibility, etc.)?

(2) Was the Sailor diligent in his or her effort to remain on active duty by following the required C-WAY-REEN application submission process (i.e., exhaust all application opportunities available)? Per MILPERSMAN 1920-030, "a Service member who declines, or does not request reenlistment, or extension and is subsequently separated" is considered a voluntary separation. Applications resulting in "failed to submit," through no fault of the Sailor, may be explained in a memorandum signed by the commanding officer supporting the Sailor's efforts to remain on active duty.

(3) Was the Sailor eligible for reenlistment per MILPERSMAN 1160-030, and therefore eligible to submit a C-WAY-REEN application?

(4) If the Sailor was ineligible to remain in-rate, what factors contributed to their ineligibility? Did the Sailor participate in the forced conversion process, per MILPERSMAN 1440-011, and what were those results?

(5) If the member did not request conversion, what factors contributed to his or her decision? Was the opportunity to convert available? The C-WAY-REEN application history in the C-WAY-REEN final determination letter will annotate when conversion opportunity does not exist. Per MILPERSMAN 1920-030, a Service member who declines training to qualify for a new skill or rating as a precondition of reenlistment is considered a voluntary separation.

EXHIBIT 1
CAREER WAYPOINTS' DEFINITIONS
(Definitions are provided to ensure clarity when discussing
Career Waypoints).

1. **Open Reenlistment (community health)** - Sailors in undermanned skill sets.
2. **Balanced Reenlistment (community health)** - Sailors in skill sets that are fully manned.
3. **Competitive Reenlistment** - Sailors in skill sets that are overmanned or have special requirements.
4. **Eligible** - Sailors in the C-WAY-REEN application window or qualify under the Special Circumstance situation and meet reenlistment requirements per MILPERSMAN 1160-030.
5. **Expiration of Active Obligated Service (EAOS)** - The expiration date for active obligated service on a contract of enlistment/reenlistment. Specifically, this term refers to the last day of service a Sailor must serve to complete an enlistment contract. There are two subcomponents to this term:
 - a. **Hard EAOS** - The final date through which a Sailor must serve to complete his or her enlistment contract (includes extensions that have been made operative).
 - b. **Soft EAOS As Extended (SEAOS)** - The final date through which a Sailor must serve to complete their active obligated service including any executed extension, whether or not the extension is currently operative.
6. **Fiscal Year (FY)** - A period of time used by the Government for accounting purposes. The FY runs from 1 October through 30 September (e.g., 1 October 2013 through 30 September 2014 would be FY 14).

EXHIBIT 1
CAREER WAYPOINTS' DEFINITIONS
(continued)

7. **Limited Duty (LIMDU)** - LIMDU refers to any period during which a Sailor is listed within accounting category code (ACC) 105 and where the Sailor's ability to perform duties has been limited due to medical reasons. LIMDU status does not preclude Sailors from submitting C-WAY-REEN quota requests. However, these Sailors are ineligible to execute reenlistments, long term extensions (LTE), or short-term extensions (STE) while in a LIMDU status. Additional guidance for LIMDU Sailors can be found in MILPERSMAN 1160-040.
8. **Obligated Service (OBLISERV)** - Term used to express contract time required to meet minimum service obligations for a particular program or permanent change of station orders achieved via reenlistment or extension.
9. **Projected Rotation Date (PRD)** - The projected end of a Sailor's given time on station assignment, as delineated on his or her permanent change of station orders.
10. **Quota** - An administrative authorization from the Deputy Chief of Naval Personnel via the Career Waypoints-Reenlistment application to reenlist/extend.
11. **Rack and Stack** - The methodology used to compare all submitted Sailor applications against each other based on a set algorithm. Sailors are compared within the same year group and enlisted manning code cohort. Rack and Stack of submitted applications occur at each step of the process for each available Career Waypoints-Reenlistment opportunity.
12. **Reenlistment** - A signed and executed contract for a new term of service in increments of 2, 3, 4, 5 or 6 years.
13. **Short-Term Extension (STE)** - Extension of an enlistment contract signed and executed by a Sailor for a period of 23 months or less.
14. **Year Group (YG)** - Based on the fiscal year of the active duty service date (ADSD). ADSD is calculated from the day a Sailor arrives at Recruit Training Command, Great Lakes IL.

EXHIBIT 2
APPLICANT INFORMATION AND USE
(Information Used to Determine Sailor Identity, Reenlistment
Eligibility, and Conversion Opportunities).

1. **Social Security Number (SSN)** - Required to match Sailor's identity to Navy corporate systems and will be used until DoDID is in place.
2. **Date of Birth** - Required to ensure Sailors meet age requirements for certain ratings.
3. **Gender** - Required to ensure Sailors meet gender requirements for certain ratings.
4. **Last Name** - Required to identify Sailor and generate final adjudication letters.
5. **First Name** - Required to identify Sailor and generate final adjudication letters.
6. **Middle Initial** - Required to identify Sailor and generate final adjudication letters.
7. **Active Duty Service Date (ADSD)** - Required to determine a Sailor's year group.
8. **Pay Entry Base Date (PEBD)** - Required to determine high year tenure date for a Selected Reserve Sailor.
9. **Pay Status** - Required to determine if a Navy Reserve Sailor is in a pay or non-pay status.
10. **Current Rating** - Required to determine a Sailor's current rating.
11. **U.S. Citizen** - Required to ensure Sailors meet citizenship requirements for certain ratings.
12. **Parents U.S. Born** - Required to ensure Sailors meet citizenship requirements for certain ratings.

EXHIBIT 2
APPLICANT INFORMATION AND USE
(Continued)

13. **All Immediate Family U.S. Citizens** - Required for background investigation for security clearance.
14. **Service Code** - Also called branch/class. It is used to determine Active or Reserve Component.
15. **Pay Grade** - Required for use in stacking algorithms.
16. **Civilian Education** - Required to determine eligibility for specific programs.
17. **Unit Identification Code (UIC)** - Required for unit identification.
18. **Department/Secondary Department** - Required to assign Sailor applications to departmental career counselors.
19. **Secondary UIC** - Required for Sailors who are away from the command (e.g., temporary additional duty, individual augmentee, etc.).
20. **Armed Services Vocational Aptitude Battery (ASVAB) Exam Date** - Required to ensure most recent ASVAB scores are used.
21. **ASVAB Version** - Required to validate ASVAB score information.
22. **ASVAB Scores** - Required to ensure Sailors meet ASVAB line score requirements for ratings.
23. **Navy Advanced Placement Test (NAPT) Exam Date** - Required to ensure Sailors meet requirements for certain ratings.
24. **NAPT Score** - Required to ensure Sailors meet requirements for certain ratings.
25. **Defense Language Aptitude Battery (DLAB) Exam Date:** Required to ensure Sailors meet requirements for certain ratings.

EXHIBIT 2
APPLICANT INFORMATION AND USE
(continued)

26. **DLAB Score** - Required to ensure Sailors meet requirements for certain ratings.

27. **Color Perception** - Required to ensure Sailors meet requirements for certain ratings.

28. **Stereoscopic Vision** - Required to ensure Sailors meet requirements for certain ratings.

29. **Hearing Acuity** - Required to ensure Sailors meet requirements for certain ratings.

30. **Speech Impediment** - Required to ensure Sailors meet requirements for certain ratings.

31. **Distant Uncorrected Vision** - Required to ensure Sailors meet requirements for certain ratings.

32. **Near Uncorrected Vision** - Required to ensure Sailors meet requirements for certain ratings.

33. **Distant Corrected Vision** - Required to ensure Sailors meet requirements for certain ratings.

34. **Near Corrected Vision** - Required to ensure Sailors meet requirements for certain ratings.

35. **Moral Turpitude Offenses** - Required to ensure Sailors meet requirements for certain ratings.

36. **Adverse Personal History** - Required to ensure Sailors meet requirements for certain ratings.

37. **Civil Convictions, Court Martial, or Nonjudicial Punishment (NJP)** - Required to ensure Sailors meet requirements for certain ratings.

EXHIBIT 2
APPLICANT INFORMATION AND USE
(continued)

38. **History of Drug Abuse** - Required to ensure Sailors meet requirements for certain ratings.
39. **Alcohol Abuse** - Required to ensure Sailors meet requirements for certain ratings.
40. **Security Clearance Eligible** - Required to ensure Sailors meet requirements for certain ratings.
41. **Current Rating** - Required to ensure Sailors meet requirements for certain ratings.
42. **Year Group** - Required to ensure Sailors meet requirements for certain ratings.
43. **Report Date** - Required to ensure Sailors meet requirements for certain ratings.
44. **Application Status:** Displays the most current status of a Career Waypoints-reenlistment application.
45. **Present Rate** - Displays a Sailor's current rating.
46. **End of Active Obligated Service** - Required to determine if a Sailor is in the Career Waypoints-reenlistment application window.
47. **Critical Navy Enlisted Classifications** - Required for use in Career Waypoints-reenlistment stacking algorithm.
48. **Social Security Number (SSN) (last 4)** - Truncated SSN.
49. **Current Enlisted Manning Code** - Required for use in Career Waypoints-reenlistment to ensure Sailors stack in the proper rating and year group.
50. **Projected Rotation Date** - Required to determine if a Sailor is in the Career Waypoints-reenlistment application window.

EXHIBIT 2
APPLICANT INFORMATION AND USE
(continued)

51. **Estimated Date of Loss to the Navy (EDLN) Code** - Required to determine estimated date of loss to the Navy.
52. **Warfare Designator** - Required for use as a tiebreaker in Career Waypoints-reenlistment stacking algorithm.
53. **Service Component** - Required to ensure Sailors stack in the proper component, rating, and year group.
54. **Accounting Category Code (ACC)** - Required to determine a Sailor's current accounting code.
55. **Component Type** - Required to determine the Service in which a Sailor desires to affiliate.
56. **Application Reason** - Required to determine type of application a Sailor is submitting.
57. **Special Circumstances Reason Code** - Provides additional reasons for a Sailor's application.
58. **Process Month** - Shows the processing month of an application.
59. **Application Type** - Provides the type of application a Sailor is submitting.
60. **Conversion Choices** - Provides the conversion options a Sailor is submitting for.
61. **Security Clearance Level** - Required to ensure Sailors meet requirements for certain ratings.
62. **Promotion Recommendations** - Required for use in Career Waypoints-reenlistment stacking algorithm.
63. **Has Been on Overseas Contingency Operations Assignment (OSA)/Global War on Terror Support Assignment (GSA)/Individual Augmentee (IA)** - Provides statistical information.

EXHIBIT 2
APPLICANT INFORMATION AND USE
(continued)

64. **Date of Last NJP** - Required to determine reenlistment eligibility.

65. **Most Recent Physical Fitness Assessment (PFA) Results and Date** - Required to determine reenlistment eligibility and type of separation.

66. **Number of PFA Failures in Last 4 Years** - Required to determine reenlistment eligibility.

67. **Performance Trait Average** - Required to determine reenlistment eligibility.