

MILPERSMAN 1160-140

CAREER WAYPOINTS

Responsible Office	BUPERS-33	Phone:	DSN COM	882-2102 (901) 874-2102
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:		1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1900.8E
-------------------	------------------------

1. **General Information.** This article provides policy and execution guidance related to Career Waypoints (C-WAY). Refer to the latest Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy Division (OPNAV N13) C-WAY quota management business rules located on the C-WAY Web page of the MyNavy HR Web site at:
<https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/> for specific guidance not included in this article.

2. **C-WAY System Functions**

a. C-WAY is a corporate information technology system used to match qualification data of Navy personnel inventory to Fleet requirements. It serves as a central qualification tool to execute critical missions across the MyNavy HR enterprise. The four primary system functions of C-WAY include:

(1) Qualifying and adjudicating civilians into the Navy as enlisted Sailors,

(2) Controlling enlisted rating entry standards,

(3) Providing Sailor qualifications for MyNavy Assignments (MNA) marketplace to place qualified Sailors into billets, and

(4) Subsequently, executing all distribution and obligated service (OBLISERV) transactions.

b. C-WAY provides a mechanism for enlisted component changes from Active Component (AC) or Training and Administration of Reserve (TAR) to apply for quotas to affiliate with the Reserve Component (RC). C-WAY is also used to apply for a Targeted Reentry Program (TRP) quota.

c. 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 applies to all Sailors at their expiration of active obligated service (EAOS), as extended, also identified as soft EAOS (SEAOS), who require completion of military service obligation (MSO) or desire to further their Navy career within the Selected Reserve (SELRES);

(2) C-WAY conversion (C-WAY-CONV) applies to RC Sailors desiring to laterally convert rating. Refer to [MILPERSMAN 1440-010](#) for details;

(3) C-WAY transition (C-WAY-TRANS) applies to SELRES Sailors desiring to change from RC to AC (RC2AC) or to TAR. Refer to [MILPERSMAN 1306-1502](#) for details;

(4) C-WAY Professional Apprenticeship Career Track (PACT) (C-WAY-PACT) designation applies to unrated Sailors desiring to become rated. Refer to [MILPERSMAN 1306-611](#) for details;

(5) C-WAY reclassification applies to Sailors who fail to complete initial skills training and are eligible to be reclassified from Recruit Training Command and class "A" School training. Refer to [MILPERSMAN 1236-020](#) for details.

d. 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 of the MyNavy HR Web site at: <https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/>.

e. Counselors will qualify all enlisted Sailors in C-WAY by using the [NAVPERS 1040/4 Career Waypoints Application](#) upon reporting to the command.

3. C-WAY Guidance

a. Within the system's "Sailor Browser," command career counselors (CCCs) can view, edit, or modify a Sailor's qualification data, commanding officer's (CO) recommendations, OBLISERV intentions, and various qualification data within the "Sailor Details" page.

b. To apply for MNA OBLISERV reenlistment authorizations, all enlisted Sailors in pay grades E1-E9 must be recommended for retention per [MILPERSMAN 1160-030](#) and be fully qualified in C-WAY to reenlist. Failure to qualify or update Sailors' retention recommendation will result in their inability to fulfill MNA OBLISERV requirements and or participate in MNA selection cycles.

Note: C-WAY qualification 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](#).

c. Sailors who intend to separate must have their intentions identified in C-WAY via the "Sailor Intends to Separate" portion of the "Sailor Details" page.

d. All eligibility requirements and data must be filled out within the "Sailors Details" page and updated whenever there is a change. Sailors who are not eligible for retention or reenlistment should refer to [MILPERSMAN 1160-030](#) to comply with eligibility requirements.

Note: Per reference (a), commands should ensure Sailors verify assignment of appropriate separation and reentry codes upon discharge from AC to meet affiliation and reenlistment eligibility requirements into the SELRES.

e. TRP quotas can be applied for via the "AC/TAR Reenlistment" browser. To be considered, Sailors must be:

(1) In pay grades E-4 through E-6;

(2) Have completed their initial active duty service requirement, but not have reached 14 years of active duty service;

- (3) Be within 16 through 4 months of their SEAOS; and
- (4) Be recommended by their CO.

f. SELRES quotas are for AC or TAR Sailors desiring or required (4-2-2 Sailors) to affiliate with the SELRES upon completion of their required active service. Sailors can apply for in-rate opportunities or to convert to another SELRES rating. Sailors falling under the current MSO (4-2-2) policy will be marked in C-WAY, and have SELRES applications auto-generated in C-WAY once in their SELRES window, which must be submitted per 4-2-2 policy. Applications for non-4-2-2 Sailors will be created via the "Sailor Details" page in the "Sailor Browser."

Note: To affiliate as a SELRES through the Reserve Processing and Affiliation Center (RPAC) and C-WAY, Sailors must submit a SELRES application between 10 months to 90 days prior to their SEAOS. Non-4-2-2 Sailors who do not receive quotas within this timeline, and still desire to affiliate with the SELRES, need to submit a [NAVPERS 1306/7 Electronic Personnel Action Request](#) to MNCC Human Resources Service Center, requesting a SELRES quota from the Bureau of Naval Personnel (BUPERS) Reserve Community Management Division (BUPERS-35) SELRES and TAR Enlisted Community Manager (ECM) (BUPERS-352) for the requested rating. For details on SELRES affiliation through RPAC refer to [MILPERSMAN 1306-1501](#).

4. Responsibilities

a. OPNAV N13 is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1). As such, OPNAV N13 is the approving authority for C-WAY policy, quota management plans and business rules, and "rack and stack" results.

b. OPNAV Enlisted Force Shaping Plans and Policies Branch (OPNAV N132) is responsible for developing enlisted force management policy in support of CNO N1. As such, OPNAV N132 is responsible for C-WAY policy development and execution oversight. Additionally, OPNAV N132 will coordinate with the BUPERS Military Community Management Department (BUPERS-3) to establish a C-WAY quota management plan and business rules, as required.

c. BUPERS-35, in coordination with OPNAV N132, must manage individual rating quota plans and adjudicate all C-WAY SELRES applications as directed by OPNAV N13 and delineated by BUPERS-3.

d. OPNAV Nuclear Program Manager (OPNAV N133), in coordination with OPNAV N13 and BUPERS Enlisted Community Management Division (BUPERS-32), serves as the C-WAY manager for nuclear-trained personnel.

e. Immediate superior in command (ISIC) CCCs will monitor C-WAY via "ISIC level" access to ensure subordinate commands are complying with all C-WAY related policies. Designated representatives can gain C-WAY System access by submitting [DD Form 2875 System Authorization Access Request \(SAAR\)](#) to career.waypoints@navy.mil.

f. COs and officers-in-charge, hereinafter referred to as commanders, are responsible for the completeness and accuracy of all C-WAY applications. Commanders must ensure their command personnel understand and comply with all C-WAY related policies. Failure to submit, administrative error(s), and or inaccurate applications will **not** result in an extension of a Sailors' C-WAY 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)), are submitted in C-WAY. Command personnel must update "Sailor Details" 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 application data, including Sailors' recommendation status, intentions, and qualification details for chosen conversion ratings;

(4) Review and update C-WAY SELRES and TRP applications (including application notes) each month. This action will change C-WAY applications from the "saved-action required" to the "submitted" status. Commands are required to update

applications to reflect changes to Sailors' C-WAY eligibility status or desired rating SELRES 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 TRP or SELRES applications for all subordinate unit identification codes (UIC) or designate a representative for each subordinate UIC;

(7) Commands and or ISICs may submit C-WAY TRP and SELRES applications for each UIC under their authority. Commands unable to submit applications (as described in subparagraphs 4f through 4f(6)) 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;

g. 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 opportunities. Sailors:

(1) Must engage their chain of command and CCC prior to entering any C-WAY window. Sailors should fully explore SELRES potential, in-rate, and conversion opportunities when thinking of separating from active duty and use their most recent career development board as a guide in making their career decisions;

(2) Must ensure, with the assistance of their CCC, all required C-WAY applications submitted on their behalf are accurate, submitted on time, and indicate their intentions. If necessary, and to ensure application accuracy, utilize the C-WAY Sailor Self-Service Account to verify submission and status of any application submissions discussed with their CCC.

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 questions.

5. Application Processing

a. BUPERS-35 will review SELRES applications for completeness and accuracy. Incomplete or erroneous applications will be invalidated. BUPERS-35 will assign one of the following status codes during the "rack and stack" process:

(1) Approved (SELRES). Sailor is approved for an in-rate quota and may reenlist (if eligible) per [MILPERSMAN 1160-030](#).

Note: Sailors applying for SELRES who require "A" School to qualify for the new rating must apply through C-WAY RPAC per [MILPERSMAN 1133-061](#).

(2) Approved-Pending (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-352 ECM requires additional information before making a final determination (e.g., security clearance, physical examination, etc.). **Sailors who fail to contact the gaining BUPERS-352 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-352 ECM contact must occur no later than 15 APR and requirements completed no later than 30 APR).** Sailors subsequently found ineligible will have their C-WAY applications denied; Sailors still in the C-WAY application window may apply for their remaining looks.

(3) Denied (SELRES). Sailor was not selected for any of his or her requested application choices, but still has additional SELRES looks remaining.

(4) 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 the SELRES may contact a Navy recruiter.

6. Results

a. Upon completion of the "rack and stack" process, BUPERS-352 ECM adjudication process, and final approval (normally the second or third week of each month), the C-WAY results from the previous month's applications will be released via the C-WAY System and found under the "reports" section. 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. C-WAY-SELRES applicants with final adjudication will have their results uploaded into the Navy Enlisted System (NES) and Enlisted Assignment Information System (EAIS). [MNA](#) and the Personnel Online Listing (POLL) (commonly referred to as LOPG) also receive C-WAY status codes. Commands experiencing any C-WAY status code conflicts between the aforementioned systems must contact the C-WAY help desk for assistance. The C-WAY 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

c. Commanders are **not authorized** to reenlist those Sailors who are "approved-pending."