

MILPERSMAN 1306-611

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

Responsible Office	BUPERS-32	Phone:	DSN	882-3096
			COM	(901) 874-3096
			FAX	(901) 874-2041
		E-mail:	pact_admin.fct@navy.mil	

MyNavy Career Center	Phone: Toll Free	1-833-330-MNCC
	E-mail:	askmncc@navy.mil
	MyNavy Portal:	https://my.navy.mil/

Reference	(a) COMNAVCRUITCOMINST 1130.8K
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1. General Information

a. This article provides policy and execution guidance related to the Professional Apprenticeship Career Track (PACT) Program. It codifies existing policies and supersedes all prior policy guidance.

b. As outlined in reference (a), the Navy PACT Program guarantees an initial apprentice skill training and viable career opportunities for Sailors who maintain eligibility. Designation into a rating will be available at the end of the Sailor's apprenticeship tour.

2. Policy

a. The PACT Program is designed to enlist Sailors into a monitored, general apprenticeship program which provides formal and on-the-job training and leads to a viable career path at the completion of their apprenticeship tour. This program stabilizes the PACT workforce required to accomplish mission essential undesignated work in the Fleet. Eligibility to apply for rating entry within designation paths begins 12 months prior to the Sailor's Projected Rotation Date (PRD) which is set to 24 months after initial assignment to their first Permanent Duty

Station (PDS). PACT Sailors will normally be designated 90 days prior to their PRD. The PACT Program includes three apprenticeship career tracks:

- 1) Aviation PACT (A-PACT);
- 2) Engineering PACT (E-PACT); and
- 3) Surface PACT (S-PACT)

b. PACT Program eligibility standards were developed for each apprenticeship career track based on the list of associated ratings. Sailors in receipt of an initial accession contract into one of the three tracks must meet the established minimum requirements for their chosen track. These requirements are listed in [MILPERSMAN 1306-618](#).

c. Sailors accepted into the PACT Program will attend an initial PACT apprenticeship course for their respective track and receive a follow-on assignment determined by the needs of the Navy to a Fleet unit. Sailors dropped from a previous course of instruction and reclassified into the PACT Program will receive Permanent Change of Station (PCS) orders determined by the needs of the Navy. As a result these Sailors may or may not attend the PACT apprenticeship course.

d. All PACT Sailors will be assigned a 24-month PRD at their first PDS unless the initial assignment is regulated by other policies, i.e., DoD and PRECOM tours.

e. Rating eligibility screening and career progression plans will be developed during the PACT Sailor's reporting Career Development Board (CDB). A rating eligibility screening is conducted using the Career Waypoints (C-WAY) general eligibility screening functionality. Rating eligibility screening produces a list of ratings for which the Sailor is qualified. In addition, Command Career Counselors (CCCs) should encourage their Sailors to take the Job Opportunities in the Navy (JOIN) Assessment to identify their interests. JOIN can be found at <https://www.bol.navy.mil/> and selecting "JOIN" from the BOL application menu. Sailors can use the Sailor Service Access (SSA) option to view their "JOIN" results and the Career Exploration Module (CEM) within C-WAY to identify eligibility requirements for additional ratings of interest. Based on the results of the general rating qualification and Sailor's interest profile, a career progression plan will be developed.

The Career Information Management System (CIMS) is used to document CDBs. All required CDBs must be conducted and documented in CIMS (reporting, 6-month, 12-month, 18-month and 24-month CDBs conducted for PACT Sailors).

f. PACT Sailors who obligate service for 24 months beyond their current Expiration of Active Obligated Service (EAOS) are then eligible for advancement to pay grade E-4 with endorsement from their Commanding Officer or Officer-in-Charge (CO/OIC). PACT Sailors designated via "A" School will be advanced to pay grade E-4 upon completion of all required training for that rating.

3. Definitions

a. PACT is the specific apprenticeship career track into which the Sailor was accessed when entering the Navy, or into which they were later reclassified during training.

b. Rating designation is the process by which a Sailor submits an application to designate into a rating, receives approval, and ultimately becomes a rated Sailor.

c. Designation pathway is the method the Sailor chooses to become designated. Pathway methods are described in section 5.b. of this article.

4. Responsibilities

a. OPNAV (N13) - Director, Military Personnel Plans and Policy (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 PACT designation policy.

b. OPNAV (N132) - Director, Enlisted Force Shaping Plans and Policy (N132) is responsible for developing enlisted force management policy in support of the Deputy Chief of Naval Operations (N1). As such, OPNAV (N132) will establish all applicable designation policies.

c. BUPERS-32 - Head, Enlisted Community Management (BUPERS-32) will execute PACT program policies and plans. Additionally, BUPERS-32 will develop an annual PACT accession mission and an estimation on the number of Sailors that will be eligible for designation.

d. BUPERS-33 - Head, Career Waypoints (C-WAY) Program will maintain and update the Rating Identification Engine (RIDE) and Job Opportunity in the Navy (JOIN) Assessment as directed by OPNAV N132 and OPNAV N13.

e. Head, Enlisted Placement Management, PERS-4013 - Manning Control Authorities (MCA) will provide overarching requisition prioritization and guidance to PERS-40 and will display a list of prioritized jobs for PACT Sailor applications within MyNavy Assignment (MNA).

f. Director, Enlisted Distribution PERS-40 will select qualified Sailors for billet assignment based on MCA's priorities.

(1) Ensure assigned rate is accurately delineated in orders. Add rating designation and Obligated Service (OBLISERV) text to orders.

(2) "A" School considerations. Sailors selected for jobs which require an "A" school will be written orders to "A" school. Ultimate duty station orders will be written upon graduation.

g. Command Responsibility. COs and OICs are responsible for managing the careers of PACT Sailors serving at their commands. Commands must balance PACT requirements with designation needs and desires of PACT Sailors. They must ensure the completeness and accuracy of all designation applications and personnel understand and comply with all policies related to PACT designation. Additionally, commands must:

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

(2) Ensure applications for PACT Sailors under their cognizance to include those concurrently assigned elsewhere (e.g., Individual Augmentee (IA), Temporary Additional Duty (TAD), etc.) are submitted in conjunction with MNA cycles. If a PACT Sailor has met eligibility requirements for designation but has not earned the command's endorsement for retention, the command will contact Navy Personnel Command (NAVPERSCOM) Shore Special Assignments Branch (PERS-4010) to have the Sailor's PRD changed to match their Soft Expiration of Active Obligated Service (SEAOS).

(3) Validate all Sailor Career Waypoints (C-WAY) qualifications at each CDB.

(4) Sailors may be advanced to E4 if they:

(a) Meet all rating entry requirements

(b) Earned the Chain of Command's recommendation

(c) Incur required obligated service of 24 months beyond their current Expiration of Active Obligated Service (EAOS)

(d) Complete any screening required by their orders (Sea Duty screening, overseas screening, etc.)

(e) Are within 90-days of their original PACT PRD.

Note: PACT Sailors designated via "A" School will be advanced to pay grade E4 upon completion of all required training for that rating.

h. CCC procedures include the following:

(1) Ensure each Sailor is fully qualified in C-WAY. Address any required waivers with BUPERS-32 prior to application.

(2) Review and assist each PACT Sailor with their MNA application. PACT Sailors must be counseled they do have the option to request to remain on board their current command in C-WAY. Command must have a valid vacant billet in MNA for the Sailor's requested rating.

(3) Update applications to reflect changes to Sailors' designation eligibility status;

(4) Ensure applications are submitted before the MNA cycle closes; and

(5) Submit required documents as needed.

Note: Commands encountering challenges with submitting MNA applications should contact the PACT Detailer.

Note: Sailors are encouraged to utilize CDBs and the Career Exploration Module (CEM) in order to determine any actions they can take to expand the list of ratings they are eligible for (e.g., retake the Armed Forces Classification Test (AFCT) to improve their scores in order to expand their rating designation opportunities or earn a driver license, etc.).

i. Sailor Responsibility. Sailors are ultimately responsible for their own careers and maintaining all qualifications.

(1) Sailors should use their most recent CDB as a guide in making their career decisions. Additionally, Sailors are encouraged to engage with command leadership to better understand duties, rating requirements, and skillsets unique to each rating. Sailors should use their C-WAY Sailor Self Service Access (SSSA) to verify their rating qualifications. Sailors should utilize the [Navy Credentialing Opportunities Online \(COOL\)](#) website for rating information description, Learning and Development Road Maps (LaDRs), and credentials associated with their perspective rating choices.

(2) With the assistance of their CCC or career development team, Sailors must submit MNA applications within the requisition cycle timeline established by PERS-40.

5. Rating Assignment

a. Rating Qualification. CCCs will utilize the qualification function in the C-WAY Sailor browser to determine ratings for which a PACT Sailor is qualified.

b. Submit applications using MNA. Sailors are selected on the basis of best qualified, needs of the Navy, and their rating entry designation qualifications. PACT Sailors have two designation pathways:

(1) Successful completion of Fleet "A" School and all required training for that rating, or

(2) Designation at 90 days from original PACT PRD

Note: The Information Warfare, Special Warfare, Submarine, Divers, EOD, AW, AC, LN, MC, RP, MA, and Nuclear Power ratings /communities require special screening/package to be submitted via Electronic Personnel Action Request (ePAR) IAW the

applicable MILPERSMAN to BUPERS-32 via the MNCC 13-16 months prior to the Sailor's PRD.

c. For PACT Sailors electing not to OBLISERV for orders, commands must submit a failure to OBLISERV message to PERS-4010. Sailor's PRD will then be aligned to their SEAOS. If not aligned to a valid vacant billet onboard current command, the Sailor will lose the selected rating. If aligned to a valid billet, the Sailor may retain the rating; however, they will forfeit PACT auto advancement opportunity. The Sailor remains eligible for other advancement opportunities, i.e., MAP, NWAE, etc.

d. PACT Sailors not selected for a rating/requisition after three MNA cycles will have their PRD matched to their SEAOS and are limited to the following options:

(1) Remain undesignated and separate at their SEAOS.

(2) Contact BUPERS-3 PACT ADMIN (pact_admin.fct@navy.mil) via their CCC to determine needs of the Navy rating opportunities.

Note: Sailors must complete their remaining military service obligation (MSO) in the Individual Ready Reserve (IRR).

e. Sailors with interrupted service at the first PDS. Sailors who are transferred from first command due to limited duty, medical hold, legal hold, HUMS, pregnancy etc. and are subsequently reassigned may apply via ePAR to BUPERS-32 PACT ADMIN via the MNCC with command endorsement, for designation at their original PRD. Designation opportunities may be limited to non-Class "A" school required ratings if the assignment limitation precludes the Sailor from attending formal training. On the ePAR list rating choices in order of priority. The reasons provided above are not all inclusive.

f. Cancellation of a PCS orders. If PCS orders are cancelled, contact the rating or PACT Detailer as appropriate for further disposition.

6. Disqualifications

a. Substandard Performance. Substandard performance or disciplinary problems are cause for cancellation of a Sailor's

eligibility for designation. Commands are required to document substandard performance issues.

b. Failure to maintain their eligibility for the prospective rating as delineated in [MILPERSMAN 1306-618](#). CCC must update Sailor eligibility status into C-WAY. Additionally, Sailors must:

(1) Have no Non-Judicial Punishment (NJP) within 12 months of "A" School class convening date; and

(2) Be recommended for advancement and retention.

(3) PACT Sailors approved to designate via "A" School and who subsequently fail or are disenrolled should contact PACT Admin for guidance and further disposition.

c. Loss of Retention and/or Advancement Recommendation. If a Sailor has their retention or advancement recommendation rescinded by the CO or OIC, they are no longer eligible for designation. The Command must notify the PACT Detailer at (PERS-4010) to have the Sailor's PRD adjusted to match their SEAOS.

7. Reclassifications to the PACT Program

a. Accession "A" School disenrollment may be reclassified to the PACT Program. Any Sailor in the accession pipeline who is disenrolled from a previous course of instruction and reclassified into the PACT Program must have their PCS orders written to include a 24-month PRD. "A" School disenrollments will fall into the needs of the Navy category under the NETC N33, Supply Chain Operations as outlined in [MILPERSMAN 1236-020](#). After reporting to their PDS, reclassified PACT Sailors are subject to all requirements outlined in this article.

b. PACT Program School Disenrollment. PACT Sailors who fail to complete assigned PACT training may be subject to separation per [MILPERSMAN 1910-125](#).