

MILPERSMAN 1306-611

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

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References	(a) COMNAVCRUITCOMINST 1130.8 (b) BUPERSINST 1430.16F
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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. PACT Sailors will use Career Waypoints - PACT designation (C-WAY - PACT designation) module to apply for rating entry, see section 5.

b. The Navy PACT Program requires an initial 4-year active obligation, and in return, guarantees initial apprentice skill training and a career development plan with viable career opportunities for Sailors who maintain eligibility. Additionally, the PACT Program may provide enlistees guaranteed assignment to one of six homeports upon successful completion of recruit and apprenticeship training based upon the enlistment contract [NAVCRUIT 1133/53](#) Professional Apprenticeship Career Track (PACT) Program Enlistment Guarantees.

2. Policy

a. The PACT Program provides a required general workforce to support operational readiness and is designed to enlist Sailors into a monitored, general apprenticeship program that provides apprentice-level formal and on-the-job training, leading to a viable career field within 2 years on board their permanent duty station (PDS). To stabilize PACT Sailor force manning levels and standardize rating entry eligibility timelines for rating entry paths for all PACT Sailors, eligibility to apply for rating entry within all designation paths begins upon the PACT Sailors' completion of 12 months' service on board their PDS. PACT Sailors should be on pace to designation approval within 24 months of an initial enlistment, or after serving a minimum of 12 months on board their PDS, whichever occurs last per reference (a). In addition, for those PACT Sailors who are not selected for a rate designation in the aforementioned times; Head, Enlisted Community Manager (BUPERS-32) may assign them a rating via direct designation based on the needs of the Navy. 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. An established set of Navy ratings is aligned to each PACT located at the following Web address: <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>. It is the goal of the program to match each PACT Sailor into one of the ratings aligned within the Sailor's contracted apprenticeship career track, depending on minimum rating entry requirements and Navy needs.

c. 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 reference (b).

d. Sailors accepted into the PACT Program will attend an initial PACT apprenticeship course for their respective track and receive follow-on assignment determined by 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.

e. All PACT Sailors will have a 24-month projected rotation date (PRD) at their PDS. PACT Sailors, who are subsequently designated, may have their PRD adjusted to the appropriate prescribed sea tour (PST) for that rating, unless the initial assignment is regulated by a DoD area tour.

f. 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 C-WAY System's general eligibility screening functionality. Step-by-step instructions on using the C-WAY System are available in the C-WAY User Guide located on the C-WAY Web site at the following Web address: <http://www.public.navy.mil/BUPERS-NPC/CAREER/CAREERCOUNSELING/Pages/C-WAY.aspx>. 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 use the Job Opportunities in the Navy (JOIN) Web site to identify their interests, 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 four required CDBs must be conducted and documented in CIMS (reporting, 6-month, 12-month, and 18-month CDBs conducted for PACT Sailors).

3. Definitions

a. PACT is the specific apprenticeship career path into which the Sailor was accessed when entering the Navy, or into which was 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. Possible methods are described in paragraph 5d of this article.

d. Rack and stack is 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 (YG) and enlisted manning code (EMC) cohort. Most qualified top performers receive approval to designate into their requested EMC.

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 C-WAY-PACT designation policy and C-WAY-PACT designation quota management plan business rules.

b. **OPNAV (N132)** - Director, Enlisted Force 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 C-WAY-PACT designation policies and coordinate with BUPERS-32 to establish and update C-WAY-PACT designation quota management plan business rules.

c. **BUPERS-32** - Director, Enlisted Community Management (BUPERS-32) will manage individual rating quota plans. Additionally BUPERS-32 will develop an annual PACT Inventory and Designation Plan to submit to OPNAV (N132) for approval and provide monthly execution updates. In concert with OPNAV (N132), BUPERS-32 is responsible for developing and updating (as required) C-WAY-PACT designation quota management plan business rules for OPNAV (N13) approval.

d. **BUPERS-33** - Director, Career Waypoints (C-WAY) Program adjudicates all C-WAY-PACT designation pathway and apprenticeship change pathway applications as directed by OPNAV

(N13) and delineated by BUPERS-32. Career Waypoints Branch (BUPERS-33) is responsible for C-WAY Program execution, processing all C-WAY-PACT designation pathway and apprenticeship change pathway applications as directed by OPNAV (N13) and delineated by BUPERS-32.

e. **Immediate Superior In Command (ISIC).** ISIC career counselors will monitor C-WAY via "ISIC level" access to ensure subordinate commands are complying with all policies related to C-WAY-PACT designation. Designated representatives can gain C-WAY System access as detailed in OPNAV 5239/14 System Authorization Account Request Navy (SAAR-N). Detailed instructions may be accessed by using the following Web address: <http://www.public.navy.mil/BUPERS-NPC/CAREER/CAREERCOUNSELING/Pages/C-WAY.aspx>.

f. **Command Responsibility.** Commanding officers (COs) and officers in charge (OICs) are responsible for managing the careers of PACT Sailors serving on board their commands. COs and OICs must balance PACT work requirements with designation needs and desires of PACT Sailors. They will ensure the completeness and accuracy of all C-WAY-PACT designation applications, and that personnel understand and comply with all policies related to C-WAY-PACT designation. Failure to submit administrative error(s) and or inaccurate applications can result in denial of opportunity for Sailors. Additionally, commands must:

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

(2) Ensure applications for all Sailors under their cognizance, to include those concurrently assigned elsewhere (e.g., individual augmentee (IA), temporary additional duty (TAD), etc.) are submitted monthly in C-WAY-PACT designation module, identifying current designation intentions, as required. If a PACT Sailor is eligible for designation but is not recommended at the current time due to existing PACT work requirements at the command, an application with a "Not-Recommended" status using "Other" as a reason should be submitted. CCC must type in an explanation for the recommendation in the space provided.

(3) Validate all Sailor C-WAY-PACT designation application data, including Sailors' intentions and qualifications for chosen designation ratings.

(4) Designate representatives to submit C-WAY-PACT designation applications for all subordinate unit identification codes (UICs), or designate a representative for each subordinate UIC.

(5) Ensure the Career Waypoints helpdesk is contacted for guidance when application questions arise or additional clarification is required: Phone: (901) 874-2102 (DSN 882), or e-mail the Career Waypoints help desk at: career_waypoints@navy.mil.

g. Navy Personnel Command (NAVPERSCOM), Shore Special Assignments Branch (PERS-4010). NAVPERSCOM (PERS-4010) is responsible for processing approved designations, adjusting PRDs, and writing PCS orders for PACT Sailors.

h. Sailor Responsibility. Sailors are ultimately responsible for their own careers. Lack of awareness of Navy policies or a PACT-designation application status will not justify additional reviews.

(1) Sailors should use their most recent CDB as a guide in making their career decisions. Additionally, Sailors are encouraged to engage other Sailors already designated in ratings in which they have interest to better understand duties, rating requirements, and skillsets unique to each rating.

(2) Sailors are encouraged to ensure, with the assistance of their CCC, that all required C-WAY-PACT designation applications are submitted accurately and on time, and indicate their desires.

(3) Sailors should utilize their immediate chain of command and CCCs to address C-WAY-PACT designation questions.

Note: Sailors are encouraged to utilize CDBs and the CEM in order to determine correctable deficiencies that would otherwise render them ineligible for desired ratings (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's license, etc.).

5. Requesting Rating Designation

a. **Request Procedures.** CCCs will submit all rating designation request applications for eligible Sailors via the C-WAY-PACT designation (formerly Fleet RIDE-REGA) module. Applications are submitted on a monthly basis. The deadline for submitting rating designation applications is 2359 Central Standard Time (CST) on the last day of each month.

b. Eligible applicants are compared against each other within their same YG and submitted for the same EMC using the rack and stack process. Rack and stack results are reviewed by the ECM technical advisors on a monthly basis, and are published each month via the C-WAY-PACT designation module. Normally, results are published within 10 business days after the application window closes. PACT Sailors have three designation pathways and one apprenticeship change pathway:

(1) Fleet "A" School designation pathway;

(2) Participation in the Navy-wide advancement examination (NWAE) designation pathway;

(3) Direct rating entry designation (RED) pathway; and
or

(4) Apprenticeship change pathway.

c. CCC responsibilities include the following:

(1) Review and update C-WAY-PACT designation applications each month (including application notes) once the PACT Sailor becomes eligible to designate. This action will change C-WAY-PACT designation applications from the "Initial - Action Required" or "Saved-Action Required" to the "Submitted" status. Commands are required to update applications to reflect changes to Sailors' designation eligibility status or desired rating designation choices;

(2) Certify that all applications are accurate by selecting the block that states "I have validated the

information in this application with the Sailor. I, on behalf of the CO, certify it to be correct, and the CO recommends approval as requested;"

(3) Submit applications by the application deadline. The deadline for submission of applications for eligible Sailors is 2359 CST on the last calendar day of each month; and

(4) Include the Sailor's most current evaluation in the application.

Note: Commands encountering issues with submitting applications by the established deadlines should forward application information to their ISICs for submission. Commands ISICs may submit C-WAY-PACT designation applications for each UIC under their authority. Applications submitted beyond established deadlines will not be adjudicated and will result in a "Failed to Submit" status.

d. The C-WAY-PACT designation module will auto-generate partially-populated applications for PACT Sailors who have completed 12 months on board their PDS. Opportunities within NWAEE designation path also require time in-rate (TIR) eligibility to participate in the E-4 NWAEE (must have 6 months TIR as an E-3 based on the next NWAEE terminal eligibility date (TED)). Depending on the designation pathway, the following rules apply:

(1) **Requests for "A" School.** After 12 months onboard, PACT Sailors are eligible to submit their "A" School request via C-WAY-PACT designation module through their CCC. PACT Sailors who receive approval to attend "A" School must have a minimum of 18 months on board prior to transfer, per MILPERSMAN 1306-602, and will be transferred depending on "A" School seat and PCS funds availability.

(2) **Requests to Participate in the NWAEE.** After 12 months onboard, PACT Sailors who meet all the prerequisites, per reference (b), are eligible to submit a request to participate in the next NWAEE via the C-WAY-PACT designation module. Approved applications are authorized for only one advancement cycle. The application windows for the NWAEE are

(a) March-August (September NWAEE); and

(b) September-February (March NWAE).

(3) **Requests to designate via RED.** After 12 months onboard, PACT Sailors are eligible to be directly designated into a rating that does not require an "A" School when a valid billet exists on board their command. CCCs on behalf of their COs and OICs must identify a valid gapped billet on board. A gapped billet is defined as either currently vacant or projected to be vacant through projected on board in 9 months (POB9). PACT Sailors are eligible to submit a request for RED designation into ratings that are gapped at their current commands. RED authorization quotas are preferred because Sailors are designated in the same month as the quotas are approved. Additionally, direct designation is advantageous for Sailors because it provides viable career paths and eligibility to participate in the NWAE as a rated E-3. PACT Sailors on this path may perform better on the NWAE, increasing their chances for advancement since they will have more opportunity to gain experience and study in their new rating prior to the exam.

(4) **Sailors with Interrupted Service at First Command.** Sailors who are transferred from first command due to limited duty, medical hold, legal hold, pregnancy etc., and subsequently reassigned upon return to full duty may request adjustment of their C-WAY time onboard counter to ensure credit for time served onboard first command to meet 12-month time onboard requirement. The reasons listed above are not all inclusive. Contact C-WAY Helpdesk at Phone: 901-874-2102 with questions.

e. **Apprenticeship Change Pathway.** After 6 months on-board their PDS, PACT Sailors who desire to move into a rating outside of their current apprenticeship career path must request conversion to the appropriate apprenticeships via C-WAY-PACT designation module, and only if quotas are available (e.g., SN-FN, FN-AN). PACT Sailors must receive approval for apprenticeship conversions prior to requesting rating designation in the new apprenticeship career path. All changes to an apprenticeship career pathway must be approved by BUPERS-32.

f. **Continued Eligibility Screening.** C-WAY-PACT designation rating eligibility screening is required to ensure PACT Sailors

are placed into ratings for which they are qualified and where available quotas exist.

g. Cancellation of an Approved "A" School Request.

Personnel who do not desire, are no longer eligible to attend, or desire to cancel an approved "A" School must submit NAVPERS 1306/7 Enlisted Personnel Action Request to BUPERS-32 via NAVPERSCOM (PERS-4010) detailers. NAVPERS 1306/7 may be accessed by using the following Web address:
<http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>

Note: PACT Sailors designated via the NWAEE at a UIC that does not have a vacant billet will be made available for transfer. In addition, PACT Sailors designated via the NWAEE or RED, who are in career waypoint-reenlistment (C-WAY-REEN) window (i.e., 13 months prior to SEAOS or 12 months prior to PRD with less than 24 months between PRD and SEAOS) may immediately request a C-WAY quota to reenlist.

6. Qualifications

a. Eligibility. PACT Sailors must maintain their eligibility for the prospective rate per MILPERSMAN 1306-618. Sailors must be entered into C-WAY and screened. Additionally, Sailors must:

(1) Have no NJP within 12 months of "A" School class convening date;

(2) Have passed most recent PFA and be within body composition standards;

(3) Have no mark below 3.0 on most recent performance evaluation; and

(4) Maintain world-wide assignment eligibility (this applies only to RED and "A" School designation pathways).

b. Obligated Service (OBLISERV). The Sailor may be required to obtain additional OBLISERV to attend "A" School as required per MILPERSMAN 1306-604. While C-WAY-REEN approval is not required for assignment to Fleet "A" School, regardless of additional OBLISERV, a conditional reenlistment can be requested

from NAVPERSCOM, Active Enlisted Programs Branch (PERS-811), if additional OBLISERV required is beyond the 24 months aggregate as outlined in MILPERSMAN 1160-030.

7. **Disqualifications**

a. **Substandard Performance.** Substandard performance or disciplinary problems are cause for cancellation of a Sailor's PACT Program guarantee (e.g., "A" School assignment). Commands are required to document substandard performance issues in the C-WAY-PACT designation module.

b. **Rescission of Retention and or Advancement Recommendation.** If a Sailor has his or her retention or advancement recommendation rescinded by his or her CO or OIC, the Sailor is no longer qualified to receive the PACT Program guarantee.

c. **Subsequent Disqualification.** Any disqualification that occurs after rating approval must be documented by that Sailor's current command and reported to the respective ECM. In addition, if a PACT Sailor received "A" School approval and is subsequently disqualified to attend, that Sailor's current command must notify NAVPERSCOM (PERS-4010) via naval message.

8. **Reclassifications to the PACT Program**

a. **Accession "A" School drops may be reclassified to the PACT Program.** Any Sailors in the accession pipeline who are dropped from a previous course of instruction and reclassified into the PACT Program must have their PCS orders written to include a 24-month PRD per MILPERSMAN 1306-126. "A" School drops will fall into the needs of the Navy category under the Bureau of Naval Personnel (BUPERS), Production Management Office (PMO) (BUPERS-6) reclassification guidance per MILPERSMAN 1236-020. After reporting to their PDS, reclassified PACT Sailors are subject to all requirements outlined in the PACT annex of the enlistment documents in reference (a) and this article.

b. **PACT Program School Drops**

(1) PACT Sailors who fail to complete assigned PACT training may be subject to separation per MILPERSMAN 1910-125.

(2) PACT Sailors approved to designate via "A" School designation pathway and who subsequently fail or drop may be subject to separation per MILPERSMAN 1910-133.

9. **Processing of Designated Sailors.** Processing of designated Sailors will depend on their designation pathway.

a. Sailors who are designated via "A" School will receive their next set of PCS orders from the appropriate rating assignment detailer based on needs of the Navy.

b. Sailors who designate via NWAEE will either remain on board their present command or be transferred to another command where a vacancy exists. NAVPERSCOM, Enlisted Distribution Division (PERS-40) and the command will make this determination based on present command manning. Sailors who remain on board will have their PRDs adjusted to the appropriate PST for that rating, unless the initial assignment is regulated by a DoD area tour. For guidance on Sailors who PCS to another command use MILPERSMAN 1306-104 and 1306-126.

c. Sailors who chose to designate via RED will remain on board their present command by filling a previously gapped billet. These Sailors will have their PRDs adjusted to the appropriate PST for that rating, unless the initial assignment is regulated by a DoD area tour. Upon receipt of the approved RED designation lists from BUPERS-32, NAVPERS, Record/Data Maintenance Quality Division (PERS-33) will process the rating changes, and NAVPERS (PERS-40) will adjust PRDs (as appropriate).

Note: PACT Sailors who have completed "A" School and have been designated are required to obtain C-WAY-REEN authorization prior to reenlisting or extending to OBLISERV for follow-on orders per MILPERSMAN 1160-140. If the Sailors are not currently in their C-WAY-REEN window, then the CCC must submit a "special circumstance-other" application with notes stating "Sailor recently designated via PACT "A" School is not in C-WAY-REEN window, but requires OBLISERV in exception to policy outlined in MILPERSMAN 1160-030 regarding short term extensions (STE)." If Sailors, due to timing of rating designation, enter "Convert Only" C-WAY-REEN application windows, or are within 6 months of SEAES, contact the cognizant ECM to request in-rate reset.

10. Apprenticeship Change Pathway Disposition. Sailors who are approved for an apprenticeship change pathway will remain on board their command. They can request designation during the next processing month. Once approved for designation, follow processing guidelines in paragraph 9 of this article.