

**CAREER
WAYPOINTS
(C-WAY)
USER GUIDE**

BUPERS-33

REVISION ONE DATED 12 DEC 2016

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WEBSITE FOR C-WAY

[https://careerwaypoints
.sscno.nmci.navy.mil/](https://careerwaypoints.sscno.nmci.navy.mil/)

C-WAY program is a CAC-enforced
website.

COVER SHEET

General Information. The Career Waypoints (C-WAY) system provides a mechanism for matching personnel inventory to requirements with the best performing Sailors. It 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 reenlistment and enlistment contract extension authority.

Eligibility. Career Waypoints applies to all designated AC, FTS, and RC E6 and below Sailors for lateral conversions and component conversions. Additionally, C-WAY applies to all AC and FTS E6 and below for reenlistment/extension and rating designation authorization.

Form. OPNAV 5239/14 (Rev 9/2011) SAAR-N

CAREER WAYPOINTS MODULES

- **CAREER WAYPOINTS-REENLISTMENT (C-WAY-REEN) Reenlistment** - Applies to Sailors E3 to E6 with 14 years or less of active service between Active Duty Service Date (ADSD) and Expiration of Active Obligated Service as Extended (SEAOS) requesting authorization to either reenlist or execute a Short Term Extension (STE) when required. C-WAY automatically generates most reenlistment applications for Sailors 12, 11, and 10 months prior to Projected Rotation Date (PRD) who have less than 24 months between PRD and SEAOS and for Sailors 13 to 6 months prior to SEAOS. See MILPERSMAN article. Lateral conversion for Active Component (AC) and Full Time Support (FTS) and transition between AC and FTS will be submitted during the Sailors' Reenlistment looks. SEE MILPERSMAN 1160-140
- **CAREER WAYPOINTS-PROFESSIONAL APPRENTICESHIP CAREER TRACK (C-WAY-PACT)** - C-WAY PACT Designation (Professional Apprenticeship Career Track) auto-generates partially populated applications for PACT Sailors who are eligible for rating designation via Navy Wide Advancement Exam (NWAE), class "A" school, or Direct Rating Entry Designation (RED), or apprenticeship change. See MILPERSMAN 1306-611 for details.
- **CAREER WAYPOINTS-CONVERSION (C-WAY-CONV)** - Reserve Component (RC) Sailors who desire lateral conversion will apply via the Conversion module in C-WAY. See MILPERSMAN 1440-010, BUPERSINST 1001.39 (Series), and NAVADMIN 150/13.
- **CAREER WAYPOINTS-TRANSITION (C-WAY-TRANS)** - RC2AC transition requests are incorporated into C-WAY. Additionally, SELRES and Voluntary Training Unit (VTU) Sailors use C-WAY to apply for both in-rate and conversion into ratings with available AC and FTS quotas, provided they meet program requirements. See MILPERSMAN 1306-1505 MILPERSMAN RC2AC procedures.
- **RECLASSIFICATION** - Utilized by the Production Management Office to reclassify AC and FTS Sailors attriting from Recruit Training Command (RTC) and class "A" school training.
- **JOB OPPORTUNITIES IN THE NAVY (JOIN)** - Applies to all Sailors, matching Sailors interests with their aptitudes. To take the Survey go to <https://join.sscno.nmci.navy.mil/>

CURRENT BUSINESS RULES EXERPTS

References. MILPERSMAN 1160-140 Career Way Points Reenlistment

General Information. 1. C-WAY maximum quota expiration date: 13 months after application date (i.e. April 2016 application/processing month, 30 May 2017 expiration)

2. Quota utilization: For Sailors within 13 months of SEAOS, any change in Enlisted Manning code (EMC) and current enlistment date (CED). Other wise a change in EMC

3. Separation Quotas. Remain in C-WAY until the Sailor has effected separation, or the Sailor is reset by the cognizant Enlisted Community Manager (ECM).

4. Sailors selected for advancement via NWAEE or the Meritorious Advancement program must participate in standard C-WAY competition for quota approval. Sailors who have exhausted their C-WAY-REEN looks, but are then selected for advancement, will be reset by cognizant ECM upon request to grant one additional C-WAY-REEN look at the frocked pay grades or permanent paygrade. Sailors must have time to receive C-WAY-REEN results and reenlist prior to SEAOS. Extensions are NOT authorized to await C-WAY results.

5. E6 Sailors are still required to submit mandatory system-generated C-WAY-REEN applications (e.g. PRD/SEAOS); however, as long as the Sailors are eligible for reenlistment and have a valid application submitted for them, these applications will be approved during the first C-WAY-REEN application window. These applications will be adjudicated within 24 hours of submission. See Automatic Approval Slides 41-42 for details.

6. E5-E3 Sailors are required to submit applications and will be processed based on the following categories:

a. Open Reenlistment: Undermanned skill sets. All reenlistment eligible, non-Nuclear E-5 and below will receive approval on their first application within 24 hours. See Automatic Approval Slides 44-45 for details.

b. Balanced Reenlistment: Fully manned skill sets. All reenlistment eligible E-5 through E3 will be adjudicated based on manning in their year groups.

c. Competitive Reenlistment: Overmanned or Special Requirement skill sets. All reenlistment eligible E5 through E3 will compete through rack and stack for C-WAY-REEN quotas (In-Rate, Conversion, SELRES).

SAAR-N (OPNAVFORM 5239/14) is required to gain access and to edit access to Career Waypoints.

All new users requesting access, including those who did not log onto the system for over 90 days and lost access, will be required to submit a SAAR-N (OPNAVFORM 5239/14) in order to gain access. SAAR-N (OPNAV FORM 5239/14) should be digitally signed and emailed to the Career Waypoints helpdesk (career_waypoints@navy.mil). Faxes will no longer be accepted. Sailors are encouraged to download this form from the Career Waypoints website or from the NPC Career Waypoints webpage.

SAAR-N (OPNAVFORM 5239/14 PAGE ONE EXPLAINED FOR CAREER WAYPOINTS ACCESS

TYPE OF REQUEST: 1 <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (DDMMYYYY): 2
SYSTEM NAME (Platform or Application): CAREER WAYPOINTS		LOCATION (Physical Location of System): SPAWAR NOLA
PART I (To be completed by Requester)		
1. NAME (Last, First, Middle Initial): 3		2. ORGANIZATION: 4
3. OFFICE SYMBOL/DEPARTMENT: 5		4. PHONE (DSN and Commercial): 6 DSN: COM:
5. OFFICIAL E-MAIL ADDRESS:	6. JOB TITLE AND GRADE/RANK:	
7. OFFICIAL MAILING ADDRESS: N/A	8. CITIZENSHIP: 7 <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> LN <input type="checkbox"/> Other	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY 8 <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.): <input type="checkbox"/> I have completed Annual IA Awareness Training. 9 DATE (DDMMYYYY):		
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If an individual is a contractor - provide company name, contract number, and date of contract expiration in Block 14a).		
11. JUSTIFICATION FOR ACCESS: TYPE ACCESS REQUESTED: 10 REQUESTED UICS: 11 If you are requesting more than FIVE UICs, please write "See Attached" and attach an excel file listing the UICs in numeric order.		
12. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED	12a. If Block 12 is checked "Privileged", user must sign a Privileged Access Agreement Form.	DATE SIGNED (DDMMYYYY):
13. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify Category): <input type="checkbox"/> OTHER:		
14. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested. <input type="checkbox"/>	14a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date): 12	
15. SUPERVISOR'S ORGANIZATION/DEPARTMENT: 13	15a. SUPERVISOR'S E-MAIL ADDRESS: 14	15b. PHONE NUMBER: 15
16. SUPERVISOR'S NAME (Print Name): 16	16a. SUPERVISOR'S SIGNATURE: 17	16b. DATE (DDMMYYYY): 18
17. SIGNATURE OF INFORMATION OWNER/OPR: N/A	17a. PHONE NUMBER: N/A	17b. DATE (DDMMYYYY): N/A
18. SIGNATURE OF IAM OR APPOINTEE: 19	19. ORGANIZATION/DEPARTMENT: 20	20. PHONE NUMBER: 21
		21. DATE (DDMMYYYY): 22

The following explanations correlate to the RED numbers listed to the left:

1. If this is the first time you are requesting access to Career Waypoints (C-WAY) or you have failed to log in for over 45 days, mark "Initial". If you are modifying your access, mark "Modification" and "User ID", then fill in your user ID.
2. Enter today's date.
3. Enter Last Name, First Name, Middle Initial.
4. Enter your command name.
5. Enter your department name.
6. Enter your DSN and commercial telephone numbers.
7. Mark "US" if you are a U.S. citizen. Mark "FN" for Foreign National, LN for "Legal National", or "Other" for Other.
8. Mark your designation as either "Military", "Civilian" (i.e. Government Services employee), or "Contractor".
9. Check the block stating that "I have completed Annual IA Awareness Training" and fill in the date of completion.
10. Fill in the type of access you require (e.g. "Command Career Counselor", "DEPT/DIV CCC", "CMC", or "Read Only"--for Detailers).
11. Fill in all the UICs to which you require access in numerical order. If you are requesting access to five or more UICs, please submit an attached excel file listing the UICs in numerical order.
12. Fill in your PRD, which will also be your expiration of C-WAY access.
13. Fill in Supervisor's Department. Supervisor must be rated NC, CMC/SEL, XO, or CO.
14. Fill in Supervisor's e-mail.
15. Fill in Supervisor's phone number.
16. Fill in Supervisor's name.
17. Have Supervisor digitally sign.
18. Fill in today's date.
19. Have Information Assurance Manager (IAM) digitally sign.
20. Fill in IAM's department.
21. Fill in IAM's phone number.
22. Fill in today's date.

I further understand that, when using Navy IT resources, I shall not:

- Auto-forward any e-mail from a Navy account to commercial e-mail account (e.g., .com).
- Bypass, stress, or test IA or Computer Network Defense (CND) mechanisms (e.g., Firewalls, Content Filters, Proxy Servers, Anti-Virus Programs).
- Introduce or use unauthorized software, firmware, or hardware on any Navy IT resource.
- Relocate or change equipment or the network connectivity of equipment without authorization from the Local IA Authority (i.e., person responsible for the overall implementation of IA at the command level).
- Use personally owned hardware, software, shareware, or public domain software without written authorization from the Local IA Authority.
- Upload/download executable files (e.g., .exe, .com, .vbs, or .bat) onto Navy IT resources without the written approval of the Local IA Authority.
- Participate in or contribute to any activity resulting in a disruption or denial of service.
- Write, code, compile, store, transmit, transfer, or introduce malicious software, programs, or code.
- Use Navy IT resources in a way that would reflect adversely on the Navy. Such uses include pornography, chain letters, unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use, violation of statute or regulation, inappropriately handled classified information and PII, and other uses that are incompatible with public service.
- Place data onto Navy IT resources possessing insufficient security controls to protect that data at the required classification (e.g., Secret onto Unclassified).

23. NAME (Last, First, Middle Initial): 23	24. USER SIGNATURE: 24	25. DATE SIGNED (DDMMYYYY): 25
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PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

26. TYPE OF INVESTIGATION: 26		26a. DATE OF INVESTIGATION (DDMMYYYY): 27	
26b. CLEARANCE LEVEL: 28		26c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III 29	
27. VERIFIED BY (Print name): 30	28. SECURITY MANAGER TELEPHONE NUMBER: 31	29. SECURITY MANAGER SIGNATURE: 32	30. DATE (DDMMYYYY): 33

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

31. TITLE: N/A	31a. SYSTEM: N/A	31b. ACCOUNT CODE: N/A
N/A	31c. DOMAIN: N/A	N/A
N/A	31d. SERVER: N/A	N/A
N/A	31e. APPLICATION: N/A	N/A
N/A	31h. DATASETS: N/A	N/A
N/A	31f. DIRECTORIES: N/A	N/A
N/A	31g. FILES: N/A	N/A

**PAGE THREE OF SAAR-N
(OPNAVFORM 5239/14)**

- 23. Fill in Last, First, and Middle Initial of Requestor's name.
- 24. Requestor signs name.
- 25. Date signed.
- 26.-33. To filled out and signed by command's security manager.

In order to gain access to C-WAY, the minimum security clearance standard must be a favorably adjudicated NACLIC during the requestor's career.

ASSIGNING/REMOVE C-WAY ACCESS

-If access to C-WAY needs to be disabled for a Sailor with Command Career Counselor (CCC) access, then the CMDCM/SEL or the ISIC CCC will email the C-WAY Help Desk to request removal with a detailed explanation (e.g. CCC transferred, lost confidence, etc.).

-If a Sailor with Departmental Career Counselor access no longer requires access, the CCC will email the C-WAY Help Desk to request to disable the access with a detailed explanation.

-Once disabled, the Sailor will be required to submit a new SAAR-N (OPNAVFORM 5239/14) in order to regain access.

TO SEE A LIST OF SAILORS

The screenshot displays the Career Waypoints website interface. At the top left, the text "Career Waypoints" is visible. Below it is a navigation bar with the following links: Home, Sailors, Control Analyst, AC/FTS/RC Analyst, Reports, Help, and Sign Out. A search box is located to the right of the navigation bar. A dropdown menu is open under the "Sailors" link, listing the following options: Sailor Browser, Reenlistment (AC/FTS) Application Browser, PACT Designation Application Browser, Conversion (RC) Application Browser, and Transition (RC to AC) Application Browser. A callout box with a white background and a blue border is positioned over the "Sailor Browser" option, containing the text: "To see a list of Sailors, click 'Sailor Browser' under 'Sailors'." In the background, a large blue anchor logo is centered, with the text "Career WAYPOINTS" overlaid on it. The word "Career" is in a white, stylized font, while "WAYPOINTS" is in a bold, blue, sans-serif font.

TO SEE A LIST OF SAILORS (CONT'D)

Sailor Browser

Fast Filters

SSN: Name:

Rating: ASD: UIC: Dept: PG: SERVICE:

List

Show 500 items

SSN	Full Name	FAOS	SEAOs	FOS	SFOS	PG	IIC	Dent	2nd IIC	2nd Dent Rating	ASD
*****	BLANCO, ROCCO	12/01/2013	12/05/2014			E3	N99999			AN	12/4/2000

Ensure that the "UIC" field reflects the UIC for which you are inquiring. "My UICs" will reflect all UICs for which you have access. "Unassigned" will reflect all Sailors who are not currently assigned to a UIC. "All" will reflect all Sailors in your UIC(s) and those unassigned. Additionally, you may pick a specific UIC to which you have access by number in this block.

Record: 142 of 1 Page: 1 of 1

Additionally, on this screen, you can click on a column title, such as SEAOs, and put the Sailors in ascending or descending order accordingly.

All data utilized in this slide is fictional.

IA / TAD SAILORS

Career Waypoints has the option to assign Sailors a secondary UIC. This is helpful when assisting Sailors who are on Individual Augmentee (IA) or Temporary Additional Duty (TAD) assignments.

To assign a Secondary UIC, email the C-WAY Help Desk with the Sailor's name, the UIC for which you have Command Career Counselor access, and the date through which you need access to the Sailor (expiration date). The UIC will automatically be removed the day following the expiration date. Explain that the Sailor is attached to your command for IA or TAD assignment. Do not request access to the UIC for which the IA/TAD Sailor already belongs.

TO QUALIFY A SAILOR

Unclassified

https://carewaypointsqa.sscno.nmci.navy.mil/Sailor/Candidate... Career Waypoints Career Waypoints - Sailor Br...

File Edit View Favorites Tools Help

Environment: NOLA QA User Profile: COLECD2

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

Sailor Browser

Fast Filters

SSN: Name: Rating: ASDD: UIC: Dept: PG: Service:

My UICs

List Show 100 items Item Count Reset

Q	SSN	Full Name	EAOS	SEAOS	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept	Rating	A
					11/15/2016	11/15/2016	E6	N90014	A211			IT	
					01/25/2015	01/25/2015	E4	N90014	A211			EO	
					01/25/2014	01/25/2014	E4	N90014	A211			EO	
			1/15/2016	11/15/2016			E6	N90013	A210			LS	7
			1/15/2017	11/15/2017			E2	N90012	DECK			SA	3
					06/15/2016	06/15/2016	E6	N90013	A210			LS	7
*****0001		CONVERSION, 1			10/15/2016	10/15/2016	E5	N90014	A211			LS	
*****0010		CONVERSION, 10			10/15/2016	10/15/2016	E3	N90014	A211			AN	
*****0011		CONVERSION, 11			10/15/2016	10/15/2016	E3	N90014	A211			SN	
*****0012		CONVERSION, 12			10/15/2016	10/15/2016	E3	N90014	A211			SN	
*****0013		CONVERSION, 13			10/15/2016	10/15/2016	E3	N90014	A211			SN	
*****0014		CONVERSION, 14			10/15/2016	10/15/2016	E3	N90014	A211			SN	
*****0015		CONVERSION, 15			10/15/2016	10/15/2016	E3	N90014	A211			SN	
*****0016		CONVERSION, 16			10/15/2016	10/15/2016	E3	N90014	A211			SN	
*****0017		CONVERSION, 17			10/15/2016	10/15/2016	E4	N90014	A211			AME	
*****0018		CONVERSION, 18			10/15/2016	10/15/2016	E5	N90014	A211			AME	
*****0019		CONVERSION, 19			10/15/2016	10/15/2016	E4	N90014	A211			AME	
*****0002		CONVERSION, 2			10/15/2016	10/15/2016	E6	N90014	A211			EN	
*****0020		CONVERSION, 20			10/15/2016	10/15/2016	E4	N90014	A211			EO	

Record: 9 Page: 1

Any Sailor who does not have a "*" under the "Q" column needs to be qualified.

Edit

Notes

In Rate

Locate Sailor

Close

Go to "Sailor Browser" under "Sailors" to see your list of Sailors, then click on the Sailor you wish to qualify. Then click "Edit".

All data utilized in this slide is fictional.

TO QUALIFY A SAILOR (Cont'd.)

Unclassified

https://careerwaypointsqa.sscno.nmci.navy.mil/Sailor/Candidate

File Edit View Favorites Tools Help

Home

Sailor Details

Summary

SSN: DoD ID:

Last Name: First Name: Middle Initial:

Gender: Date of Birth:

General Information

ADSD: UIC: US Citizen:

Service Code: Department: Parents U.S. Born:

Paygrade: Secondary UIC: All immediate family US Citizens:

Current Rating: Secondary Department: Civilian Education:

Previously Held Rating: Prospective Rate:

Security Clearance: Security Clearance Date:

Verify that all available drop down items are completed correctly. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.

Click on "Test Scores & Evaluations" to move to the next qualification.

Test Scores & Evaluations

Medical

Legal & Moral

All data utilized in this slide is fictional.

TO QUALIFY A SAILOR (Cont'd.)

Unclassified

https://careerwaypointsqa.sscno.nmci.navy.mil/Sailor/Candidate

DISA Multi-Host Internet Access Career Waypoints Career Waypoints - Sailor Br...

File Edit View Favorites Tools Help

Career Home

Sailor Details

Summary

SSN: DoD ID:

Last Name: First Name: Middle Initial:

Gender: Date of Birth:

General Information

Test Scores & Evaluations

ASVAB Exam Date:	ASVAB Version:	GS:	AR:	WK:	PC:	MK:	EI:	AS:	MC:	AO*:	VE:	CS*:	NO*:	AFQT:
<input type="text" value="4/16/2004"/>	<input type="text" value="02D"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="80"/>

NAPT Exam Date: NAPT*:

DLAB Exam Date: DLAB**:

Promotion Recommendations

<input type="text" value="Early Promote"/>	<input type="text" value="11/15/2013"/>
<input type="text" value="Must Promote"/>	<input type="text" value="11/15/2012"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

* AO/CS/NO/NAPT - Optional ** DLAB required for CTI

Most Recent PFA Results and Date:

Verify all of the testing information. Make sure that the ASVAB scores are the composite scores vice raw scores. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.

Click on "Medical" to move to the next qualification.

Medical

Legal & Moral

All data utilized in this slide is fictional.

TO QUALIFY A SAILOR (Cont'd.)

Unclassified

https://careerwaypointsqa.sscno.nmci.navy.mil/Sailor/Candidate

File Edit View Favorites Tools Help

DISA Multi-Host Internet Acce... Career Waypoints - Reenliste... Career Waypoints - Sailor Br... X

Home

Sailor Details

Summary

SSN: _____ DoD ID: _____

Last Name: CONVERSION First Name: 1 Middle Initial: _____

Gender: Male Date of Birth: 7/1/1990

General Information

Test Scores & Evaluations

Medical

Color Perception: Normal Stereoscopic Vision: Yes Hearing Acuity: Yes Speech Impediment: No

Vision All 20/20 ?

Distant Uncorrected Vision Near Uncorrected Vision Distant Corrected Vision Near Corrected Vision

Left: 20 Right: 20 Left: 20 Right: 20 Left: 20 Right: 20 Left: 20 Right: 20

Verify that all Medical information is accurate. Confer with your medical Department when verifying. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.

Click on "Legal & Moral" to move to the next qualification.

Legal & Moral

Qualify Notes Save Close

All data utilized in this slide is fictional.

TO QUALIFY A SAILOR (Cont'd.)

Unclassified

https://careerwaypointsqa.sscno.nmci.navy.mil/Sailor/Candidate

File Edit View Favorites Tools Help

Career Waypoints - Sailor Details - Windows Internet Explorer

Sailor Details

Summary

SSN: DoD ID:

Last Name: First Name: Middle Initial:

Gender: Date of Birth:

General Information

Test Scores & Evaluations

Medical

Legal & Moral

Moral Turpitude Offenses: Adverse Personal History: Civil Convictions, Courts Martial, or NJP:

History of Drug Abuse: Alcohol Abuse: Security Clearance Eligible:

Moral Turpitude Offenses: Mark yes if "Any minor offense that involves moral turpitude, or evidences unreliability such as theft (including shop-lifting), assault and battery, carrying a concealed weapon, etc., may be considered disqualifying".

Adverse Personal History: "Any person who has been treated for mental illness must produce medical evidence of successful treatment." Mark yes if Sailor is currently undergoing treatment for a mental illness.

Civil Convictions, Courts Martial, or NJP: Mark yes if "Criminal Record of (1) conviction by Courts Martial, (2) punishment under Article 15 of the UCMJ within the last 24 months, or (3) civilian conviction other than minor traffic violations."

History of Drug Abuse: Mark yes if "Illegal or non-medical use or possession of drugs".

Alcohol Abuse: Mark yes if Sailor's "use of alcohol to the extent that it has an adverse affect on the user's health or behavior, family, community, or the Navy, or leads to unacceptable behavior as evidenced by one or more alcohol-induced incidents.

Security Clearance Eligible: "Applicants with juvenile or police records, regardless of whether a moral waiver is required, must be screen for eligibility for a security clearance. Any applicant not considered eligible for a security clearance may not be converted to a rating for which a security clearance may be required."

All data utilized in this slide is fictional.

TO QUALIFY A SAILOR (Cont'd.)

Unclassified

https://careerwaypointsqa.sscno.nmci.navy.mil/Sailor/Candidate

File Edit View Favorites Tools Help

Career Waypoints - Sailor Details - Windows Internet Explorer

Sailor Details

Summary

SSN: DoD ID:

Last Name: First Name: Middle Initial:

Gender: Date of Birth:

General Information

Test Scores & Evaluations

Medical

Legal & Moral

Moral Turpitude Offenses: Adverse Personal History: Civil Convictions, Courts Martial, or NJP:

History of Drug Abuse: Alcohol Abuse: Security Clearance Eligible:

When all tabs have been verified for accuracy, click "Qualify".

All data utilized in this slide is fictional.

TO QUALIFY A SAILOR IN C-WAY (CONT'D)

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

Sailor Browser

Fast Filters

SSN: Name: Rating: ASD: UIC: Dept: PG: SERVICE:

My UICs

Show 100 Items Item Count Reset

List

Q	SSN	Full Name	EAOS	SEAOs	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept	Rating	ADSD
*	*****	BLANCO, ROCCO	12/01/2013	12/05/2014			E3	N99999				AN	12/4/2000

Edit

Notes

In Rate

Locate Sailor

Close

Record: 1 of 1 Page: 1 of 1

To verify that your Sailor has been Qualified, check the "Q" column in the "Sailor Browser" screen. If there is a "*", your Sailor is Qualified. If there is no "*", then the Sailor needs to be Qualified.

Commands are required to have 100% of their Sailors qualified in C-WAY.

All data utilized in this slide is fictional.

CAREER WAYPOINTS PRD TIMELINE



- CMSID alignment (No C-WAY-Reenlistment Applications)
- Sailors negotiate orders
- CCC Workload reduced (fewer applications/counseling)
- Clear PERS 4 demand signal

C-WAY
AUTOPOPULATES
APPLICATIONS

PRD

PRD -15

PRD -12

PRD -10

PRD -9

CMS-ID Window

Requisition

PRD -7

NEEDS OF THE NAVY
ORDERS

PRD

Sailors with < 24 months "ID card time"
must submit PRD Application

SEASOS

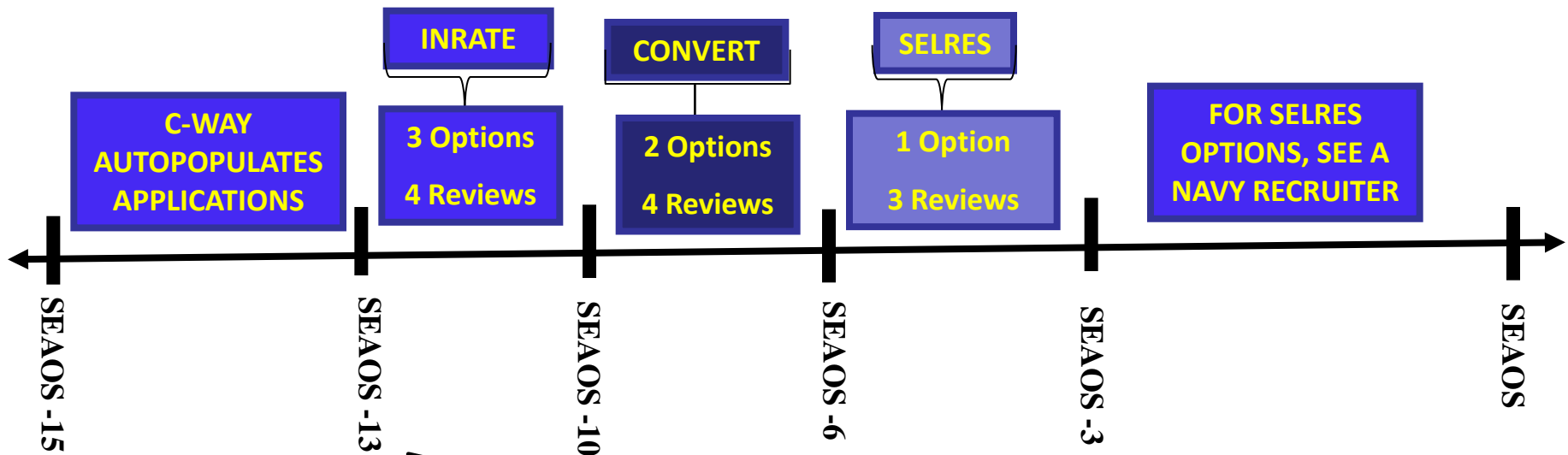
PRD APPLICATIONS ARE
PROCESSED AT 12, 11, AND 10
MONTHS PRIOR TO PRD ONLY.

IF DENIED, OPTIONS: 1. REMAIN IN PLACE (MOVE PRD OUT TO MATCH SEASOS);
2. EXECUTE SHORT TERM EXTENSION (STE) IF ELIGIBLE WITHOUT C-WAY-REEN QUOTA IAW MPM 1160-040;
3. TRANSFER WITH SHORTER OBLISERV (12 MOS OBLISERVE VICE 24 OR MORE MONTHS);
4. TRANSFER WITH APPROVED RETAINABILITY WAIVER

CAREER WAYPOINTS SEAOS TIMELINE (3-2-1)



- CMSID alignment (No C-WAY-Reenlistment Applications)
- Sailors negotiate orders
- CCC Workload reduced (fewer applications/counseling)
- Clear PERS 4 demand signal



Applications are not processed until 13 months prior to SEAOS.
 3 Options = In-rate, Conversion, SELRES
 2 Options = Conversion, SELRES
 1 Option = SELRES

Soft End of Obligated Active Service (SEAOS) Applications (3-2-1)

-Sailors have **4** In Rate reviews starting 13 months from SEAOS followed by **4** Conversion reviews, followed by **3** SELRES Only reviews.

SEAOS applications are submitted as follows:

- 15 months prior to SEAOS, applications are auto-generated in C-WAY;
- 13 - 10 months prior to SEAOS, applications are racked and stacked for InRate, Conversion, or SELRES; Only period racked and stacked for InRate;
- 9 - 6 months prior to SEAOS, applications are racked and stacked for Conversion or SELRES; last active looks available;
- 5 - 3 months prior to SEAOS, applications are racked and stacked for SELRES Only.

Submitting C-WAY-REEN Applications

1. Applications can be submitted under either "Sailors", "Reenlistment (AC/FTS) Application Browser" or "Sailors", "Sailor Browser"
2. Applications can be submitted as a Batch Submission, but this method is not preferred.
3. The most utilized types of applications are SEAOS and Special Circumstance-PRD; therefore, the focus will be on those in this guide.

SUBMITTING APPLICATION THROUGH "REENLISTMENT (AC/FTS) APPLICATION BROWSER"

Career Waypoints

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

Sailor Browser

- Reenlistment (AC/FTS) Application Browser
- PACT Designation Application Browser
- Conversion (RC) Application Browser
- Transition (RC to AC) Application Browser

Select "Reenlistment (AC/FTS) Application Browser" under the "Sailor" menu to see system-generated, mandatory C-WAY-REEN applications.

Career WAYPOINTS

..SRB Approved for CS Zone A 1.0 Selective Reenlistment Bonus approved for Zone A CS. Opportunity available for rating entry via REGA and PTS conversions.

Deadline for submitting August 2013 PTS applications is August 31, 2013 2359 CDT.

New PFA codes in Fleet RIDE

Most CCCs utilize the "Reenlistment (AC/FTS) Application Browser" in order to submit C-WAY applications. All system-generated applications can be found under this section.

SUBMITTING APPLICATION THROUGH "REENLISTMENT (AC/FTS) APPLICATION BROWSER" (CONT'D)

Reenlistment (AC/FTS) Application Browser

Fast Filters

Status: ALL SSN: Name: Rating: EMC: Service: App Reason: UIC:

List From Date: Aug-2013 To Date: Nov-2013 Expiration Month: Item Count: Reset Show 25 items

Application Details	Flag	CO and	Notes	Full Name	Crit NEC	SSN4	UIC	2nd UIC	YG	App Reason	EAOS	SEAOS
			*	BLANCO, ROCCO			N99999		2012	SEAOS	02/15/2014	02/15/2014

Validate for Batch Submit

Batch Submit All

Edit Sailor

Application History

Delete Application

Set SEAOS

Denied Final to Denied

Notes

Close

Page: 1

To submit an application for the highlighted Sailor, click "Application Details".

If you are unable to find an application, expand the date timeframe. Applications are automatically generated 15 months prior to SEAOS. Ensure that the dates are from the current application month through the next three months.

All data utilized in this slide is fictional.

IN RATE ONLY APPLICATION

AC/FTS/RC Analyst Reports Help Sign Out

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASS_ID=1&SVC_CD=USN&QUALIFIED=*&FROM=2 - Caree - Microsoft Internet Explorer p

Career Waypoints

Sailor Eligibility

Current Rating: BM	Year Group: YG 2010	RPT Date: 11/18/2010	UIC: N99999	Application Status: Saved - Action Required
Pres Rate: BM3	EAOS: 7/29/2014	PEBD: 5/30/2010	Critical NECs: <input type="text"/>	Sailor Name: BLANCO, ROCCO
Pros Rate:	Soft EAOS: 7/29/2014	EDLN:	<input type="text"/>	SSN (last 4): <input type="text"/>
Current EMC: B400	PRD: 5/31/2014	EDLN Code:	<input type="text"/>	Warfare Designator:
Service Component: USN	AOSD: 5/30/2010	Acc Code: 100	<input type="text"/>	

Reenlistment (AC/FTS) Application Options

Component Type	Application Reason	Special Circumstance Reason Code	Process Month
<input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	SEADS	<input type="text"/>	Aug-2013

Set to Current Month:

Application Type	Not Applying This Month	Not Eligible	Intends to Separate	SELRES Fields
<input checked="" type="radio"/> In-Rate Only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Preferred NOSC: <input type="text"/>
<input type="radio"/> In-Rate, Willing To Convert	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sailor's Phone: <input type="text"/>
<input type="radio"/> Convert Only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sailor's Email: <input type="text"/>

In-Rate	Invalid Choice	Invalid Choice Reason	Qualification Status	Ride Rank Quotas	Published Requested Quotas	Approved Quotas
Yes						0

Conversion Choices

1st:

2nd:

3rd:

Fill in all of the below data under "Reenlistment (AC/FTS) Application Details" that is not automatically populated. Also verify the information that is automatically prepopulated. If the member does not have FIVE evaluations, make a "Note" on the application explaining why after saving the application.

Reenlistment (AC/FTS) Application Details

Security Clearance Level:	SECRET	5/11/2011	Promotion Recommendations
Has been on OSA\GSA\IA:	No		Must Promote 6/15/2013
Date of last NJP:	<input type="text"/>		Promotable 6/15/2012
Most Recent PFA Results and Date:	P 4/19/2013		Promotable 2/11/2011
Number of PFA Failures in last 4 years:	0		<input type="text"/>

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit Save Close

Once completed, check this block and click "Submit".

If the Sailor is between 13 and 10 prior to SEAOS and wants to apply for InRate only, choose these blocks.

All data utilized in this slide is fictional.

IN RATE, WILLING TO CONVERT APPLICATION

AC/FTS/RC Analyst Reports Help Sign Out

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Career Waypoints

Sailor Eligibility

Current Rating: BM **Year Group:** YG 2010 **RPT Date:** 11/18/2010 **UIC:** N99999 **Application Status:** Saved - Action Required
Pres Rate: BM3 **EAOS:** 7/29/2014 **PEBD:** 5/30/2010 **Critical NECs:** **Sailor Name:** BLANCO, ROCCO
Pros Rate: **Soft EAOS:** 7/29/2014 **EDLN:** **SSN (last 4):**
Current EMC: B400 **PRD:** 5/31/2014 **EDLN Code:** **Warfare Designator:**
Service Component: USN **ADSD:** 5/30/2010 **Acc Code:** 100

Reenlistment (AC/FTS) Application Options

Component Type: USN or FTS SELRES **Application Reason:** SEAOS **Special Circumstance Reason Code:** **Process Month:** Aug-2013 Set to Current Month:

Application Type:
 In-Rate Only Not Applying This Month Not Eligible Intends to Separate
 In-Rate, Willing To Convert Intends to Separate

SELRES Fields:
Preferred NOSC:
Sailor's Phone:
Sailor's Email:

In-Rate	Invalid Choice	Invalid Choice Reason	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas
Yes			n/a	n/a	18	33	0
Conversion Choices							
1st:	BM-FTS		Preliminary eligible	23	1	0(0/0/0)	
2nd:	AD		Preliminary eligible	16	3	1(0/0/1)	
3rd:	CS		Preliminary eligible	64	2	0(0/0/0)	

Reenlistment (AC/FTS) Application Details

Security Clearance Level: SECRET **5/11/2011**
Has been on OSA\GSA\IA: No
Date of last NJP:
Most Recent PFA Results and Date: 4/19/2013
Number of PFA Failures in last 4 years: 0

Promotion Recommendations:
 Must Promote 6/15/2013
 Promotable 6/15/2012
 Promotable 2/11/2011

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit Save Close

If Sailor is 13 to 10 months prior to SEAOS, then Sailor can choose "In-Rate, Willing to Convert". If FTS rates are available for AC or vice versa, then the Sailor can request component changes as well. +

"In-Rate, Willing to Convert" will grant the Sailor more options. The Sailor's application will first be racked and stacked In-Rate. If disapproved for In-Rate, then the application will be racked and stacked at for conversion choice one. If disapproved, then application will be racked and stacked for conversion choice two. If disapproved, then the application will rack and stack for the final conversion choice three. Many Sailors limit themselves by only apply for In-Rate quotas. This type of application can be submitted 13 - 10 months prior to SEAOS and 12-10 months prior to PRD.

All data utilized in this slide is fictional.

CONVERT ONLY APPLICATION

AC/FTS/RC Analyst Reports Help Sign Out

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Career Waypoints

Sailor Eligibility

Current Rating: BM Year Group: YG 2010 RPT Date: 11/18/2010 UIC: N99999 Application Status: **Saved - Action Required**

Pres Rate: BM3 EAOS: 7/29/2014 PEBD: 5/30/2010 Critical NECs:

Pros Rate: Soft EAOS: 7/29/2014 EDLN:

Current EMC: B400 PRD: 5/31/2014 EDLN Code:

Service Component: USN ADSD: 5/30/2010 Acc Code: 100

Sailor Name: BLANCO, ROCCO

SSN (last 4):

Warfare Designator:

Reenlistment (AC/FTS) Application Options

Component Type: USN or FTS SELRES

Application Reason: SEAOS Special Circumstance Reason Code: Explain Other

Process Month: Aug-2013 Set to Current Month:

Application Type:

In-Rate Only Not Applying This Month Explain Other

In-Rate, Willing To Convert Not Eligible Explain Other

Convert Only Intends to Separate Explain Other

SELRES Fields:

Preferred NOSC:

Sailor's Phone:

Sailor's Email:

In-Rate	Invalid Choice	Invalid Choice Reason	Qualification Status	Ride	Published Quotas	Requested Quotas	Approved Quotas
			n/a				
1st:	BM-FTS		Preliminary eligible	23	1	0(0/0/0)	
2nd:	AD		Preliminary eligible	16	3	1(0/0/1)	
3rd:	CS		Preliminary eligible	64	2	0(0/0/0)	

Reenlistment (AC/FTS) Application Details

Security Clearance Level: SECRET 5/11/2011

Has been on OSA\GSA\IA: No

Date of last NJP:

Most Recent PFA Results and Date: P 4/19/2013

Number of PFA Failures in last 4 years: 0

Promotion Recommendations:

Must Promote	6/15/2013
Promotable	6/15/2012
Promotable	2/11/2011
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit Save Close

Sailors can request to "Convert Only" during months 13-6 prior to SEAOS and 12-10 prior to PRD.

Convert Only Applications will be racked and stacked for conversion choices one through three only. Convert Only applications can be submitted during SEAOS application window 13 - 6 months prior to SEAOS and PRD application 12 - 10 months prior to PRD.

All data utilized in this slide is fictional.

NOT ELIGIBLE APPLICATION

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Career Waypoints

Sailor Eligibility

Current Rating: BM **Year Group:** YG 2010 **RPT Date:** 11/18/2010 **UIC:** N99999 **Application Status:** Saved - Action Required
Pres Rate: BM3 **EAOS:** 7/29/2014 **PEBD:** 5/30/2010 **Critical NECs:** **Sailor Name:** BLANCO, ROCCO
Pros Rate: **Soft EAOS:** 7/29/2014 **EDLN:** **SSN (last 4):**
Current EMC: B400 **PRD:** 5/31/2014 **EDLN Code:** **Warfare Designator:**
Service Component: USN **ADSD:** 5/30/2010 **Acc Code:** 100

Reenlistment (AC/FTS) Application Options

Component Type: USN or FTS SELRES **Application Reason:** SEAOS **Special Circumstance Reason Code:** **Process Month:** Aug-2013 **Set to Current Month:**
Application Type: In-Rate Only Not Applying This Month In-Rate, Willing To Convert Not Eligible Convert Only Intends to Separate
In-Rate: **Invalid Choice:** **Invalid Choice Reason:** **Qualification:** n/a

Not Recommended - Evaluations
 Not Recommended - PFA
 Discipline - Admin SEP
 Loss of Security Clearance
 Other

Conversion Choices:
 1st:
 2nd:
 3rd:

Published Quotas: **Requested Quotas:** **Approved Quotas:**
SELRES Fields:
 Preferred NOSC:
 Sailor's Phone:
 Sailor's Email:

Note: Not Eligible applications are only available for mandatory C-WAY applications, otherwise mark the application as "Cancel".

Reenlistment (AC/FTS) Application Details

Security Clearance Level: **5/13/2011**
Has been on OSA\GSA\IA: No
Date of last NJP:
Most Recent PFA Results and Date: 4/19/2013
Number of PFA Failures in last 4 years: 0
 I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Promotion Recommendations:
 5/13/2013
 5/13/2012
 2/11/2011

Mark the application as "Not Eligible" if the Sailor is not eligible for reenlistment in accordance with MILPERSMAN 1160-030. Annotate why the Sailor is not eligible in the related drop down menu as shown. If "Other", write an explanation under "Explain Other".



NOT ELIGIBLE (DUE TO SP EVAL) APPLICATION

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Career Waypoints

Sailor Eligibility

Current Rating: BM Year Group: YG 2010 RPT Date: 11/18/2010 UIC: N99999 Application Status: **Saved - Action Required**
 Pres Rate: BM3 EAOS: 7/29/2014 PEBD: 5/30/2010 Critical NECs: Sailor Name: BLANCO, ROCCO
 Pros Rate: Soft EAOS: 7/29/2014 EDLN: SSN (last 4):
 Current EMC: B400 PRD: 5/31/2014 EDLN Code: Warfare Designator:
 Service Component: USN ADSD: 5/30/2010 Acc Code: 100

Reenlistment (AC/FTS) Application Options

Component Type: USN or FTS SELRES Application Reason: SEAOS Special Circumstance Reason Code: Explain Other: Process Month: Aug-2013 Set to Current Month:
 Application Type:
 In-Rate Only Not Applying This Month Explain Other:
 In-Rate, Willing To Convert Not Eligible Not Recommended - Evaluations Explain Other:
 Convert Only Intends to Separate Explain Other:

In-Rate Invalid Choice Invalid Choice Reason Qualification Status Ride Rank Quotas Published Requested Quotas Approved Quotas

Conversion Choices:
 1st: 2nd: 3rd:

Sailor is marked "Not Eligible" due to a Significant Problems (SP) evaluation.

Note: Not Eligible applications are only available for mandatory C-WAY applications, otherwise mark the application as "Cancel".

Reenlistment (AC/FTS) Application Details

Security Clearance Level: 5/11/2011 Promotion Recommendations:
 Has been on OSA\GSA\IA: No 6/15/2013
 Date of last NJP: Note: Sailor has an SP evaluation within the last 2 evals and is not eligible for C-WAY IAW MPM 1160-030. 6/15/2012
 Most Recent PFA Results and Date: 4/19/2011 5/11/2011
 Number of PFA Failures in last 4 years:

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit Save Close

MILPERSMAN 1160-030 paragraph 3.f. states that "...member must be promotable and recommended for advancement and retention...on the last two graded evaluations (not observed evaluations are not considered graded). Not meeting one or both criteria indicates a failure to meet the professional growth criteria and will result in denial of further extensions or reenlistment." Therefore, if a Sailor receives a Significant Problems or Progressing evaluation, he/she must have at least two Promotable evaluations in order to be recommended for reenlistment.

All data utilized in this slide is fictional.

INTENDS TO SEPARATE APPLICATION

Select the "Intends to Separate" for Sailor who do not desire to remain in the Navy. Choose the applicable explanation from the drop down window. This "Reenlistment FTS Application Option" can be selected for SEAOS and the PRD applications. Additionally the application status will remain "Intends to Separate" until it is changed to "Denied Final Active" 6 months prior to SEAOS unless un-submitted via direction at the bottom of this page.

Career Waypoints
Sailor Eligibility

Current Rating: BM Year Group: YG 2010 RPT Date: 11/18/2010 UIC: H99999 Application Status: Saved - Action Required
 Pres Rate: BM3 EAOS: 7/29/2014 PEBD: 5/30/2010 Critical NECs: Sailor Name: J, ROCCO
 Pros Rate: Soft EAOS: 7/29/2014 EDLN: SSN (last 4):
 Current EMC: B400 PRD: 5/31/2014 EDLN Code: Warfare Designator:
 Service Component: USN ADSD: 5/30/2010 Acc Code: 100

Reenlistment (AC/FTS) Application Options

Component Type: USN or FTS SELRES Application Reason: SEAOS Special Circumstance Reason Code: Explain Other Process Month: Aug-2013 Set to Current Month

Application Type:
 In-Rate Only Not Applying This Month Explain Other
 In-Rate, Willing To Convert Not Eligible Explain Other
 Convert Only Intends to Separate Explain Other

In-Rate Invalid Choice Invalid Choice Reason Qualification
 Attending college not using Post 911 GI bill benefits
 Attending college using Post 911 GI bill benefits
 No desire to affiliate with USN or USNR
 No quota available for Member's desires
 Other

Conversion Choices
 1st: 2nd: 3rd:

Reenlistment (AC/FTS) Application Details

Security Clearance Level: Has been on OSA\GSA\IA: No Date of last NJP: Most Recent PFA Results and Date: 7/19/2013 Number of PFA Failures in last 4 years: 0 Average: 3.67

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit Save Close

Enter Preferred NOSC Information and contact information below

Note: Intends to Separate applications are only available for mandatory C-WAY applications, otherwise mark the application as "Cancel".

If your Sailor has decided that he/she intends to separate from active service in the Navy, enter the PRD/SEAOS application as "Intends to Separate". Note: Entering an application as "Intends to Separate" will lock the Sailor's application into "Intends to Separate". You can enter an application for SELRES after the Sailor has been designated as "Intends to Separate" in the SEAOS window without C-WAY help desk intervention. Using the un-submit button, un-submit the application, then resubmit by selecting "SELRES" as component type. Continue per page 50 of this guide.

NOT APPLYING THIS MONTH APPLICATION

Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

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Career Waypoints

Sailor Eligibility

Current Rating: EM Year Group: YG 2010 RPT Date: 11/18/2010 UIC: N99999 Application Status: **Saved - Action Required**

Pres Rate: EM3 EAOS: 7/29/2014 PEBD: 5/30/2010 Critical NECs: Sailor Name: BLANCO, ROCCO

Pros Rate: Soft EAOS: 7/29/2014 EDLN: SSN (last 4):

Current EMC: B400 PRD: 5/31/2014 EDLN Code: Warfare Designator:

Service Component: USN ADSD: 5/30/2010 Acc Code: 100

Reenlistment (AC/FTS) Application Options

Component Type: USN or FTS SELRES Application Reason: SEAOs Special Circumstance Reason Code: Explain Other: Process Month: Aug-2013 Set to Current Month:

Application Type: In-Rate Only Not Applying This Month In-Rate, Willing To Convert Not Eligible Convert Only Intends to Separate

In-Rate: Invalid Choice: Invalid Choice Reason: Qualification: n/a

Conversion Choices: 1st: 2nd: 3rd:

Published Requested Quotas: Approved Quotas:

Member not available for Counseling
Waiting for updated ASVAB
Waiting for updated Security Clearance
Waiting for updated Citizenship
No quota available for Member's desires
Member undecided
Other
Out of in-rate looks, no interest in convert
Out of in-rate looks, no convert opportunities

SELRES Fields: Preferred NOSC: Sailor's Phone: Sailor's Email:

Note: Not Applying This Month applications are only available for mandatory C-WAY applications, otherwise mark the application as "Cancel".

Reenlistment (AC/FTS) Application Details

Security Clearance Level: 2/11/2011 Promotion Recommendations: 8/15/2013
 8/15/2012
 7/11/2011

Has been on OSA \GSA \IA: No Date of last NJP:

Most Recent PFA Results and Date: 4/19/2013

Number of PFA Failures in last 4 years: 0 Average: 3.67

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Submit Save Close

If the Sailor chooses not to apply for C-WAY, then select "Not Applying This Month" along with the explanation in the drop down menu. Choosing this option will "cost" the Sailor a month's opportunity for a Reenlistment quota. Additionally, if the Sailor was separated prior to his/her SEAOs, choose this option in order to prevent receiving a "Failed to Submit".

Note: Not Applying This Month applications are only available for mandatory C-WAY applications, otherwise mark the application as "Cancel".

If a Sailor has no desire to apply for C-WAY during a system-generated application, enter a "Not Applying This Month" application. Ensure that the Sailor understands that he/she is losing an opportunity for one of his/her scheduled looks.

All data utilized in this slide is fictional.

SUBMITTED

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Career Waypoints

Sailor Eligibility

Current Rating: BM	Year Group: YG 2010	RPT Date: 11/18/2010	UIC: N99999	Application Status: Submitted
Pres Rate: BM3	EAOS: 7/29/2014	PEBD: 5/30/2010	Critical NECs: <input type="text"/>	Sailor Name: BLANCO, Rocco
Pros Rate:	Soft EAOS: 7/29/2014	EDLN: <input type="text"/>	<input type="text"/>	SSN (last 4): <input type="text"/>
Current EMC: B400	PRD: 5/31/2014	EDLN Code: <input type="text"/>	<input type="text"/>	Warfare Designator: <input type="text"/>
Service Component: USN	ADSD: 5/30/2010	Acc Code: 100	<input type="text"/>	

Reenlistment (AC/FTS) Application Options

Component Type <input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	Application Reason SEAOS	Special Circumstance Reason Code <input type="text"/>	Process Month Aug-2013				
Application Type <input checked="" type="radio"/> In-Rate Only <input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Convert Only	<input type="radio"/> Not Applying This Month <input type="radio"/> Not Eligible <input type="radio"/> Intends to Separate	<input type="text"/> <input type="text"/> <input type="text"/>	SELRES Fields Preferred NOSC: <input type="text"/> Sailor's Phone: <input type="text"/> Sailor's Email: <input type="text"/>				
In-Rate Yes	Invalid Choice No	Invalid Choice Reason n/a	Qualification Status n/a	Ride Rank n/a	Published Quotas 18	Requested Quotas 34	Approved Quotas 0
Conversion Choices 1st: <input type="text"/> 2nd: <input type="text"/> 3rd: <input type="text"/>							

Reenlistment (AC/FTS) Application Details

Security Clearance Level: <input type="text"/>	Promotion Recommendations
Has been on OSA\GSA\IA: <input type="text"/>	<input type="text"/> 5/15/2013
Date of last NJP: <input type="text"/>	<input type="text"/> 5/15/2013
Most Recent PFA Results and Date: <input type="text"/> 4/19/2013	<input type="text"/> 2/11/2013
Number of PFA Failures in last 4 years: <input type="text"/>	Average: 3.67
<input checked="" type="checkbox"/> I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.	

UnSubmit Close

Verify that the application reads "Submitted", then click on "Close".

After verifying that all of the information is correct and accurate, submit the Sailor's application. Ensure that the word "Submitted" appears in the "Application Status". The application must be submitted and not just saved in order to be racked and stacked.

All data utilized in this slide is fictional.

NOTES

Reenlistment (AC/FTS) Qualified Jobs

Fast Filters

SSN: [REDACTED] Name: BLANCO, ROCCO Pres Rate: BM3 Pros Rate: [REDACTED] Gender: Male In-Rate Quotas: 18 ConvOut Quotas: 4 Service Comp: USN App Reason: SEAOS

Quota Month: Aug-2013 [17] [Reset]

Job Card
Add'l Job Reqs.
Reenlist Application

Rating
Legal
Aviation
Aviation
Damage
Electric
Aviation
Machin
Logistic
Yeoman
Culinary
Culinary
Gas Tu
Aviation
Aviation
Culinary
Aviation
Boatsv

Notes

CEM
Printable Job List
JOIN Rating Results
JOIN Job Groups
Close

Record

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASSIFICATION_ID=1&UPDATETYPE=...

Career Waypoints

Notes

SSN: [REDACTED] Name: BLANCO, ROCCO,

Note: Sailor only has three evaluations during his career to date.

After closing the submitted application, click "Notes" to add any details that you want the Enlisted Community Manager to know during rack and stack, e.g. In this situation the Sailor only has 3 evals during his career which is why there aren't 5 reflected in the application.

History: ***** COLECD 8/6/2013 12:21:22 PM
I have updated the following information in this application and acknowledge that the corporate data source must be updated:
Prior Promotion Recommendations and Dates:
Eval1: Must Promote, 6/15/2013
Eval2: Significant Problems, 6/15/2012
Eval3: Promotable, 2/11/2011
Eval4: ,
Eval5: ,
Updated Promotion Recommendations and Dates:
Eval1: Must Promote, 6/15/2013

Note: Notes are only read by ECMs when application is in rack and stack.

Save Notes Report Close

The "Notes" section of C-Way is intended as an opportunity to allow communication between the Career Counselors and the Enlisted Community Managers. If the Sailor recently earned his/her warfare device or NEC and it is not reflected in the C-WAY "Sailor Details" page, verify receipt and make a note. NOTE: Warfare devices nor NECs cannot be updated by the Help Desk. If it is missing, contact your PLR.

All data utilized in this slide is fictional.

SUBMITTING AN APPLICATION UNDER SAILOR BROWSER

Career Waypoints

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

Sailor Browser

Fast Filters

SSN: Name: Rating: ASD: UIC: Dept: PG: SERVICE:

Show 100 items

List

Q	SSN	Full Name	EAOS	SEAOS	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept	Rating	ASD
	*****	BLANCO, ROCCO	05/29/2014	05/29/2014			E4	N99999				BM	5/30/2010

Record: of 1 Page: of 1

To create/submit an application, click "Sailors", "Sailor Browser", and enter the Sailor's SSN or name. Click "List". When your Sailor appears and is highlighted, click "Edit". (This option is the only way to enter a Sailor for a Special Circumstance application other than PRD.)

All applications can be submitted under "Sailors"/"Sailor Browser". If the application is not automatically generated by C-WAY, then the application has to be entered via "Sailors"/"Sailor Browser". SEAOS and PRD applications are automatically generated.

All data utilized in this slide is fictional.

SUBMITTING AN APPLICATION UNDER SAILOR BROWSER (CONT' D)

AC/FTS/RC Analyst Reports Help Sign Out

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASSIFICATION_ID=1&SERVICE_CD=&UPDATETYPE=U - C - Microsoft Internet Explorer p

Career Waypoints

Sailor Details

General Information

SSN: Date of Birth MM/DD/YYYY: 9/2/1984 Gender: Male

Last Name: BLANCO First Name: ROCCO Middle Initial:

ADSD MM/DD/YYYY: 5/30/2010 UIC: N99999 US Citizen: Yes

Service Code *: AC Department: Parents U.S. Born: Yes

Paygrade: E4 Secondary UIC: All immediate family US Citizens: Yes

Current Rating: BM Secondary Department: Civilian Education: HS Diploma

Previously Held Rating: Prospective Rate:

Test Scores & Evaluations

ASVAB Exam Date MM/DD/YYYY: 5/1/2013 ASVAB Version: 24F GS: 55 AR: 59 WK: 53 PC: 55 MK: 52 EI: 46 AS: 44 MC: 47 AO*: 0 VE: 54 CS*: 0 NO*: 0 AFQT: 69

NAPT Exam Date MM/DD/YYYY: NAPT*: 0 DLAB Exam Date MM/DD/YYYY: DLAB**: 0 * AO/CS/NO/NAPT - Optional ** DLAB required for CTI

Medical

Legal & Moral

Qualify Apply Reenlistment (AC/FTS) Notes Save Close

As long as the Sailor has already been qualified, then simply click "Apply Reenlistment (AC/FTS)".

If no "Apply Reenlistment (AC/FTS)" button is available, check the following:

- Is Sailor a designated E2 or below?
- Is Sailor over 14 years between ADSD/PEBD and SEAOS?
- Is Sailor selected or frocked to Chief?

If the answer is Yes, then C-WAY does not apply.

All data utilized in this slide is fictional.

IN RATE ONLY OPTION

Reenlistment (AC/FTS) Qualified Jobs

Fast Filters

SSN: [REDACTED] Name: BLANCO, ROCCO Pres Rate: BM3 Pros Rate: [REDACTED] Gender: Male In-Rate Quotas: 18 ConvOut Quotas: 0 Service Comp: USN App Reason: SEAS

Quota Month: Aug-2013 Display Current Month Jobs: List Show 50 Items Item Count: 1 Reset

Rating Name	Rating	Status	RIDE Rank	RIDE Score	RR	JOIN Rank	Conversion Quotas
Boatswain's Mate	BM	Preliminary eligible	37	14.05	54		N/A

Job Card
Add'l Job Reqs.
Reenlist Application

Notes
CEM
Printable Job List
JOIN Rating Results
JOIN Job Groups
Close

Record: 1 of 1 Page: 1 of 1

From this screen, click "Reenlist Application".

Note: This Sailor only has In-Rate opportunities for this application month. That is why "ConvOut Quotas" is 0 and the only rate listed is BM.

"Reenlist (AC/FTS) Qualified Jobs" screen shows the number of In-Rate quotas and Convert Out quotas as shown above. If you try to submit your Sailor for a conversion quota and cannot determine why there are no conversion options, utilize this screen to see whether or not the Sailor has conversion opportunities. If an ECM is undermanned in a Year Group and Rank, he/she will not authorize convert out options; therefore, the Sailor's only Active Component option is to submit for In-Rate only.

All data utilized in this slide is fictional.

IN RATE AND CONVERSION OPTIONS

AC/FTS/RC Analyst Reports Help Sign Out

Reenlistment (AC/FTS) Qualified Jobs

Fast Filters

SSN: [REDACTED] Name: BLANCO, ROCCO Pres Rate: BM3 Pros Rate: Gender: Male In-Rate Quotas: 18 ConvOut Quotas: 4 Service Comp: USN App Reason: SEAS

Quota Month: Aug-2013 Display Current Month Jobs: List Show 500 Items Item Count: 17 Reset

Job Card	Rating Name	Rating	Status	RIDE Rank	RIDE Score	RIDE/JOIN Rank	Conversion Quotas
Reenlist Application	Legalman	LN	Preliminary eligible	1	70.14	3	2 (1)
	Aviation Machinist's Mate	AD	Preliminary eligible	16	61.42	11	3 (1)
	Aviation Structural Mechanic Safety	AME	Preliminary eligible	17	61.22	12	3 (0)
	Damage Controlman	DC	Preliminary eligible	19	60.58	17	1 (1)
	Electrician's Mate - Omer	EM(OTH)	Preliminary eligible	20	59.87	19	1 (0)
	Aviation Structural Mechanic	AM	Preliminary eligible	35	56.75	25	3 (0)
	Machinery Repairman	MR	Preliminary eligible	36	56.51	31	1 (0)
	Logistics Specialist Submarines	LSS	Preliminary eligible	39	54.99	34	1 (0)
	Yeoman Submarine	YNS	Preliminary eligible	41	54.58	36	1 (0)
	Culinary Specialist Submarine	CSS	Preliminary eligible	42	53.80	39	1 (0)
	Hull Maintenance Technician	HT	Preliminary eligible	43	53.69	32	1 (0)
	Gas Turbine System Technician Mechanical	GSM	Preliminary eligible	44	53.39	33	4 (0)
	Aviation Boatswain's Mate Aircraft Handling	ABH	Preliminary eligible	62	41.61	53	2 (0)
	Aviation Boatswain's Mate Fuels	ABF	Preliminary eligible	63	40.41	50	2 (0)
	Culinary Specialist	CS	Preliminary eligible	64	40.04	55	2 (0)
	Aviation Boatswain's Mate Launching and	ABE	Preliminary eligible	65	30.22	56	2 (0)
	Boatswain's Mate	BM	Preliminary eligible	67	14.05	54	N/A

Notes

CEM

Printable Job List

JOIN Rating Results

JOIN Job Groups

Close

Discuss rating options with your Sailor, then click "Reenlist Application" to submit application.

Record: 1 of 17 Page: 1 of 1

Note: In this instance BM3 has 4 "Convert Out" quotas; therefore, every rate that has "Convert In" quotas for which this Sailor qualifies is his Year Group and Rank will appear in this Window.

This is the same screen as the one prior, except that in this one, the Sailor has convert out quotas; therefore, all ratings for which he qualifies that have convert in options are reflected in the Reenlistment (AC/FTS) Qualified Jobs list.

All data utilized in this slide is fictional.

SUBMITTING AN APPLICATION UNDER SAILOR BROWSER (CONT' D)

Reenlistment (AC/FTS) Qualified Jobs

https://careerwaypoints.sscno.nmci.navy.mil/?CLASS_ID=525706&SVC_CD=USN&QUALIFIED=*%&FROM=2 - Ca - Windows Internet Explorer

Reenlistment (AC/FTS) Application Details

Sailor Eligibility

Current Rating: <input type="text"/>	Year Group: YG 2010	RPT Date: 10/23/2012	UIC: <input type="text"/>	Application Status:
Pres Rate: <input type="text"/>	EAOS: 10/10/2017	PEBD: 11/24/2009	Critical NECs: <input type="text"/>	Sailor Name: <input type="text"/>
Pros Rate:	Soft EAOS: 10/10/2017	EDLN:		SSN (last 4): <input type="text"/>
Current EMC: A440	PRD: 4/1/2016	EDLN Code:		Warfare Designator:
Service Component: USN	ADSD: 11/24/2009	Acc Code: 100		

Reenlistment (AC/FTS) Application Options

Component Type <input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	Application Reason Spec Circ	Special Circumstance Reason Code <input type="text" value=""/>	Process Month Jul-2014 Set to Current Month: <input checked="" type="checkbox"/>
Application Type <input type="radio"/> In-Rate Only <input type="radio"/> Not Applying This Month <input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Not Eligible <input type="radio"/> Convert Only <input type="radio"/> Intends to Separate	Qualification n/a	<div style="border: 1px solid gray; padding: 2px; font-size: x-small;"> Decommissioning Early Transfer Homeport Change LIMDU/Medical Status Change Nuclear Power Program (NPP) Other Post 911 GI Bill Selected Reenlistment Bonus Selective Training and Reenlistment (STAR) </div>	Published Quotas Requested Quotas Approved Quotas n/a n/a n/a

Special circumstance applications other than PRD are listed under the "Special Circumstance Reason Code". PRD will be automatically populated 15 months prior to PRD in order to submit 12, 11, and 10 months prior to PRD.

Reenlistment (AC/FTS) Application Details

Security Clearance Level: SECRET 2/13/2009	Promotion Recommendations
Has been on OSA\GSA\IA: <input type="text"/>	Must Promote 3/15/2014
Date of last NJP: <input type="text"/>	Promotable 3/15/2013
Most Recent PFA Results and Date: P 4/16/2014	<input type="text"/>
Number of PFA Failures in last 4 years: 0	<input type="text"/>
	Average: 3.50

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

All data utilized in this slide is fictional.

CAREER WAYPOINTS AUTO APPROVAL PROCESS OVERVIEW FOR SEAOS APPLICATIONS

C-Way auto approval functionality was implemented February 1, 2014 for non-nuclear rating SEAOS applications. All nuclear-rating applications will be eligible for auto approval (approved-pending status). Requirements for Career Counselors remain the same:

- Validation/update of data on system generated application
- Submission of application for processing

The major change Career Counselors constituted an "Auto Approval Eligibility" field and an immediate decision on submitted applications (no rack and stack).

E6 Sailors and E5 & below Sailors in "Open Ratings" and/or undermanned year groups will get an immediate status of APPROVED in C-WAY provided the following conditions are met:

- Sailor submits a valid application, in all aspects eligible for reenlistment;
- Sailor applying based on system-generated SEAOS application;
- Sailor is not in the Nuclear program;
- No automatically populated data on the C-WAY application has been changed (security clearance, PFA, evaluation etc.). Changing data on the application including updating evaluations will result in the application changing from auto-approved to approved pending status for ECM review.

Determination of an "Open Rating" or undermanned year group will be continually evaluated based on current Rating manning and may change during the month (from Open to Balanced or Competitive). Once a Rating/year group is no longer Open, Auto Approval functionality for that Rating will be suspended. Individual applications will no longer show they are eligible for Auto Approval and will be processed in the Rack and Stack process as they are today. For information on Rating status refer to the **Career Navigator (CNAV) Skillset** located at: <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx> All applications for Sailors in nuclear programs will be marked with an approved pending status and will be routed to Enlisted Community Managers for review similar to process currently used. However, ECMs will be able to process applications on an ongoing basis with a shorter turnaround time for decision.

LETTERS:

Notification letters will NOT be available immediately. However, approval letters will be available the following day via the Approval Letter button located in the reenlistment browser. Simply high-light the approved application and click on the approval letter button.

DETERMINING WHETHER OR NOT YOUR SAILOR IS ELIGIBLE FOR AUTOMATIC APPROVAL

If "Yes", then Sailor is eligible; if "No", then Sailor is NOT eligible for Auto

Reenlistment (AC/FTS) Qualified Jobs

Fast Filters

SSN:	Name:	Pres Rate:	Pros Rate:	Gender:	In-Rate Quotas:	ConvOut Quotas:	Auto In-Rate Approval if Eligible:	Service Comp:	App Reason:
<input type="text"/>	BLANCO, ROCCO	BM2		Male	0	10	No	USN	SEAOS

Quota Month: Display Current Month Jobs: **List** Show 500 items Item Count: 66 Reset

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASS_ID=1&SVC_CD=USN&QUALIFIED=*&FROM=2 - Career - Windows Internet Explorer

Career Waypoints

Sailor Eligibility

Current Rating: BM	Year Group: YG 2012	RPT Date: 6/14/2012	UIC: N99999	Application Status: Saved - Action Required
Pres Rate: BM2	EAOS: 1/31/2015	PEBD: 12/4/2009	Critical NECs:	Sailor Name: BLANCO, ROCCO
Pros Rate:	Soft EAOS: 1/31/2015	EDLN:		SSN (last 4): <input type="text"/>
Current EMC: B400	PRD: 1/31/2015	EDLN Code:		Warfare Designator:
Service Component: USN	ADSD: 12/2/2011	Acc Code: 100		

Reenlistment (AC/FTS) Application Options

Component Type <input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	Application Reason SEAOS	Special Circumstance Reason Code <input type="text"/>	Process Month Jan-2014	Set to Current Month: <input checked="" type="checkbox"/>
Application Type				
<input checked="" type="radio"/> In-Rate Only	<input type="radio"/> Not Applying This Month	<input type="text"/>	SELRES Fields	
<input type="radio"/> In-Rate, Willing To Convert	<input type="radio"/> Not Eligible	<input type="text"/>	Preferred NOSC: <input type="text"/>	
<input type="radio"/> Convert Only	<input type="radio"/> Intends to Separate	<input type="text"/>	Sailor's Phone: <input type="text"/>	
In-Rate Auto Approve Eligibility		Qualification Status	Ride Rank	Published Quotas
Yes Not Eligible		n/a	n/a	0
Conversion Choices			Requested Quotas	Approved Quotas
1st: <input type="text"/>			20	0
2nd: <input type="text"/>				
3rd: <input type="text"/>				

"Not Eligible" means this Sailor is not eligible for Automatic Approval. If the Sailor was eligible, it would say "Eligible".

Reenlistment (AC/FTS) Application Details

Security Clearance Level: <input type="text"/>	Promotion Recommendations
Has been on OSA\GSA\IA: <input type="text"/>	<input type="text"/>
Date of last NJP: <input type="text"/>	<input type="text"/>
Most Recent PFA Results and Date: <input type="text"/>	<input type="text"/>
Number of PFA Failures in last 4 years: <input type="text" value="0"/>	Average: 0.00

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Changing data on the application under "Reenlistment (AC/FTS) Application Details" including updating evaluations will result in the application changing from auto-approved to approved pending status for ECM review.

All data utilized in this slide is fictional.

C-WAY Special Circumstance - Projected Rotation Date (SC-PRD) Applications

-PRD Applications are submitted as follows:

*15 months prior to PRD, applications are auto-generated in C-WAY;

*12 - 10 months prior to PRD, applications are racked and stacked for In-Rate and Conversion quotas for OBLISERVE purposes.

*Neither SELRES nor component change requests are optional during the PRD application window.

-C-WAY automatically generates mandatory, constrained C-WAY SC-PRD applications 15 months prior to Sailors' PRDs for Sailors who have less than 24 months of contract time remaining, calculated from PRD to SEAOS.

-SC-PRD applications will be reviewed at 12, 11, and 10 months prior to PRD.

-Sailors who do not receive SC-PRD quotas will be required to enter SEAOS applications.

-Sailors who do not receive a SC-PRD approval will contact their respective detailer. Based on the amount of contract time remaining, detailers will determine if the Sailor will remain in place at current command or if orders will be issued IAW sea/shore flow. Sailors left in place will have their PRDs adjusted to match SEAOS.

SUBMITTING SC-PRD APPLICATION THROUGH "REENLISTMENT (AC/FTS) APPLICATION BROWSER"

Career Waypoints

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

- Sailor Browser
- Reenlistment (AC/FTS) Application Browser**
- PACT Designation Application Browser
- Conversion (RC) Application Browser
- Transition (RC to AC) Application Browser

The process for submitting Special Circumstance-PRD is the same as submitting SEAOS applications. You can go through "Sailor Browser" or through "Reenlistment (AC/FTS) Application Browser".

Career WAYPOINTS

Management (IAMM), Global Support Assignment (GSA), Overseas Contingency Operation Support Assignment (OSA), pregnancy, temporary additional duty (TEMADD) or excused.

Deadline for submitting July 2013 Reenlistment applications is July 31, 2013 2359 CDT.

June 2013 Career Waypoint results are released.

SUBMITTING SC-PRD APPLICATION THROUGH "REENLISTMENT (AC/FTS) APPLICATION BROWSER" (CONT'D)

Reenlistment (AC/FTS) Application Browser

Fast Filters

Status: ALL SSN: Name: Rating: EMC: Service: App Reason: UIC: My UICs Dept:

List From Date: Aug-2013 To Date: Nov-2013 Expiration Month: Item Count: Reset Show 25 items

Application Details	Flag	CO and	Notes	Full Name	Crit NEC	SSN4	UIC	2nd UIC	YG	App Reason	EAOS	SEAOS
			*	BLANCO, ROCCO			N99999		2010	Spec Circ	03/18/2015	03/18/2015

Application Details **Validate for Batch Submit** **Batch Submit All** **Edit Sailor** **Application History** **Notes** **Close**

Page: 1

For the sake of this guide, the same Sailor name is utilized; however, he now has a SEAOS of 18 March 2015 and a PRD of 31 August 2014. This Sailor now has less than 24 months between PRD and SEAOS and requires a PRD application. To apply click "Application Details".

All data utilized in this slide is fictional.

SC-PRD APPLICATION TYPES ARE EXACTLY THE SAME AND SUBMITTED THE SAME WAY AS SEAOS APPLICATIONS

The only differences between this SC-PRD application and a SEAOS application are that the "Application Reason" states "Spec Circ" and the "Special Circumstance Reason Code" states "PRD". Choose "In-Rate Only", "In-Rate, Willing to Convert", "Convert Only", "Not Applying This Month", "Not Eligible", or "Intends to Separate" for the same reasons as when completing a SEAOS application.

https://careerwaypointsqa.sscno.nmci.navy.mil/?ACTION=E&CLASS_ID=1&AppID=1171385 - Career Waypo - Microsoft Internet Explorer p

Career Waypoints

Sailor Eligibility

Current Rating: BM	Year Group: YG 2010	RPT Date: 7/19/2011	UIC: N99999	Application Status: Saved - Action Required
Pres Rate: BM3	EAOS: 3/18/2015	PEBD: 3/10/2011	Critical NECs: <input type="text"/>	Sailor Name: BLANCO, ROCCO
Pros Rate:	Soft EAOS: 3/18/2015	EDLN:	<input type="text"/>	SSN (last 4): <input type="text"/>
Current EMC: B400	PRD: 8/31/2014	EDLN Code:	<input type="text"/>	Warfare Designator:
Service Component: USN	ADSD: 5/30/2010	Acc Code: 100	<input type="text"/>	

Reenlistment (AC/FTS) Application Options

Component Type <input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	Application Reason Spec Circ	Special Circumstance Reason Code PRD <input type="button" value="Explain Other"/>	Process Month Aug-2013 <input type="checkbox"/> Set to Current Month:
Application Type <input type="radio"/> In-Rate Only <input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Convert Only	<input type="radio"/> Not Applying This Month <input type="radio"/> Not Eligible <input type="radio"/> Intends to Separate	<input type="button" value="Explain Other"/> <input type="button" value="Explain Other"/> <input type="button" value="Explain Other"/>	SELRES Fields Preferred NOSC: <input type="text"/> Sailor's Phone: <input type="text"/> Sailor's Email: <input type="text"/>
In-Rate	Invalid Choice	Invalid Choice Reason	Qualification Status n/a
Conversion Choices 1st: <input type="text"/> 2nd: <input type="text"/> 3rd: <input type="text"/>			Ride Rank Quotas n/a
			Published Quotas Requested Quotas Approved Quotas

Reenlistment (AC/FTS) Application Details

Security Clearance Level: <input type="text"/>	Promotion Recommendations
Has been on OSA\GSA\IA: <input type="text"/>	<input type="text"/>
Date of last NJP: <input type="text"/>	<input type="text"/>
Most Recent PFA Results and Date: <input type="text"/>	<input type="text"/>
Number of PFA Failures in last 4 years: <input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/> I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.	

Submit Save Close

All data utilized in this slide is fictional.

TO CHECK THE STATUS OF A C-WAY APPLICATION

To check the status of a C-WAY application, go to the "Reenlistment (AC/FTS) Application Browser" under the "Sailors" menu. Change the status to "All" to see all applications, "Approved" to see all approved applications, etc., etc. Change the date range to the period of time needed. Scroll over to "App Status" column. Click on any of the blue column titles in order to put the columns in ascending or descending order according to the title (e.g. "Proc Month", "App Status", etc.).

Reenlistment (AC/FTS) Application Browser

Fast Filters

Status: SSN: Name: Rating: EMC: Service: App Reason: UIC:

List From Date: To Date: Expiration Month: Item Count: **Reset** Show 1000 items

Application Details	OS	SEAOS	PRD	Proc Month	Expire Month	Looks Rem	Looks Rcvd	App Status	Current Rating
	0/2014	02/10/2014	12/01/2014	Jun-2013		3	12	Denied	IS
	17/2013	02/07/2014	04/30/2017	Jun-2013		3	5	Intends to Separate	ABH
Validate for Batch Submit	18/2013	06/08/2014	06/30/2014	Jun-2013		7	1	Not Eligible	ABH
	13/2015	05/03/2015	04/01/2014	Jun-2013		18	1	Denied	ET(SW-N)
Batch Submit All	3/2013	06/13/2014	12/31/2016	Jun-2013		7	11	Intends to Separate	LS
	0/2014	02/10/2015	11/01/2013	Jun-2013		15	8	Denied	MC
	17/2013	07/27/2014	07/01/2014	Jun-2013		8	12	Intends to Separate	MC
Edit Sailor	16/2014	01/06/2014	06/30/2015	Jun-2013		2	6	Intends to Separate	OS
	15/2013	06/25/2014	12/01/2014	Jun-2013	Jul-2014	7	1	Approved	ABH
Application History	11/2014	06/01/2014	06/01/2014	Jun-2013	Jul-2014	7	1	Approved	ABH
	1/2014	07/11/2014	07/01/2014	Jun-2013	Jul-2014	8	1	Approved	AO
	5/2013	07/15/2014	07/01/2014	Jun-2013	Jul-2014	8	1	Approved	HT
Delete Application	0/2014	06/10/2014	12/01/2014	Jun-2013	Jul-2014	7	2	Approved	ET(SW-N)
	18/2013	07/28/2014	10/01/2014	Jun-2013	Jul-2014	8	1	Approved	AE
Set SEAOS	16/2014	07/26/2014	01/01/2016	Jun-2013	Jul-2014	8	1	Approved	AO
	16/2013	05/26/2015	06/01/2014	Jun-2013	Jul-2014	18	1	Approved	ET(SW-N)
Denied Final to Denied	9/2014	07/19/2014	09/01/2015	Jun-2013	Jul-2014	8	1	Approved	HM
Notes	14/2016	06/04/2016	06/01/2014	Jun-2013	Jul-2014	31	1	Approved	AS
Close	12/2015	02/22/2017	04/01/2016	Jun-2013	Jul-2014	39	1	Approved	EM(SW-N)

Page:

Additionally, note the "Show ## Items" drop down menu on the top right side of this screen. You can see up multiples of 25, 100, 500 to 1000 applications at a time.

All data utilized in this slide is fictional.

Approved Application and the Quota Return Button

The Career Counselor has the ability to return quota when Sailor's choose to separate or when losing eligibility. When a Sailor is under orders and refuses to obligate for additional service as required by the orders, the C-Way quota will be returned via the return button. Command are advised that a NAVPER 1306/7 must be forwarded to PERS 4 indicating that the member has refused to OBLISERV. PER 40BB will Flag the record as appropriate. Service members not be able to resubmit for another quota. Only PERS 40BB can lift the Flag. Consideration will be given as advised by the cognizant Enlisted Community Manager.

Reenlistment (AC/FTS) Application Details

Sailor Eligibility

Current Rating: AD	Year Group: YG 2010	RPT Date: 12/9/2008	UIC: N90013	Application Status: Approved
Pres Rate: ADAN	EAOS: 5/15/2017	PEBD: 5/15/2010	Critical NECs: <input type="text"/>	Sailor Name: REAdminMod, 11
Pros Rate:	Soft EAOS: 5/15/2017	EDLN: 5/15/2017	<input type="text"/>	SSN (last 4): 2011
Current EMC: A110	PRD: 11/15/2016	EDLN Code:	<input type="text"/>	Warfare Designator:
Service Component: USN	ADSD: 5/15/2010	Acc Code: 100	<input type="text"/>	

Reenlistment (AC/FTS) Application Options

Component Type	Application Reason	Special Circumstance Reason Code	Process Month
<input checked="" type="radio"/> USN or FTS <input type="radio"/> SELRES	<input type="text" value="SEAO5"/>	<input type="text"/>	<input type="text" value="Sep-2016"/> Set to Current Month: <input type="checkbox"/>
Application Type			SELRES Fields
<input checked="" type="radio"/> In-Rate Only <input type="radio"/> Not Applying This Month	<input type="text"/>	<input type="text"/>	Preferred NOSC: <input type="text"/>
<input type="radio"/> In-Rate, Willing To Convert <input type="radio"/> Not Eligible	<input type="text"/>	<input type="text"/>	Sailor's Phone: <input type="text"/>
<input type="radio"/> Convert Only <input type="radio"/> Intends to Separate	<input type="text"/>	<input type="text"/>	Sailor's Email: <input type="text"/>
In-Rate	Auto Approve Eligibility	Qualification Status	Decision
Yes		n/a	Approved
Conversion Choices			
1st: <input type="text"/>			
2nd: <input type="text"/>			
3rd: <input type="text"/>			

Reenlistment (AC/FTS) Application Details

Security Clearance Level:	SCI - DCID 6/4	<input type="text" value="7/21/2"/>
Has been on OSA\GSA\IA:	No	
Date of last NJP:	<input type="text"/>	
Most Recent PFA Results and Date:	W	6/17/2010
PFA Failures in the Last 3 Years:	0	
Quota Return Reason Code:	Involuntary return of quota - PFA	<input checked="" type="checkbox"/> Page 13 submitted.
<input type="checkbox"/> I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.		

Return Quota
Close

Returning Approved Quota

1. Click Page 13 submitted
2. Choose appropriate reason in drop down
3. Click return quota



Returning approved quota for member's intending to separate or when losing eligibility

https://careerwaypointsqa.sscno.nmci.navy.mil/ - Career Waypoints - Reenlistment (AC/FTS) Appli - Internet Explorer

Reenlistment (AC/FTS) Application Details

Sailor Eligibility

Current Rating: AD Year Group: YG 2010 RPT Date: 12/9/2008 UIC: N90013 Application Status: **Approved**

Pres Rate: AD

Pros Rate:

Current EMC: A1

Service Component: US

Reenlistment (AC/FTS) A

Component Type

USN or FTS

Application Type

In-Rate Only

In-Rate, Willing To Conv

Convert Only

In-Rate Auto Appr

Yes

Conversion Choices

1st:

2nd:

3rd:

Security Clearanc

Has been on OSA\C

Date of I

Most Recent PFA Results a

PFA Failures in the Last 3

Quota Return Reason Code:

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Notes

SSN : *****2011 Name : REAdminMod, 11

Prefilled Note :

An approved quota has been administratively returned for the following reason:

Note :

Add notes as appropriate then click on save. Quota will return and member will show as "intends to separate"

History :

***** MANNDADMIN 9/15/2016 6:56:12 AM
Reenlistment (AC/FTS) Decision Modification Note
testing for Rlse 28b

Save Close

Return Quota Close

TO CREATE A SELRES C-WAY APPLICATION DURING SAILOR'S C-WAY-REEN SEAOS WINDOW

Navigate to the application either through the "Sailor Browser" (as shown on page 36 of this guide) or the "Reenlistment (AC/FTS) Application Browser" (as shown on page 26 of this guide).

TO CREATE A SELRES C-WAY APPLICATION DURING SAILOR'S C-WAY-REEN SEAOS WINDOW (Cont'd.)

Career Waypoints

Sailor Eligibility

Current Rating: MA	Year Group: YG 2012	RPT Date: 5/28/2010	UIC: N99999	Application Status: Saved - Action Required
Pres Rate: MA3	EAOS: 2/20/2015	PEBD: 12/4/2009	Critical NECs: <input type="text"/>	Sailor Name: BLANCO, ROCCO
Pros Rate:	Soft EAOS: 2/20/2015	EDLN:	<input type="text"/>	SSN (last 4): 1111
Current EMC: B640	PRD: 1/31/2016	EDLN Code:	<input type="text"/>	Warfare Designator:
Service Component: USN	ADSD: 12/2/2011	Acc Code: 100	<input type="text"/>	

Reenlistment (AC/FTS) Application Options

Component Type <input type="radio"/> USN or FTS <input checked="" type="radio"/> SELRES	Application Reason <input type="text" value="SEAOS"/>	Special Circumstance Reason Code <input type="text"/>	<input type="button" value="Explain Other"/>	Process Month <input type="text" value="Feb-2014"/>	<input type="checkbox"/> Set to Current Month	
Application Type <input type="radio"/> In-Rate Only <input type="radio"/> In-Rate, Willing To Convert <input checked="" type="radio"/> Convert Only	<input type="radio"/> Not Applying This Month <input type="radio"/> Not Eligible <input type="radio"/> Intends to Separate	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="button" value="Explain Other"/> <input type="button" value="Explain Other"/> <input type="button" value="Explain Other"/>	SELRES Fields Preferred NOSC: <input type="text"/> Sailor's Phone: <input type="text"/> Sailor's Email: <input type="text"/>		
In-Rate	Auto Approve Eligibility	Qualification Status n/a	Ride Rank n/a	Published Quotas	Requested Quotas	Approved Quotas

Simply choose "SELRES" vice "USN or FTS" when the Sailor is in his/her C-WAY-REEN SEAOS window (i.e. 13-6 months from SEAOS).

Enter Preferred NOSC Information and contact information above

Reenlistment (AC/FTS) Application Details

Security Clearance Level: <input type="text"/>	Promotion Recommendations <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Has been on OSA\GSA\IA: <input type="text"/>	Average: 0.00
Date of last NJP: <input type="text"/>	
Most Recent PFA Results and Date: <input type="text"/>	
Number of PFA Failures in last 4 years: <input type="text" value="0"/>	

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

TO CREATE A SELRES C-WAY APPLICATION AFTER SAILOR HAS RECEIVED A DENIED-FINAL ACTIVE (DFA) APPLICATION

Career Waypoints

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

Sailor Browser

Reenlistment (AC/FTS) Application Browser

Reenlistment (AC/FTS) Approval Browser

PACT Designation Application Browser

PACT Designation Approval Browser

Conversion (RC) Application Browser

Special Conversion Application Browser

Special Conversion Approval Browser

Transition (RC to AC) Application Browser

Transition (RC to AC) Approval Browser

Go to "Sailors",
"Reenlistment (AC/FTS)
Application Browser" or to
"Sailors", "Sailor Browser"

WXP YPOINTS

Cyber security now requires Career Waypoints to disable all accounts (Active Duty/SELRES/Civilian) if unused for 30 days. If CCC Career Waypoints account has been disabled, the member, and only the member, is required to contact the Helpdesk to reestablish their account. The Help desk will require a digital signed email from the member to re-enable the account from a secure email account (i.e. .mil). All personnel (Active Duty/SELRES/Civilian) must contact the Career Waypoints Helpdesk at (901)874-2102 or DSN 882-2102 or email

TO CREATE A SELRES C-WAY APPLICATION AFTER SAILOR HAS RECEIVED A DENIED-FINAL ACTIVE (DFA) APPLICATION (CONT' D.)

Reenlistment (AC/FTS) Application Browser

Fast Filters

Status: ALL SSN: Name: Rating: EMC: Service: App Reason: UIC:

List From Date: Oct-2013 To Date: Feb-2014 Expiration Month: Item Count Reset Show 1000 items

Application Details	AOS	SEAOs	PRD	Proc Month	Expire Month	Looks Rem	Looks Rcvd	App Status	Current Rating
	1/29/2014	06/29/2014	06/01/2014	Nov-2013		2	8	Denied	
	1/29/2014	06/29/2014	06/01/2014	Dec-2013		1	9	Denied - Final Active	

Validate for Batch Submit
Batch Submit All
Edit Sailor
Application History
Delete Application
Set SEAOS
Denied Final to Denied
Notes
Close

Slide the bar to the left to see "App Status". Ensure that the Sailor did receive his/her Denied-Final Status. Click on "Edit Sailor" to create a new application.

Page: 1

All data utilized in this slide is fictional.

TO CREATE A SELRES C-WAY APPLICATION AFTER SAILOR HAS RECEIVED A DENIED-FINAL ACTIVE (DFA) APPLICATION (CONT' D.)

Reenlistment (AC/FTS) Qualified Jobs

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASS_ID=507079&SVC_CD=USN&QUALIFIED=* &FROM=2 - - Windows Internet Explorer

Career Waypoints
Sailor Eligibility

Current Rating: Year Group: RPT Date: UIC: Application Status:
 Pres Rate: EAOS: PEBD: Critical NECs: Sailor Name:
 Pros Rate: SoR EAOS: EDLN: SSN (last 4):
 Current EMC: PRD: EDLN Code: Warfare Designator:
 Service Component: ADSD: Acc Code: 100

Reenlistment (AC/FTS) Application Options

Component Type: USN or FTS SELRES Application Reason: Special Circumstance Reason Code: Explain Other: Process Month: Set to Current Month:

Application Type:
 In-Rate Only Not Applying This Month Explain Other:
 In-Rate, Willing To Convert Not Eligible Explain Other:
 Convert Only Intends to Separate Explain Other:

In-Rate: Auto Approve Eligibility: Qualification Status: Ride Published Rank Quotas: Requested Quotas: Approved Quotas:

Conversion Choices:
 1st:
 2nd:
 3rd:

Reenlistment (AC/FTS) Application Details

Security Clearance Level: 4/17/2009
 Has been on OSA\GSA\IA:
 Date of last NJP:
 Most Recent PFA Results and Date: 11/14/2013
 Number of PFA Failures in last 4 years:
 Promotion Recommendations:

 Average: 0.00

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

Fill this application out the same way required by active applications. Mark the box below and "Submit".

All data utilized in this slide is fictional.

TO CREATE A SELRES C-WAY APPLICATION AFTER SAILOR HAS RECEIVED AN INTENDS TO SEPARATE APPLICATION

Sailors who have an "Intends to Separate" application submitted, who are otherwise eligible for reenlistment, and who are within 13 months of SEAOS may request to be added to the "SELRES Only" table in C-WAY. CCCs now have the ability to un-submit a "Intends to Separate" application in the SEAOS window to allow a Sailor to submit a SELRES application. Sailors within 60 days of SEAOS must see a Navy Recruiter for authorization of SELRES affiliation.

TO PRINT OUT A FINAL DETERMINATION LETTER

Simply high-light the approved application and click on the approval letter button.

Reenlistment (AC/FTS) Application Browser

Fast Filters

Status: SSN: Name: Rating: EMC: Service: App Reason: UIC:

From Date: To Date: Expiration Month: Item Count: Show 25 items

List

-
-
-
-
-
-
-
-
-
-
-

Flag	CO and	Notes	Full Name	Crit NEC	SSN4	UIC	2nd UIC	YG	App Reason	EAOS	SEAOS
*						N23152		2011	SEAOS	09/07/2017	09/07/2017
*						N45670		2009	Spec Circ	07/18/2019	07/18/2019
*						N09355		2015	Spec Circ	12/07/2018	12/07/2018
*						N03368		2013	SEAOS	09/22/2017	09/22/2017
*						N35959		2008	SEAOS	01/03/2017	09/03/2017
*						N55146		2006	Spec Circ	07/15/2018	07/15/2018
*						N58048		2014	Spec Circ	08/05/2018	08/05/2018
*						N09632		2014	Spec Circ	03/18/2018	03/18/2019
*						N20994		2013	Spec Circ	08/11/2017	08/11/2018
*						N44323		2010	SEAOS	03/18/2017	08/18/2017
*						N09822		2013	SEAOS	09/22/2017	09/22/2017
*						N63086		2013	SEAOS	09/30/2016	09/30/2017
*						N03365		2006	Spec Circ	10/18/2018	10/18/2018
*						N67375		2011	Spec Circ	07/14/2019	07/14/2019
*						N23027		2009	SEAOS	09/17/2017	09/17/2017
*						N05840		2013	Spec Circ	07/09/2017	07/09/2019
*						N21660		2011	SEAOS	09/07/2017	09/07/2017
*						N3521B		2014	Spec Circ	09/07/2018	09/07/2018
*						N63922		2013	SEAOS	09/03/2017	09/03/2017
*						N32510		2012	SEAOS	09/04/2016	09/04/2017
*						N00183		2014	Spec Circ	12/08/2017	12/08/2018
*						N00231		2015	Spec Circ	10/07/2018	10/07/2018
*						N20993		2013	SEAOS	09/23/2017	09/23/2017
*						N55635		2005	SEAOS	09/22/2017	09/22/2017
*						N23171		2011	Spec Circ	03/12/2018	03/12/2018

ALTERNATE WAY TO PRINT OUT A FINAL DETERMINATION LETTER

Career Waypoints

Home Sailors Control Analyst AC/FTS/RC Analyst **Reports** Help Sign Out

- Apprentice Sailor Report
- BSO/UIC Apprentice Report
- Activity Detail - Reenlistment (AC/FTS)
- BSO UIC Status Report - Reenlistment (AC/FTS)
- Command Summary - Reenlistment (AC/FTS)**
- Command Personnel - Reenlistment (AC/FTS)
- Eligibility Report - Reenlistment (AC/FTS)
- Quota Util by SEAOS FY - Reenlistment (AC/FTS)
- Quota Util by Action Year - Reenlistment (AC/FTS)
- SELRES Qual Statistics
- Qual By Rating Report
- SAAR Compliance Report

Click on "Command Summary-Reenlistment (AC/FTS)" under the "Reports" menu.

Career DINTS

Also, effective August 2, 2013 the Fleet RIDE URL will change to the Career Waypoints URL of <https://careerwaypoints.sscno.nmci.navy.mil/>

ALTERNATE WAY TO PRINT OUT A FINAL DETERMINATION LETTER (CONT'D.)

Career Waypoints

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

UIC:

1 of 1 100% Find | Next

Command Reenlistment (AC/FTS) Summary Report - Date: 8/8/2013

Career Waypoints

Name	Last 4 SSN	UIC	Current Rate	Current SEAOS	Months to SEAOS	Application Status
No Final Status - In Mandatory SEAOS Window						
No Final Status - In Mandatory PRD Window						
No Final Status - Voluntary Spec Circ Submissions						
Approved to Reenlist in Active Component - In-Rate						
Approved to Reenlist in Active Component - Conversion						
Approved for SELRES - In-Rate						
Denied Final Active						

All Final Adjudication Letters are listed under the four identified tabs. The "No Final Status" tabs will list personnel with no final status.

C-WAY COMMAND SUMMARY REPORTS

Career Waypoints

Home Sailors Control Analyst AC/FTS/RC Analyst **Reports** Help Sign Out

- Apprentice Sailor Report
- BSO/UIC Apprentice Report
- Activity Detail - Reenlistment (AC/FTS)
- BSO UIC Status Report - Reenlistment (AC/FTS)
- Command Summary - Reenlistment (AC/FTS)**
- Command Personnel - Reenlistment (AC/FTS)
- Eligibility Report - Reenlistment (AC/FTS)
- Quota Util by SEAOS FY - Reenlistment (AC/FTS)
- Quota Util by Action Year - Reenlistment (AC/FTS)
- SELRES Qual Statistics
- Qual By Rating Report
- SAAR Compliance Report

For more detailed information about your personnel, download the "Command Personnel- Reenlistment (AC/FTS)" report under the "Reports" menu.

Also, effective August 2, 2013 the Fleet RIDE URL will change to the Career

C-WAY COMMAND SUMMARY REPORTS (CONT'D)

The screenshot displays the Career Waypoints website interface. At the top, there is a navigation bar with links for Home, Sailors, Control Analyst, AC/FTS/RC Analyst, Reports, Help, and Sign Out. The main content area shows a report titled "Command Reenlistment (AC/FTS) Personnel Report - Date: 8/8/2013". A table with columns for SSN4, Full Name, EMC, Rating, and Pres Rate is visible. A "Select UICs" dialog box is overlaid on the report, containing a list of UICs and a "Select" button. A tooltip with an hourglass icon instructs the user to "Click on the hourglass to find the UIC." The browser's address bar shows the URL: https://careerwaypointsqa.sscno.nmci.navy.mil/Reports/CmdReenlistmentPersonnelRpt/CmdReenlistme...

UIC: Click on the hourglass to find the UIC.

Command Reenlistment (AC/FTS) Personnel Report - Date: 8/8/2013

Career WayPOINTS

SSN4	Full Name	EMC	Rating	Pres Rate
------	-----------	-----	--------	-----------

Career Waypoints - Select UICs -- Webpage Dialog

Career Waypoints

Select UICs

UICs:

Click on the appropriate UIC for your command.

Tip: Hold down the Ctrl key to select multiple items.

Select Clear

https://careerwaypointsqa.sscno.nmci.navy.mil/Reuse/Reuse_ Trusted sites SSL

C-WAY COMMAND SUMMARY REPORTS (CONT'D)

Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

https://careerwaypointsqa.sscno.nmci.navy.mil/Reports/CommandReenlistmentPersonnelRpt/CommandReenlistme - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

UIC:

1 of 1 100%

Sailors who have a 0 or a negative number in this column shall be submitted for SEAOS applications. Sailors who have less than 24 months in this column shall be submitted for PRD applications. Sailors who have 24 months or more in this column shall contact their detailers for orders negotiation. SEAOS and PRD applications are automatically generated by C-WAY 15 months prior to SEAOS and PRD.

ADSD	EAOS	SEAOS	PRD	Months from PRD to SEAOS	Service Code	Status	Processing Month	Expiration Month	Looks Received	Looks Remaining
5/30/10	3/18/15	3/18/15	8/31/14	7	USN	Saved - Action Required	201308		0	14

The "Status" column reflects the status of the Sailors most current applications.

C-WAY-PACT DESIGNATION

- Sailors have the following choices designation:
 - * Apprenticeship Change (e.g. FN to SN, SN to AN, etc.);
 - * Direct Rating Designation (RED) (Sailor must be **E2** and Sailor must be onboard **command 12 months or greater**);
 - * "A" School (Sailor must be onboard command for **12 months** or greater)
 - * Navy Wide Advancement Exam (NWAE) (Sailor must be E3 and TIR eligible for the next exam cycle, and **be 12 months on board and have an approved quota as follows:**
 - March Cycle - Applications months September prior year through February of exam year
 - September Cycle - Application months prior March through August of exam year)
- C-WAY-PACT does not provide approval letters.
- If Sailor is approved for NWAE, order the appropriate exam. NWAE approvals are good for one exam cycle only. If approved during application months March-August, approval is for September exam. If approved during application months September (prior year) through February, approval is for March exam. BUPERS-3 provides a list to NETPDTC with approvals for NWAE.
- If Sailor is approved for "A" School, contact the "A" school detailer.
- If Sailor is approved for RED, BUPERS-3 will update the Enlisted Master File with the rate designation.

C-WAY-PACT DESIGNATION (CONT' D.)

- Once a Sailor is approved for designation through C-WAY-PACT, only the ECM can authorize release from that designation. ECM rarely authorize a reset for C-WAY-PACT approvals.
- Once a Sailor is approved for NWAE, the exam cycle is over, and the Sailor did not become designated, the Sailor will be required to submit a new C-WAY-PACT application.

SUBMITTING A C-WAY-PACT APPLICATION

Career Waypoints

Home Sailors Control Analyst AC/FTS/RC Analyst Reports Help Sign Out

- Sailor Browser
- Reenlistment (AC/FTS) Application Browser
- PACT Designation Application Browser**
- Conversion (RC) Application Browser
- Transition (RC to AC) Application Browser

To complete a C-WAY-PACT application, click "PACT Designation Application Browser" under the "Sailors" menu.

Career WAYPOINTS

Circumstance OTHER.

SRB Approved for CS Zone A 1.0 Selective Reenlistment Bonus approved for Zone A CS. Opportunity available for rating entry via RECA and PTS conversions.

SUBMITTING A C-WAY-PACT APPLICATION (CONT'D.)

PACT Designation Application Browser

To see all of the PACT applications that need to be submitted, select "Initial Action Required", "Ready to Submit", and "Saved-Action Required" under the "Status" block after selecting the current "Processing Year" and "Processing Month". C-WAY-PACT automatically generates PACT applications.

Fast Filters

Status: SSN: Name: UIC: Approved Rating: Process Year: Process Month:

Refresh Reset

Application Details	Notes	CA	SSN	Full Name ▲	Status	NWAE Exam Cycle	Current Rating	1st Choice	2nd Choice	3rd Choice
Application Details					Initial Action Required		SN			
Rating Entry Report					Saved - Action Required		AN			
Application History					Saved - Action Required		SN			
Notes					Saved - Action Required		AA			
Delete					Saved - Action Required		SN			
Close					Saved - Action Required		SN			
					Saved - Action Required		SN			
					Saved - Action Required		AN	AE - RED	AZ - RED	ABH - F
					Saved - Action Required		SA			
					Saved - Action Required		FR			
					Saved - Action Required		SN			
					Saved - Action Required		AA			
					Saved - Action Required		SN			
					Saved - Action Required		SR			
					Saved - Action Required		FN	MR -		
					Saved - Action Required		SA			
					Saved - Action Required		SN	- APPRSHIP_CHG		

Page 1 of 69 Rows per Page: 25 Item Count: 1717

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-PACT APPLICATION (CONT'D.)

PACT Designation Application Browser

Fast Filters

Status: SSN: Name: UIC: Approved Rating: Process Year: Process Month:

Application Details	Notes	CA	SSN	Full Name ▲	Status	NWAE Exam Cycle	Current Rating	1st Choice	2nd Choice	3rd Choice
<input type="button" value="Rating Entry Report"/>					Saved - Action Required		AN			
<input type="button" value="Application History"/>					Saved - Action Required		SN			
<input type="button" value="Notes"/>					Saved - Action Required		AA			
<input type="button" value="Delete"/>					Saved - Action Required		SN			
<input type="button" value="Close"/>					Saved - Action Required		SN			
					Saved - Action Required		SN			
					Saved - Action Required		AN	AE - RED	AZ - RED	ABH - F
					Saved - Action Required		SA			
					Saved - Action Required		FR			
					Saved - Action Required		SN			
					Saved - Action Required		AA			
					Saved - Action Required		SN			
					Saved - Action Required		SR			
					Saved - Action Required		FN	MR -		
					Saved - Action Required		SA			
					Saved - Action Required		SN	- APPRSHIP_CHG		

Page 1 of 69 Rows per Page: 25 Item Count: 1717

To enter an application for a specific Sailor, highlight the Sailor, then click "Application Details".

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-PACT APPLICATION (CONT'D.)

PACT Designation Application Browser

https://careerwaypointsqa.sscno.nmci.navy.mil/?ACTION=E&CLASS_ID=681787&AppID=81665&FROM=1 - Ca - Windows Internet Explorer

PACT Designation Application Detail

Sailor Eligibility

None of These Apply 1. Pick on of these blocks according to your Sailor's PACT eligibility. If he/she has no PACT options, mark the application as "Declined Available Rating Change" in order to keep from receiving a "Failed to Submit".

Ineligible for Rating Change

Not Recommended for Rating Change

Declined Available Rating Change

Status: **Saved - Action Required**

Rating:

Group:

Command:

Rating Change Choices

Career Path Requested: Designation Apprenticeship Change Month to be Reviewed: Feb-2014

Rating	Path	Billet Available?	Auto Approve	Qualification Status	RIDE Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision	Rack & Stack Rank
1st Choice: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2nd Choice: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3rd Choice: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>							

2. In this block, fill in the "Rating" and the "Path". If Sailor has no options, make sure he/she is truly qualified

Career Milestone Dates

Rating Change Submission:

Reenlistment (AC/FTS) Submission:

RPT Date: 5/6/2013

ADSD: 12/3/2012

Time In Rate: 12/1/2012

Reporting (CMD-1st Term):

(DEPT-2nd + Term):

Prof Growth (DEPT):

Striker/"A" School (CMD):

Rating Change Interview (CMD):

3. Fill in all of the blocks below "Career Milestone Dates" and "Rating Change Package Information".

Rating Change Package Information

EAOS (Without Extension): 12/2/2016

Time On Board: 8 months

PRD (As Listed on EDVR): 5/1/2015

Did Member PNA Last Exam?:

Most Recent NJP:

Most Recent PFA Results and Date: P 10/28/2013

Number of PFA Failures Last 4 Years: 0

If A-School Requested: Is Member Willing To OBLISERV?:

Earliest Date Avail for A-School:

Current Promotion Recommendation (Most Recent Eval):

Previous Promotion Recommendation:

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.

4. After completing the application, check off the box and click "Submit". If you aren't ready to submit it, click "Save". It will not be forwarded to the Rack and Stack until submitted. Failure to submit prior to 2359 CST on the last day of the month will result in a "Failed to Submit" application.

All data utilized in this slide is fictional.

C-WAY-CONV FOR RC TO RC

SELRES Sailors who desire lateral conversion from one rate to another in SELRES will apply through C-WAY-CONV applications. In order to be eligible, the Sailor must:

- be recommended by CO,
- have served a minimum of 24 months in present rate,
- be an enlisted member of SELRES with less than 15 years for retirement, (be advised that there may be program restrictions)
- be a Petty Officer First Class (E6) or below, and
- have satisfactory drill attendance.

SUBMITTING A C-WAY-CONV APPLICATION

The screenshot displays the Career Waypoints website interface. At the top, the title "Career Waypoints" is visible on the left, and a search bar is on the right. Below the title is a navigation menu with the following items: Home, Sailors, Control Analyst, AC/FTS/RC Analyst, Reports, Help, and Sign Out. The "Sailors" menu is expanded, showing a list of options: Sailor Browser, Reenlistment (AC/FTS) Application Browser, PACT Designation Application Browser, Conversion (RC) Application Browser, and Transition (RC to AC) Application Browser. A dashed blue arrow points from a callout box to the "Sailor Browser" option. The callout box contains the text: "To create a C-WAY-CONV application, go to 'Sailor Browser' under the 'Sailors' menu." The large "Career Waypoints" logo is centered at the bottom of the page.

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-CONV APPLICATION (CONT'D.)

Sailor Browser

Fast Filters

SSN: Name:

Rating: ASDS: UIC: Dept: PG: SERVICE:

[Click here to refresh ...](#) Show 100 items

Q SSN	Full Name	EAOS	SEAOS	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept	Rating	ADSD
* *****	BLANCO, ROCCO			03/09/2015	03/09/2015	E5	N99999				BM	3/10/2012

Notes
In Rate
Locate Sailor
Close

Record: of 1 Page: of 1

Find and highlight the Sailor. Verify that the Sailor has been Qualified under the "Q" column. Qualified Sailors will be annotated with a "*". Click "Edit"

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-CONV APPLICATION (CONT'D.)

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASSIFICATION_ID=1&SERVICE_CD=&UPDATETYPE=U - C - Microsoft Internet Explorer p

Career Waypoints

Sailor Details

General Information

SSN: <input type="text"/>	Date of Birth MM/DD/YYYY: 9/2/1984	Gender: Male
Last Name: BLANCO	First Name: ROCCO	Middle Initial: <input type="text"/>
PEED MM/DD/YYYY: 3/10/2010	UIC: N99999	US Citizen: Yes
Service Code *: SELRES	Department: <input type="text"/>	Parents U.S. Born: Yes
Paygrade: E5	Secondary UIC: <input type="text"/>	All immediate family US Citizens: Yes
Current Rating: BM	Secondary Department: <input type="text"/>	Civilian Education: HS Diploma
Previously Held Rating: <input type="text"/>	Prospective Rate: <input type="text"/>	NRA Code: <input type="text"/>
MOD Code: <input type="text"/>	MDC Code: <input type="text"/>	IMS Code: <input type="text"/>
MAS Code - Medical: <input type="text"/>	MAS Code - Administrative: <input type="text"/>	MAS Code - Training: <input type="text"/>

Test Scores & Evaluations

ASVAB Exam Date MM/DD/YYYY: 5/1/2013	ASVAB Version: 24F	GS: 55	AR: 59	WK: 53	PC: 55	MK: 52	EI: 46	AS: 44	MC: 47	AO*: 0	VE: 54	CS*: 0	NO*: 0	AFQT: 69
NAPT Exam Date MM/DD/YYYY: <input type="text"/>	NAPT*: 0	DLAB Exam Date MM/DD/YYYY: <input type="text"/>	DLAB**: 0	* AO/CS/NO/NAPT - Optional ** DLAB required for CTI										

Click "Apply Conversion (RC)" to create C-WAY-CONV application.

Qualify Apply Conversion (RC) Apply Transition (RC to AC) Notes Save Close

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-CONV APPLICATION (CONT'D.)

Click "Conversion" to reach the next step in the application process.

Conversion (RC) Qualified Jobs

Fast Filters

SSN: **** BLANCO, ROCCO Present Rate: BM2 Gender: M Convert Out Status: Open

Application Type: Voluntary Rating Status: Open Refresh Reset

Job Card	Rating Name	Rating	Status ▲	DC Status	A-School Status	RIDE Rank	RIDE/JOIN Rank
Add'l Job Reqs.	Religious Program Specialist	RP	Preliminary eligible	Open	Open	14	14
CREO Info	Personnel Specialist	PS	Preliminary eligible	Open	Open	15	17
Conversion	Damage Controlman	DC	Preliminary eligible	Open	Open	18	15
Notes	Yeoman	YN	Preliminary eligible	Open	Open	21	20
CEM	Utilitiesman	UT	Preliminary eligible	Closed	Open	22	24
Printable CREO	Naval Aircrewmen	AWF	Preliminary eligible	Closed	Open	24	28
Printable Job List	Gunner's Mate	GM	Preliminary eligible	Open	Open	28	26
JOIN Rating Results	Engineman	EN	Preliminary eligible	Open	Closed	29	27
JOIN Job Groups	Hull Maintenance Technician	HT	Preliminary eligible	Open	Open	33	29
Close	Gas Turbine System Technician Mechanical	GSM	Preliminary eligible	Closed	Open	34	30
	Builder	BU	Preliminary eligible	Closed	Open	35	32
	Mineman	MN	Preliminary eligible	Closed	Open	36	33
	Steelworker	SW	Preliminary eligible	Closed	Open	43	40
	Quartermaster	QM	Preliminary eligible	Closed	Open	45	37
	Ship's Serviceman	SH	Preliminary eligible	Open	Closed	47	38
	Mass Communications Specialist	MC	Waiver required: ASVAB	Open	Open	5	1
	Fire Controlman	FC	Waiver required: ASVAB	Open	Open	36	36

The "Conversion (RC) Qualified Jobs" screen will show all of the options for which the Sailor may convert. Note the "Status" block reflects whether or not the Sailor is eligible for the rate. The "DC Status" (Direct Convert Status) and the "A-School Status" reflect whether or not the rate is available for conversion. "Open" means that the option is available. "Closed" means that the option is not available.

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-CONV APPLICATION (CONT' D.)

Complete all information under "Application Reason" and "Application Details". Under "Conversion Choices" in the "Conversion Application" menu, select rating choice (Rates in drop down are same as rates on "Conversion (RC) Qualified Jobs" screen). If Sailor is requesting an A-School Waiver, then click on the "A-School Waiver Request" box and fill in the "Waiver Request Detail". When the application is completely and accurately filled out, click on the "Submit" button.

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASS_ID=1&SVC_CD=SELRES&APPTYPE=Voluntary&QUALI - Microsoft Internet Explorer p

Conversion (RC) Application Details

Sailor Information

Sailor Name: BLANCO, ROCCO SPI Code: MOD Code: NECs Application Status

SSN: PEBD: 03/10/2010 MDC Code:

Current Rating: BM EOS: 03/09/2015 IMS Code: Approved Rating Approved Path

Pres Rate: BM2 SEOS: 03/09/2015 MAS Code - Medical:

Pros Rate: PRD: MAS Code - Admin: Last Updated Date Expiration Month

UIC: N99999 NRA: MAS Code - Training:

Report Date: 04/14/2012

Conversion Application

Application Reason: Voluntary Forced Forced Reason Code: <choice> [Explain Other](#)

Primary CCC: Name:

Email:

Phone:

Conversion Choices

Rating	Path	Invalid Choice	Invalid Choice Reason	Qualification Status	RIDE Rank
1st Choice: <input type="text"/>	<input type="text"/>				
2nd Choice: <input type="text"/>	<input type="text"/>				
3rd Choice: <input type="text"/>	<input type="text"/>				

A-School Waiver Requested [Waiver Request Detail](#)

Application Details

This Sailor is not a NAT, or is a NAT with greater than six years of service.

Earliest A-School Avail Date:

Security Clearance Level: SECRET 5/23/2012

Bonus Type: None

Bonus Effective Date:

Date of last NJP:

Recent PFA results and date: P 4/15/2013

PFA Failures in Last 3 Years: 0

Promotion Recommendations

Must Promote	3/15/2013
Must Promote	1/11/2012
Promotable	6/15/2011

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

I have read the additional job requirements (AJR) for each conversion rating selected and have sent all required documentation to the ECM at selres_ecm@navy.mil

Submit Save Close

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-CONV APPLICATION (CONT'D.)

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASS_ID=18&SVC_CD=SELRES&APPTYPE=Voluntary&QUALI - Microsoft Internet Explorer p

Conversion (RC) Application Details

Sailor Information

Sailor Name: E
SSN: 1
Current Rating: E
Pres Rate: E
Pros Rate: E
UIC: M
Report Date: C

Conversion Application

Application Reason
 Voluntary

Conversion Choices

1st Choice: SH
2nd Choice:
3rd Choice:
 A-School

Application Details

This Sailor is not
Earliest A-School
Security Clea
Bonus Eff
Date
Recent PFA resul
PFA Failures in L
 I have validated all
 I have read the ad

Notes

SSN : ***** Name : BLANCO, ROCCO

Prefilled Note :

I have updated the following information in this application and acknowledge that the corporate data source must be updated:

Prior Security Clearance Level:
Updated Security Clearance Level: SECRET
Prior Security Clearance Date:
Updated Security Clearance Date: 5/23/2012

Note :

History :

***** COLECD3 8/8/2013 10:06:27 AM
I have updated the following information in this applica
be updated:

Prior PFA Results: B
Updated PFA Results: P

Save

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-CONV APPLICATION (CONT'D.)

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASS_ID=1&SVC_CD=SELRES&APPTYPE=Voluntary&QUALI - Microsoft Internet Explorer p

Conversion (RC) Application Details

Sailor Information

Sailor Name: BLANCO, ROCCO SPI Code: MOD Code: NECs
 SSN: PEBD: 03/10/20 Application Status: **Submitted**
 Current Rating: BM EOS: 03/09/20 Approved Rating: Approved Path:
 Pres Rate: BM2 SEOS: 03/09/20 Last Updated Date: 08/08/2013 Expiration Month:
 Pros Rate: PRD:
 UIC: N99999 NRA:
 Report Date: 04/14/2012

Before closing the application, verify that "Application Status" states "Submitted".

Conversion Application

Application Reason: Voluntary Forced Forced Reason Code: <choice> Explain Other
 Conversion Choices:

Rating	Path	Invalid Choice	Invalid Choice Reason	Qualification Status	RIDE Rank
1st Choice: SH	DC			Preliminary eligible	47
2nd Choice:					
3rd Choice:					

A-School Waiver Requested Waiver Request Detail

Primary CCC:

Application Details

This Sailor is not a NAT, or is a NAT with greater than six years of service.

Earliest A-School Avail Date:

Security Clearance Level: SECRET 05/23/2012

Bonus Type: None

Bonus Effective Date:

Date of last NJP:

Recent PFA results and date: 04/15/2013

PFA Failures in Last 3 Years:

Promotion Recommendations:

Must Promote	03/15/2013
Must Promote	01/11/2012
Promotable	06/15/2011

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.
 I have read the additional job requirements (AJR) for each conversion rating selected and have sent all required documentation to the ECM at selres_ecm@navy.mil

Unsubmit Close

All data utilized in this slide is fictional.

CHECKING THE STATUS OF A C-WAY-CONV APPLICATION

The screenshot shows the Career Waypoints website interface. At the top, there is a search bar and a navigation menu with links for Home, Sailors, Control Analyst, AC/FTS/RC Analyst, Reports, Help, and Sign Out. A dropdown menu is open under 'Sailors', listing several application browser options. The 'Conversion (RC) Application Browser' option is highlighted in blue. A dashed blue arrow points from a callout box to this option. The callout box contains the text: 'To check the status of a C-WAY-CONV application, click "Conversion (RC) Application Browser" under the "Sailors" menu.' Below the navigation menu, the 'Career Waypoints' logo is displayed in a large, stylized font. At the bottom of the page, there is a red heading 'Circumstance OTHER.' followed by two paragraphs of text: 'SRB Approved for CS Zone A 1.0 Selective Reenlistment Bonus approved for Zone A CS. Opportunity available for rating entry via REGA and PTS conversions.' and 'Deadline for submitting July 2013 Reenlistment applications is July 31, 2013 2359 CDT.'

All data utilized in this slide is fictional.

CHECKING THE STATUS OF A C-WAY-CONV APPLICATION (CONT' D.)

version (RC) Application Browser

Fast Filters

Make sure "Status" reflects the type of application (Approved, Submitted, Saved-Action Required, etc.)

Ensure that the "From Date" and the "To Date" reflect the appropriate time frame.

Status: ALL

Rating: [] UIC: []

From Date: Aug-2013 To Date: Aug-2013 Expiration Month: []

Refresh Reset

Application Details	Name	SSN4	UIC	Rating	EOS	SEOS	Application Reason	App Status	Last Updated	Expire Month	1st Choice	2nd
Edit Sailor Application History Official Letter Notes Close	BLANCO, ROCCO	[]	N99999	BM	3/9/2015	3/9/2015	Voluntary	Submitted	8/8/2013		SH-DC	

Page 1 of 1 Rows per Page: 25 Item Count: 1

All data utilized in this slide is fictional.

C-WAY-TRANSITION FOR RC TO AC/FTS

Reserve Sailors who desire to execute a component change from Reserve Component (RC) to Active Component (AC) or Full Time Support (FTS) will submit a C-WAY-TRANS application. Sailors must:

- Be a member of the SELRES at the time of application. Retired Sailors and Sailors of the Individual Ready Reserve (IRR) are not eligible;
- Be a satisfactory drill participant;
- Be designated;
- Have completed all requirements to make rate permanent for all Temporary rating Reserve affiliation programs;
- Have completed any mandatory drilling obligations;
- Be able to meet prescribed enlisted age limitations for continuation set forth in MILPERSMAN 1160-010;
- Meet physical readiness assessment standards IAW OPNAVINST 6110.1 (Series);
- Meet requirements for reenlistment per NAVMED P-117, Manual of the Medical Department; and
- Be eligible to reenlist for 48 months without exceeding High Year Tenure (HYT) program limitations outlined in MILPERSMAN 1160-120. (Waivers are authorized.)

SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASSIFICATION_ID=1&SERVICE_CD=&UPDATETYPE=U - C - Microsoft Internet Explorer p

Career Waypoints

Sailor Details

General Information

SSN: <input type="text"/>	Date of Birth MM/DD/YYYY: <input type="text" value="9/2/1984"/>	Gender: <input type="text" value="Male"/>
Last Name: <input type="text" value="BLANCO"/>	First Name: <input type="text" value="ROCCO"/>	Middle Initial: <input type="text"/>
PEBD MM/DD/YYYY: <input type="text" value="3/10/2010"/>	UIC: <input type="text" value="N99999"/>	US Citizen: <input type="text" value="Yes"/>
Service Code *: <input type="text" value="SELRES"/>	Department: <input type="text"/>	Parents U.S. Born: <input type="text" value="Yes"/>
Paygrade: <input type="text" value="E5"/>	Secondary UIC: <input type="text"/>	All immediate family US Citizens: <input type="text" value="Yes"/>
Current Rating: <input type="text" value="BM"/>	Secondary Department: <input type="text"/>	Civilian Education: <input type="text" value="HS Diploma"/>
Previously Held Rating: <input type="text"/>	Prospective Rate: <input type="text"/>	NRA Code: <input type="text"/>
MOD Code: <input type="text"/>	MDC Code: <input type="text"/>	IMS Code: <input type="text"/>
MAS Code - Medical: <input type="text"/>	MAS Code - Administrative: <input type="text"/>	MAS Code - Training: <input type="text"/>

Test Scores & Evaluations

ASVAB Exam Date MM/DD/YYYY: <input type="text" value="5/1/2013"/>	ASVAB Version: <input type="text" value="24F"/>	GS: <input type="text" value="55"/>	AR: <input type="text" value="59"/>	WK: <input type="text" value="53"/>	PC: <input type="text" value="55"/>	MK: <input type="text" value="52"/>	EI: <input type="text" value="46"/>	AS: <input type="text" value="44"/>	MC: <input type="text" value="47"/>	AO*: <input type="text" value="0"/>	VE: <input type="text" value="54"/>	CS*: <input type="text" value="0"/>	NO*: <input type="text" value="0"/>	AFQT: <input type="text" value="69"/>
NAPT Exam Date MM/DD/YYYY: <input type="text"/>	NAPT*: <input type="text" value="0"/>	DLAB Exam Date MM/DD/YYYY: <input type="text"/>	DLAB*: <input type="text" value="0"/>											

To submit a C-WAY-TRANS application (RC to AC/FTS), go to "Sailor Browser" under "Sailors" menu. Select appropriate Sailor, then click "Edit". When this screen appears, click "Apply Transition (RC to AC)".

Medical

Legal & Moral

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS (CONT'D.)

Transition (RC to AC) Qualified Jobs

Fast Filters

SSN: *****	Name: BLANCO, ROCCO	Present Rate: BM2	Gender: M	ADSD:	YG:
Service Component: All	Total Active Service: Years: Months: Days:	Desired Active Start Month:			

Total Active Service must be entered before qualified jobs can be displayed

Reset

- Job Card
- Add Job Reqs.
- Apply Transition
- Notes
- CEM
- Printable Job List
- JOIN Rating Results
- JOIN Job Groups
- Close

The first step is to determine the Sailor's "Total Active Service" time in years, months, and days and the Sailor's "Desired Active Start Month". These two pieces of information determine the Sailor's Year Group, which determines what opportunities are available for active augmentee. Enter this information, then press "Total Active Service must be entered before qualified jobs can be displayed" tool bar.

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS (CONT'D.)

Transition (RC to AC) Qualified Jobs

Fast Filters

SSN: *****

Service Component:

Name:

Total Active Service:
 Years: Months: Days:

Present Rate:

Gender:

ADSD:

YG:

Desired Active Start Month:

	Rating Name	Rating	Service Component	Desired NEC	Status ▲	Quotas Pub(Req)	RIDE Rank	RIDE/JOIN Rank
<input type="button" value="Job Card"/>	Electrician's Mate -- Other	EM(OTH)	AC		Preliminary eligible	12(0)	21	20
<input type="button" value="Add'l Job Reqs."/>	Machinery Repairman	MR	AC		Preliminary eligible	12(0)	36	32
<input type="button" value="Apply Transition"/>	Hull Maintenance Technician	HT	AC		Preliminary eligible	3(0)	42	33
<input type="button" value="Notes"/>	Culinary Specialist	CS	AC		Preliminary eligible	10(0)	63	56
<input type="button" value="CEM"/>	Boatswain's Mate	BM	AC		Preliminary eligible*	12(0)	66	55
<input type="button" value="Printable Job List"/>								
<input type="button" value="JOIN Rating Results"/>								
<input type="button" value="JOIN Job Groups"/>								
<input type="button" value="Close"/>								

Now that the Year Group (YG 2008) and the Active Duty Service Date (ADSD) (6/28/2008) is determined, the Transition opportunities appear. To create application, click "Apply Transition".

Page 1 of 1 Rows per Page: 25 Item Count: 5

All data utilized in this slide is fictional.

SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS (CONT'D.)

https://careerwaypointsqa.sscno.nmci.navy.mil/?CLASS_ID=1&INRATE=true&CHOICE=BM&StartMonth=Sep - Microsoft Internet Explorer p

Transition (RC to AC) Application Details

Verify the "Sailor Information". Complete the "Conversion Application" and "Transition (RC to AC) Application Details". Choose the "Rating/Service" for which the Sailor desires to transition.

Sailor Information

Sailor Name: BLANCO,ROCCO
 SSN:
 Current Rating: BM
 Pres Rate: BM2
 Pros Rate:
 Previous Rating:
 Current EMC Code: B400
 SPI Code: -

NECs

Application Status:
 Last Updated Date:
 Expiration Month:

PRD:

Conversion Application

Rating/Service	Invalid Choice	Invalid Choice Reason	Qualification Status	RIDE Rank	Published Quotas	Requested Quotas	Start Month
<input type="text" value="<Select a rate/service>"/> <div style="border: 1px solid black; padding: 2px;"> <Select a rate/service> EM(OTH)/AC MR/AC HT/AC CS/AC BM/AC </div>							Sep-2013

Primary CCC:
 Name:
 Email:
 Phone:

Transition (RC to AC) Application Details

NAT Status: Remaining NAT Obligation Opportunity Start Month:

Security Clearance Level: 4/12/2012

Date of last NJP:

Bonus Type:

Bonus Effective Date:

Recent PFA results and date: 4/15/2013

#PFA Failures in Last 3 Years:

When all of the data is accurate and complete, click "Submit". Ensure that the "Application Status" is "Submitted" prior to closing the application.

Promotion Recommendations:

Must Promote	▼	<input type="text" value="3/15/2013"/>	
Must Promote	▼	<input type="text" value="1/11/2012"/>	
Promotable	▼	<input type="text" value="6/15/2011"/>	
	▼	<input type="text"/>	
	▼	<input type="text"/>	

I have validated all of the information in this section and certify that the CO recommends and the Sailor concurs with this application.

All data utilized in this slide is fictional.

CHECKING THE STATUS OF A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS

The screenshot displays the Career Waypoints website interface. At the top, the title "Career Waypoints" is visible. Below it is a navigation bar with the following links: Home, Sailors, Control Analyst, AC/FTS/RC Analyst, Reports, Help, and Sign Out. A dropdown menu is open under the "Sailors" link, listing several options: Sailor Browser, Reenlistment (AC/FTS) Application Browser, PACT Designation Application Browser, Conversion (RC) Application Browser, Special Conversion Application Browser, and Transition (RC to AC) Application Browser. A red arrow points from a callout box to the "Transition (RC to AC) Application Browser" link. The callout box contains the text: "Click on 'Sailors', then 'Transition (RC to AC) Application Browser'". The background features a large blue anchor logo and the text "Career WAYPOINTS" in a stylized font.

CHECKING THE STATUS OF A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS (CONT'D.)

Transition (RC to AC) Application Browser

Fast Filters

Status: SSN: Name: Rating: UIC: Service: From Date: Jul-2013 To Date: Mar-2014 Expiration Month:

Application Details	SSN4	UIC	Current Rating	EOS	SEOS	Type	App Status	Start Month	Expire Month	Requested Rating	Service
<input type="button" value="Edit Sailor"/>				6/11/2019	6/11/2019	In-Rate	Approved	Jan-2014		RM	FTS
<input type="button" value="Application History"/>				6/30/2019	6/30/2019	In-Rate	Approved	Jan-2014		CTI	AC
<input type="button" value="Delete Application"/>				7/30/2015	7/30/2015	In-Rate	Approved	Jan-2014		CTR	AC
<input type="button" value="Official Letter"/>				4/27/2016	4/27/2016	In-Rate	Approved	Jan-2014		BM	AC
<input type="button" value="Notes"/>				4/9/2015	1/9/2016	In-Rate	Approved	Nov-2013		HT	AC
<input type="button" value="Close"/>				7/28/2019	7/28/2019	In-Rate	Approved	Jan-2014		HM	FTS
				3/12/2020	3/12/2020	In-Rate	Approved	Jan-2014		CS	AC
				2/27/2015	2/27/2015	In-Rate	Approved	Sep-2013		MA	AC
				11/29/2018	11/29/2018	In-Rate	Approved	Jan-2014		HM	FTS
				8/19/2014	8/19/2014	In-Rate	Approved	Jan-2014		HM	FTS
				4/25/2014	4/25/2014	In-Rate	Approved	Oct-2013		CE	AC
				9/23/2015	9/28/2015	In-Rate	Approved	Dec-2013		HM	FTS
				9/22/2017	9/22/2017	In-Rate	Approved	Jan-2014		HM	FTS
				11/15/2019	11/15/2019	Conversion	Approved - Executed	Jan-2014		CS	AC
				7/17/2015	7/17/2015	In-Rate	Approved - Executed	Dec-2013		MA	AC

Page 1 of 13 Rows per Page: 25 Item Count: 308

All data utilized in this slide is fictional.

CHECKING THE STATUS OF A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS (CONT'D.)

After being approved for RC to AC/FTS and determining enlistment date, create the appropriate contract (determined based on AC or FTS enlistment) by downloading the appropriate forms from the Navy Personnel Command Website. You will not be able to produce the contract within NSIPS, as the Sailor is currently in the RC NSIPS. The NSIPS help desk will be able to advise and assist getting this Sailor into the AC NSIPS system. The NSIPS help desk can be reached at Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 312-647-5442, Fax: Comm: 504-697-3007/0342, DSN: 312-647-3007/0342, e-mail: Nsipshelpdesk@navy.mil

HOW TO FIND THE COMMUNITY HEALTH SLIDES

The screenshot shows the Navy Personnel Command website interface. At the top, the browser address bar displays <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>. The page header includes the Navy Personnel Command logo and the text "Navy Personnel Command". A search bar is located in the top right corner.

The main navigation menu includes: Boards, Career Info, Officer, **Enlisted**, Support & Services, Organization, and Reference Library. The "Enlisted" menu is expanded, showing options: Billet Based Distribution, CMS-ID, Community Managers, Enlisted Detailing, and Placement Mgmt. A red arrow points from a yellow callout box to the "Community Managers" link.

Below the navigation menu, there are several content tiles: "Officer Links", "Enlisted Links", "Reserve", "21st Century Sailor", "Talent Management", and "Intranet". A red arrow points from the yellow callout box to the "Enlisted Links" tile.

On the left side, there are two sections: "NPC Links" and "Career Navigator". The "NPC Links" section includes: [Welcome Aboard](#), [Find Your PSD](#), [Unit Move/Homeport Change](#), [How Do I...?](#), [NPC Weather Info](#), [Other Links](#), and [Customer Service](#). The "Career Navigator" section includes: [Career Waypoints](#), [CMS/ID](#), and [NSIPS](#).

At the bottom, there is a banner for "6 THINGS TO KNOW ABOUT BRS" with a "SAILOR 2025" logo.

On the right side, there is a "NEW MESSAGES" section with three entries: [269/16](#) ACADEMIC YEAR (AY) 2017-18 POLITICO-MILITARY MASTERS (PMM) DEFENSE PROGRAM SELECTION BOARD RESULTS, [268/16](#) ACADEMIC YEAR (AY) 2017-18 FEDERAL EXECUTIVE FELLOWSHIP, U.S. NAVY HUDSON FELLOWSHIP, AND SECRETARY OF DEFENSE EXECUTIVE FELLOWS PROGRAM SELECTION BOARD RESULTS, and [267/16](#) NOVEMBER 2016 LATERAL TRANSFER/REDESIGNATION SELECTION BOARD RESULTS.


A yellow callout box on the left contains the text: "Log into the NPC Website under Enlisted, Click on Community Mangers". A red arrow points from this box to the "Community Managers" link in the "Enlisted" menu.

HOW TO FIND THE COMMUNITY HEALTH SLIDES (CONT'D)

http://www.public.navy.mil/bupers-npc/enlisted/community/Pages/default.aspx

ew Favorites Tools Help

ENLISTED COMMUNITY MANAGEMENT BRANCH



Navy Personnel Command

Boards Career Info Officer Enlisted Support & Services Organization Reference Library Search

Navy Personnel Command > Enlisted > **Community Managers**

CMS-ID

Community Managers

- Administration
- Aviation
- Information Dominance
- Medical
- Nuclear
- Seabees
- Security
- Selected Reserves
- Special Warfare/Ops
- Submarine
- Supply
- Surface CS/Ops
- Surface Engineering
- Enlisted Detailing**

ENLISTED COMMUNITY MANAGEMENT BRANCH

We are responsible for "cradle-to-grave" monitoring and management of the health and welfare of our respective communities. We ensure that our cognizant ratings recruit and maintain required manpower, and that the manpower is correctly distributed throughout the enlisted paygrades as required by valid billets.

Specific Functions

- Develop recruiting requirements
- Establish A and C school requirements
- Work with warfare sponsors to ensure valid, executable billet requirements
- Set advancement quotas
- Set Enlisted [FLEETRIDE/Perform to Serve \(PTS\)/Career Reenlistment Objectives \(CREO\)/Rating Entry for General Apprentices \(REGA\) guidelines](#). Establish and monitor [sea/shore flow](#). Establish and monitor career development
- Set [Selective Reenlistment Bonus \(SRB\)](#) , [Special Duty Assignment Pay \(SDAP\)](#) and [Enlistment Bonus \(EB\)](#) levels
- Ensure rating Occupational Standards (OCCSTDS) are valid and current
- Ensure Navy Enlisted Classification Code (NEC) system is effective in training and detailing people to fill special skill billets
- Review Navy Training Plans (NTPs) and manning documents for new or modernized systems to assess their impact on the enlisted structure, training pipeline and manpower distribution
- Analyze impact of proposed policy changes on a community

Detailed community and contact information can be accessed by using the links to the specific rating under Community Managers on the navigation bar to the left or by clicking on one of the links below.

Enlisted Community Manager Pages

Admin	Aviation	Info Dominance	SELRES	
Medical Spec	Nuclear Subs	Seabees Supply	Security Surf CS/Ops	Surf Eng
War/Spec Ops				

Choose the community for which you have interest, your own or one for which you have interest.

HOW TO FIND THE COMMUNITY HEALTH SLIDES (CONT'D)

http://www.public.navy.mil/bupers-npc/enlisted/community/aviation/Pages/AE.aspx

ew Favorites Tools Help

AE



Navy Personnel Command

Boards Career Info Officer Enlisted Support & Services Organization Reference Library Search

Navy Personnel Command > Enlisted > Community Managers > Aviation > AE

Administration

Aviation

- ABE
- ABF
- ABH
- AC
- AD
- AE**
- AM
- AME
- AO
- AS
- AT
- AZ
- NAVAL AIRCREWMAN
- PR

Information

Dominance

Medical

Nuclear

Seabees

Security

Selected Reserves

Special Warfare/Ops

Submarine

Supply

Surface CS/Ops

Surface Engineering

AE



Aviation Electrician's Mate

[AE Community Overview \(ACTIVE\)](#)

[AE Community Overview \(FTS\)](#)

[AE Career Path](#)

Note that under the ratings, there is an Active Component (AC) and a Full Time Support (FTS) Slide. Each slide reflects manning levels for that rate in that component.

General Description

Aviation Electronic, Electrical, and Computer Systems Technicians work with some of the most advanced electronics equipment in the world and repair a wide range of aircraft electrical and electronic systems. Repair jobs can range from trouble-shooting the computer-controlled weapon system on an F/A18 Hornet on the flight deck of an aircraft carrier to changing circuit cards or tracing electrical wiring diagrams in an air-conditioned shop. Most of these technicians are trained in computers to support state-of-the-art equipment or on power generators and power distribution systems to support aircraft electrical systems.

What They Do

AV sailors attend common basic electronics training, after which they are selected for either the Aviation Electrician (AE) rating or the Aviation Electronics Technician (AT) rating. Depending on selection to AE or AT, the AV sailor will troubleshoot and repair some of the following complex electronic systems, employing the latest test equipment and procedures: digital computers; fiber optics; infrared detection; radar systems; electricity generation systems; laser electronics; navigation systems; communications equipment; electrical power distribution; pressure indication systems; electric transformers and circuits; testing aircraft instruments and systems such as automatic flight controls, inertial navigation, and compass systems; installing changes, alterations, and modifications to aircraft electronics systems; performing micro-miniature module repair on computer circuit cards; using a variety of electrical measuring and diagnostic equipment; reading electrical system diagrams; repairing and maintaining power generators and electric motors.

Working Environment

Sailors in this career field will perform duties at sea and ashore around the world. At various times they could be working at a land-based aircraft squadron or onboard an aircraft carrier, either indoors or outdoors, in a shop environment or in office surroundings, and at a clean lab bench or in a garage-type situation. They work closely with others, require little supervision, and do mental and physical work of a technical nature.

Requirements

ASVAB: PAY 97 AR+MK+EI+GS = 222 OR VE+AR+MK+MC=222
PAY 80 AR+MK+EI+GS = 222 OR VE+AR+MK+MC=222



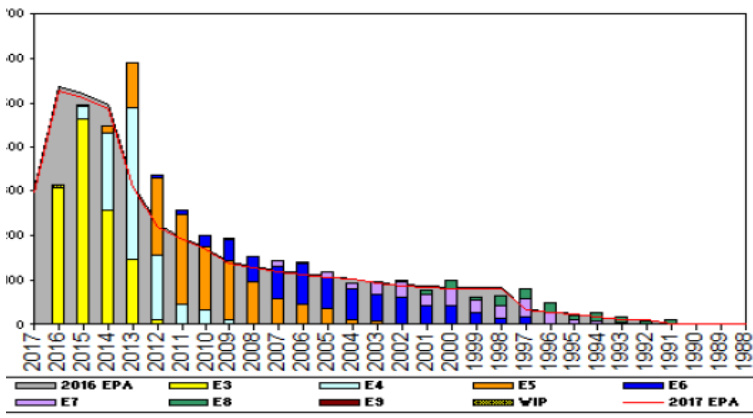
Slides are updated on monthly basis. They are date the on the bottom right hand corner

HOW TO FIND THE COMMUNITY HEALTH SLIDES (CONT'D)

Aviation Electrician's Mate - AE - A200

Slides are updated on monthly basis. They are date the on the bottom right hand corner

NOVEMBER 2016

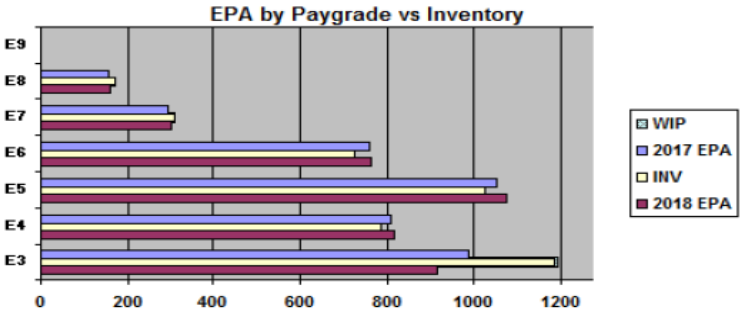


Sea Shore Flow		
TOUR	SEA	SHORE
1ST	54	36
2ND	54	36
3RD	36	36
4TH	36	36
5TH	36	36
6TH	36	36
7TH	36	36

FC	
PG	SI
E1-3	91.
E4	109
E5	90.
E6	90.3%
E7	88.7%
E8	80.0%
E9	0.0%
Total	94.2%

MANNING TO BA				
V	BA	SEA + SHORE	TOTAL INV	TOTAL BA
96	158	125.1%	942	753
56	251	94.6%	755	798
39	310	96.1%	985	1025
292	305	92.5%	692	748
146	117	103.5%	295	285
76	41	107.7%	168	156
0	0	#Num!	0	0
Total	1405	118.9%	3837	3765

ADV OPP.							
	E1-3	E4	E5	E6	E7	E8	E9
All-Navy	TIR	29.0%	16.6%	11.6%	20.8%	11.5%	13.8%
AE	TIR	16.90%	10.28%	11.43%	21.65%	23.03%	0.00%



	E1-3	E4	E5	E6	E7	E8	E9	TOTAL
% INV to FY17 EPA	120%	97%	98%	96%	105%	108%	0%	103%
EPA (FY17)	988	810	1051	759	294	157	0	4059
INVENTORY	1187	786	1025	725	308	170	0	4201
EPA (FY18)	914	815	1076	763	299	158	0	4025
% INV to FY18 EPA	120%	97%	98%	96%	105%	108%	0%	104%
INV +WIP / FY17 EPA	131%							104%
INVENTORY	1194	7	E-3 and Below WIP					4208
INV +WIP / FY18 EPA	131%							105%

NOTES

Manning currently at 103% for FY17 EPA and 104% for FY18 EPA.

- Convert out: 2015, 2013-2011, 2009, 2006

ASVAB requirements: AR+MK+EI+GS=222 OR VE+AR+MK+MC=222
Security clearance is required for this rating. Must be DONCAF Adjudicated.

Competitive Rating

Data Source: NMPBS(Inv)/NRMS(RE Rate)/N12(EPA/SSF)/BUPERS3(Adv Op) **As of Date:** 04-Nov-16

CAREER WAYPOINT-Reenlistment Checklist for Success

- ✓ Understand current CAREER WAYPOINT-Reenlistment policy
<http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CareerWaypointSystem.aspx>
- ✓ Identify eligible (SEAOS/PRD) Sailors
- ✓ Ensure CDBs are being conducted (15-24 months prior to PRD/SEAOS)
- ✓ Ensure all Sailors are qualified
- ✓ Ensure all qualified CAREER WAYPOINT-Reenlistment applications are submitted (13-15 months to SEAOS/PRD)
- ✓ Review monthly results via CAREER WAYPOINT-Reenlistment command reports
- ✓ Personally recognize Sailors approved for Reenlistment
- ✓ Ensure counseling is conducted for all Sailors who have not been selected for INRATE/Conversion approval after two reviews/looks
- ✓ Ensure proper command level notification is being done for those being separated under Reenlistment
- ✓ Ensure Sailors not selected for Reenlistment are provided counseling on the benefits of Reserve Affiliation
- ✓ Ensure CAREER WAYPOINT-Reenlistment is briefed during Quarterly/Monthly Career Development Team Meetings
- ✓ Ensure the Chiefs' Mess maintains accountability of CAREER WAYPOINT-Reenlistment with their respective departments/divisions

C-WAY STATUS CODES

APPROVED - EXECUTED	This means the C-WAY quota has been used; SEAOS has changed in the Enlisted Master File. (e.g., Reenlistment or Signed Extension paper work)
APPROVED - EXPIRED	This means the Sailor did not use the INRATE quota in the allotted time given (13 months from processing month)
APPROVED - REVOKED	The C-WAY quota was Revoked by the ECM. (e.g., SP Eval, Loss of Security Clearance, Intends to separate, etc...)
APPROVED - SEPARATED	Member separated from the service with an approved quota.

CAREER-WAYPOINTS (C-WAY) STATUS CODES FOR ENLISTED MASTER FILE (EMF)

AIR	ACTIVE IN-RATE APPROVAL
ACV	ACTIVE CONVERSION APPROVAL
DFI	DENIED FINAL IN-RATE
FSP	DENIED FINAL, FORCED SEPARATION
VSP	DENIED FINAL, VOLUNTARY SEPARATION
ESP	DENIED FINAL, INELIGIBLE SEPARATION
ITS	NO FINAL STATUS, INTENDS TO SEPARATE
IEG	NO FINAL STATUS, CURRENTLY INELIGIBLE
RQR	NO FINAL STATUS - REQUESTED SELRES

The date following the C-WAY Status is the C-WAY-REEN quota approval date. AIR Approvals will expire if not utilized 13 months following that date (e.g. 140101 expires 150131).

C-WAY Quota Approval/Expiration Matrix

PROCESSING MONTH C-WAY APPROVED	MONTH C-WAY APPROVAL EXPIRES
OCTOBER CURRENT YEAR	NOVEMBER FOLLOWING YEAR
NOVEMBER CURRENT YEAR	DECEMBER FOLLOWING YEAR
DECEMBER CURRENT YEAR	JANUARY FOLLOWING + 1 YEAR
JANUARY CURRENT YEAR	FEBRUARY FOLLOWING YEAR
FEBRUARY CURRENT YEAR	MARCH FOLLOWING YEAR
MARCH CURRENT YEAR	APRIL FOLLOWING YEAR
APRIL CURRENT YEAR	MAY FOLLOWING YEAR
MAY CURRENT YEAR	JUNE FOLLOWING YEAR
JUNE CURRENT YEAR	JULY FOLLOWING YEAR
JULY CURRENT YEAR	AUGUST FOLLOWING YEAR
AUGUST CURRENT YEAR	SEPTEMBER FOLLOWING YEAR
SEPTEMBER CURRENT YEAR	OCTOBER FOLLOWING YEAR

C-WAY quotas will expire **2359 CST** on the last day of the month of expiration. No reset the last two business days of the month.

CAREER WAYPOINTS SIMPLIFIED

IF SAILOR HAS:	THEN SAILOR:
LESS THAN 13 MONTHS BETWEEN NOW AND SEOS	REQUIRES SEOS C-WAY APPROVAL TO REENLIST OR EXTEND
GREATER THAN 13 MONTHS BETWEEN NOW AND SEOS	REQUIRES SEOS C-WAY APPROVAL IF HE/SHE CANNOT EXECUTE A SHORT TERM EXTENSION (STE) IAW MILPERSMAN 1160-040* TO OBLISERV
LESS THAN 24 MONTHS BETWEEN PRD AND SEOS	REQUIRES PRD C-WAY SUBMISSION, IF APPROVED SAILOR REENLISTS OR EXTENDS; IF DISAPPROVED, DETAILER WILL DETERMINE WHETHER TO EXTEND PRD TO MATCH SEOS OR IF ORDERS WILL BE ISSUED IAW SEA/SHORE FLOW. IF ELIGIBLE IAW MILPERSMAN 1160-040* AND DETAILER WRITES ORDERS, SAILOR MAY EXECUTE A STE TO OBLISERV
GREATER THAN 24 MONTHS BETWEEN PRD AND SEOS	DOES NOT REQUIRE C-WAY SUBMISSION UNTIL WITHIN 13 MONTHS OF SEOS. SAILOR HAS ENOUGH CONTRACT TIME TO NEGOTIATE ORDERS WITH NO OBLISERV CONCERNS

** MILPERSMAN 1160-040 STATES THAT IN ORDER FOR A SAILOR TO EXECUTE A STE, HE/SHE MUST BE RETENTION ELIGIBLE, NOT BE IN AN OVERMANNED RATING BY ZONE, CANNOT EXTEND FOR MORE THAN 24 AGGREGATE MONTHS, CANNOT EXTEND GREATER THAN 23 MONTHS, AND MUST NOT EXECUTE MORE THAN TWO EXTENSION PER ENLISTMENT CONTRACT. SEE MILPERSMAN 1160-040 FOR FULL DETAILS.



SHORT TERM EXTENSION (STE) RULES



**SAILORS IN THEIR MANDATORY CWAY WINDOWS MUST HAVE A CWAY APPROVAL
IN ORDER TO EXTEND!!!!**

The following STE rules also apply:

According to NAVADMIN 352/10 and MPM 1160-040, a Sailor can execute a short term extension in the following circumstances without a C-WAY-REEN quota (local CO/OIC authority):

1. Sailor is not within 12 months of SEAOS;
2. The STE will not take the Sailor beyond 14 years of service;
3. No more than 2 STEs can be executed per enlistment (5YO & 6YO program extensions are exempt from this);
4. Combined the STEs cannot be more than 23 months;
5. **Sailor cannot be in an over manned rating (refer to the current skill set);**
6. Sailor must be retention eligible and fully qualified for his/her rating.

Extension Reasons:

1. Extend to match PRD;
2. Obtain maternity care benefits;
3. Obtain OBLISERV;
4. To acquire OBLISERV as authorized in directives, NAVADMINS, etc. (e.g., to HYT or FLTRES/RET date)-Sailor cannot extend more than 29 days past HYT without approval from PERS-8, otherwise PERS-8 approval is unnecessary.

**DO NOT WAIT UNTIL THE
LAST DAY OF THE MONTH
TO SUBMIT YOUR
SAILORS' APPLICATIONS
IN CAREER
WAYPOINTS!!!!**

You are highly advised to have all of your applications submitted by the 21st of the month. This will allow you approximately 10 days to ensure quality and accuracy of applications and to avoid internet failures and other mishaps on the final day of the month. Additionally, The C-WAY support desk will not reset any applications on the last two days of the months.

If you have ideas or suggestions for inclusion in this User Guide, please send them to career_waypoints@navy.mil.