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/

C-WAY program is a CAC-enforced website.
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-TRANSISTION (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/
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). Otherwise 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 NWAE 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

<table>
<thead>
<tr>
<th>TYPE OF REQUEST:</th>
<th>DATE (COMM/YYDDD):</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIAL</td>
<td>MODIFICATION</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**SYSTEM NAME (Platform or Application):** SPAWAR NOLA

**CAREER WAYPOINTS**

**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
5. OFFICIAL E-MAIL ADDRESS: 7
6. JOB TITLE AND GRADE/RANK: 8
7. OFFICIAL MAILING ADDRESS: N/A
8. CITIZENSHIP: US
9. DESIGNATION OF PERSON: MILITARY
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access):
11. APPROVED BY: 9
12. TYPE OF ACCESS REQUESTED: 10
13. REQUESTED UICs: 11
14. TYPE OF ACCESS REQUIRED: AUTHORIZED
15. USER REQUIRES ACCESS TO: UNCLASSIFIED
16. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested
17. SUPERVISOR'S ORGANIZATION/DEPARTMENT: 13
18. SUPERVISOR'S NAME (Print Name): 14
19. SIGNATURE OF IAM OR APPOINTEE: N/A
20. ORGANIZATION/DEPARTMENT: 20
21. PHONE NUMBER: 21
22. DATE (COMM/YYDDD): 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 "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 CPOC", "CHCS", or "Read Only"-For Detailees).
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 FOB, which will also be your expiration of C-WAY access.
13. Fill in Supervisor's Department. Supervisor must be rated NC, CHCS/JEL, NO, 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.

OPNAV 5239/14 (Rev 9/2011) OPNAV 5239/14 - WPAFB ORPHANET - FOR OFFICIAL USE ONLY - UNCLASSIFIED
In order to gain access to C-WAY, the minimum security clearance standard must be a favorably adjudicated NACLC 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

To see a list of Sailors, click "Sailor Browser" under "Sailors".
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.
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

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

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.
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.

All data utilized in this slide is fictional.
All data utilized in this slide is fictional.
TO QUALIFY A SAILOR (Cont’d.)

All data utilized in this slide is fictional.

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.
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 screened 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.)

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)

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

IF DENIED, OPTIONS:
1. REMAIN IN PLACE (MOVE PRD OUT TO MATCH SEAOS);
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

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

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.
All data utilized in this slide is fictional.
All data utilized in this slide is fictional.
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

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

All data utilized in this slide is fictional.
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

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.

All data utilized in this slide is fictional.
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.
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.
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.
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.
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.
“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

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)

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.

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

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” 

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".

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)

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.
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.).

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.
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.

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

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

Enter Preferred NOSC Information and contact information above.

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

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

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 Helpdesk 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.)

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.

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.)

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

TO PRINT OUT A FINAL DETERMINATION LETTER
ALTERNATE WAY TO PRINT OUT A FINAL DETERMINATION LETTER

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.)

All Final Adjudication Letters are listed under the four identified tabs. The "No Final Status" tab will list personnel with no final status.
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)
C-WAY COMMAND SUMMARY REPORTS (CONT’D)

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.

<table>
<thead>
<tr>
<th>ADSD</th>
<th>EAOS</th>
<th>SEAOS</th>
<th>PRD</th>
<th>Months from PRD to SEAOS</th>
<th>Service Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30/10</td>
<td>3/18/15</td>
<td>3/18/15</td>
<td>8/31/14</td>
<td>7</td>
<td>USN</td>
<td>Saved - Action Required</td>
</tr>
</tbody>
</table>

The "Status" column reflects the status of the Sailor's most current applications.
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 \textit{command 12 months or greater});
* "A" School (Sailor must be onboard command for \textit{12 months} or greater)
* Navy Wide Advancement Exam (NWAE) (Sailor must be E3 and TIR eligible for the next exam cycle, and \textit{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.
• 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

To complete a C-WAY-PACT application, click "PACT Designation Application Browser" under the "Sailors" menu.
SUBMITTING A C-WAY-PACT APPLICATION (CONT’D.)

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.

All data utilized in this slide is fictional.
SUBMITTING A C-WAY-PACT APPLICATION (CONT’D.)

To enter an application for a specific Sailor, highlight the Sailor, then click "Application Details".
SUBMITTING A C-WAY-PACT APPLICATION (CONT’D.)

1. Pick one 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”.

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

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

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.
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

To create a C-WAY-CONV application, go to "Sailor Browser" under the "Sailors" menu.

All data utilized in this slide is fictional.
SUBMITTING A C-WAY-CONV APPLICATION (CONT’D.)

All data utilized in this slide is fictional.
SUBMITTING A C-WAY-CONV APPLICATION (CONT’D.)

All data utilized in this slide is fictional.
SUBMITTING A C-WAY-CONV APPLICATION (CONT’D.)

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.
Complete all information under "Application Reason" and "Application Details." Under "Conversion Choices" in the "Conversion Application" menu, select rating choices (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 Requested" box and fill in the "Waiver Request Detail." When the application is completely and accurately filled out, click on the "Submit" button.

All data utilized in this slide is fictional.
SUBMITTING A C-WAY-CONV APPLICATION (CONT’D.)

All data utilized in this slide is fictional.
SUBMITTING A C-WAY-CONV APPLICATION (CONT’D.)

All data utilized in this slide is fictional.
CHECKING THE STATUS OF A C-WAY-CONV APPLICATION

To check the status of a C-WAY-CONV application, click "Conversion (RC) Application Browser" under the "Sailors" menu.

Circumstance OTHER.

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 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.)

All data utilized in this slide is fictional.
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

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)."

All data utilized in this slide is fictional.
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.
SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS (CONT’D.)

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".

All data utilized in this slide is fictional.
SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS (CONT’D.)

All data utilized in this slide is fictional.
CHECKING THE STATUS OF A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS

Click on "Sailors", then "Transition (RC to AC) Application Browser".
You can adjust the "From Date" and "To Date" in order to find your Sailor. If your Sailor's "App Status" is "Approved", you can print the approval letter by clicking on your Sailor's name, then click on "Official Letter".

All data utilized in this slide is fictional.
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

Log into the NPC Website under Enlisted, Click on Community Managers
Note that under the ratings, there is an Active Component (AC) and a Full Time Support (FTS) Slide. Each slide reflects the current activity levels for that rate in that component.
Slides are updated on monthly basis. They are date the on the bottom right hand corner.

NOTES

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

ASVAB requirements: AR+MK+El+GSe=222 OR VE+AR+MK+MC=222
Security clearance is required for this rating. Must be DONCAF Adjudicated.
CAREER WAYPOINT-Reenlistment Checklist for Success

✓ Understand current CAREER WAYPOINT-Reenlistment policy

✓ 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

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVED - EXECUTED</td>
<td>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)</td>
</tr>
<tr>
<td>APPROVED - EXPIRED</td>
<td>This means the Sailor did not use the INRATE quota in the allotted time given (13 months from processing month)</td>
</tr>
<tr>
<td>APPROVED - REVOKED</td>
<td>The C-WAY quota was Revoked by the ECM. (e.g., SP Eval, Loss of Security Clearance, Intends to separate, etc...)</td>
</tr>
<tr>
<td>APPROVED - SEPARATED</td>
<td>Member separated from the service with an approved quota.</td>
</tr>
</tbody>
</table>
### CAREER-WAYPOINTS (C-WAY) STATUS CODES FOR ENLISTED MASTER FILE (EMF)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR</td>
<td>ACTIVE IN-RATE APPROVAL</td>
</tr>
<tr>
<td>ACV</td>
<td>ACTIVE CONVERSION APPROVAL</td>
</tr>
<tr>
<td>DFI</td>
<td>DENIED FINAL IN-RATE</td>
</tr>
<tr>
<td>FSP</td>
<td>DENIED FINAL, FORCED SEPARATION</td>
</tr>
<tr>
<td>VSP</td>
<td>DENIED FINAL, VOLUNTARY SEPARATION</td>
</tr>
<tr>
<td>ESP</td>
<td>DENIED FINAL, INELIGIBLE SEPARATION</td>
</tr>
<tr>
<td>ITS</td>
<td>NO FINAL STATUS, INTENDS TO SEPARATE</td>
</tr>
<tr>
<td>IEG</td>
<td>NO FINAL STATUS, CURRENTLY INELIGIBLE</td>
</tr>
<tr>
<td>RQR</td>
<td>NO FINAL STATUS - REQUESTED SELRES</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PROCESSING MONTH</th>
<th>C-WAY APPROVED</th>
<th>MONTH C-WAY APPROVAL EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER CURRENT YEAR</td>
<td></td>
<td>NOVEMBER FOLLOWING YEAR</td>
</tr>
<tr>
<td>NOVEMBER CURRENT YEAR</td>
<td></td>
<td>DECEMBER FOLLOWING YEAR</td>
</tr>
<tr>
<td>DECEMBER CURRENT YEAR</td>
<td></td>
<td>JANUARY FOLLOWING + 1 YEAR</td>
</tr>
<tr>
<td>JANUARY CURRENT YEAR</td>
<td></td>
<td>FEBRUARY FOLLOWING YEAR</td>
</tr>
<tr>
<td>FEBRUARY CURRENT YEAR</td>
<td></td>
<td>MARCH FOLLOWING YEAR</td>
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<td>MARCH CURRENT YEAR</td>
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<td>APRIL FOLLOWING YEAR</td>
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<td>APRIL CURRENT YEAR</td>
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<td>MAY FOLLOWING YEAR</td>
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<td>MAY CURRENT YEAR</td>
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<td>JUNE FOLLOWING YEAR</td>
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<td>JUNE CURRENT YEAR</td>
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<td>JULY FOLLOWING YEAR</td>
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<td>JULY CURRENT YEAR</td>
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<td>AUGUST FOLLOWING YEAR</td>
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<tr>
<td>AUGUST CURRENT YEAR</td>
<td></td>
<td>SEPTEMBER FOLLOWING YEAR</td>
</tr>
<tr>
<td>SEPTEMBER CURRENT YEAR</td>
<td></td>
<td>OCTOBER FOLLOWING YEAR</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>IF SAILOR HAS:</th>
<th>THEN SAILOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LESS THAN 13 MONTHS BETWEEN NOW AND SEAOS</td>
<td>REQUIRES SEAOS C-WAY APPROVAL TO REENLIST OR EXTEND</td>
</tr>
<tr>
<td>GREATER THAN 13 MONTHS BETWEEN NOW AND SEAOS</td>
<td>REQUIRES SEAOS C-WAY APPROVAL IF HE/SHE CANNOT EXECUTE A SHORT TERM EXTENSION (STE) IAW MILPERSMAN 1160-040* TO OBLISERV</td>
</tr>
<tr>
<td>LESS THAN 24 MONTHS BETWEEN PRD AND SEAOS</td>
<td>REQUIRES PRD C-WAY SUBMISSION, IF APPROVED SAILOR REENLISTS OR EXTENDS; IF DISAPPROVED, DETAILER WILL DETERMINE WHETHER TO EXTEND PRD TO MATCH SEAOS 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</td>
</tr>
<tr>
<td>GREATER THAN 24 MONTHS BETWEEN PRD AND SEAOS</td>
<td>DOES NOT REQUIRE C-WAY SUBMISSION UNTIL WITHIN 13 MONTHS OF SEAOS. SAILOR HAS ENOUGH CONTRACT TIME TO NEGOTIATE ORDERS WITH NO OBLISERV CONCERNS</td>
</tr>
</tbody>
</table>

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