CAREER WAYPOINTS (C-WAY) USER GUIDE

BUPERS-320
REVISION ONE DATED 8 JUL 2014
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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 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. OPNAVFORM 5239/14 SAAR-N
CAREER WAYPOINTS MODULES

- CAREER WAYPOINTS-REENLISTMENT (C-WAY-REEN) Applies to all rated Active Component (AC) and Full Time Support (FTS) Sailors E3 through E6 with less than 14 years of active service at the End of Obligated Service (EAOS) as extended (also identified as Soft EAOS (SEAOS)). These Sailors shall utilize the C-WAY-REEN system to obtain authorization to reenlist, laterally convert to another rating, convert between AC and FTS, or to indicate their intention to separate from Navy service altogether. C-WAY-REEN can also be utilized to transition from AC or FTS to the Selected Reserve (SELRES) for those Sailors who can apply for in rate or are eligible to direct convert (Sailors who require “A” School to convert for SELRES must process through a Navy Recruiter). Sailors selected or frocked to Chief (E7) are exempt from C-WAY-REEN. In many cases a C-WAY-REEN quota is required to obtain additional OBLISERV to accept Permanent Change of Station (PCS) Transfer Orders prior to Sailors’ Projected Rotation Dates (PRD). Sailors within 13 months of their SEAOS require C-WAY-REEN approval to extend their current enlistment contract. Sailors with greater than 13 months from their SEAOS, if eligible, do not require C-WAY-REEN approval to execute an extension in accordance with MILPERSMAN 1160-040.

- CAREER WAYPOINTS-CONVERSION (C-WAY-CONV) Applies to all rated AC, FTS, and SELRES Sailors desiring to laterally convert rates. Refer to MILPERSMAN 1440-010 and NAVADMIN 150/13 for eligibility details.

- CAREER WAYPOINTS-TRANSISTION (C-WAY-TRANS) Applies to all rated AC, FTS, and SELRES Sailors desiring to change from one component to another (i.e. AC to FTS, SELRES to AC, etc.).

- CAREER WAYPOINTS-PROFESSIONAL APPRENTICESHIP CAREER TRACK DESIGNATION (C-WAY-PACT) Applies to undesignated Sailors desiring to become rated.
CURRENT BUSINESS RULES

References. NAVADMIN 149/13
                NAVADMIN 150/13
General Information. 1. C-WAY maximum quota expiration date: 13 months after application date (i.e. April 2013 application/processing month, 30 May 2014 expiration)
2. Quota utilization: Any action that changes a Sailor’s SEAOS
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 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. 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. Beginning on 1 February 2014, these applications will be adjudicated within 24 hours of submission. See Automatic Approval Slides 44-45 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.

Sailors who already have access to Career Waypoints will not need to submit a SAAR-N (OPNAVFORM 5239/14) unless/until their current access is disabled, expired, or requires updating. Beginning 13 February 2014, 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 (OPNAVFORM 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 due to the fact that many fields are prefilled.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF REQUEST</td>
<td>1</td>
</tr>
<tr>
<td>INITIAL</td>
<td>Yes</td>
</tr>
<tr>
<td>MODIFICATION</td>
<td>No</td>
</tr>
<tr>
<td>DEACTIVATE</td>
<td>No</td>
</tr>
<tr>
<td>USER ID</td>
<td>N/A</td>
</tr>
<tr>
<td>DATE (DD/MM/YYYY)</td>
<td>2</td>
</tr>
<tr>
<td>SYSTEM NAME (Platform or Application)</td>
<td>SPAWAR NOLA</td>
</tr>
<tr>
<td>LOCATION (Physical Location of System)</td>
<td></td>
</tr>
<tr>
<td>CAREER WAYPOINTS</td>
<td></td>
</tr>
<tr>
<td>PART I (To be completed by Requester)</td>
<td></td>
</tr>
<tr>
<td>1. NAME (Last, First, Middle Initial)</td>
<td>3</td>
</tr>
<tr>
<td>2. ORGANIZATION</td>
<td>4</td>
</tr>
<tr>
<td>3. OFFICE SYMBOL/DEPARTMENT</td>
<td>5</td>
</tr>
<tr>
<td>4. PHONE (DSN and Commercial)</td>
<td>DSN COM</td>
</tr>
<tr>
<td>5. OFFICIAL E-MAIL ADDRESS</td>
<td>6</td>
</tr>
<tr>
<td>6. JOB TITLE AND GRADE/RANK</td>
<td>7</td>
</tr>
<tr>
<td>7. OFFICIAL MAILING ADDRESS</td>
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</tr>
<tr>
<td>8. CITIZENSHIP</td>
<td>US</td>
</tr>
<tr>
<td>9. DESIGNATION OF PERSON</td>
<td>MILITARY</td>
</tr>
<tr>
<td>10. INFORMATION ASSURANCE (IA)</td>
<td>HAVE COMPLETED ANNUAL IA AWARENESS TRAINING</td>
</tr>
<tr>
<td>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.)</td>
<td>9. DATE (DD/MM/YYYY):</td>
</tr>
<tr>
<td>10. TYPE OF ACCESS REQUESTED</td>
<td>10</td>
</tr>
<tr>
<td>REQUESTED UICs</td>
<td>11</td>
</tr>
<tr>
<td>If you are requesting more than FIVE UICs, please write &quot;See Attached&quot; and attach an excel file listing the UICs in numeric order.</td>
<td></td>
</tr>
<tr>
<td>12. TYPE OF ACCESS REQUIRED</td>
<td>Authorized</td>
</tr>
<tr>
<td>12a. If Block 12 is checked &quot;Privileged&quot;, user must sign a Privileged Access Agreement Form.</td>
<td></td>
</tr>
<tr>
<td>13. USER REQUIRES ACCESS TO</td>
<td>UNCLASSIFIED</td>
</tr>
<tr>
<td>14. VERIFICATION OF NEED TO KNOW</td>
<td>I certify this user requires access as requested.</td>
</tr>
<tr>
<td>14a. ACCESS EXPIRATION DATE</td>
<td>COMPANY NAME, CONTRACT NUMBER, EXPIRATION DATE:</td>
</tr>
<tr>
<td>14b. SIGNATURE OF INFORMATION OWNER/ORG</td>
<td>N/A</td>
</tr>
<tr>
<td>15. SUPERVISOR'S ORGANIZATION/DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>15a. SUPERVISOR'S E-MAIL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>15b. PHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>16. SUPERVISOR'S NAME (Print Name)</td>
<td></td>
</tr>
<tr>
<td>16a. SUPERVISOR'S SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>16b. DATE (DD/MM/YYYY)</td>
<td></td>
</tr>
<tr>
<td>17. SIGNATURE OF INFORMATION OWNER/ORG</td>
<td></td>
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<tr>
<td>17a. PHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>17b. DATE (DD/MM/YYYY)</td>
<td></td>
</tr>
<tr>
<td>18. SIGNATURE OF IAM OR APPOINTEE</td>
<td>N/A</td>
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<td>19. ORGANIZATION/DEPARTMENT</td>
<td>N/A</td>
</tr>
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<td>20. PHONE NUMBER</td>
<td>N/A</td>
</tr>
<tr>
<td>21. DATE (DD/MM/YYYY)</td>
<td>N/A</td>
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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 box stating that "I have completed Annual IA Awareness Training" and enter it in the date of completion.
10. Fill in the type of access you require (e.g., "Command Career Counselor", "DEPT/DIV/CCC", "CHC", or "Read Only" - for Declarers).
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 PED, which will also be your expiration of C-WAY access.
13. Fill in Supervisor's Department.
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.
In order to gain access to C-WAY, the minimum security clearance standard must be a favorably adjudicated NACLC during the requestor's career.
Sailors with Command Career Counselor access have been empowered to give Departmental Career Counselors temporary access to C-WAY. The access is good for 30 days. The C-WAY Help Desk must receive a complete and accurate SAAR-N (OPNAVFORM 5239/14) in order to authorize access through the Sailor’s PRD; otherwise the account is disabled 30 days later.
Ensure that the Sailor has never had prior access. Creating two accounts for the same Sailor will result in neither account allowing access.
This page is a step-by-step guide to filling out the “New User” screen in C-WAY.

All data utilized in this slide is fictional.
To assign access, find the user that you just created, highlight it, and click "Delegate".

All data utilized in this slide is fictional.
If your desire is to grant access to the entire UIC for a Departmental Career Counselor, simply leave the UIC in the “Assigned UIC/DEPTs” block.

All data utilized in this slide is fictional.
HOW TO 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
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.
Sailors must be “Qualified” in order to determine ratings for which they qualify when investigating conversion options. It is vitally important that all information entered on the “Sailor Details” is completely and thoroughly accurate. A mistake in a few of these blocks could render a Sailor ineligible for a rating that he/she actually does qualify.

All data utilized in this slide is fictional.
TO QUALIFY A SAILOR IN C-WAY (CONT’D)

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

When Sailors have Convert Out opportunities, sometimes the jobs for which they wish to convert are not available. There are two reasons for this. Either there are no convert out opportunities for that year group and pay grade or the Sailor does not qualify for that rate. To verify the reason is due to ineligibility for the rate, utilize the Career Exploration Mode ("CEM").

All data utilized in this slide is fictional.
TO QUALIFY A SAILOR IN C-WAY (CONT’D)

Note that BM3 Blanco is not qualified for CTI due to the fact that he does not meet ASVAB requirements.

All data utilized in this slide is fictional.
Policy Changes between PTS and C-WAY:
- PRD alignment with CMS-ID (NAVADMIN 021/13) FEB2013
- SEAOS In-Rate alignment with CMS-ID
- JUL2014 SEAOS Sailors first affected by SEAOS changes (NAVADMIN 149/13 & 150/13) JUN2013

3 Options = In-rate, Conversion, SELRES
2 Options = Conversion, SELRES
1 Option = SELRES
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 OBLISERVE (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.
Applications are not processed until 13 months prior to SEAOS.
3 Options = In-rate, Conversion, SELRES
2 Options = Conversion, SELRES
1 Option = SELRES
Sailors with SEAOS JUL 2014 and beyond will 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.
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.
"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 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

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".

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.
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”. C-WAY help desk assistance is required in order to unlock an “Intends to Separate” application. If the Sailor desires a quota for SELRES, then enter the Sailor for SELRES. You cannot choose SELRES after entering “Intends to Separate” without C-WAY help desk intervention.

All data utilized in this slide is fictional.
NOT APPLYING THIS MONTH APPLICATION

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.
IN RATE ONLY OPTION

“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 will be 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 will notice is the addition of an “Auto Approval Eligibility” field and 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.
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.
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".
SC-PRD APPLICATION TYPES ARE EXACTLY THE SAME AND SUBMITTED THE SAME WAY AS SEAOS APPLICATIONS.
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.
TO CREATE A SELRES C-WAY APPLICATION DURING SAILOR’S C-WAY-REEN SEAOS WINDOW

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).
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 (801) 874-3102 or DSN 882-3102 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.)

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 must contact the C-WAY help desk for reset to SELRES application. Sailors within 90 days of SEAOS must see a Navy Recruiter for authorization of SELRES affiliation.
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/
TO PRINT OUT A FINAL DETERMINATION LETTER (CONT’D.)

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

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)
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.

The "Status" column reflects the status of the Sailors 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 E3 and TIR eligible for E4 or 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 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 NETPDTTC 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

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.
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 of qualifying service as calculated from EOS,
• 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.)

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.)

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.

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 Request" 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.)

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.

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**

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

Transition (RC to AC) Qualified Jobs

<table>
<thead>
<tr>
<th>SSN:</th>
<th>Name:</th>
<th>Present Rate:</th>
<th>Gender</th>
<th>ADSD:</th>
<th>YG:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BLANCO, ROCCO</td>
<td>BM2</td>
<td>M</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Service Component: Total Active Service:

- Years: 
- Months: 
- Days: 

Desired Active Start Month:

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" toolbar.

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

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.
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

Log onto the NPC Website. Under "Enlisted", click on "Community Managers".
HOW TO FIND THE COMMUNITY HEALTH SLIDES (CONT’D)

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)

Aviation Electrician’s Mate

**AE Community Overview (ACTIVE)**

**AE Community Overview (FTS)**

**AE Career Path**

**General Description**

Aviation Electronic, Electrical, and Computer Systems Technicians work with some of the most advanced electronic 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/A-18 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: DAY 07 AR+MK+BLG=222 OR VE+AR+MK+MC=222
DAY 08 AR+MK+ELG=223 OR VE+AR+MK+MC=223

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.
HOW TO FIND THE COMMUNITY HEALTH SLIDES (CONT’D)

These slides are updated on a monthly basis. They are dated in the bottom right hand corner.

Dec 2012 (2)

### Aviation Electrician’s Mate - A200

This block breaks the rate down by Year Group and paygrade. The red line reflects the Enlisted Programmed Allowance (EPA) for next FY. This gives the Sailor an idea of what manning looks like in order to determine in-rate and conversion options.

### Sea Shore Flow

<table>
<thead>
<tr>
<th>TOUR</th>
<th>SEA</th>
<th>SHORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST</td>
<td>54</td>
<td>36</td>
</tr>
<tr>
<td>2ND</td>
<td>54</td>
<td>36</td>
</tr>
<tr>
<td>3RD</td>
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<td>6TH</td>
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<td>36</td>
</tr>
<tr>
<td>7TH</td>
<td>36</td>
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### Force Structure Manning

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<tr>
<th>PG</th>
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<td>90%</td>
<td>392</td>
<td>677</td>
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<tr>
<td>E4</td>
<td>116.36%</td>
<td>90%</td>
<td>640</td>
<td>550</td>
<td>76.82%</td>
<td>179</td>
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<tr>
<td>E5</td>
<td>91.90%</td>
<td>669</td>
<td>728</td>
<td>114.97%</td>
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<td>E6</td>
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<td>380</td>
<td>85.58%</td>
<td>267</td>
<td>312</td>
</tr>
<tr>
<td>E7</td>
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<td>175</td>
<td>126.02%</td>
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<tr>
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<td>106</td>
<td>139.02%</td>
<td>57</td>
<td>41</td>
</tr>
<tr>
<td>E9</td>
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<td>0</td>
<td>0</td>
<td>0.00%</td>
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### ADV OPP.

<table>
<thead>
<tr>
<th>All-Navy</th>
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<tbody>
<tr>
<td>E1-3</td>
<td>45.83%</td>
</tr>
<tr>
<td>E4</td>
<td>30.94%</td>
</tr>
<tr>
<td>E5</td>
<td>16.18%</td>
</tr>
<tr>
<td>E6</td>
<td>18.2%</td>
</tr>
<tr>
<td>E7</td>
<td>12.03%</td>
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<tr>
<td>E8</td>
<td>15.13%</td>
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<table>
<thead>
<tr>
<th>Spring-12</th>
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</thead>
<tbody>
<tr>
<td>E1-3</td>
<td>45.26%</td>
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<tr>
<td>E4</td>
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<tr>
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<tr>
<td>E6</td>
<td>21.65%</td>
</tr>
<tr>
<td>E7</td>
<td>22.71%</td>
</tr>
<tr>
<td>E8</td>
<td>0.00%</td>
</tr>
<tr>
<td>E9</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Zone Information

- **FY13 Manning:** 87.0%<br>- **FYTD RE Rate:** 22.00%

### Notes

- Manning currently at 94%, manned to 95.8% for FY14 Enlisted Program Authorizations.
- Projected consistent advancement opportunity.
- Zone B currently has some over manning; offering convert-out opportunities for Year Groups 2000, 2002, 2005, 2006. JAN there will be no convert out opportunity.
- Accepting APACT Sailors in YG’s 2011 and 2012
- All applicants for REGA need to pass Flight Deck Physical.

ASVAB requirements: AR+MK+EH+GS-222 OR VE+AR+MK+MC=222

Security clearance is required for this rating. Must be DONCAF Adjudicated.

Data Source: NMPS(SK)/(Inv)/(NR)(RE Rate)/(12/EPA 33F)/SUPER838(Adv. Op.) As of Date: 14-Dec-12
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>
<tr>
<td>APPROVED - UNUSED</td>
<td>This means the Sailor who had C-WAY approval allowed an existing extension go operative. (i.e., EAOS changes in Enlisted Master File)*</td>
</tr>
</tbody>
</table>

*APPROVED-UNUSED applications will no longer exist after 1 August 2013.*
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 C-WAY APPROVED</th>
<th>MONTH C-WAY APPROVAL EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER CURRENT YEAR</td>
<td>NOVEMBER FOLLOWING YEAR</td>
</tr>
<tr>
<td>NOVEMBER CURRENT YEAR</td>
<td>DECEMBER FOLLOWING YEAR</td>
</tr>
<tr>
<td>DECEMBER CURRENT YEAR</td>
<td>JANUARY FOLLOWING + 1 YEAR</td>
</tr>
<tr>
<td>JANUARY CURRENT YEAR</td>
<td>FEBRUARY FOLLOWING YEAR</td>
</tr>
<tr>
<td>FEBRUARY CURRENT YEAR</td>
<td>MARCH FOLLOWING YEAR</td>
</tr>
<tr>
<td>MARCH CURRENT YEAR</td>
<td>APRIL FOLLOWING YEAR</td>
</tr>
<tr>
<td>APRIL CURRENT YEAR</td>
<td>MAY FOLLOWING YEAR</td>
</tr>
<tr>
<td>MAY CURRENT YEAR</td>
<td>JUNE FOLLOWING YEAR</td>
</tr>
<tr>
<td>JUNE CURRENT YEAR</td>
<td>JULY FOLLOWING YEAR</td>
</tr>
<tr>
<td>JULY CURRENT YEAR</td>
<td>AUGUST FOLLOWING YEAR</td>
</tr>
<tr>
<td>AUGUST CURRENT YEAR</td>
<td>SEPTEMBER FOLLOWING YEAR</td>
</tr>
<tr>
<td>SEPTEMBER CURRENT YEAR</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.
<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 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. **
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.
If you have ideas or suggestions for inclusion in this User Guide, please send them to career_waypoints@navy.mil.