CAREER WAYPOINTS
(C-WAY)
USER GUIDE

BUPERS-33
(REV. 20 Aug 2019)
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WEBSITE FOR C-WAY

http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx

Note: BUPERS-33 recommends all CCCs visit this site routinely as we post updates as they occur. Questions regarding C-WAY Policy and this guide may be submitted to career_waypoints@navy.mil.
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 for reenlistment/extension and rating designation authorization.

Form. OPNAV 5239/14 SAAR-N
CAREER WAYPOINTS MODULES

- CAREER WAYPOINTS-REENLISTMENT (C-WAY-REEN) – Applies to rated E3 to E6 ACDU/FTS Sailors with 14 years or less of active service as calculated from Active Duty Service Date (ADSD) to Soft Expiration of Active Obligated Service (SEAOS), requesting authorization to either reenlist or execute an extension when required. C-WAY automatically generates most reenlistment applications for Sailors 15, 14, and 13 months prior to Projected Rotation Date (PRD) who have less than 24 months between PRD and SEAOS and for Sailors 16 to 9 months prior to SEAOS. 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. References: MILPERSMAN 1160-140, NAVADMIN 231/17 and NAVADMIN 243/16.

- 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. Reference: MILPERSMAN 1306-611.

- CAREER WAYPOINTS-CONVERSION (C-WAY-CONV) – Reserve Component (RC) Sailors who desire lateral conversion will apply via the Conversion module in C-WAY. References: MILPERSMAN 1160-140, MILPERSMAN 1440-010, and BUPERSINST 1001.39 (Series).

- CAREER WAYPOINTS-TRANSITION (C-WAY-TRANS) – RC2AC transition requests are incorporated into C-WAY. Additionally, SELRES and Voluntary Training Unit (VTU) Sailors use C-WAY to apply for both in-rate and conversion into ratings with available AC and FTS quotas, provided they meet program requirements. Reference: MILPERSMAN 1306-1505.

- 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 BUPERS Online (BOL). The CCC can access the reports in C-WAY by selecting “Qualify” and then “JOIN Rating Results.”
CURRENT OPNAV N13 BUSINESS RULES EXERPTS

References: MILPERSMAN 1160-140 and NAVADMIN 231/17.

General Information.

1. C-WAY maximum quota expiration date: 16 months after application date (i.e. Mar-2018 application/processing month, Jul-2019 expiration)
2. Quota utilization: For Sailors within 16 months of SEAOS, any change in Enlisted Manning Code (EMC), current enlistment date (CED) or SEAOS constitutes utilization of the quota.
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 (MAP) 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 grade 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. All E-4 and above Sailors requesting in-rate reenlistment will be auto-approved provided there are no adverse community health conditions identified by the ECM. See Automatic Approval Slides on pages 38 and 39 for additional information.
6. Rate manning categories are as follows:
   a. Open Reenlistment: Undermanned skill sets (97.9% or less manning).
   b. Balanced Reenlistment: Fully manned skill sets (98% to 102% manning).
   c. Competitive Reenlistment: Overmanned or Special Requirement skill sets (102.1% or greater manning).
7. Nuclear trained Sailors may apply for a quota at any point they are eligible in a reenlistment zone by submitting a Special Circumstance (Spec Circ) “Nuclear Power Program (NPP)” application.
8. Sailors who desire to Stay Navy and have exhausted all in-rate and conversion looks may ask their ECM about a Needs of the Navy (NOTN) conversion quota. The quota will be offered via C-WAY notes. Check C-WAY notes often!
SAAR-N (OPNAV FORM 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 in order to gain access. The SAAR-N MUST be the original, unaltered, digitally signed form. The form is emailed to BUPERS-33 (Career Waypoints) at career_waypoints@navy.mil.

Instructions for completing the SAAR-N can be found on the next two pages and on our website at http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx.

The instructions provided are C-WAY specific (not Navy-wide) and not intended to inconvenience the command, but to ensure access is granted to Sailors designated by the command TRIAD.
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HOW TO REMOVE C-WAY ACCESS

- **Command Career Counselor access.** To disable CCC access, the CMC/SEL or ISIC CCC must contact BUPERS-33 to request removal. This is required because the CMC/SEL directly supervises the CCC and unit CCs per OPNAVINST 1040.11D.

- **Departmental Career Counselor access.** To disable Dept CC access, the CCC must contact BUPERS-33 to request removal.

- Once disabled, the Sailor will be required to submit a new SAAR-N (OPNAV FORM 5239/14) in order to regain access.
TO SEE A LIST OF SAILORS

Click “Sailor Browser” for a listing of all Sailors.

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Ensure that the “UIC” field reflects the UIC for which you are inquiring.

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

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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 BUPERS-33 with the Sailor’s full name, rate/rank, 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 an "*" 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 SAILORS MUST BE QUALIFIED IN C-WAY***

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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.

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TO QUALIFY A SAILOR (Cont’d.)

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

Click on “Medical” to move to the next qualification.

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Verify that all Medical information is accurate. Your Medical Department Representative (MDR) or Medical Department LCPO must verify locally. Incorrect information will lead to this Sailor qualifying or not qualifying for potential ratings.

Click on “Legal & Moral” to move to the next qualification.

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TO QUALIFY A SAILOR (Cont’d.)

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.” Refer to Sailor’s DD Form 1966 for previous disclosure.

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 convictions other than minor traffic violations.”

History of Drug Abuse: Mark yes if “Illegal or non-medical use or possession of drugs.” Refer to Sailor’s DD Form 1966 for previous disclosure.

Alcohol Abuse: Mark yes if the Sailor’s “use of alcohol is 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.”

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

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TO QUALIFY A SAILOR IN C-WAY (CONT’D)

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

Ensure the “Q” column has an asterisks for the Sailor you just qualified.

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

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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

C-WAY AUTOPOPULATES APPLICATIONS

INRATE

- 3 Options
- 4 Reviews

CONVERT

- 2 Options
- 4 Reviews

SELRES

- 1 Option
- 5 Reviews

FOR SELRES OPTIONS WITHIN 90 DAYS FROM SEAOS, THE CCC MAY REQUEST A QUOTA FROM SELRES ECM. ALL OTHERS MUST SEE A NAVY RECRUITER

Applications are not processed until 16 months prior to SEAOS.
3 Options = In-rate, Conversion, SELRES
2 Options = Conversion, SELRES
1 Option = SELRES
CAREER WAYPOINTS PRD TIMELINE

- PRD APPLICATIONS ARE PROCESSED 15 to 13 MONTHS PRIOR TO PRD ONLY.
- PRD APPLICATIONS CANNOT BE RESET.

- 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 (IF REQUIRED, MOVE PRD OUT TO MATCH SEAOS);
2. EXECUTE EXTENSION (IF NEEDED) TO MEET PRESCRIBED SEA TOUR IAW NAVADMIN 307/17;
3. PERS-40 MAY DIRECT TRANSFER WITH REMAINING OBLISERV.
Sailors have four (4) In-Rate reviews starting 16 months from SEAOS followed by four (4) Conversion reviews, followed by five (5) SELRES Only reviews. SEAOS applications are submitted as follows:

- 18 months prior to SEAOS, applications are auto-generated in C-WAY;
- 16 – 13 months prior to SEAOS, applications are racked and stacked for In-Rate, Conversion, or SELRES; only period racked and stacked for In-Rate;
- 12 – 9 months prior to SEAOS, applications are racked and stacked for Conversion or SELRES; last active duty looks available;
- 8 – 4 months prior to SEAOS, applications are racked and stacked for SELRES Only. These applications are generated by the CCC/Dept CC.

Note: PRD applications will not auto-populate if a Sailor has greater than 24 months between their PRD and SEAOS date. The CCC will have to generate, if needed.
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.

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1. Select “All.”

2. To ensure you see all system generated applications, expand the “From” and “To” dates. We recommend expanding the “To Date” for three months out at a minimum.

3. To open an application, click on the application and select “Application Details.”

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Fill in all information under the “Reenlistment (AC/FTS) Application Details” section. If a Sailor does not have five evaluations, make a note explaining why. Remember, the ECMs read these notes and could be a determining factor in the decision process. This is applicable for all In-Rate, In-Rate, Willing to Convert and Convert Only applications.

Check this box and click “Submit.”
This application can be used for all Sailors who are 16 to 13 months from SEAOS. The application will first be racked and stacked In-Rate; if disapproved, then it will be racked and stacked for the conversion choices (1st – 3rd). If there are no conversion options populating, the ECM may not be allowing convert out opportunities. We recommend you verify by viewing the ECM’s rating community health slides located on the NPC website. Link:  http://www.public.navy.mil/bupers-npc/enlisted/community/Pages/default.aspx.

Convert only applications are used from 12 to 9 months from SEAOS. Generally, if a Sailor is in this window, there will be opportunities available provided the Sailor qualifies for the advertised rating(s). Convert Only applications can be submitted during the SEAOS application window of 16 to 9 months prior to SEAOS and PRD applications 15 to 13 months prior to PRD.

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“Not Eligible” applications are used for Sailors who are NOT eligible for reenlistment in accordance with MILPERSMAN 1160-030.

Common reasons are provided in the drop down. If you have another reason, select “Other” and you will be prompted to provide the reasons in the “Explain Other” box.

Note: “Not Eligible” applications are only available for mandatory C-WAY applications. In the event you have an application that is outside the mandatory reason and the Sailor becomes ineligible for reenlistment, select “Cancel.”

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“Intends to Separate” applications are for Sailors who have decided to separate from active duty Navy service.

Entering an application as “Intends to Separate” will lock the Sailor’s future applications into an “Intends to Separate” status. This status will remain until the Sailor reaches the “Denied-Final Active” point at nine (9) months from SEAOS, or if the current application is un-submitted.

Per MILPERSMAN 1160-140, the CCC may contact C-WAY to have the Sailor’s “Intends to Separate” application un-submitted and reset for SELRES applications only. Active Duty resets require the respective ECM’s authorization.

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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.

If the Sailor was separated prior to his/her SEAOS date, choose this option to avoid receiving a “Failed to Submit.”

If the reason for not submitting is not listed in the drop down, select “Other” and provide a reason when prompted.

Note: These applications are only available for mandatory C-WAY applications, otherwise select “Cancel.”
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.

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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 and NECs cannot be updated by BUPERS-33. If it is missing, contact your Command Pass Coordinator or Personnel Department.

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SUBMITTING AN APPLICATION UNDER SAILOR BROWSER

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. Note: If the Sailor has greater than 24 months between the PRD date and SEAOS date, an application will not auto-populate.

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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 and SEAOS?
- Is Sailor selected or frocked to Chief?
If the answer is Yes, then C-WAY does not apply.
“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.

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# IN-RATE & CONVERSION OPPORTUNITIES

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AUTOMATIC APPROVAL PROCESS OVERVIEW FOR SEAOS APPLICATIONS

- **Automatic approval.** C-WAY auto-approval functionality was implemented February 1, 2014 for non-nuclear rating SEAOS applications. All E4 – E6 Sailors requesting an in-rate reenlistment will get an immediate status of APPROVED in C-WAY provided the following conditions are met:

- ECM has determined a “need” based on year group and pay grade;
- Sailor is eligible in all respects and submits a valid application;
- Sailor utilized a system-generated SEAOS application;
- Sailor is not in the Nuclear Power Program;
- No automatically populated data on the C-WAY application has been changed (security clearance, 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;
- No known adverse community health conditions exist.

- **Nuclear Power.** All applications for Sailors in nuclear programs will be placed in an “Approved Pending” status and will be routed to the Enlisted Community Managers at OPNAV N13 for review.

- **C-WAY 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 highlight the approved application and click on the approval letter button. Additionally, you may retrieve the letter via your Command Summary Report.
DETERMINING AUTOMATIC APPROVAL

All data utilized in this guide is fictional and for informational purposes only.
C-WAY SPECIAL CIRCUMSTANCE – PROJECTED ROTATION DATE (SC-PRD) APPLICATIONS

- PRD Applications are submitted as follows:
  ➢ 18 months prior to PRD, applications are auto-generated in C-WAY;
  ➢ 15 – 13 months prior to PRD, applications are racked and stacked for In-Rate and Conversion quotas for OBLISERV purposes.

- C-WAY automatically generates mandatory, constrained C-WAY SC-PRD applications 18 months prior to the Sailors’ PRDs for those who have less than 24 months of contract time remaining as calculated from PRD to SEAOS.
- 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 need to contact their respective detailer.
- PRD applications are submitted the same as SEAOS. The only difference is that the Application Reason will state “Spec Circ” and the Special Circumstance Reason Code will state “PRD” (shown below).

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TO CHECK THE STATUS OF A C-WAY APPLICATION

1. Click the hourglass and select “All.”
2. Move the “From” date back a year and move the “To” date out 3 months.

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HOW TO RETURN AN APPROVED QUOTA (APPLIES TO IN-RATE, CONVERSIONS, SELRES, COMPONENT CHANGE, AND TRP)

The Career Counselor has the ability to return an approved quota when a Sailor chooses 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 must be returned via the return button. Commands are advised that a NAVPERS 1306/7 must be forwarded to PERS-4 indicating that the member has refused to OBLISERV. PERS-40BB will Flag the record as appropriate and the Sailor will not be able to resubmit for another ACDU quota. See MILPERSMAN 1306-125. Note: If the Sailor is still within their C-WAY application timeline and the quota is revoked, a new application will be generated within 24 hours. Plan accordingly, as Failed to Submits will not be removed for this situation.

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TARGETED REENTRY PROGRAM (TRP)

NAVMIN 047/18 empowers COs with the ability to identify and recommend ACDU and FTS officer and enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy. C-WAY applies to enlisted personnel; therefore, we will only discuss the enlisted Sailors (see NAVADMIN for officer info). Important details are as follows:

1. Two options.
   - Golden Ticket – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
   - Silver Ticket – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

2. To be considered.
   - Must be recommended by the commanding officer.
   - Sailor applications must be “Intends to Separate” from the onset of the SEAOS application timeline.
   - A Sailor’s first SEAOS application may be submitted for the TRP option only, but BUPERS-33 recommends both, the ITS and TRP be submitted.
   - If the TRP option was not requested on the Sailor’s first application, the command may request the TRP option for months 15 through 9 in the SEAOS Timeline.
   - The TRP option will no longer be available once the Sailor is within 8 months of SEAOS.
   - The Sailor must have completed their initial active duty requirement, but have not reached 14 years of ACDU service (0 to 14 YOS).

3. BUPERS-3 is the approving authority.

4. TRP approved Sailors who have completed their Military Service Obligation (MSO) and accept TRP will be transferred to the Navy Reserve (Standby Reserve Inactive, USNR-S2) for two years. Sailors will only be required to maintain accurate recall information with PERS-9, no drilling requirements or ability to earn retirement points.

5. TRP approved Sailors who have not completed their MSO and accept TRP will be transferred to the Navy Reserve (Ready Reserve). If the Sailor has not utilized the TRP option within the two year period, the Sailor will remain in the Navy Reserve until they fulfill their MSO requirement.
SUBMITTING A TRP APPLICATION (1st SEAOS APPLICATION)

### Reenlistment (AC/FTS) Application Options

<table>
<thead>
<tr>
<th>Component Type</th>
<th>Application Reason</th>
<th>Special Circumstance Reason Code</th>
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<td>□ SELRES</td>
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</table>

**Application Type**
- □ In-Rate Only
- □ In-Rate, Willing To Convert
- □ Convert Only
- □ TRP (Golden/Silver Ticket)

**In-Rate**

**Auto Approve Eligibility**

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

**Reenlistment (AC/FTS) Application Details**

- **Security Clearance Level:** NO DETERMINATION MADE
- **Has been on OSA\GSA\IA:**
- **Date of last NJP:**

**Promotion Recommendations**

(1) Select the “TRP (Golden/Silver Ticket)” radio button.

(2) Ensure all data is completed under the Application Details section.

(3) Check the validation box and click the “Submit” button.

All data utilized in this guide is fictional and for informational purposes only.
(4) If the CO later decides to recommend a Sailor for the TRP program, he/she may do this for Sailors who have been submitted as ITS from the onset. The CCC will open the most current ITS application and click the “Request TRP” button.

All data utilized in this guide is fictional and for informational purposes only.
(5) In the event a Sailor loses eligibility for the TRP program (determined by CO), the command may contact CWAY to have the quota revoked. A NAVPERS 1070/613, quota return page 13 will be required.
CREATING A SELRES APPLICATION

1. Select “SELRES” for Component Type.
2. Complete the required “SELRES Fields.”

*Open an “Initial – Action Required” or “Saved – Action Required” application and modify as shown above to submit a SELRES application.

All data utilized in this guide is fictional and for informational purposes only.
SELRES APPLICATIONS

• If a Sailor has received the Denied – Final Active (DFA - within 8 months of SEAOS), the CCC can generate the application and submit it themselves locally.

• If a Sailor still has ACDU looks available and is *not* set for Intends to Separate, the CCC can generate the application and submit it themselves locally.

• If a Sailor has Intends to Separate applications submitted and has *not* reached 8 months from SEAOS (DFA), then the CCC may contact BUPERS-33 directly to request a SELRES reset.

• Per MILPERSMAN 1306-1501, the CCC may contact the SELRES Enlisted Community Manager directly to request a SELRES quota (*not a reset*) for Sailors within 90 days from SEAOS. Resets for SELRES are NOT authorized during this period.
Simply highlight the approved application and click on “Official Letter.” If the letter does not generate here, go to your Summary Report.

The Command Reenlistment (AC/FTS) Summary Report provides all letters for the command. The next page will show you where to retrieve the report.

All data utilized in this guide is fictional and for informational purposes only.
**C-WAY COMMAND SUMMARY REPORTS**

For command information, these two reports provide the most detailed information.

All data utilized in this guide is fictional and for informational purposes only.
1. Undesignated Sailors have the following choices of designation:
   a. Apprenticeship Change (e.g. FN to SN, SN to AN, etc.);
   b. Direct Rating Designation (RED). Sailor must have been onboard the command 12 months or greater.
      Explanation: PACT PRDs are set at 24 months from arrival and the Sailor is authorized to be rated 12 months prior to their PRD.
   c. ”A” School (Sailor must be onboard command for 12 months or greater).
   d. Navy Wide Advancement Exam (NWAE) (Sailor must be E3 and TIR eligible for the next exam cycle, and be 12 months on board and have an approved quota as follows:
      1) March Cycle - Application months are from September to February of the exam year.
      2) September Cycle - Application months are from March to August of the exam year.

1. BUPERS-3, PACT ECM provides the rating approval and advancement letters (not CWAY generated).
2. If the Sailor is approved for NWAE, ensure you order the appropriate exam. NWAE approvals are good for one exam cycle only. BUPERS-33 provides a list to NETPDTC with approvals for NWAE.
   a. Once a Sailor is approved for NWAE and completes the exam, one of the below must happen:
      1) If the Sailor has a 36 or below Standard Score, he/she will have to reapply for designation.
      2) If the Sailor has a Standard Score of 37 or greater, but is not selected for advancement, the command must update the Sailor’s rating in NSIPS.
      3) If the Sailor has a Standard Score of 37 or greater, and is selected for advancement, the command must update the Sailor’s rating in NSIPS (DO NOT AFFECT ADVANCEMENT).
3. If the Sailor is approved for “A” school, contact the “A” school detailer.
4. If the Sailor is approved for RED, a letter from BUPERS-3 will be sent to the command authorizing designation. RED continued on the next page.
C-WAY PACT DESIGNATION (CONT’D)
MILPERSMAN 1306-611 & NAVADMIN 118/18

RED Process

1. Apply for a rating/ratings in CWAY.
2. CWAY results identify who was approved. CWAY shows "Approved-Pending Doc."
3. Results are scrubbed for billet assignment by PERS-40 (Detailers).
4. The approval letter is sent to the command (could take a few months) with OBLISERV and billet assignment.
   ECM updates CWAY to "Approved."
5. BUPERS-32/33 will update the PACT Sailor’s rate during the first week of the month the Sailor is due to be rated.
   The command is no longer required to send the letters to PSD.
6. Once rated (about 7 to 10 days after the beginning of the month), the CCC applies for a CWAY quota just like everyone else. Note: The letter *does not* replace a CWAY quota.
7. Sailor reenlists for OBLISERV and accelerated advancement.

Note: The PACT process is being migrated into CMSID and this process may change within the next few months.
SUBMITTING A C-WAY-PACT APPLICATION

To see all PACT applications that need to be submitted, select the following:
- Initial Action Required
- Saved-Action Required, and
- Ready to Submit

All data utilized in this guide is fictional and for informational purposes only.
1. Select the applicable eligibility status. Note: If a Sailor has no options available, select “Declined Available Rating Change” to avoid receiving a “Failed to Submit.”

2. Click the dropdowns to select the member’s desired rating and path. Note: If there are no options, double-check the member’s qualification information.

3. Enter the appropriate dates according to the member’s CDBs.

4. Enter “Rating Change Package Information” as applicable to the member.

5. Once completed, you may click “Save” if you aren’t ready to submit the application or check the validation box and click “Submit” to forward on to Rack and Stack. Must be submitted by 2359 CST on the last day of the month.

All data utilized in this guide is fictional and for informational purposes only.
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. Policy states:

- Serve a minimum of 24 months in present rating;
- be an enlisted member of SELRES with less than 18 years for retirement (be advised that there may be program restrictions);
- be a Petty Officer First Class (E6) or below; and
- meet BCA standards to attend service schools.

Conversion references: MILPERSMAN Articles 1440-010, 1440-011 and 1306-618
SUBMITTING A C-WAY-CONV APPLICATION

Go into your Sailor Browser and select the Sailor who is desiring to convert. You must double-check the Sailor’s information to ensure he or she will be eligible for all ratings they truly qualify for. Once all information is verified, click “Apply Conversion (RC)” on the bottom of the page (see below).

All data utilized in this guide is fictional and for informational purposes only.
SUBMITTING A C-WAY-CONV APPLICATION (CONT’D)

***IMPORTANT***
If this says “Closed,” that means the ECM is NOT allowing Sailors to convert out of that rating. No need to call C-WAY; we can’t help.

DC Status: “Open” identifies that the rate qualifies for Direct Conversion.

A-School Status: “Open” identifies that the rate requires a service school.

Select “Conversion” to open the application.

All data utilized in this guide is fictional and for informational purposes only.
SUBMITTING A C-WAY-CONV APPLICATION (CONT’D)

Complete all information (as applicable). A-School Waiver Requests are rare and only entertained for Sailors who have received the other service (Army, Air Force, Marines & Coast Guard) equivalent. Any questions regarding A-School Waivers should be directed to the ECM. Once all information has been entered, check the two boxes and click “Submit.”

All data utilized in this guide is fictional and for informational purposes only.
CHECKING THE STATUS OF A C-WAY-CONV APPLICATION

All data utilized in this guide is fictional and for informational purposes only.
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 (i.e. NAT Sailors – restrictions are currently lifted);
- 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 and NAVADMIN 143/17. (Waivers are authorized.)
SUBMITTING A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS

Go into your Sailor Browser and select the Sailor who is desiring to convert. You must double-check the Sailor’s information to ensure he or she will be eligible for all ratings they truly qualify for. Once all information is verified, click “Apply Transition (RC to AC)” on the bottom of the page (see below).

All data utilized in this guide is fictional and for informational purposes only.
The CCC will be required to calculate and enter the Sailor’s Total Active Service before continuing. This needs to be accurate, as this affects the Sailor’s retirement!

Once the Total Active Service and Desired Active Start Month are entered, the “Apply Transition” button will activate.

How to determine a SELRES Sailor’s Year Group (YG) and Total Active Service is on the next page.

All data utilized in this guide is fictional and for informational purposes only.
DETERMINING TOTAL ACTIVE SERVICE FOR RC TO AC

**Step 1.** Obtain the Sailor’s Annual Statement of Service History (ASOSH) from BUPERS Online.

Add the “Active Points” columns together. This example totals 188 days of ACDU.

**Step 2.** Determine total ACDU time only. *This is an example only.*

2015 09 01 (Desired recall date (1 Sep 2015 for this example))
-188 (Total ACDU & AT/ADT Points as identified from the Sailor’s ASOSH)

2015 02 25
+1 (Inclusive Day)

2015 02 26 = New Active Duty Service Date (ADSD). The year group is the fiscal year in which an adjusted ADSD falls.

**Website to subtract days from a date:**
[https://www.timeanddate.com/date/dateadd.html](https://www.timeanddate.com/date/dateadd.html)

2015 09 01 (Desired recall date)
-2015 02 26 (New ADSD)
00 06 06 (Total ACDU service)
Update all requested information. When complete, check the validation box and click the “Submit” button.

All data utilized in this guide is fictional and for informational purposes only.
CHECKING THE STATUS OF A C-WAY-TRANS APPLICATION FOR RC TO AC/FTS

All data utilized in this guide is fictional and for informational purposes only.
HOW TO FIND THE COMMUNITY HEALTH SLIDES

These are the Enlisted Community Manager’s pages.
HOW TO FIND THE COMMUNITY HEALTH SLIDES (CONT’D)

Select the applicable rating, then “Community Overview” to view the communities’ health (balanced, over-manned, under-manned, etc).

IF A SAILOR WHO DESIRES TO RE-ENLIST DOES NOT HAVE A RE-ENLISTMENT QUOTA, PLEASE CONTACT THE APPLICABLE ENLISTED COMMUNITY MANAGER TO DISCUSS OPTIONS.

Surface Engineering Community

DC EM EN GSE GSM HT MM MR

Full Time Support (FTS)

DC-FTS EM-FTS

The Surface Engineering Community is comprised of nine ratings - Electrician’s Mate (EM), Engineman (EN), Damage Controlman (DC), Gas Turbine Systems Technician, Electrical (GSE), Gas Turbine Systems Technician, Mechanical (GSM), Gas Turbine Systems Technician (GS), Hull Maintenance Technician (HT) Machinery Repairman (MR) and Machinist’s Mate (MM). The Surface Engineering Community establishes and administers all personnel policies associated with the Surface Engineering Ratings; plans and administers all enlisted accession, school (“A” and “C”) seat planning and advancement; determines need and sets levels for special pay and bonuses.

SURFACE ENGINEERING PROPULSION (EN, GS, GSE, GSM, MM): 901-874-2979
SURFACE ENGINEERING AUX (DC, DC-FTS, EM, EM-FTS, HT, MR): 901-874-2891
HOW TO FIND THE COMMUNITY HEALTH SLIDES (CONT’D)

Damage Controlman - B200

Sea Shore Flow

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ZONE INFO

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NOTES

SRB PERFORMANCE KICKER ELIGIBLE RATE, NAVADMIN R 172254Z DEC 18

Advancement:
- At or above Navy average.
- Career Waypoint:
- PACT, see monthly C-Way quotas.
- Convert-In opportunities, see monthly C-Way quotas.
- RC to AC opportunities, see monthly C-Way quotas.
- ZERO Convert-out opportunities.

General:
Enlisted Community Manager 901-874-2891.

***IF A SAILOR WHO DESIRES TO RE-ENLIST AND DOES NOT HAVE A RE-ENLISTMENT QUOTA, PLEASE CONTACT THE ENLISTED COMMUNITY MANAGER TO DISCUSS OPTIONS.***

Data Source: NMPF/B(nm) / NMDSS/RE Rate / N12/EPA-SSP/EUPERS(Adv Op)

As of Date: 02-Aug-19

Slides are updated on a monthly basis. They are dated on the bottom right hand corner.
CAREER WAYPOINT-Reenlistment Checklist for Success

- Learn and understand C-WAY reenlistment policies. Utilize MILPERSMAN 1160-140, this user guide and our website.
- Properly identify reenlistment eligible (SEAOS/PRD) Sailors and track them on your monthly report to the TRIAD.
  - Do not rely solely on C-WAY generated emails for your report. Utilize the Career Counselors Handbook (NAVPERS 15878L).
  - Track the Sailor’s reenlistment date along with the C-WAY quota expiration date. Authorization to reenlist is only allowed during the 16-month timeframe.
- Properly qualify all C-WAY eligible Sailors. *Do your job and DO NOT enter information that has not been verified!*
  - Doing so could have serious repercussions on a Sailor’s career. See pages 15-20 of this guide.
- Monitor C-WAY weekly and get your applications submitted early.
- Plan accordingly. Counsel and encourage reenlisting Sailors to NOT reenlist within the final week of when the quota expires. This policy will help ensure PSDs have appropriate time to release the contract before the quota expires. If the quota expires, the quota will have to be reinstated and LOPG updated again. *You’re the counselor… counsel them!*
- Review your monthly RackNStack results via the “Reports” tab in C-WAY.
- 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.
- Ensure Sailors not selected for reenlistment are provided counseling on the benefits of Reserve Affiliation.
- Ensure C-WAY training is being conducted during Quarterly/Monthly Career Development Team Meetings.
## C-WAY STATUS CODES

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<th>Status Code</th>
<th>Description</th>
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<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 (16 months from processing month)</td>
</tr>
<tr>
<td>APPROVED - REVOKED</td>
<td>The C-WAY quota was Revoked by the ECM or command. (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>
DO NOT WAIT UNTIL THE LAST DAY OF THE MONTH TO SUBMIT YOUR SAILORS’ APPLICATIONS IN CAREER WAYPOINTS!!!

You are strongly encouraged 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 (i.e. Failed to Submits received due to revoking quotas at the end of the month). Additionally, BUPERS-33 will not reset any applications on the last two business days of the month.

No resets are entered on the last two business days of the month
***ATTENTION COUNSELORS!***

Quotas are valid for 16 months. Counsel and plan appropriately. Do not wait until the last week of the 16th month to schedule reenlistments and do not schedule an SRB reenlistment one week prior to transfer date.