



18-00

Detailing Countdown

MONTHS DAYS

The Navy expects you to take an active role in your own professional development and career management. **MyNavy Assignment (MNA)** — formerly known as CMS-ID — is a tool that enables you to explore future career opportunities and apply for Navy jobs. This “Detailing Countdown” will help you perform specific tasks in the eighteen months leading up to your Projected Rotation Date (PRD). Your best chance for successful orders negotiation depends upon completion of each milestone indicated.

You can find information about the detailing process, opportunities for special programs, and supporting references on the Navy Personnel Command (NPC) website:

🔗 Policy guidance and instructions are located at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

- View the Military Personnel Manual (MILPERSMAN) at [NPC > Reference Library > MILPERSMAN](#).
- View Navy Administrative messages (NAVADMIN) at [NPC > Reference Library > Messages](#).
- View information about Career Waypoints (C-WAY) at [NPC > Career Info > Career Counseling > C-WAY](#).
- Also see [NPC > Enlisted > Enlisted Detailing](#).

THIS IS YOUR CAREER...TAKE CHARGE TODAY!

18
Months
to PRD

Goal 1: Review Personal and Professional Information

You are approaching your PRD window. Perform the following steps:

1. Log in to MNA at <https://mynavyassignment.navy.mil>.
2. Update User Profile.
 - In the top right corner of the page, hover over the **Account** tab and click **My User Profile**.
 - Enter preferred and secondary email address and contact phone numbers. Make sure to choose a notification method by selecting system alert, email, or both to receive correspondence from your detailer.

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Alarm**

- Click **Update** to confirm user information update. You will be automatically redirected to the main screen.
3. Verify Personnel information.
- In the bottom left corner of the page, find the **Sailor Info** box and click **My Personnel Info**.
 - Review your **Personal, Education, Orders/Ultimate Activity, and Pay/Benefits** tabs. Pay particular attention to the following, as this information may determine whether or not you are detailed to your desired job:
 - ◆ Career Waypoints - Reenlistment
 - ◆ Exceptional Family Member (EFM) Status
 - ◆ Security Clearance
 - ◆ Citizenship
 - ◆ Number of Dependents
 - Click **Home** at the top of the page to return to the main screen.
 - Work with your Personnel Office, Command Pay/Personnel Administrator (CPPA), and Personnel Support Detachment (PSD) to update missing or incorrect information.
4. Verify Career History.
- In the bottom left corner of the page, find the **Sailor Info** box and click **My History**.
 - Review your **Assignment/School** and **Eval/Fitness Report** tabs. Pay particular attention to the following, as this information will be reviewed by commands to rank and comment on your job application:
 - ◆ NEC(s)
 - ◆ Evaluations
 - ◆ Platform Type History (past commands in which you've served)
 - ◆ Physical Readiness Codes
 - Click **Home** at the top of the page to return to the main screen.
 - Work with your Personnel Office, CPPA and PSD to update missing or incorrect information.
5. Submit Duty Preferences.
- In the bottom left corner of the page, find the **Sailor Info** box and click **My Preferences**.
 - Consider your job preferences, career intentions and interests, and other preferences. To include importance ratings and your own preference comments you may enter in the box at the bottom of the page.
 - Click **Update** to confirm user information update and click **Home** at the top of the page to return to the main screen.
 - ◆ NOTE: Update your Preferences whenever significant personal data changes.
 - *Contact your Command Career Counselor (CCC) for more information.*
- Reference: [MILPERSMAN 1306-110](#), Enlisted Duty Preference.
6. Submit My Resume.
- In the bottom left corner of the page, find the **Sailor Info** box and click **My Resume**.
 - Each Sailor shall update the resume section periodically and prior to the 18-month window.
 - In the **Assignment History** section at the top of the page, submit input within the boxes provided. In your own words, you should spell out the value you brought to each specific command listed and provide any highlights of your tours.
 - In the **Resume Comments** section at the bottom of the page, submit input within the box to inform commands of your potential. This is an excellent opportunity to market yourself and show what you bring to the table. Think of it as another tool to inform and control the flow of information you would want each future command to know about you.

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Months
to PRD

Goal 2: Initiate Reenlistment approval process, if required

If the end of your reenlistment contract as extended (SEAOS) is before your PRD, you must obtain Career Waypoints (C-WAY) Reenlistment approval and reenlist before you can negotiate orders. If you are approved, you should consider reenlisting long term (up to 6 years).

1. Determine whether you are required to reenlist and verify C-WAY application, if required.
 - If reenlistment is required, C-WAY should generate an application 18 months prior to your Soft Expiration of Active Obligated Service (SEAOS).
 - If C-WAY did not generate an application, verify that you have more than 24 months of obligated service after your PRD.
 - ◆ If you have more than 24 months of obligated service remaining at your PRD, you do not need C-WAY approval to negotiate orders.
 - ◆ If you have less than 24 months of obligated service remaining at your PRD, have your CCC contact the Career Waypoints help desk to determine why an application was not automatically generated.
 - *Contact your CCC for more information.*

Reference: [MILPERSMAN 1160-140](#), Career Waypoints-Reenlistment.

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Months
to PRD

Goal 3: Submit Career Waypoint application, if required

You are approaching your PRD window. Perform the following steps:

1. Request Departmental Career Development Board (CDB), per NAVPERS 15878 (series).
2. Submit C-WAY Reenlistment request, if required.
 - Reenlistment requests for SEAOS-based applications begin at 16 months prior to SEAOS.
 - ◆ Initiate **Career Waypoint - Reenlistment 3-2-1**. You have eight (8) opportunities to remain on Active Duty (16 to 9 months from SEAOS) and are required to document your intention to reenlist or separate with your Career Counselor via the Career Waypoints system. This “Career Check-in” must occur 16 months in advance of the end of your current enlistment. Results are based on current manning levels and your individual performance. For detailed reenlistment policy guidance specific to your rate and rating, see NAVADMIN 149/13.
 - Reenlistment requests for PRD-based applications begin at 15 months from PRD. This is a Special Circumstances Reenlistment request for Sailors with less than 24 months of obligated service remaining beyond their PRD.

Career Waypoint - Reenlistment (3) - Based off SEAOS

During months 16/15/14/13, you have three reenlistment options: 1) Active Duty In-Rate, 2) Active Duty Conversion, 3) Transition into Selective Reserve (SELRES).

- NOTE: Regardless of SEAOS, a CWAY application may be submitted for special circumstances including a requirement to obligate service (OBLISERV) for orders, and reenlistment for Selective Reenlistment Bonus (SRB).
- *Contact your CCC for more information.*

Reference: [MILPERSMAN 1160-140](#), Career Waypoints-Reenlistment.

☞ Also see [NPC > Career Info > Career Counseling > C-WAY](#).

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Months
to PRD

Goal 4: Consider Special Requests, Preferences

You are approaching your PRD window. Perform the following steps:

1. Submit Special Requests.
 - Military Spouse Collocation
 - Extend PRD at current command
 - Apply for Overseas Tour Extension Incentives Program (OTEIP)
 - Apply for Sea Duty Incentive Pay (SDIP) Program
 - *Contact your Command Career Counselor for more information and to submit an "Enlisted Personnel Action Request," NAVPERS 1306/7.*

Reference: [MILPERSMAN 1300-1000](#), Military Couple and Single Parent Assignment Policy; [MILPERSMAN 1306-300](#), Overseas Tour Extension Incentives Program (OTEIP)

🔗 Also see [NPC > Career Info > Pay and Benefits > SDIP](#).

2. Update your Duty Preferences.
 - In the bottom left corner of the page, find the **Sailor Info** box and click **My Preferences**.
 - Consider your job preferences, career intentions and interests, and other preferences. To include importance ratings and your own preference comments you may enter in the box at the bottom of the page.
 - Click **Update** to confirm user information update and click **Home** at the top of the page to return to the main screen.

Reference: [MILPERSMAN 1306-110](#), Enlisted Duty Preference.

3. Determine your Career Waypoint status.
 - Log in to MNA. In the bottom left corner of the page, find the **Sailor Info** box and click **My Personnel Info**. Click on the **Personal** tab to determine your status.
 - ♦ NOTE: Submit Career Waypoint - Reenlistment application every month, beginning 16 months prior to SEAOS/15 months PRD. Monthly results are available from your Command Career Counselor. Every Sailor who applies on time is guaranteed to receive a total of eight looks (one per month), based on SEAOS.
 - *Contact your Command Career Counselor to submit an application.*

🔗 Also see [NPC > Career Info > Career Counseling > C-WAY](#).

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Months
to PRD

Goal 5: Prepare to Enter Your Detailing Window

You are approaching your PRD window. Perform the following steps:

1. If you do not receive a C-WAY quota after three looks (based off your SEAOS), request a Departmental Career Development Board (CDB), per NAVPERS 15878 (series).
2. View the MNA schedule.
 - In the top right corner of the page, hover over the **Help** tab and click **Active/FTS Schedule**.
 - If you are unable to access MNA, request that your CCC provide the schedule.
3. Provide deployment contact information to your Detailer, if necessary.

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Months
to PRD

Goal 6: 1st Month of Orders Negotiation Window

You have entered your PRD window. Perform the following steps:

1. Submit MNA Applications for desired jobs.
 - Log in to MNA. In the middle right side of the page, find the **Jobs** box and click **Search All**.
 - At the left side of the page, conduct a **Job Search** using the drop-down menu and review available jobs.
 - Communicate with your Command Career Counselor, chain of command, and/or mentors regarding your career goals and job opportunities.
 - When ready, submit up to seven applications for desired jobs. (**Failure to submit seven applications decreases your chances of being selected for orders that you desire.**)
 - *Contact your CCC for more information.*

Reference: [NAVADMIN 231/17](#).

Career Waypoint - Reenlistment (2)

During months 12/11/10/9, you have two reenlistment options: 1) Active Duty Conversion, and 2) Transition into Selective Reserve (SELRES).

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Months
to PRD

Goal 7: 2nd Month of Orders Negotiation Window

You are in your PRD window. If you have not submitted a job application and/or been selected for orders, perform the following steps:

1. Submit MNA Applications for desired jobs.
 - Log in to MNA. In the middle right side of the page, find the **Jobs** box and click **Search All**.
 - At the left side of the page, conduct a **Job Search** using the drop-down menu and review available jobs.
 - Communicate with your Command Career Counselor, chain of command, and/or mentors regarding your career goals and job opportunities.
 - When ready, submit up to seven applications for desired jobs. (**Failure to submit seven applications decreases your chances of being selected for orders that you desire.**)
 - *Contact your CCC for more information.*

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Months
to PRD

Goal 8: 3rd and Final Month of Orders Negotiation Window

You are at your Assignment Point Warning. If you have not submitted a job application and/or been selected for orders, perform the following steps:

1. Submit MNA Applications for desired jobs.
 - Log in to MNA. In the middle right side of the page, find the **Jobs** box and click **Search All**.
 - At the left side of the page, conduct a **Job Search** using the drop-down menu and review available jobs.
 - Communicate with your Command Career Counselor, chain of command, and/or mentors regarding your career goals and job opportunities.
 - When ready, submit up to seven applications for desired jobs. (**Failure to submit seven applications decreases your chances of being selected for orders that you desire.**)
 - *Contact your CCC for advice and assistance.*



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Reference: [MILPERSMAN 1306-101](#), Enlisted Assignment System.

Career Waypoint - Reenlistment (1)

During months 8/7/6/5/4, you have one reenlistment option: 1) Transition into Selective Reserve (SELRES).

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Months
to PRD

Goal 9: Detailed in accordance with "Needs of the Navy"

You are at your Assignment Point Alert. If you have not submitted a job application and/or been selected for orders, you will be assigned in accordance with needs of the Navy. Perform the following steps:

- **Contact your Detailer as soon as possible.**

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Months
to PRD

Goal 10: Execute Orders to Your New Navy Job!

You are under orders.

- To view, download or print a copy of your orders, go to NSIPS at <https://nsips.navy.mil> > Electronic Service Record > Professional History > Orders Detail.
- For news from Navy Detailers, visit Facebook at <http://www.facebook.com/NavyPersonnelCommand>.
- **Contact your Personnel Office, CPPA or CCC for assistance.**

Reset "Alarm"
18 Months
before new PRD

Additional Career Management Resources

1. MNA Tutorials and User Aids
 - Inside MNA, hover over the **Help** tab, then click **Active/FTS Sailor Tutorial (How-To Guide)**.
2. Help and Assistance
 - Contact the MyNavy Career Center
 - 1-833-330-6622 (DSN 882-6622), or send email to askmncc@navy.mil
3. Information about your other online tools
 - [NPC](#) > [Career Links](#) > [My Personnel Info](#)
 - [NPC](#) > [Career Links](#) > [Career Toolbox](#)