Sailor Career Toolbox

The U.S. Navy encourages you take an active role in your professional development and career management. The Sailor Career Toolbox identifies primary systems and programs to help you manage your Navy career. A CAC and/or CAC-enabled computer is required for access to most Navy Career Tools.

Navy Career Tools to Use

Validate Personnel Information

These tools will help you verify your Navy career and personnel data:

► Electronic Service Record (ESR), ESR Afloat
► Electronic Training Jacket (ETJ), ETJ Afloat
► Joint Services Transcript (JST)
► Official Military Personnel File (OMPF)
► Performance Summary Record (PSR)
► Physical Readiness Information Management System (PRIMS)
► U.S. Navy Awards

Enhance Professional and Personal Growth

These tools will enhance your knowledge, skills, education and career opportunities:

► Degree/Shop/Sailor/Marine On-Line Academic Advisor (SMOLAA)
► Navy Credentialing Opportunities On-Line (COOL)
► Navy eLearning (NeL), NeL Afloat
► Navy College Program (NCP) / Voluntary Education (VOLED)
► United Services Military Apprenticeship Program (USMAP)

Explore Career Opportunities

These tools will help you explore your different career options:

► Career Management System - Interactive Detailing (CMS-ID)
► Career Waypoints (C-WAY)
► Go to My Navy Portal Quick Links at https://my.navy.mil/quick-links.html for quick access to your Navy Career Tools.

Pay/Personnel Standard Operating Procedures (SOPs)

• Pay/Personnel Standard Operating Procedures (SOPs) provide step-by-step guidance to ensure pay, personnel, and travel transactions are accurate and completed on time. To access SOPs, follow these steps:

— Go to the NPC website at http://www.npc.navy.mil
— Click Career Toolbox (located under Career Links) > Pay/Personnel/Travel SOPs (middle of the page)
— Use the signature/email certificate to log in

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Electronic Service Record (ESR)

The ESR is an online record providing a view of personnel, training, and awards data. At specific milestones, information in the ESR is captured and printed on documents subsequently submitted to your OMPF. You should review your ESR annually, and at least 12 months prior to key career events, including reenlistment, advancement/promotion, and orders negotiation. CAC and CAC-enabled computer required.

What You Need To Know

Establish Your Self-Service ESR Account

To establish your Self-Service ESR Account on the internet:

► Go to https://www.nsips.navy.mil

To establish your Self-Service ESR Afloat Account on a shipboard server:

► Go to https://nsipswebafloat

Note: To establish an afloat account, you must first establish an account on the internet.

Manage Your Record

To conduct a thorough review of your ESR and verify your information is current, accurate, and complete:

► Go to NPC at http://www.npc.navy.mil
► Go to Career Links > Career Toolbox, then download the Personnel Records Review user guide

 Note: ESR is not used during the Selection Board review process.

Make Corrections to Your ESR

To find out how to correct your ESR:

► Go to http://www.npc.navy.mil
► Click Career Info > Records Management > Electronic Service Record (ESR) and review the Corrections to the ESR and Submission of Documents section

Helpful Navy Websites

To learn more about the ESR:

► Go to NPC at http://www.npc.navy.mil
► Go to Career Info > Records Management > Electronic Service Record (ESR)
► Go to Career Info > Records Management > Military Personnel Records

Tips for Success

- If your command uses R-ADM or ASM to document training, verify completed training is displayed in your ESR and ETJ. Report all discrepancies to your command Training Officer, who will coordinate troubleshooting.
- Ashore, if you are receiving the message, "Your self-service account has been locked," go to SAAR section and click NSIPS Self-Service (Unlock) to unlock your account. After unlocking or reestablishing your account, close all browsers. Return to NSIPS website.
- Ashore, if you are receiving the message "0359 PKI services cannot find an account associated with your CAC," go to the SAAR section and click NSIPS Self-Service (New Users) to reestablish your account.

Find Help

- Contact Command Personnel Officer, Command Pay/Personnel Administrator (CPPA), and/or Command Career Counselor (CCC)
- NSIPS Help Desk
  T: 877-589-5991, Option 2;
  DSN 647-5442, Option 2
  E: nsipshelpdesk@navy.mil

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Electronic Training Jacket (ETJ)

ETJ provides a view of career information documented in Navy personnel databases, such as training and education (including Navy eLearning, Navy Enlisted Classifications, and college courses), qualifications and certifications, career history, advancement status, and awards. Data in the ETJ is derived from over 40 different Source Data Systems. CAC and CAC-enabled computer required.

What You Need To Know

Access your Account

To access ETJ via My Navy Portal:

► Go to MNP > Quick Links at https://my.navy.mil/quick-links.html
► Click ETJ

To access the ETJ website:

► Go to https://ntmpsweb.ncdc.navy.mil/etjclient

To view your ETJ on a ship or submarine where Navy Information Application Product Suite (NIAPS) is installed:

► Go to Career Tools Afloat (CTA)
► Click ETJ Afloat

Manage Your Record

To ensure your ETJ is current, accurate, and complete:

► Go to https://ntmpsweb.ncdc.navy.mil/etjclient
► Review ETJ pages to verify information accurately reflects your personal and professional achievements

To correct discrepancies in your ETJ:

► Go to https://ntmpsweb.ncdc.navy.mil/etjclient
► Click Problems with Your Data (located at the bottom of every ETJ page) and use information provided to update your information in the Source Data System

Note: ETJ is not used during the Selection Board review process.

Tips for Success

- Afloat Sailors should compare their ETJ and ETJ Afloat to ensure the two accounts are synchronized and all data is present in both accounts.
- If your command uses R-ADM or ASM to document training and qualifications, periodically verify that those trainings are replicating to your ETJ and ESR. If they are not replicating, inform your command Training Officer.

Find Help

- Contact command Training Officer (TRAINO) and/or Command Career Counselor (CCC)
- NTMPS Support Office
  T: 866-438-2898, Option 1
  E: ntmps.support@navy.mil

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Official Military Personnel File (OMPF)

The OMPF consists of documents that reflect your fitness for service, performance of duties, and entitlements. These documents affect or influence your career and benefits, and include information about your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement from the Navy. You should review your OMPF annually, and at least 12 months prior to key career events, including reenlistment, advancement/promotion, and orders negotiation. CAC and CAC-enabled computer required.

What You Need To Know

Access OMPF

To view your record in Bupers Online (BOL):

► Go to BOL at https://www.bol.navy.mil
► Click Official Military Personnel (OMPF) - My Record

Manage Your Record

To conduct a thorough review of your OMPF and verify your information is current, accurate, and complete:

► Go to MNP > Quick Links at https://my.navy.mil/quick-links.html
► Click > BOL > Go to https://www.bol.navy.mil/bam/

Note: Your Official Military Personnel File (OMPF), Performance Summary Record (PSR), and Letter to the Board are provided for Selection Board review.

Make Corrections To Your OMPF

To find out how to correct your OMPF:

► Go to http://www.npc.navy.mil
► Click Career Info > Records Management and review information about Board for Correction of Naval Records (BCNR) and Awards
► Click Career Info > Records Management > Military Personnel Records and review information about Document Correction, Document Submission, and FAQs

Tips for Success

- All documents submitted to OMPF are destroyed once the upload is complete. Therefore, you should:
  — Order an official CD or download your OMPF, which contains PII and must be kept in a secured space.
  — Maintain copies of important documents, such as award citations, performance evaluations, letters of designations, and reenlistment contracts, in case of loss or system-file corruption.

Find Help

- Contact Personnel Officer, Command Pay/Personnel Administrator (CPPA), and/or Command Career Counselor (CCC)
- MNCC
  T: 866-827-5672, DSN 882-5672
  E: askmncc@navy.mil

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Performance Summary Record (PSR)

The PSR is a three-part report that summarizes your personnel data and performance history:

- PSR Part I: Personnel Data Summary (previously titled Enlisted Summary Record)
- PSR Part II: Evaluation Summary (Pre-1996 Form)
- PSR Part III: Evaluation Summary (1996-Present)

You should review your PSR annually and at least 12 months prior to key career events, including Selection Board review. CAC and CAC-enabled computer required.

What You Need To Know

Access Your Record

To view your record in BUPERS Online (BOL):

► Go to BOL at https://www.bol.navy.mil
► Go to ODC, OSR, PSR, ESR

Manage Your Record

To conduct a thorough review of your PSR and verify your information is current, accurate, and complete:

► Go to BOL at https://www.bol.navy.mil
► Go to ODC, OSR, PSR, ESR and verify day-to-day continuity of your performance evaluations
► Left click any underlined item for detailed information, including an explanation of acronyms and methods for correcting your data

Verify Your Record

To verify day-for-day continuity of your performance evaluations and to ensure there are no gaps between reporting periods:

► Go to BOL at https://www.bol.navy.mil
► Go to CCA/FITREP/Eval Reports
► Select Performance Evaluation Continuity Report

Note: Your Performance Summary Record (PSR), Official Military Personnel File (OMPF), and Letter to the Board (LTB) are provided for Selection Board review.

Tips for Success

- In addition to the Performance Evaluation Continuity Report, verify PSR Part III manually for day-to-day continuity.
- On the Performance Evaluation Continuity Report, the Selection Boards field is populated 30 days prior to enlisted Selection Board and 60 days prior to officer Selection Board convening dates. If the field is blank within this time period, you are not being considered. If you believe this is in error, contact your command Education Services Officer (ESO).

Find Help

- Contact Command Personnel Officer, Command Pay/Personnel Administrator (CPPA), or Command Career Counselor (CCC)
- MNCC
  T: 866-827-5672
  E: askmncc@navy.mil

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Physical Readiness Information Management System (PRIMS)

PRIMS provides a view of current and historical results of your semi-annual Physical Fitness Assessment (PFA). Outstanding physical readiness directly impacts your opportunities for retention in the Navy, advancement and promotion, assignment to desired jobs, and selection to special programs. CAC and CAC-enabled computer required.

What You Need To Know

Validate Your Record

To view your new PRIMS record in My Navy Portal:

▶ Go to My Navy Portal at https://my.navy.mil (High Bandwidth mode)

▶ Go to Career & Life Events > Performance > Physical Readiness > PRIMS

To view your PRIMS record via BUPERS Online (BOL):

▶ Go to BOL at https://www.bol.navy.mil

▶ Go to PRIMS

Note: On My Navy Portal, you can view current PFA cycle requirements, view your PFA History and graphs, update your PARFQ, access the PFA calculator for guidance, and print previous PFA cycles.

Manage Your Record

To ensure your PRIMS is accurate:

▶ Routinely verify PRIMS accurately reflects your performance

▶ Coordinate updates with your Command Fitness Leader

Helpful Navy Websites

For policy guidance, guides, and forms:

▶ Go to NPC at http://www.npc.navy.mil

▶ Click Support & Services > 21st Century Sailor > Physical Readiness

For Fitness, Sports, and Deployed Forces Support:

▶ Go to http://www.navyfitness.org

Tips for Success

• Go to the Navy App Locker at https://www.applocker.navy.mil and download one or more of the Fitness apps.

Find Help

• Contact your Command Fitness Leader (CFL)

• MNCC
  T: 866-827-5672
  E: askmncc@navy.mil

• PRIMS Help Desk
  T: 901-874-2210, DSN 882-2210
  T: 901-874-4233
  E: prims@navy.mil, navyprt@navy.mil

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

U.S. Navy Awards

U.S. Navy Awards (formerly NDAWS) provides online access to the official record of your Personal Awards (Navy Achievement Medal and higher), a record of Unit Awards earned by a command during your assignment, resources for recommending and submitting awards for approval, and the list of award Approval Authorities.

What You Need To Know

Validate Your Record

To conduct a personal awards query to verify your awards are present:

► Go to U.S. Navy Awards at https://awards.navy.mil
► Go to Personal Awards > Personal Awards Query (in the Personal Awards History section

To conduct a Unit Awards Query to identify awards your command received:

► Go to Unit Awards > Unit Awards Query (in the Unit Awards History section)

Note: When conducting a unit award query, search for all variations of the command name and search for dates that you were at the command. The command may have earned an award, while you were assigned to the command, but not received the award until after you transferred.

Manage Your Record

To ensure U.S. Navy Awards information is current, accurate and complete:

► Conduct Personal Awards Query to verify awards are present
► Conduct Unit Awards Query to view unit awards you received

To find out how to update your personal awards, follow these steps:

► Click Personal Awards > Updating Personal Awards (in the References section)

Note: U.S. Navy Awards is not used during the Selection Board review process.

Helpful Navy Website

To learn more information about how to request, update, and validate your record:

► Go to Navy Personnel Command at http://www.npc.navy.mil
► Click Career Info > Records Management > Decorations and Medals (Awards)

Tips for Success

- Verifying U.S. Navy Awards can support and enhance your competitive efforts for advancement and retention.
- If you have received an award under another name, you must use that name in your Personal Awards Query. For example, you must search using both maiden and married name.

Find Help

- Contact Command Personnel Officer or Command Pay/Personnel Administrator (CPPA)

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Navy eLearning (NeL)

NeL is the Navy's official Learning Management System (LMS) and delivers computer-based learning designed to enhance your professional and personal growth. CAC and CAC-enabled computer required.

What You Need To Know

Find Computer-Based Learning (Afloat and Ashore)

To complete training and courses via My Navy Portal:

► Go to MNP > Quick Links at https://my.navy.mil/quick-links.html

► Click Navy eLearning

To access the NeL website:

► Go to NeL at https://learning.nel.navy.mil

To complete training and courses on NeL Afloat on a ship or submarine where Navy Information Application Product Suite (NIAPS) is installed:

► Go to Career Tools Afloat (CTA) and log in

► Click Navy eLearning Afloat

To complete mandatory General Military Training via your mobile device:

► Go to the Navy App Locker at https://www.applocker.navy.mil

► Go to GMT section

Note: NeL Afloat users should report all discrepancies to the command's Training Officer, who will coordinate troubleshooting with shipboard IT system administrators.

Manage Your Record

To ensure completed courses are properly documented in official records:

► Routinely review your ETJ and ESR

Tips for Success

- If you begin a NeL course in the internet environment, you must complete the course in the internet environment.
- If you begin a NeL Afloat course in the NIAPS Afloat Integrated Learning Environment (AILE) environment, you must complete the course in the NIAPS AILE environment.

Find Help

- Contact your command Training Officer (TRAINO)
- Navy 311
  T: 855-628-9311,
  DSN 510-628-9311
  E: navy311@navy.mil
- SPAWAR Help Desk
  E: nel_helpdesk.fct@navy.mil

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Navy Credentialing Opportunities Online (COOL)

Navy COOL defines civilian credentials that map to Navy ratings, designators and training, and outlines the path to achieve them; identifies occupational credentials correlating with every Navy rating, designator, and most Command-level collateral duties; provides links to credentials and credentialing agencies; and, identifies gaps between Navy training and experience and civilian credentialing requirements. Navy COOL links to Navy Advancement Exam Bibliographies, Learning and Development Roadmaps (LaDRs), United Services Military Apprenticeship Program (USMAP), and Rating Information Cards.

What You Need To Know

Get a Credential in Four Steps

To find a credential and request funding:

► Go to Navy COOL at https://www.cool.navy.mil/usn/index.htm

► Follow the four-step credentialing process. The four basic steps are shown across the top of every page on COOL. Here are the steps:

Step 1: Find & Select Related Credentials

Step 2: Complete Voucher and Apply

Step 3: Get Credential

Step 4: Report Results to Navy COOL

To learn more about Navy COOL and to understand credentialing:

► Go to Navy COOL at https://www.cool.navy.mil/usn/index.htm

► Review COOL Overview and Credentialing Basics

Note: COOL plays a role in the four-step credentialing process, but some steps require you to reach out to the credentialing agency or exam vendor.

Helpful Navy Websites

► To complete training and examination requirements:

— Go to Navy eLearning at https://learning.nel.navy.mil

— Click Course Catalog > Course > Enroll

Tips for Success

• For instructions on how to receive credit for your earned certification or license, or to update your JST with your earned credential, go to https://jst.doded.mil and visit the JST Correction/Update Procedures page.

• Submit earned credentials for documentation in your ETJ, ESR and OMPF.

Find Help

• Contact Command Career Counselor (CCC), Education Services Officer (ESO), and/or command Training Officer

• Credentialing Program Office
T: 850-452-6683, 6664;
DSN 459-6683, 6664, 6324
E: navycool@navy.mil

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

United Services Military Apprenticeship Program (USMAP)

USMAP is a formal military training program that provides the opportunity for you to improve your job skills and to complete civilian apprenticeship requirements while on active duty. USMAP is free, requires no off-duty hours, and uses your military experience to grant up to one half of the required on-the-job training. When you complete the program, you will receive a nationally recognized Certificate of Completion from the U.S. Department of Labor.

What You Need To Know

Earn an Apprenticeship in Four Steps

To find an apprenticeship:

► Go to https://usmap.netc.navy.mil

► Follow the four-step process to earn an apprenticeship. The four steps are shown across the bottom of the page. Here are the steps:

    Step 1: Select a Trade

    Step 2: Enroll

    Step 3: Work and Record Hours

    Step 4: Complete Apprenticeship

Maintain Your Record

Go to https://usmap.netc.navy.mil

► Once you have enrolled, select My Record to document your hours

Note: Once you have earned your apprenticeship, verify your achievement is documented in ETJ, ESR, JST, and OMPF

Helpful Navy Websites

For additional information about USMAP:

► Go to USMAP at https://usmap.netc.navy.mil/usmapss/static/help/index.htm

    — Review FAQs

For a list of USMAP apprenticeships aligned with your rate and rating:

► Go to Navy COOL at https://www.cool.navy.mil

► Go to Find & Select Related Credential > Enlisted > LADR, then select your rating and click GO

Tips for Success

• You may document as many as 12 work hours per day as long as your immediate supervisor adds comments to your weekly logs.

• If you were in an apprenticeship program prior to the military that relates to a USMAP certificate or licensure in your field, you may be eligible to submit documentation to show completion.

Find Help

• Contact Command Career Counselor (CCC), Educational Services Officer (ESO), or Command USMAP Coordinator

• USMAP support representatives
T: 877-838-1659, Option 2
T: 850-452-6683

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Joint Services Transcript (JST)

JST documents college courses, degrees, and certifications completed on active duty through Tuition Assistance (TA) or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education. CAC and CAC-enabled computer required.

What You Need To Know

Validate Your Record

To ensure your JST is current, accurate and complete:

► Go to JST at https://jst.doded.mil
► Click Transcripts
► Verify JST accurately reflects your training and education

Manage Your Record

To make updates or corrections to your JST Transcript:

► Go to JST at https://jst.doded.mil
► Click How to Make Updates or Corrections to Your JST Transcript

To request an official transcript:

► Go to JST at https://jst.doded.mil
► Click How to Request an Official Transcript

Helpful Navy Websites

To view credit recommendations and detailed summaries for formal courses and occupations:

► Go to https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx
► Click Search Courses or Search Occupations

To make the most of education opportunities available to you while serving in the Navy:

► Go to Navy College Program at https://www.navycollege.navy.mil
► Learn about NCPACE, talk to a Navy college counselor, create an education plan, secure tuition, and access the VOLED Wizard

Tips for Success

• Use your JST to facilitate degree planning. Although your college will need an official copy of your JST, you can always take an unofficial copy to your college representative to see what credits can be applied to your degree plan.
• Awards and local training that do not have military course identification numbers will not appear on JST.
• JST also provides recommended college credit for your military occupational experience and training.

Find Help

• Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO)
• Navy College Virtual Education Center
  T: 877-838-1659, Option 1;
  DSN 492-4684
• OCONUS Sailors: Contact your local Navy College Office
• JST Technical Issues
  E: jst@doded.mil

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Career Management System-Interactive Detailing (CMS-ID)

CMS-ID provides the ability to explore Navy job opportunities, identify career-enhancing jobs that meet your professional and personal goals, identify the specific skills and abilities required to perform the jobs you desire, and submit job applications. CAC and CAC-enabled computer is required.

What You Need To Know

Access Your Information

To prepare for a successful detailing process:

▶ Go to CMS-ID at https://www.cmsid.navy.mil
▶ Update CMS-ID User Profile and My Duty Preferences
▶ Verify CMS-ID My Personnel Detail and My History

To find Detailer contact information:

▶ Go to CMS-ID at https://www.cmsid.navy.mil
▶ On the landing page, find contact information for Active and Reserve

Determine Eligibility for Opportunities

▶ Determine whether you are required to submit a C-WAY application or reenlist
▶ Coordinate with your Command Career Counselor (CCC) to determine eligibility and requirements
▶ View announcements on the CMS-ID landing page for updates to policy, processes and schedule

Helpful Navy Websites

To find more information:

▶ Go to NPC at http://www.npc.navy.mil
   — To download the Detailing Countdown user guide, go to Career Links > Career Toolbox
   — To learn about CMS-ID and the orders negotiation and detailing process, go to Enlisted > CMS-ID
   — To learn about career and professional development, go to Career Info > Career Counseling

Tips for Success

- Verify OMPF and NSIPS/ESR 18 months prior to your Projected Rotation Date (PRD).
- Seek career advice from your CCC, chain of command, and mentors prior to submitting job applications.
- Verify your information on the CMS-ID Sailor Info tab, which is reviewed by prospective commands when considering your job application.

Find Help

- Contact your Command Career Counselor (CCC)
  chain of command, and/or mentor
- CMS-ID Help Desk
  T: 800-537-4617, Option 2
  E: cmsidhelpdesk@navy.mil

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Career Waypoints (C-WAY)

C-WAY supports PACT Designation, Reenlistment, Rating Conversion, and transition between Active Component (AC) and Reserve Component (RC). C-WAY provides an assessment of your eligibility and qualification for enlisted ratings; considers needs of the Navy and rating opportunities based on your aptitude for a specific rating; and uses ASVAB score, data from other Navy systems, and information entered by your CCC (security clearance eligibility, moral/legal information, citizenship, and current medical/physical status).

What You Need To Know

C-WAY Career Management Processes

You can verify your C-WAY status via CWAY Sailor Self-Service.

► Access CWAY Sailor Self-Service

To view C-WAY status in Bupers Online (BOL):

► Go to BOL at https://www.bol.navy.mil

► Click CWAY - Sailor Self-Service

► Sailors E3-E6 with 14 years or less of service between Active Duty Service Date (ADSD) and Expiration of Active Obligated Service as Extended (SEAOS) who request authorization to reenlist or to execute a Short Term Extension when required

► AC and Full Time Support (FTS) Sailors requesting lateral conversion and transition between AC and FTS

For Professional Apprenticeship Career Track (PACT) Designation

► PACT Sailors eligible for rating designation via Navy Wide Advancement Exam, "A" School, Direct Rating Entry Designation, or apprenticeship change

For Conversion

► RC Sailors who desire lateral conversion

For Transition between RC and AC or FTS

► RC2AC transition request

► SELRES and Voluntary Training Unit Sailors who meet program requirements apply for both in-rate and conversion into ratings with available AC and FTS quotas

Helpful Navy Websites

To view C-WAY current information, C-WAY Self Service, references, and policy documents:

► Go to NPC at http://www.npc.navy.mil

► Go to Career Navigator > Career Waypoints

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.

Tips for Success

• Engage your CCC, chain of command, and mentors for career advice.

• View monthly updates (Skillsets and Quotas) posted to NPC > Career Navigator > Career Waypoints. Approval to reenlist in-rate is not guaranteed for Sailors in over-manned ratings; review your conversion opportunities during CDBs.

• Because C-WAY ranks Sailors based on paygrade, performance evaluations, and critical NECs, Sailors who advance sooner are more likely to receive a quota.

• Request and maintain a printout of your application to ensure accuracy.

Find Help

• Contact your Command Career Counselor (CCC), chain of command, and/or mentor

• C-WAY Help Desk
T: 901-874-2101, DSN 882-2101
E: career_waypoints@navy.mil

• NPC Customer Service Center
T: 866-827-5672, DSN 882-5672
E: uasknpc@navy.mil

Navy College Program (NCP) / Voluntary Education (VOLED)

The Navy College Virtual Education Center (NCVEC) serves as the central location for information and guidance on all off-duty Navy Voluntary Education (VOLED) programs, products, and services. The NCVEC is staffed by Education Services Specialists who provide advice and guidance to Sailors on establishing academic and career goals, selecting academic institutions and majors, the college/university application and enrollment process, Navy funding programs such as Tuition Assistance (TA), plus Navy College Program for Afloat College Education (NCPACE).

What You Need To Know

How to Develop and Execute Your Education Plan

To use the VOLED Wizard:

► Go to Navy College at https://www.navycollege.navy.mil
► Go to Welcome> VOLED Wizard

To request Tuition Assistance:

► Go to Navy College at https://www.navycollege.navy.mil
► Go to Welcome> Tuition Assistance

To talk to a Navy College Education Counselor:

► Go to Navy College at https://www.navycollege.navy.mil
► Go to Welcome> Talk to a Navy College Counselor

To view military centric education resources provided by DANTES:

► Go to Navy College at https://www.navycollege.navy.mil
► Select Quick Links (located in upper right corner of page) > DANTES

Helpful Navy Websites

To schedule Language Test Appointments:

► Go to My Navy Portal (MNP) at https://my.navy.mil
► Go to Career & Life Events > Training, Education, Qualifications > Appointment Scheduler

Tips for Success

• Go to Navy App Locker at https://www.applocker.navy.mil to download the Navy College Program app and complete training required of all first-time TA users.

Find Help

• Contact your Command Career Counselor (CCC) and/or Education Services Officer (ESO)
• VOLED Assistance Center
  — T: 877-838-1659, DSN 492-4684; 757-492-4684
• Go to www.navycollege.navy.mil to search the Knowledge Base, submit a help request, or start a chat session during office hours with a Navy College Education Counselor
• OCONUS: Contact your local Navy College Office

You can download the user aid from the the NPC website at http://www.npc.navy.mil. On the homepage, under Career Links, click the Career Toolbox hyperlink. If you are accessing this document from NMCI, copy and paste links.