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C-WAY program is a CAC-enabled website. The website is in the process of being transitioned from Fleet RIDE to Career Waypoints and will be renamed at a later date.
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. NAVPERS 5239/8 SAAR Addendum
CAREER WAYPOINTS MODULES

• CAREER WAYPOINTS-REENLISTMENT (C-WAY-REEN) (Formally known as Perform to Serve (PTS)). 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 RC, etc.).

• CAREER WAYPOINTS-PROFESSIONAL APPRENTICESHIP CAREER TRACK DESIGNATION (C-WAY-PACT) (Formally known as Rating Entry for General Apprenticeships (REGA)) Applies to undesignated Sailors desiring to become rated.
CURRENT BUSINESS RULES

References. Perform-To-Serve (PTS) quota Management Plan Business Rules dated
14 December 2012
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 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 paygrades. 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, these applications will be approved on their first applications. In the
future based on IT system updates, these applications will be adjudicated within 24 hours
of submission.
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. In the future
   based on IT system updates, these applications will be adjudicated within 24 hours of
   submission.
   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).
NAVPERS 5239/8 (SAAR Addendum) is required to access and to edit access to C-WAY.

Sailors with prior access to Fleet RIDE do not need to fill out any additional paperwork to continue accessing C-WAY. C-WAY Help Desk utilizes these SAAR Addendum forms to accurately delegate access to C-WAY for Career Counselors, CMDCMs/SELs, Detailers, etc. When Sailors with access to C-WAY transfer, have a change in PRD, or simply need their accesses updated, the same NAVPERS 5239/8 (SAAR Addendum) is utilized to make the updates.
WHERE TO FIND THE SAAR ADDENDUM

The SAAR Addendum is located electronically on the C-WAY website. Simply log on to https://fleetride.sscno.nmci.navy.mil/DODSecurityStmt.aspx. The link is located at the bottom right of the screen as shown in the above picture.
WHERE TO FIND THE SAAR ADDENDUM (CONT’D.)

1. Click here from the main NPC page, then follow step 2.

2. Click here.

The Reference Library provides site visitors with effective guidance and useful resources. The following information is available on the web site:

- CNFC Policy, Directives and Notices
- Forms
- Publications
- U.S. Government Regulations
- Related Links of Interest

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WHERE TO FIND THE SAAR ADDENDUM (CONT’D.)

Navy Personnel Command (NAVPERSCOM) Forms


Below you will find a group of miscellaneous links that have many of the forms used today. To the left you will also find other links to forms.

3. Click here.

Miscellaneous Forms Links
- DD-214 and Military Personnel Record Requests
- Department of Defense (DD) Forms
- Federal Employees Group Life Insurance (FEGLI) Forms
- Forms.Gov
- General Services Administration (GSA) Forms
- Miscellaneous Forms
- NAVSO Forms
- Naval Forms Online
- Office of Personnel Management (OPM) Forms
- Optional Forms
- Standard Forms (SF) and Optional Forms (OF)
- Thrift Savings Plan (TSP) Forms
- U.S. Federal Forms - Fillable and Non-fillable
WHERE TO FIND THE SAAR ADDENDUM (CONT’D.)

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<tr>
<td>NAVPERS 5070/2</td>
<td>REQUEST FOR INTERLIBRARY LOAN MATERIALS</td>
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<tr>
<td>NAVPERS 5211/14</td>
<td>BUREAU OF NAVAL PERSONNEL SIGN OUT/SIGN IN FORM FOR PORTABLE DEVICES CONTAINING PRIVACY ACT/PERSONALLY IDENTIFIABLE INFORMATION</td>
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<tr>
<td>NAVPERS 5211/15</td>
<td>BUREAU OF NAVAL PERSONNEL PRIVACY ACT COORDINATOR CHECKLIST</td>
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<tr>
<td>NAVPERS 5239/8</td>
<td>FLEET RIDE PTS USER ADDENDUM</td>
</tr>
</tbody>
</table>

4. Scroll down the page. The forms are in numerical order. The SAAR Addendum is NAVPERS 5239/8. Click the hyperlink.
1. Last Name, First Name Middle Initial. If member has access, include User ID in this block as well.
2. Rank/Grade ex. NC1
3. Sailor’s current PRD. If SELRES with no PRD, give access for 2 years.
4. If Civilian, fill in CAC expiration date.
5. Office code or Department
6. UICs for which this Sailor requires access. If you don’t have the space for all, include an attached excel sheet with UICs and annotate block as “See Attached”.
7. Fill in Command Name.
8. If Sailor is replacing someone, fill in predecessor’s name.
9. Commercial phone number
10. DSN phone number
11. Fax number
12. Military Email address of Sailor requesting access (.mil required)
13. Supervisor. For CCC access, should be CMDCM or SEL/SEA. For Dept CC access, should be CCC
14. Annotate whether Sailor will be CCC, Departmental CC, CMC, Detailer Access, etc.
15. Supervisor Signature. Can be signed with a pen or click on the orange arrow marked “Signature” to digitally sign with CAC.
16. Requesting Sailor’s Signature. NOTE: By signing this block, Sailor is committing to contacting C-WAY Help Desk when this access should cancelled.
17. IAM Signature. Information Assurance Manager is the N6 representative/IT personnel.
18. Same as block 3. Military PRD.
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 Addendum form in order to authorize access through the Sailor’s PRD; otherwise the account becomes 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.

All data utilized in this slide is fictional.
This page is a step-by-step guide to filling out the “New User” screen in Fleet RIDE.

All data utilized in this slide is fictional.
HOW TO ASSIGN TEMPORARY DEPARTMENTAL CAREER COUNSELOR ACCESS (CONT’D)

To assign departmental access, find the “user” that you just created. Highlight it, then 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 NAVPERS 5239/8 (SAAR Addendum) in order to regain access.
IN ACCORDANCE WITH NAVADMIN 342/12, SAILORS WHO HAVE RECEIVED FINAL PTS DENIAL (DENIED FINAL - ACTIVE) AS OF THE DECEMBER 2012 APPLICATION RACK AND STACK RESULTS ARE NOT ELIGIBLE TO PARTICIPATE IN THE MARCH 2013 (CYCLE 219) NAVY-WIDE PETTY OFFICER (E4-E6) ADVANCEMENT EXAMINATION.

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.
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.
TO ASSIGN A SAILOR TO YOUR UIC

1. To assign a member to your UIC, go to "Sailor Browser" and select "Unassigned" under "UIC".

2. Either enter the SSN or the Name in either of these blocks to find your Sailor.

It takes time for the Enlist Master File to update after gaining a Sailor to your command; therefore, as a CCC, you have access to gain Sailors to your UIC immediately following their arrival on board as long as the prior command “unassigned” the Sailor.

All data utilized in this slide is fictional.
TO ASSIGN A SAILOR TO YOUR UIC (CONT’D)

Enter the SSN, then press "List". Next click "Edit".

All data utilized in this slide is fictional.
TO ASSIGN A SAILOR TO YOUR UIC (CONT’D)

1. Click on the “UIC” drop down menu and pick your UIC.

2. Then click “Save”.

All data utilized in this slide is fictional.
Occasionally, a Sailor’s previous CCC will fail to unassign your Sailor from their UIC. Utilizing the “Locate Sailor” tool assists in finding point of contact information for your Sailor’s previous CCC.

All data utilized in this slide is fictional.
When your Sailor is checking out of your command, you should “unassign” him/her in order to allow the gaining command to assign your Sailor to his/her gaining command.

All data utilized in this slide is fictional.
TO UNASSIGN A SAILOR FROM YOUR UIC (CONT’D)

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 and the UIC for which you have Command Career Counselor access. 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. When the IA/TAD is over, email the Help Desk in order to have the Secondary UIC removed.
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 FLEET RIDE (CONT’D)

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 FLEET RIDE (CONT’D)

Refer to pages 45 – 46 to learn more about the availability of convert out options.

All data utilized in this slide is fictional.
TO QUALIFY A SAILOR IN FLEET RIDE (CONT’D)

All data utilized in this slide is fictional.

Note that BM2 Blanco is not qualified for CM due to the fact that he doesn't meet the ASVAB requirements.
Career Waypoints Application

Time Lines (PRD / SEAOS – 3-2-1)

Sailors with < 24 months “ID card time” must submit PRD Application

Previous

C-WAY Window: Starts 12 months from PRD, ends when approved or 6 months from SEAOS (with DFA)

PRD

• CMS ID alignment (No PTS applications)
• Sailors negotiate orders
• CCC Workload reduced (fewer applications/counseling)
• Clear PERS 4 demand signal

3 Options
4 Reviews

INRATE
CONVERT
SELRES

3 Options
2 Options
1 Option

4 Reviews
4 Reviews
3 Reviews

PRD-12
PRD-10
PRD-9
PRD-7
PRD
SEAO-15
SEAO-13
SEAO-10
SEAO-6
SEAO-3
SEAO

Policy Changes between PTS and C-WAY:
- PRD alignment with CMS-ID
- SEAOS In-Rate alignment with CMS-ID

► JUL14 SEAOS Sailors first affected by SEAOS changes

3 Options = In-rate, Conversion, SELRES
2 Options = Conversion, SELRES
1 Option = SELRES

NEEDS OF THE NAVY

Requisition

Remain in place or retainability waiver granted
- Sailors with SEAOS DEC 2013 through JUN 2014 will have 7 active reviews (in rate or conversion) and 3 SELRES ONLY reviews (unless they choose SELRES Only prior to exhausting active reviews).

- 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”, “PTS 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.
SUBMITTING APPLICATION THROUGH “PTS APPLICATION BROWSER”

Most CCCs utilize the “PTS 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 Preferred 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 Sailor’s application will be locked at for conversion choice one. If disapproved, then the Sailor’s application will be racked and stacked for conversion choice two. If disapproved, then the Sailor’s application will go through the final lock of conversion choice three. Many Sailors limit themselves by only applying for quotas within their rate. This type of application can be submitted during SEAOS applications 13 - 10 months prior to SEAOS and PRD applications 12-10 months prior to PRD.

All data utilized in this slide is fictional.
All data utilized in this slide is fictional.
Mark the application as "Not Eligible" if the Sailor is not eligible for reenlistment in accordance with MILPERSMAN 1160-030. Annotate why in the related drop down as shown.

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”. ECM approval 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 ECM approval.

All data utilized in this slide is fictional.
If a Sailor has no desire to apply for C-WAY during a system-generated application, enter a “Not Applying This Month” application. Ensure that the Sailor understands that he/she is losing an opportunity for one of his/her scheduled looks.

All data utilized in this slide is fictional.
After verifying that all of the information is correct and accurate, submit the Sailor’s application. Ensure that the word “Submitted” appears in the “Application Status”. The application must be submitted and not just saved in order to be racked and stacked.

All data utilized in this slide is fictional.
The “Notes” section of C-WAY is intended as an opportunity to allow communication between the Career Counselors and Enlisted Community Managers. If the Sailor has less than five evaluations, the reason should be listed in the “Notes” section. If the Sailor recently earned his/her warfare designation and it has not been updated, enter “Notes” to annotate this. NOTE: Warfare devices cannot be updated by the Help Desk. If your Sailor’s device is not annotated on the “Sailors Details” page, then contact your FLR in order to ensure that the Enlisted Master File has been updated.

All data utilized in this slide is fictional.
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.

All data utilized in this slide is fictional.
SUBMITTING AN APPLICATION UNDER SAILOR BROWSER (CONT’D)

If no “Apply PTS” 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.
“PTS 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.
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 PTS Qualified Jobs list.

All data utilized in this slide is fictional.
SUBMITTING AN APPLICATION UNDER SAILOR BROWSER (CONT’D)

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 InRate and Conversion quotas for OBLISERVE purposes.
  * SELRES applications are not an option under 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.
The process for submitting Special Circumstance - PRD applications is the same as submitting SEAOS applications. Click "PTS Application Browser" under...
SUBMITTING SC-PRD APPLICATION THROUGH “PTS APPLICATION BROWSER” (CONT’D)

For the sake of this guide, the same Sailor is utilized, but now has a SEAOS of 24 November 2014 and a PRD of 31 January 2014. Sailor has less than 24 months of contract time between SEAOS and PRD. Additionally, Sailor is within 12 months of PRD. Click “Application Details”.

All data utilized in this slide is fictional.
SC-PRD APPLICATION TYPES ARE EXACTLY THE SAME AND SUBMITTED THE SAME WAY AS SEAOS APPLICATIONS.
TO CHECK THE STATUS OF A C-WAY APPLICATION

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 PRINT OUT A FINAL DETERMINATION LETTER

Click on "Command PTS Summary" under "Reports" menu.
TO PRINT OUT A FINAL DETERMINATION LETTER (CONT’D.)

All Final Adjudication Letters are listed under the three 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, please download your "Command PTS Summary" report under "Reports" menu.
C-WAY COMMAND SUMMARY REPORTS (CONT’D)

<table>
<thead>
<tr>
<th>SSN4</th>
<th>Full Name</th>
<th>EMC</th>
<th>Rating</th>
<th>Presence</th>
</tr>
</thead>
</table>

Command PTS Personnel Report - Date: 2/6/2013

Click on the appropriate UIC.
FR-PTS 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 more than 24 months in this column shall simply contact their Detailers for orders negotiation due to the fact that they already have enough contract time. SEAOS and PRD applications are automatically generated by Fleet RIDE 15 months prior to SEAOS and PRD.

<table>
<thead>
<tr>
<th>ADSD</th>
<th>EAOS</th>
<th>SEAOS</th>
<th>PRD</th>
<th>Service Code</th>
<th>Status</th>
<th>Processing Month</th>
<th>Expiration Month</th>
<th>Looks Received</th>
<th>Looks Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/29/07</td>
<td>1/29/13</td>
<td>1/29/13</td>
<td>1/31/13</td>
<td>0</td>
<td>Denied - Final Active</td>
<td>201207</td>
<td></td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>9/25/09</td>
<td>9/24/13</td>
<td>9/24/13</td>
<td>2/25/14</td>
<td>-5</td>
<td>Saved - Action Required</td>
<td>201302</td>
<td></td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>10/12/09</td>
<td>4/10/13</td>
<td>4/10/13</td>
<td>3</td>
<td>0</td>
<td>USNFRS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUBMITTING A C-WAY-PACT APPLICATION

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

To see all of the FACT application that need to be submitted, select "Initial-Action Required", "Ready to Submit", and "Saved-Action Required" under the "Status:" block after selecting the current "Process Year" and "Process Month".

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".

All data utilized in this slide is fictional.
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 qualified for a PACT option. See notes.

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

4. After completing the application, if you aren’t ready to submit it, click “Save”. However, saving it will not result in this application going through rack and stack until it has been submitted.

5. When all of the information is verified as accurate, click “Submit”.

All data utilized in this slide is fictional.
*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 NETPDTDC 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.
If a Sailor changes his/her mind about a PACT designation, contact the relevant Enlisted Community Manager (ECM). In rare instances the ECM may authorize a reset for C-WAY-PACT approvals.

Once a Sailor is approved for NWAE and the exam cycle is over, if the Sailor failed the exam, contact the C-WAY Help Desk for C-WAY-PACT reset for future designation applications.
C-WAY-CONV FOR RC TO RC AND C-WAY-TRANS FOR RC TO AC/FTS

- Assistance with submitting C-WAY-CONV (Lateral Conversion applications for SELRES) (RC to RC) and C-WAY-TRANS (RC to AC/FTS) will be provided in separate correspondence.
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)

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)

These slides break down the rate 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>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>4TH</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>5TH</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>6TH</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>7TH</td>
<td>36</td>
<td>36</td>
</tr>
</tbody>
</table>

Force Structure Manning

<table>
<thead>
<tr>
<th>TOUR</th>
<th>PG</th>
<th>SEA</th>
<th>INV</th>
<th>BA</th>
<th>SHORE</th>
<th>INV</th>
<th>BA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST</td>
<td>87.90%</td>
<td>391</td>
<td>677</td>
<td>117.01%</td>
<td>227</td>
<td>194</td>
<td></td>
</tr>
<tr>
<td>2ND</td>
<td>116.36%</td>
<td>650</td>
<td>590</td>
<td>76.82%</td>
<td>179</td>
<td>233</td>
<td></td>
</tr>
<tr>
<td>3RD</td>
<td>91.00%</td>
<td>669</td>
<td>728</td>
<td>114.97%</td>
<td>384</td>
<td>334</td>
<td></td>
</tr>
<tr>
<td>4TH</td>
<td>105.53%</td>
<td>401</td>
<td>380</td>
<td>85.58%</td>
<td>267</td>
<td>312</td>
<td></td>
</tr>
<tr>
<td>5TH</td>
<td>85.71%</td>
<td>150</td>
<td>175</td>
<td>126.02%</td>
<td>155</td>
<td>123</td>
<td></td>
</tr>
<tr>
<td>6TH</td>
<td>83.96%</td>
<td>89</td>
<td>106</td>
<td>139.02%</td>
<td>57</td>
<td>41</td>
<td></td>
</tr>
<tr>
<td>7TH</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

ADV OPP.

<table>
<thead>
<tr>
<th>TOUR</th>
<th>E1-3</th>
<th>E4</th>
<th>E5</th>
<th>E6</th>
<th>E7</th>
<th>E8</th>
<th>E9</th>
</tr>
</thead>
<tbody>
<tr>
<td>All-Nav</td>
<td>45.83%</td>
<td>30.94%</td>
<td>16.18%</td>
<td>18.2%</td>
<td>12.03%</td>
<td>15.13%</td>
<td></td>
</tr>
<tr>
<td>Spring-12</td>
<td>48.29%</td>
<td>60.11%</td>
<td>29.61%</td>
<td>21.85%</td>
<td>22.71%</td>
<td>0.00%</td>
<td></td>
</tr>
</tbody>
</table>

Zone Information

<table>
<thead>
<tr>
<th>ZONE A</th>
<th>ZONE B</th>
<th>ZONE C</th>
<th>ZONE D</th>
<th>ZONE E</th>
<th>ALL ZONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY13 Manning: 87.0%</td>
<td>97.0%</td>
<td>95.0%</td>
<td>113.0%</td>
<td>131.0%</td>
<td>94.0%</td>
</tr>
<tr>
<td>FYTD RE Rate: 22.00%</td>
<td>63.64%</td>
<td>80.00%</td>
<td>100.00%</td>
<td>31.23%</td>
<td>59.38%</td>
</tr>
<tr>
<td>FY14 Manning: 89.0%</td>
<td>99.0%</td>
<td>97.0%</td>
<td>114.0%</td>
<td>133.0%</td>
<td>95.8%</td>
</tr>
</tbody>
</table>

NOTES

- Manning currently at 94%, manned to 95.8% for FY14 Enlisted Program Authorizations.
- Projected consistent advancement opportunities.
- 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+E1+GG=222 OR VE+AR+MK+MC=222

Security clearance is required for this rating. Must be DONCAF Adjudicated.
CAREER WAYPOINT-Reenlistment Checklist for Success

✓ Understand current CAREER WAYPOINT-Reenlistment policy

✓ Identify eligible (SEAOS/PRD) Sailors

✓ Ensure CDBs are being conducted (15-24 months prior to PRD/SEAOS)

✓ Ensure all Sailors are qualified

✓ Ensure all qualified CAREER WAYPOINT-Reenlistment applications are submitted (13-15 months to SEAOS/PRD)

✓ Review monthly results via CAREER WAYPOINT-Reenlistment command reports

✓ Personally recognize Sailors approved for Reenlistment

✓ Ensure counseling is conducted for all Sailors who have not been selected for INRATE/Conversion approval after two reviews/looks

✓ Ensure proper command level notification is being done for those being separated under Reenlistment

✓ Ensure Sailors not selected for Reenlistment are provided counseling on the benefits of Reserve Affiliation

✓ Ensure CAREER WAYPOINT-Reenlistment is briefed during Quarterly/Monthly Career Development Team Meetings

✓ Ensure the Chiefs’ Mess maintains accountability of CAREER WAYPOINT-Reenlistment with their respective departments/divisions
**C-WAY STATUS CODES**

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

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

The date following the C-WAY Status is the application month during which the C-WAY Status was determined. Approvals will expire if not utilized 13 months following that date.
# 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.**
BEST PRACTICES

The following section of this Users Guide is not policy. It is simply advice and recommendations provided by Career Counselors in the Fleet who have offered to provide recommendations for “Best Practices” based on their experiences.
ADVICE TO CCC

Note: Advice to CCCs: Do a "Print Screen" of this page. Have the Sailor sign this page and file it. Doing this will prevent the Sailor from denying that the application that you submitted was what the Sailor desired. Secondly, it proves that you did, in fact, submit an application for that application month.

All data utilized in this slide is fictional.
If you are required to have your CO or CMDNM's input prior to submission, do a "Print screen" of this page and have the Sailor initial his choices and sign the page. The CO or CMDNM can sign below the Sailor's signature.

Sailor's initials and date acknowledging rates available and circling choice(s) up to three.

All data utilized in this slide is fictional.
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, etc.
If you have ideas to add to Best Practices, please send them to career.waypoints@navy.mil for inclusion in this User Guide.