



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
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Ser N1/ 093
24 Jun 16

MEMORANDUM FOR THE RECORD

Subj: CAREER WAYPOINT-REENLISTMENT (C-WAY-REEN) QUOTA MANAGEMENT
PLAN BUSINESS RULES

1. The factors affecting enlisted inventory community management are numerous and interconnected. Enlisted community management is a dynamic process requiring constant vigilance and frequent intervention. The processes outlined in this memorandum represent a framework for management of the Career Waypoints system, and are not intended to replace good judgment and oversight from the Enlisted Community Managers. The Head ECM may and should recommend deviations from this instruction to N132 for approval as needed to optimize rating inventory and/or aggregate manning.

2. The Career Waypoint-Reenlistment (C-WAY-REEN) Quota Management Plan Business Rules contained in this document are effective immediately. C-WAY-REEN Quota Management Plan Business Rules dated 7 Jul 2014 are hereby cancelled.

a. The overarching goal is to balance each rating/Enlisted Manning Code (EMC) between 98% and 102% of the FY + 1 Enlisted Programmed Authorization (EPA). The exact target is nominal, given that the size of the community can impact the ability to meet 98% - 102% goal precisely. In small communities, one or two Sailors can greatly impact the overall manning percent.

b. Although opportunity is offered within Year Group (YG) cohort, the construct for determining quotas and approvals will include the following: overall Enlisted Manning Code (EMC) health, Zone health, Navy Enlisted Classification (NEC) health and finally YG health. Enlisted Community Managers (ECMs) are encouraged to compensate undermanning in a Zone/YG with adjacent Zones/YGs when appropriate.

c. ECMs are authorized to carry excess manning, as directed by OPNAV N132, in order to man unfunded requirements

d. E-6 Reenlistment. E-6 Sailors who desire to reenlist and have command approval to do so will be given reenlistment approval on their first application.

e. Open Reenlistment. If the individual EMC aggregate manning is $\leq 98\%$, it will be included in the open reenlistment category. The ECM may exercise judgment in the application of force reduction levers if current and/or adjacent Zone manning levels are above 100%. Opportunity is defined as:

Subj: CAREER WAYPOINT-REENLISTMENT (C-WAY-REEN) QUOTA MANAGEMENT PLAN BUSINESS RULES

- (1) All valid In-Rate applications for undermanned Zones will be approved
- (2) In-rate applications are eligible for auto-approval
- (3) Convert in quotas may be offered based on ECM need
- (4) No convert out quotas will be offered for undermanned zones

f. Balanced Reenlistment. If the EMC is >98% and <102%, it will nominally be included in the balanced reenlistment category. ECMs are authorized to adjust Zone/YG inventories for community health. Individual ECMs will closely monitor projected inventory of decision makers and consider adjacent Zone and YG manning as applicable to determine convert in/out opportunity. ECMs may recommend that an EMC not be treated as balanced to BP-3/N132 for extenuating circumstances, such as planned EPA shifts. Opportunity is defined as:

- (1) In-Rate quotas offered based on ECM need
- (2) In-Rate applications for undermanned Zones are eligible for auto-approval

(3) Convert in and convert out opportunities will be determined by ECM need based on monthly inventory, losses and gains. At a minimum, In-Rate and either convert in or convert out opportunities will be offered each month.

g. Competitive Reenlistment. If the individual EMC aggregate manning is $\geq 102\%$ or has special training requirements (i.e. Nuclear programs), it will be included in the competitive reenlistment category. The ECM is authorized to take appropriate actions per the following guidelines:

- (1) Limited In-Rate quotas offered
- (2) Convert out quotas offered based on ECM need
- (3) No convert in opportunity will be offered in overmanned Zones

h. In order to provide reenlistment opportunity in every EMC and retain high quality Sailors, ECMs may grant C-WAY-REEN quotas to the top performer, as determined by the rack and stack algorithm each cycle. The algorithm for In-Rate quotas stacks Sailors based on pay grade, performance recommendation, and possession of critical NEC. If the rack and stack results in a tie, ECMs are authorized to issue additional In-Rate quotas to accommodate all tied personnel.

i. In circumstances where force structure changes have significantly impacted reenlistment In-Rate opportunity, Special Circumstance conversion applications may be submitted outside established SEAOS/PRD windows. Affected ratings will be authorized by an Exception to

Subj: CAREER WAYPOINT-REENLISTMENT (C-WAY-REEN) QUOTA MANAGEMENT
PLAN BUSINESS RULES

Policy (ETP) and advertised via ECM Web pages and or C-WAY business rules. All other eligibility requirements remain in force.

j. An automatic 13-month expiration date will be assigned to each C-WAY-REEN In-Rate quota. Under extenuating circumstances, C-WAY-REEN In-Rate quotas may be extended by the cognizant ECM for the following reasons:

- (1) Selective Reenlistment Bonus (SRB)/Critical Skills Retention Bonus (CSRB)
- (2) Deployment
- (3) Projected Rotation Date (PRD) shifts
- (4) Legal/medical
- (5) School graduation

k. ECMs may extend the expiration date for up to 180 days. Under no situation will the Sailor's In-Rate quota remain active beyond 19 months (13 months plus 6 months/180 days). For reasons not listed above, contact the cognizant ECM.

l. ECMs are authorized to use the locally developed Quota Management Tool (QMT) for planning and executing C-WAY-REEN quotas. Monthly reporting to and approval by N13 is required.

m. If the EMC is undermanned in zones D and/or E but overmanned in zones A, B, and/or C, the ECM is authorized to adjust Zone/YG inventories to bring aggregate EMC manning to a healthy level (98%-102%).

n. If the EMC is overmanned in zones D and/or E but undermanned in zones A, B, and/or C, the ECM is authorized to utilize the QMT to optimize zone health without affecting healthy aggregate manning.

o. For retention of nuclear critical skills, nuclear trained Sailors can apply for a reenlistment quota at any point when they are eligible in a reenlistment Zone via C-WAY-REEN using the special circumstance "Nuclear Power Program (NPP)" application option.

p. ECMs are authorized to phase manning changes over a maximum of three years, including the year of execution, in order to respond to changes in EPA.

q. Any action that changes a Sailor's End of Active Obligated Service as Extended (SEAOS) date constitutes utilization of the C-WAY-REEN Approved In-Rate (AIR) quota. Any extension or reenlistment signed after the C-WAY-REEN application is submitted will execute the AIR quota. Conversely, an extension that existed prior to the C-WAY-REEN application and

Subj: CAREER WAYPOINT-REENLISTMENT (C-WAY-REEN) QUOTA MANAGEMENT
PLAN BUSINESS RULES

is included in the existing SEAOS calculation will not execute an approved quota when made operative, as the SEAOS will not change. Future enlistment or extension actions will require a new approved reenlistment quota.

r. Any quota that is inadvertently executed via an OBLISERV to Train (OTT) short term extension (STE) may be reinstated by the cognizant ECM. For specific details, contact the cognizant ECM.

s. C-WAY-REEN Approved Conversion (ACV) quotas are not assigned an expiration date. C-WAY-ACV quotas allow a Sailor to extend his/her enlistment in order to complete any training required in order to convert ratings. Any action that changes a Sailor's Current Rating (change in Current Enlistment Date (CED) and EMC) will constitute utilization of the C-WAY-REEN Conversion quota.

t. Separation Quotas will remain in the C-WAY-REEN system until the Sailor has effected separation or they are reset by the cognizant ECM. Sailors within 6 months of SEAOS will not be reset. For exceptions, contact the cognizant ECM.

u. Reenlisting or extending outside of policy, as defined in MILPERSMAN 1160-140, constitutes an improper reenlistment or extension. Sailors who have executed an improper reenlistment or extension are not eligible for advancement or future reenlistments or extensions until such time as the facts surrounding his/her case are presented by their command and adjudicated favorably or unfavorably by N132 via the ECM.

v. Sailors selected for advancement via Navy Wide Advancement Exam (NWAE) cycles or are advanced via Meritorious Advancement Program (MAP) must participate in standard C-WAY-REEN competition (rack and stack) for quota approval. Sailors who have exhausted their C-WAY-REEN looks and are subsequently selected for advancement from the NWAE or meritoriously advanced through MAP will be reset upon request to grant one additional In-rate willing to convert C-WAY-REEN look at the frocked or permanent paygrade. This reset will occur the month following the release of results.

w. Sailors who have exhausted all In-Rate and Conversion looks may be offered a Needs of Navy (NON) Conversion quotas. The quota will be offered via a note in the Sailor's C-WAY record.

x. Sailors with approved In-Rate/Conversion quotas who desire to request Reserve Component (SELRES) affiliation or who intend to separate shall return quotas within the C-WAY system. This action will allow generation of SELRES applications.

3. The ECM will enter applicable C-WAY system and Enlisted Assignment Information System (EAIS) notes, detailing actions taken, when executing actions outside of regular business process.

Subj: CAREER WAYPOINT-REENLISTMENT (C-WAY-REEN) QUOTA MANAGEMENT
PLAN BUSINESS RULES

4. N132 and ECM will continue to closely monitor the C-WAY-REEN Management Plan on a monthly basis to maintain community health, while staying within end strength controls. BUPERS 33 will provide quality assurance validation of opportunity (quotas) prior to loading within C-Way and advise ECM on any required changes. ECM will provide N132 with the following reports on a monthly basis: Community Health Comb Chart, Reenlistment Rack and Stack Results. In an effort to ensure proper manning across all EMCs, N132 may introduce Exceptions to Policy (ETP) to C-WAY business rules and policies.

5. To promote transparency within the Fleet, ECMs shall provide a C-WAY – REEN process overview and gather Sailor feedback through the Navy Counselor (NC) network and during fleet engagement visits. Additionally, ECMs shall publish on the Navy Personnel Command (NPC) website quarterly rating skills set categories (i.e. open, balanced and competitive) and provide C-WAY – REEN process information to be incorporated into the My Navy Portal system. Information about policy, processes and system changes will be routinely disseminated via the C-WAY system, NPC website and Public Affairs Officer strategic communications, thereby increasing transparency.


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Vice Admiral, U.S. Navy

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N132
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