


Sailor Career Toolbox

Navy Career Tools

Description

Navy policy strongly encourages you take an active role in your professional development and career management. The Sailor Career Toolbox identifies the 14 systems and programs you need to use. If you do not routinely use the information and resources provided for you, you will miss the opportunities and advantages provided.

 **CAC and CAC-enabled computer is required for access to many Navy Career Tools.**

Validate Personnel Information

Use these tools to verify your Navy career and personnel data:

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

Enhance Professional and Personal Growth

Use these tools to enhance your knowledge, skills, education, and career opportunities:

- ▶ Navy eLearning (NeL), NeL Afloat
- ▶ Navy Credentialing Opportunities On-Line (Navy COOL)
- ▶ United Services Military Apprenticeship Program (USMAP)
- ▶ Joint Services Transcript (formerly SMART)
- ▶ Sailor/Marine Online Academic Advisor (SMOLAA)
- ▶ Voluntary Education (VOLED) / Navy College Program (NCP)

Explore Career Opportunities

Use these tools to explore career options:

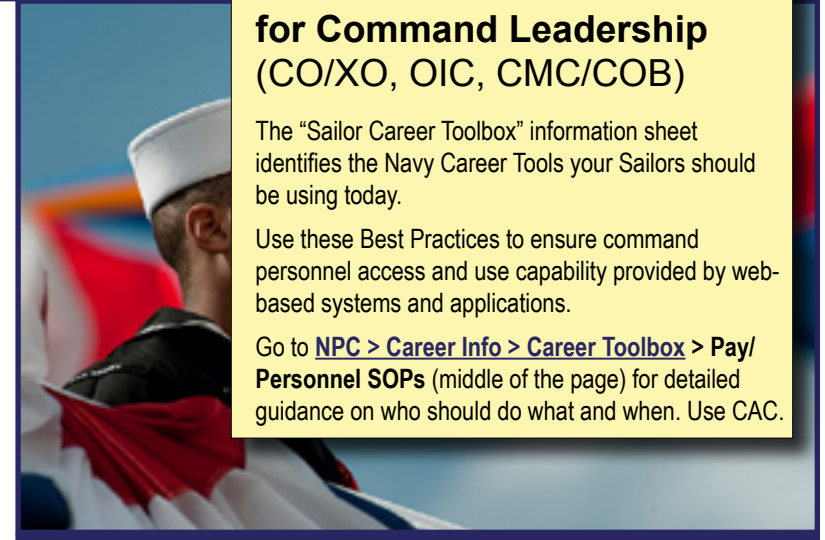
- ▶ Career Management System - Interactive Detailing (CMS-ID)
- ▶ Career Waypoints (C-WAY)

Best Practices for Command Leadership (CO/XO, OIC, CMC/COB)

The "Sailor Career Toolbox" information sheet identifies the Navy Career Tools your Sailors should be using today.

Use these Best Practices to ensure command personnel access and use capability provided by web-based systems and applications.

Go to [NPC > Career Info > Career Toolbox > Pay/Personnel SOPs](#) (middle of the page) for detailed guidance on who should do what and when. Use CAC.



Required Actions

Use applications identified in the Sailor Career Toolbox to develop and manage your career.

- Monitor your personnel records regularly. It is your responsibility to verify that Navy records document all your career achievements. Be proactive and take all necessary actions to verify that your personnel data is current, accurate and complete. Doing so will ensure your career achievements are available when reviewed for advancement, selection for retention or special programs, or assignment to desired jobs.
- Use online professional development systems to support and enhance your competitive efforts for advancement and retention.

Pay / Personnel Standard Operating Procedures (SOPs)

SOPs provide step-by-step guidance - from beginning to end - ensuring pay and personnel transactions are completed accurately and on time. Per [NAVADMIN 043/15](#), all PSDs and all Navy commands are required to use the Pay and Personnel SOPs (including Sailors, CPCs, PSs, CCCs, ESOs, and TRAINOs).

Go to [NPC > Career Info > Career Toolbox > Pay/Personnel SOPs](#) (middle of the page) to view and use the SOPs.

See the following pages, one for each Career Tool.

Download this user aid from the NPC web site. On the home page, under Career Links, click the [Career Toolbox](#) hyperlink.



Produced by
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Electronic Service Record (ESR)

Description

The ESR is an online version of your service record and replaces the paper service record used in the past.

 **CAC and CAC-enabled computer required.**

In the Internet environment, log in to ESR via Navy Standard Integrated Personnel System (NSIPS) at <https://nsipsprod.nmci.navy.mil>.

- Click [Logon](#)

For Sailors on surface ships with NSIPS server installed, access ESR Afloat via the NIAPS Career Tools Afloat (CTA) main page or by going directly to <https://nsipswebafloat>. No CAC is required.

Find Supporting Information Online

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click [Career Info > Records Management > Electronic Service Record \(ESR\)](#)
- Click (Career Links) > [Career Toolbox](#). Locate and download **Personnel Record Review** and **Review Your OMPF and ESR**

See NAVADMIN 043/09, "Mandatory Use of the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR)".

Find Assistance or Help

Contact Personnel Officer, Command PASS Coordinator (CPC), and/or Command Career Counselor (CCC).

Contact the NSIPS help desk.

- 877-589-5991, Option 2; DSN 647-5442, Option 2
- email nsipshelpdesk@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

- ✓ Ensure PERSO/ADMINO/CCC (as appropriate) encourages users to verify ESR for data accuracy and completeness. **IMPORTANT!**
- ✓ CO/OIC, XO, CMC/COB obtain command level view-only access. (Use the QuickStart for ESR Administrative (Command) View located on the NPC > Career Toolbox > [Command Leadership](#) page.)
- ✓ CO/OIC, XO, CMC/COB obtain your own ESR account on the Internet (and shipboard NSIPS server, if appropriate.)

- ✓ Ensure CPC attends monthly training provided by PSD.
- ✓ Afloat, ensure NSIPS server is used to perform authorized pay and personnel transactions only.

- ✓ Afloat, request SYSAD and user training from the NSIPS Waterfront Support Group (San Diego, Norfolk).
- ✓ Afloat, ensure ITs perform weekly NSIPS server system log file reviews to ID unusual activity (per SYSAD Guide).

Required Actions

- Review ESR pages, then work with your personnel representative to ensure data accurately reflects your personal and professional achievements.
 - Conduct a thorough review of your ESR with the user aid titled, **Personnel Record Review**, which is located on the NPC "[Career Toolbox](#)" page.
 - Take all necessary actions to ensure your ESR is current, accurate and complete.
- IMPORTANT:** All Sailors should establish their ESR account on the Internet. Afloat Sailors may create a second ESR account via the shipboard NSIPS server. Personnel information in the Internet and Afloat environment is synchronized via routine data transfer between ship and shore. However, the afloat Sailor must establish an Internet account in order to view the ESR in the Internet environment.



**Navy
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Electronic Training Jacket (ETJ)

Description

The ETJ provides a view of career information documented in Navy personnel databases, such as training and education (including Navy eLearning, NECs and college courses), qualifications and certifications, career history, advancement status, and awards.

View your ETJ in the connected environment provided by the Internet or in the disconnected (afloat) environment provided by the Navy Information Application Product Suite (NIAPS).

 **CAC and CAC-enabled computer required for Internet.**

Log in to ETJ via Navy Knowledge Online (NKO) at <https://www.nko.navy.mil>. On the LEARNING tab, click Electronic Training Jacket.

On afloat units with NIAPS installed:

- Go to Career Tools Afloat (CTA). Log in and then click ETJ Afloat

Find Supporting Information Online

Go to ETJ.

- Click **Problems With Your Data?** (at the bottom of ETJ pages) for resources and points of contact that will help you correct discrepancies in the information displayed.

Find Assistance or Help

Contact command Training Officer (TRAINO) and/or Command Career Counselor (CCC).

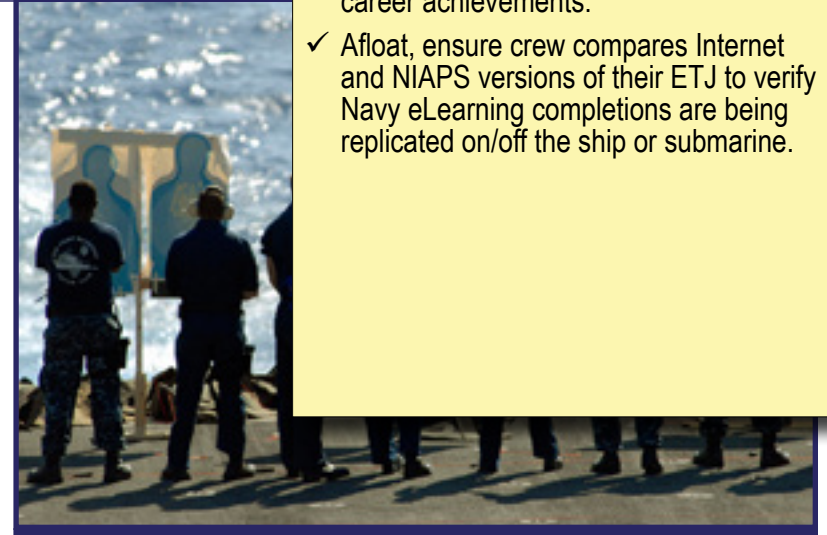
Contact Navy 311.

- email navy311@navy.mil

Contact the NTMPS Support Office.

- 866-438-2898, Option 1
- email ntmps.support@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



- ✓ Ensure users routinely verify ETJ documentation of training, education and career achievements.
- ✓ Afloat, ensure crew compares Internet and NIAPS versions of their ETJ to verify Navy eLearning completions are being replicated on/off the ship or submarine.

Required Actions

- Review ETJ pages to verify information accurately reflects your personal and professional achievements.
- Take all necessary actions to ensure your ETJ is current, accurate and complete.

IMPORTANT: Periodically, afloat Sailors should compare their afloat ETJ with the Internet version to ensure the two accounts are synchronized and all data is present in their Internet-based ETJ.



**Navy
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Official Military Personnel File (OMP)

Description

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.

OMP - My Record provides the ability to download and print documents for personal and professional use. Selection boards view many of these documents when considering candidates for retention, advancement and special programs.

 **CAC and CAC-enabled computer required.**

Log in to BUPERS Online (BOL) at <https://www.bol.navy.mil>.

- Click [OMP - My Record](#) to review official documents

Find Supporting Information Online

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click [Career Info > Records Management > Military Personnel Records](#)
- Click [Career Info > Records Management > OMPF - My Record](#)

Find Assistance or Help

Contact command Personnel Officer, Command PASS Coordinator (CPC), and/or Command Career Counselor (CCC).

Go to <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click [Career Info > Records Management > Military Personnel Records > Contact Us](#)

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email uasknpc@navy.mil

Contact the BUPERS Online help desk.

- 800-951-6289 (password reset only); email mill_legacyhelpdesk@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

✓ CO/OIC, XO, CMC/COB establish OMPF - Command View access. (Use the QuickStart for OMPF Command View located on the NPC > Career Toolbox > [Command Leadership](#) page.)

✓ Use OMPF Command View access to view command personnel records (officer and enlisted).

✓ Ensure PERSO/ADMINO/CCC (as appropriate) encourages users to verify OMPF - My Record for data accuracy and completeness. **IMPORTANT!**

✓ Encourage crew to verify OMPF (via OMPF - My Record or by ordering a CD via BOL) at least six months prior to consideration for advancement or special programs.

✓ Recommend user aids located on the NPC > [Career Toolbox](#) page.



Required Actions

- At least six months prior to any Selection Board, review your OMPF, either through OMPF - My Record or by ordering a CD. Take all necessary actions to ensure your OMPF is current, accurate and complete, especially following reenlistment.
- Conduct a thorough review with the user aid titled, **Personnel Record Review**, which is located on the NPC "Career Toolbox" page.
- Use correction procedures provided at [NPC > Career Info > Records Management > Military Personnel Records > Document Correction](#).
- Use correction procedures identified via the OMPF - My Record [FAQ](#) hyperlink.

IMPORTANT: After documents are scanned to OMPF they are destroyed, so you should maintain copies of all official documents.

Additionally, you should periodically order and retain a CD for emergency situations (such as backup for document loss due to system-file corruption). The CD contains personal and private information, and should be kept in a secured space.



Navy Career Tools

Performance Summary Record (PSR)

Description

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 may view, download and print copies of your PSR via BUPERS Online.

 **CAC and CAC-enabled computer with Internet required.**

Log into BUPERS Online (BOL) at <https://www.bol.navy.mil>.

- When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
- Select ODC, OSR, PSR in the middle of the BOL Menu page.

Find Supporting Information Online

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

- Click [Career Info](#) > [Records Management](#) > [Military Personnel Records](#)
- Click [Career Info](#) > [Performance Evaluation](#) > [Contact Us](#)

Find Assistance or Help

Contact Personnel Office, Command PASS Coordinator (CPC), Command Career Counselor (CCC) or servicing personnel support organization.

Contact NPC PERS 32

- 901-874-4881 / 4882 / 3313; DSN 882 (for Evaluation Summary only)

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email uasknpc@navy.mil

Contact the BUPERS Online help desk.

- 800-951-6289 (password reset only); email mill_legacyhelpdesk@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



- ✓ Encourage crew to verify PSR at least six months prior to consideration for advancement or special programs.
- ✓ Recommend user aids located on the NPC > [Career Toolbox](#) page.

Required Actions

- View and verify your PSR once a year, and at least six months prior to Selection Board Review.
- If you discover errors or missing evaluations, contact Navy Personnel Command, PERS-32, using information provided on this page.

IMPORTANT: Generally, the Personnel Data Summary (PSR Part I) is the very first document Selection Board members review when evaluating your record.



**Navy
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Physical Readiness Information Management System (PRIMS)

Description

PRIMS allows you to view current and historical results of your semi-annual Physical Fitness Assessment (PFA).

 **CAC and CAC-enabled computer required.**

Log in to BUPERS Online (BOL) at <https://www.bol.navy.mil>.

- Click [PRIMS](#).

Find Supporting Information Online

Login to PRIMS

- Click [Help](#) (in the top menu bar)
- View calculators for *PRT Goal*, *Practice PFA Results*, *Bike/Elliptical*

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click [Support & Services > 21st Century Sailor > Physical Readiness](#)

Visit the Navy Fitness website at <http://www.navyfitness.org/>.

Visit the Navy and Marine Corps Public Health Center at

<http://www.med.navy.mil/sites/nmcphc/health-promotion/Pages/default.aspx>.

Find Assistance or Help

Contact Command Fitness Leader (CFL).

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672
- email uasknpc@navy.mil

Contact the PRIMS help desk.

- 901-874-2210; DSN 882-2210
- email prims@navy.mil or NavyPRT@navy.mil

Contact the BUPERS Online help desk.

- 800-951-6289 (password reset only); email mill_legacyhelpdesk@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



- ✓ Ensure PRIMS data is current for your command, as reports directly impact Sailor advancement, retention and assignment programs.
- ✓ Ensure Sailors verify PRIMS data reflected in CMS-ID is accurate and current, as results may determine member's eligibility for desired jobs.

Required Actions

- Verify PRIMS data, which can reviewed as part of the advancement, promotion, and detailing process.
- See your Command Fitness Leader to update PRIMS data.



**Navy
Career
Tools**

U.S. Navy Awards

Description

Previously known as Navy Department Awards Web Service (NDAWS), the U.S. Navy Awards web site provides online access to Navy awards information and help. The web site is divided into five separate sections: Home, Personal, Unit, Veteran Awards and Awarding Authorities.

Go to U.S. Navy Awards at <https://awards.navy.mil>.

Conduct an Awards Query:

- Go to Personal Awards > (Personal Awards History) Personal Awards Query.
- Go to Unit Awards > (Unit Awards History) Unit Awards Query.

Find Supporting Information Online

Go to U.S. Navy Awards at <https://awards.navy.mil>.

- In the REFERENCES section of each U.S. Navy Awards page, find the FAQs

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click Career Info > Records Management > Decorations and Medals (Awards)

Find Assistance or Help

Contact command Personnel Officer or Command PASS Coordinator (CPC).

Contact Awards Office.

- email navyawards@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

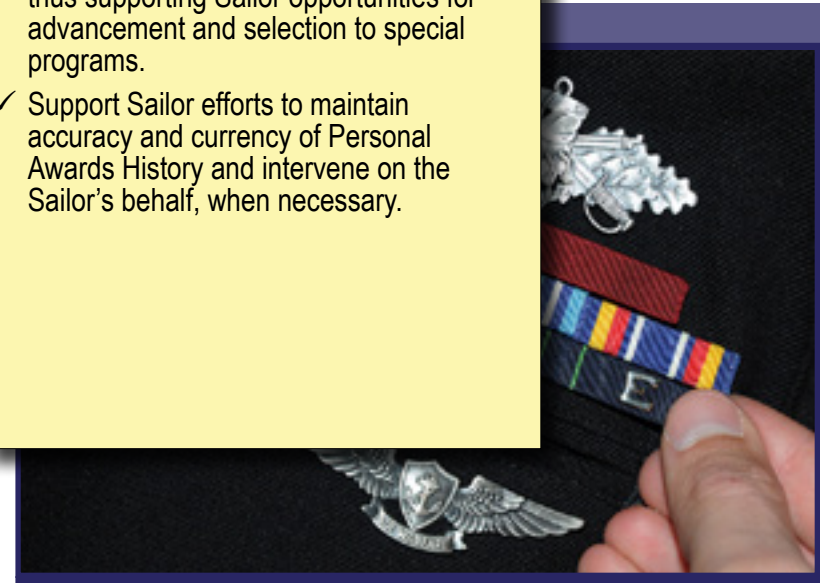
- ✓ Ensure awards are submitted promptly, thus supporting Sailor opportunities for advancement and selection to special programs.
- ✓ Support Sailor efforts to maintain accuracy and currency of Personal Awards History and intervene on the Sailor's behalf, when necessary.

Required Actions

- Conduct Personal Awards Query to verify all your awards are present.
- Conduct Unit Awards Query to identify unit awards you may have received.
- Take all necessary actions to ensure U.S. Navy Awards information is current, accurate and complete.
- Use correction procedures provided. Go to U.S. Navy Awards. Click Personal Awards > (REFERENCES) Updating Personal Awards.



**Navy
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Navy eLearning (NeL) / Learning Management System (LMS)

Description

NeL delivers computer-based learning designed to enhance your professional and personal growth.

Complete NeL courses in the connected environment provided by the Internet or in the disconnected (afloat) environment provided by the Navy Information Application Product Suite (NIAPS).

- On the Internet, the NeL home page links to mandatory training, providing direct access to courses you are required to complete.
- On NIAPS, the NeL home page provides lists of courses available (or not available) on the ship or submarine.

Log in to NeL via Navy Knowledge Online (NKO) at <https://www.nko.navy.mil>. On the LEARNING tab, click Navy e-Learning > Online courses.

On afloat units with NIAPS installed:

Go to Career Tools Afloat (CTA). Log in and then click Navy eLearning Afloat.

IMPORTANT: NeL Afloat is not yet updated with LMS ashore functionality, but the two systems exchange transactional data and both should reflect courses completed ashore and afloat.

Find Supporting Information Online

Go to NeL.

- Under Links > Job Performance Aids, click ETMDS Learner Tutorial
- Under the Links > NeL Help, click Contact Help Desk

Find Assistance or Help

Contact your command Training Officer (TRAINO).

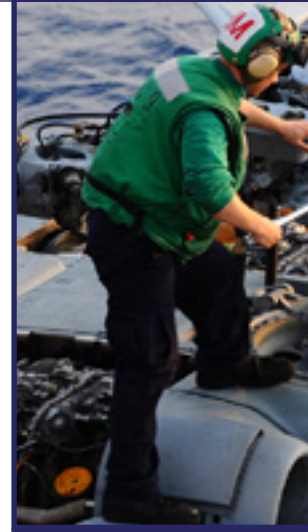
Contact Navy 311

- email navy311@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

Contact the Enterprise Customer Support Center.

- 877-253-7122, Option 1, then Option 1 (DSN 459-1001)



- ✓ Ensure Afloat TRAINO monitors NeL Afloat (on NIAPS) and verifies approximately 2200 courses are available for enrollment.
- ✓ Ensure afloat users periodically verify that NeL Afloat course completions are documented on the Internet version of their ETJ (thus verifying successful data transfer from ship-to-shore).

Required Actions

- Complete Navy eLearning to enhance your professional knowledge, skills and abilities.
- Verify course completions are documented in your Electronic Training Jacket (ETJ).

IMPORTANT: If you begin a course in the Internet environment, you must complete the course in the Internet environment. If you begin a course in the NIAPS environment, you must complete the course in the NIAPS environment.



**Navy
Career
Tools**

Navy Credentialing Opportunities Online (Navy COOL)

Description

Navy COOL explains how you can meet civilian certification and licensure requirements related to your rating, job, designator and occupation and provides the ability to accomplish the following:

- Get information about civilian licensure and certification.
- Learn how to fill gaps between Navy training and experience and civilian credentialing requirements.
- Discover resources that help you gain civilian job credentials.
- Identify resources to fund credentialing exams, such as the Navy-funded credentialing program and GI Bill.

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

Find Supporting Information Online

Go to Navy COOL.

- Review [COOL Program Overview](#), [Credentialing Bootcamp](#), and [Navy COOL](#)

Go to USMAP at <https://usmap.netc.navy.mil>.

Find Assistance or Help

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

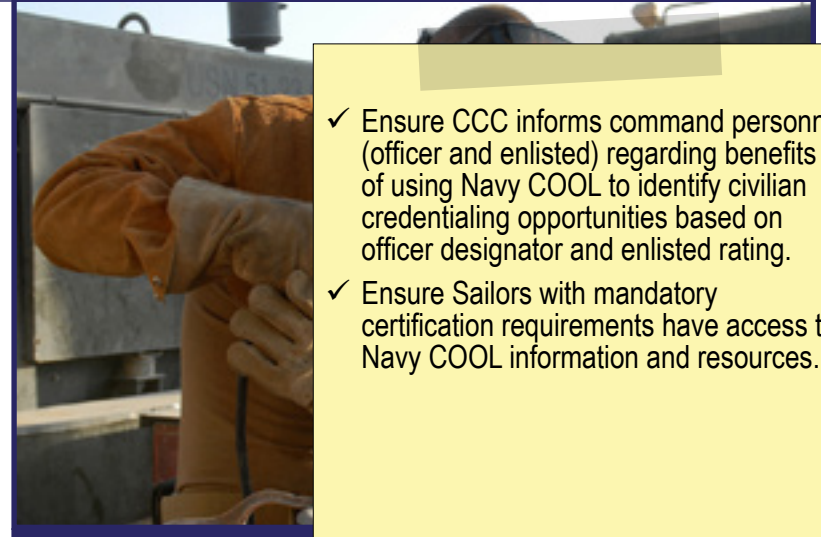
Contact the Navy311.

- email navy311@navy.mil

Contact the Credentialing Program Office.

- 850-452-6683; DSN 922-6683
- email navycool@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



- ✓ Ensure CCC informs command personnel (officer and enlisted) regarding benefits of using Navy COOL to identify civilian credentialing opportunities based on officer designator and enlisted rating.
- ✓ Ensure Sailors with mandatory certification requirements have access to Navy COOL information and resources.

Required Actions

- Identify and earn national certification, and/or federal and state licensure.
- Identify apprenticeship trades related to your rating, then enroll in USMAP to earn a nationally recognized “Certificate of Completion” from the U.S. Department of Labor.
- Verify certificates and achievements are documented in your ETJ, ESR, JST (SMART), and OMPF.



**Navy
Career
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United Services Military Apprenticeship Program (USMAP)

Description

USMAP is a formal military training program that provides you the opportunity to improve your job skills and to complete your civilian apprenticeship requirements while on active duty.

- USMAP is free, requires no off-duty hours and can use your military experience to grant up to one half of the required on-the-job training.
- Upon completion of the program, you become a registered apprentice with the U.S. Department of Labor.

Go to USMAP at <https://usmap.netc.navy.mil>.

Find Supporting Information Online

Go to USMAP.

- Review information on the USMAP [Welcome](#) page, including [Program Info](#)
- Review FAQs located on the USMAP [Help](#) tab

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

Find Assistance or Help

Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO).

Contact USMAP support representatives.

- 850-473-6157; DSN 753-6157
- email usmap@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.



- ✓ Designate the CCC as your USMAP Coordinator so that s/he can sign Semi-Annual reports for every Sailor enrolled.
- ✓ Ensure CCC informs Sailors regarding benefits of enrolling in USMAP to earn Department of Labor certification.

Required Actions

- Identify and earn national certification, and/or federal and state licensure.
- Identify apprenticeship trades related to your rating and earn a nationally recognized "Certificate of Completion" from the U.S. Department of Labor.
- Verify certificates and achievements are documented in your ETJ, ESR, JST, and OMPF.



**Navy
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Joint Services Transcript (JST)

Description

JST documents college courses, degrees and certifications completed on active duty through Tuition Assistance 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.

JST provides recommended college credit for your military occupational experience and training. Recommendations are made by the American Council on Education (ACE).

 **CAC and CAC-enabled computer required.**

Log in to JST at <https://jst.dod.ed.mil>.

Find Supporting Information Online

Go to Navy College at <https://www.navycollege.navy.mil>.

- In the top menu, click [My Education](#)
- On the right, under 'Quick Links', click [JST/SMART Information](#)

View the *Guide to the Evaluation of Educational Experiences in the Armed Services* at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Find Assistance or Help

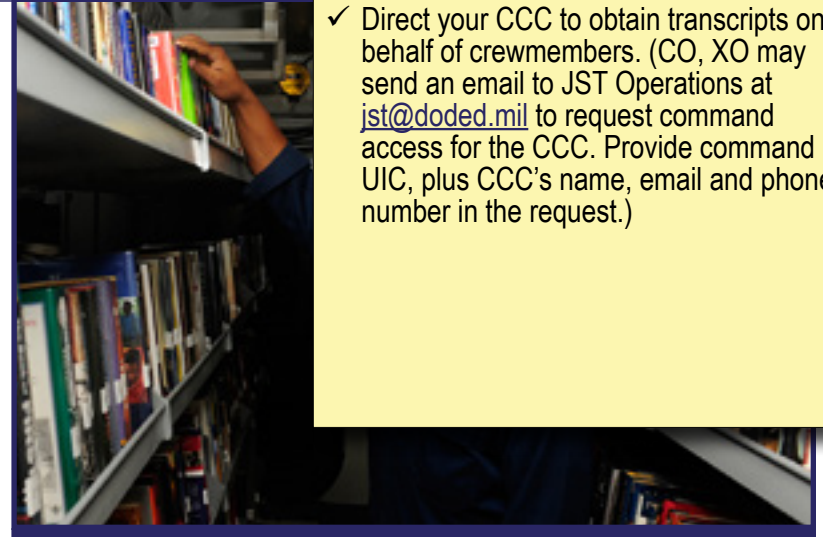
Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO).

Contact the Virtual Education Center.

- 877-838-1659, Option 2; DSN 492-4684, Option 2
- email VEC@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

Contact your local Navy College Office.



- ✓ Ensure ESO has users periodically verify JST documentation.
- ✓ Direct your CCC to obtain transcripts on behalf of crewmembers. (CO, XO may send an email to JST Operations at jst@doded.mil to request command access for the CCC. Provide command UIC, plus CCC's name, email and phone number in the request.)

Required Actions

- Review your JST to verify data accurately reflects your training and educations.
- Take all necessary actions to ensure your JST is current, accurate and complete.
- Use correction procedures identified on the JST Welcome page. See [How to make updates or corrections to your JST](#).
- Use your JST to facilitate degree planning.



**Navy
Career
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Sailor/Marine Online Academic Advisor (SMOLAA)

Description

SMOLAA is an online tool that works in conjunction with JST to help you explore options for earning a college degree.

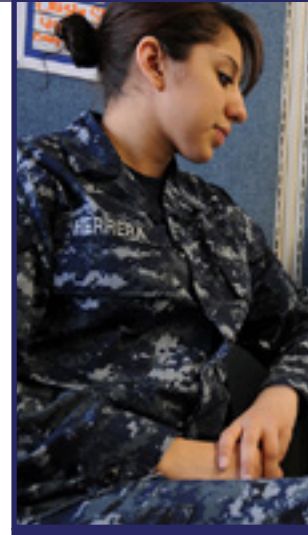
Using SMOLAA, you can access your academic history – as recorded in JST – and then apply all applicable college and military courses to degree plans offered by various colleges and universities.

Depending on the college degree plan selected, SMOLAA will indicate the total credit hours you must complete to earn that degree.

 **CAC and CAC-enabled computer required.**

Log in to JST at <https://jst.dod.ed.mil>.

- On the [Welcome](#) page, click [Degree Shop / SMOLAA](#).



- ✓ Ensure ESO informs personnel regarding benefits of using SMOLAA to identify educational opportunities and rating-related degree plans.

Find Supporting Information Online

Go to Navy College at <https://www.navycollege.navy.mil>.

- On the right, under 'Quick Links', click [JST/SMART Information, Rating and Degree Roadmaps](#), [Distance Learning Partnership](#), and [Post 9/11 GI Bill](#)

Find Assistance or Help

Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO).

Contact the Virtual Education Center.

- 877-838-1659, Option 3; DSN 492-4684, Option 3
- email VEC@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

Contact your local Navy College Office.

Required Actions

- Use SMOLAA to identify all rating-related degree plans available to you.
- Use SMOLAA to determine credits that may be earned through Academic Testing Programs.
- Meet with a Navy College representative.
 - Discuss future plans, create your educational plan, enroll in courses or a degree plan
 - Select CLEP test(s) to be taken
 - Select course(s) to be taken
 - Apply for Tuition Assistance (TA)



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

Description

The Navy College Program (NCP) can help you achieve your education goals, making productive use of your off-duty time. NCP is administered at local installation Navy College Offices (NCO) and off-site via the Virtual Education Center (VEC). Navy VOLED is a network of professional education counselors, education technicians, and supporting program managers that provide educational services for Navy personnel at fleet and shore commands worldwide. NCP ensures on base and on board education programs are compatible with operating schedules concurrently supporting fleet readiness & mission accomplishment.

NCP services include but are not limited to:

- Academic Counseling, Advisement, and Education Planning
- Tuition Assistance/GEV/AEV/Other
- NCPACE
- USMAP
- Testing Services (CLEP, DSST, ACT, SAT etc.)
- Command Education Briefings
- College & University Information
- Oversight of On Base College Programs
- Joint Service Transcript (JST) Management
- Career Interest Inventory

Find Supporting Information Online

Go to Navy College at <https://www.navycollege.navy.mil>.

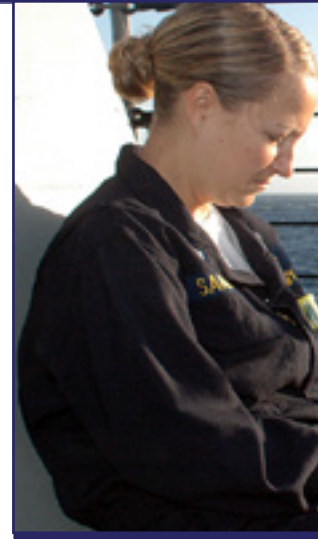
- At the top menu, for Academic Counseling, click on "Contact Us" to locate your local NCO or the Virtual Education Center (VEC).
- At the top menu, click "Tuition Assistance (TA)" to access online Web TA training & policies.
- On the left, click on "College Preparation" and "Testing" for more information
- On the left, click on "NCPACE" for program details

Find Assistance or Help

Contact your local Navy College Office

Contact the Virtual Education Center

- Toll free: 877-838-1659, DSN 492-4684; Commercial 757-492-4684
- email VEC@navy.mil



- ✓ Ensure CCC and ESO inform personnel regarding benefits of using Navy College programs and services to achieve education goals.

Required Actions

- Review policy requirements to participate in the Navy Tuition Assistance Program.
- Contact a Navy College or VEC Counselor to establish an education plan.
- Complete online Web Tuition Assistance Training
- Submit Tuition Assistance Application via the "My Education Portal" accessible on the NCP website
- Tuition Assistance Applications must be Command Approved before the term start date

Additional Resources

- From the DOD Memorandum of Understanding (MOU) website at <https://dodmou.com/>, search DOD approved academic institutions.
- DANTES provides military centric education resources at <http://www.dantes.doded.mil/service-members/index.html>.
- Go to the My Education Portal at <https://myeducation.netc.navy.mil> to access the WebTA Application.



**Navy
Career
Tools**

Career Management System-Interactive Detailing (CMS-ID)

Description

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 required.**

Log in to CMS-ID at <https://www.cmsid.navy.mil/>.

Find Supporting Information Online

Go to CMS-ID at <https://www.cmsid.navy.mil/>. Use resources provided on the Help tab, including FAQs.

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click Enlisted > CMS-ID
- Click (Career Links) Career Toolbox and download user aids including, *CMS Essentials* and *Detailing Countdown*

Find Assistance or Help

Contact Command Career Counselor (CCC), Mentor and/or Chain of Command.

Contact Navy 311.

- email navy311@navy.mil

IMPORTANT: If support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.

Contact the CMS-ID Help Desk.

- 800-537-4617
- email cmsidhelpdesk@navy.mil



- ✓ Use CMS-ID “Command Role” to view incoming Sailor job applications and submit your comments to Detailers. (To establish access, use the QuickStart located on the NPC > Career Toolbox > Command Leadership page.)
- ✓ Ensure your command website link and list of POCs is updated in CMS-ID so that prospective applicants can view while determining whether to apply for jobs available within your command.
- ✓ Use command website to provide sponsorship information and to “recruit” prospective applicants.

Required Actions

- Take all necessary actions to ensure your personnel and career data is current, accurate and complete.
 - Review personal and professional data 18 months prior to your Projected Rotation Date (PRD).
 - Update User Profile and My Duty Preferences.
 - Verify My Personnel Detail and My History.
- **IMPORTANT:** Information on the CMS-ID *Sailor Info* tab is reviewed by prospective commands when considering your job application, and Detailers use this information to determine whether or not you will be detailed to the job you desire.
- Determine whether you are required to reenlist.
 - Reenlistment requests for Soft Expiration of Active Obligated Service (SEAOS)-based applications begin at 13 months prior to SEAOS. See NAVADMINs 149/13 and 150/13.
 - Reenlistment requests for PRD-based applications begin at 12 months from PRD. This is a Special Circumstances Reenlistment request for Sailors with less than 24 months of obligated service remaining beyond their PRD. See NAVADMIN 021/13.
- Use your CCC, chain of command, and mentors for career advice prior to submitting job applications.



**Navy
Career
Tools**

Career Waypoints (C-WAY)

Description

Career Waypoints (C-WAY) supports: PACT Designation, Reenlistment, Rating Conversion, and transition between Active and Reserve. C-WAY provides an assessment of your eligibility and qualification for enlisted ratings. It considers needs of the Navy and rating opportunities based on your aptitude for a specific rating. It 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).

C-WAY Reenlistment (formerly PTS)

The C-WAY Reenlistment module automatically generates most reenlistment applications based on your Projected Rotation Date (PRD) or proximity to the end of your enlistment contract, as extended (SEAOS). The screening process is based on your reenlistment eligibility and competitive ranking among other Sailors in your rating and Year Group. The system ranks individuals based on pay grade, performance evaluations and critical NECs. (Sailors who advance sooner are more likely to receive a quota.) Approval to reenlist in-rate is not guaranteed for Sailors in over-manned ratings, and they should review conversion opportunities with their Command Retention Team during Career Development Boards.

Your CCC is responsible for submitting your C-WAY Reenlistment application and informing you of monthly results. Request a printout of your application to ensure accuracy.

Find Supporting Information Online

Go to [NPC > \(Career Navigator\) > Career Waypoints](#)

See NAVADMINs 021/13, 149/13 and 150/13.

Find Assistance or Help

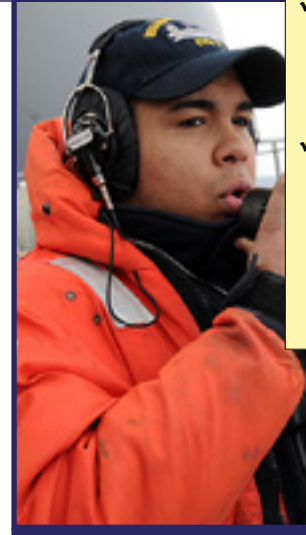
Contact Command Career Counselor, Mentor, and/or Chain of Command.

Contact NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email uasknpc@navy.mil

Contact C-WAY Help Desk

- 901-874-2101; DSN 882; email career_waypoints@navy.mil



- ✓ Ensure CCC uses C-WAY to validate Sailor qualifications and to submit applications as directed by current NAVADMIN(s).
- ✓ Ensure CCC reviews C-WAY results monthly and updates Sailor applications as necessary to increase retention opportunities.
- ✓ Ensure Sailors review “Plain Talk - Reenlistment” and “Plain Talk - Career Waypoint - PACT” user aids (located at NPC > Career Toolbox > [Plain Talk \(series\)](#)) for timelines and checklists.

- ✓ Ensure CCC uses C-WAY to screen PACT Sailors (Professional Apprenticeship Career Track) prior to requesting Rating Entry Designation, Apprenticeship change, Navy Wide Advancement Exam quota, or “A” School assignment.

Required Actions

- For PACT Sailors: Maintain PACT program eligibility.
- For all rated Sailors: Prior to the end of your current enlistment, you are required to document your intention to reenlist or separate using the C-WAY Reenlistment module.
 - Reenlistment requests for Soft Expiration of Active Obligated Service (SEAOS)-based applications begin at 13 months prior to SEAOS.
 - You have eight (8) opportunities to remain on Active Duty (13 to 6 months from SEAOS).
 - Results are based on current Navy manning levels and individual performance.
- Career Waypoint - Reenlistment
 - During months 13/12/11/10, you have three reenlistment options: 1) Active Duty In-Rate, 2) Active Duty Conversion, 3) Transition into Selective Reserve (SELRES)
- Career Waypoint - Reenlistment
 - During months 9/8/7/6, you have two reenlistment options: 1) Active Duty Conversion, 2) Transition into Selective Reserve
- Career Waypoint - Reenlistment
 - During months 5/4/3, you have one reenlistment option: 1) Transition into Selective Reserve



Navy Career Tools