



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

7 Jul 14

MEMORANDUM FOR THE RECORD

Subj: CAREER WAYPOINT-REENLISTMENT QUOTA MANAGEMENT PLAN  
BUSINESS RULES

1. 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 27 Jun 2013 are hereby cancelled.

a. 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 Enlisted Community Manager (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

b. ECM can 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.

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

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(1) 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.

d. C-WAY-REEN Conversion quotas are not assigned an expiration date. C-WAY-REEN Conversion 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 Enlistment Date (CED) will constitute utilization of the C-WAY-REEN Conversion quota.

e. 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.

f. 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 by the ECMs via N132.

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

(1) The overall goal is to man each rating/Enlisted Manning Code (EMC) between 98% and 102% of the FY + 1 Enlisted Programmed Authorization (EPA). ECMs are authorized to compensate undermanning in a zone/year group with an adjacent zone/year group. Additionally, ECMs are authorized to carry excess manning, as directed by OPNAV N132, in order to man unfunded requirements (e.g. CG and LSD).

(2) If the individual EMC aggregate manning is  $\leq 98\%$ , it will be included in the open reenlistment category. The ECM will not exercise any force reduction levers that reduce aggregate inventory for these ratings, unless approved by N13.

(3) If the EMC is  $>98\%$  and  $<102\%$ , it will be included in the balanced reenlistment category. ECMs are authorized to adjust zone/year group inventories for community health.

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(4) 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:

(a) 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.

(b) 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/year group inventories to bring aggregate EMC manning to a healthy level (98%-102%).

(c) In order to provide reenlistment opportunity in every EMC and retain high quality Sailors, ECMs are authorized to grant C-WAY-REEN quotas to the top performer, determined by the rack and stack algorithm each cycle.

(d) If the monthly C-WAY-REEN rack and stack algorithm results in a tie, ECMs are authorized to issue additional In-Rate quotas to accommodate all tied personnel.

(e) Nuclear 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.

h. 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.

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j. Sailors selected for advancement via Navy Wide Advancement Exam (NWAE) cycles or are advanced via Command Advancement Program (CAP) must participate in standard C-WAY-REEN competition (rack and stack) for quota approval.

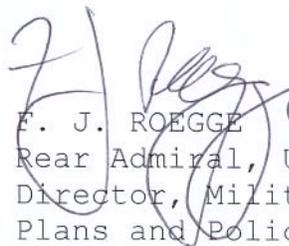
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Sailors who have exhausted their C-WAY-REEN looks and are subsequently selected for advancement from the NWAEE or meritoriously advanced through CAP will be reset upon request to grant one additional C-WAY-REEN In-Rate look at the frocked or permanent paygrade.

k. Sailors with approved In-Rate/Conversion quotas who desire to request Reserve Component (SELRES) affiliation or who intend to separate shall request revocation of said quotas via official correspondence (in the form of a: Enlisted Personnel Action Report, NAVPERS Form 1306/7; or Administrative Remarks, NAVPERS Form 1070/613) with Sailor's signature.

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

3. 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. ECM will provide N132 with following reports on a monthly basis: Retention Stoplight Chart, Community Health Comb Chart, Reenlistment Rack and Stack Results.



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Copy to:  
N132  
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