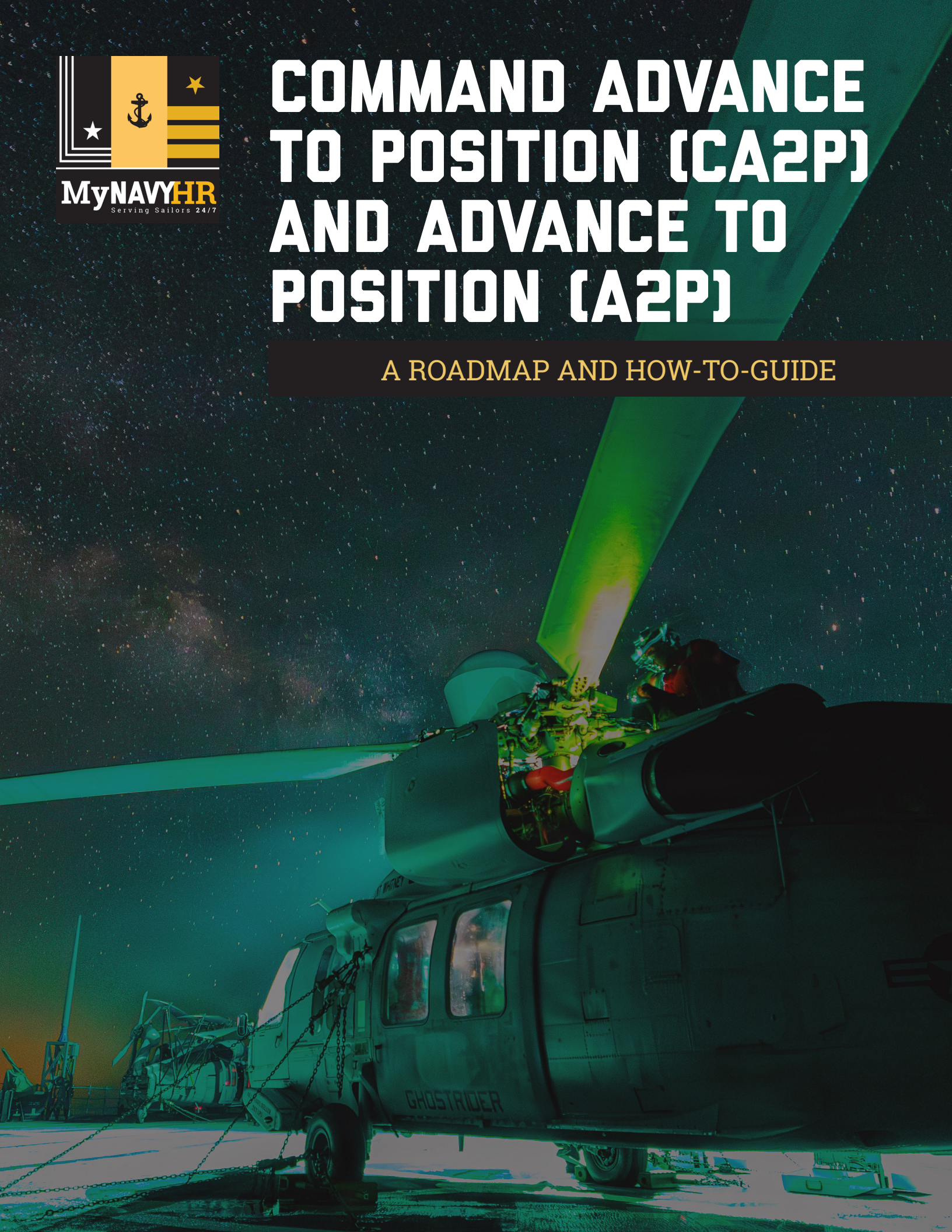




COMMAND ADVANCE TO POSITION (CA2P) AND ADVANCE TO POSITION (A2P)

A ROADMAP AND HOW-TO-GUIDE



A2P ROADMAP

Passing the RKE activates your Detailing Marketplace Eligibility Indicator (DMEI) for 24 months allowing you to compete for orders at the next higher paygrade.



1 APPLY FOR A BILLET

Apply for up to TEN billets in the next paygrade in MyNavy Assignment (MNA).

2 COMPETE IN THE MARKETPLACE

Applications are evaluated using the Sailor Scoring Criteria (SSC). Highest-scoring, qualified candidates are offered orders.

3 FROCKING

Frocking can occur upon receipt of hardcopy orders and completion of necessary screenings.

4 ADVANCE UPON ARRIVAL

You will be advanced to the new rank upon check-in to your new command!



For questions regarding the rating knowledge exam, contact: bba.fct@navy.mil



COMMAND NOMINATES SAILOR FOR CA2P

1A

1B SAILOR REQUESTS FOR CA2P

SAILOR IS SELECTED

2

Manning Realignment Request (MRR) is submitted for Sailor via My Navy Assignment (MNA)

MRR APPROVAL

3

Sailor Obligates 36 months of Service *If required*

ADVANCEMENT

4

Sailor is advanced

The CA2P Roadmap

If there's a vacant billet, there's an advancement opportunity!

Note: There are no quotas for CA2P, advancement opportunities are determined by billet vacancies. Contact your Activity Manning Manager (AMM), Education Services Officer (ESO), and Career Counselors for more information.

For questions, contact bba.fct@navy.mil



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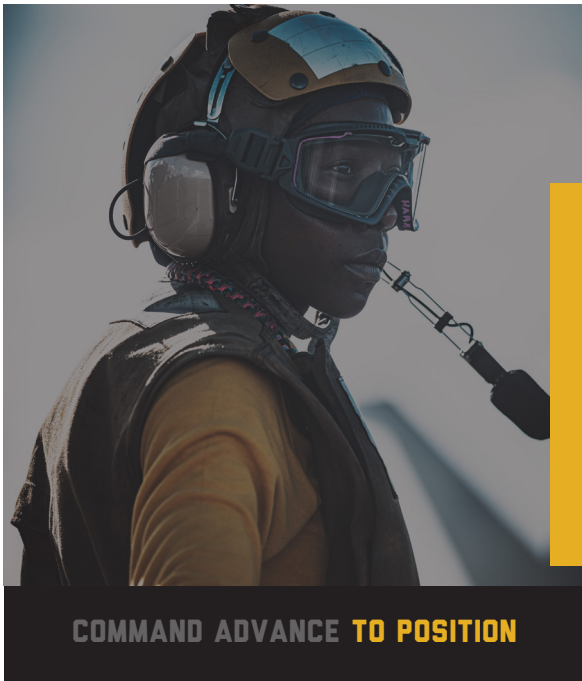
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COMMAND ADVANCE **TO POSITION**

BEFORE YOU SUBMIT

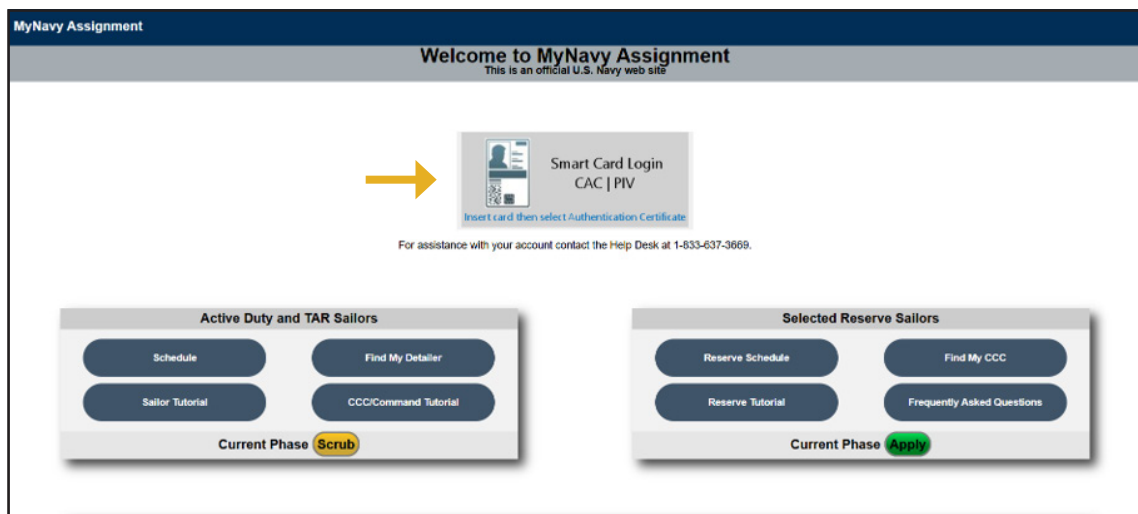
ELIGIBILITY CHECKLIST

- Sailor cannot be under orders
- PRD must be greater than > 12 months
- Billet Sequence Code (BSC) cannot have Tentative Gain (TG) or Perspective Gain (PG)
- Sailor must pass the Rating Knowledge Exam (RKE) and have Detailing Market Eligibility Indicator (DMEI) assigned
- Is the Sailor willing to obligate service IAW BUPERSINST 1430.16H?
 - » **Sea Duty:** 36 months from approval date
 - » **Shore Duty:** 36 months from their current PRD
- Does member meet NEC requirements?
 - » **Sea Duty:** May receive required training via orders
 - » **Shore Duty:** Must have required NEC(s), or command can send Sailor and submit once the NEC has been awarded

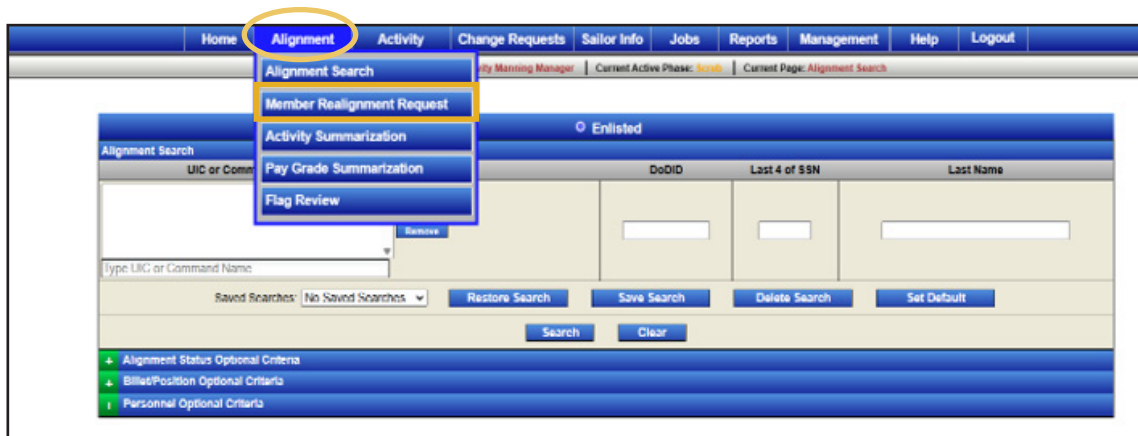


SUBMISSION OF A CA2P REQUEST

Step 1: Log into the My Navy Assignment System.



Step 2: Hover over the Alignment tab at the top of the screen and then select Member Realignment Request (MRR).



Step 3: You are now at the MRR submission screen. Enter the UIC and one of the three other options on the data submission line (Last Name, DODID, or Last 4 of SSN).

***Leave "Current Onboard" selected.**

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Alignment', 'Activity', 'Change Requests', 'Sailor Info', 'Jobs', 'Reports', 'Management', 'Help', and 'Logout'. Below the menu, there is a breadcrumb trail: 'My Role: Activity Manning Manager | Current Active Phase: Search | Current Page: Member Reassignment Request'. The main content area features a search form with the following fields: 'UIC or Command Name' (with a placeholder 'Type UIC' circled in yellow), 'Last Name', 'DoDID', and 'Last 4 of SSN'. To the right of these fields is a 'Type of Personnel' section with two radio buttons: 'Current Onboard' (which is selected) and 'Prospective Gains'. Below the form are 'Search' and 'Clear' buttons.

Step 4: A popup window will generate and should display the Sailor that you are trying to submit an MRR for.

Press the select button if it is correct or select the "X" in the upper right corner to go back to the previous screen to retry the search with different data.

The screenshot shows a popup window titled 'Enlisted Member Search'. It displays 'Displaying 1-1 of 1' results. Below this is a table with the following data:

NAME	DoDID	SSN
BEAVER GAVIN MICHAEL	1063788844	*****4361

To the right of the table is a 'Select' button, which is circled in yellow.

Step 5: Once you have selected a Sailor, another popup window will appear and you will need to enter the BSC you are trying to move the member to.

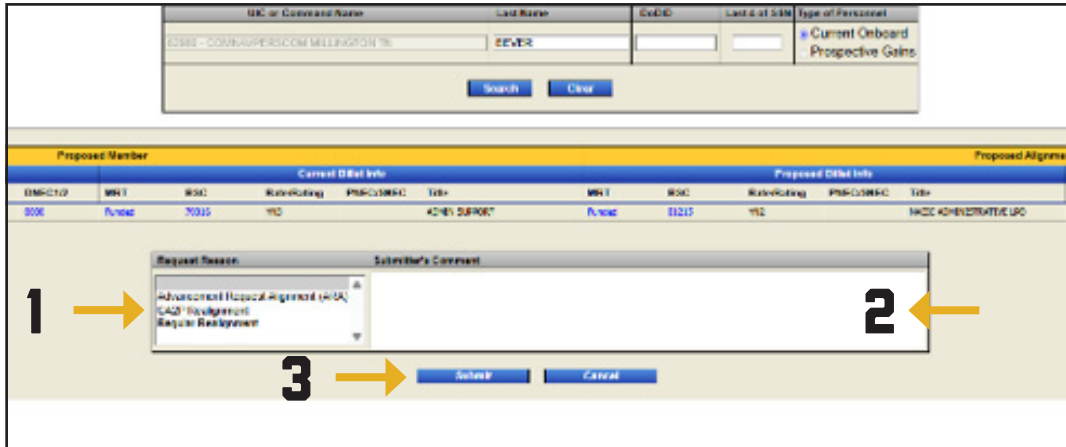
As you type the BSC, a dropdown screen will appear and you will select the BSC that you are wanting to request. Once you have that data entered, select the "Ok" button.

The screenshot shows a popup window titled 'Billet Search'. It contains a 'Select BSC' section with a text input field labeled 'BSC:' and the placeholder text 'Type Billet Title'. Below the input field are two checkboxes: 'Refillable Excess:' and 'Align to Excess:'. At the bottom of the window are 'Ok' and 'Cancel' buttons, with the 'Ok' button circled in yellow.

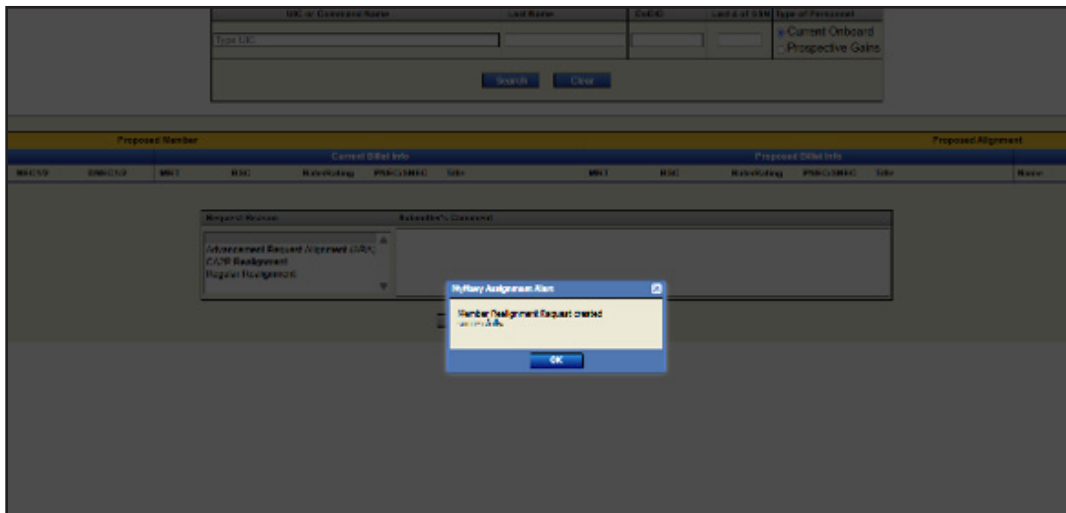
Step 6: Now that you have completed the Sailor and BSC inputs required, your screen should look like this.

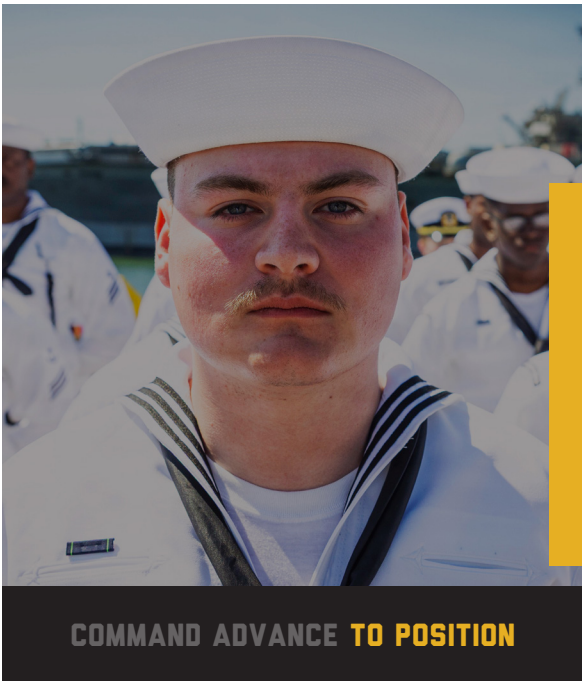
The next step is to select the Request Room which is CA2P and provide any command comments in the Submitter's Comment box.

Once you complete those two sections, press submit.



Step 7: After you have submitted the request, you should receive a popup that states, "Member Realignment Request created successfully."





THE STATUS OF A CA2P REQUEST

COMMAND ADVANCE TO POSITION

Step 1: If you want to check the status of an MRR that you submitted, you will need to hover over the “Change Requests” tab at the top of the screen and select “Change Request Summary.”

The screenshot shows a web application interface with a navigation bar at the top. The 'Change Requests' tab is highlighted with a yellow circle. A dropdown menu is open, showing the following options: 'Submit LIMDU Request', 'Change Request Summary', 'Conversion Request Summary', and 'SCP Request Search'. The 'Change Request Summary' option is highlighted with a blue bar. Below the navigation bar, there is a search form with a 'Type LDC' field and a 'Search' button. The form also includes a 'Last 8 of SSN' field and a 'Type of Personnel' section with radio buttons for 'Current Onboard' and 'Prospective Gains'. Below the search form, there is a table with columns for 'Proposed Member' and 'Proposed Alignment'. The table has columns for 'DNEC19', 'MRT', 'RSC', 'Rate/Rating', 'PMSC/SNEC', 'Title', 'MRT', 'RSC', 'Rate/Rating', 'PMSC/SNEC', 'Title', and 'Name'. Below the table, there is a 'Request Reason' dropdown menu with options: 'Advancement Request/Alignment (ARA)', 'CA2P Realignment', and 'Regular Realignment'. There are 'Submit' and 'Cancel' buttons at the bottom of the form.

Step 2: If you submitted the MRR, you will select one of the following captions in the Submitter's View at the bottom of the page (In Work, Completed, Canceled, or Total).

If another AMM or Placement Coordinator submitted it on your behalf, you want to review the bottom row of the Manager's View for the line that states MRR.

You will then select one of the blue highlighted numbers for that row to display all MRR's that have been submitted.

Manager's View

Change Request Type	In Work	Delayed	Overdue	Completed	Canceled
HUMS	0	0	0	0	0
PREGNANCY	0	0	0	0	0
LIMDU	0	0	0	0	0
DIVERT	0	0	0	2	0
CROSSDECK	0	0	0	0	0
COMPTOUR	0	0	0	4	0
COMPSUB	0	0	0	0	0
RATINGSUB	0	0	0	0	0
PAYSUB	0	0	0	4	0
EXCESS	0	0	0	0	0
ORDMOD	0	0	0	5	0
OPHOLD	1	0	0	1	0
ORDCANCEL	1	0	0	1	0
PRD	1	0	0	8	0
SDIP	0	0	0	15	0
ALIGNMENT	0	0	0	0	0
MRR	1	0	0	0	0

Submitter's View

Change Request Type	In Work	Completed	Canceled	Total
MRR - Individual	1	0	0	1

Step 3: The next screen will appear and reflect the MRR's that have been submitted. The status of the MRR is located on the far right of the row.

Those that reflect "In Work" have not been through the complete adjudication process.

You can further review the MRR by selecting the plus sign on the left-hand side or clicking the blue "In Work" status.

MRR - Action List Workflow

UIC	Activity	Category	Recommendation	Reason	Status
62580	COMNAVPERSCOM MILLINGTON TN	Single	CA2P Realignment		In Work

Step 4: If you chose to expand the selection by pressing the plus button on the left-hand side, you will see that it will show the Submitter, Name; Rating; Role; Recommendation; Date; Comments; and Time Held.

The screenshot shows the 'Optional Input' section with filters for Status (Pending/Completed), Date Range (From/To), UICs, and Processing Status. Below are sections for Request Reason (ARA, CAZP, Regular) and Final Disposition (All/Reviewed/Cancelled). A table below lists MRR entries with columns for UIC, Activity, Category, Recommendation, Reason, and Status. A blue arrow points to the 'In Work' status of the first entry.

UIC	Activity	Category	Recommendation	Reason	Status
62900	COMNAVPERSCOM MILLINGTON TN	Single	CAZP Realignment		In Work

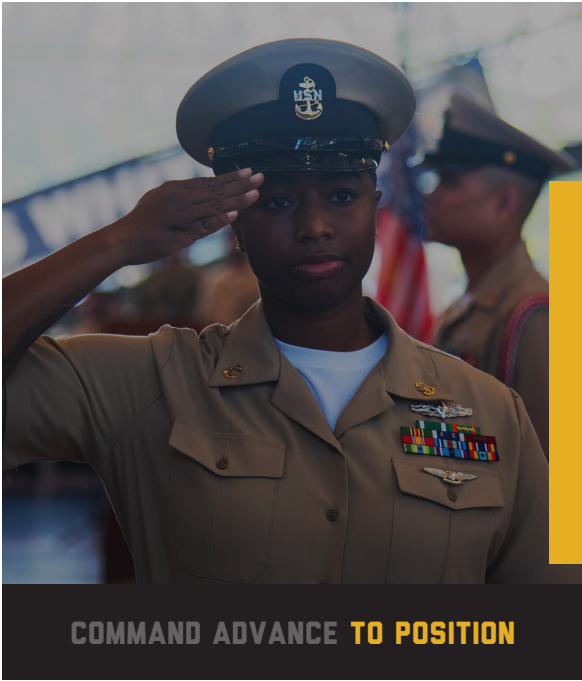
Step 5: If you press the blue "In Work" hyperlink on the right side, you will receive a popup window. Here, you will be able to view the member submitted comments and any Reviewer comments made.

This screenshot is identical to the previous one, but with a blue arrow pointing to the 'In Work' status of the first entry in the table.

Popup Window

The popup window displays details for MRR 62900 - COMNAVPERSCOM MILLINGTON TN. It includes a 'Submitted Comment' field with the text: 'THIS MRR IS ONLY BEING SUBMITTED FOR TRAINING PURPOSES. FOR ADDITIONAL INFO PLEASE CONTACT THE BBA DESK. BBA.FCT@NAVY.MIL'. Below is a 'Proposed Member' table with columns for Member Info and Current Dillet Info. A 'Reviewer's Comment' field is also present, with a yellow arrow pointing to it.

Member Info		Current Dillet Info									
Approved	Disapproved	Name	Rate/Rating	NEC12	DNEC12	MRT	BSC	Rate/Rating	FNEC/SNEC	Title	MRT
		SEVERIN AVERY PANCE	Y93		3223	Fixed	722.3	Y93		ADVIS SUPPORT	Fixed



COMMAND ADVANCE TO POSITION

CANCELING A CA2P REQUEST

If you need to cancel the request, you can do so from this screen at the bottom of the popup window. To cancel the request, you must provide comments in the Review.

62583 - COMNAVPERSCOM MILLINGTON TN

Submitter's Comment
THIS MRR IS ONLY BEING SUBMITTED FOR TRAINING PURPOSES. FOR ADDITION
THE BBA DESK, BBA.FCT@NAVY.MIL

Category:

Proposed Member											
Member Info						Current Officer Info					
Approved	Disapproved	Name	Rate/Rating	NEC12	DNEC12	MRT	BSC	Rate/Rating	FNEC/NEC	Title	BSC
Y		REID, ANNE PRINCE	YN3		223	Yanked	223.3	YN3		ADMIN SUPPORT	223.3

Reviewer's Comment

ADDITIONAL INFORMATION

- CA2P requests may only be submitted in the MNA Scrub phase
- **Requests received at any other time will be held until next MNA scrub phase**
- CA2P submissions will be closed out prior to application phase
- CA2P Orders
 - » Beginning April 2026 MNA Cycle
 - » Will align with the current ARA process
 - » While adding time to the CA2P timeline, it reduces ambiguity with PRD, OBLISERV, and HYT+ flags for NPPSC and other stakeholders
- **The MNA schedule is available at:**
<https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/>

REFERENCES

BUPERSINST 1430.16H

Chapter 10 - Covers CA2P for Non-BBA Ratings

Chapter 13 - Provides guidance for BBA-CA2P



QUESTIONS?

Please email: bba.fct@navy.mil