



EXECUTION OF THE SELECTED RESERVE PORTION OF THE MILITARY SERVICE OBLIGATION



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BUPERS-352 ENLISTED COMMUNITY MANAGEMENT
SELECTED RESERVE
JAN 2024

- NAVADMIN 303/23 - EXECUTION OF THE SELECTED RESERVE PORTION OF THE MILITARY SERVICE OBLIGATION
- MSO Construct
- Contracts - 8 Year MSO also referred to as 4+2+2 or 4-2-2
- 4/5/6 Year Obligations and PACT Sailors – Initial Enlistments
- SELRES Ratings
- Applications and CWAY
- Bonuses
- RPAC / CTO
- Q&A





NAVADMIN 303/23



- NAVADMIN 303/23 Released 21 DEC 23 - EXECUTION OF THE SELECTED RESERVE PORTION OF THE MILITARY SERVICE OBLIGATION
- This NAVADMIN discusses the Military Service Obligation (MSO) and reiterates Selected Reserve (SELRES) requirements for first term officer and enlisted Sailors transitioning from Active Duty at the completion of their Active Duty service obligation.
 - All new enlistment and commissioning contracts executed on or after 1 October 2020 for Sailors under a 4-year Active Duty service obligation were written to include a minimum of 4 years Active Duty, followed by up to 2 years of SELRES service, and 2 years of Individual Ready Reserve (IRR) service to reach the required 8 years total.
- Enlisted Sailors required to transition to SELRES at End of Active Obligated Service (EAOS) or Soft End of Active Obligated Service (SEAOS)
- Sailors whose rating is not available in the Selected Reserve are not required to affiliate with the SELRES and may transition directly to the IRR.



MSO Construct



- Beginning 26 June 2020 based on the memo signed by DCNO, all new contracts were written with a 4-2-2 construct for completion of MSO
 - 4 years Active Component
 - 2 years Selected Reserve
 - 2 years Individual Ready Reserve

MEMORANDUM

From: Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1)

To: (1) Commander, Naval Education and Training Command
(2) Commander, Navy Recruiting Command

Subj: SELECTED RESERVE MILITARY SERVICE OBLIGATION ADDITION TO
FUTURE NAVY ENLISTMENT CONTRACTS AND OFFICER COMMISSIONING
DOCUMENTS

Ref: (a) OPNAVINST 1000.26B
(b) 10 U.S.C. 651
(c) DODI 1304.25, Fulfilling the Military Service Obligation dtd October 31, 2013

4. The intent is for Service Members who have not completed their MSO to perform 2 years in SELRES status, based on the needs of the Navy, depending on their remaining MSO. For some Service Members, this may mean completing four years of Active-Duty service, 2 years in a SELRES status and 2 years in the IRR. Requiring 2 years, or less, depending on remaining MSO, allows the Service Member to serve in the SELRES without having to involuntarily mobilize, as Service Members are granted an involuntary mobilization deferment for 2 years should they affiliate with the SELRES when transitioning from the AC.

Contract Overviews



- Military Service Obligation (MSO) – MSO is based on 8 years from the date you entered into the Navy – DD FORM 4

Prescribed by: [DoDI 1304.02](#)

ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES

(Read Privacy Act Statement and Instructions on back before completing this form.)

A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

1. NAME *(Last, First, Middle)*

2a. SOCIAL SECURITY NUMBER
(Use for new contracts)

2b. DoD ID NUMBER
(Use for reenlistments)

b. TOTAL INACTIVE MILITARY SERVICE

B. AGREEMENTS

8. I am enlisting/reenlisting in the United States *(list branch of service)* _____
 this date for _____ years _____ months and _____ weeks beginning in pay grade _____
 of which _____ years _____ months and _____ weeks is considered an Active Duty Obligation, and _____
 years _____ months and _____ weeks will be served in the Reserve Component of the Service in which I have enlisted.

If this is an initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. The additional details of my enlistment/reenlistment are in Section C and Annex(es) *(list name of Annex(es) and describe)*

Contract Overviews – Cont.



- Enlistment Guarantees Annex - NAVCRUIT 1133/52

Enlistment Guarantees	
NAVCRUIT 1133/52	MULTIPLE Rev. Dates
Supporting Directive COMNAVCRUITCOMINST 1130.8	
PRIVACY ACT STATEMENT	
This document contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and	
no. If you should immediately and destroy any copies you have made.	
Name (LAST, FIRST, MIDDLE, JR., ETC.)	Social Security Number
<p>1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Navy (<input type="text"/>) Component, I hereby acknowledge that I am enlisting for a total Military Service Obligation (MSO) of 8 years. I fully understand and acknowledge that my MSO consists of an active duty obligation of <input type="text"/> years as indicated in the options listed below with the remaining months <input type="text"/> of my MSO served in either the Selected Reserve (SELRES) or Individual Ready Reserve (IRR). In any case, I may be ordered to the SELRES for the remainder of my MSO based on the needs of the Navy (AC only). I understand my contract has the following guaranteed options which require the indicated active duty service obligation(s):</p>	
Option 1	<input type="text"/>
	requires <input type="text"/> years active duty obligation and a voluntary extension of <input type="text"/> months to meet the rating, school, and program guarantee active duty obligation requirement.
Option 2	<input type="text"/>
Option 3	<input type="text"/>

ACKNOWLEDGEMENT:I hereby acknowledge that I am enlisting for a total Military Service Obligation (MSO) of 8 years. I fully understand and acknowledge that my MSO consists of an active duty obligation of # years as indicated in the options listed below with **the remaining months # of my MSO served in either the Selected Reserve (SELRES) or Individual Ready Reserve (IRR). In any case, I may be ordered to the SELRES for the remainder of my MSO based on the needs of the Navy (AC only.)...**

4/5/6 Year Obligations and PACT



4YO (4+2+2) 5YO (5+1+2) 6YO (VOL SELRES Only) PACT - 3YO (Not Applicable)

5YO Rates	5YO Rates	SG Rates (4yo)	AEF Rates (6yo)	ATF Rates (6yo)	NF Rates (6yo)	NAT Rates (6yo)	TAR (Obl matches active)	PACT Rates (3yo if first classification)
ABE/5YO	GM/5YO	AD/SG	AECF/AEF	AIRC/ATF	NUC/NF	AD/NAT	AD/TAR/FTS	PACT/AN
ABF/5YO	GSE/5YO	AG/SG	CTM/AEF	AIRR/ATF	1	AECF/NAT	AECF/TAR/FTS	PACT/FN
ABH/5YO	GSM/5YO	AS/SG	MT/AEF	CTI/ATF		AIRC/NAT	AIRC/TAR/FTS	PACT/SN
AC/5YO	HM/5YO	CTR/SG	STG/AEF	CTN/ATF		AM/NAT	AM/TAR/FTS	3
AM/5YO	HMDA/5YO	HM/SG*	4	EOD/ATF		BU/NAT	AME/TAR/FTS	
AME/5YO	HT/5YO	HMDH/SG		HMBHT/ATF		CE/NAT	AO/TAR/FTS	
AO/5YO	LS/5YO	IC/SG		HM/ATF		CM/NAT	AS/TAR/FTS	
AV/5YO	LSS/5YO	IT/SG		IC/ATF		CTR/NAT	AV/TAR/FTS	
AZ/5YO	MC/5YO	MA/SG		IS/ATF		CTT/NAT	AZ/TAR/FTS	
BM/5YO	MM/5YO	MN/SG		IT/ATF		EA/NAT	BM/TAR/FTS	
BU/5YO	MMS/5YO	MR/SG		ITS/ATF		EN/NAT	DC/TAR/FTS	
CE/5YO	OS/5YO	MU/SG		ND/ATF		EO/NAT	EM/TAR/FTS	
CM/5YO	QM/5YO	PR/SG		SB/ATF		GM/NAT	HM/TAR/FTS	
CS/5YO	RS/5YO	PS/SG		SO/ATF		HM/NAT	IT/TAR/FTS	
CSS/5YO	SECF/5YO	RP/SG			14	HMDA/NAT	LS/TAR/FTS	
DC/5YO	STG/5YO	YN/SG				HMFN/NAT	PR/TAR/FTS	
EA/5YO	SW/5YO	YNS/SG				IS/NAT	PS/TAR/FTS	
EM/5YO	UT/5YO	18				IT/NAT	YN/TAR/FTS	
EN/5YO	38					LS/NAT	18	
EO/5YO						MA/NAT		
						MC/NAT		
						MN/NAT		
						PS/NAT		
						RP/NAT		
						SW/NAT		
						UT/NAT		
						YN/NAT		
								27

Rates year obligations (YO) subject to change based on needs of the Navy. Initial Sailor contract will have obligation requirements

Sailor's whose rate/designator is not available in the SELRES are not required to affiliate with the SELRES and may transfer straight to the IRR

SELRES Ratings



IW	
Cyber	
IT	HXXX
CWT	HXXX
Crypto	
CTR	CXXX
CTT	CXXX
CTI	CXXX
METOC	
AG	JXXX
Intel	
IS	KXXX

Aviation			
Deck		Air Crew	
AB	DXXX	AWR	GXXX
ABE	DXXX	AWS	GXXX
ABF	DXXX	AWO	GXXX
ABH	DXXX	AWF	GXXX
AO	DXXX	AWV	GXXX
Squadron		Support	
AD	EXXX	AC	FXXX
AF	EXXX	AZ	FXXX
AM	EXXX	PR	FXXX
AME	EXXX	I-Level / FRC	
AE	EXXX	AD	IXXX
AT	EXXX	AM	IXXX
AV	EXXX	AE	IXXX
AO	EXXX	AT	IXXX

Submarine	
Mech	
MMA	QXXX
Tech	
ETV	TXXX
ITS-EW	TXXX
ITS-COMMS	TXXX
STS	TXXX
Service	
FT	SXXX
TM	SXXX

Surface Engineering	
EN	UXXX
GS	UXXX
GSE	UXXX
GSM	UXXX
MMSW	UXXX
DC	UXXX
EMSW	UXXX
HT	UXXX
MR	UXXX
Tech	
FC	VXXX
FCA	VXXX
GM	VXXX
STG	VXXX
ETSW	VXXX
OPS	
BM	WXXX
OS	WXXX
QM	WXXX
MN	WXXX

Executive Support All	
LN	AXXX
MC	AXXX
RP	AXXX
PS	AXXX
YN	AXXX

SEABEES	
All	
BU	BXXX
CE	BXXX
CM	BXXX
CU	BXXX
EA	BXXX
EO	BXXX
EQ	BXXX
SW	BXXX
UC	BXXX
UT	BXXX

SPECWAR	
All	
SO	OXXX
SB	OXXX

Security	
All	
MA	PXXX

Supply	
All	
CS	SXXX
RS	SXXX
LS	SXXX

SPECOPS	
All	
ND	MXXX
EOD	MXXX

MED	
All	
HM	LXXX

11 Enlisted Communities



Applications and CWAY



- Effective 1 Jan 2024, Career Waypoints (C-WAY) quota requests will now be automatically generated for eligible enlisted Sailors. The window for C-WAY auto generated quota requests will commence at 10 months prior to the Sailor's SEAOS up until 3 months prior to SEAOS. BUPERS 352 will adjudicate Enlisted C-WAY quotas requests based on rating health to support needs of the Navy
- Other in-rate or rate conversions request for non 4+2+2 Sailors will continue to be processed in C-WAY. Application window will align in FEB 2024 with 4+2+2 to 10-month application window. MPM 1306-1501 provides more guidance on AC2SELRES processes
- Rate conversions will require new contract and affiliation requirements
- To determine ratings, open for in-rate or conversion, review SELRES Overviews for Convert Out and Convert In opportunities, link below:

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/SELRES-Overviews/>



Bonuses



- SELRES affiliation bonuses will require Sailor to sign a new contract. Bonuses for Sailors wishing to convert ratings will require a new six-year SELRES obligation (policy under review to shorter contract extension). Bonus will be paid for the three years following completion of a direct or A-School related conversion. Bonuses and contract duration

2. Reserve Component Affiliation Bonus (AB) formerly Prior Service Affiliation Bonus

*Members affiliating with RC from Active Component (AC) with no break in service

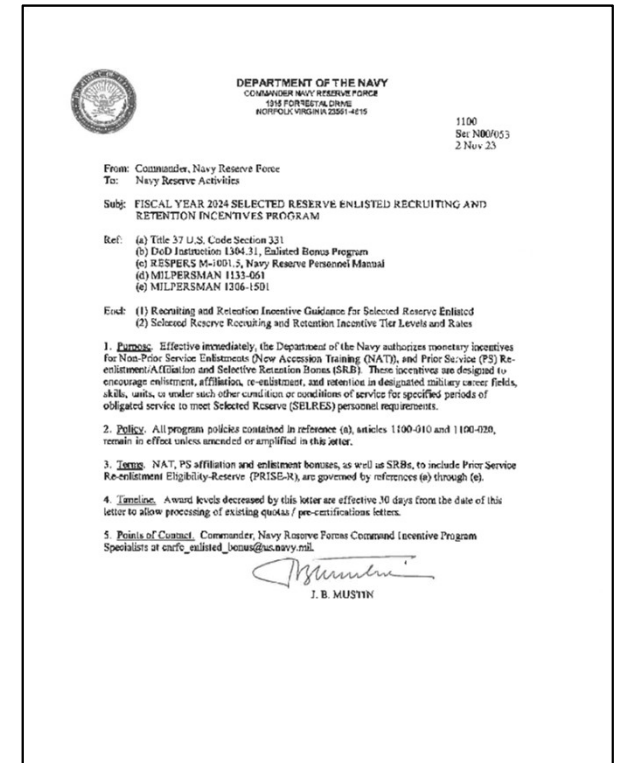
a. RC AB tier amounts:

Tier	Term	Total	Initial	Anniversary
1	3-Year	\$20,000	\$10,000	\$5,000
2	3-Year	\$15,000	\$7,500	\$3,750
3	3-Year	\$10,000	\$5,000	\$2,500

b. RC AB specialty/rating eligibility:

Rating	Tier	Note(s)
ANY	Tier 1	

FY-2023 Selected Reserve Enlisted Recruiting and Retention Incentives Program – Commander, Navy Reserve Force - Letter Ser. N00/053 dtd 2 Nov 2023



https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFc_N11/N112/PublishingImages/Pages/Enlisted-Bonuses-Beta/FY24%20SELRES%20ENLISTED%20RECRUITING,%20ENLISTMENT,%20AND%20RETENTION%20BONUS%20POLICY%201%20DEC%202023%20UPDATE.pdf



Reserve Processing & Affiliation Center (RPAC)



- Reserve Processing & Affiliation Center (RPAC) formerly Career Transition Office (CTO) will handle the processing of all approved 4+2+2 applications
- RPAC will continue to process all other AC2SELRES approved applications
 - Once approved, the service member will receive an initial email from their Enlisted Transition Assistant (TA) outlining the process and necessary affiliation paperwork needed to complete the transition process. Required documents:
 - a. [Reserve Affiliation Screening Checklist \(RASC\), \(NAVPERS 1306/97\)](#)
 - b. C-Way approval letter
- More information can be found on MyNavyHR - <https://www.mynavyhr.navy.mil/Career-Management/Transition/CTO-Enlisted/>



Fact Sheet and CONTACT INFO



- **Fact Sheet with FAQ for NAVADMIN 303/23**
 - <https://www.mynavyhr.navy.mil/References/Messages/NAVADMIN-2023/>
- **ISCM Nicholas “Nick” Ferguson**
 - Nicholas.e.Ferguson4.mil@us.navy.mil
 - <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/>



Questions???



MR. EARL SALTER BUPERS 33

CWAY SELRES 4+2+2

JAN2024

UNCLASSIFIED



Executive Overview



- **How C-WAY identifies a 4-2-2 Sailor**
- **How 4-2-2 Sailor remaining MSO is calculated**
- **What if my rating is not a SELRES rating**
- **Can 4-2-2 Sailor participate in TRP**
- **Reports for tracking or identifying 4-2-2 Sailors**
- **SELRES application window**



Overview



- **C-WAY identifies a 4-2-2 Sailor**
 - ADSD on or after 1 October 2020
- **How are 4-2-2 Sailors remaining MSO is calculated**
 - MSO remaining is 6 years minus Service time.
 - Service time is the time between Date of Initial Entry to Military Service (DIEMS) and SEAOS.
- **What if my rating is not a SELRES rating**
 - Submit a Not apply this month application with a reason code of Sailor Rating is not a SELRES rating.
 - Submit an application requesting to convert
 - Submit for “Primary Ratings” (Ex. YNS/YN; EMN/EM)
- **Can 4-2-2 Sailor participate in TRP**
 - No

Sailor Browser



Sailor Browser

SSN: DoD ID: Name: Rating: From ADSD: To ADSD: UIC: Dept: PG: Service:

4766 items in 191 pages

Q	4-2-2 Sailor	MSO Remaining	SN4	DoD ID	EOS	SEOS	PG	UIC	Dept	2nd UIC	2nd Dept	Rating	ADSD	PEBD	Updated By	Update
*	N															7/24/20
*	N															7/20/20
*	N															7/20/20
*	N															8/31/20
*	N															7/20/20
*	N															7/24/20
*	N															7/24/20
*	N															7/24/20
*	N															7/24/20
*	N															7/24/20
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*	N															7/24/20
*	N															7/24/20
*	N															7/24/20

4-2-2 Sailor Y or N

Military Service Obligation (MSO) states number of months remaining to meet MSO requirement.



Reenlistment (AC/TAR) Application Details



Reenlistment (AC/TAR) Application Details

Sailor Information

Current Rating:	Year Group:	UIC:	Critical NECs: <input type="text"/>	Application Status: Submitted
Pres Rate:	EAOS:	RPT Date: <input type="text"/>		Sailor Name:
Pros Rate:	Soft EAOS:	PEBD: <input type="text"/>		SSN (last 4):
Current EMC:	PRD:	EDLN: <input type="text"/>		
Service Component:	ADSD:	EDLN Code:		
4-2-2 Sailor: Y	ACC Code:	Warfare Designator:		
MSO Remaining: 42				

(AC/TAR) Application Options

Component Type: AC or TAR SEAOS Process Month: Set to Current Month:

Application Type:

- In-Rate Only
- In-Rate, Willing To Convert
- Convert Only
- TRP (Golden/Silver Ticket)

Special: Not Eligible Intends to Separate

In-Rate	Auto Approve Eligibility	Qualification Status	Ride Rank	Published Quotas	Requested Quotas	Approved Quotas	Decision
<p>The SELRES window is 10 to 3 months. C-WAY will auto-create a SELRES Application for 4-2-2 Sailors all the way to 3 months prior to SEAOS. If CCC does not submit a required SELRES 4-2-2 application, it will be a "Failed to Submit".</p> <p>MSO remaining is 6 years minus Service time.</p> <ul style="list-style-type: none"> Service time is the time between Date of Initial Entry to Military Service (DIEMS) and SEAOS. This includes time spent in Delay Entry Program (DEP time). 							

Reenlistment (AC/TAR) Application Details

I have validated all of the information in this section and certify that the CO still recommends and the Sailor concurs with this application.

4-2-2 Sailor Activity Report



The screenshot shows the Career Waypoints website interface. At the top left is the "Career WayPOINTS" logo. Below it is a navigation bar with the following items: Home, Sailors, Control Analyst, AC/TAR/RC Analyst, Reports, Help, and Sign Out. The "Reports" menu is open, displaying a list of report options: Apprentice Sailor Report, BSO UIC Apprentice Report, Reenlistment (AC/TAR), 4-2-2 Sailor Activity Report (highlighted), SELRES Qual Statistics, and Qual By Rating Report. The background of the page features a stylized American flag with a large white anchor in the center and the text "Career WayPOINTS" overlaid at the bottom.



4-2-2 Sailor Activity Report (cont.)



4-2-2 Sailor Activity Report

[Export to CSV](#)

UIC	Command Name	Total 4-2-2 Sailors 10-1 Months to SEAOS	No Final Status	Approved for SELRES	Approved to Reenlist ACTAR	Denied Final SELRES	Not Eligible	No Apply this Month
TOTAL		284	201	1	30	2	50	0
<u>N90012</u>		85	72	1	3	0	9	0
<u>N90013</u>		193	126	0	24	2	41	0
<u>N90014</u>		6	3	0	3	0	0	0



4-2-2 Summary



- **SELRES window is changing from 16 to 3 months to 10 to 3 months**
- **C-WAY will auto create SELRES Application for 4-2-2 Sailors all the way to 3 months prior to SEAOS**
- **If CCC does not submit a required SELRES 4-2-2 application, it will be a "Failed to Submit"**
- **MSO remaining is 6 years – Service time**
 - Service time is the time between Date of Initial Entry to Military Service(DIEMS) and SEAOS. This includes time spend in Delay Entry Program(DEP time)



In Closing...

- **Understand current policies and programs**
 - **Ensure they are being managed appropriately**
- **Engage your Sailors early**
 - **Make sure they understand their responsibilities for their career**

Questions?

career_waypoints@navy.mil
