

MILPERSMAN 1306-1501

ENLISTED ACTIVE COMPONENT TO RESERVE COMPONENT (AC2TAR/AC2SELRES) ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES

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References	(a) OPNAVINST 1160.8B (b) OPNAVINST 6110.1K (c) NAVMED P-117, Manual of the Medical Department (d) Title 10 U.S.C (e) OPNAVINST 1000.26B (f) CNO WASHINGTON DC 211958Z Dec 23 (NAVADMIN 303/23) (g) RESPERS M-1001.5, Navy Reserve Military Personnel Manual (h) BUPERSINST 1430.16G
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1. **Purpose.** This article sets forth the policy and procedures for Active Component (AC) Sailors to execute a component change and directly transition to the Reserve Component (RC) as Training and Administration of the Reserve (TAR) or Selected Reserve (SELRES) at the expiration of active obligated service (EAOS). The AC to TAR (AC2TAR) Program covers Sailors requesting a component change to RC (TAR), while the AC to SELRES (AC2SELRES) Program, which includes TAR to SELRES conversion, details the procedures for a component change to RC (SELRES). Both voluntary programs enable Sailors to continue a naval career without a break in service.

a. AC Sailors may apply for AC2TAR conversion at least 13-16 months prior to their projected rotation dates (PRD) to ensure they are not being detailed as AC assets.

b. AC Sailors may apply for AC2SELRES conversion within 10 months from projected soft EAOS (SEAOS).

2. **Policy**. Eligibility, requirements, and application procedures for component change and transition to the RC via the AC2TAR and AC2SELRES Programs are as follow:

a. Sailors in the pay grades of E-6 and below desiring to apply for the AC2SELRES Program should utilize the Career Waypoints (C-WAY) System under the C-WAY "Application" module.

b. Sailors in the pay grade E-6 and below desiring to apply for the AC2TAR Program must submit a completed [NAVPERS 1306/7](#) Enlisted Personnel Action Request (EPAR) to MyNavy Career Center (MNCC), where it will be forwarded to BUPERS-352 for processing. For additional package requirements, refer to the TAR Enlisted Community Managers page at TAR Enlisted Community Managers Page.

c. AC2SELRES Sailors in the pay grade of E-5 or above with the following special circumstances will submit a [NAVPERS 1306/7](#) via MyNavy Portal:

- (1) Have More than 14 years of service,
- (2) Are in remote locations without access to C-WAY, or
- (3) Have less than 90 days to their EAOS.

d. All exceptions to policy contained herein will be adjudicated by the Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policies Division (OPNAV N13) via OPNAV Enlisted Plans and Policy Branch (OPNAV N132) BUPERS-352.

3. **Responsibilities**

a. OPNAV N13 is responsible for the approval of enlisted force management policy in support of the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1). OPNAV N13 is the approving authority for C-WAY policy.

b. OPNAV N132 is responsible for developing enlisted force management policy in support of CNO N1.

c. BUPERS Community Management Plans and Policy Career Waypoints Division (BUPERS-33) and BUPERS-352, in coordination

with OPNAV N132, are responsible for C-WAY execution and approval of all AC2SELRES requests. BUPERS-352 will be the final approval authority for all AC2TAR requests submitted via MNCC. All AC2TAR and AC2SELRES requests will be adjudicated as directed by OPNAV N13 and delineated by BUPERS Director, Military Community Management (BUPERS-3).

d. The Center of Excellence for Separations and Retirements, Transaction Service Center (TSC) Norfolk, is responsible for processing AC to TAR strength losses and providing a DD 214 Certificate of Release or Discharge from Active Duty per [MILPERSMAN 1900-015](#). It is imperative that commands comply with the submission timeline requirements to ensure Service members' access to Reserve benefits are not delayed.

e. Sailors will be assigned to Navy Reserve activities (NRA) within 100 miles of their home of record. Sailors who cannot be assigned within a reasonable commuting distance will be assigned to the Navy Individual Ready Reserve or will voluntarily sign a reasonable commuting distance [NAVPERS 1070/613](#) Administrative Remarks page prior to being assigned outside a reasonable commuting distance. Navy Integrated Personnel System (NSIPS) contains an auto-populate [NAVPERS 1070/613](#) option for a reasonable commuting distance for Reserve Sailors. [NAVPERS 1070/613](#) should be designated as temporary, per [MILPERSMAN 1070-320](#). Sailors should not report to their assigned NRA until the active duty (AD) strength loss is complete, and the Reserve strength gain has been processed per [RESPERSMAN 1100-050](#).

f. NRA commanding officer (CO) will ensure the NRA gain clerk has access to Personalized Recruiting for Immediate and Delayed Enlistment Modernization II (PRIDE MOD II) System in order to access affiliation documentation and verify accuracy of the required affiliation documentation.

g. Applicant and RPAC's transition assistant (TA) are responsible for maintaining communication as well as ensuring required affiliation documents are completed in a timely manner to ensure a smooth and seamless transition.

4. **Eligibility Requirements for AC Conversion to the RC (TAR)**

a. Applicants must:

(1) Be eligible to reenlist for 48 months without exceeding high year tenure (HYT) limitations per [MILPERSMAN 1160-120](#),

(2) Be able to complete 24 months on board prior to re-enlistment,

(3) Not be in receipt of permanent change of station orders,

(4) Complete all contractual requirements if reenlisted with a selective reenlistment bonus (SRB) per reference (a). Applicant may be approved for TAR conversion if currently serving under an SRB, but may not reenlist in the TAR Program until the full term of obligated service has been completed,

(5) Be within 13-16 months of PRD and EAOS;

(6) Meet physical readiness standards per reference (b);
and

(7) Meet medical requirements for reenlistment per reference (c), chapter 15;

5. **Eligibility Requirements for AC and TAR Conversion to RC**

a. Applicants must:

(1) Be within 10 months of SEAOs. Application must be submitted via C-WAY 10 to 4 months before separation;

(2) Meet physical readiness standards per reference (b);

(3) Meet medical requirements for reenlistment per reference (c), chapter 15;

(4) Meet requirements for reenlistment per [MILPERSMAN 1160-030](#);

(5) Must have served a minimum of 24 months in their rating. Requests will be considered on a case-by-case basis

based upon the needs of the Navy as determined by BUPERS-352;

(6) Must obtain and or maintain security clearance requirements for requested ratings; and

(7) Must be in the pay grades of E-3 through E-6 and be within the following time in service (TIS) criteria as calculated from their adjusted pay entry base date upon enlistment. TIS exceptions may be considered on a case-by-case basis by BUPERS-352:

Pay Grade	TIS from PEBD
E-3	Fewer than 8 years
E-4	Fewer than 14 years
E-5 & E-6	Fewer than 16 years

Note 1: Waivers for Service members in the pay grades of E-1 through E-2 and TIS may be approved on a case-by-case basis as determined by BUPERS-352.

Note 2: Direct-convert applicants who have greater than 30 months of TIS will be brought in with the pay grade of E-4. Applicants who require schooling to make the rate official and have greater than 30 months TIS will advance to the pay grade of E-4 upon completion of conversion requirements.

6. **Obligated Service.** Per references (d), section 651, and (e), all Service members will incur an 8-year military service obligation (MSO) upon initial entry into military service from the date of their enlistment. Any portion of the MSO that is not served on AD or active duty for training must be served in the RC.

a. Per reference (f), effective 1 October 2020, Sailors who are separating from AD at their EAOS with 6 years or less TIS from their date of initial entry into military service date are subject to required SELRES affiliation based on the needs of the Navy and their [DD 4](#) and applicable [NAVCRUIT 1133/52](#) Enlistment Guarantee Annex.

b. Service members affiliating in-rating and those who are direct-converting to a different rating that does not require an "A" school, "C" school, or both, must obligate in the SELRES (drill pay status) for a minimum of 3 years (or up to their HYT, if less) from the date of enlistment or affiliation, unless waived by BUPERS-352, based upon the needs of the Navy. Service

members affiliating in a different rating that requires an "A" school, "C" school, or both, must obligate in the SELRES for a minimum of 4 years. Conversion to another rating will only be considered after a Service member has served a minimum of 24 months in his or her permanent rating, but will be considered on a case-by-case basis based upon the needs of the Navy.

7. Application Procedures

a. The following procedures have been established for AC Sailors applying for the AC2TAR Program:

(1) All AC Sailors, with the exception of those outlined in subparagraph 2c above, will submit their applications to MNCC when requesting conversion to TAR.

(2) Once approved for AC2TAR conversion, Sailors will reenlist into branch class 32 (TAR) no later than 60 days from conversion approval.

(3) Upon reenlisting into the TAR Program, Sailors should contact NAVPERSCOM TAR Distribution Branch (PERS-4012) for assignments consistent with normal sea-shore flow tour lengths.

b. The following procedures have been established for AC or TAR Sailors applying for the AC2SELRES Program via BUPERS-352:

(1) To affiliate with SELRES via C-WAY, submit a C-WAY application for a SELRES quota. SELRES opportunities are available to all AC and TAR Sailors in the pay grades of E-3 through E-6 with less than 14 years contract time. C-WAY SELRES affiliation requests will continue to be processed until 90 days prior to the Sailor's SEAOS.

(2) Sailors with less than 90 days prior to their SEAOS who do not have a C-WAY quota and desire direct transition as SELRES Sailors are required to have their command career counselors (CCC) submit a Co-endorsed [NAVPERS 1306/7](#). This request must be submitted to MNCC via the MyNavy Portal or by e-mailing MNCC directly at askmncc.fct@navy.mil. BUPERS-352 will either approve or disapprove the request based on needs of the Navy. [NAVPERS 1306/7](#) required contents include the following data, information, and documents:

(a) In the "Reason for Submission" request block of

[NAVPERS 1306/7](#), enter the specific requested rating (no more than 3 ratings for convert-in requests) and the preferred location or NRA. An example of an entry can be, "Respectfully request an in-rate SELRES quota beyond C-WAY eligibility, citing less than 90 days left on active duty."

- (b) Family member data,
- (c) Member's signature,
- (d) Individual's official data (all fields), and
- (e) Command endorsement.

(3) Per subparagraph 2c above, Sailors in the pay grades of E-5 and above with more than 14 years of service requesting AC2SELRES will route [NAVPERS 1306/7](#) to BUPERS-352 for approval or disapproval via the MyNavy Portal. An example of an entry can be, "Respectfully request an in-rate (or out of rate) SELRES quota beyond C-WAY eligibility, as member has more than 14 years of service."

(4) Service members without an approved AC to SELRES quota may be contacted directly by RPAC (PERS-97) up to 180 days after separation to discuss future Reserve options after members' EAOS has expired.

(5) Sailors who are within 90 days of their EAOS and do not have the means to complete [NAVPERS 1306/7](#) may contact the Navy Recruiting Reserve Center (NRRC) if they desire to affiliate with the SELRES.

8. **Incentives**

a. **Additional Requirements.** Additional bonus-eligible requirements, obligations, ratings, amounts, and payment types are issued via the current Commander, Navy Reserve Force Fiscal Year (FY) Selected Reserve Enlisted Incentive Guidance and reference (g). If AC2SELRES Sailors are eligible to receive an affiliation bonus, then they must obligate in SELRES for a minimum of 3 years in an eligible rating. Sailors executing a rating conversion that requires school attendance must obligate for a minimum of 4 years to be eligible for a bonus. If a Sailor is not converting to another rating, then the Sailor must obligate for a minimum of 3 years to be eligible for a bonus.

b. **Incentive Termination.** Failure to complete the terms of the incentive obligation, service obligation, or both, will result in termination of the bonus entitlement. Unless a waiver of recoupment is approved by OPNAV N13, Sailors whose bonus eligibility is terminated are responsible to repay all or a portion of the bonus based on the amount of time served in the SELRES. Waivers of recoupment, in whole or in part, will be submitted to OPNAV N13 via Commander, Navy Reserve Forces Command (CNRFC) for adjudication.

c. **Two-Year Involuntary Mobilization Deferment.** All Navy veterans who affiliate with the Navy Reserve within 6 months of release from AD qualify for a 2-year deferment from mobilization, effective from the date of their SELRES affiliation. RPAC will ensure the member's record in NSIPS is updated with the appropriate mobilization availability status code to prevent mobilization. Members may still volunteer for mobilization while in deferment status.

d. **Transitional Assistance Management Program (TAMP)**

(1) **Medical Benefits.** By transitioning via RPAC or NRRC, AC Sailors become eligible for 6 months of family Tricare benefits. After the 6 months, service members can then enroll in Tricare Reserve Select for the remainder of their SELRES careers. Per reference (d), section 1145, TAR members are not eligible to receive TAMP benefits.

(2) **Dental Benefits.** Member's that qualify under TAMP can receive dental care under the Tricare Active Duty Dental program for 6 months upon SELRES affiliation. After 6 months, the member may opt to receive coverage under the Tricare Dental Program for Guard and Reserve Service Members. Eligible family members may purchase dental coverage separately.

e. **Non-Regular Retirement.** The time members have spent on AD is creditable and will be included in the member's retirement point record. For additional information on non-regular retirement, see [MILPERSMAN 1820-020](#).

f. **Conversion.** Sailors converting to a new rating that requires school(s) must complete training within 18 months of affiliation in order to make the rating conversion official and receive a bonus.

9. **Requirements and Processing Procedures.** The following procedures and requirements have been established for AC and TAR Sailors transitioning to the SELRES via RPAC:

a. Once approved for SELRES affiliation, applicants will receive an initial e-mail via their personal e-mail address, from their TA coordinators outlining the process and necessary affiliation paperwork needed to complete the transition process. The CCC will assist the Sailor with completing [NAVPERS 1306/97](#) Reserve Affiliation Screening Checklist and contact information sheet (RASC). The CCC will submit the RASC, the Sailor's C-WAY approval letter, and [NAVPERS 1070/613](#) (generated through RPAC per [MILPERSMAN 1070-310](#)) to the applicant's assigned TA. If unable to obtain the completed RASC endorsed by the CO prior to terminal leave and or EAOS, RPAC will accept a DD 214 reflecting an appropriate reenlistment (RE) code and supporting medical separation paperwork, completed within 1 year of EAOS, deeming service member fit to separate. If the Sailor does not desire to utilize the C-WAY application quota for SELRES affiliation or subsequently becomes ineligible to affiliate, then the CCC must use the C-WAY module to rescind the Sailor's approved SELRES quota and inform the TA.

b. The Sailor's CO or designated approving authority, utilizing the RASC, must evaluate and certify that the applicant is fully qualified.

c. Have no previous non-judicial punishment or convictions in civilian or military courts within the previous 24 months. Waivers may be approved on a case-by-case basis upon the needs of the Navy, as determined by BUPERS-352.

d. If required, the CCC will assist Sailors with the execution of a Reserve reenlistment contract provided by the assigned TA. Bonus eligibility will be determined by CNRFC based on the current FY Navy Reserve bonus message and governing Department of Defense and Navy directives. Sailor contracts will be submitted to the member's local NRA upon check-in and routed via the current enlisted Reserve bonus policy available in line with the Navy Reserve Homeport. Sailors who choose to fulfill their Reserve obligation for involuntary separation pay in the SELRES must sign a contract for a minimum of 3 years per [MILPERSMAN 1910-050](#). The effective date of the Reserve contract must be the day after the Sailor's EAOS and or SEAOS.

e. The TA will prepare and provide all affiliation documentation to Sailors to review, sign, and return prior to their EAOS or terminal leave start date.

f. AC command must comply with submission timeline requirements per [MILPERSMAN 1900-015](#). The required separation package must be submitted via Salesforce to TSC Norfolk in line with prescribed timelines to ensure timely and accurate processing of the DD 214 and strength loss. If the strength loss is not processed in a timely manner, it will negatively impact the applicants' Reserve benefits.

g. RPAC will process AC to RC strength gains in NSIPS as well as initial Navy Reserve unit assignments at the discretion of CNRFC Officer Assignments Branch (N122) and Enlisted Assignments Branch (N121). **Sailors cannot report to their assigned NRA until the NRA receives their inactive duty training orders and transition documents from the RPAC via PRIDE MOD II Program.**

h. Personnel transitioning between branch and or class components (e.g., AC to RC or RC to TAR) subsequent to selection for advancement notification in the previous component will be advanced in the new component on the date authorized on the profile sheet. The individual should submit an advancement determination per reference (h).

i. Sailors in receipt of SELRES conversion quotas requiring school(s) are responsible for contacting BUPERS-352 for school quotas upon affiliation with the SELRES. Required school(s) must be completed within 18 months of affiliation. Requests for extensions beyond 18 months, due to no fault of the Sailor, must be submitted to BUPERS-352 via MNCC by the Sailor.

j. For more information or questions concerning the AC/TAR2RC Program via RPAC visit MyNavy HR at <https://www.mynavyhr.navy.mil/Career-Management/Transition/RPAC/> or e-mail rpac.enlisted.fct@navy.mil.

k. If the gaining NRA determines that the appropriate screening, RC strength gain, and or bonus application was not complete or completed improperly, contact PERS-97 via e-mail rpac.enlisted.fct@navy.mil.