

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
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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). AC Sailors will submit an application for conversion in the Career Waypoints (C-WAY) System based on available quotas. The AC to TAR (AC2TAR) program covers Sailors requesting a component change to RC (TAR), while the AC to RC (AC2SELRES) program 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 after completing a minimum of 24 months on board their current commands, as long as they are within 18 months from their EAOS or soft EAOS (SEAOS).

b. AC Sailors may apply for AC2SELRES conversion within eight months from projected SEAOS.

2. **Policy.** This article sets forth eligibility and application procedures for component change and transition to the RC via the AC2TAR and AC2SELRES programs.

a. E-6 and below Sailors desiring to apply for the AC2TAR and AC2SELRES programs should utilize the C-WAY System under the C-WAY transition module.

b. Sailors in pay grades E-5 or above, with special circumstances, with more than 14 years of service or in remote locations without access to C-WAY will apply as follows:

(1) AC2TAR may submit a completed conversion package per [MILPERSMAN 1440-010](#) to the Bureau of Naval Personnel (BUPERS) Reserve Enlisted Community Management (BUPERS-352) for processing.

(2) AC2SELRES Sailors will submit a [NAVPERS 1306/7](#) Electronic Personnel Action Request per subparagraph 7b below to the technical advisor for BUPERS-352 via the [MyNavy Portal](#).

c. 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) and the BUPERS Reserve Community Management Division (BUPERS-35).

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 (OPNAV 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 Military Community Management Plans and Policy/Career Waypoints Branch (BUPERS-33) and BUPERS-352, in coordination with OPNAV N132, is responsible for C-WAY execution and approval of all AC2TAR and AC2SELRES requests. All AC2TAR and AC2SELRES requests will be adjudicated as directed by OPNAV N13 and delineated by Director, Military Community Management (BUPERS-3).

d. Navy Personnel Command (NAVPERSCOM) Director, Career Transition Office (CTO) Career Transition Division (PERS-97), as the AC2SELRES Program Manager, is responsible for execution of

all approved C-WAY applications for AC Sailors approved for the RC as prescribed herein.

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

Applicants must:

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

b. Have completed a minimum of 24 months on board current command before submission of application,

c. Not be in receipt of permanent change of station orders,

d. 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,

e. Be within 18 months of projected rotation date (PRD) and expiration of EAOS. If EAOS and PRD do not match, it is recommended that the applicant submit a request to the appropriate detailer to align PRD and EAOS before submitting application,

f. Meet physical readiness standards per reference (b), and

g. Meet requirements for reenlistment per reference (c), chapter 15.

5. **Eligibility Requirements for AC and TAR Conversion to RC (SELRES)**. Applicants must:

a. Be within eight months of SEAOS,

b. Meet physical readiness standards per reference (b),

c. Meet requirements for reenlistment per reference (c), chapter 15,

d. Meet requirements for reenlistment per [MILPERSMAN 1160-030](#),

e. 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 and as determined by BUPERS-352,

f. Must obtain and or maintain security clearance requirements for requested ratings, and

g. Must be in pay grades E-3 through E-6 and within the following time in service (TIS) criteria as calculated from their adjusted pay entry base date upon enlistment:

Pay Grade	TIS from PEBD
Designated E-3	Fewer than 6 years
E-4	Fewer than 10 years
E-5 and E-6	Fewer than 16 years

6. **Obligated Service.** All Service Members must obligate in the SELRES (drill with pay) for a minimum of two years from the date of enlistment or affiliation, unless waived by BUPERS-352, based upon the needs of the Navy. If a Service Member accepts an authorized bonus for the requested conversion rating, the Service Member must obligate in the SELRES for a minimum of six years from the date of enlistment or affiliation. Conversion to another rating will only be considered after the Sailor has served a minimum of 24 months in the Sailor's permanent rating, and will be based solely upon the needs of the Navy.

NOTE: For some Service Members, this may mean completing four years of AC, two years in a SELRES status and two years in the Individual Ready Reserve. This will be based on needs of the Navy and the Service members [NAVCRUIT 1133/52](#) Enlistment Guarantees.

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 2b above, must utilize C-WAY, as outlined in [MILPERSMAN 1160-140](#), when requesting conversion into the TAR program.

(2) Once approved for AC2TAR conversion, Sailors will reenlist into branch class 32 (TAR) no earlier than 18 months prior to PRD to allow for appropriate detailing, as necessary.

(3) Once approved for TAR, Sailors should contact NAVPERSCOM TAR Distribution Branch (PERS-4012) for assignments consistent with normal sea/shore flow tour lengths. Per [MILPERSMAN 1306-110](#), enlisted TAR personnel will submit an enlisted duty preference using the [Career Management System \(CMS\)](#).

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 the Career Waypoints-Reenlistment (C-WAY-REEN) module, submit a C-WAY-REEN application for a SELRES quota. SELRES opportunities are available to all rated E-3 through E-6 AC and TAR Sailors. C-WAY-REEN SELRES affiliation requests will continue to be processed until 90 days prior to the Sailor's SEAOS per [MILPERSMAN 1160-140](#).

(2) Sailors who do not have a C-WAY-REEN application quota, with less than 90 days prior to their SEAOS, and desire direct transition to the RC as a SELRES Sailor are required to have their command career counselors (CCC) submit a commanding officer (CO)-endorsed [NAVPERS 1306/7](#) Enlisted Personnel Action Request via MyNavy Career Center to BUPERS-352. 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 three ratings for convert-in requests) and the preferred Navy operational support center (NOSC) location or Navy Reserve activity (NRA),

(b) family member data,

(c) member's signature,

(d) individual's official data (all fields), and

(e) command endorsement

(3) Per subparagraph 2b above, E-5 and above Sailors with more than 14 years of service requesting AC2SELRES will route [NAVPERS 1306/7](#) to BUPERS-352 for approval or disapproval via the MyNavy Career Center Portal.

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

(5) Sailors who do not receive an approved AC to SELRES quota from BUPERS-352 prior to their EAOS must contact a Navy recruiter if they desire to affiliate with the RC as SELRES Sailors.

8. Incentives

a. AC2SELRES Sailors may be eligible to receive an enlistment bonus if enlisting for a period of three or six years in eligible ratings. Bonus eligible ratings, amounts, and payment types are announced via Commander, Naval Reserve Force (COMNAVRESFORCOM) message.

b. 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 COMNAVRESFORCOM for adjudication.

9. Processing Procedures. Sailors who accept conversion from AC or TAR to SELRES will be processed via CTO as follows:

a. Upon notification of C-WAY-REEN application quota approval to affiliate with SELRES, the CCC will assist the Sailor with completing [NAVPERS 1306/97](#) Reserve Affiliation Screening Checklist and Contact Information Sheet. The CCC will submit [NAVPERS 1306/97](#) and the Sailor's C-WAY approval letter to his or her enlisted transition assistant (TA) at the CTO. The TA will contact the RC-approved Sailor and CCC when monthly C-WAY results are available. If the Sailor does not desire to utilize the C-WAY-REEN application quota for SELRES affiliation,

the CCC must rescind the Sailor's approved SELRES quota utilizing the C-WAY module.

b. The Sailor's AC CO or designated approving authority must evaluate and certify that the Service Member is fully qualified, utilizing [NAVPERS 1306/97](#), regardless of the Sailor's intent to use C-WAY-REEN quota for SELRES affiliation.

c. CTO will prepare and provide all affiliation documents to Sailors, via their CCC, to review, sign, and return to their CTO TAs prior to Service Member's EAOS or terminal leave start dates.

d. The CCC must rescind the Service Member's approved SELRES quota via the C-WAY module and contact CTO if the Sailor subsequently becomes ineligible to affiliate in the Navy Reserve (non-judicial punishment, medical reasons, etc.) after [NAVPERS 1306/97](#) has been sent to the CTO.

e. CTO must process RC strength gains in the Navy standard integrated personnel system (NSIPS) and coordinate initial Navy Reserve unit assignments with Navy Reserve Forces Command (NRFC), Officer and Enlisted Assignments Department (N12). Sailors must not report to the NRA until they receive their inactive duty training orders and transition documents from the CTO, unless contacted directly by the NRA with further direction.

f. If required, the CCC will assist Sailors with the execution of a Reserve reenlistment contract provided by the CTO. Bonus eligibility will be determined based on the latest guidance from NRFC Enlisted and Officer Incentives Branch (N112). Bonus requests for eligible Sailors must be submitted per the current enlisted Reserve bonus policy available on 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 three years per [MILPERSMAN 1910-050](#). The Sailor's Reserve contract must be executed effective the day after the Sailor's EAOS.

g. If the gaining NRA determines that the appropriate screening, RC strength gain, and or bonus application was not complete or completed improperly, contact MyNavy Career Center via e-mail at askmncc@navy.mil or phone: 1-833-330-MNCC.

h. Sailors in receipt of SELRES conversion quotas requiring "A" or "C" schools are responsible for contacting the SELRES Enlisted Community Manager for "A" or "C" school quotas upon affiliation with the SELRES.