

## MILPERSMAN 1306-1502

### ENLISTED RESERVE COMPONENT TO ACTIVE COMPONENT (RC2AC) OR ENLISTED RESERVE COMPONENT RECALL TO TRAINING AND ADMINISTRATION OF THE RESERVES (RC2TAR) TRANSITION PROCEDURES

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<b>References</b>	(a) BUPERSINST 1001.39F (b) OPNAVINST 6110.1J (c) NAVMED P-117, Manual of the Medical Department (d) OPNAVINST 3060.7D (e) COMNAVRESFORINST 3060.7D (f) OPNAVINST 1160.8B
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1. **Background.** To fill active duty needs for both the Active Component (AC) and the Training and Administration of the Reserves (TAR) communities, Reserve Component (RC) Sailors may complete a component change to the AC (RC2AC) or request to remain in the RC, but be recalled to active duty under the (TAR) Program (RC2TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain active duty needs, but also provides qualified Sailors with an opportunity to resume or begin an active duty career.

a. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available RC2AC and RC2TAR quotas published on the Navy Personnel Command (NAVPERSCOM) Web site under Bureau of Naval Personnel (BUPERS) Reserve Enlisted Community Manager

(BUPERS-352) Web page at: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/>.

b. Component change, as addressed in this article, only applies to RC2AC applicants and is distinguished from a definite recall in that a Sailor completing a component change is permanently transferred to the AC (i.e., branch class 11) under a new AC enlistment contract to fill a shortfall in the Active Component. Whereas, the Sailor recalled for a definite period remains in the RC, but is issued active duty recall orders to fill a specific billet vacancy for a specific duration, generally 1 to 3 years.

c. Contract change, as addressed in this article, only applies to RC2TAR and applies when an RC requests to recall to active duty as TAR. In this case, the RC Sailor remains in the Reserve Component, but changes to an active duty status (i.e., Branch Class 32) to fill an available active duty quota. RC2TAR is also distinguished from a definite recall in that it is a contract change to active duty status and the Sailor may complete an active duty career.

2. **Policy.** This article sets forth eligibility and application procedures for both programs, RC2AC and RC2TAR.

a. E-6 and below Sailors desiring a component change or contract change to recall to active duty (RC2AC or RC2TAR) must utilize C-WAY under the Career Waypoints-Transition (C-WAY-TRANS) module.

b. Sailors in paygrade E-7 or above and Sailors in remote locations without access to C-WAY can submit completed packages to the RC2AC/TAR Program coordinator via e-mail at [rc to ac@navy.mil](mailto:rc_to_ac@navy.mil). Applicants must use [NAVPERS 1306/7](#) Enlisted Personnel Action Request with command endorsement and include the following enclosures:

(1) Most recent physical fitness assessment (PFA) results utilizing Physical Readiness Information Management System (PRIMS) report;

(2) Last 3 evaluations;

(3) Armed Services Vocational Aptitude Battery test scores;

(4) Navy enlisted classification (NEC) listing via [NAVPERS 1070/881](#) Training, Education and Qualification History;

(5) Annual Statement of Service History; and

(6) [DD214](#) Certificate of Release or Discharge from Active Duty (if applicable).

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 Force Shaping, Plans, and Policies Branch (OPNAV N132) and BUPERS Enlisted Community Management Division (BUPERS-32/352).

3. **Eligibility Requirements.** Members must be an RC Selected Reservist (SELRES), canvasser recruiter (CANREC), in a voluntary training unit (VTU), or on an active duty definite recall. Individual Ready Reserve (IRR) Sailors in the Active Status Pool (ASP), Standby Reserve Active, Standby Reserve Inactive, and USNR-Retired Reservists are not eligible. If members of the IRR-ASP desire to apply for RC2AC or RC2TAR, they must affiliate with the SELRES via a Navy Reserve recruiter and meet all eligibility criteria.

a. Applicants must meet the following criteria to be considered for a component change or recall to active duty as an TAR member:

(1) Be a satisfactory drill participant, reference (a),

(2) Be designated,

(3) Have completed all requirements to make rating permanent for all temporary rating reserve affiliation programs per reference (a),

(4) Meet criteria outlined within diagram located in reference (a), enclosure 1, page 7-4,

(5) Be able to meet the prescribed enlisted age limitations for continuation set forth in [MILPERSMAN 1160-010](#),

(6) Meet PFA standards per reference (b),

(7) Meet physical exam requirements for reenlistment per reference (c), chapters 15 and 18, and complete an operational duty screening per [MILPERSMAN 1300-800](#),

(8) Be eligible to reenlist for 48 months without exceeding high-year tenure (HYT) policy limitations outlined in [MILPERSMAN 1160-120](#). HYT waiver requests will be considered on a case-by-case basis,

(9) Member should not have a history of personal or professional legal issues within the last 36 months and have no military or civilian legal issues pending to include, but not limited to, non-judicial punishment, court-martial, civilian court cases, child custody issues or hearings, divorce settlements, and sentencing hearings or appeals of any kind, and

(10) Member must have an adjudicated security clearance appropriate for the member's rating and position or assignment requirement. Member's command security officer should verify member's security clearance status prior to the command-level career development board (CDB) and member's initial application in C-WAY.

b. RC personnel in receipt of mobilization orders, on mobilization or active duty for operational support (ADOS) orders (formerly known as active duty for special work (ADSW)), on extended active duty for training (ADT) orders, or on definite recall orders must be within 90 days of the end of these orders prior to applying for this program. RC personnel in receipt of mobilization orders, on mobilization orders, or on definite recall orders and submitting an RC2AC or RC2TAR application must complete the period of active service set forth in their current orders.

c. CANREC Program Sailors applying for a component change or recall to active duty as TAR must be within 90 days of completing their orders and have filed an intent not to seek an extension to CANREC orders (non-continuation intent) with NAVPERSCOM Affiliation and Redesignation Division (PERS-92). CANREC Program Sailors will be required to complete their obligated service under their current orders.

d. RC Sailors may contact the MyNavy Career Center via e-mail at [askmncc@navy.mil](mailto:askmncc@navy.mil) or via phone at 1-833-330-MNCC to determine if an opportunity exists upon release from active duty.

#### 4. Responsibilities

a. OPNAV Director, Military Personnel, Plans, and Policies Division (OPNAV (N13)) is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations (DCNO) Manpower, Personnel, Training, and Education (CNO (N1)). As such, OPNAV N13 is the approving authority for all C-WAY policy, quota management plans, and business rules.

b. OPNAV Military Personnel Navy Financial Management Division (N10/PERS-7) is responsible for approval and execution oversight of financial management in support of CNO N1 . OPNAV (N10/PERS-7) will also account (financially) for the RC2AC and RC2TAR Program and factor these component and contract changes into the overall fiscal year (FY) strength planning assumptions.

c. OPNAV Enlisted Force Shaping, Plans and Policy (OPNAV (N132)) is responsible for program execution oversight and will coordinate with BUPERS-32/352 to establish and update (as required) quota management plans, business rules, and applicable program funding requests and phasing plans.

d. BUPERS-32, in coordination with OPNAV N132, must manage individual rating quota plans and adjudicate all C-WAY applications for the RC2AC Program, as directed by OPNAV N13 and delineated by BUPERS Director, Military Community Management (BUPERS-3). BUPERS-32 serves as the RC2AC Program manager and is responsible for overall program execution. In addition, BUPERS-32 is responsible for meeting the following program objectives that include, but are not limited to, the following:

(1) Define and submit FY BUPERS-32 need, RC2AC component change quota targets for OPNAV N13 approval via OPNAV N132 on a monthly basis, ensuring that the accession plan is adjusted for each RC2AC component change. This input should be coordinated with OPNAV Director, Strategic Resourcing Branch (OPNAV (N100)) prior to the start of each FY (1 October) and reconciled as needed,

(2) Work within approved FY component change program and quota targets and phasing control parameters. Keep OPNAV N13 apprised, via OPNAV N132, of forecasted over-execution of targets and controls,

(3) Ensure timely publishing and updating of RC2AC quotas on the NAVPERSCOM Web site at:  
<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/>,

(4) Work closely with Commander, Navy Reserve Forces Command (COMNAVRESFORCOM); BUPERS Career Waypoints Division (BUPERS-33); and MyNavy Career Center (MNCC), Career Management Department (PERS-4), and Enlisted Distribution Division (PERS-40) to ensure compliance to program standards and execution timelines,

(5) Provide quotas to BUPERS-33. When publishing RC2AC quotas, ensure quotas advertised include a start month. The start month reflects BUPERS-32 need, is bounded by the FY phasing controls established by OPNAV N13 and OPNAV N100, and should factor in any training required to include "A" school,

(6) On a monthly basis, or as needed, submit approved RC2AC personnel information, via encrypted e-mail, to NAVPERSCOM Enlisted Distribution Division (PERS-4013) for Navy systems pre-staging, placement, and order writing, and

(7) Provide to OPNAV N132; Reserve Personnel, Plans and Policy Branch (OPNAV (N13R)); and N100, via BUPERS-3, monthly application and processing status reports from C-WAY and hardcopy submissions.

e. BUPERS-352 is responsible for coordinating with OPNAV N132 to manage individual rating quota plans for RC2TAR. BUPERS-352 is the overall program manager for RC2TAR since a Sailor recalling to active duty in the TAR is still a member of the RC, and BUPERS-352 is responsible for meeting program objectives which include:

(1) Ensure timely publishing and updating of RC2TAR quotas on the NAVPERSCOM Web site, located at:  
<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/>,

(2) Coordinate with COMNAVRESFORCOM, BUPERS-33, PERS-4013, and MNCC to ensure compliance with program standards and execution timelines,

(3) Provide quotas to BUPERS-33. When publishing RC2TAR quotas, ensure quotas advertised include a start month. The start month reflects BUPERS-352 need, is bounded by the FY phasing controls established by OPNAV N13 and OPNAV N100, and should factor in any training required to include "A" school,

(4) On a monthly basis, or as needed, submit via encrypted e-mail, approved RC2TAR personnel information to PERS-4013 for Navy systems pre-staging, placement, and order writing, and

(5) Provide to OPNAV N132, N13R, and N100, via BUPERS-3, monthly application and processing status reports from C-WAY and hardcopy submissions.

f. PERS-40 is responsible for the timely and cost-efficient assignment and distribution of enlisted personnel per the manning control authority (MCA) priorities. As such, PERS-40 will be responsible for the following:

(1) Initiate permanent change of station (PCS) orders upon receipt of the availability report (i.e., "AVAIL") per [MILPERSMAN 1306-1700](#) and complete orders within 5 days of receipt if no schools are required or 10 days of receipt if schools are required. Approved RC2AC and RC2TAR members' records must be pre-staged in the Enlisted Information Assignment System (EAIS) by the BUPERS Data and Information Management Division (BUPERS-072) to allow detailing and placement actions to start,

(2) Work closely with BUPERS-32/35 to stay within OPNAV N13 and N100 approved FY control phasing parameters,

(3) Work closely with command career counselors (CCC) and members during orders negotiations. Members are reminded that assignment desires will be considered, but the needs of the Navy will take precedence, and

(4) Sailors requiring and or authorized an "A" school or NEC for an RC2AC or RC2TAR approval with a rating conversion will receive orders in their current rating. Upon completion of "A" school, a Sailor's rating will be changed by the gaining command.

g. BUPERS-072 is responsible for pre-staging all Navy personnel systems to ensure approved Sailors can be properly gained, AVAILs submitted, and orders processed.

h. MNCC will provide oversight of the transaction service center (TSC) required actions.

(1) Servicing TSCs are responsible for the timely and accurate processing of reenlistment contracts, strength gains, availability reports, and PCS transfers. These actions will be completed expeditiously to ensure members can meet the 30-day timeline required in their approval letters, which includes:

(a) Within 5 working days from request from the Navy reserve activity (NRA), generate the AC/TAR reenlistment contract per [MILPERSMAN 1160-030](#). Ensure a minimum of 48 months of active duty in the appropriate branch class and addition of any military service obligation (MSO), if required (e.g., 8 years total service).

(b) Complete Navy strength gains via the Navy Standard Integrated Personnel System (NSIPS) into accounting category code (ACC) 320 with the appropriate branch class.

	<u>AC</u>	<u>TAR</u>
<b>Branch/Class</b>	<b>USN/11</b>	<b>USNR/32</b>
<b>Status</b>	<b>Active</b>	<b>Active</b>
<b>RADO Months/Days</b>	<b>N/A</b>	<b>48</b>

(c) Establish Master Military Pay Account (MMPA) (i.e., pay, allowances, and entitlements).

(d) Submit the required "AVAIL" per [MILPERSMAN 1306-1700](#).

(e) Must perform an electronic service record (ESR) close-out due to reenlistment and submit for inclusion into the member's official military personnel file (OMPF).

(f) Must follow the NSIPS checklist regarding this program.

(g) Must process the PCS transfer and submit the activity loss transaction.

(h) Upon completion of "A" school or obtaining required NEC via "C" school, the Sailors' ratings should be changed. Upon receipt of PCS orders to transfer, process an activity loss.

i. NRA Commanding officers (COs). The NRA CO is ultimately responsible for the complete and accurate application entries into C-WAY and ensuring personnel understand and comply with C-WAY policies and procedures. As such, COs must:

(1) Provide adequate oversight to ensure C-WAY policies and procedures contained herein are followed,

(2) Ensure CCC or the command's designated representative has access to C-WAY,

(3) Ensure AC and TAR opportunities are advertised to all NRA personnel (by whatever means are available) to include, but not limited to: GovDelivery Distribution System, posting on local command reading boards, e-mail distribution lists, or via the command plan of the week or plan of the month,

(4) Ensure CCCs or designated representative adhere to policy and procedures outlined in this article, including entry of applications, tracking of member requests, approval and disapproval notification to applicants, and notification to their respective chain of command,

(5) Assist Sailors who receive a SELRES enlistment bonus or selective reenlistment bonus (SRB) with processing a "remission of indebtedness" request via OPNAV N13,

(6) Ensure timelines are met for all Sailors approved for a component or contract change as outlined in their approval letters (i.e., 30 days to re-enlist) and this instruction, and

(7) Ensure that excessive processing delays are occurring, to include wait times for Sailors to reenlist into the AC, or execute a contract change to TAR.

j. NRA CCC must:

(1) Keep the commander apprised of current C-WAY application status and report program or system-related issues as appropriate,

(2) Maintain C-WAY System access in order to provide oversight and to submit C-WAY-TRANS requests. Submission of an approved [OPNAV 5239/14](#) System Access Authorization Request-Navy (SAAR-N) to the BUPERS-33 C-WAY helpdesk is required to obtain C-WAY System access,

(3) Ensure RC2AC and RC2TAR opportunities are advertised to all personnel by whatever means are available, to include, but not limited to: postings on local command reading boards, e-mail distribution lists, or via the command plan of the week or plan of the month,

(4) Provide immediate superior in command-level oversight on requests and assist the Unit CCC (UCC) with the following actions for personnel requesting a component or contract change:

(a) Prior to any member applying for advertised opportunities, conduct a command-level CDB to evaluate member's qualifications and suitability for the advertised opportunities,

(b) Counsel member, as required, about personal and family preparations and PCS orders, evaluate member's qualifications and suitability, and establish expectations related to the member's request. At a minimum, the following actions should be reviewed for suitability: physical readiness, medical and dental readiness, security clearance, legal issues, current and or previously held ratings, TAR HYT, and year group (YG), and review of all individual mobilization status and manpower availability status (MAS) codes to ensure they are correct and accurate to prevent applications from being cancelled due to erroneous inputs,

(c) Qualify member in C-WAY, calculate total active service (TOTAS), and determine active duty service date (ADSD) and YG based on desired start month component date. Verify that a quota exists for member's rating, pay grade, and YG in the desired program (e.g., RC2AC and RC2TAR),

(d) Submit C-WAY-TRANS or [NAVPERS 1306/7](#) request with enclosures, per subparagraph 2b above, and an operational duty screening,

(e) Verify the MAS code is changed to "ACR" following submission of the request,

(f) Conduct an end-of-month review of all prior requests and a mid-month review for potential approvals. Ensure submission of any requested information to the enlisted community manager (ECM) via encrypted e-mail, within 30 days of receipt of "Approved-Pending" status,

(g) Upon receipt of an RC2AC or RC2TAR approval letter, must contact the member within 3 working days, and confirm the Sailor's desire for a component or contract change.

Upon confirmation, the CCC must submit the reenlistment document request to the servicing TSC within 5 working days,

(h) Verify the reenlistment contract's date aligns with the reenlistment approval window provided by BUPERS-32/35. Additional time, if required, will be considered on a case-by-case basis. Contact BUPERS-32/35 for extenuating circumstances,

(i) Coordinate reenlistment request with servicing TSC in the appropriate branch class (e.g., AC/"11" or TAR/"32"). Approved Sailors are required to reenlist for a minimum of 48 months,

(j) After submission of the reenlistment contract request, follow-up with the servicing TSC to ensure the reenlistment contract is generated and returned to the NRA within 5 working days. Once executed, the NRA must transmit the agreement back to the servicing TSC within 1 working day for processing of strength gain and "AVAIL" to the NRA UIC via NSIPS. Once submitted, confirm that the servicing TSC established the MMPA, and

(k) Ensure members contact their prospective active or TAR detailers (PERS-40) immediately following reenlistment to discuss possibilities for PCS orders. Member must be prepared to transfer at the convenience of and per the needs of the Navy.

k. Member. Individual members are ultimately responsible for their careers. Members must remain actively engaged in the RC2AC/RC2TAR application process, meeting administrative timelines to reenlist or execute a contract change and being prepared to execute a PCS transfer at the direction of higher authority. All applicants for this program must:

(1) Provide all necessary documentation to calculate TOTAS and coordinate with BUPERS-32/35 in order to determine ADSD and YG,

(2) Participate in a command-level CDB to identify specific RC2AC or RC2TAR change requirements, evaluate qualifications and suitability, and establish expectations related to a request for component or contract change,

(3) Initiate operational duty screening per [MILPERSMAN 1300-800](#), and [NAVPERS 1306/92](#) Department of the Navy Family Care Certificate (all sections),

(4) Provide any additional information requested by the UCC or NRA CCC,

(5) Sailors that are not required to attend "A" school must reenlist per the date provided in the approval letter and as directed by the ECM. Upon reenlistment, report for duty to the CO of the NRA until detached by proper authority,

(6) Working with their CCC, contact the appropriate active or TAR detailer immediately following reenlistment and be prepared to transfer at the convenience of, and per the needs of the Navy, and

(7) Once Sailors reenlist, they must report for duty to their assigned NRA until detached by proper authority. At no point should members accepted for a component or contract change be delayed more than 15 calendar days before the established transfer date. The CCC must report any members approaching this 15-day milestone immediately to BUPERS-35 via their commander or CO.

## 5. Application Process

a. The CCC must determine the applicant's TOTAS and the desired component or contract change start date. TOTAS includes all active service time (including AC), mobilization periods, ADOS, active duty for training, annual training, CANREC duty, as well as any other voluntary recall periods. Do not include drills (inactive duty training, inactive duty training travel, or funeral honors) in TOTAS. C-WAY-TRANS will calculate ADSD, including an inclusive day, and determine the member's YG based on the amount of TOTAS and desired start month entered.

b. For Sailors E7 and above or those unable to access the C-WAY System, completed packages (see subparagraph 2b above) will be forwarded directly to the RC2AC/TAR Program coordinator via e-mail at [rc to ac@navy.mil](mailto:rc_to_ac@navy.mil).

c. Upon submittal of an application, the NRA will enter the Sailor's MAS code in NSIPS as "ACR".

**Note:** Saved applications will be cancelled once the opportunity "submit by date" has passed. The NRA is responsible for the removal of the "ACR" mobilization availability status code. See references (d) and (e).

d. Members who execute a component change to AC prior to completion of their SELRES incentive obligation will have their bonus entitlement terminated. Members whose bonus eligibility is terminated will not receive any further incentive payments for that bonus and will be subject to recoupment of the bonus received (as applicable). Sailors may request a remission of indebtedness from OPNAV N13 via the chain of command, in conjunction with submitting their C-WAY-TRANS application. SELRES can obtain guidance on the remission request process and download formatted templates from COMNAVRESFORCOM Reserve Enlisted Incentives (N112) Web page at: <https://www.private.navyreserve.navy.mil>.

e. In addition to the application in C-WAY-TRANS, additional documentation listed in the "Add'l Job Reqs" tab of the application must be scanned and sent via Navy and Marine Corps Intranet (NMCI) encrypted e-mail to: [rc to ac@navy.mil](mailto:rc_to_ac@navy.mil). Applicants are strongly encouraged to include an updated resumé documenting civilian work experience.

f. An application is complete when the C-WAY-TRANS application is submitted and any additional documentation required by BUPERS-32/352 is received. All documents are due no later than 2359 Central Standard Time on the last calendar day of each month.

g. Application processing will begin on the first work day of each month. Incomplete or inaccurate applications will be "Cancelled" or "Denied." The gaining BUPERS-32/352 ECM will review the application and will either choose "Denied," "Approved-Pending," or "Approved." If "Denied," BUPERS-32/352 will leave notes in C-WAY-TRANS with an explanation.

h. For Applications in "Approved-Pending" status that require additional documentation, BUPERS-32/352 will describe in the notes section of the C-WAY-TRANS application. Forward documents with any additional information requested. Documents must be scanned and e-mailed to BUPERS-32/352, via NMCI-encrypted e-mail to the following e-mail address: [rc to ac@navy.mil](mailto:rc_to_ac@navy.mil). If documents are not received within 60 days of "Approved-Pending" notification, the application may be changed to "Denied," by the gaining BUPERS-32/352 ECM.

i. If "Approved," an approval letter will be generated in C-WAY or via the RC2AC/TAR Program coordinator. C-WAY-generated letters can be accessed by the CCC in C-WAY-TRANS. BUPERS generated letters will be e-mailed to the CCC. Upon receipt of the approval letter, the NRA must contact the member within 3 working days to confirm the Sailor's continued desire for a component or contract change. Once received, the member, following the guidance contained therein, has permission to reenlist. Once the Navy strength gain and AVAIL have been completed, the member is expected to contact the respective AC/TAR detailer and discuss orders possibilities. Upon confirmation, the NRA must submit the reenlistment document request to the local TSC within 5 working days. If the Sailor declines the RC2AC approval quota, the command will immediately notify BUPERS-32/35.

(1) Upon receipt of the approval letter, the selectee's prospective detailer will work with the appropriate PERS-4013 rating specialist and placement coordinator to find an appropriate billet for the member based on preferences and the needs of the Navy. The member can contact his or her detailer directly and discuss assignment possibilities or, per [MILPERSMAN 1306-110](#), enlisted personnel may submit an enlisted duty preference using the Career Management System online at: <https://www.cmsid.navy.mil>.

(2) The local TSC will generate the appropriate reenlistment agreement and send it to the NRA within 5 working days. For availability dates that are outside a 30-day window, the reenlistment must be conducted no early than 45 calendar days prior to the established availability date. Once executed, the NRA must transmit the agreement back to the local TSC within 1 working day. **The TSC must confirm that the MPA has been established.**

(3) Per [MILPERSMAN 1306-1700](#), commands must submit an availability report for enlisted component or contract changes to PERS-40.

(4) Once gained and AVAIL submitted, the appropriate detailer will draft the member's orders within 5 working days to include intermediate stops and appropriate accounting classification codes.

(5) Upon execution of orders, the servicing TSC will process the loss transaction within 4 days. The gaining servicing TSC will process the gain transactions within 4 days once the member reports. Follow RC2AC strength gain process as outlined in exhibit 1 or RC2TAR strength gain process in exhibit 2.

j. Reserve Sailors who complete a component or contract change may be eligible to receive an SRB. Consult reference (f) and the current SRB message.

**Exhibit 1**  
**Reserve Component to Active Component (RC2AC) Change**  
**Strength Gain Process**

**Personal Info**

- Verify birth state/country
- Verify citizenship; if citizenship is "CD" the citizenship country needs to match birth country
- Verify active duty service date (ADSD) and pay entry base date "PEBD", make adjustments if necessary
- "Report Date" is date of reenlistment
- Enter unit identification code "UIC"
- Branch/Class: 11

**Rating Conversion**

- If conversion, enter new rate/rating
- Rating conversion authority code is 9
- "Rating Conversion Remarks: "Component change into the \_\_/USN conversion per approval letter dated mm/dd/yyyy
- Drop on request (DOR)/time in rate (TIR) does not change

**Employment Info**

- Enter last discharge information based on most recent DD 214 Certificate of Release or Discharge from Active Duty
- ACQ is 32 for males, 43 for females
- MOD code is 0 if ADSD = or > 8 years; 7 if ADSD is < 8 years

**Test Scores**

- No changes

**Billet Sequence Code (BSC)/Navy Enlisted Classification (NEC)**

- Accounting category code (ACC) to 320.
- Date is the report date.
- Change "Program Enl For" to RCAC (you can type that info)

**Contract Info**

- Current enlistment date (CED) is the date of reenlistment
- Term is number years reenlisted
- Type of enlistment should be updated to reflect 96 (unless it already reflects 96)
- Update number of enlistments

## Exhibit 2

### Reserve Component to the Training and Administration of the Reserves (RC2TAR) Change Strength Gain Process

#### Personal Info

- Verify birth state/country
- Verify citizenship; if citizenship is "CD" the citizenship country needs to match birth country
- Verify active duty service date (ADSD) and pay entry base date "PEBD", make adjustments if necessary
- "Report Date" is date of reenlistment
- Enter unit identification code "UIC."
- Branch/Class: 11

#### Rating Conversion

- If conversion, enter new rate/rating.
- Rating conversion authority code is 9.
- "Rating Conversion Remarks: "Recall to active duty into the \_\_/USN conversion per approval letter dated mm/dd/yyyy
- Drop on request (DOR)/time in rate (TIR) does not change

#### Employment Info

- Enter last discharge information based on most recent DD 214 Certificate of Release or Discharge from Active Duty.
- ACQ is 32 for males, 43 for females
- MOD code is 0 if ADSD = or > 8 years; 7 if ADSD is < 8 years

#### Test Scores

- No changes

#### Billet Sequence Code (BSC)/Navy Enlisted Classification (NEC)

- Accounting category code (ACC) to 320
- Date is the report date
- Change "Program Enl For" to RCAC (you can type that info)

#### Contract Info

- Current enlistment date (CED) is the date of reenlistment
- Term is number years reenlisted
- Type of enlistment should be updated to reflect 96 (unless it already reflects 96)
- Update number of enlistments