

MILPERSMAN 1306-1505

ENLISTED RESERVE COMPONENT TO ACTIVE COMPONENT (RC2AC) PROCEDURES

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References	(a) BUPERSINST 1001.39F (b) OPNAVINST 6110.1J (c) NAVMED P-117, Manual of the Medical Department (d) OPNAVINST 3060.7B (e) COMNAVRESFORINST 3060.7A (f) OPNAVINST 1160.8A
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1. **Background.** To fill Active Component (AC) community needs, enlisted Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC.

a. Component change refers to a permanent transfer from RC2AC. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <http://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/default2.aspx>.

b. Component change, as addressed in this article, is distinguished from temporary or definite recall in that a Sailor completing a component change is permanently transferred to the AC under a new AC enlistment contract to fill an active BUPERS-32 shortfall. 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.

2. **Policy.** This article sets forth eligibility and application procedures for enlisted component changes from the RC (Selected Reserve (SELRES), voluntary training unit (VTU), canvasser recruiter (CANREC), definite recall (Navy military personnel or Navy Reserve personnel) to the AC.

a. E-6 and below Sailors desiring a component change from RC2AC must utilize the C-WAY System. Eligible RC Sailors must use the Career Waypoints-Transition (C-WAY-TRANS) module to request a component change.

b. E-7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 directly.

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 (N13) via OPNAV, Enlisted Force Shaping, Plans, and Policies Branch (N132) and BUPERS-32.

3. **Eligibility Requirements.** Members must be SELRES (in a drill pay status, on definite recall, or mobilized), VTU, or CANREC. Individual Ready Reserve-Active Status Pool (IRR-ASP) members are not eligible for RC2AC component change. If members of the IRR-ASP desire to apply for RC2AC, they must affiliate with the Ready Reserve via a Navy Reserve recruiter and meet all eligibility criteria. They are encouraged to affiliate with their local Navy Reserve activity (NRA) VTU to establish the medical, dental, and physical readiness history required for program eligibility.

a. Applicants must meet the following criteria to be considered for a component change:

- (1) Be a satisfactory drill participant;
- (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 on page 7-4 of enclosure 1 of reference (a). New Accession Training (NAT) Program Sailors will be considered on a case-by-case basis;

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

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

(7) Meet physical exam requirements for reenlistment, per reference (c), Chapter 15; and complete an operational duty screening per MILPERSMAN 1300-800; and

(8) Be eligible to incur an active service obligation of 48 months without exceeding high year tenure policy outlined in MILPERSMAN 1160-120. Waiver requests are authorized and will be adjudicated by BUPERS-32.

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

(10) Member must have an adjudicated security clearance appropriate for the member's rate and position/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 orders, or on definite recall orders must be within 90 days of the end of these orders prior to contacting the RC2AC coordinator via e-mail at: rc_to_ac@navy.mil or the C-WAY help desk via phone at: 901-874-2102 to determine if an AC opportunity exists upon release from active duty. RC personnel in receipt of mobilization orders, on mobilization orders, or on definite recall orders and submitting an RC2AC application, must complete the period of active service set forth in their current orders.

c. CANREC Program Sailors are authorized to apply for an AC change. CANRECs who are within 90 days of completing their orders and who have filed an intent not to seek an extension to CANREC orders (non-continuation intent) with Navy Personnel Command (NAVPERSCOM), Affiliation and Redesignation Division (PERS-92) may contact the RC2AC coordinator via e-mail at: rc_to_ac@navy.mil or the C-WAY help desk via phone at: 901-874-2102 to determine if opportunities exist. Sailors will be required to complete their obligated CANREC service under their current orders.

4. Responsibilities

a. 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 (OPNAV (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) is responsible for approval and execution oversight of financial management in support of OPNAV (N1). OPNAV (N10) will also account (financially) for the RC2AC Program and factor RC2AC recalls into the overall fiscal year (FY) strength planning assumptions.

c. OPNAV, Enlisted Force Plans, Policy, and Oversight (N132) is responsible for developing enlisted force management policy in support of OPNAV (N1). As such, OPNAV (N132) will establish all applicable C-WAY policy. In addition, OPNAV (N132) will provide policy and program execution oversight and will coordinate with BUPERS-32 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, as directed by OPNAV (N13) and delineated by Military Community Management (BUPERS-3). BUPERS-32 serves as the C-WAY Program Manager and is responsible for C-WAY 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 (N10) prior to the start of each FY (1 October) and reconciled on a monthly basis;

(2) Work within approved FY component change program and quota targets and phasing control parameters. Keep OPNAV (N13) appraised, via OPNAV (N132), of forecasted over execution of targets and controls. Standardized monthly results, to include application status, distribution metrics, and trend analysis, must be developed and provided to OPNAV (N10) and OPNAV (N132) for review;

(3) Ensure timely publishing and updating of RC2AC quotas on the NPC Web site at:
<http://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/default2.aspx>;

(4) Work closely with NAVPERSCOM, Career Management Department (PERS-4); NAVPERSCOM, Enlisted Distribution Division (PERS-40); Commander, Navy Reserve Forces Command (COMNAVRESFORCOM); and NAVPERSCOM, Pay and Personnel Management (PERS-2) to ensure compliance to program standards and execution timelines;

(5) 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 (N10), and should factor in any training required to include "A" school;

(6) On a monthly basis, or as needed, submit via encrypted e-mail, approved RC2AC personnel information to NAVPERSCOM (PERS-40) for order writing; and

(7) Provide monthly program metrics and reporting to OPNAV (N13) via OPNAV (N132).

e. NAVPERSCOM (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, NAVPERSCOM (PERS-40) will be responsible for the following:

(1) Write permanent change of station (PCS) orders no earlier than (NET) 45 days prior to the availability receipt. In most cases, orders will be written within 30 days of reenlistment that coincides with the date on the Deputy Chief of Naval Personnel (DCNP) letter to the member; however, exceptions are made in those cases that may cause processing delays (e.g., pending special duty screening delays, security clearance, Navy enlisted classification (NEC) issues, etc.). Members who require a school convening date reenlist NET 60 days and no later than (NLT) 45 days from the school convening date. The reenlistment timeline is waived until the end of the mobilization period for SELRES Sailors under mobilization orders; however, they must reenlist within 30 days of the demobilization processing date;

(2) PCS orders shall be written from the enlisted "F" availability class codes and reasons as outlined in MILPERSMAN 1306-1705;

(3) Work closely with BUPERS-32 to stay within OPNAV (N13) and OPNAV (N10) approved FY control phasing parameters;

(4) 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

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

f. 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 will

(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 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 and or the plan of the month; and

(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.

g. **CCC Responsibility.** CCC or designated representative must keep the CO apprised of current C-WAY application status and report program or system related issues (as appropriate). In addition, CCCs must maintain C-WAY System access in order to provide oversight of the C-WAY-TRANS module requests for RC personnel. Submission of an approved OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N) to the BUPERS-32 helpdesk is required to obtain C-WAY System access.

(1) C-WAY-TRANS Requests for RC2AC. NRA CCCs must provide immediate superior in command-level oversight on requests and assist unit career counselors with the following for personnel requesting a component change from RC2AC:

(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; counsel member about personal and family preparations and PCS orders (as required); evaluate member's qualifications and suitability; and establish expectations related to the member's request. At a minimum, the following should be reviewed for suitability: physical readiness, medical and dental readiness, security clearance, legal issues, current and or previously held ratings, high year tenure, and year group (YG);

(b) Qualify member in C-WAY, calculate total active service (TOTAS), and determine active duty service date (ADSD) and YG based on desired start month. Verify AC quota exists for member's rating, pay grade, and YG;

(c) Initiate DD 368 Request for Conditional Release, operational duty screening (per MILPERSMAN 1300-800), and NAVPERS 1306/92 Special Program Screening (all sections);

(d) Submit C-WAY-TRANS request upon successful completion of NAVPERS 1306/92 and operational duty screening;

(e) Verify mobilization availability status code is changed to "ACR" following submission of 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 BUPERS-32 via encrypted e-mail within 30 days of receipt of approved-pending status. Upon receipt of approval letter from DCNP, the NRA CCC must contact the member within 3 working days of any approval or disapproval, or request for additional information to confirm the Sailor desires the AC change. Upon confirmation, NRA support personnel must submit the reenlistment document request to the local personnel support detachment (PERSUPP DET) within 5 working days. The requested reenlistment date and the reenlistment contract must be aligned with the "reenlist by" date contained in the DCNP approval letter, which is generally NLT 30 days from the date of the letter. Members who require a school convening date must reenlist NET 60 days and NLT 45 days from the school convening date. The reenlistment timeline will be waived for mobilized Sailors. The member must reenlist within 30 days of the demobilization date;

(g) Coordinate reenlistment request with servicing PERSUPP DET. Verify NAVPERS 1070/601 Immediate Reenlistment Agreement aligns with the component change:

	<u>AC</u>
Branch/Class	USN/11
Status	Active
RADO Months/Days	N/A

RC2AC approved Sailors are required to reenlist for 48 months. If the Sailor has more than 48 months remaining on the current Reserve contract, the reenlistment must equal or exceed the period of service for which already obligated;

(h) Upon receipt of the reenlistment contract request, the local PERSUPP DET will generate the AC reenlistment contract and send it to the NRA within 5 working days. Once executed, the NRA must transmit the agreement back to the local PERSUPP DET within 1 working day and confirm that the master military pay account has been established;

(i) Once reenlisted, the member must report for duty to his or her local assigned NRA until detached by proper

authority. For personnel whose place of residence is outside the local commuting area (greater than 100 miles), the assigned NRA must coordinate no cost, temporary duty orders with the Navy activity nearest the Sailors place of residence. The established transfer date for a member accepted for RC2AC component change will be accomplished within 15 calendar days. The CCC must report any members approaching this 15 day milestone immediately to the RC2AC coordinator via their NRA CO;

(j) Ensure member contacts detailer immediately following reenlistment to negotiate for orders. Member must be prepared to transfer at the convenience of and per the needs of the Navy;

(k) Once gained to the AC, the appropriate detailer will draft the member's orders within 5 working days, to include any intermediate stops; and

(l) Upon execution of orders, the local servicing PERSUPP DET will process the loss transaction from the NRA within 4 days. The gaining servicing PERSUPP DET will process the gain transaction to the member's new assignment within 4 days once the member reports.

h. Member Responsibility. Individual members are ultimately responsible for their careers. The member must remain actively engaged in the application process and be prepared to execute a PCS transfer at the direction of higher authority. C-WAY-TRANS applicants will

(1) provide all necessary documentation to calculate TOTAS and identify an AC change date in order to determine ADSD and YG;

(2) participate in a command-level CDB to identify specific AC change requirements, evaluate qualifications and suitability, and establish expectations related to a request for component change;

(3) initiate DD 368, operational duty screening per MILPERSMAN 1300-800, and NAVPERS 1306/92 (all sections));

(4) provide any additional information requested by the unit career counselors or NRA CCC;

(5) reenlist within 30 days of the DCNP approval letter. Upon reenlistment, report for duty to the commanding officer of the NRA or local Navy activity (if on no cost temporary duty orders) until detached by proper authority; and

(6) working with the CCC, contact the appropriate AC detailer immediately following reenlistment, and be prepared to transfer at the convenience of, and per the needs of the Navy.

5. RC2AC Component Change Process

a. The CCC must determine the applicant's TOTAS and the desired change to AC start date. TOTAS includes all active service time (including AC), mobilization periods, active duty for special work, 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. If an opportunity exists and the member intends to apply, he or she must first submit DD 368 to NAVPERSCOM, Reserve Enlisted Status Branch/Full Time Support Recall and Conversions (PERS-913). NAVPERSCOM, Reserve Personnel Management Department (PERS-9) will forward an adjudicated copy of the DD 368 to the BUPERS-32.

c. Once the member has an adjudicated DD 368, the CCC may complete a C-WAY-TRANS application, provided an AC opportunity exists. Once the application has been submitted, the NRA will enter the Sailor's mobilization availability status code as "ACR" in the Navy Systems Integrated Personnel System (NSIPS).

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. SELRES Bonus Recoupment. 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 the Commander Naval Reserve Forces Command (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. Applicants are strongly encouraged to include an updated resumé documenting civilian work experience.

f. An application is complete when DD 368 is adjudicated by NAVPERSCOM (PERS-913), the C-WAY-TRANS application is submitted and any additional documentation required by BUPERS-32 is received by BUPERS-32. All documents are due no later than 2359 central 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 ECM will review the application and will either choose "Denied," "Approved-Pending," or "Approved." If "Denied," BUPERS-32 will leave notes in C-WAY-TRANS with an explanation.

h. Applications in "Approved-Pending" status require additional documentation that BUPERS-32 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 via NMCI encrypted e-mail to the following e-mail address: 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 ECM.

i. If "Approved," an approval letter will be generated from DCNP for the CCC to access in C-WAY-TRANS. Once received, the member, following the guidance contained therein, has permission to reenlist and is expected to negotiate orders expeditiously by contacting the respective AC detailer. Upon receipt of the selection letter from DCNP, the NRA must contact the member within 3 working days to confirm he or she desires the component change. Upon confirmation, the NRA must submit the reenlistment

document request to the local PERSUPP DET within 5 working days. If the Sailor declines the RC2AC approval quota, the command will immediately notify BUPERS-32.

(1) Upon receipt of the selection letter from DCNP, the selectee's prospective detailee will work with the appropriate NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (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 AC detailee will contact the member and negotiate such assignment possibilities.

(2) The local PERSUPP DET will generate the AC 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 NET 45 calendar days prior to the established availability date. Once executed, the NRA must transmit the agreement back to the local PERSUPP DET within 1 working day. **PERSUPP DET must confirm that the master pay account has been established.**

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

(4) Per MILPERSMAN 1306-1715, commands must submit an availability report for enlisted component changes to NAVPERSCOM (PERS-40).

(5) Upon execution of orders, the local servicing PERSUPP DET will process the loss transaction within 4 days. The gaining servicing PERSUPP DET will process the gain transactions within 4 days once the member reports. Follow RC2AC strength change gain process as outlined in Exhibit 1.

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

Exhibit 1
Reserve Component to Active Component 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/rank.
- Rating conversion authority code is 9.
- "Rating Conversion Remarks:" Augmentation into the ___/USN conversion as per approval from Navy Personnel Command 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 in).

Contract Info

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