

# RCOE RC2AC/TAR TRAINING



For  
**CNRFC**

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# References:



- OPS ALERT With Current Case Routing Guidance (CRG)
- MyNavyHR: <https://www.mynavyhr.navy.mil/>
- 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
- MILPERSMAN 1001-020: Training and Administration of the Reserve (TAR) Navy Reserve Officer Program
- MILPERSMAN 1301-221: Officer Special Assignments – Training and Administration of the Reserve (TAR)
- MILPERSMAN 1320-306: Permanent Change of Station (PCS) transfer order delivery and interpretation
- MILPERSMAN 1160-030: Enlistments and Reenlistments under continuous service conditions
- MILPERSMAN 1000-030: Active Duty Service Date (ADSD) for enlisted personnel
- DoDFMR Vol 7A Chapter 1: Creditable Service
- Reserve Personnel Manual: [> Resources > Official RESFOR Guidance > RESPERSMAN \(navy.mil\)](#)

# Objectives:



- Learn the Reserve RC2AC/TAR Areas of Responsibility (AOR)
- Learn the process flow of activation process specific to RC2AC/TAR
  - eCRM (Salesforce) Submission
- Learn the required Key Supporting Documents (KSDs)
- How to calculate Active Duty Service Date (ADSD)
- Learn the process for RC2AC/TAR conversion while on Active Duty orders
- Understand the common errors and issues
- NESD Trouble Ticket submission

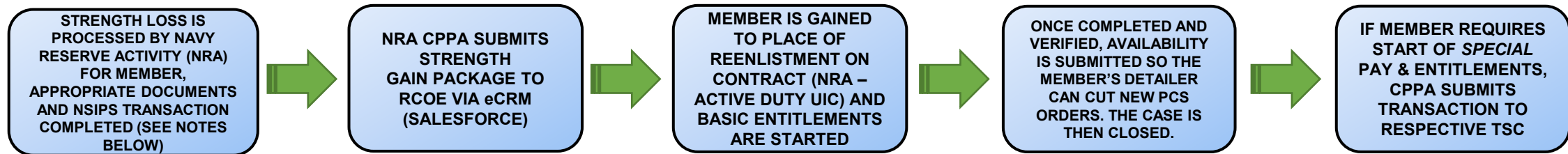
# RC2AC/TAR Areas of Responsibility (AOR)



- Process Strength Gains, Entitlements, and submit Availabilities for SELRES converting RC2AC or RC2TAR
- Assist with Reenlistments for SELRES converting RC2AC/TAR

\*\*\* For those SELRES converting to RC2AC or RC2TAR while on AD orders (ADOS, Mob, Recall, etc.), submit signed Manual Reenlistments to RCOE; do not submit to TSC Naples for processing. \*\*\*

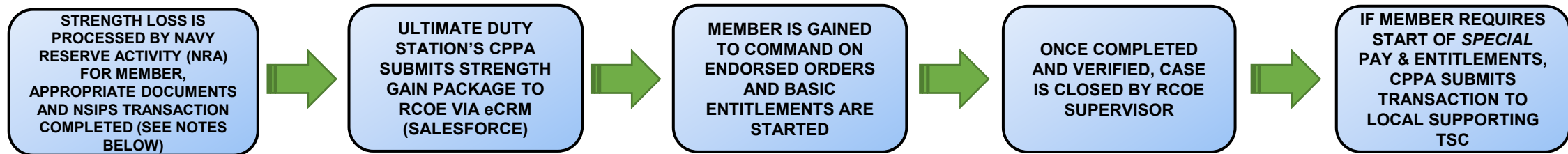
# RC2AC/TAR ENLISTED CONVERSION PROCESS



- For Navy Reserve Activity (NRA), review guidance on how to process a Strength Loss:
  - RESPERSMAN 1900-010
  - Reach out to your REDCOM/RESFOR for procedural guidance
  - Loss effective date is the day before Current Enlistment Date (CED)
  - Complete a strength loss from reserves transaction in NSIPS:
    - Losses > Check-Out > Create > Enter SSN > Action Reason "ADR" > enter Ultimate Duty Assignment UIC > Save, and release by Supervisor
    - Duty Status Code (DSC) in NSIPS should change to 198.
- Cliff notes:
  - Ensure member has Key Supporting Documents: Reenlistment contract, Conversion letter/ CWAY Approval, Approval of Conversion page 13, Official and signed NAVPERS 1070/602 or RED/DA, DD Form 2058 State of Legal Residence, EFT form, NEOPS/ASOSH, W4, and DD Form 2367 (OHA) as applicable.
  - Reenlistment contract must be done manually, RCOE will process contract in NSIPS. To create contract, refer to MILPERSMAN 1160-030.
  - Process all pending drill pay/outstanding Enlistment Bonus



# RC2AC/TAR OFFICER CONVERSION PROCESS



- For Navy Reserve Activity (NRA), review guidance on how to process a Strength Loss:
  - RESPERSMAN 1900-010
  - Reach out to your REDCOM/RESFOR for procedural guidance
  - Loss effective date is the day before Date Gained to Active Duty (DGAD)
  - Complete a strength loss from reserves transaction in NSIPS:
    - Losses > Check-Out > Create > Enter SSN > Action Reason "ADR" > enter Ultimate Duty Assignment UIC > Save, and release by Supervisor
    - Duty Status Code (DSC) in NSIPS should change to 198.
- Cliff notes:
  - Ensure member has Key Supporting Documents: Oath of Office (not necessary for TAR conversion), Current Appointment Letter, Endorsed Orders, Official and signed NAVPERS 1070/602 or RED/DA, DD Form 2058 State of Legal Residence, EFT form, NEOPS/ASOSH, W4, and DD Form 2367 (OHA) as applicable.
  - Process all pending drill pay

# SAMPLE RC2AC/TAR eCRM (SALESFORCE) SUBMISSION



Case Status Comments

\* Subject

\* Description

## Case Information

Case Number

Date Submitted

\* Effective Date

Case Origin

Priority

Web Email

\* Request Type

[View all dependencies](#)

\* Problem Code

[View all dependencies](#)

\* Routed To

[View all dependencies](#)

\* Status

[View all dependencies](#)

Sub-Status

[View all dependencies](#)

Trouble Ticket #

\* CPPA UIC



- NAVPERS 1070/601: Manual Immediate Reenlistment contract
- Conversion letter approval/CWAY letter
- NAVPERS 1070/602: Official Dependency Data Form or Record of Emergency Data/Dependency Application (RED/DA)
  - Dependency Application (revision 09-2016 or newer). Must be endorsed/witnessed (signed) official copy dated within 3 years of orders commencement date
- DD Form 2058: State of Legal Residence
- NPPSC 7000/1: Electronic Funds Transfer (EFT) Information
- Naval Enlisted/Officer Participation System (NEOPS)/Annual Statement of Service History (ASOSH) (whichever is more up to date)
  - <https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Points-FAQ/>
    - NEOPS – NSIPS
    - ASOSH – BOL
- DD214s (unaccounted on NEOPS/ASOSH)
- W-4 form (current year)
- Overseas Housing Allowance (if applicable)
  - DD Form 2367, Individual Overseas Housing Allowance Report (certified by Housing Office and Certifying Official; all applicable blocks 11 and 12)
  - A copy of the member's lease/mortgage shall accompany



# SAMPLE RC2AC/TAR CONVERSION LETTER APPROVAL



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL PERSONNEL  
701 SOUTH COURTHOUSE ROAD  
ARLINGTON, VA 22204-2472

IN REPLY REFER TO 1326  
08/20/2024

From: Deputy Chief of Naval Personnel  
To: [REDACTED]  
Via: Commanding Officer or Officer in Charge  
Subj: APPLICATION FOR AUGMENTATION TO THE ACTIVE COMPONENT  
Ref: (a) MILPERSMAN Article 1306-1505

1. Congratulations, on your selection for transition to the Active Component (AC). You're approved for transition into CWT/AC/A-School Conversion.

2. Per reference (a), you must reenlist no earlier than 60 days and no later than 45 days from your school convening date. Following reenlistment, you are required to report to your local Navy Reserve Activity for further direction until you execute your orders. Your Servicing PSD shall submit class "F" availability immediately after your reenlistment. You will reenlist and receive orders in your current rate. Sailor approved to reenlist as AC shall execute a NAVPERS 1070/601 Immediate Reenlistment Contract for a minimum of 48 months IAW reference (a). Upon completion of "A" school or obtaining required NEC, your rate will be changed by the servicing personnel office. Failure to successfully complete conversion could result in your release from active duty for convenience of the government.

3. Reserve Sailors who received a SELRES Enlistment Bonus (EB) or SRB, and who augment into the AC prior to the completion of their SELRES bonus contract, will incur a debt for the unearned portion of the bonus. Sailors in this situation are highly encouraged to request a remission of indebtedness from the Director, Military Personnel Plans and Policy (OPNAV N13) via CNRFC N1 in conjunction with submitting their RC2AC application. Reserve Sailors can obtain guidance on the remission request process and download formatted templates from the Commander Navy Reserve Forces Command Reserve Enlisted incentives (N112) website at: [https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc\\_n112/sitepages/home.aspx](https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc_n112/sitepages/home.aspx).

4. If you have any community management (advancement opportunity, Career Waypoints outlook, high year tenure, etc... questions), please direct them to your active duty community manager. You can contact your ECM via, the Career Waypoints Office at 901-874-2102. For questions concerning detailing, please direct them to your active duty detailee. You can contact your detailee via, the NPC call center at 866-U-ASK-NPC.

//Signed//  
M. W. Baze



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL PERSONNEL  
701 SOUTH COURTHOUSE ROAD  
ARLINGTON, VA 22204-2472

IN REPLY REFER TO 1326  
01/16/2024

From: Deputy Chief of Naval Personnel  
To: [REDACTED]  
Via: Commanding Officer or Officer in Charge  
Subj: APPLICATION FOR AUGMENTATION TO THE ACTIVE COMPONENT  
Ref: (a) MILPERSMAN Article 1306-1505

1. Congratulations, on your selection for Training and Administration of the Reserve (TAR). You're approved for transition into YN/TAR/In-Rate.

2. Per reference (a), you must reenlist within 30 days (NLT 15-Feb-2024) of receipt of this notice. If currently under mobilization orders, this requirement is waived until the end of your mobilization. You must reenlist within 30 days of demobilization processing. Servicing PSD shall submit class "F" avail on member immediately after reenlistment. Following reenlistment, you are required to report to your local Navy Reserve Activity for further direction until you execute your orders. Sailors approved to reenlist as TAR with more than 48 months remaining on their Reserve enlistment contract shall execute a NAVPERS 1070/622, Agreement to Recall or Extend Active Duty (Reporting for Active Duty section), with a minimum of a 48 month RADO entry IAW reference (a).

3. Reserve Sailors who received a SELRES Enlistment Bonus (EB) or SRB, and who augment into the AC prior to the completion of their SELRES bonus contract, will incur a debt for the unearned portion of the bonus. Sailors in this situation are highly encouraged to request a remission of indebtedness from the Director, Military Personnel Plans and Policy (OPNAV N13) via CNRFC N1 in conjunction with submitting their RC2AC application. Reserve Sailors can obtain guidance on the remission request process and download formatted templates from the Commander Navy Reserve Forces Command Reserve Enlisted incentives (N112) website at: [https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc\\_n112/sitepages/home.aspx](https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc_n112/sitepages/home.aspx).

4. If you have any community management (advancement opportunity, Career Waypoints outlook, high year tenure, etc... questions), please direct them to your active duty community manager. You can contact your ECM via, the Career Waypoints Office at 901-874-2102. For questions concerning detailing, please direct them to your active duty detailee. You can contact your detailee via, the NPC call center at 866-U-ASK-NPC.

# RC2AC/TAR KSDs - Officer



- Officer Appointment letter (RC2TAR only)
- NAVPERS 1000/4: Oath of Office (RC2AC only)
- PCS Orders (endorsed)
- NAVPERS 1070/602: Official Dependency Data Form or Record of Emergency Data/Dependency Application (RED/DA)
  - Dependency Application (revision 09-2016 or newer). Must be endorsed/witnessed (signed) official copy dated within 3 years of orders commencement date
- DD Form 2058: State of Legal Residence
- NPPSC 7000/1: Electronic Funds Transfer (EFT) Information
- Naval Enlisted/Officer Participation System (NEOPS)/Annual Statement of Service History (ASOSH) (whichever is more up to date)
  - <https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Points-FAQ/>
    - NEOPS – NSIPS
    - ASOSH – BOL
- DD214s (unaccounted on NEOPS/ASOSH)
- W-4 form (current year)
- Overseas Housing Allowance (if applicable)
  - DD Form 2367: Individual Overseas Housing Allowance Report (certified by Housing Office and Certifying Official; all applicable blocks 11 and 12).
  - A copy of the member's lease/mortgage shall accompany

# SAMPLE APPOINTMET LETTER AND OATH OF OFFICE



## Officer Appointment Letter (RC2TAR only)

04 DEC 2023  
(date)

From: [REDACTED]  
To: Commander, Navy Personnel Command (PERS-92)  
Subj: **SELECTION FOR REDESIGNATION AS TRAINING AND ADMINISTRATION OF THE RESERVE OFFICER**

1. **ACCEPT** / DECLINE (circle one) redesignation into the **TAR officer program**.

2. DL (initial) By accepting redesignation into the TAR program, I fully understand that I must obligate myself for Reserve Management orders to be generated by the TAR Detailers, detailing me to my initial TAR assignment.

3. DL (initial) I agree to serve the amount of time as an TAR Officer as specified in accordance with my community's program-specific requirements as detailed in the Navy Military Personnel Manual (MILPERSMAN) article(s) 1001-020, 1301-221 or 1301-213 once I have been redesignated into the TAR Officer Program (2 years for most designators; 3+ years for some aviation platforms).

4. DL (initial) Upon acceptance into the TAR community I am not authorized to apply for any active duty or inter-service programs / redesignations until I have completed my initial service obligation, but am able to request redesignation into another TAR officer community, should I desire.

5. DL (initial) Prior to TAR conversion, I agree to notify PERS-92 of any changes in my eligibility status (eg., medical, security clearance, etc.). Failure to provide notification may result in a loss of selection.

6. DL (initial) I understand that my conversion to the TAR Community will be contingent upon my remaining fully eligible per the eligibility criteria under which I was selected.

7. DL (initial) I hereby withdraw any request to resign my commission in the United States Navy.

[REDACTED]  
(Signature)

Subscribed and sworn to before me this  
14th day of December 2023  
(Signature & Grade of witnessing Officer)  
(To be signed by any commissioned officer from any service branch active or retired)

## Oath of Office (RC2AC only)

OFFICER APPOINTMENT ACCEPTANCE AND OATH OF OFFICE					
NAVPERS 1000/4 (Rev. 04-2016)			Supporting Directive MILPERSMAN 1070-030		
1. Name (Last, First Middle): [REDACTED]		2. SSN: [REDACTED]		3. Designator: 1710	
4. Status Before Appointment: CDR, USNR		5. PC:		6. Sex: M	
7. Street Address: [REDACTED]					
8. City:		9. State:		10. Zip Code:	
11. Date Of Birth: 85APR27		12. OSC: 010		13. CSC: 750	
14. BC: E		15. Ethnic Group: Y		16. Citizenship: CA	
17. Place of Birth: 26		18. Permanent Grade: CDR		19. Permanent Grade Date: 2024-03-01	
20. Present Grade: CDR		21. Present Grade Date: 2024-03-01		22. Null & Void Date: 2024-08-26	
23. Type Of Duty: <input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive		24. Type Of Appointment: <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Permanent		25. Status: <input type="checkbox"/> Confirmed <input type="checkbox"/> AD Interim <input checked="" type="checkbox"/> USN <input type="checkbox"/> USNR	
26. Branch:		27. Authority: 10 USC 531		28. PLSD:	
29. BUPERS Use Only		30. Inactive SC: <input checked="" type="checkbox"/>		31. Inactive SC:	
THE PRESIDENT OF THE UNITED STATES HAS APPOINTED YOU AS AN OFFICER IN THE U.S. NAVY UNDER THE CONDITIONS INDICATED IN THIS DOCUMENT. IF APPOINTMENT IS ACCEPTED YOU MUST COMPLETE OATH OF OFFICE. IF IT IS NOT ACCEPTED SIGN AND DATE DECLINATION, INDICATE REASONS FOR NON-ACCEPTANCE.					
Authenticator Name:		[REDACTED]		26 FEB 2024	
Authenticator Signature:		[REDACTED]			
OATH OF OFFICE					
From: MICHAEL LEE STAMPLER		To: Secretary of the Navy			
I, MICHAEL LEE STAMPLER, HAVING BEEN APPOINTED CDR (P) IN THE U.S. NAVY UNDER THE CONDITIONS INDICATED IN THIS DOCUMENT, DO ACCEPT SUCH APPOINTMENT AND DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME, THAT I TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION, AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE ON WHICH I AM ABOUT TO ENTER, SO HELP ME GOD.					
Copy to:		[REDACTED] (NAME OF APPOINTEE)			
INDEX RECALL		[REDACTED] (SIGNATURE OF APPOINTEE)			
SUBSCRIBED AND SWORN TO BEFORE ME THIS		DAY OF MARCH 2024			
[REDACTED]		[REDACTED] (NAME OF WITNESSING OFFICER)			
[REDACTED]		[REDACTED] (SIGNATURE AND GRADE OF WITNESSING OFFICER)			
DECLINATION OR DISQUALIFICATION					
(APPOINTEE/COMMANDING OFFICER NAME AS APPLICABLE)					



# HOW TO CALCULATE Active Duty Service Date (ADSD)



## Annual Statement of Service History (ASOSH)

PERIOD		W H Y	INACTIVE POINTS				ACTIVE POINTS		QUALIFYING PTS/SERVICE	
From Date (MM/DD/YY)	To Date (MM/DD/YY)		Drills Funeral Honor Duty	Corres. Courses	Member- ship	Inactive Subtotal	Active Duty	AT/ADT	Total Points	Service (YY MM DD)
<a href="#">03/15/12</a>	09/05/12	0	000	000	07	007	0000	000	00007	00 00 00
<a href="#">09/06/12</a>	03/14/13	1	000	000	00	000	0190	000	00190	01 00 00
<a href="#">03/15/13</a>	03/14/14	1	000	000	00	000	0365	000	00365	01 00 00
<a href="#">03/15/14</a>	03/14/15	1	000	000	00	000	0365	000	00365	01 00 00
<a href="#">03/15/15</a>	03/14/16	1	000	000	00	000	0366	000	00366	01 00 00
<a href="#">03/15/16</a>	09/05/16	1	000	000	00	000	0175	000	00175	00 00 00
<a href="#">09/06/16</a>	03/14/17	0	000	000	08	008	0000	000	00008	01 00 00
<a href="#">03/15/17</a>	03/14/18	0	000	000	15	015	0000	000	00015	00 00 00
<a href="#">03/15/18</a>	03/14/19	0	000	000	15	015	0000	000	00015	00 00 00
<a href="#">03/15/19</a>	03/14/20	0	032	000	15	047	0000	059	00106	01 00 00
<a href="#">03/15/20</a>	03/14/21	0	051	000	15	066	0087	041	00194	01 00 00
<a href="#">03/15/21</a>	03/14/22	0	012	000	15	027	0261	000	00288	01 00 00
<a href="#">03/15/22</a>	03/14/23	0	054	000	15	069	0365	028	00365	01 00 00
<a href="#">03/15/23</a>	03/14/24	0	059	000	15	074	0000	007	00081	01 00 00
<a href="#">03/15/24</a>	19-----	-	010	000	--	---	0000	000	-----	-- -- --
<b>TOTAL POINTS:</b> 02540			<b>TOTAL QUALIFYING SERVICE:</b> (YY MM DD) 10 00 00							

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# HOW TO CALCULATE Active Duty Service Date (ADSD)



When calculating an ADSD, we use the members NEOPS/ASOSH to do so. We add all Active Points (Active Duty and AT/ADT) together and subtract it from the member's Current Enlistment Date (CED) for Enlisted or DGAD (report date) for Officers.

For example, using the provided ASOSH screenshot, the total sum of all Active duty days and all AT/ADT days together equals to 2,309 days.

Using the formula below, convert the total sum into a date format (YY/MM/DD) to calculate the new ADSD.

Formula: 365 days in a year, 30 days in a month, and remainder will be the number of days

Using the example above: total sum = 2,309.

$2309/365 = 6.33$  days = **6 years**);  $6 \times 365 = 2190$  days

$2309 - 2190 = 119$  days;  $119/30 = 3.97 = 3$  **months**;  $3 \times 30 = 90$

$119 - 90 = 29$  **days** \*\*\* Notice that we did not add an "inclusive day"? It's because we are just converting the number to a date. \*\*\*

Now, using the 06 years 03 months, and 29 days, we can subtract from the member's CED or DGAD. For example, see calculation below if CED is 3/27/2024.

	24	03	27
-	06	03	29
	17	11	29

\*\*\* Notice that we added an inclusive day? It's to properly account for all creditable service. \*\*\* New ADSD = 11/29//2017



## MILPERSMAN 1306-1502

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.](#)

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.](#)



# RC2AC/TAR WHILE ON ACTIVE DUTY ORDERS



## ENLISTED

- For SELRES converting to RC2AC/TAR while on Active Duty (AD) orders (ADOS, MOB, Recall), submit a Salesforce case (eCRM) to RCOE to include all required KSDs for RC2AC/TAR package. Ensure to specify that member was selected for RC2AC/TAR conversion in the description.
- Upon receipt of PCS orders, request an Activity Loss, then Activity Gain to respective TSCs (either TSC Pensacola, TSC San Diego, or TSC Yokosuka).
  - Do not submit to RCOE for processing
- SELRES on AD has the option to complete their AD orders and convert to AC or TAR, 30 days after completing orders.
  - Once SELRES are on AD, they are to physically muster with the current active duty command until new PCS orders have been cut to their Ultimate Duty Station.
    - For example, Sailor is MOB in Virginia, but the family lives in New York, member will receive Virginia BAH although family remains in New York.

## OFFICER

- Upon receipt of PCS orders, request an Activity Loss, then Activity Gain to respective TSCs (either TSC Pensacola, TSC San Diego, or TSC Yokosuka).

# RC2AC/TAR Common errors and issues



- Strength loss not complete or completed incorrectly
  - Improper DSC (member remained DSC 200 vice DSC 198)
  - Improper date (member's loss date was released for the wrong date)
- Incomplete packages
  - Missing KSDs
  - Incorrectly completed KSDs
    - Endorsements on orders (missing or not matching)
    - Page 2 not signed or within periodicity
      - Must be certified by the verifying official
    - Incorrect NAVPERS 1070/601
      - Incorrect UIC (use Active Duty UIC)
      - Incorrect RADO (RC2TAR only)
        - Must equal to # of months/days of reenlistment years: for example, 4 years = 048/000)
- Packages submitted to incorrect queue in Salesforce (TSC Great Lakes vice TSC Norfolk)
- Late submissions
- Non-responsive CPPAs (CPPA Action)
- Inaccurate NEOPS/ASOSH

# NESD Trouble Ticket information



## NESD Trouble Ticket

- In cases of incorrect DSC or incorrect loss date, cancel the transaction and re-do the loss in NSIPS.
- In instances that cancellation does not fix the issue, NRAs should submit an NESD trouble ticket to request for resolution

### ? Help Desk

#### Navy Enterprise Service Desk (NESD) Information.



Phone : 1-833-NESDNOW (1-833-637-3669)



Email : [nesd@nesd-mail.onbmc.mil](mailto:nesd@nesd-mail.onbmc.mil)



NESD Portal: <https://nesd-dwp.onbmc.mil/dwp/app/#/itemprofile/12501>

