1. **Purpose.** This article sets forth the procedures for an enlisted member in the Active Component (AC) or Full Time Support (FTS) to directly transition at the expiration of active obligated service (EAOS) as extended (soft EAOS (SEAOS)) to the Selected Reserve (SELRES) via the AC to the Reserve Component (RC) (AC2RC) Program to continue member’s Navy career without a break in service.

2. **Responsibilities**

   a. Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policy (N13) is responsible for the approval of enlisted force management policy in support of the Deputy, Chief of Naval Operations (N1). OPNAV (N13) is the approving authority for Career Waypoints (C-WAY) policy.

   b. OPNAV, Enlisted Force Shaping Plans and Policies Branch (N132) is responsible for developing enlisted force management policy in support of OPNAV (N1). OPNAV (N132) will establish all applicable C-WAY policies.

   c. Head, Bureau of Naval Personnel (BUPERS), Reserve Enlisted Community Management Division (ECM) (BUPERS-352) and Head, Military Community Management Plans and Policy/Career Waypoints (BUPERS-33), in coordination with OPNAV (N132), is responsible for C-WAY execution and approval of all AC2RC requests via C-WAY. BUPERS-352 must adjudicate all AC2RC requests, as directed by OPNAV (N13) and delineated by BUPERS, Military Community Management (BUPERS-3).
d. Director, Career Transition Office (CTO) (PERS-97), as the AC2RC Program Manager, is responsible for all facets of execution related to this program as prescribed herein.

3. Eligibility. Sailors desiring transition from AC2RC, via NAVPERSCOM (PERS-97), must have BUPERS-352 approval through the C-WAY System using Career Waypoints-Reenlistment (C-WAY-REEN) application module. Refer to MILPERSMAN 1160-140 for C-WAY-REEN guidance. Members without an AC or SELRES C-WAY quota may be contacted directly by CTO to discuss reserve options.

   a. To affiliate with SELRES via the C-WAY-REEN module, Sailors must submit a C-WAY-REEN application for a SELRES quota. SELRES opportunities are available to all rated E-3 through E-6 AC and FTS Sailors. C-WAY-REEN SELRES affiliation requests will continue to be processed until 3 months prior to the Sailor’s SEAOS per MILPERSMAN 1160-140.

   b. Sailors who do not have a C-WAY-REEN application quota who have greater than 30 days, and 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 counselor (CCC) contact BUPERS-352 to request a SELRES quota via NAVPERS 1306/7 Enlisted Personnel Action Request. BUPERS 352 will either approve or disapprove the request based on needs of the Navy. E-7 or above Sailors requesting AC2RC will follow the same process, utilizing NAVPERS 1306/7 Enlisted Personnel Action Request routed to BUPERS-352 for approval or disapproval.

   c. Sailors who do not receive a RC quota 30 days prior to leaving active duty must contact a Navy recruiter if they desire to affiliate with the RC as a SELRES Sailor.

4. Procedures. The following procedures have been established for AC or FTS Sailors transitioning to the SELRES via the CTO:

   a. Upon notification of C-WAY-REEN application quota approval to affiliate with SELRES, the CCC must assist the Sailor with completing NAVPERS 1306/97 Reserve Affiliation Screening Checklist (RASC). The CCC will submit NAVPERS 1306/97 and the Sailor’s C-WAY approval letter to the member’s enlisted transition assistant (TA) at CTO. The TA will contact the RC approved Sailor and CCC, once 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 commanding officer (CO) or designated approving authority must evaluate and certify that the member is fully qualified, utilizing NAVPERS 1306/97, regardless of the Sailor’s intent to use his or her C-WAY-REEN quota for SELRES affiliation.

c. The CTO will prepare and provide all affiliation documents to Sailors via their CCC to review, sign, and return to their CTO TA prior to members’ EAOS or terminal leave start date.

d. The CCC must rescind the 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 and coordinate initial Navy Reserve unit assignments with Commander, Navy Reserve Forces Command (CNRF) Assignments Department (N12). Sailors must not report to the Navy Reserve Activity (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 CNRF (N12), and bonus requests for eligible Sailors must be submitted per the current enlisted Reserve bonus policy available on the Navy Reserve Homeport at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRF_N112/SitePages/Home.aspx. Sailors who choose to fulfill their Reserve obligation for involuntary separation pay in the SELRES must sign a contract for a minimum of 3 years per MILPERSMAN 1910-050. The contract must be sworn and signed prior to the Sailor executing any terminal leave. The effective date of the Reserve contract must be the day after the Sailor’s SEAOS.
5. **Feedback.** If the gaining NRA determines that the appropriate screening, RC strength gain, and or bonus application was not done or completed improperly, NAVPERSCOM (PERS-97) must be notified utilizing CTO’s e-mail address: CTO.ENLISTED@navy.mil.