

MILPERSMAN 1306-1501

ENLISTED ACTIVE COMPONENT TO RESERVE COMPONENT (AC2SELRES/AC2FTS) TRANSITION PROCEDURES

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References	(a) OPNAVINST 1160.8B (b) OPNAVINST 6110.1J (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 active duty full-time support (FTS) or Selected Reserve (SELRES). AC Sailors may request a component change to RC (SELRES or FTS) at the expiration of active obligated service (EAOS). Additionally, AC Sailors may request a component change to RC (FTS) after completing a minimum of 24 months on board their current command, as long as they are within 18 months from their EAOS or soft EAOS (SEAOS). AC Sailors will submit an application for conversion in the Career Waypoints (C-WAY) System based on available quotas. The AC to FTS (AC2FTS) Program covers Sailors requesting a component change to RC (FTS), while the AC to RC (AC2RC) 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.

2. **Policy.** This article sets forth eligibility and application procedures for component change and transition to the RC via the AC2FTS and AC2RC Programs.

a. E-6 and below Sailors desiring to apply for the AC2FTS and AC2RC Programs should utilize the C-WAY System under the C-WAY transition module.

b. Sailors in pay grades E-7 or above, with special circumstances, and having greater than 14 years of service or in remote locations without access to C-WAY will apply as follows:

(1) AC2FTS may submit a completed conversion package per [MILPERSMAN 1440-010](#) to Bureau of Naval Personnel (BUPERS), SELRES and FTS Branch (BUPERS-328) for processing.

(2) AC2RC Sailors may submit a completed [NAVPERS 1306/7](#) Electronic Personnel Action Request with command endorsement to the BUPERS, Reserve Enlisted Community Manager (Technical Advisor) (BUPERS-352) via the [MyNavy Career Center Portal](#) for the rating in which they are applying.

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, Policy, and Oversight Branch (OPNAV N132), BUPERS, Enlisted Community Management Division (BUPERS-32), and BUPERS-352.

3. **Responsibilities**

a. OPNAV (N13) is responsible for the approval of enlisted force management policy in support of the Deputy Chief of Naval Operations, Manpower, Training, Education (DCNO 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 OPNAV (N1).

c. BUPERS, Military Community Management Plans and Policy/Career Waypoints Branch (BUPERS-33); BUPERS-32; BUPERS-352; and BUPERS-328, in coordination with OPNAV (N132), is responsible for C-WAY execution and approval of all AC2FTS and AC2RC requests. All AC2FTS and AC2RC requests will be adjudicated as directed by OPNAV (N13) and delineated by BUPERS, Military Community Management Department (BUPERS-3).

d. Navy Personnel Command (NAVPERSCOM) Director, Career Transition Office (CTO) Career Transition Division (PERS-97), as the AC2RC Program Manager, is responsible for execution of all approved C-WAY applications for AC Sailors approved for the RC as prescribed herein.

4. **Eligibility**

a. To be eligible for the AC2FTS Program, applicants must:

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

(2) Have completed a minimum of 24 months on board current command before submission of application,

(3) Not be in receipt of permanent change of station orders,

(4) Complete all contractual requirements if reenlisted with a selective reenlistment bonus (SRB), per reference (a). Applicant may be approved for FTS conversion if currently serving under an SRB, but may not reenlist in the FTS Program until the full term of obligated service has been completed,

(5) 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 detailee to align PRD and EAOS before submitting application,

(6) Meet physical readiness standards per reference (b), and

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

b. To be eligible for the AC2RC Program, applicants must:

(1) Obtain 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. Service members without an AC or SELRES C-WAY quota may be contacted directly by the CTO to discuss reserve options.

(2) To affiliate with SELRES via the 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 FTS 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](#).

(3) 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 counselor (CCC) contact the MyNavy Career Center to request a SELRES quota via [NAVPERS 1306/7](#). BUPERS-352 will either approve or disapprove the request based on needs of the Navy.

(4) Per subparagraph 2b, E-7 or above Sailors requesting AC2RC will route [NAVPERS 1306/7](#) to BUPERS-352 for approval or disapproval via the MyNavy Career Center e-mail: askmncc@navy.mil or phone: 1-833-330-MNCC.

(5) Sailors who do not receive an RC quota prior to leaving active duty must contact a Navy recruiter if they desire to affiliate with the RC as a SELRES Sailor.

5. Procedures

a. The following procedures have been established for AC Sailors applying for the AC2FTS Program:

(1) All AC Sailors, with the exception of those outlined in subparagraph 2b, must utilize C-WAY, as outlined in [MILPERSMAN 1160-140](#), when requesting conversion into the FTS Program.

(2) Once approved for AC2FTS conversion, Sailors will reenlist into branch class 32 (FTS), no earlier than 18 months prior to PRD to allow for appropriate detailing, as necessary.

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

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

(1) 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 the Service member's 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.

(2) The Sailor's AC commanding officer (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.

(3) 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 Service members' EAOS or terminal leave start date.

(4) 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.

(5) 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 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.

(6) 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 (N112), and 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 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.

(7) 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: askmncc@navy.mil or phone: 1-833-330-MNCC.