

## MILPERSMAN 1306-1501

### ENLISTED ACTIVE COMPONENT TO RESERVE COMPONENT (AC2RC) TRANSITION VIA THE CAREER TRANSITION OFFICE (CTO)

<b>Responsible Office</b>	NAVPERSCOM (PERS-97)	Phone:	DSN	882-4108
			COM	901-874-4108
			FAX	901-874-2186
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

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 end of active obligated service (EAOS) to the Selected Reserve (SELRES) via the Active Component to the Reserve Component (AC2RC) Program to continue his or her Navy career.

2. **Eligibility.** All Sailors desiring transition from AC2RC via Navy Personnel Command (NAVPERSCOM), Career Transition Office (CTO) (PERS-97) must have a Perform to Serve (PTS) SELRES option quota or Enlisted Early Career Transition Program (ECTP) approval. To affiliate with the SELRES, application procedures are as follows:

a. PTS with SELRES option is open to all eligible Active Duty Sailors in zones A, B, and C with up to 14 years of active service. PTS applications will continue to be processed until 3 months prior to EAOS (as extended) per MILPERSMAN 1440-060. Eligible Sailors include:

- (1) Sailors in their normal PTS window that are within 4 to 12 months of their EAOS;
- (2) Sailors electing to separate at EAOS;
- (3) Sailors "PTS denied" to remain on Active Duty;
- (4) E-5 and below Sailors being released from Active Duty as a result of the Navy's High Year Tenure policy; and

(5) Sailors identified by the Enlisted Retention Board for release from Active Duty.

b. Sailors who currently have a final AC or FTS PTS quota and have greater than 3 months remaining prior to their EAOS (as extended) must cancel their AC or FTS PTS quota prior to applying for a quota for the SELRES by submitting a NAVPERS 1070/613 Administrative Remarks to the Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32). NAVPERS 1070/613 is available at:

<http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx>.

c. Sailors who do not have a PTS quota for the SELRES, have greater than 30 days prior to EAOS (as extended), are not currently on terminal leave, and desire direct transition to the Reserve Component (RC) as a SELRES are required to have their Command Career Counselor (CCC) contact the SELRES community manager to request a SELRES quota. The SELRES community manager will approve or disapprove the accession quota based on the needs of the Navy.

d. All other Sailors must contact a Navy recruiter if they desire to affiliate with the RC as a SELRES.

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

a. Upon notification of PTS quota approval for the SELRES, the CCC shall assist the Sailor with completing and submitting NAVPERS 1306/97 Reserve Affiliation Screening Checklist and Contact Information Sheet regardless of the Sailor's intentions. Once the Sailor decides to utilize the PTS quota for the SELRES, the CCC will submit NAVPERS 1306/97 to the CTO. If the Sailor does not desire to utilize the PTS quota for the SELRES at the time of approval, the CCC shall print and retain the Sailor's NAVPERS 1306/97 onboard until the 61<sup>st</sup> day after the Sailors EAOS;

b. The Sailor's AC commanding officer (CO) shall evaluate and certify that the member is fully qualified utilizing NAVPERS 1306/97 regardless of the Sailor's intent to use their PTS quota for the SELRES. NAVPERS 1306/97 is available at:

<http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx>

- c. The CTO will prepare and provide all affiliation documents to the Sailor via their CCC to review, sign, and return to the CTO;
- d. Upon completion and submission of the NAVPERS 1306/97 the CCC and Sailor must log into the Career Management System-Interactive Detailing (CMS-ID) and select the location of the nearest Navy operational support center (NOSC) where the Sailor intends to drill;
- e. Upon receipt of a completed NAVPERS 1306/97 from the CTO, NAVPERSCOM, Full Time Support Assignments Branch (PERS-4012) will generate separation orders on the Sailor to the NOSC that the Sailor selected via CMS-ID;
- f. The CO must rescind the Sailor's approval for affiliation if the Sailor subsequently becomes ineligible to affiliate in the Navy Reserves (non-judicial punishment, medical reasons) after NAVPERS 1306/97 has been sent to the CTO. To rescind approval, the CO must check the final disapproval block on NAVPERS 1306/97 and resubmit the form to the CTO to terminate the affiliation process before the Sailor detaches from his or her command;
- g. Sailors who receive separation orders from NAVPERSCOM will detach from their AC command and report to the NOSC by the "report no later than" date that as described on their separation orders. The detaching command's supporting personnel support detachment (PERSUPP DET) or afloat personnel office will affect the AC transfer to the NOSC;
- h. The supporting PERSUPP DET of the NOSC for Sailors with NAVPERSCOM separation orders will affect the gain to the NOSC and the AC strength loss;
- i. Sailors will have their RC strength gain and their initial Navy Reserve unit assignment initiated by the CTO;
- j. Sailors who do not complete NAVPERS 1306/97 and request a NOSC via CMS-ID at least 60 days prior to their EAOS will not receive NAVPERSCOM separation orders to their NOSC of choice. Sailors who subsequently complete NAVPERS 1306/97 within 60 days of their EAOS will initiate their transition via the CTO. Sailors without orders to the NOSC will not report to the NOSC until they receive their transition documents including their drill date from the CTO;

k. If required, CCCs will assist Sailors with the execution of a Reserve reenlistment contract. Sailors who choose to fulfill their Reserve obligation for involuntary separation pay in 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 EAOS; and

l. All Sailors who affiliate with the SELRES via this article must hand carry their medical and dental records to their NOSC.

4. **Feedback**. If the gaining NOSC determines that the appropriate screening was not done or was completed improperly, NAVPERS (PERS-97) shall be informed and a Special Program Screening Deficiency Report shall be submitted to the detaching command. Refer to MILPERSMAN 1306-900, Exhibit 3.