

Reenlistments SOP



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Process Name: Reenlistments SOP**Document ID: End to End****Document Owner:****Approval:****Revision Date:**

MNCC HRSC, Navy Personnel Command

Navy Pay and Personnel Support Center (NPPSC)

21-Apr-23

PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow during management and administration of a Service Member's reenlistment.

Roles / Responsibilities:

- TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to *create* NSIPS transactions.
- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' as used in this SOP refers to a civilian Supervisor, designated servicemember, or a Personnel Specialist authorized to *release* NSIPS transactions
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA)."
- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- Command Career Counselor: CCC and Dept/Div personnel who perform career counseling
- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.
- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/FSC authorization.
- Service Member: a person serving in the Armed Forces who may be eligible for the entitlements listed in the SOP.
- Deputy Disbursing Officer (DDO): A person appointed to act in the name of and for that DO to perform any and all acts relating to the receipt, disbursement, custody, and accounting for public funds. The appointing DO may restrict the acts a deputy is authorized to perform. DDOs must be U.S. citizens.

Service Member

- View/verify/update ESR in conjunction with Career Development Boards, which are recommended to be conducted 15-24 months prior to PRD/SEAO
- Verify the following documents were printed from ESR and submitted to OMPF properly:
 - o Field Code 36: Training, Education and Qualifications History (NAVPERS 1070/881)
 - o Field Code 37: Awards Record (Honors and Awards) (NAVPERS 1070/880)

Additionally, verify the following documents are also properly submitted to the OMPF:

- o Field Code 30: Reenlistment Contract (NAVPERS 1070/601)
- o Field Code 31: History of Assignments (NAVPERS 1070/605)
- o Field Code 32: Administrative Remarks (NAVPERS 1070/613)
- o Field Code 36: Member Data Summary (NAVPERS 1070/886)

Except for your contract, all documents should reflect a date ON or immediately AFTER your reenlistment date.

CPPA

- Ensure TSC receives signed contract within two business days following Service Member's reenlistment
- Ensure TSC receives complete and correct documentation in accordance with the SOP and any supporting checklists in timeframes indicated

CCC

- Monitor Career Information Management System (CIMS) reports (EAOS/PRD, HYT, Gains/Losses, etc.) and identify eligible (SEAOS/PRD) Service Members.
- Ensure all qualified Career Waypoint-Reenlistment applications are submitted IAW applicable time criteria.
- Review monthly results via Career Waypoint-Reenlistment command reports and update applications as necessary to increase Service Member retention opportunities

Command Leadership

- Ensure user access to online service records and encourage personnel to monitor records for personnel data accuracy, career achievements, and eligibility for continued service
- Support personnel efforts to ensure records accurately reflect personal and career data, and professional achievements
- Designate Primary and Secondary Command Pay and Personnel Administrator (CPPA) in writing, per MPM 1000-021 and ensure participation in routine training provided by servicing TSC
- When personnel accounts are maintained by a TSC, use eCRM to submit personnel documents for documentation in NSIPS
- In all cases when applications do not perform as expected, ensure stakeholders and/or users contact Navy 311 via email at navy311@navy.mil. Ensure support requests are tracked until resolved satisfactorily.

TSC

- Print and verify the Projected Loss Report with EAOS and EREN in NSIPS weekly
- Monitor Projected Loss Report for EAOS from NSIPS and work with CPPA and/or CCC to identify Service Members within 90 days of EAOS
- Coordinate with CPPA and/or CCC to determine Service Member's career intentions in sufficient time to meet requirement of Navy directives
- Service record entries are event driven, and individual governing regulations must be reviewed to determine the specific requirements for the event. Refer to MILPERSMAN 1070-111, which identifies those NSIPS/ESR documents that need to be submitted to the OMPF upon reenlistment. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member's effort to resolve the issue as soon as possible.

OVERALL BEST PRACTICES:

- All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: <https://www.doncio.navy.mil/>

| # | System | Description |
|----|-------------------------------|---|
| 1. | OMPF | <ul style="list-style-type: none"> Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Officer and Enlisted Service Member, Active and Reserve, from time of entry until final separation. OMPF - My Record View provides the ability to view, download, and print OMPF documents. Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer. When asked to verify PKI, choose the DoD CA-XX authentication certificate, not the email certificate. |
| 2. | Electronic-Submission (E-Sub) | <ul style="list-style-type: none"> The E-Sub application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant. All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu. |
| 3. | NSIPS/ESR | <ul style="list-style-type: none"> Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for Officer and Enlisted, Active and Reserve. The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information. Login to NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate. |
| 4. | DJMS MMPA | <ul style="list-style-type: none"> The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing. MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer. |
| 5. | DWOWS | <ul style="list-style-type: none"> Defense Workload Operations Web System (DWOWS) is a web-based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members. |

| # | System | Description |
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| 6. | Enterprise Customer Relations Management System eCRM | <ul style="list-style-type: none"> The eCRM console enables designated command personnel to electronically communicate safely and efficiently with the supporting TSC or TPC. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer. |
| 7. | OPINS | <ul style="list-style-type: none"> Officer Personnel Information System (OPINS) enables authorized users to input Service Member requests for Selective Reenlistment Bonus (SRB), Enlisted Supervisor Retention Pay (ESRP) and Selective Training and Reenlistment (STAR). Login to OPINS at https://miap.csd.disa.mil using CAC and CAC-enabled computer. |
| 8. | CIMS | <ul style="list-style-type: none"> Career Information Management System (CIMS) automates Career Counselor office procedures and simplifies processes supporting the command's career information program. Using CIMS, the CCC creates and maintains Command Career Counselor records, prepares for Career Development Boards (CDBs), views Armed Services Vocational Aptitude Battery (ASVAB) scores, accesses SRB, ESRP, and retirement calculators, obtains a variety of lists and reports, and prints certificates for reenlistment and retirement. Login to CIMS at: https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. |
| 9. | Career Waypoints | <ul style="list-style-type: none"> Career Waypoints (C-WAY) is the IT system that serves as the Navy's primary force shaping tool used to level rating manning from overmanned ratings to undermanned ratings for both rated and non-rated Sailors. It is also a rating quality and eligibility screening mechanism. C-WAY processes Reenlistment (REEN) applications for retention, as well as qualifies Sailors for rating conversion opportunities and Apprentices to rating designations, as part of mandatory Chief of Naval Personnel career counseling and retention programs, including C-WAY-REEN and C-WAY-Professional Apprenticeship Career Track (PACT). System capabilities and business processes are discussed in detail in NAVADMINs 021/13, 149/13 and 150/13. The enlisted career management processes supported by C-WAY include: <ul style="list-style-type: none"> Reenlistment (formerly Perform to Serve (PTS)) Reclassification (formerly Production Management Office (PMO)) PACT Designation (formerly Rating Entry for General Apprentice (REGA)) Conversion (within Active Component (AC) and Reserve Component (RC)) Transition between AC/FTS and RC Transition between RC and AC/FTS The C-WAY system now automatically generates most reenlistment applications based on a Service Member's Projected Rotation Date (PRD) or proximity to the end of their enlistment contract (End of Active Obligated Service, as extended (SEAOS)). Login to CWAY-Self Service at: https://www.bol.navy.mil/ |

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| # | Doc ID | Title |
|---|-----------------------------|---|
| 1 | OPNAVINST 1040.11 (Series) | Navy Enlisted Retention and Career Development Program |
| | OPNAVINST 1160.8 (Series) | Selective Reenlistment Bonus (SRB) Program |
| | OPNAVINST 6110.1 (Series) | Physical Readiness Program |
| 2 | SECNAVINST 6120.3 (Series) | Periodic Health Assessment for Individual Medical Readiness |
| 3 | NAVMED P-117, Chapter 18 | Manual of the Medical Department (MANMED), Chapter 18 Medical Evaluation Boards |
| 4 | DoD FMR Vol. 7A, Ch. 35 | Department of Defense (DoD) Financial Management Regulation (FMR) – Separation Payments - Accrued Leave Pay |
| 5 | BUPERSINST 1610.10 (Series) | Navy Performance Evaluation System |
| 6 | MILPERSMAN 1000-100 | Home of Record and Place from which Ordered to Active Duty |
| | MILPERSMAN 1070-111 | Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF). |
| | MILPERSMAN 1070-320 | Administrative Remarks |
| | MILPERSMAN 1160-010 | Age Limitation of Enlisted Personnel for Continuation on Active Duty |
| | MILPERSMAN 1160-020 | Reenlistment Ceremony |
| | MILPERSMAN 1160-030 | Certain Enlistments and Reenlistments under Continuous Service Conditions |
| | MILPERSMAN 1160-031 | Required Counseling upon Enlistment or Reenlistment |
| | MILPERSMAN 1160-040 | Extension of Enlistments |
| | MILPERSMAN 1160-100 | Selective Training and Reenlistment (STAR) Program |
| | MILPERSMAN 1160-120 | High Year Tenure (HYT) |
| | MILPERSMAN 1160-140 | Career Waypoints - Reenlistment |
| | MILPERSMAN 1306-604 | Active Obligated Service (OBLISERV) for Service Schools |
| | MILPERSMAN 1306-611 | Professional Apprenticeship Career Track (PACT) Program |
| | MILPERSMAN 1306-618 | Class "A" School and Rating Entry Requirements |
| | MILPERSMAN 1306-1000 | Reenlistment Incentives |
| | MILPERSMAN 1440-010 | Conversion Authorization |
| | MILPERSMAN 1440-011 | Forced Conversion |
| | MILPERSMAN 7220-340 | Lump-Sum Payment for Accrued Leave |

References:

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| # | Doc ID | Title |
|----|---|---|
| 7 | NPPSCINST 5213.1 (Series) | Forms Management |
| | NPPSCINST 5220.2 (Series) | Standard Management Reports |
| 8 | NAVADMIN 243/16 | Component Change Reenlistments Between Full Time Support and Active Component |
| | NAVADMIN 304/17 | Physical Readiness Program Policy Change |
| | NAVADMIN 118/18 | Professional Apprenticeship Career Track Program Changes |
| | NAVADMIN 274/19 | Sea Shore Flow Enlisted Career Paths Update |
| | NAVADMIN 275/19 | Professional Apprenticeship Career Track Program Changes - II |
| | NAVADMIN 108/20 | Selective Reenlistment Bonus Program Update April 2020 |
| | NAVADMIN 272/21 | Publication of BUPERSINST 1610.10F (EVALMAN) |
| | NAVADMIN 021/22 | Sea Shore Flow Enlisted Career Paths Updates for Nuclear Trained Enlisted Personnel |
| | NAVADMIN 250/22 | eNAVFIT Implementation Update |
| | NAVADMIN 259/22 | Publication of BUPERSINST 1610.10F (EVALMAN) CH 1 (Corrected Copy) |
| 9 | NAVADMIN 288/22 | High Year Tenure Plus Pilot |
| | NAVADMIN 055/23 | Enlisted Supervisor Retention Pay Policy Updates |
| 9 | NPPSC Ops Alert 007/23 | High Year Tenure (HYT) Plus Pilot Program and Verification of Estimated Date Loss from the Navy (EDLN) Prior to Contract Submission |
| 10 | MPA 18-20 | Selective Reenlistment Bonus (SRB) TD Range Changes for DWOWS Case Submission |
| 11 | PPIB 14-08 | Career Waypoints (C-WAY) Requirements |
| | PPIB 15-09 | Reenlistments in Conjunction with Selective Reenlistment Bonus (SRB) |
| | PPIB 15-13 | Selected Reserve on Active-Duty Reenlistment Process |

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| # | Website Sponsor | Title and Link |
|----|-----------------|---|
| 1. | MyNavy HR | Electronic Service Record (ESR) |
| | | https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/ |
| 2. | MyNavy HR | Official Military Personnel File (OMPF) My Record |
| | | https://www.mynavyhr.navy.mil/Career-Management/Records-Management/OMPF-My-Record/ |
| 3. | MyNavy HR | OMPF Document Correction |
| | | https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/ |
| 4. | MyNavy HR | OMPF Document Submission |
| | | https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/ |
| 5. | MyNavy HR | Electronic Submission |
| | | https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Submission/ |
| 6. | MyNavy HR) | CPPA Resources |
| | | https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/ |
| 7. | MyNavy HR | Career Counseling Career Development |
| | | https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/ |
| 8. | MyNavy HR | Career Counseling Career Waypoints (C-WAY) |
| | | https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/ |

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| # | Website Sponsor | Title and Link |
|-----|-----------------|---|
| 9. | MyNavy HR | Reenlistments/Extensions |
| | | https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Reenlistment-Extensions/ |
| 10. | MyNavy HR | Enlisted Community Management |
| | | https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/ |
| 11. | MyNavy HR | Pay and Benefits |
| | | https://www.mynavyhr.navy.mil/References/Pay-Benefits/ |
| 12. | MyNavy HR | N130D - Bonus Programs, Special and Incentive Pays |
| | | https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130D/ |
| 13. | MyNavy HR | SRB SDAP Enlisted Bonus |
| | | https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/ |
| 14. | MyNavy HR) | Enlisted Supervisor Retention Pay (ESRP) |
| | | https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Nuclear/ESRP-SRB-Programs/ |
| 15. | NSIPS | NSIPS |
| | | https://www.nsips.cloud.navy.mil/my.policy |

Command Aids and User Guides:

| # | Sponsor | Document Title and Link |
|----|----------------------|---|
| 1. | DJMS MMPA Guide | Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide |
| | | https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |
| 2. | My Navy Portal (MNP) | ESR Quick Reference Guide for Personnel Specialists CIMS User Guide |
| | | https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/CIMS-NRMS/ |

Help Desk Contact Information:

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| # | Contact Source | Contact Details |
|----|--------------------------|--|
| 1. | NSIPS ESR | <ul style="list-style-type: none"> NSIPS Help Desk 1-833-637-3669 nesd@nesd-mail.onbmc.mil MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil |
| 2. | OMPF | <ul style="list-style-type: none"> MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil |
| 3. | eCRM | <ul style="list-style-type: none"> eCRM Help Desk https://navynpc.my.salesforce.mil/ eCRM Exception to Policy Help Desk ecrmetp@us.navy.mil |
| 4. | Career Waypoints (C-WAY) | <ul style="list-style-type: none"> C-WAY Help Desk: (901) 874-2102; DSN 882-2102 or 882 5672; or career_waypoints@navy.mil My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil |
| 5. | CIMS | <ul style="list-style-type: none"> NSIPS Help Desk 1-833-637-3669 nesd@nesd-mail.onbmc.mil |
| 6. | OPINS | <p>Points of Contact:</p> <ul style="list-style-type: none"> To contact the OPINS Functional Manager email: mill_p331qa@navy.mil For assistance in obtaining access call: Toll Free: 866-827-5672, Comm: 901-874-5672, DSN: 882-5672 <p>Questions of a general nature or personnel data system related can be directed to email mill_p331sysaccess@navy.mil</p> |

Forms:

| # | Form # | Title |
|----|------------------|---|
| 1. | NAVPERS 1070/601 | Immediate Reenlistment Agreement https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 2. | NAVPERS 1070/613 | Administrative Remarks https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 3. | NAVPERS 1306/7 | Enlisted Personnel Action Request https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 4. | NPPSC 1160/1 | Command Career Request (Reenlistment) https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ |
| 5. | NPPSC 1160/2 | CPPA Reenlistment Checklist https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ |
| 6. | DD1172-2 | Application for Identification Card - DEERS Enrollment http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1172-2.pdf |

COMMAND LEADERSHIP START

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------------|--------|--|---|
| COMMAND LEADERSHIP | 1 | Review, update, and correct ESR, as required | <p>Review, update, and correct ESR, as required.</p> <p>Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following:</p> <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command; · CCC; · Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review; · Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc. <p>IMPORTANT Note: Pages from the ESR are printed and submitted to the OMPF following every reenlistment. The Service Member shall review their ESR and OMPF and submit to TSC via CPPA those records that are not in their ESR or OMPF but not both before the date of their reenlistment. This step will ensure that information in ESR and OMPF is up-to date from the date of the reenlistment.</p> |
| | 2 | Determine Service Member's reenlistment eligibility | <p>Determine Service Member's reenlistment eligibility.</p> <p>Command shall ensure Service Member is adequately supported and provided current and accurate information throughout the reenlistment decision process including the following: career counseling and guidance from the chain of command administered through individual counseling and the Career Development Board process; current career information and support from the Command Career Counselor (CCC); including information regarding eligibility for various incentive programs, etc.</p> |
| | 4 | Coordinate Reenlistment Ceremony particulars and complete Admin Requirements | <p>Coordinate Reenlistment Ceremony</p> <p>Command shall ensure Service Member's Reenlistment Ceremony requests are adequately staffed and supported by the Service Member's chain of command and that appropriate accommodations are made to support Service Member requests for family members and others to participate in this important career event.</p> |
| | 8 | Perform/process reenlistment | Perform/process reenlistment. |
| | 10 | Verify proper completion of Reenlistment Process | <p>Verify proper completion of Reenlistment Process.</p> <p>Command shall ensure Service Member has access to CAC-enabled computer and the Electronic Service Record (ESR) and Official Military Personnel File (OMPF) for post-reenlistment personnel record reviews; access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc.</p> <p>IMPORTANT NOTE: Pages from the ESR are printed and submitted to the OMPF following every reenlistment.</p> <p>MILPERSMAN 1070-111 identifies those NSIPS/ESR documents that need to be submitted to the OMPF upon reenlistment.</p> |

STOP

SERVICE MEMBER START

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|----------------|--------|--|---|
| SERVICE MEMBER | 1 | Review, update, and correct ESR, as required | <p>Review, update, and correct ESR, as required.</p> <p>Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following:</p> <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command; · CCC; · Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review; · Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc. <p>IMPORTANT Note: Pages from the ESR are printed and submitted to the OMPF following every reenlistment. The Service Member shall review their ESR and OMPF and submit to TSC via CPPA those records that are not in their ESR or OMPF but not both before the date of their reenlistment. This step will ensure that information in ESR and OMPF is up-to date from the date of the reenlistment.</p> |
| | 1.1 | Review ESR | <p>Service Member reviews ESR in conjunction with Career Development Board (CDB), which is recommended to be conducted 15-24 months prior to PRD/SEAOS.</p> <p>Note: ESR may need to be reviewed again closer to the reenlistment date (6 – 8 months prior to reenlistment) to ensure all unverified/missing ESR entries/documentation are brought to the CPPA's and TSC's attention prior to reenlistment.</p> <p>Refer to ESR webpage on MyNavy HR website as required. The ESR Training Guide for Sailors & Commands will assist the Service Member with navigating to the various links, sections, and pages within the ESR. It provides an overview of the contents as it relates to the OMPF. https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/</p> <p>Perform the following: Using CAC and CAC-enabled computer with Internet access, login to ESR at: https://www.nsips.navy.mil/my.policy</p> <p>The ESR View function allows the Service Member to verify information contained within the Navy Standard Integrated Personnel System (NSIPS).</p> <p>The ESR Tasks function allows the Service Member to update ESR self-service items. It is the responsibility of the Service Member to keep this information current.</p> <p>At a minimum, the Service Member should verify the following ESR data for accuracy and currency (click hyperlinks on the ESR left navigation bar):</p> <ul style="list-style-type: none"> · Dependency Data (submitted to OMPF as form NAVPERS 1070/602) · Member Data Summary (submitted to OMPF as form NAVPERS 1070/886) · Training Summary (submitted to OMPF as form NAVPERS 1070/881) · Honors and Awards (submitted to OMPF as form NAVPERS 1070/880) <p>Refer to Career Toolbox Aids and User Guides, if required</p> <p>Important Note: To protect PII when exiting ESR, click "Sign out" in the top right-hand corner and close the browser window.</p> |

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SERVICE MEMBER CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|----------------|--------|---|--|
| SERVICE MEMBER | 1.2 | Update ESR, if required | <p>Service Member updates ESR, if required.</p> <p>Service Member contacts Command Pay and Personnel Administrator (CPPA) or Command Career Counselor (CCC) to obtain information and assistance regarding how to update personnel records.</p> <p>CPPA works with Personnel Office or servicing Transaction Support Center (TSC) to make all necessary updates, when required.</p> |
| | 1.4 | Verify ESR update/correction occurred | Service Member verifies ESR update/correction occurred, if required. |
| | 2 | Determine Service Member's reenlistment eligibility | <p>Determine Service Member's reenlistment eligibility.</p> <p>Command shall ensure Service Member is adequately supported and provided current and accurate information throughout the reenlistment decision process including the following: career counseling and guidance from the chain of command administered through individual counseling and the Career Development Board process; current career information and support from the Command Career Counselor (CCC); including information regarding eligibility for various incentive programs, etc.</p> |
| | 2.3 | Does Service Member desire to reenlist? | <p>Does Service Member desire to reenlist?</p> <p>If Yes, go to 2.4.</p> <p>If No, go to Stop.</p> <p>If at a Stop in Reenlistments SOP, refer to these SOPs, as appropriate:</p> <ul style="list-style-type: none"> Extension of Enlistments https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx Separations https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx Retirements https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|----------------|--------|--|---|
| SERVICE MEMBER | 2.13 | Prepare and sign NAVPERS 1070/613 (Administrative Remarks) | <p>CCC prepares and Service Member signs NAVPERS 1070/613 (Administrative Remarks) in accordance with MPM 1070-320.</p> <p>CCC annotates NPPSC 1160/1 field entry to reflect Service Member's HYT approval</p> <p>Service Members who receive an approved waiver will sign the NAVPERS 1070/613 (Administrative Remarks) statement specified in MPM 1160-120.</p> <p>Compile NAVPERS 1070/613 for subsequent submission to servicing TSC via eCRM by CPPA.</p> <p>Note: This step assumes a manual NAVPERS 1070/613 is prepared by the customer command with Service Member signature and submitted to the servicing Personnel Office/TSC in order for the remarks to be transcribed into the ESR and verified for subsequent E-Sub to OMPF, if required.</p> |
| | 3 | Determine Service Member's eligibility for reenlistment financial distributions/incentives | Determine Service Member's eligibility for reenlistment financial distributions/incentives. |
| | 3.9 | Prepare and sign NAVPERS 1070/613 (Administrative Remarks) | <p>CCC prepares and Service Member signs NAVPERS 1070/613 (Administrative Remarks), as required, in accordance with MPM 1070-320.</p> <p>Administrative Remarks are required for:</p> <ul style="list-style-type: none"> · Selective Reenlistment Bonus (SRB) · Leave Sell Back (LSL) payment, MILPERSMAN 7220-340 · Enlisted Supervisor Retention Pay (ESRP) <p>Compile NAVPERS 1070/613s for subsequent submission to servicing TSC via eCRM.</p> <p>Note: This step assumes a manual NAVPERS 1070/613 is prepared by the customer command with Service Member signature and submitted to the servicing Personnel Office/TSC in order for the remarks to be transcribed into the ESR and verified for subsequent E-Sub to OMPF, if required.</p> |

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SERVICE MEMBER CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SERVICE MEMBER | 4 | Coordinate Reenlistment Ceremony particulars and complete Admin Requirements | <p>Coordinate Reenlistment Ceremony</p> <p>Command shall ensure Service Member's Reenlistment Ceremony requests are adequately staffed and supported by the Service Member's chain of command and that appropriate accommodations are made to support Service Member requests for family members and others to participate in this important career event.</p> |
| | 4.1 | Select Reenlistment Ceremony options | <p>Service Member selects Reenlistment Ceremony options.</p> <p>Update NPPSC 1160/1 field entries, if required</p> <p>Refer to MILPERSMAN 1160-020, 1160-030, 1160-031 and local command reenlistment instruction, as required.</p> <p>Be certain to inform CCC of special certificates requiring Commanding Officer signature to be presented to family and/or friends.</p> |
| | 4.3 | Receive approved Command Reenlistment Request | <p>Service Member receives approved Command Reenlistment Request, NPPSC 1160/1</p> <p>Approved Reenlistment Request must have the following signatures:</p> <ul style="list-style-type: none"> Service Member's signature, Physical Readiness Training (PRT) Coordinator, Medical Representative, Command Career Counselor (CCC), and CO or OIC retention recommendation signatures before processing the reenlistment request. Indicate intention for Lump Sum Leave payment and number # of days if eligible. Indicate number # of Years Reenlisting. <p>Note: The Reenlistment request form, NPPSC 1160/1, can be signed by the Service Member's Department Head as long as the member is recommended for Retention on their latest EVAL by the CO or Delegated Reporting Senior. Ensure that the current EVAL recommending the member for retention is included in eCRM case for retention/audit purposes.</p> |
| | 8 | Perform/process reenlistment | Perform/process reenlistment. |

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SERVICE MEMBER CONTINUED

BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SERVICE MEMBER | 8.1 | Review Reenlistment Contract | <p>Service Member reviews Reenlistment Contract prior to ceremony.</p> <p>Review contract for accuracy before signing! When signed, it is a valid contract. Note especially the following for accuracy:</p> <ul style="list-style-type: none"> · Home of Record · Component (Navy or Navy Reserve) · Number of years Service Member is reenlisting for · Effective date of reenlistment <p>Note: Once the contract is submitted to official record, errors that effect pay and allowances cannot be corrected without approval from the Board of Correction for Naval Records (BCNR).</p> <p>Important Note: Commands should pay particular attention to the Branch Class/Code selection to verify its accuracy prior to the execution of the reenlistment contract.</p> |
| | 8.3 | Sign Reenlistment Contract and Administrative Remarks | <p>Service Member signs Reenlistment Contract (NAVPERS 1070/601) and appropriate (NAVPERS 1070/613) Administrative Remarks.</p> <p>Obtain copies of all signed documents.</p> |
| | 8.5 | Obtain a new ID Card | <p>Service Member obtains new ID card for self and dependents.</p> <p>Make appointment to obtain new ID card online through: https://www.military.com/paycheck-chronicles/2015/02/17/rapids-appointment-scheduler-ids Service Member must take copy of signed contract and two forms of ID to ID lab to support new ID card requirements.</p> |
| | 10 | Verify proper completion of Reenlistment Process | <p>Verify proper completion of Reenlistment Process.</p> <p>Command shall ensure Service Member has access to CAC-enabled computer and the Electronic Service Record (ESR) and Official Military Personnel File (OMPF) for post-reenlistment personnel record reviews; access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc.</p> <p>IMPORTANT NOTE: Pages from the ESR are printed and submitted to the OMPF following every reenlistment.</p> <p>MILPERSMAN 1070-111 identifies those NSIPS/ESR documents that need to be submitted to the OMPF upon reenlistment.</p> |

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SERVICE MEMBER CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SERVICE MEMBER | 10.1 | Verify receipt of payments | <p>Service Member verifies receipt of eligible payments.</p> <p>If eligible for an SRB/ESRP and/or LSL payments, allow 2-3 weeks for payment to post. If payment is not received within three weeks of reenlistment date, contact CPPA to follow-up with servicing TSC.</p> |
| | 10.2 | Verify proper closeout of ESR and update of OMPF | <p>Service Member verifies proper closeout of ESR and update of OMPF.</p> <p>Thirty days after reenlistment, verify Personnel Office or servicing TSC has properly “closed out” Service Member’s ESR and updated Service Member’s OMPF.</p> <p>CAC and CAC-enabled computer required. Login to BUPERS Online (BOL) at: https://www.bol.navy.mil. Click “OMPF - My Record” to review official documents.</p> <p>Verify the following documents were printed from ESR and submitted to OMPF properly. Except for Service Member’s contract, all documents should reflect a date ON or immediately AFTER the reenlistment date.</p> <ul style="list-style-type: none"> · ESR “Honors and Awards” (submitted to OMPF as form NAVPERS 1070/880) · ESR “Training Summary” (submitted to OMPF as form NAVPERS 1070/881) · ESR “Member Data Summary” (submitted to OMPF as form NAVPERS 1070/886) · ESR “History of Assignment” (submitted to OMPF as form NAVPERS 1070/605) · Reenlistment Contract (NAVPERS 1070/601) · NAVPERS 1070/613s (Permanent Page 13s only; see MILPERSMAN 1070-320 for definition of permanent Page 13s) <p>If Service Member does not see the above documents in OMPF, have CPPA contact Service Member’s Personnel Office or servicing TSC.</p> |

STOP

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|------|--------|--|---|
| CPPA | 1 | Review, update, and correct ESR, as required | <p>Review, update, and correct ESR, as required.</p> <p>Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following:</p> <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command; · CCC; · Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review; · Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc. <p>IMPORTANT Note: Pages from the ESR are printed and submitted to the OMPF following every reenlistment. The Service Member shall review their ESR and OMPF and submit to TSC via CPPA those records that are not in their ESR or OMPF but not both before the date of their reenlistment. This step will ensure that information in ESR and OMPF is up-to date from the date of the reenlistment.</p> |
| | 1.2 | Update ESR, if required | <p>Service Member updates ESR, if required.</p> <p>Service Member contacts Command Pay and Personnel Administrator (CPPA) or Command Career Counselor (CCC) to obtain information and assistance regarding how to update personnel records.</p> <p>CPPA works with Personnel Office or supporting Transaction Service Center (TSC) to make all necessary updates, when required.</p> |
| | 1.3 | Submit corrections to the ESR | <p>CPPA submits corrections to the ESR, if required.</p> <p>CPPA works with Personnel Office or supporting Transaction Service Center (TSC) to make all necessary corrections, when required.</p> |
| | 2.5 | Initiate CPPA Reenlistment Checklist | <p>CPPA initiates CPPA Reenlistment Checklist, NPPSC 1160/2</p> <p>Obtain NPPSC 1160/2 at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> |
| | 4 | Coordinate Reenlistment Ceremony particulars and complete Admin Requirements | <p>Coordinate Reenlistment Ceremony</p> <p>Command shall ensure Service Member's Reenlistment Ceremony requests are adequately staffed and supported by the Service Member's chain of command and that appropriate accommodations are made to support Service Member requests for family members and others to participate in this important career event.</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 4.2 | Complete any outstanding Reenlistment administrative requirements | <p>CPPA completes any outstanding Reenlistment administrative requirements</p> <p>CPPA reviews and updates CPPA Reenlistment Checklist, NPPSC 1160/2</p> <p>CPPA compiles reenlistment supporting documentation for subsequent submission to TSC via eCRM, as applicable:</p> <p>Ensure Service member completes any outstanding Reenlistment administrative requirements, as applicable</p> <ul style="list-style-type: none"> · Review ESR to ensure all unverified/missing ESR entries/documentation are brought to the CPPA's and TSC's attention prior to reenlistment, if applicable. Refer to Step 1, if required. · Verify/update NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate prior to reenlistment (as applicable). · Complete DD 1172 Application for Uniformed Services Identification Card - DEERS Enrollment (ID Card Application) |
| | 4.4 | Complete/compile required NAVPERS 1070/613s (Administrative Remarks), as required | <p>CPPA completes/compiles required NAVPERS 1070/613s (Administrative Remarks), as required, in accordance with MPM 1070-320.</p> <p>NAVPERS 1070/613s are required for the following:</p> <ul style="list-style-type: none"> · UCMJ Article 137 Counseling per MILPERSMAN 1160-031 (Required Counseling Upon Enlistment and Reenlistment) · High Year Tenure (HYT) Waiver, MILPERSMAN 1160-120 · Leave Sell Back (LSL) payment, MILPERSMAN 7220-340 · Selective Reenlistment Bonus (SRB) · Enlisted Supervisor Retention Pay (ESRP) <p>MPM 1070-320 provides guidance and definition of permanent NAVPERS 1070/613s to submit for reenlistment.</p> <p>Note 1: NAVPERS 1070/613 may be compiled and held until submission of actual contract following reenlistment.</p> <p>Note 2: This step assumes a manual NAVPERS 10670/613 is prepared by the customer command with Service Member signature and submitted to the servicing Personnel Office/TSC in order for the remarks to be transcribed into the ESR and verified for subsequent E-Sub to OMPF, if required.</p> |

CPPA CONTINUED

BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 4.5 | Submit reenlistment supporting documentation to servicing TSC via eCRM | <p>CPPA submits reenlistment supporting documentation to servicing TSC via eCRM, as applicable.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx.</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:</p> <ul style="list-style-type: none"> · Last Name, then space · First Name, then space · Name of Entitlement · Example: Doe John REENLISTMENT <p>eCRM case to support Reenlistment should include the following documents, as applicable:</p> <ul style="list-style-type: none"> · Approved Command Career Request – Reenlistment, NPPSC 1160/1 · CPPA Reenlistment Checklist, NPPSC 1160/2 · Any outstanding unverified ESR documentation · C-Way - Reen approval letter · Reenlistment incentive program approval · Appropriate NAVPERS 1070/613s (Administrative Remarks) |
| | 8 | Perform/process reenlistment | Perform/process reenlistment. |
| | 8.4 | Submit signed Reenlistment Contract and Administrative Remarks via eCRM | <p>CPPA submits signed Reenlistment Contract and Administrative Remarks to servicing TSC via eCRM.</p> <p>Make a copy of the contract for the Service Member to take to the ID lab.</p> <p>Ensure the signed Reenlistment Contract and Administrative Remarks are submitted to the Personnel Office or servicing TSC within two working days.</p> |
| | STOP | | |

CCC START

BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CCC | 2 | Determine Service Member's reenlistment eligibility | <p>Determine Service Member's reenlistment eligibility.</p> <p>Command shall ensure Service Member is adequately supported and provided current and accurate information throughout the reenlistment decision process including the following: career counseling and guidance from the chain of command administered through individual counseling and the Career Development Board process; current career information and support from the Command Career Counselor (CCC); including information regarding eligibility for various incentive programs, etc.</p> |
| | 2.1 | Schedule a Career Development Board | <p>CCC schedules a Career Development Board (CDBs).</p> <p>Career Development Boards (CDBs) should be conducted in accordance with (IAW) local command instruction.</p> |
| | 2.2 | Conduct a Career Development Board | <p>CCC conducts a Career Development Board (CDBs) with the Service Member and chain of command in accordance with local command instruction.</p> <p>Conduct a Career Development Boards (CDBs) to discuss the Service Member's career options.</p> <p>Information to assist Career Counselors administer the MLC portion of the CDB, in addition to a guide for officers conducting mid-term counseling is located at: https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/ Refer to NAVADMIN 243/14 for MLC touchpoints. Refer to NAVADMIN 243/14 for MLC discussion topics.</p> <p>Determine whether Service Member meets the policy and eligibility requirements of MILPERSMAN 1160-030</p> |
| | 2.4 | Initiate Command Career Request - Reenlistment | <p>CCC initiates Command Career Request – Reenlistment, NPPSC 1160/1</p> <p>Important Note: Utilize the NPPSC 1160/1 Command Career Request (Reenlistment Request) form to properly display (select) the correct Branch Class Code (from the form drop down menu: USN/11 or USNR/32).</p> <p>Additionally, personnel that are transitioning to another branch class code (e.g., Active to FTS) should have it listed on the reenlistment request.</p> <p>Obtain NPPSC 1160/1 at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>Approved Reenlistment Request must have the following signatures:</p> <ul style="list-style-type: none"> Service Member's signature, Physical Readiness Training (PRT) Coordinator, Medical Representative, Command Career Counselor (CCC), and CO or OIC retention recommendation signatures before processing the reenlistment request. Indicate intention for Lump Sum Leave payment and number # of days if eligible. Indicate number # of Years Reenlisting. |

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CCC CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CCC | 2.6 | Does Service Member require a C-WAY approval? | <p>Does Service Member require a Career Waypoints (C-WAY) Reenlistment approval?</p> <p>All rated E3-E6 Service Members with less than 14 years of service at their Soft Expiration of Active Obligated Service (SEAOS) date are required to use the Career Waypoint (C-WAY) Reenlistment module to submit and receive a quota to reenlist in rating, convert to a new rating, or change components between the Active Component and Reserve Full Time Support.</p> <p>Refer also to Career Waypoints (C-WAY) website for latest information: https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/</p> <p>The Command Career Counselor (CCC) is responsible for submitting all C-WAY applications on behalf of Service Members, informing Service Members of monthly results, and updating applications if Service Member does not receive a reenlistment quota.</p> <p>All "mandatory" applications (example SEAOS and PRD) are created and pre-populated by Career Waypoints System. Command Career Counselor simply verifies/validates the information and submits the application for processing.</p> <p>If Yes, go to Step 2.7. If No, go to Step 2.10.</p> |
| | 2.7 | Submit C-WAY application | <p>CCC submits C-WAY application.</p> <p>CCC submits C-WAY application to reenlist in rating, convert to a new rating, or reenlist in the Selected Reserves (SELRES).</p> <p>Ensure all qualified Career Waypoint-Reenlistment applications are submitted as required. Beginning October 2017, C-WAY-REEN application processing timelines were adjusted to better align with the new MNA window.</p> <p>Soft End of Active Obligated Service (SEAOS) and PRD applications will pre-populate at 18 months vice 15 months.</p> <p>SEAOS-based reenlistment applications may be submitted 16 months prior to SEAOS vice 13 months, and PRD-based applications may be submitted 15 months prior to PRD vice 12 months.</p> <p>If C-WAY application was submitted to reenlist in the SELRES, refer to the Separations SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>If the Reservist has an expired EAOS when checking back in with the NRC, the NRC will submit the Active Duty Reservist's reenlistment contract to the NSIPS help desk requesting it be posted to the Service Member's Reserve Headquarters Supporting (RHS) system.</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CCC | 2.8 | Did command receive C-WAY Active Duty approval? | <p>Did command receive C-WAY Active-Duty approval?</p> <p>CCC receives C-WAY Active-Duty approval to reenlist in rating or convert to a new rating and compiles documentation for subsequent submission to the servicing TSC.</p> <p>If Yes, go to 2.9. If No, go to Stop.</p> <p>Note: C-WAY Reenlistment requests for SEAOS-based applications receive up to eight reviews (looks) to remain on Active Duty (four in-rate and four conversion applications). The Stop assumes that Service Member did not receive approval to reenlist in current rating or approval to convert to a new rating within their window.</p> <p>If at a Stop in Reenlistments SOP (for Active Duty), refer to these SOPs, as appropriate:</p> <ul style="list-style-type: none"> · Extension of Enlistments https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx · Separations https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx · Retirements https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx |
| | 2.9 | Compile C-Way – Reen approval letter for subsequent submission to TSC | <p>CCC compiles C-Way – Reen approval letter for subsequent submission to TSC</p> <p>CCC annotates NPPSC 1160/1 field entry to reflect Service Member's C-WAY approval</p> |
| | 2.10 | Does Service Member require a HYT waiver? | <p>Does Service Member require a High Year Tenure (HYT) waiver?</p> <p>CCC reviews Active-Duty Service Date in ESR.</p> <p>Comply with MPM 1160-120 and NAVADMIN 288/22 High Year Tenure (HYT) requirements.</p> <p>Note: Changes have been made to the Enlisted High Year Tenure for Navy Reserve Personnel to apply HYT gates to Individual Ready Reserve (IRR) members and place limits on Active Status Pool (ASP) members not serving in Volunteer Training Units (VTU). SELRES must be eligible for retention under the High Year Tenure (HYT) restrictions in MPM 1160-120.</p> <p>If Yes, go to 2.11. If No, go to 2.14.</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CCC | 2.11 | Submit HYT waiver request | <p>CCC submits HYT waiver request.</p> <p>CCC submits HYT waiver for HYT eligible Service Members to Navy Personnel Command IAW MPM 1160-120 HYT waiver request procedures.</p> <p>Requests for AC, FTS, and SELRES HYT waivers must be submitted using NAVPERS 1306/7 Enlisted Personnel Action Request and must arrive at BUPERS-32 ten months prior to their established HYT date.</p> <p>Nuclear-trained members must submit HYT waiver requests to OPNAV (N133) with the same ten-month window.</p> <p>Requests for USNR (excluding SELRES) and USNR-S1 HYT waivers shall be submitted using NAVPERS 1306/7 and must arrive at NAVPERSCOM (PERS-913) ten months prior to established HYT date to ensure no break in service.</p> |
| | 2.12 | Did command receive HYT waiver approval? | <p>Did command receive HYT waiver approval?</p> <p>Service Member must receive HYT waiver approval from NPC, prior to reenlisting. Commands are notified via naval message of waiver request disposition.</p> <p>Important Verification Requirement: Per NAVADMIN 288/22 (HYT Plus Pilot), and NPPSC Ops Alert 007/23, High Year Tenure (HYT) Plus Pilot Program and Verification of Estimated Date Loss from the Navy (EDLN) Prior to Contract Submission, Sailors wishing to execute HYT Plus must be approved by the detailer. Upon detailer approval, CPPAs must verify that the Sailor's EDLN has been updated in NSIPS (see steps below). If the EDLN has not been updated to match the Sailor's approved HYT Plus assignment, CPPAs will submit a request to</p> <p>BUPERS 328 via MNCC (askmncc.fct@navy.mil) or at 901-874-MNCC to remove HYT flag and update EDLN.</p> <p>VERIFYING HYT/EDLN: CPPAs will navigate in NSIPS to Main Menu > Electronic Service Record > Inquire > Member Data Summary</p> <ul style="list-style-type: none"> · In "Empl ID", type member's SSN, click "Search." · Scroll down to "Contract Information" and verify the members EDLN. <p>Once EDLN change has been confirmed, CPPAs will then generate the appropriate contract and submit enterprise Customer Relationship Management (eCRM)/Salesforce to TSC Naples. Failure to verify EDLN update prior to eCRM case submission will result in delays processing the reenlistment/extension request and eCRM case being placed in CPPA Action Required, awaiting EDLN update.</p> <p>If Yes, go to 2.13.</p> <p>If No, go to Stop.</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CCC | 2.13 | Prepare and sign NAVPERS 1070/613 (Administrative Remarks) | <p>CCC prepares and Service Member signs NAVPERS 1070/613 (Administrative Remarks) in accordance with MPM 1070-320.</p> <p>CCC annotates NPPSC 1160/1 field entry to reflect Service Member's HYT approval</p> <p>Service Members who receive an approved waiver will sign the NAVPERS 1070/613 (Administrative Remarks) statement specified in MPM 1160-120.</p> <p>Compile NAVPERS 1070/613 for subsequent submission to servicing TSC via eCRM by CPPA.</p> <p>Note: This step assumes a manual NAVPERS 1070/613 is prepared by the customer command with Service Member signature and submitted to the servicing Personnel Office/TSC in order for the remarks to be transcribed into the ESR and verified for subsequent E-Sub to OMPF, if required.</p> |
| | 2.14 | Does Service Member require a Conditional Reenlistment? | <p>Does Service Member require a Conditional Reenlistment?</p> <p>Refer to MPM 1160-010 and 1160-030 for requirements and exceptions to policy, as required.</p> <p>The following contract actions require prior approval from BUPERS-328:</p> <ul style="list-style-type: none"> · Conditional reenlistment MILPERSMAN 1160-030 · OBLISERV to Train (OTT) OPNAVINST 1160.8 (series) · Page 13 in lieu of hard OBLISERV · Exception to Policy (ETP) · Extension cancellation (as applicable) MILPERSMAN 1160-040 · Retain In Service due to medical/LIMDU MILPERSMAN 1160-050 <p>Note: There is no requirement to forward request for early reenlistment. Refer to MPM 1160-030 para 6 for Early Reenlistment additional considerations.</p> <p>If Yes, go to 2.15.</p> <p>If No, go to 2.17.</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CCC | 2.15 | Submit Conditional Reenlistment Request to BUPERS 328 | <p>Submit Conditional Reenlistment Request to BUPERS 328 in accordance with applicable guidance.</p> <p>** BUPERS-328 only accepts requests submitted on the ePAR 1306/7 form. All ePAR requests must be submitted to MNCC via the MyNavy Portal or by emailing MNCC directly at askmncc.fct@navy.mil. Additionally, commands may contact MNCC directly at 901-874-MNCC. **</p> <p>Reenlistment and Extension requests should be submitted at least 4 weeks prior to the member's EAOS/SEAOS/TRF date/C-WAY expiration. Requests can take up to 2 weeks to process.</p> <p>SHORT FUSED REQUESTS MAY NOT BE PROCESSED IN A TIMELY MANNER.</p> <p>The following information is required in the request submission:</p> <ul style="list-style-type: none"> · Rate and name, · CWAY status, · EAOS/SEAOS, · PRD and/or transfer date, · SRB/CSRB eligible, · reason for the extension submission, · aggregate extension months executed PRIOR to this request, · CO comments. <p>Additionally, the command POC information must be included in the request.</p> <p>Refer to: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Reenlistment-Extensions/</p> <p>Note: Refer also to MPM 1160-010 and 1160-030 for Regular Navy and FTS personnel who require additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date prior to submission of such application.</p> <p>Exception: After receipt of the message of intent, the servicing TSC or the administrative office is the approval authority for personnel who require additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date.</p> |
| | 2.16 | Did command receive Conditional Reenlistment approval? | <p>Did command receive Conditional Reenlistment approval?</p> <p>If Yes, go to 2.17.</p> <p>If No, go to Stop.</p> <p>CCC compiles BUPERS-328 Conditional Reenlistment approval for subsequent submission to TSC</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|---------------------------------------|--------|--|--|
| CCC | 2.17 | Is Service Member eligible for reenlistment incentive program(s)? | <p>CCC determines Service Member's eligibility for reenlistment incentive program(s).</p> <p>Options may include:</p> <ul style="list-style-type: none"> · STAR (Selective Training and Reenlistment) Program · Assignment to School (request must be submitted 4-6 months prior to reenlistment date) <p>Refer to appropriate MPM article for program requirements:</p> <ul style="list-style-type: none"> · MPM 1160-100 Selective Training and Reenlistment (STAR) Program <p>If Yes, go to 2.18. If No, go to 3.</p> |
| | 2.18 | Submit reenlistment incentive program request, if applicable | CCC submits reenlistment incentive program request in accordance with appropriate reference documentation to applicable PERS code via NAVPERS 1306/7 (Enlisted Personnel Action Request), if applicable. |
| | 2.19 | Receive reenlistment incentive program disposition decision | <p>CCC receives reenlistment incentive program disposition decision.</p> <p>Compile documentation (Reenlistment incentive program approval) for subsequent submission to servicing TSC.</p> |
| | 3 | Determine Service Member's eligibility for reenlistment financial distributions/incentives | Determine Service Member's eligibility for reenlistment financial distributions/incentives. |
| | 3.1 | Is Service Member eligible for and does Member desire Lump Sum Leave Payment | <p>Is Service Member eligible for and does Member desire Lump Sum Leave Payment</p> <p>Refer to MPM 7220-340, as required.</p> <p>If Yes, go to 3.2 If No, go to 3.3</p> <p>A military service member eligible for an unused accrued leave settlement is authorized an election with regard to payment or carryover of the leave. The member may elect to receive payment for a portion of the unused leave, not to exceed a career total of 60 days, and to have the remaining accrued leave carried forward to a new or extended enlistment. The total of paid and carried forward leave may exceed 60 days.</p> |
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CCC CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CCC | 3.2 | Annotate Command Career Request – Reenlistment | <p>CCC annotates Command Career Request – Reenlistment, NPPSC 1160/1</p> <p>CCC annotates NPPSC 1160/1 field entry to reflect Service Member election to Sell Back Unused Leave</p> |
| | 3.3 | Is Service Member eligible for a SRB? | <p>Is Service Member eligible for a Selective Reenlistment Bonus (SRB)?</p> <p>Refer to OPNAVINST 1160.8 (Series), SRB Program, current SRB NAVADMIN 108/20, and MILPERSMAN for eligibility requirements.</p> <p>If Yes, to 3.4.</p> <p>If No, go to 3.6.</p> |
| | 3.4 | Submit SRB PRECERT request | <p>CCC submits SRB Precertification (PRECERT) request.</p> <p>CCC submits SRB request via the Career Information Management System (CIMS) 35-120 days in advance of Expiration of Active Obligated Service (EAOS) or requested date of reenlistment.</p> <p>Navigate to NSIPS > Career Information Management > Use > SRB Submission.</p> <ul style="list-style-type: none"> · Please refer to SRB Migration to NSIPS Training Via MyNavy HR. · Refer to MyNavy HR SRB SDAP Enlisted Bonus webpage at: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/ <p>In CIMS go to: Contract Administration > Force Management > Use > SRB Pre-Certification.</p> <p>OPINS has been locked out to a read-only mode as of July 3, and will be completely sundowned in the near future. All historical data from OPINS has been migrated to NSIPS</p> <p>For commands without an assigned CCC, the TSC may be required to submit SRB PRECERT.</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CCC | 3.5 | Receive SRB PRECERT request disposition | <p>CCC receives SRB PRECERT request disposition.</p> <p>Verify SRB approval in Career Information Management System (CIMS).</p> <ul style="list-style-type: none"> · An SRB request can be validated to have been received by navigating in NSIPS to Career Information Management > Inquire > SRB/ESRP <ul style="list-style-type: none"> o This screen has two tabs labeled "Pre Cert Request" and "SRB/ESRP Status" · If reenlisting under STAR, <ul style="list-style-type: none"> o Navigate in NSIPS to Contract Administration > Force Management > Career Options – Create o Review CIMS <p>Note: BOL is no longer updating SRB data. This resource should not be used, as the data is not current.</p> <p>CCC annotates NPPSC 1160/1 field entry to reflect Service Member SRB Eligibility</p> |
| | 3.6 | Is Service Member eligible for ESRP? | <p>Is Service Member eligible for Enlisted Supervisor Retention Pay (ESRP)?</p> <p>The ESRP Program is a compensation option for supervisory level Service Members who have a skill set that has been defined as a "critical skill" IAW Art. 355 of CFR Title 37. To encourage service in the nuclear enlisted community's most challenging billets and to provide incentives that promote career longevity, the Chief of Naval Personnel has restructured ESRP to be available from 10 through 23 years of service.</p> <p>Refer to Enlisted Supervisor Retention Pay (ESRP) website for latest news and information: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Nuclear/ESRP-SRB-Programs/</p> <p>If Yes, to 3.7. If No, go to 3.9.</p> |
| | 3.7 | Submit ESRP request | <p>CCC submits ESRP request.</p> <p>Submit ESRP request via CIMS 35-120 days in advance of EAOS or requested date of reenlistment.</p> <p>Navigate to NSIPS > Career Information Management > Use ESRP Submission.</p> <ul style="list-style-type: none"> · Please refer to SRB Migration to NSIPS Training Via MyNavy HR. · Refer to MyNavy HR SRB SDAP Enlisted Bonus webpage at: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/ <p>Note: Commands should submit ESRP requests IAW NAVADMIN 055/23.</p> <p>For commands without an assigned CCC, the TSC may be required to submit ESRP request.</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CCC | 3.8 | Receive ESRP disposition decision | <p>CCC receives ESRP disposition decision.</p> <p>An ESRP request can be validated to have been received by navigating in NSIPS to Career Information Management > Inquire > SRB/ESRP. This screen has two tabs labeled “Pre Cert Request” and “SRB/ESRP Status”.</p> <p>Note: BOL is no longer updating ESRP data. This resource should not be used, as the data is not current.</p> |
| | 3.9 | Prepare and sign NAVPERS 1070/613 (Administrative Remarks) | <p>CCC prepares and Service Member signs NAVPERS 1070/613 (Administrative Remarks), as required, in accordance with MPM 1070-320.</p> <p>Administrative Remarks are required for:</p> <ul style="list-style-type: none"> • Selective Reenlistment Bonus (SRB) • Leave Sell Back (LSL) payment, MILPERSMAN 7220-340 • Enlisted Supervisor Retention Pay (ESRP) <p>Compile NAVPERS 1070/613s for subsequent submission to servicing TSC via eCRM.</p> <p>Note: This step assumes a manual NAVPERS 1070/613 is prepared by the customer command with Service Member signature and submitted to the servicing Personnel Office/TSC in order for the remarks to be transcribed into the ESR and verified for subsequent E-Sub to OMPF, if required.</p> |
| | 4 | Coordinate Reenlistment Ceremony particulars and complete Admin Requirements | <p>Coordinate Reenlistment Ceremony</p> <p>Command shall ensure Service Member’s Reenlistment Ceremony requests are adequately staffed and supported by the Service Member’s chain of command and that appropriate accommodations are made to support Service Member requests for family members and others to participate in this important career event.</p> |
| | 8 | Perform/process reenlistment | Perform/process reenlistment. |
| | 8.2 | Conduct Reenlistment Ceremony | CCC conducts Reenlistment Ceremony in accordance with local command instruction and Service Member elected options. |
| | 8.10 | Remove SRB information from OPINS | <p>CCC removes SRB information from OPINS.</p> <p>Note 1: If an SRB was approved, the CCC must remove SRB information from OPINS. Once the SRB information is removed from OPINS, TSC supervisor ensures the PQ line at DFAS is removed. If the PQ is not removed, contact DFAS for correction. Payments will reflect as delinquent until the PQ line is removed.</p> <p>Note 2: CCC may need to contact SRB desk to affect removal of SRB if the Service Member did not reenlist because an approved SRB automatically transfers data to the Service Member’s MMPA JJAA – from OPINS to JJAA, and OPINS data automatically updates MMPA LOPG to reflect the new EAOS regardless if the reenlistment was released or not. Corrective action may be complicated.</p> <p>Go to Stop.</p> |

CLERK START

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------|--------|--|---|
| CLERK | 5 | Review the NSIPS PL Report | Review the NSIPS Projected Loss (PL) Report. |
| | 5.1 | Review the NSIPS Projected Loss Report weekly | Clerk and supervisor review the NSIPS Projected Loss Report weekly. |
| | 5.2 | Has an approved Reenlistment Request been received? | Has an approved Reenlistment Request been received? If No, go to 5.3. If Yes, go to 5.4 . |
| | 5.3 | Request the status of Service Members who have not provided a Reenlistment Request | Clerk requests the status of Service Members who have not provided a Reenlistment Request and are approaching the 45-day requirement, as applicable. Clerk contacts CPPA to determine status, if required. Note: All documentation is required a minimum of 45 days prior to date of reenlistment if Service Member is eligible for SRB or ESRP; otherwise, documentation is required a minimum of 30 days prior to date of reenlistment. Go to 5.2. |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------|--------|---------------------------------------|---|
| CLERK | 5.4 | Review the reenlistment documentation | <p>Clerk reviews the reenlistment documentation received via eCRM from the CPPA.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as “completed” without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>Important Note: Ensure the NPPSC 1160/1 Command Career Request (Reenlistment Request) form properly displays (selects) the correct Branch Class Code (from the form drop down menu: USN/11 or USNR/32). This allows the Command Career Counselor, the CPPA, and the TSC to have a full understanding that the branch class/code listed has been verified. Each organization with responsibility should be verifying the branch class code. An incorrect branch class code selection results in errors that impact order selection, selection boards, advancement exams, etc.</p> <p>Additionally, personnel that are transitioning to another branch class code (e.g., Active to FTS) should have it listed on the reenlistment request.</p> <p>Finally, TSC personnel that receive an erroneous branch class code on the NPPSC 1160/1, or do not find a match of documentation within the system, will return the request to the command for verification/correction. Although this should not affect many, it will affect some transactions, so it is imperative that TSC personnel continue to emphasize the timeliness of reenlistment requests to the servicing TSC.</p> <p>Approved Reenlistment Request must have the Service Member’s signature, Physical Readiness Training (PRT) Coordinator, Medical Representative, Command Career Counselor (CCC), and CO or OIC retention recommendation signatures before processing the reenlistment request.</p> <p>Additionally, the Reenlistment request form, NPPSC 1160/1, can be signed by the Service Member's Department Head as long as the member is recommended for Retention on their latest EVAL by the CO or Delegated Reporting Senior. Ensure that the current EVAL recommending the member for retention is included in eCRM case for retention/audit purposes.</p> <p>The approval for a SELRES to reenlist on Active Duty (ACDU) lies with the Active-Duty command to which they are attached. Approval from BUPERS 328 will be needed if the Service Member requires a waiver or there are questionable issues regarding his/her reenlistment eligibility.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p> |

CLERK CONTINUED

 BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------|--------|---|---|
| CLERK | 5.5 | Are all forms complete and accurate? | Are all forms complete and accurate? If No, go to 5.6. If Yes, go to 5.7. |
| | 5.6 | Work with CPPA and CCC to obtain and/or correct documents | Clerk works with Command Pay and Personnel Administrator (CPPA) and Command Career Counselor (CCC) to obtain and/or correct documents. Go to 5.5. |
| | 5.7 | Is Service Member's reenlistment date within 20 days of current EAOS? | Is Service Member's reenlistment date within 20 days of current EAOS? If Yes, go to 5.8 . If No, go to 6. |
| | 6 | Review/verify reenlistment requirements | Review/verify reenlistment requirements. |
| | 6.1 | Verify Service Member's reenlistment eligibility | <p>Clerk verifies Service Member's reenlistment eligibility.</p> <p>Clerk reviews approved Reenlistment Request and C-WAY Reenlistment approval.</p> <p>All rated E3-E6 Service Members with less than 14 years of service at their Soft Expiration of Active Obligated Service (SEAOS) date are required to use the Career Waypoint (C-WAY) Reenlistment module to submit and receive a quota to reenlist in rating, convert to a new rating, or change components between the Active Component and Reserve Full Time Support.</p> <p>Refer to Career Waypoints (C-WAY) website for latest information: https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/ </p> <p>Clerk verifies Service Member's reenlistment eligibility, as applicable, using the references provided in this SOP for:</p> <ul style="list-style-type: none"> · HYT · STAR · SRB/ESRP/OTT · PCS OBLISERV · USN TO USNR (FTS or NCS or CANREC) and VICE VERSA · BENEFITS OF RATE · LUMP SUM LEAVE <p>Note: Login to MMPA OPINS to check for other ESRP/SRB/STAR information, press tab until the cursor goes to the upper right-hand corner and type I52, I53, or I51 and press Enter. Enter Service Member's SSN. Print screen as required.</p> |

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CLERK CONTINUED



| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CLERK | 6.2 | Contact CPPA and/or CCC | Clerk contacts CPPA and/or CCC to obtain additional documentation or clarifications, as required. Command contacts Navy Personnel Command (NPC), if needed. |
| | 6.3 | Is Service Member eligible to reenlist? | Is Service Member eligible to reenlist? If No, go to 6.4 . If Yes, go to 6.5. |
| | 6.5 | Is Service Member selling back leave? | Is Service Member selling back leave? Clerk determines whether Service Member intends to sell back leave. <ul style="list-style-type: none"> Verify against Service Member's Reenlistment Request Confirm intent with CPPA or Service Member, if required If Yes, go to 6.6. If No, go to 7. |
| | 6.6 | Is Service Member eligible to sell back leave? | Is Service Member eligible to sell back leave? Refer to MILPERSMAN 7220-340 (Lump-Sum Payment for Accrued Leave), as required. If Yes, go to 6.7. If No, go to 7. |
| | 6.7 | Verify Service Member has sufficient leave balance and remaining LSL to sell | Clerk verifies Service Member has sufficient leave balance and remaining Lump Sum Leave (LSL) to sell. Enter verb JJAA in Master Military Pay Account (MMPA) and verify Format Identifiers (FIDs) BR (Leave Balance) and BL (LSL Paid to Date). Note 1: Service Member may NOT sell back more than 60 days of accrued leave during a career. Note 2: The Lump-Sum Leave (LSL) info is included in the Reenlistment contract. |
| | 7 | Complete and forward Reenlistment documentation | Complete and forward Reenlistment documentation. TSCs should verify the contract prior to returning it to the command (before reenlistment) and upon receipt from the command (after reenlistment) with particular attention to the Branch Class/Code selection to verify its accuracy prior to the execution of the reenlistment contract. |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CLERK | 7.1 | Create Reenlistment Contract in NSIPS | <p>Clerk creates the Reenlistment Contract in NSIPS based on the approved Reenlistment Request and approved programs in OPINS.</p> <p>Login to MMPA OPINS to obtain Service Member's approved reenlistment incentives/bonus program information and print for Retain File.</p> <p>To login to OPINS:</p> <ul style="list-style-type: none"> · Login to MMPA as normal: <ul style="list-style-type: none"> o At the prompt on the upper left-hand corner, type "OPINS", then press Enter. o Put in the Source Code and Password (this requires a separate password, refer to the supervisor for access, if needed). o On the upper left-hand corner type I51-SRB inquiry. <p>Note: If unable to create the contract, input a NSIPS trouble ticket to the customer service line and notify supervisor of issue and trouble ticket submission.</p> <p>To create a Reenlistment Contract: Login to NSIPS: Contract Administration > Reenlistments > Use > Reenlistments Create. Enter Service Member's SSN. Enter:</p> <ul style="list-style-type: none"> · Reenlistment Date from Reenlistment Request form · Contract Type · Enlistment Type · Enlistment Term · Navy Loss Code · RADO (Reserve Active-Duty Obligation) Months · RADO Days · Reenlistment Code · Total Active and Inactive service will auto populate · Enter number of LSL (Lump Sum Leave), if applicable · Click on Home of Record and enter information, if applicable · Reenlisted at: Put the command name and present duty location regardless of official homeport. This is for tax free bonus purposes · Officer's Name and Grade (must be a commissioned officer active or retired) and modify in NSIPS upon return of signed contract, if required · Title of Reenlisting Officer and modify in NSIPS upon return of signed contract, if required · Exceptions Panel: Type "Benefits of rate" and all reasons/benefits for reenlistment <p>Save Print Reenlistment Contract from NSIPS Report Manager Close NSIPS transaction</p> |

CLERK CONTINUED



| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------|--------|---|--|
| CLERK | 7.2 | Forward eCRM case including unsigned contract to CPPA | <p>Clerk forwards eCRM case including unsigned contract to CPPA, as required.</p> <p>Clerk forwards eCRM case, makes a courtesy call to notify CPPA of the transaction number contract, and requests return of the Reenlistment Contract/documents within two working days after Service Member's Reenlistment Ceremony for supervisor release.</p> <p>Note: If Reenlistment Contract/documents have not been received by the third working day after reenlistment, contact CPPA.</p> <p>Service Member's reenlistment documents include:</p> <ul style="list-style-type: none"> · NAVPERS 1070/601 (Immediate Reenlistment Contract) · UCMJ Art 137 NAVPERS 1070/613 (Administrative Remarks) |
| | 8 | Perform/process reenlistment | Perform/process reenlistment. |
| | 8.6 | Receive signed contract and NAVPERS 1070/613 via eCRM | <p>Clerk receives signed contract and NAVPERS 1070/613 via eCRM.</p> <p>Clerk receives contract with the Service Member and reenlisting officer's signature. Clerk verifies that the Reenlistment Contract date and number of years reenlisting is still the same (have not been changed by pen/ink on the signed Reenlistment Contract).</p> <p>Clerk forwards verified Reenlistment Contract to the supervisor for review and release.</p> <p>Note 1: For deployed units, TSC may receive confirmation message from commands that are out to sea. If NAVPERS 1070/601 (Immediate Reenlistment Contract) or confirmation message has not been received by the third working day after reenlistment, contact CPPA.</p> <p>Note 2: If all options have been exhausted to get the signed Reenlistment Contract from the CPPA or Service Member, and CPPA has not provided contract, refer to your supervisor after three working days.</p> |
| | 8.14 | Did the reenlistment post in MMPA? | <p>Did the reenlistment post in MMPA?</p> <p>Check 24 to 48 hours after supervisor releases documents in NSIPS.</p> <p>Supervisor checks MMPA LOPG and MMPA JJAA for (TU/TH) for the new EAOS.</p> <p>If No, go to 8.15.</p> <p>If Yes, go to 8.16.</p> |

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CLERK CONTINUED



| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------|--------|--|--|
| CLERK | 8.15 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay.</p> <p>Supervisor initiates review and submits DWOWS (PAY) request via the DDO and/or NSIPS (PERS) request via customer service line and follows up until resolved and closes eCRM.</p> <p>Go to 8.14.</p> |
| | 8.16 | Update Service Member's NSIPS ESR | <p>Clerk updates Service Member's NSIPS ESR.</p> <p>Clerk updates Service Member's NSIPS ESR with Lump-Sum Leave (LSL) Election NAVPERS 1070/613 (Administrative Remarks).</p> <p>Login to NSIPS: Electronic Service Record > Electronic Service Record > Use > Administrative Remarks. Enter Service Member's SSN.</p> <p>Update Service Member's Administrative Remarks, as applicable.</p> |
| | 8.19 | Submit documents for inclusion in the Service Member's OMPF, as applicable | <p>Clerk submits documents using electronic submission (E-Sub) for inclusion in the Service Member's OMPF, as applicable</p> <p>Note 1: Signed Immediate Reenlistment Contracts, Extensions, Agreement to Remain on Active Duty, and permanent Administrative Remarks documents continue to be manually forwarded to EMPRS via US mail or e-Sub.</p> <p>Note 2: If the reenlistment or separation closeout is done in Web NSIPS and the activity also submits documents by mail or e-Sub to the OMPF, which NSIPS now automatically forwards electronically to the Electronic Military Personnel Record System (EMPRS) for entry into the Official Military Personnel File (OMPF) when the member record is verified and closed out in NSIPS, that will cause duplicates.</p> <p>Note 3: Those ships that are processing member records onboard via NSIPS Web Afloat should continue to mail or e-Sub these records until such time as the fully automated capability is delivered to the ship NSIPS server.</p> <p>E-Sub the following documents to the Service Member's OMPF, as applicable:</p> <ul style="list-style-type: none"> · Reenlistment Contract (NAVPERS 1070/601) · Permanent Administrative Remarks (NAVPERS 1070/613s) · Awards Record (Honors and Awards) (NAVPERS 1070/880), only if required · Training, Education, and Qualifications History (NAVPERS 1070/881), only if required · Member Data Summary (NAVPERS 1070/886), only if required · History of Assignments (NAVPERS 1070/605), only if required |

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CLERK CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------|--------|--|--|
| CLERK | 9 | Process SRB and/or LSL payment | <p>Process SRB and/or LSL payment.</p> <p>Payment cannot be processed until reenlistment documents have been received.</p> |
| | 9.1 | Will Service Member receive an SRB and/or LSL payment? | <p>Will Service Member receive an SRB and/or LSL payment?</p> <p>SRB/LSL payment input must be submitted on or after effective date of reenlistment.</p> <p>If Yes, go to 9.2. If No, go to 9.9.</p> |
| | 9.2 | Has the proper FID PQ posted in MMPA for SRB and LSL? | <p>Has the proper FID PQ posted in MMPA for SRB and LSL?</p> <p>Enter verb JJAA and verify the following lines in MMPA:</p> <ul style="list-style-type: none"> · R7 (Total Entitlement) · 33 (SRB only) · 74 (LSL only) · PQ/PX (Actual payment) <p>If SRB and LSL, ensure the PQ reflects both SRB and LSL amount. The PQ should update within 72 hours after release of the Reenlistment Contract.</p> <p>If No, go to 9.3. If Yes, go to 9.4.</p> |
| | 9.3 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay.</p> <ul style="list-style-type: none"> · If error is correctable, correct and resubmit. · If error is not correctable, submit request to DFAS through DWOWS access, as applicable. <p>Go to 9.2.</p> |

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CLERK CONTINUED

BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------|--------|---|---|
| CLERK | 9.4 | Input SRB and/or LSL payment(s) into MMPA JPBB | Clerk inputs SRB and/or LSL payment(s) into MMPA JPBB. Enter verb JPBB and create SRB and/or LSL payment(s). |
| | 9.5 | Route SRB and/or LSL payment(s) to DDO for review and release | Clerk routes SRB and /or LSL payment(s) to Deputy Disbursing Officer (DDO) for review and release. |
| | 9.7 | Did the payment(s) post in MMPA? | Did the payment(s) post in MMPA? In MMPA, enter the verb RPHA (EFT payment history) to verify that the payment(s) posted to Service Member's account. Enter verb JJAA and check FID NT (Separation/Reentry Projected Settlement). If No, go to 9.8. If Yes, go to 9.9. |
| | 9.8 | Determine reason for posting delay | Clerk and supervisor determine reason for posting delay. Ensure payment was released in JPBX. Submit request to DFAS through DWOWS access, as applicable. Go to 9.7. |
| | 9.9 | Compile and archive Retain File | Clerk compiles and archives Retain File. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS. |

STOP

SUPERVISOR START

BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|---------------------------------------|--------|---|---|
| SUPERVISOR | 5 | Review the NSIPS PL Report | Review the NSIPS Projected Loss (PL) Report. |
| | 5.1 | Review the NSIPS Projected Loss Report weekly | Clerk and supervisor review the NSIPS Projected Loss Report weekly. |
| | 5.8 | Submit a TU04-CHANGE DOS/ETS transaction | <p>Supervisor submits a TU04-CHANGE DOS/ETS transaction via NSIPS.</p> <p>Important Caution: TSC/TSC Supervisor should review Member's pay account in MMPA (JJAA) to determine if reenlistment contract pre-certification has been completed reflecting an updated R7/33/NT line. In such cases a TU04 is not necessary.</p> <p>To submit a TU04:</p> <p>Login to NSIPS: Pay Maintenance > Change DOS/ETS > Use > DOS/ETS Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> · Select Change (system auto selects current date as date of separation) · Select Save <p>This transaction ensures pay, allowances, and allotments are continued for a maximum of 60 days from the Date of Separation (DOS).</p> <p>Note: TU04 can only be released within 20 days of the Service Member's current EAOS, otherwise, it will reject and will need to be resubmitted when the Service Member is within 20 days of the EAOS.</p> |
| | 6 | Review/verify reenlistment requirements | Review/verify reenlistment requirements. |
| | 6.4 | Review and identify reasons for ineligibility | <p>Supervisor reviews and identifies reasons for ineligibility and returns the request via eCRM with comments to CPPA to rectify identified problems and to resubmit. Provide all applicable guidance from the list of references within this SOP.</p> <p>Go to Stop.</p> |
| | 8 | Perform/process reenlistment | Perform/process reenlistment. |
| CONTINUE TO NEXT PAGE | | | |

SUPERVISOR CONTINUED


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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|------------|--------|---|---|
| SUPERVISOR | 8.7 | Review Reenlistment Contract and supporting documentation | <p>Supervisor reviews Reenlistment Contract and supporting documentation</p> <p>TSCs should verify the contract prior to returning it to the command (before reenlistment) and upon receipt from the command (after reenlistment) with particular attention to the Branch Class/Code selection to verify its accuracy.</p> |
| | 8.8 | Was Reenlistment Improper | <p>Was Reenlistment Improper</p> <p>Refer to MPM 1160-030, paragraph 19.</p> <p>Note 1: Reenlistment contracts with clerical errors do not invalidate the contract and are not considered improper reenlistments.</p> <p>If Yes, go to 8.9 If No, go to 8.11</p> <p>A reenlistment contract, which has been determined to be improper, is not binding on the Department of the Navy. A member may be separated on the basis of erroneous reenlistment, per MILPERSMAN 1910-130, and or the best interest of the Service per MILPERSMAN 1910-164.</p> <p>Note 2: The supervisor will contact the CPPA and resolve any issues. If unable to resolve, supervisor will deny reenlistment.</p> |
| | 8.9 | Deny the pending Reenlistment Contract in NSIPS | <p>The supervisor denies the pending Reenlistment Contract in NSIPS.</p> <p>Supervisor contacts customer command CPPA/CCC to remove SRB information from OPINS.</p> <p>The supervisor denies the Reenlistment Contract and proceeds to complete Retain File as applicable.</p> |
| | 8.11 | Did Reenlistment documentation contain clerical errors | <p>Did Reenlistment documentation contain clerical errors?</p> <p>If Yes, go to 8.12 If No, go to 8.13</p> <p>Reenlistment contracts with clerical errors do not invalidate the contract and are not considered improper reenlistments.</p> |

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SUPERVISOR CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SUPERVISOR | 8.12 | Correct clerical errors | Supervisor corrects clerical errors Supervisor corrects clerical errors IAW the procedures outlined in MPM 1160-030 paragraph 19 . |
| | 8.13 | Release contract in NSIPS | Supervisor releases contract in NSIPS. Active-Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active-Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority. If a current Active-Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: "To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account." When the Active-Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. |
| | 8.14 | Did the reenlistment post in MMPA? | Did the reenlistment post in MMPA? Check 24 to 48 hours after supervisor releases documents in NSIPS. Supervisor checks MMPA LOGG and MMPA JJAA for (TU/TH) for the new EAOS. If No, go to 8.15. If Yes, go to 8.16 . |
| | 8.15 | Determine reason for posting delay | Clerk and supervisor determine reason for posting delay. Supervisor initiates review and submits DWOWS (PAY) request via the DDO and/or NSIPS (PERS) request via customer service line and follows up until resolved and closes eCRM. Go to 8.14. |
| | 8.17 | Verify pending transactions in Service Member's ESR | Supervisor verifies pending transactions in Service Member's ESR. Login to NSIPS: Electronic Service Record > Verify > Use. <ul style="list-style-type: none"> · Verify Training · Verify Awards · Verify Administrative Remarks · Verify Education · Verify Certs and Quals · Verify History of Assignments Note 1: Enter Service Member's SSN after each verification. Note 2: Unverified forms will not be transmitted to the Service Member's OMPF. |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SUPERVISOR | 8.18 | Perform ESR closeout function of Service Member's ESR | <p>Supervisor performs the ESR closeout function of Service Member's ESR for reenlistment.</p> <p>Closeout of Electronic Service Record: Per NSIPS Release 1.4.9.0 the Pay Supervisor will be required to close out the Electronic Service Record (ESR) as part of the Reenlistment and Strength Loss approval process.</p> <p>Login to NSIPS: Electronic Service Record > Closeout Member Record > Use > Closeout Member Record. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> · Select Reenlistment · Verify/Enter Closeout Date · Check Print Form in Training Closeout and Awards Closeout · Closeout Record and Print Forms <ul style="list-style-type: none"> o Awards Record (Honors and Awards) (NAVPERS 1070/880) o Training, Education, and Qualifications History (NAVPERS 1070/881) o Member Data Summary (NAVPERS 1070/886) o History of Assignments (NAVPERS 1070/605) <p>Note: Those ships that are processing member records onboard via NSIPS Web Afloat should continue to mail or e-Sub these records until such time as the fully automated capability is delivered to the ship NSIPS server.</p> |
| | 8.20 | Conduct final audit and close eCRM case | Supervisor conducts final audit and closes eCRM case. |
| | 9 | Process SRB and/or LSL payment | <p>Process SRB and/or LSL payment.</p> <p>Payment cannot be processed until reenlistment documents have been received.</p> |
| | 9.3 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay.</p> <ul style="list-style-type: none"> · If error is correctable, correct and resubmit. · If error is not correctable, submit request to DFAS through DWOWS access, as applicable. <p>Go to 9.2.</p> |
| | 9.8 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay.</p> <p>Ensure payment was released in JPBX. Submit request to DFAS through DWOWS access, as applicable.</p> <p>Go to 9.7.</p> |
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STOP

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| DDO | 9 | Process SRB and/or LSL payment | <p>Process SRB and/or LSL payment.</p> <p>Payment cannot be processed until reenlistment documents have been received.</p> |
| | 9.6 | Review and release SRB and/or LSL payment(s) | <p>DDO reviews and releases SRB and/or LSL payment.</p> <p>Refer to PPIB 15-09 prior to SRB release, as required.</p> <p>SRBs are approved for a designated date and term. Currently reenlistments are being completed and posting to the Service Member's record for different dates and terms from the SRB approval. TSC/Personnel Office must verify that the Service Member's reenlistment contract matches the SRB Approval (I51 screen of OPINS) prior to releasing the Reenlistment. Failure to verify, results in wrong dates and terms, which then cause the Service Member to receive the incorrect or no amount of SRB.</p> <p>TSC/Personnel Office must verify that the R7 line "total entitlement" matches the I51 approval screen of OPINS prior to releasing funds. If the two amounts do not match resolve the issue by determining which is correct and submitting a DWOWS request to fix the R7 line or contact the SRB Help Desk to fix the I51 screen. If uncertain, the SRB Help Desk can always assist to determine which is correct if the TSC cannot make a determination.</p> <p>DDO enters verb JPBX and releases SRB and/or LSL payment(s).</p> |
| | STOP | | |