

MILPERSMAN 1160-120

HIGH YEAR TENURE

Responsible Office	BUPERS-32	Phone:	DSN	882-2678
	Enlisted		COM	(901) 874-2678
	Community		FAX	(901) 874-2041
	Manager			

MyNavy Career Center	Phone: Toll Free	1-833-330-MNCC (6622)
	E-mail:	askmncc@navy.mil
	MyNavy Portal:	https://my.navy.mil/

Reference	(a) OPNAVINST 1040.11D (b) OPNAVINST 1306.2H (c) DoD Instruction 1332.29 (d) OPNAVINST 1900.4 (e) BUPERSINST 1001.39F (f) OPNAVINST 3060.7B
------------------	--

1. **Purpose.** The high year tenure (HYT) policy is a vital and effective force management tool utilized to properly size and shape the Active Component (AC) and the Reserve Component (RC). HYT management is regulated by establishing standardized length-of-service (LOS) gates by pay grade balanced with a waiver process to enable the Navy to retain the right number of members. As one of the Navy's key enlisted force management tools, the HYT policy facilitates viable career paths and advancement opportunities across all pay grades and LOS spectrums. The standardized HYT gates allow members greater flexibility to stay Navy within a stabilized force. Through this measured process, the Navy enhances quality throughout the continuum of service.

a. This article applies to all members of the AC, Full Time Support (FTS), Ready Reserve (USNR), and Standby Reserve-Active (USNR-S1) communities within the Navy. References within this article to the USNR include Selected Reserve (SELRES) and Individual Ready Reserve (IRR), encompassing the voluntary training unit (VTU) and active status pool (ASP), unless otherwise specified. Members of USNR-S1 are referenced separately. For clarification of member status as applied in this article see the table below:

AC/FTS	USNR		USNR-S1	
AC/ FTS	SELRES	IRR		USNR-S1
	drilling Reserve (in pay), definite recall, and canvasser recruiters	VTU	ASP	key Federal employees; hardships
HYT requests from above categories will be processed by BUPERS (BUPERS-32) or OPNAV, Nuclear Propulsion Program Management Branch (N133) if nuclear trained personnel.		HYT requests from above categories will be processed by Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913).		

b. Unless HYT waiver approval is authorized by the responsible office noted in paragraph 2; AC, FTS, USNR, and USNR-S1 personnel may only reenlist or extend up to the HYT date for their current pay grade. Personnel who have been selected for advancement may reenlist or extend up to the HYT date of their frocked pay grade. Personnel in the ASP are limited to 2-year enlistments, not to exceed HYT date, for their current or frocked pay grade.

2. Roles and Responsibilities

a. Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policy (N13) is responsible for total force management in support of OPNAV, Manpower, Personnel, Training, and Education (N1), and is the final disposition authority for deviations from this policy.

b. OPNAV, Force Shaping, Plans, and Policy (N132) direct enlisted force management policies in support of the Director, Military Personnel, Plans, and Policy (N13) and is the endorsement agent for HYT exceptions to policy.

c. Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32) is the HYT waiver disposition authority for all non-nuclear-trained AC and FTS members, as well as SELRES members of the USNR (not IRR or USNR-S1 personnel).

d. OPNAV (N133) is the HYT waiver disposition authority for all nuclear-trained AC and FTS personnel. Exceptions to Policy requests must be forwarded to OPNAV (N13).

e. Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913) is the disposition authority for HYT requests for all members of the IRR (including VTU and ASP) and USNR-S1. Exceptions to policy requests must be forwarded to OPNAV (N13).

Note: BUPERS-32 enlisted community managers and NAVPERSCOM (PERS-913) are empowered to approve or disapprove HYT requests submitted by commands. Commands can request additional reviews of those decisions in the form of an exception to policy from OPNAV (N13).

3. **Maximum Years of Service.** HYT gates are listed by pay grade in the two tables below. Use the following guidelines when computing active or reserve Navy service:

a. HYT dates for AC and FTS are based on the active duty service date. HYT dates for USNR and USNR-S1 are based on the pay entry base date.

b. For AC and FTS members in pay grades E-1 through E-4, use only total active duty Navy service to compute HYT dates. See paragraph 11f(2) for specific guidance regarding HYT date corrections for other service veterans (OSVETS).

c. For AC and FTS members in pay grades E-5 through E-9, use all earned active military service (from any Armed Service) to compute HYT dates.

d. AC and FTS members who previously accumulated active duty service via annual training, active duty for training, active duty for special work (ADSW), definite recall, presidential recall, and periods of mobilization must include these periods as part of the total active military service calculation. Inactive duty training or drill periods are not considered active duty and will not be included as part of the member's total active military service calculation.

e. AC or FTS command master chiefs (CMDCMs) may exceed 30 years of service as indicated in the table below, provided they comply with selection criteria outlined in reference (b) for a flag or general officer support assignment and are validated by the CMDCM detailer for eligibility. Members in such roles may extend their orders for up to 30 days past the end of their flag or general officer's assignment to allow turnover of duties to

their successor. Progressive assignment should be considered to exceed 30 years of service up to a maximum as noted below.

AC and FTS		
Grade	Years	Remarks
E-1 to E-2	4	May not reenlist or extend unless HYT is granted by BUPERS-32.
E-3	6	E-3 who "Passed Not Advanced" a Navy-wide advancement exam prior to March 2012 (cycle 215) retain HYT gate of 8 years.
E-4	10	
E-5	16	
E-6	22	Nuclear trained Sailors at the E-6 pay grade desiring to extend their active service past 20 years must have their request approved by OPNAV (N133).
E-7	24	
E-8	26	
E-9	30	
CMDCM	32	CMDCM/FORCM (8CMC/8CSC) selected for a 1- or 2-star flag/general officer support assignment to complete a 3-year tour of duty.
CMDCM	35	CMDCM/FORCM/FLTCM (8CMC/8CSC) selected for a 3- or 4-star flag/general officer support assignment to complete a 3-year tour of duty.
MCPON	38	CMDCM/FORCM/FLTCM (8CMC/8CSC) selected to serve as the master chief petty officer of the Navy (MCPON) to complete a 4-year tour of duty.

f. USNR and USNR-S1 members exceeding HYT limits listed in the below chart must obtain an HYT waiver (either for SELRES, VTU, or USNR-S1), retire (if eligible), or be separated.

(1) USNR and USNR-S1 personnel in pay grades E-1 to E-3 are not eligible for an HYT waiver.

(2) USNR and USNR-S1 personnel in pay grade E-4 may only receive a waiver to serve in the VTU or USNR-S1.

(3) USNR and USNR-S1 personnel in pay grade E-5 to E-9 may receive a waiver for SELRES, VTU, or USNR-S1.

(4) USNR and USNR-S1 personnel of any rank who exceed HYT limits may not be assigned to the ASP.

g. USNR and USNR-S1 (E-4 to E-6) personnel with an approved HYT waiver may remain in the SELRES or IRR (VTU and ASP) as approved, unless barred by policy or age restriction, until, and contingent upon, achieving 20 total years qualifying service (TYQS). E-5 and E-6 personnel must receive an HYT waiver to serve beyond 20 TYQS in the VTU not to exceed 30 years LOS.

h. USNR and USNR-S1 (E-7 and above) personnel are automatically waived for an HYT for the VTU until 30 years LOS, unless precluded by other policies or laws (e.g., senior enlisted continuation board or age restrictions). E-7 and above must receive an HYT waiver to serve in SELRES or the VTU beyond 30 years LOS not to exceed 30 TYQS. Effective date of retirement must be the first day of the month after the month in which the 30th applicable year is completed.

i. USNR and USNR-S1 (E-9) personnel who are accepted into and serving in the Command Master Chief (CMC) Program, per reference (b), or who are selected for a CMC or command senior enlisted leader (CSEL) assignment for a flag or general officer prior to the start of their 30th year of service (YOS), may exceed 30 YOS as indicated in the table below, provided they receive an HYT waiver from BUPERS-32 to serve in the SELRES, or NAVPERSCOM (PERS-913) to serve in the VTU to complete a 3-year tour not to exceed (NTE) 32 TYQS, whichever occurs first. Members in such roles may extend their orders for up to 30 days past the end of their flag or general officer's assignment to allow turnover of duties to their successor.

USNR (SELRES, IRR (VTU and ASP)), and USNR-S1		
Grade	Years	Remarks
E-1 to E-2	6	Not eligible for an HYT waiver.
E-3	10	Not eligible for an HYT waiver.
E-4	12	Eligible for an HYT waiver to serve in VTU or USNR S1 NTE 20 TYQS. Upon receiving approved HYT waiver, every year thereafter must be a qualifying year of service for retirement.
E-5	20	Eligible for an HYT waiver to serve in the SELRES, USNR S1, or VTU NTE 20 TYQS. An approved HYT waiver is required to remain beyond 20 TYQS in the VTU or USNR S1 NTE 30 years LOS.
E-6	22	Eligible for an HYT waiver to serve in the SELRES, USNR S1, or VTU NTE 20 TYQS. An approved HYT waiver is required to remain beyond 20 TYQS in the VTU or USNR S1 NTE 30 years LOS.

E-7	24	Automatically waived to serve in VTU until 30 years LOS. An approved HYT waiver is required to serve in SELRES, USNR S1, or VTU beyond 30 years LOS NTE 30 TYQS.
E-8	26	Automatically waived to serve in VTU until 30 years LOS. An approved HYT waiver is required to serve in SELRES, USNR S1, or VTU beyond 30 years LOS NTE 30 TYQS.
E-9	30	Automatically waived to serve in VTU until 30 years LOS. An approved HYT waiver is required to serve in SELRES, USNR S1, or VTU beyond 30 years LOS NTE 30 TYQS.
CMDCM/CMC/CSEL	32	CMDCM (8CMC/8CSC) or CMC/CSEL selected for a flag/general officer assignment to complete a 3-year tour of duty. Eligible for waiver to serve in SELRES or VTU NTE 32 TYQS or their tour of duty, whichever occurs first.

4. **HYT Waiver Eligibility.** AC, FTS, USNR (SELRES, IRR-VTU), and USNR-S1 requests to continue beyond established HYT gates will be considered on a case-by-case basis. Requests for HYT waivers to the VTU may be considered for qualified USNR and USNR-S1 members with a history of satisfactory participation. Examples of requests which may be given favorable consideration for AC, FTS, USNR (SELRES, IRR-VTU), and USNR-S1 include:

a. In support of urgent, immediate operational requirements in a deployed or soon-to-deploy unit.

b. Ratings or critical skills identified as undermanned.

c. IRR-VTU Sailors who perform funeral honors and or other high demand work while maintaining consistent satisfactory participation.

d. Waivers for obligated service (OBLISERV):

(1) Waivers for OBLISERV apply only to service requirements incurred as a result of formal training. These waiver requests will be considered on an individual basis per paragraph 6. OBLISERV stated on permanent change of station orders does not override HYT dates unless an HYT waiver has been approved.

(2) E-3 and E-4 personnel approved for rating conversion via appropriate class "A" and or "C" Schools will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement. Commands must liaise with BUPERS-32 to ensure the revised HYT date is accurately reflected in the enlisted master file (EMF).

(3) E-3 and E-4 personnel approved for in-rate advanced training ("C" school) will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement as outlined in paragraph 4d(2) above.

(4) E-4 personnel approved for the Selective Training and Reenlistment (STAR) Program, per MILPERSMAN 1160-100, may exceed their HYT as they will advance to E-5 and incur a 4 to 6-year OBLISERV requirement upon completion of required training.

Note: HYT waivers for the STAR Program are for first-term personnel only. HYT waivers will **not** be approved for any second or subsequent reenlistments under this program.

e. AC personnel who desire to maximize their selective reenlistment bonus (SRB) eligibility must submit and receive approval for the HYT waiver request prior to submitting their SRB precertification request. These requests will be considered on an individual basis. See latest SRB NAVADMIN for guidance.

f. Personnel with enlistment contracts and extensions executed prior to 5 November 2014 are automatically waived for an HYT to serve in the VTU or ASP until their current expiration of OBLISERV, unless precluded by other policies or laws.

5. **HYT Waiver Ineligibility.** HYT waiver requests must be justified by needs of the Navy. Requests based primarily on factors of personal convenience for the member will not be approved and should not be submitted. Examples of such ineligible waiver requests include, but not limited to the following:

a. To obtain the necessary service to participate for advancement (dates for determining advancement eligibility are contained in paragraph 7), or to await examination results.

b. To meet minimum eligibility requirements or to await additional quotas for advancement via programs such as the Command Advancement Program.

c. To commence or continue medical treatment see paragraphs 11b and 11c for justifications.

d. To allow a member to continue or complete off-duty education courses while on active duty.

e. To permit a more desirable retirement or separation date (e.g., member desires to retire in summer months, etc.).

f. To increase financial entitlements based on length of military service (e.g., involuntary separation pay, education benefit eligibility, Fleet Reserve retainer check, etc.).

6. **HYT Waiver Request Procedures**

a. 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 10 months prior to their established HYT date. Nuclear-trained members must submit HYT waiver requests to OPNAV (N133) with the same 10-month window. NAVPERS 1306/7 may be accessed by using the following Web address:

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

b. Requests for USNR (excluding SELRES) and USNR-S1 HYT waivers must be submitted using NAVPERS 1306/7, and must arrive at NAVPERSCOM (PERS-913) 10 months prior to established HYT date to ensure no break in service.

c. AC and FTS HYT requests must include the following:

(1) Member's full name, rate, current LOS (based on active duty service date), expiration of active OBLISERV, desired length of waiver in months, and command point of contact.

(2) Provide justification to include any pertinent documentation and information. Request should indicate the specific operational unit in which the member is seeking assignment (if applicable).

(3) CO's endorsement and signature. Endorsement should identify unit manning and rating deficiencies, and the availability of other personnel to fill billet or unit requirements.

d. USNR and USNR-S1 HYT requests must contain items listed in paragraph 6c(1) through 6c(3) (listed above), but also include specific additional endorsements as noted below:

(1) Endorsement of the training unit (TRUIC) commanding officer if member is VTU or holds in-assignment process status, endorsement of the unit mobilization unit (UMUIC) CO wherein the member holds a current billet assignment, or wherein the member is requesting a billet assignment if retained.

(2) Endorsement of the Navy Reserve activity CO where the endorsing unit CO (TRUIC or UMUIC CO) is assigned. Respective endorsements should substantiate the member's valid need to fulfill a specific role, as applicable (e.g., CMC, CSEL).

e. USNR and USNR-S1 members disapproved for a SELRES HYT waiver can also be considered for a waiver to serve in the VTU, if so stated on the original request.

f. Members who receive an approved waiver will sign the following NAVPERS 1070/613 Administrative Remarks:

(Date): I understand that the high year tenure waiver (DTG of approval message) is subject to cancellation if I am unable to fulfill the mission per which the waiver was approved for. Requests to cancel this waiver will be coordinated with BUPERS-32 for AC, FTS, and SELRES members; or NAVPERSCOM (PERS-913) for Ready Reserve and Standby Reserve-Active members via my commanding officer for adjudication. Final disposition of waiver cancellation will be with Commander, Navy Personnel Command (CNPC).

(Member's signature)

(Witness signature)

g. Cancellation of approved waivers. AC, FTS, USNR, and USNR-S1 personnel serving on an approved HYT waiver for a specific assignment, OBLISERV, or program who are no longer able to fulfill the assignment, OBLISERV, or program for which the waiver was approved are subject to having their waiver cancelled.

Commands must liaise with BUPERS-32 (or OPNAV (N133) if nuclear-trained) for AC, FTS, and SELRES members or with NAVPERSCOM (PERS-913) for USNR and USNR-S1 members via their CO for disposition of waiver cancellations. Commander, Navy Personnel Command (CNPC) via OPNAV (N132) is the final disposition authority for cancelling waivers. If a previously approved waiver is cancelled, AC, FTS, USNR, and USNR-S1 members will be separated within 120 days of cancellation, unless they have adequate time to transfer to the Fleet Reserve or retire.

7. **HYT and Advancement**

a. AC, FTS, and SELRES members beyond the established HYT date for their present pay grade on the first day of the advancement cycle (per below tables) are ineligible for advancement consideration, unless they have received an approved HYT waiver from BUPERS-32 (AC, FTS, and SELRES). Those members in the VTU over HYT, as well as ASP and USNR-S1 members are ineligible for advancement.

If AC/FTS competing in below advancement cycle...	Then must be Active Duty on:
E-4/5/6 March exam	1 July same year
E-4/5/6 September exam	1 January following year
E-7 January exam	1 September same year
E-8/9 March/April board	1 July same year

If Reserve competing in below advancement cycle...	Then must be in SELRES on:
E-4/5/6 February exam	1 July same year
E-4/5/6 August exam	1 January following year
E-7 February exam	1 September same year
E-8/9 March board	1 July same year

b. Waivers approved by NAVPERSCOM (PERS-913) allowing USNR and USNR-S1 members to continue in the VTU beyond the established HYT gates **do not** reinstate advancement eligibility.

8. **HYT and Involuntary Separation Pay (ISP)**. AC and FTS personnel who are separated due to HYT gates and are advancement eligible at the time of separation may be eligible for full ISP. References (c), (d), and MILPERSMAN 1910-050 and 1920-020 outline ISP definitions, criteria, and policy.

a. In order to be eligible for any amount of ISP, AC and FTS members must have completed at least 6, but less than 20

years of active service, and must enter into an agreement to serve in the USNR for a period of not less than 3 years in addition to any other remaining service obligations.

b. To preclude unwarranted ISP recoupment action by Defense Finance and Accounting Service (DFAS), commands separating members in pay grades E-5 and below for HYT, who are otherwise fully retainable, must enter a reentry code of "RE-6" in block 27 of member's DD-214 Certificate of Release or Discharge from Active Duty.

9. **HYT and USNR/USNR-S1.** SELRES personnel who reach HYT and do not have an approved SELRES HYT waiver, or are not eligible for SELRES HYT waiver, must be removed from SELRES by the end of the month in which the HYT date occurs. The following options apply to all USNR and USNR-S1 personnel at or beyond HYT without a SELRES HYT waiver:

a. If eligible, member may request transfer to the Retired Reserve with or without pay. See reference (e) for guidance on requesting transfer to the Retired Reserve.

b. Request an HYT waiver for VTU from NAVPERSCOM (PERS-913). USNR and USNR-S1 members approved for VTU assignment will be subject to the following:

(1) Member must maintain satisfactory participation requirements as outlined in reference (e).

(2) Member will not be permitted to return to SELRES without receiving a SELRES HYT waiver from BUPERS-32.

(3) Member will not be permitted to participate for advancement.

(4) The following NAVPERS 1070/613 entry must be made for personnel who accept VTU assignment:

(Date): I accept assignment to the voluntary training unit (VTU) in a non-pay drill status due to having reached high year tenure (HYT) for my pay grade per MILPERSMAN 1160-120. I understand that I must maintain satisfactory participation requirements as outlined in BUPERSINST 1001.39F or Governing MILPERSMAN. I understand that I am not eligible to return to a drill pay status in the future without receiving a SELRES HYT waiver from BUPERS-32. I acknowledge I am not authorized to participate for advancement in rate.

(Member's Signature)

Witness Signature

c. Members either not eligible, or not approved for, retirement or HYT waiver will be separated effective the last day of the month in which the HYT date occurs.

10. Restrictions on Active Duty for Operational Support (ADOS) and Mobilization Orders

a. Orders in the ADOS category are ADSW and Definite Recall. The following apply to ADOS orders:

(1) HYT is not a disqualifying factor for ADOS.

(2) Prior to executing orders, SELRES who will reach their HYT date while on ADSW or temporary recall orders will be transferred to the VTU, unless approved for a SELRES HYT waiver that expires after anticipated return from ADOS.

(3) Members in an HYT status while on ADSW or definite recall are ineligible to participate for advancement in rate, unless member has an approved USNR HYT waiver and is not HYT for the next higher pay grade.

b. The following apply to mobilized USNR members under the authorities listed in reference (f), Figure 1-1, mobilization authorities:

(1) HYT is not considered as a factor in mobilization.

(2) Members who reach their USNR HYT date during a period of mobilization must not be demobilized due to this status.

(3) Upon reaching HYT date, USNR members on mobilization will be transferred to the VTU while still on orders. Members reaching HYT may continue on mobilization orders, but are not eligible for advancement without an approved SELRES HYT waiver.

11. **Special Considerations Regarding HYT**

a. **Twilight Tour Eligibility.** AC and FTS E-9 personnel receiving an HYT waiver will forfeit twilight tour eligibility (see MILPERSMAN 1300-600 for further twilight tour criteria).

b. **Limited Duty (LIMDU) Status.** AC and FTS personnel in a LIMDU status and approaching mandatory HYT retirement, mandatory HYT transfer to the Fleet Reserve, or mandatory HYT separation will only be retained on active duty if actually hospitalized (inpatient), or if their case has been submitted to a physical evaluation board (PEB) for disability determination. Personnel meeting the criteria for a PEB must be allowed to complete the board process and not be separated for other reasons. Personnel found not eligible for disability status will be separated within 30 days of the PEB's final adjudication.

c. **USNR and USNR-S1 Medical Determinations.** SELRES and VTU members with submitted medical retention review, medical evaluation board, medical hold orders, line of duty and or PEB cases who reach HYT limit are granted an automatic HYT waiver to the VTU until final adjudication. SELRES personnel will be transferred to the VTU by the last day of the month in which HYT date occurs. Automatic HYT waiver to the VTU does not expire after the final adjudication date.

d. **Selected for Officer Appointment.** USNR and USNR-S1 members selected for an officer appointment who are at or beyond their HYT date are granted an automatic HYT waiver to the VTU while awaiting commissioning, but may seek a waiver to remain in paid SELRES status per procedures in paragraph 6. These personnel must be transferred to the VTU, unless a SELRES HYT waiver is approved.

e. **Reduction in Rate**

(1) AC and FTS members reduced in rate are authorized to complete the current enlistment, only if it expires on or before the HYT gate of the new pay grade.

(a) When the soft expiration of active OBLISERV (i.e., expiration of OBLISERV plus any extensions) exceeds the HYT LOS gate of the reduced pay grade, separation must occur within 180 days from the date of reduction in rate, unless granted an HYT waiver, reinstated, or subsequently advanced. Short term extensions may be authorized when a member has insufficient OBLISERV remaining to reach the 180-day separation timeline to ensure adequate transition time.

(b) When HYT date is greater than 180 days following reduction in rate, the member will be separated at the HYT LOS gate (if prior to the soft expiration of active OBLISERV) or at soft expiration of active OBLISERV (if prior to his or her HYT LOS gate) if the member is ineligible to reenlist or extend to the HYT LOS gate of the reduced pay grade.

(c) OPNAV (N133) will manage nuclear-trained members who are reduced in rate, and will be the disposition authority for HYT separations.

(2) USNR and USNR-S1 members reduced in rate are authorized to complete their term of enlistment when their expiration of OBLISERV is before the HYT limiting gate of the new pay grade. If the new HYT limiting gate has already been exceeded at the time, the member is reduced in rate, or the HYT limiting gate is less than 180 days, the member must retire (if eligible), or be separated within 180 days from the date of their reduction in rate, unless they are granted an HYT waiver, reinstated, or are subsequently advanced.

(3) AC and FTS members who have completed 18 years, but less than 20 years of service and are subsequently reduced in rate must be retained on active duty until they are eligible to transfer to the Fleet Reserve, unless they are discharged under other provisions of law.

(4) USNR and USNR-S1 members who have completed 18 TYQS, but have less than 20 TYQS, and are subsequently reduced in rate must be retained in the VTU until they are eligible to transfer to the Retired Reserve with or without pay, unless discharged under other provisions of law.

f. Procedures to Correct HYT Dates

(1) If it is determined that a HYT date for an AC or FTS member is incorrect, contact BUPERS-32, or if nuclear trained - contact OPNAV (N133) for verification and subsequent correction to the EMF. SELRES and VTU personnel must contact their supporting Navy Reserve activity. ASP and USNR-S1 personnel must contact NAVPERSCOM (PERS-913).

(2) AC and FTS HYT gates for OSVETs in pay grades E-4 and below are computed based on total active Navy service only. In order to update the EMF to reflect a corrected HYT date, commands should send the following documents to BUPERS-32:

(a) Copy of member's initial enlistment contract;
and

(b) Copy of each of the member's DD 214 Certificate of Release or Discharge from Active Duty, or a DA 1506 Statement of Service - For Computation of Length of Service for Pay Purposes reflecting all periods of military service (in any branch).