

## MILPERSMAN 1160-120

### ACTIVE COMPONENT AND TRAINING AND ADMINISTRATION OF THE RESERVE HIGH YEAR TENURE PROGRAM

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<b>References</b>	(a) OPNAVINST 1040.11E (b) OPNAVINST 1306.2K (c) DoD Instruction 1332.29 of 3 March 2017 (d) OPNAVINST 1900.4A (e) 10 U.S.C.
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1. **Purpose.** The High Year Tenure (HYT) Program is a vital and effective force management tool to properly size and shape the active duty Navy. This is a total force policy which establishes standardized length of service (LOS) gates by pay grade, balanced with a waiver process that allows Navy to retain the right Sailor. As one of the Navy's key enlisted force management tools, HYT policy facilitates viable career paths and advancement opportunities across all pay grades and LOS spectrums. The standardized HYT gates allow Sailors greater flexibility to stay Navy within a stabilized force. Through this measured process, the Navy enhances quality throughout the continuum of service - between the Active and Reserve Components ((AC) and (RC)). The use of HYT waivers as a force management tool allow Sailors to stay beyond the prescribed LOS gates of their pay grade, providing increased opportunities for career progression while simultaneously retaining talent and experience to complete Navy's mission. Eligibility for an HYT waiver and submission procedures are contained in paragraph 4 below.

a. This article applies to all AC Sailors and Training and Administration of Reserve (TAR) Sailors. Personnel of the Selected Reserve (drill with pay) and Individual Ready Reserve,

encompassing voluntary training unit and active status pool, HYT policy is covered in [MILPERSMAN 1160-135](#).

b. Unless HYT waiver approval is authorized by the responsible offices contained herein, AC and TAR Sailors may only reenlist or extend up to the HYT date for their current pay grade. Sailors who have been selected for advancement may reenlist or extend up to the HYT date of their frocked pay grade.

## 2. Roles and Responsibilities

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

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

c. Office of the Chief of Naval Reserve (OPNAV N095) is directly responsible for the management of the Reserve force and will coordinate with OPNAV N13 on all plans and policies affecting reserve personnel, to include TAR Sailors.

d. Bureau of Naval Personnel (BUPERS) Division (BUPERS-32) and Selected Reserve & TAR Enlisted Branch (BUPERS-352) are the HYT waiver disposition authorities for all non-nuclear-trained AC and TAR Sailors respectively.

e. OPNAV Nuclear Propulsion Program Management Branch (N133) is the HYT waiver disposition authority for all nuclear-trained AC.

f. Commander, Navy Reserve Forces Command (CNRFC) (N1) is the HYT exception to policy authority for TAR Sailors.

g. Commands will track and manage their members HYT dates by utilizing the Career Information Management Systems (CIMS); conduct career development board 24 months prior to members reaching their HYT as outlined in reference (a), and ensure accuracy of HYT waiver requests.

3. **Maximum Years of Service**. HYT gates are listed by pay grade in the table below. Use the following guidelines when computing AC and TAR Navy service:

a. HYT dates for AC and TAR are based on the Sailor's active duty service date (ADSD).

b. For AC and TAR Sailors in pay grades E-1 through E-4, use only total active duty Navy service to compute HYT dates. See subparagraph 9c(2) for specific guidance regarding HYT date corrections for other service veterans (OSVETS).

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

d. AC and TAR Sailors who previously accumulated active duty service via annual training, active duty for training, active duty operational support, 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 a Sailor's total active military service calculation.

e. AC and TAR command master chiefs (CMDCM) are eligible to 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 detailee for eligibility. Members in such roles are eligible to 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 is a primary factor to exceed 30 years of service up to the maximum as noted below.

AC and TAR		
Grade	Years	Remarks
E-1 to E-2	4	May not reenlist or extend unless HYT waiver is granted by BUPERS-32.
E-3	6	
E-4	10	
E-5	16	
E-6	22	
E-7	24	
E-8	26	
E-9	30	
CMDCM	32	CMDCM selected for command duties assignment, less flag/support assignment to complete a 3-year tour of duty.
CMDCM	34	CMDCM/Force Master Chief (FORCM) selected for a 1 or 2-star flag/general officer support assignment to complete a 3-year tour of duty
CMDCM	36	CMDCM/FORCM/ Fleet Master Chiefs (FLTCM) 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 selected to serve as the Master Chief Petty Officer of the Navy (MCPON) to complete a 4-year tour of duty.

4. **HYT Waiver Eligibility**. AC and TAR requests to continue beyond established HYT or LOS gates will be considered on a case-by-case basis. Examples of requests which may be given favorable consideration for AC and TAR 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. 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 below. 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 Sailors 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 (AC) and BUPERS-352 (TAR) to ensure the revised HYT date is accurately reflected in the enlisted master file (EMF).

(3) E-3 and E-4 Sailors 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 subparagraph 4c(1) above.

(4) E-4 Sailors 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 Sailors only. HYT waivers will **not** be approved for any second or subsequent reenlistments under this program.

d. AC Sailors 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 naval administrative message for guidance.

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 below), or to await examination results.

b. To meet minimum eligibility requirements or to await additional quotas for advancement via advancement programs such as the Meritorious Advancement Program and advance to position program.

c. To commence or continue medical treatment.

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. HYT Waiver Submission. Requests for AC and TAR HYT waivers must be submitted using [NAVPERS 1306/7](#) Enlisted Personnel Action Request and must arrive at the respective enlisted community managers (BUPERS-32/352 and OPNAV N133) office 10 months prior to their established HYT date. Late, inaccurate, or incomplete requests will not be considered.

b. Waiver Requirements. AC and TAR HYT waiver requests must include the following:

(1) Sailor'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) Commanding officer's (CO) endorsement and signature. Endorsement should identify unit manning and rating deficiencies and the availability of other Sailors to fill billet or unit requirements.

(4) Members who receive an approved waiver must sign the following [NAVPERS 1070/613](#) Administrative Remarks:

(Date): I understand that the high year tenure waiver date-time-group of approval message) is subject to cancellation if I am unable to fulfill the mission for which the waiver was approved. Requests to cancel this waiver will be coordinated with BUPERS-32 for AC, BUPERS-352 for TAR, and OPNAV (N133) for nuclear-trained Sailors via my commanding officer for adjudication. Final disposition of waiver cancellation rests with enlisted community managers in coordination with Navy Personnel Command Enlisted Distribution Division (PERS-40).

\_\_\_\_\_  
(Member's signature)

\_\_\_\_\_  
(Witness signature)

c. **Cancellation of Approved Waivers.** AC and TAR Sailors 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 for AC, BUPERS-352 for TAR, or OPNAV N133 for nuclear-trained Sailors via their CO for disposition of waiver cancellations. If a previously approved waiver is cancelled, AC and TAR Sailors will be separated within 120 days of cancellation. Sailors eligible to transfer to the Fleet Reserve or Retire must transfer to either within 120 days.

d. **HYT Exceptions to Policy (ETP) Requests**

(1) HYT ETP requests will not normally be granted in cases where an HYT waiver was previously denied by the respective enlisted community manager (ECM).

(2) All HYT ETP requests for TAR Sailors must be submitted to CNRFC N1, via BUPERS-352, and include previous HYT waiver request denial documentation as applicable.

7. **HYT and Advancement**

a. Sailors beyond the established HYT date for their present pay grade on the first day of the advancement cycle (per below table) are ineligible for advancement consideration, unless they have received an approved HYT waiver from BUPERS-32 for AC, BUPERS-352 for TAR, or OPNAV N133 (nuclear-trained) Sailors.

ELIGIBILITY FOR ADVANCEMENT	
If AC/TAR 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

8. **HYT and Involuntary Separation Pay (ISP)**. Sailors 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 [MILPERSMAN 1920-020](#) outline ISP definitions, criteria, and policy.

a. To be eligible for any amount of ISP, AC and TAR Sailors must have completed at least 6, but less than 20 years of active service, and must enter into an agreement to serve in the Ready Reserve for a period of not less than 3 years in addition to any other remaining service obligations based on needs of the Navy.

b. To preclude unwarranted ISP recoupment action by Defense Finance and Accounting Service, 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. **Special Considerations Regarding HYT**

a. **Limited Duty (LIMDU) Status**. Sailors 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. Sailors referred to the disability evaluation system may only be separated in accordance with MILPERSMAN 1910-704. Sailors found fit for duty will be separated within 30 days of the PEB's final adjudication.



b. **Reduction in Rate**

(1) Sailors 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) Per reference (e), section 1176, AC and TAR Sailors 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.

IMPACT OF AWARDING REDUCTION IN RATE (RIR) ON CONTINUED SERVICE		
HYT LOS Gate	EAOS/EOS Date	Action
Exceeding or within 180 days of HYT LOS gate following RIR	EAOS/EOS is 180 days or more following RIR date	Separate 180 days following RIR
Exceeding or within 180 days of HYT LOS gate following RIR	EAOS/EOS is fewer than 180 days following RIR date	Separate 180 days following RIR (*) * STE authorized
More than 180 days from HYT LOS gate following RIR	EAOS/EOS is equal to or greater than HYT LOS date	Separate at HYT LOS date
More than 180 days from HYT LOS gate following RIR	EAOS/EOS is less than HYT LOS date	Separate at EAOS/EOS, unless eligible to obligate additional service

c. **Procedures to Correct HYT Dates**

(1) If it is determined an HYT date for an AC or TAR Sailor is incorrect, contact BUPERS-32 (AC), BUPERS-352 (TAR), or OPNAV N133 (nuclear-trained) for verification and subsequent correction to the EMF.

(2) AC and TAR 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 (AC), BUPERS-352 (TAR), or OPNAV N133 (nuclear trained) respectively and include a:

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

(b) Copy of each of the member's DD-214 or a statement of service for computation of LOS for pay purposes reflecting all periods of military service (in any branch of the Military Services).

10. **HYT Program Definitions**

a. **LOS**. The number of years of active duty military service, regardless of branch of Service, computed from ADSD and

(or) pay entry base date (PEBD) to include delay entry served under a qualifying enlistment contract.

b. **HYT**. The maximum number of years an enlisted member may serve in a pay grade E-1 through E-9 and the authorization for CMDCM. Determination for HYT is based on LOS computed from ADSD or PEBD. Standard HYT LOS gates are set forth and listed in the AC and TAR HYT chart listed in paragraph 3 above.

c. **HYT Gate**. The LOS a Sailor may serve in the Navy before reaching HYT status.

d. **HYT Date**. The date a Sailor will reach his or her HYT gate.

e. **HYT Waiver**. The authorization granted by an ECM for an enlisted Sailor to exceed the maximum years of service set forth by this article.