PERSPAY Center of Excellence: Reenlistments and Extensions

10 June 2022

Hosted by TSC Naples
References

- MILPERSMAN 1160-020 (Reenlistment)
- MILPERSMAN 1160-040 (Extensions)
- OPNAVINST 1160.8B (SRB)
- EXTENSIONS MPTE SOP:
- REENLISTMENT’S MPTE SOP:
**Required Documents**

### REENLISTMENTS
- NPPSC 1160/1
- **NPPSC 1160/2 REENL CHECKLIST**
- REENL CONTRACT
- CCC NSIPS SRB APPROVAL  
  (if applicable)
- APPLICABLE PG13’S
- BUPERS 328 APPROVAL  
  (if applicable)

### EXTENSIONS
- NPPSC 1160/1
- EXT CONTRACT
- HYT APPROVAL (if applicable)
- ORDERS
- BUPERS 328 APPROVAL  
  (if applicable)
COMMAND CAREER REQUEST
NPPSC 1160/1 (Rev. 06-2020)

Select from the options below:

- Reenlistment
- Extension

Supporting Directive NPPSCINST 5213.1B
**NPPSC 1160/1**

**Command Career Request**

<table>
<thead>
<tr>
<th>Name</th>
<th>DoD ID</th>
<th>Rate</th>
<th>PRD</th>
<th>EAOS</th>
</tr>
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<table>
<thead>
<tr>
<th>Command</th>
<th>UIC</th>
<th>Department</th>
<th>Division</th>
<th>ADSD</th>
</tr>
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<table>
<thead>
<tr>
<th># of Months Extending</th>
<th>Reason</th>
<th>Does member fall into Zone A, B, or C C-WAY?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

I certify the above information is correct to the best of my knowledge and I will inform my Command/Dept/Div CC if there are any changes.

<table>
<thead>
<tr>
<th>Service Member Name</th>
<th>Service Member Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
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<td></td>
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**Physical Readiness Test (PRT) Coordinator Endorsement**

<table>
<thead>
<tr>
<th>Has Service member pass the most recent PRT?</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>PRT Coordinator Name</th>
<th>PRT Coordinator Signature</th>
<th>Date</th>
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</table>

**Command, Department, or Divisional Career Counselor Review**

<table>
<thead>
<tr>
<th>Is Service member recommended for retention on most recent evaluation/fitness report?</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Career Counselor Name</th>
<th>Career Counselor Signature</th>
<th>Date</th>
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**ROUTING & APPROVALS:**

- Yes
- No
**NPPSC 1160/1**

**Command Career Request**

**COMMAND CAREER REQUEST**

**NPPSC 1160/1 (Rev. 06-2020)**

| Supporting Directive NPPSCINST 5213.1B |

**Command Reenlistment Request**

- **Name:** SAILOR, JOE N.
- **DoD ID:** 1234567891
- **Rate:** PS2
- **Branch/Class:** USN/11
- **Warfare Designation:** SW

**Command:** PSD NAPLES

- **UIC:** 00000
- **Department:** ADMIN

**Phone:** 626-5050

- **ADSD:** 01 Jul 17
- **EAGS:** 01 Jul 21
- **PRD:** 10 2021

- **Home of Record City and State:** Chicago, IL

**Reenlisting Officer Information**

- **L. A. NICASIO**
- **OIC:** LCDR

**Reenlistment Location**

- **NSA QUARTERDECK**

**Reason for Reenlistment:**

- **Benefits of Rate**

**Significant Other and Children**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Relationship</th>
<th>Certificate Desired</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ x</td>
<td></td>
<td></td>
<td></td>
<td>Yes [ ] No [ ]</td>
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<tr>
<td>+ x</td>
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<td></td>
<td>Yes [ ] No [ ]</td>
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<td>+ x</td>
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<td>Yes [ ] No [ ]</td>
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<td>+ x</td>
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<td></td>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

- **I certify the above information is correct to the best of my knowledge and I will inform my Command/Dept/Div CC if there are any changes.**

- **Service member Name:** SAILOR, JOE N.
- **Service member Signature:** Date 26 May 21

**Physical Readiness Test (PRT) Coordinator Endorsement**

- **Has Service member passed the most recent PRT?:** Yes [ ] No [ ]

- **PRT Coordinator Name:** PO1 NAVY, JOSEPHINE
- **PRT Coordinator Signature:** Date 26 May 21

**Medical Endorsement**

- **Is the medical/medically qualified for reenlistment?:** Yes [ ] No [ ]

- **Medical Representative Name:** HM1 SAILS, JOHN
- **Medical Representative Signature:** Date 26 May 21

**Command, Department, or Divisional Career Counselor Review**

- **C-WAY Approval:** Yes [ ] No [ ]
- **HYT Waiver:** Yes [ ] No [ ]
- **Tier:**
  - ESRP/SRB/SRB Eligible?: Yes [ ] No [ ]
  - Net Applicable?: Yes [ ] No [ ]

**Routing and Approvals**

- **Supervisor:** SUPervisDE [ ]
- **LPO:** LPO [ ]
- **LCPO:** LCPO [ ]
- **Commanding Officer:** CO [ ]

**Command reenlistment request can only be approved or disapproved by department director, department head, or above.**
# NPPSC 1160/1
## Command Career Request

### CPPA REENLISTMENT CHECKLIST

**NPPSC 1160/2 (Rev. 07-2017)**

- **Name:**
- **CPPA Name:**
- **CPPA E-mail:**
- **CPPA Phone:**
- **Command:**

### 1. CPPA ACTION ITEMS

**Inform service member of the following:**

- [ ] CPPA must review ESR 6-8 months prior to reenlistment for accuracy; unverified or missing entries must be brought to the attention of the CPPA and PSD.
- [ ] Initiate NPPSC 1160/1 Command Career Request in time to allow for approval of all programs.
- [ ] Member may be eligible for waivers, SRB bonuses, and special incentives may take longer than 90 days for approval - be sure to submit it early.
- [ ] Check with the CCC to schedule Career Development Boards and ensure NPPSC 1160/1 Command Career Request is initiated a minimum of 30 days.
- [ ] Member must verify/update NAVPERS 1740/8 Department of the Navy Family Care Plan Certificate prior to reenlistment (as applicable).
- [ ] Failure to return NAVPERS 1070/601 Immediate Reenlistment Contract on the day of reenlistment may result in a pay stoppage.
- [ ] Member should verify OMPF 30 days after reenlistment for reenlistment and ESR close-out documentation.

**Gather reenlistment supporting documentation for submission to PSD/CSD via TOPS, as applicable:**

- [ ] Approved NPPSC 1160/1 Command Career Request; must include the Medical, Dental, and Command Fitness Leader (CFL) Physical Fitness Assessment signatures before the reenlistment can be processed.
- [ ] Career Waypoint (C-Way - Reen) approval letter.
- [ ] Reenlistment incentive program approval.
- [ ] Appropriate NAVPERS 1070/613 Administrative Remarks (Page 13a); these may be compiled and held until submission of signed NAVPERS 1070/601 Immediate Reenlistment Contract.

### II. VERIFY RECEIPT OF APPLICABLE DOCUMENTS

- [ ] NAVPERS 1070/601 Immediate Reenlistment Contract
- [ ] DD 1172 Application for Uniformed Services Identification Card - DEERS Enrollment (ID Card Application)
- [ ] NAVPERS 1070/613 Administrative Remarks (Page 13) as applicable:
  - [ ] UCMJ Article 137, as required by MILPERSMAN 1160-031
  - [ ] Leave Sell Back (LSL) payment, MILPERSMAN 7220-340
  - [ ] Selective Reenlistment Bonus (SRB)
  - [ ] Enlisted Supervisor Retention Pay (ESRP)
  - [ ] High Year Tenure Approved Waiver, per MILPERSMAN 1160/120

### III. COMPLETED ITEMS TO BE RETAINED BY CPPA AND, OR SUBMITTED TO PSD (AS APPLICABLE)

- **Prior to Reenlistment:**

  - [ ] Submit unverified ESR documentation to PSD prior to reenlistment
  - [ ] NPPSC 1160/2 CPPA Reenlistment Checklist (this checklist)
  - [ ] Career Waypoint (C-Way - Reen) approval letter

- **No Later than the Next Work Day, After Reenlistment:**

  - [ ] Signed NAVPERS 1070/601 Immediate Reenlistment Contract
  - [ ] NAVPERS 1070/613 Administrative Remarks (Page 13) as applicable:
    - [ ] UCMJ Article 137, as required by MILPERSMAN 1160-031
    - [ ] Leave Sell Back (LSL) payment, MILPERSMAN 7220-340
    - [ ] High Year Tenure Approved Waiver, per MILPERSMAN 1160/120

**NOTE:** Items above marked with an ~*~ should be maintained at the Command until posted to member’s OMPF/pay record.

I certify that I have reviewed all required actions on this checklist and reenlistment package is complete.

<table>
<thead>
<tr>
<th>CPPA Name</th>
<th>CPPA Signature</th>
<th>Date</th>
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10 June 2022
Contract Actions Require Prior Approval from BUPERS-328

- Conditional reenlistment MILPERSMAN 1160-030
- OBLISERV to Train (OTT) OPNAVINST 1160.8 (series)
- Page 13 in lieu of hard OBLISERV MILPERSMAN 1306-106
- Exception to Policy (ETP)
- Extension cancellation (as applicable) MILPERSMAN 1160-040
- Retain In Service due to medical/LIMDU MILPERSMAN 1160-050

Submit all BUPERS-328 Reenlistment and Extension request to askmncc.fct@navy.mil or via MyNavyPortal. Commands may contact MNCC directly at 901-874-MNCC. Consider submission lead time of 4 weeks prior.

- The following information is required on all submissions:
  - Rate and Name
  - EAOS/SEAOS
  - PRD and/or transfer date
  - CWAY status
  - SRB/CSRB eligibility
  - Reason for the submission
  - Aggregate extensions months executed PRIOR to this request
  - CO comments
  - Command POC information

Contract Routing: Adding New Roleuser
Contract Routing: Adding New Roleuser

Navigate to:
- My Profile
Contract Routing: Adding New Roleuser

Select “Favorite Roleuser”
Contract Routing: Adding New Roleuser

1. Insert Roleuser ID and click “enter” on keyboard
2. Check “Default” box
3. Select “Save”
Contract Routing: Selecting Roleuser to Route Contract

- When generating contracts, save contract as “incomplete” in order for TSC Naples personnel to pull and approve your transaction.

- After saving contract as “incomplete”, you will then be able to print the contract and obtain required signatures. Signed contracts will be submitted with required KSDs via eCRM within two days following the reenlistment.

- See slides below for further guidance.
Contract Routing: Extensions
Contract Routing: Extensions
Contract Routing: Extensions

Extensions - Create

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Empl ID begins with
- Empl Record =
- Approval Instance =
- Name begins with

Limit the number of results to (up to 300): 300

Search  Clear  Basic Search  Save Search Criteria

SSN

LAST,FIRST (NO SPACE AFTER COMMA)
Contract Routing: Extensions

[Image of NSIPS system interface]

- Name: SAILOR, POPEYE A.
- Rank/Rate: PS2
- Current DSC: 100

Appr Inst: Appr Status: Pending

Reenlistment Date: 07/17/2019

Contract Type: [ ]

Contract Status: [ ]

BR/CL: 11

Extension Months
School:
Date of Occurrence:

Other:

[ ] Combat Zone?

Contract Information

Rsv Act Duty Obligation Days: 0
Rsv Act Duty Obligation Months: 0
Contract Routing: Extensions
Contract Routing: Extensions

[Image of a screenshot from the NSIPS system showing a section for contract extensions with a focus on the 'Execute' button for a contract type of 'Active Duty'.]
MILPERSMAN 1160-040 and MILPERSMAN 1070-190 direct that the authorized official signing the extension contract ("Officer Name/Grade") must:

- Be in grades E-5/GS-5 or senior,
- Have “By Direction” authority by the commanding officer.

*** Please note this only applies to extension contracts. Reenlistments contracts must be signed by commissioned officers only. ***
Contract Routing: Extensions
Contract Routing: Extensions

NSIPS
Navy Standard Integrated Personnel System

Contract Begin Date: 07/17/2019
Contract Type: Active Duty
Description: Execute

Contract Clause: Obligated Service for Orders

Exceptions:
Extend to incur sufficient obligated service to execute BUPERS Order dated YYYYMMDD in accordance with MILPERSMAN 1160-040. I understand that this extension becomes binding upon execution and may not be thereafter canceled, except as provided in MILPERSMAN 1160-040.

I certify the above information to be true and correct.

Supporting D

Command Career Request
NPPSC 1160/1 (Rev. 06-2020)

# of Months Extending

017 Match EAOS with PRD
018 Pregnancy (Member or Spouse)
019 Obligated Service for Orders
020 Sufficient Service for RET
021 Sufficient Service for FLTRES
022 Match HYT Date
023 PFA Waiver
024 Cruise or Deployment
025 Criminal Proceedings

Has Service member pay

Service Member Name

PRT Coordinator Name
Contract Routing: Selecting Roleuser to Route Contract

- When generating contracts, save contract as “incomplete” in order for TSC Naples personnel to pull and approve your transaction.

- After saving contract as “incomplete”, you will then be able to print the contract and obtain required signatures. Signed contracts will be submitted with required KSDs via eCRM within two days following the reenlistment.

- See next slide for further guidance.
Contract Routing: Extensions

- **Name:** SAILOR, POPEYE A.
- **Rank/Rate:** S2
- **Current DISC:** 100
- **Appr Status:** Pending
- **Appr Action:** Incomplete
- **Reenlistment Date:** 07/17/2019
- **Contract Type:** ACT (Active Duty)
- **Contract End Date:** 01/16/2023
- **Contract Status:** Execute

**Extending Contract:**
- **Extension Months:**
  - [ ] School
  - [ ] Extension Months
  - [ ] Other
  - **Date of Occurrence:** 05/26/2021
- **For Continuous Submarine Duty Incentive Pay Purposes?**
- **Ship/Duty Location:** PSD NAPLES
- **For Continuous Submarine Duty Incentive Pay Purposes?**
- **Combat Zone?**

**Contract Information:**
- **Rsv Act Duty Obligation Days:** 0
- **Rsv Act Duty Obligation Months:** 0

**Authorizing Official:** F. M. LAST, RANK, USN
**or BYDIRCO**
Contract Routing: Reenlistments

NSIPS will be offline May 27-31 for an upgrade to address end of life software components to reduce cyber vulnerabilities, ensure audit compliance and better position the application to support changes needed for NP2. NSIPS will go offline at 0700 CDT May 27 and resume operations at 0700 CDT May 31. If there are any changes to the above, we will post the information here, along with sending out an email to stakeholders as needed.

PSD, TSC, CPPA and NPC personnel experiencing NSIPS technical issues processing personnel actions on behalf of Sailors please contact the NSIPS Help Desk with any issue needing immediate attention (NSIPSHelpDesk@navy.mil; 877.569.5991).

Individual Sailors currently experiencing impacts to pay and/or benefits please open a ticket with MyNavy Career Center (askmncc@navy.mil; 833.330.6622).
Contract Routing: Reenlistments
Contract Routing: Reenlistments
Contract Routing: Reenlistments
Contract Routing: Reenlistments

BASED ON EAOS DATE
Contract Routing: Reenlistments
Contract Routing: Reenlistments

Create Reenlistment | Exceptions

Name: **DOE, JANE A.**

Appr Inst: Pending

Active Duty

Reenlistment Date: 05/27/2021

Contract End Date: 05/26/2023

Enlistment Type: 51

Enlistment Term: 2

Navy Loss Code: 11

Reenlistment Rank/Rate: PS3

Total Active Service: 2 Yrs 5 Mos 17 Days

Total Inactive Service: 0 Yrs 0 Mos 0 Days

Soldier's Name and Grade:

Contract Information:

Save Return to Search Notify Refresh

Look Up Navy Loss Code

Separation Reasons Code

Search Results

<table>
<thead>
<tr>
<th>View 100</th>
<th>First</th>
<th>1 of 6</th>
<th>Last</th>
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<tbody>
<tr>
<td>Separation Reasons Code</td>
<td>Description</td>
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<td></td>
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<tr>
<td>801</td>
<td>Honorable Discharge - Expiration of enlistment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>802</td>
<td>Honorable Discharge - Early Separation</td>
<td></td>
<td></td>
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<tr>
<td>816</td>
<td>Honorable Discharge - Fulfillment of Military Service Obligation</td>
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<tr>
<td>841</td>
<td>General Discharge - Expiration of Enlistment</td>
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<td>842</td>
<td>General Discharge - within 3 months of EOS/EAOS</td>
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<tr>
<td>856</td>
<td>General Discharge - Fulfillment of Military Service Obligation</td>
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</tbody>
</table>

Home of Record

Cancel Basic Lookup

Clear Look Up

Cancel
Contract Routing: Reenlistments
Contract Routing: Reenlistments

### NSIPS

**Name:** Doe, Jane A.

- **Rank/Rate:** PS3
- **Current DSC:** 100
- **Appr Stat:** Pending
- **Appr Action:**
- **Comments:**
- **Reenlistment Date:** 05/27/2021
- **Contract Type:** ACT
- **Active Duty:**
- **Contract End Date:** 05/26/2023
- **BrClis Code:** 11
- **Reenlistment Rank/Rate:** PS3
- **Enlistment Type:** 51
- **Enlistment Term:** 2
- **Navy Loss Code:** 802
- **Reenlistment Code:** 1
- **Total Active Service:** 2 Yrs 5 Mos 17 Days
- **Total Inactive Service:**
- **Reenlisted at:** NSA Naples, Italy
- **Officer’s Name and Grade:**
- **Home of Record:**
- **LSL SellBack:** 0.0
- **Title:** REENL OFFICER

---

**Contract Information**

[Save] [Return to Search] [Notify] [Refresh]
Contract Routing: Reenlistments
Contract Routing: Reenlistments

**NSIPS**

- Name: **DOE, JANE A.**
- Rank/Rate: **PS3**
- Current DSC: **100**
- Contract Type: **ACT**
- Contract End Date: **05/26/2023**
- Br/Cls Code: **11**
- Reenlistment Rank/Rate: **PS3**
- Enlistment Type: **51**
- Enlistment Term: **2**
- Navy Loss Code: **802**
- Reenlistment Code: **1**
- Total Active Service: **2 Yrs 5 Mos 17 Days**
- Total Inactive Service: **0 Yrs 0 Mos 0 Days**
- LSL SellBack: **0.0**
- Reenlisted at: **NSA NAPLES, ITALY**
- Officer’s Name and Grade: **F. M. LAST, RANK, USN**
- Reenlistment Date: **05/27/2021**

Status: **Incomplete**
Contract Routing: Reenlistments

FIRST: I am reenlisting in the UNITED STATES NAVY/NAVAL RESERVE for ___3___ years from ___04/01/2022___ unless sooner discharged by proper authority. My new contract expiration date is ___03/31/2025___.

SECOND: I have read and understand the following SECTION OF TITLE 10 OF THE UNITED STATES CODE:

SECTION 5540 OF TITLE 10 OF THE UNITED STATES CODE; "(a) The senior officer present afloat in foreign waters shall send to the United States by Government or other transportation as soon as possible each enlisted member of the naval service who is serving on a naval vessel, whose term of enlistment has expired, and who desires to return to the United States. However, when the senior officer present afloat considers it essential to the public interest, he may retain such a member on active duty until the vessel returns to the United States. (b) Each member retained under this section; (1) shall be discharged not later than 30 days after his arrival in the United States; and (2) except in time of war is entitled to an increase in basic pay of 25 percent. (c) The substance of this section shall be included in the enlistment contract of each person enlisting in the naval service."

THIRD: I understand that I may be extended on, or ordered to active duty for the duration of any war or national emergency declared by Congress, and for six months thereafter, and that my agreed period of active service may be extended as otherwise authorized by law.

UNDER THE CLAUSE OR EXCEPTIONS:

FOURTH: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, geographical area, schooling, special programs, assignment of government quarters, or transporation of dependents except as indicated:

---

UIC: ___65862___ STATUS: ACTIVE: ___X___ INACTIVE: ___N/A___ RADO MONTHS/DAYS: ___000/000___ DOB: ___N/A___

PLACE OF REENLISTMENT: ___NSA CAPODICHINO, NAPLES IT___ HOME OF RECORD: ___CITY, STATE___

CITIZENSHIP: ___CITIZEN COUNTRY: ___RATE: ___DATE OF PAYGRADE: ___

---
Contract Routing: Common Problems

- **NO ATTENTION TO DETAIL**

- Request does not match the contract:
  - SRB, Lump sum leave on the chit but not on the contract
  - “NO SIGNATURES”

- ***LATE SUBMISSION of an EXECUTED CONTRACT***

- **NO CWAY APPROVAL OR IT EXPIRED***

- The reenlistment happen after the expiration of the

- **NO SRB APPROVAL**
**CCC NSIPS SRB Approval**

Note to CCC: SRB Precert must be submitted 35-120 days out from the reenlistment date.

IAW: OPNAVINST 1160.8B (SRB Program)
NSIPS C-WAY Error and or HYT EDLN error when trying to generate the contract

Member requires Career Waypoints (C-WAY) approval to Reenlist. E-3 to E-5 personnel, as well as E-6 personnel not selected for advancement to E7, must have C-WAY approval to reenlist if they have 14 years of obligated service as of their Soft (as extended) Extension of Active Obligated Service (SEAOS).

CWAY HELP DESK
career_waypoints@navy.mil

HYT HELP DESK
901-874-3048
for EDLN's that are incorrect
NSIPS will be offline May 27-31 for an upgrade to address end of life software components to reduce cyber vulnerabilities, ensure audit compliance and better position the application to support changes needed for NP2. NSIPS will go offline at 0700 CDT May 27 and resume operations at 0700 CDT May 31. If there are any changes to the above, we will post the information here, along with sending out an email to stakeholders as needed.

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Navigate to:
- Main Menu
- Electronic Service Record
- Use
- Administrative Remarks
Administrative Remarks

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Empl ID begins with
- Empl Record =
- Name begins with

Limit the number of results to (up to 300): 300

Search  Clear  Basic Search  Save Search Criteria

SSN or LAST, FIRST
Select "Administrative"
Type “center” and click enter on keyboard

The minimum PG13s required are “Code of Conduct” and “UCMJ”

- Only use SRB PG13 if the member has an SRB
Select Remark Template
- Check the box
- Select “Okay”
Select “Permanent”

Edit number of years and leave sell back amount (if applicable)

Enter reenlist officer name, title, and reenlist date

Enter witness name (CPPA or CCC), title, and reenlist date

Reenlistment date

Select “Save” and print for signature
Transaction Routing: eCRM/TOPS

- **Primary:** eCRM to “PP REENLISTMENTS_EXTENSIONS” queue
  **Request type should still indicate reenlistment or extensions**
  - Naming Convention on the SUBJ:
    - Example 1: REENL W/SRB ICO RATE NAME, EFF DT
    - Example 2: REENL NO SRB ICO RATE NAME, EFF DT
    - Example 3: EXT ICO RATE NAME, EFF DT

- **Alternate:** TOPS to “NAPLES REENLIST_EXT” box (or to local servicing TSC detachment, who will forward transaction to COE-R&E. If submitting via TOPS, CPPAs MUST include the following information. TOPS transactions without the information below will be returned to the CPPA without action.
  - Do you have an eCRM account: Y / N
    - If YES, why eCRM was not used for this transaction: (describe reason: e.g. ship currently underway/low connectivity, or include brief explanation of technical issues – this information will help us better understand the nature of eCRM issues preventing CPPAs from utilizing the system).
    - If NO, eCRM SAAR submission date: (insert date)
  - MNCC trouble ticket number regarding eCRM account: (insert ticket number)
  - Naming Convention on the SUBJ:
    - Example 1: REENL W/SRB ICO RATE NAME, EFF DT
    - Example 2: REENL NO SRB ICO RATE NAME, EFF DT
    - Example 3: EXT ICO RATE NAME, EFF DT
New Case

- PersPay Case
  This case type is used to process standard PersPay cases.

- PersPay ESO Restricted
  This case type is used to process cases that contain sensitive ESO information.

- PersPay Legal Restricted
  This case type is used to process cases that contain sensitive legal information.

- PersPay PayOps Restricted
  This case type is used to process cases that contain sensitive pay information.
### Transaction Routing: eCRM

#### Related Users

**CPRA**
- [ ]

**Effective Date**
- 5/10/2022

**Additional Information**

- **CPRA Alternate Email**
- **Case Hierarchy**
- **Parent Case**
- **Search Cases**

**System Information**

**Web Email**

<table>
<thead>
<tr>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>POPEYE A. SAILOR</td>
</tr>
</tbody>
</table>

**You as the CPRA**
- Type your first name and last name

---

**The Member's Info**

- [ ]
Transaction Routing: eCRM

CLICK: PP REENLISTMENTS_EXTENSIONS

UPLOAD THE KEY SUPPORTING DOCUMENTS

THEN CLICK NEXT

You are about to submit the case to the following queue: PP REENLISTMENTS_EXTENSIONS. Please hit next to confirm.
Transaction Routing: eCRM

You are about to submit the case to the following queue: PP REENLISTMENTS_EXTENSIONS

Please hit Next to confirm

Case 01153309 has been successfully submitted to queue PP REENLISTMENTS_EXTENSIONS

Case
REEN W/SRB, IT1 POPEYE A. SAILOR, 10 MAY 2022

Previous Next

previous Finish

Follow Edit
COE-R&E: Best Practices

- Member’s Career Development Boards 15-24 months prior to PRD/SEAOS
- CPPA – Ensure TSC receives signed contract within two days following the reenlistment.
- Command – Designates primary and secondary (CPPA) and ensure participation in routine training provided by servicing TSC or Regional Support Center (RSC).
- CCC- Monitors Career Information Management System (CIMS) Reports (EAOS/PRD, HYT, Gains/Losses, etc.) and CWAY – applications (15 months prior).
- TSC – Print and verify the Prospective Loss report with EAOS and EREN from NSIPS and work with CPPA and/or CCC within 90 days from EAOS.
- OVERALL BEST PRACTICES – Protect Personally Identifiable Information (PII).
Regional Support Center: POCs

- RSC Naples
  - Contact: RSC_Naples@us.navy.mil

- RSC Bahrain
  - Contact: RSC_Bahrain@us.navy.mil
Any Questions?