

# **PERSPAY Center of Excellence: Reenlistments, Extensions, & Retains in Service**



**2 September 2025**

**Hosted by TSC Naples**

**UNCLASSIFIED**



▪ References	3
▪ Reenlistments, Extensions, and Retain in Service KSDs	4
▪ Contract Routing	7
• Extensions	9
• Retain in Service	20
• Reenlistments	27
• Reenlistments (SELRES on ACDU)	41
• Generating Administrative Remarks	57
▪ Case Routing Guidance	64
▪ Best Practices & Common Issues	69
▪ Points of Contact and Resources	72

- **MILPERSMAN 1160-020 (Reenlistment)**
- **MILPERSMAN 1160-040 (Extensions)**
- **OPNAVINST 1160.8B (SRB)**
- **Pay, Personnel, and Travel Standard Operating Procedures (SOP)**
  - MNCC SOP:
    - <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>
  - Under CPPA resource page go to Alternate SOP library.
    - EXTENSIONS MyNavy HR SOP:
      - <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>
    - REENLISTMENT'S MyNavy HR SOP:
      - <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>



# TSC NAPLES COE Reenlistment & Extension SOP

## Reference Guide for Key Supporting Documents (KSDs)

### Retention Contracts (Reenlistment) Required KSDs by Category

CAT

REQUIRED KSDs

#### REENLISTMENT Benefits of Rate Only No SRB

1. NPPSC 1160/1 (CCR)
2. Reenlistment Contract (signed)
3. Applicable Page 13s:
  - UCMJ Article 137
  - LSL Sell Back, if any
4. BUPERS 328 APPROVAL (when applicable)

#### REENLISTMENT with Selective Reenlistment Bonus (SRB)

1. NPPSC 1160/1 (CCR)
2. Reenlistment Contract (signed)
3. Applicable Page 13s
  - UCMJ Article 137
  - LSL Sell Back, if any
  - Reenlistment SRB
4. CCC NSIPS SRB Approval
5. BUPERS 328 Approval (when applicable)

#### STAR REENLISTMENT with Selective Reenlistment Bonus (SRB)

1. NPPSC 1160/1 (CCR)
2. Reenlistment Contract (signed)
3. Applicable Page 13s
  - UCMJ Article 137
  - LSL Sell Back, if any
  - Reenlistment SRB
4. CCC NSIPS SRB Approval
5. BUPERS 328 APPROVAL (if applicable)
6. PMK-EE for paygrade to which authorized advancement

**NOTE:** For STAR Advancement, if requirements for advancement are not met at the time of reenlistment, submit a separate case to your servicing TSC once TIPG requirements are met IAW MPM 1160-100.

For inquiries, contact your servicing RSC.



# TSC NAPLES COE Reenlistment & Extension SOP

## Reference Guide for Key Supporting Documents (KSDs)

### Retention Contracts (Reenlistments and Extensions) Required KSDs by Category

CAT

REQUIRED KSDs

#### **RC2AC REENLISTMENT (Reserve to Active Component)**

1. NPPSC 1160/1 (CCR)
2. Reenlistment Contract (signed)
3. Applicable Page 13s
  - UCMJ Article 137
  - LSL Sell Back, if any
  - Reenlistment SRB
  - RC2AC Statement of Understanding
4. CCC NSIPS SRB Approval (if applicable)
5. BUPERS-3 TAR Recall Approval Letter or Naval Message on FTS Selection

#### **CANREC REENLISTMENT No SRB**

1. NPPSC 1160/1 (CCR)
2. Reenlistment Contract (signed)
3. Applicable Page 13s
  - UCMJ Article 137
  - LSL Sell Back, if any
4. ADOS Orders and Official recall to Active Duty Orders
5. Most Recent EVAL with recommendation
6. BUPERS-328 Approval (if applicable)

#### **EXTENSION**

##### **Regular Extension**

1. NPPSC 1160/1 (CCR)
2. Extension Contract (signed)

##### **OBLISERV Extension**

1. PCS Orders or FLTRES Approval Letter
2. Extension Contract (signed)

##### **OBLISERV to Train (OTT)**

1. PCS Orders
2. Extension Contract (signed)
3. BUPERS 328 Approval

##### **Mob/ADOS Reserve Extension**

1. BUPERS Approval Memo or Mobilized ORDMOD
2. Reserve Extension Contract – to extend EREN, if applicable (NAVPERS 1070/621)
3. Active Duty Reserve (ADR) Extension Contract (NAVPERS 1070/622)

**For inquiries, contact your  
servicing RSC.**





# TSC NAPLES COE Reenlistment & Extension SOP

## Reference Guide for Key Supporting Documents (KSDs)

### Retain-in-Service (RIS) Required KSDs

CAT

REQUIRED KSDs

#### RETAIN-IN-SERVICE (RIS)

##### Voluntary Physical Evaluation Board (PEB/MEDBOARD) ACC 355 & Disability Evaluation System (DES)

1. Applicable Page 13

##### Legal & LIMDU ACC 105

1. Applicable Page 13
2. BUPERS 328 Approval (when applicable)

For inquiries, contact your servicing RSC.

#### Note: RIS THAT REQUIRES BUPERS 328 (ECM) APPROVAL:

- ACC 105 (LIMITED DUTY)
- ACC 390 TEMDU Disciplinary, *On-Hold to a Transient Command (TPU) but not Confined* - authorized if they are pending criminal proceedings, only if in ACC 390. If not, send to B-328 for approval, \*\*\*Key words: "Pending Criminal Proceedings"\*\*\*
- ACC 392 TEMDU Disciplinary, *Confined by Civilian or Foreign Authorities and Confined by Civilian Authorities* - requires BUPERS-328 approval see MPM 1160-050 par. 15. If pending criminal proceedings by foreign jurisdiction, it is authorized. See MPM 1160-050 par. 13 for more information.

#### Note: RIS THAT **DO NOT** REQUIRE BUPERS 328 (ECM) APPROVAL:

- ACC 355 Voluntary Physical Evaluation Board (PEB/MEDBOARD)
- ACC 391 TEMDU Disciplinary, *Confined on a military facility* - does not require BUPERS-328 approval.
- ACC 393 TEMDU Disciplinary, *Member on Appellate Leave* - authorized if member is under appellate review per MPM 1050-310



# TSC NAPLES COE Reenlistment & Extension SOP

## Contract Actions Requiring Prior Approval from BUPERS-328

- Conditional reenlistment MILPERSMAN 1160-030
- OBLISERV to Train (OTT) OPNAVINST 1160.8 (series) : To avoid potential monetary loss/SRB
- Page 13 in lieu of hard OBLISERV MILPERSMAN 1306-106: ties in with OTT
- Exception to Policy (ETP)
  - Examples: HYT waiver, Pregnant Sailor extends 2 months beyond the delivery date
- Extension cancellation (as applicable) MILPERSMAN 1160-040
- Retain In Service due to medical/LIMDU MILPERSMAN 1160-050

BUPERS-328 only accepts requests submitted on the ePAR 1306/7 form via the MyNavyPortal or by emailing MNCC directly at [askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil). Commands may contact MNCC directly at 901-874-MNCC (6622). Consider submission lead time of 4 weeks prior.

- The following information is required on all submissions:
  - Rate and Name
  - Reason for the submission
  - EAOS/SEAOS
  - Aggregate extensions months executed PRIOR to this request
  - PRD and/or transfer date
  - CO comments
  - CWAY status
  - Command POC information
  - SRB/CSRB eligibility
- Refer to <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Reenlistment-Extensions/>



# Contract Routing: Save contract as “incomplete”

- 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



LOGIN ACCESS REQUEST NEWS TRAINING USER INFO RESOURCES HELP DESK NOTICES

## NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

DOD CAC AUTHENTICATION

N' - CPPA

Last login: 03-09-2022 08:52

**LOGON**

THURSDAY, MARCH 17 **ONLINE**

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; 877.589.5991). 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: Extensions

favorites Main Menu

NAVY STANDARD

enu

My Favorites

EDM

RED/DA

User Release I

Employee Self

Electronic Ser

IMAPMIS

NRMS Mainte

Reserve Trans

Scripting

Availabilities

Contract Admini

Dependency D

Diary

Entitlements

Gains

Local Product I

Leave Adminis

Legal

Losses

Orders Proces

Pay Maintena

Personnel Mai

PCS Travel

EDM

RED/DA

User Release Information

Employee Self Service

Electronic Service Record

IMAPMIS

NRMS Maintenance

Reserve Transactions

Scripting

Availabilities

Contract Administration

Dependency Data

Diary

Entitlements

Gains

Local Product Distribution

Leave Administration

Legal

Losses

Orders Processing

Pay Maintenance

Personnel Maintenance

PCS Travel

Retain in Service

Transient Tracking

Unit Administration

Extensions

Force Management

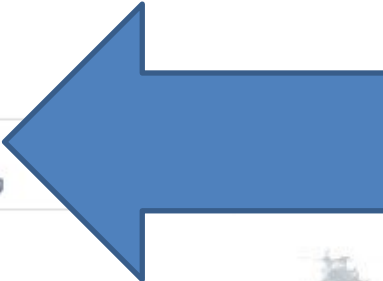
Reenlistments

Use

Inquire

Extensions - Create

Extensions - Pending





# Contract Routing: Extensions

[Favorites](#) [Main Menu](#) > [Contract Administration](#) > [Extensions](#) > [Use](#) > [Extensions - Create](#)



## 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

SSN

Empl Record

Approval Instance

Name

LAST, FIRST (NO SPACE AFTER COMMA)

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

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)



# Contract Routing: Extensions

Navigation: Favorites > Main Menu > Contract Administration > Extensions > Use > Extensions - Create

---

Extensions

Exceptions

Name: **SAILOR, POPEYE A.**

Rank/Rate: PS2

Current DSC: 100

Appr Inst:

Appr Status: Pending

Appr Action:

Comments

Reenlistment Date: 07/17/2019

Contract Type:

Contract Status:

BR/CL: 11

Extension Months School:

Extension Months Other:

Date of Occurrence:

Combat Zone?

Contract Information

Rsv Act Duty Obligation Days 0

Rsv Act Duty Obligation Months 0

Save

Return to Search

Notify

Extensions | Exceptions






# Contract Routing: Extensions

Favorites Main Menu > Contract Administration > Extensions > Use > Extensions - Create

---



NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions

Exceptions

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

Appr Inst: Appr Status: Pending Appr Action:  Comments

Reenlistment Date: 07/17/2019 Contract Type:  Contract Status:  BR/CL: 11

Extension Months School:  Extension Months Other:   
Date of Occurrence:   
☐ Combat Zone?

Contract Information

Rsv Act Duty Obligation Days 0 Rsv Act Duty Obligation

Save

Return to Search

Notify

Look Up Contract Type

Select one of the following values:

ACT Active Duty

ADR Active Duty Reserve

RES Reserve

Cancel

**ACT Active Duty:** Processed for active duty members requiring an extension. Generates NAVPERS 1070/621.

**ADR Active Duty Reserve:** Processed for TAR and reserve personnel on Active Duty to extend EAOS. Generates NAVPERS 1070/622.

**RES Reserve:** Processed for TAR and reserve personnel to extend EREN. Note: Must be released before NAVPERS 1070/622 can be generated and processed. Generates NAVPERS 1070/621.





# Contract Routing: Extensions

Favorites Main Menu > Contract Administration > Extensions > Use > Extensions - Create



Extensions Exceptions

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

Appr Inst: Appr Status: Pending Appr Action:  Comments

Reenlistment Date: 07/17/2019 Contract Type: ACT Active Duty

Contract Status: **Execute** BR/CL: 11

Extension Months  Extension Months

School: Other:

Date of Occurrence: 05/26/2021

☐ For Continuous Submarine Duty Incentive Pay Purpose?

☐ Combat Zone?

Ship/Duty Location:

Officer Name/Grade:

Title:

Contract Information

Rsv Act Duty Obligation Days 0

Rsv Act Duty Obligation Months 0

# Contract Routing: Extensions

[Favorites](#)
[Main Menu](#)
[Contract Administration](#)
[Extensions](#)
[Use](#)
[Extensions - Create](#)

---



NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

[Extensions](#)
[Exceptions](#)

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

Appr Inst:      Appr Status: Pending      Appr Action:       [Comments](#)

Reenlistment Date: 07/17/2019      Contract Type:  Active Duty

Contract End Date: 01/16/2023      Contract Status:       BR/CL: 11

Extension Months ☐      Extension Months Other:  6

Date of Occurrence: 05/26/2021

☐ For Continuous Submarine Duty Incentive Pay Purpose?      ☐ Combat Zone?

Ship/Duty Location: **USS SHIPNAME / SAN DIEGO CA**

Officer Name/Grade: **F. M. LAST, RANK, USN**

Title: **AUTHORIZING OFFICIAL**

**OR BYDIRCO**

[Contract Information](#)

Rsv Act Duty Obligation Days 0      Rsv Act Duty Obligation Months 0

[Save](#)      [Return to Search](#)      [Notify](#)

[Extensions](#) | [Exceptions](#)

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

[Favorites](#)
[Main Menu](#)
[Contract Administration](#)
[Extensions](#)
[Use](#)
[Extensions - Create](#)

---




NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

[Extensions](#)
[Exceptions](#)




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

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

Description: Execute

Contract Clause:  

Exceptions:

 Save
  Return to Search
  Notify

[Extensions](#) | [Exceptions](#)



Look Up Contract Clause

Contract Clause  begins with

Description  begins with

[Look Up](#)
[Clear](#)
[Cancel](#)
[Basic Lookup](#)

Search Results

View 100      First  1-19 of 19  Last

Contract Clause	Description
017	Match EAOS to PRD
018	Pregnancy (Member or Spouse)
019	Obligated Service for Orders
020	Sufficient Service for RET
021	Sufficient Service for FLT RES
022	Match HYT Date
023	PFA Waiver
024	Cruise or Deployment
025	Criminal Proceedings
026	Medical Care
027	NAVPERSCOM Approval
028	Accelerated Advancement
046	IA Assignment
047	ADSW/Mobilized Reserve
056	ENLISTMENT BONUS PROGRAM 1
057	ENLISTMENT BONUS PROGRAM 2
058	ENLISTMENT BONUS PROGRAM 3
059	ENLISTMENT BONUS PROGRAM 4
076	COVID-19 Related



# Contract Routing: Extensions

Favorites Main Menu > Contract Administration > Extensions > Use > Extensions - Create



Extensions Exceptions

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

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

Contract Clause: 019 Obligated Service for Orders

Exceptions: Extend to incur sufficient obligated service to execute BUPERS Order \_\_\_\_\_ dated \_\_\_\_\_ (YYMMDD) 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 have been informed of the provisions of the SRB program and the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment.

Save Return to Search Notify

Extensions | Exceptions

## COMMAND CAREER REQUEST NPPSC 1160/1 (Rev. 06-2020)

Supporting D

Command Extension Request			
Name	DoD ID	Rate	F
Command	UIC	Department	C
# of Months Extending	Reason		
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		
026	Medical Care		
027	NAVPERSCOM Approval		
028	Accelerated Advancement		
029	Obliserve to Train		
030	Obliserve for School		
031	CONSUBPAY		
Other: Enter Reason Here			
I certify the above information is true and correct.			
Service member Name			
Has Service member passed			
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

Favorites Main Menu > Contract Administration > Extensions > Use > Extensions - Create



Extensions Exceptions

Name: SAILOR, POPEYE A. Rank/Rate: S2 Current SC: 100

Appr Inst: Appr Status: Pending Appr Action: **Incomplete** Comments

Reenlistment Date: 07/17/2019 Contract Type: ACT Selective Duty

Contract End Date: 01/16/2023 Contract Status: Execute BR/CL: 11

Extension Months School: Extension Months Other: 6

Date of Occurrence: 05/26/2021

☐ For Continuous Submarine Duty Incentive Pay Purpose?

☐ Combat Zone?

Ship/Duty Location: PSD NAPLES

Officer Name/Grade: **F. M. LAST, RANK, USN**  
Title: **AUTHORIZING OFFICIAL**  
**OR BYDIRCO**

Contract Information

Rsv Act Duty Obligation Days 0

Rsv Act Duty Obligation Months 0

Save Return to Search Notify

Extensions | Exceptions

# Contract Routing: Retain in Service



LOGIN ACCESS REQUEST NEWS TRAINING USER INFO RESOURCES HELP DESK NOTICES

## NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

DOD CAC AUTHENTICATION

N' - CPPA

Last login: 03-09-2022 08:52

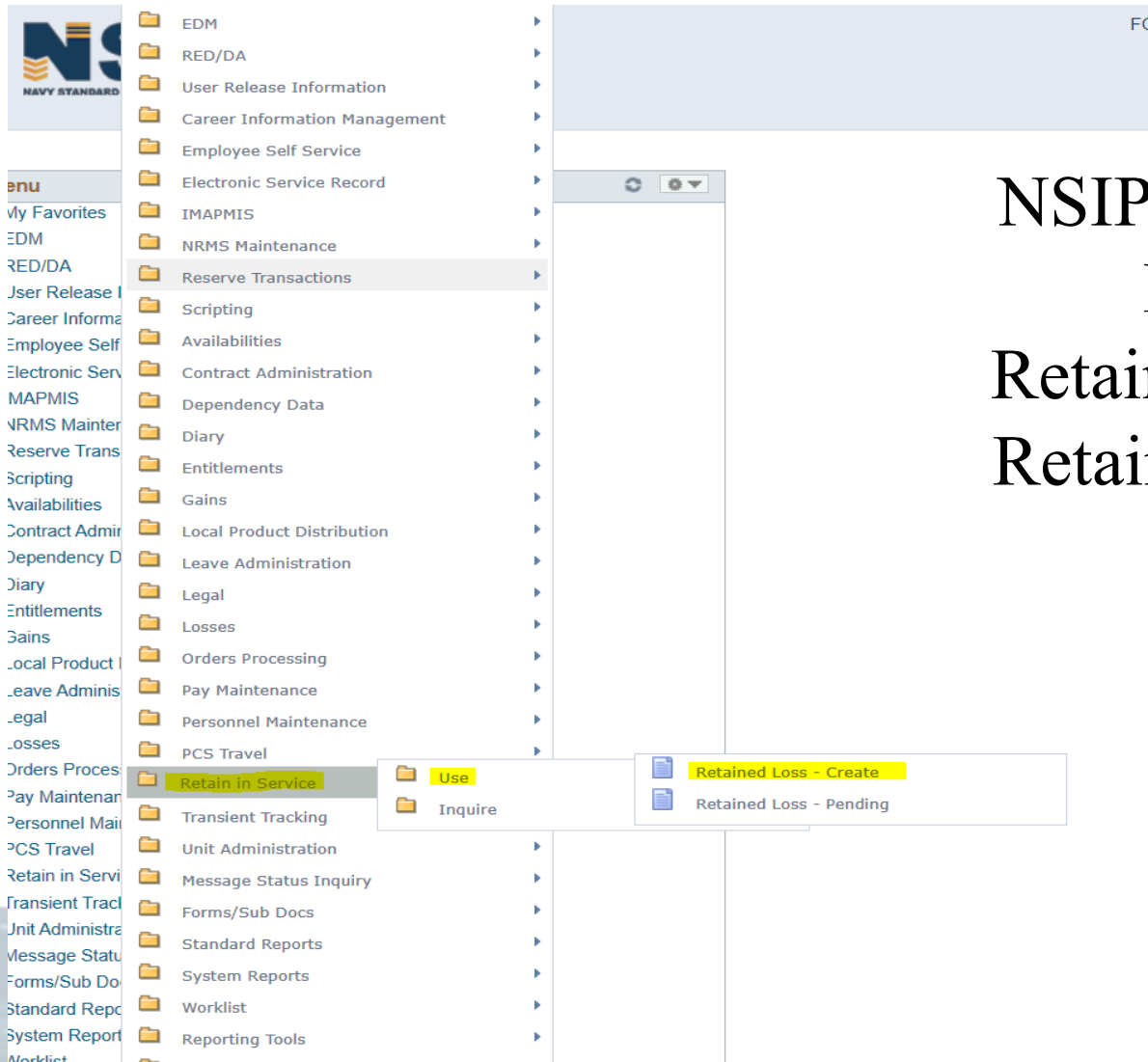
**LOGON**

THURSDAY, MARCH 17 ONLINE

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; 877.589.5991). 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: Retain in Service



The screenshot displays the NSIPS CPPA Main Menu. The left sidebar contains a list of menu items, with 'Retain in Service' highlighted. The main content area shows a tree view of the 'Retain in Service' menu, with 'Use' and 'Inquire' options visible. The 'Use' option is further expanded, showing 'Retained Loss - Create' and 'Retained Loss - Pending'.

- EDM
- RED/DA
- User Release Information
- Career Information Management
- Employee Self Service
- Electronic Service Record
- IMAPMIS
- NRMS Maintenance
- Reserve Transactions
- Scripting
- Availabilities
- Contract Administration
- Dependency Data
- Diary
- Entitlements
- Gains
- Local Product Distribution
- Leave Administration
- Legal
- Losses
- Orders Processing
- Pay Maintenance
- Personnel Maintenance
- PCS Travel
- Retain in Service**
  - Use**
    - Retained Loss - Create**
    - Retained Loss - Pending
  - Inquire
- Transient Tracking
- Unit Administration
- Message Status Inquiry
- Forms/Sub Docs
- Standard Reports
- System Reports
- Worklist
- Reporting Tools

NSIPS CPPA account:  
Main Menu,  
Retain in Service, Use,  
Retained Loss - Create





# Contract Routing: Retain in Service

## Retain Loss

Name:	SAILOR, POPEYE A.	Rank/Rate:	PS2	Current DSC:	100
Appr Inst:	Appr Status:	Appr Action:	<input type="text"/>	<input type="button" value="Comments"/>	
<b>Retained Reason</b>					
Date of Action:	<input type="text"/>	Reason Code:	<input type="text"/>		
Months to be Retained:	<input type="text"/>	Retired Date:	<input type="text"/>	Contract End Dt: 08/30/2024	
		Stop Loss Indicator:	<input type="text"/>	Stop Loss Date:	
Separation Program Designator Code:		<input type="text"/>			

DATE OF ACTION WILL BE THE DAY YOU INPUT THE RIS.

PLEASE BE ADVISED THAT RIS CANNOT BE RELEASED IF MEMBER'S EAOS IS 30+ DAYS FROM THE DATE OF ACTION DATE.

## Legal & LIMDU ACC 105 Cases Require:

1. Applicable Page 13
2. BUPERS 328 Approval (when applicable)

## **Note: RETAIN IN SERVICE THAT REQUIRES BUPERS 328 (ECM) APPROVAL:**

ACC 105 (LIMITED DUTY)

ACC 390 TEMDU Disciplinary on hold to a transient command / TPU bot not confined, - Authorized if they are pending criminal proceedings. Only if in ACC 390. If not, send to B-328 for approval.

\*\*\*Key words "Pending Criminal Proceedings"\*\*\*

ACC 392 TEMDU Disciplinary. Confined by civilian or foreign authorities and Confined by civilian authorities requires B-328 approval see para 15. If pending criminal proceedings by foreign jurisdiction it is authorized. Please see MPM 1160-050 para 13 for more information



# Contract Routing: Retain in Service

**Retain Loss**

Name: SAILOR, POPEYE A. Rank/Rate: PS2 Current D: 10/01/2025

Appr Inst: Appr Status: Appr Action:

**Retained Reason**

Date of Action:   Reason Code:

Months to be Retained:  Retired Date:

Stop Loss Indicator:

Separation Program Designator Code:

**Look Up Reason Code**

Select one of the following values:

0	Essential Service
1	Medical Treatment
3	Military Confinement
5	Disciplinary Action Pending
6	Officer Retired but Retained
7	Stop Loss (Enlisted)
8	Other
9	Civilian Confinement





# Contract Routing: Retain in Service

## Retain Loss

Name: SAILOR, POPEYE A.

Rank/Rate: PS2

Current DSC: 100

Appr Inst:

Appr Status:

Appr Action:

Comments

### Retained Reason

Date of Action:



Reason Code:



Months to be Retained:

Retired Date:

Contract End Dt: 08/30/2024

Stop Loss Indicator:



Stop Loss Date:

Separation Program Designator Code:

Enter number of months as needed, no to exceed 6 month per RIS.

Note: NSIPS will only allow retain in service months 6 months at a time for both medical or legal “Retain in Service”



# Contract Routing: Retain in Service NAVPERS 1070/613 (RIS Page 13)

Navigation: Main Menu > Electronic Service Record > Use > Administrative Remarks

**Look Up Subject**

Subject Category Code: **A**

Subject ID: begins with [ ]

Subject: [ ] CENTER OF

Buttons: Look Up, Clear, Cancel, Basic Lookup

**Search Results**

Only the first 300 results of a possible 2902 can be displayed.

View 100 | First | 1-300 of 300 | Last

Subject ID	Subject
14306	CENTER OF EXCELLENCE - REENLISTMENT, CODE OF CONDUCT
14308	CENTER OF EXCELLENCE - REENLISTMENT, SRB
14307	CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL
14646	CENTER OF EXCELLENCE - RETAIN IN SERVICE, LEGAL HOLD
14645	CENTER OF EXCELLENCE - RETAIN IN SERVICE, MEDICAL
7021	CERTIFICATE OF RELEASE
14459	CFLSW - LEAVE SELL BACK FOR ACTIVE DUTY PERSONNEL
14458	CFLSW REENLISTMENT ADMINISTRATIVE REMARKS
7528	CG II MEF HYT
7431	CGSOSR
9308	CHANGE IN MEMBERS PHYSICAL RISK CATEGORY
9511	CHANGE OF DUTY
12951	CHANGE OF OTEIP INCENTIVE OPTION
13600	CHANGE OF OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP) BENEFIT OPTION

Generate the RIS page 13  
Search in Subject Category Code: Administrative - A  
Subject: CENTER OF EXCELLENCE

} CHOOSE APPLICABLE  
PG 13



# Contract Routing: Retain in Service

## Sample NAVPERS 1070/613 (RIS Page 13)

### ADMINISTRATIVE REMARKS

NAVPERS 1070/613



SHIP OR STATION: [REDACTED]

SUBJECT: RETAINED IN SERVICE

PERMANENT: Yes

AUTHORITY: MILPERSMAN 1160-50

08/25/2022

In accordance with MILPERSMAN 1160-50 paragraph 6, I understand that I will be retained on Active Duty beyond my normal EAOS for **6 months** in order to receive **medical care or hospitalization as a result of disease or injury incident to service** and not due to my own misconduct. It has been explained to me that my **new soft EAOS will be 22 April 2023**.

I understand that I will be retained in service until I have recovered to the extent that would enable me to meet physical requirements for DISCHARGE or REENLISTMENT, or until it shall have been ascertained the disease or injury is of character that recovery to that extent is impossible. Furthermore, I understand that if the COMNAVPERSCOM message for Authorization for Physical Disability Separation with Severance is received, I will be DISCHARGED from the Navy NO LATER THAN 60 days from the DTG of the message.

I also understand that if I desire to be separated from naval service on my normal expiration of obligated service, that I will not be eligible for further follow-up studies or treatment at an Armed Forces medical facility and will be ineligible for disability benefits under law administered by the Navy and that any further treatment and/or benefits will be under jurisdiction of Department of Veteran's Affairs.

I DO / ☒ DO NOT desire to be separated at my current EAOS.

Per MILPERSMAN 1160-040, at no time may an extension of enlistment be executed for the purpose of extending an enlistment, or enlistment as extended, which has already expired.

If I am returned to duty or found fit to continue service, after my contract has lapsed, I must reenlist to continue service.

Witnessed: [REDACTED]

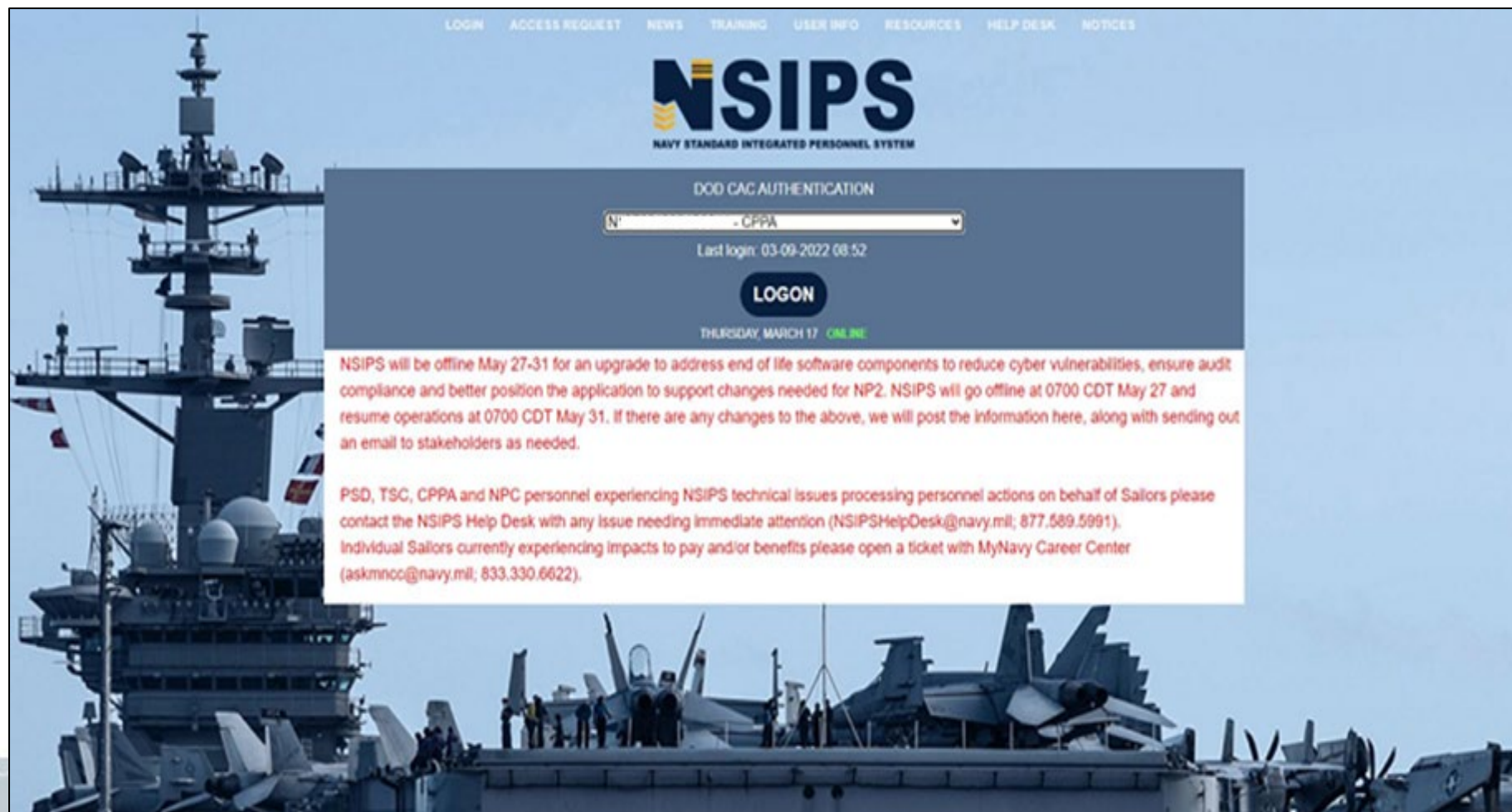
NAME (LAST, FIRST MIDDLE)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
[REDACTED]	[REDACTED]	USN

NAVPERS 1070/613

Official NSIPS/ESR form printed this date: 08/25/2022

Page 1 of 1

# Contract Routing: Reenlistments



LOGIN ACCESS REQUEST NEWS TRAINING USER INFO RESOURCES HELP DESK NOTICES

## NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

DOD CAC AUTHENTICATION

N' - CPPA

Last login: 03-09-2022 08:52

**LOGON**

THURSDAY, MARCH 17 CMS ONLINE

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; 877.589.5991). 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

Navigation path: Favorites > Main Menu > Contract Administration > Extensions > Use > Extensions - Create

Left sidebar menu items:

- EDM
- RED/DA
- User Release Information
- Employee Self Service
- Electronic Service Record
- IMAPMIS
- NRMS Maintenance
- Reserve Transactions
- Scripting
- Availabilities
- Contract Administration
- Dependency Data
- Diary
- Entitlements
- Gains
- Local Product Distribution
- Leave Administration
- Legal
- Losses
- Orders Processing
- Pay Maintenance
- Personnel Maintenance
- PCS Travel
- Retain in Service
- Transient Tracking
- Unit Administration

Contract Administration sub-menu:

- Extensions
- Force Management
- Reenlistments

Reenlistments sub-menu:

- Use
- Inquire

Reenlistments - Create and Reenlistments - Pending options are visible on the right side of the screen, indicated by a large blue arrow.





# Contract Routing: Reenlistments

[Favorites](#) [Main Menu](#) > [Contract Administration](#) > [Reenlistments](#) > [Use](#) > [Reenlistments - Create](#)



[Create Reenlistment](#) [Exceptions](#)

Name: **DOE, JANE A.**

Rank/Rate: PS3

Current DSC: 100

Appr Inst:

Appr Stat:

Pending

Appr Action:

[Comments](#)

\*Reenlistment Date:

Contract Type:



Contract End Date:

Br/Cls Code:

Reenlistment Rank/Rate:

PS3

Enlistment Type:



Enlistment Term:

Navy Loss Code:



RADO - Months:

RADO - Days:

Reenlistment Code:



Total Active Service:

Yrs

Mos

Days

Expiration of Active Enlist: 12/09/2022

Total Inactive Service:

Yrs

Mos

Days

LSL

0.0

[Home of Record](#)

SellBack:

Reenlisted at:

Officer's Name and

Grade:

Title:

Contract Information



Save



Return to Search



Notify



Refresh

[Create Reenlistment](#) | [Exceptions](#)



# Contract Routing: Reenlistments

Navigation: Favorites | Main Menu | > Contract Administration | > Reenlistments | > Use | > Reenlistments - Create

---

Create Reenlistment | Exceptions

Name: DOE, JANE A. | Rank/Rate: PS3 | Current DSC: 100

Appr Inst: | Appr Stat: Pending | Appr Action:  | [Comments](#)

\*Reenlistment Date: 05/27/2021  | Contract Type:

Contract End Date: | Br/CIs Code: | Reenlistment Rank/Rate: PS3

Enlistment Type:   | Enlistment Term:  | Navy Loss Code:

RADO - Months:  | RADO - Days:  | Reenlistment Code:

Total Active Service:  2 Yrs  5 Mos  17 Days | Expiration of Active Enlist: 12/09/2022

Total Inactive Service:  Yrs  Mos  Days | LSL:  0.0 | [Home of Record](#)

Reenlisted at:  | SellBack:  | Title:

Officer's Name and Grade:

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#)

Create Reenlistment | Exceptions

Look Up Contract Type

Select one of the following values:

ACT Active Duty

ADR Active Duty Reserve

RES Reserve

[Cancel](#)



# Contract Routing: Reenlistments

Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment Exceptions

Name: DOE, JANE A. Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action:  Comments

\*Reenlistment Date: 05/27/2021 Contract Type: ACT Active Duty

Contract End Date: Br/Cls Code: 11 Reenlistment Rank/Rate: PS3

Enlistment Type:  **← BASED ON EAOS DATE**

Total Active Service: 2 Yrs 5 Mos 17 Days

Total Inactive Service:  Yrs  Mos  Days LSL: 0.0 Home of Record

Reenlisted at:  Title:

Officer's Name and Grade:

Reenlistment Code:

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Look Up Enlistment Type

Member Enlistment Condition Cd begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

Member Enlistment Condition Cd	Description
10	Enl USN fm USNR-Bonus-No USN
11	Enl USN fm USNR-NO Bon-No USN
30	Reen within 24 Hours-Bonus
31	Reen within 24 Hours-No Bonus
40	Reen within 3 Months-Bonus
41	Reen within 3 Months-No Bonus
50	Reen Over 3 Months-Bonus
51	Reen Over 3 Months-No Bonus
96	Res Cmpnt to Act Cmpnt Agmntn



# Contract Routing: Reenlistments

Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create



Create Reenlistment Exceptions

Name: <b>DOE, JANE A.</b>	Rank/Rate: PS3	Current DSC: 100
Appr Inst:	Appr Stat: Pending	Appr Action: <input type="text"/> <a href="#">Comments</a>
*Reenlistment Date: 05/27/2021	Contract Type: ACT  Active Duty	
Contract End Date: 05/26/2023	Br/CIs Code: 11	Reenlistment Rank/Rate: PS3
Enlistment Type: 51	Enlistment Term: 2	Reenlistment Code: <input type="text"/>
Total Active Service: <input type="text"/> 2 Yrs <input type="text"/> 5 Mos <input type="text"/> 17 Days		
Total Inactive Service: <input type="text"/> Yrs <input type="text"/> Mos <input type="text"/> Days		LSL SelfBack: <input type="text"/> 0.0 <a href="#">Home of Record</a>
Reenlisted at: <input type="text"/>		Title: <input type="text"/>
Officer's Name and Grade: <input type="text"/>		

YEARS OF REENLISTMENT

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions



# Contract Routing: Reenlistments

Navigation: Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment | Exceptions

Name: DOE, JANE A. Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: [v] Comments

\*Reenlistment Date: 05/27/2021 Contract Type: ACT Active Duty

Contract End Date: 05/26/2023 Br/CIs Code: 11 Reenlistment Rank/Rate: PS3

Enlistment Type: 51 Enlistment Term: 2 Navy Loss Code: [ ] Reenlistment Code: [ ]

Total Active Service: 2 Yrs 5 Mos 17 Days

Total Inactive Service: [ ] Yrs [ ] Mos [ ] Days LSL SellBack: 0.0 Home of Record

Reenlisted at: [ ] Title: [ ]

Officer's Name and Grade: [ ]

Contract Inform

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Look Up Navy Loss Code

Separation Reasons Code = [v]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Separation Reasons Code	Description
801	Honorable Discharge - Expiration of enlistment
802	Honorable Discharge - Early Separation
816	Honorable Discharge - Fulfillment of Military Service Obligation
841	General Discharge - Expiration of Enlistment
842	General Discharge - within 3 months of EOS/EAOS
856	General Discharge - Fulfillment of Military Service Obligation

Navy LOSS code 802 is use if reenlisting before the EAOS date. Highly encourage to reenlist at least 1 month out from the EAOS to avoid pay stoppage. PERS side (Member Data Summary in NSIPS) gets updated within 24-48 hours, PAY side (MMPA) can take from 7 to 10 business days.





# Contract Routing: Reenlistments

Navigation: Favorites | Main Menu | > Contract Administration | > Reenlistments | > Use | > Reenlistments - Create

---

Create Reenlistment | Exceptions

Name: DOE, JANE A. | Rank/Rate: PS3 | Current DSC: 100

Appr Inst: | Appr Stat: Pending | Appr Action: [v] | Comments

\*Reenlistment Date: 05/27/2021 [i] | Contract Type: ACT [m] Active Duty | Contract End Date: 05/26/2023 | Br/CIs Code: 11 | Reenlistment Rank/Rate: PS3

Enlistment Type: 51 [m] | Enlistment Term: 2 | Navy Loss Code: [v] | Reenlistment Code: 1 [m]

Total Active Service: 2 Yrs 5 Mos 17 Days | Total Inactive Service: [ ] Yrs [ ] Mos [ ] Days | LSL: 0.0 | SellBack: | Home of Record

Reenlisted at: | Officer's Name and Grade: | Title: |

Contract Information

Save | Return to Search | Notify | Refresh

Create Reenlistment | Exceptions

## Look Up Reenlistment Code

Select one of the following values:

- 1 Eligible for Reenlistment
- R1 Recommended for Pref. Reenlist

Cancel



# Contract Routing: Reenlistments

[Favorites](#) [Main Menu](#) > [Contract Administration](#) > [Reenlistments](#) > [Use](#) > [Reenlistments - Create](#)



[Create Reenlistment](#) [Exceptions](#)

Name: **DOE, JANE A.**

Rank/Rate: PS3

Current DSC: 100

Appr Inst:

Appr Stat:

Pending

Appr Action:

[Comments](#)

\*Reenlistment Date: 05/27/2021

Contract Type:

ACT

Active Duty

Contract End Date: 05/26/2023

Br/CIs 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:

Yrs

Mos

Days

LSL

0.0

Home of Record

Reenlisted at:

NSA NAPLES, ITALY

Title: REENL OFFICER

Officer's Name and

Grade:

**F. M. LAST, RANK, USN**

[Contract Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Create Reenlistment](#) | [Exceptions](#)

# Contract Routing: Reenlistments

**Examples:**  
 1. OBLISERVE FOR BUPERS ORDERS...DTG MSG AND SDR;  
 2. BENEFITS OF RATE AND LUMP SUMP LEAVE

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Contract Administration > Reenlistments > Use > Reenlistments - Create

Create Reenlistment Exceptions

Name: **DOE, JANE A.** Rank/Rate: PS3 Current DSC: 100

Contract Begin Date: 05/27/2021 Contract Type: Active Duty

Contract Clause

Clause: 016 Narrative

Exceptions:

**COMMAND CAREER REQUEST**  
NPPSC 1160/1 (Rev. 06 2020)

Supporting Directive NPPSCINST 5213.1B

Command Extension Request				
Name	DoD ID	Rate	PRD	EAOS
Command	UIC	Department	Division	AD/D
# of Months Extending	Reason			Does member fall into Zone A, B, or C C-WAY?
	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			<input type="checkbox"/> Yes <input type="checkbox"/> No
I certify the above info		026 Medical Care 027 NAVPERSCOM Approval 028 Accelerated Advancement 029 Obliserve to Train 030 Obliserve for School 031 CONSUBPAY Other: Enter Reason Here		
Service Member Name				
Has Service member passed				
PRT Coordinator Name				

Save Return to Search Notify Refresh



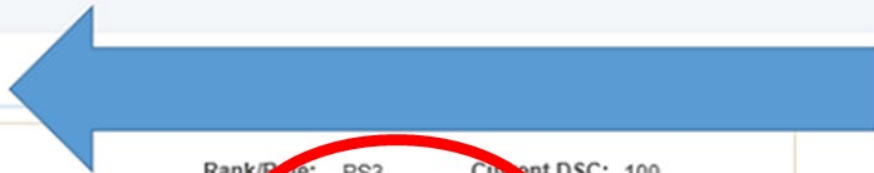
# Contract Routing: Reenlistments

Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create



Create Reenlistment

Exceptions



Name: DOE, JANE A.

Rank/Rate: PS3

Current DSC: 100

Appr Inst:

Appr Stat:

Pending

Appr Action:

Incomplete

Comments

\*Reenlistment Date: 05/27/2021

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:

Yrs

Mos

Days

LSL

0.0

Home of Record

SellBack:

Reenlisted at:

NSA NAPLES, ITALY

Title: REENL OFFICER

Officer's Name and

Grade:

**F. M. LAST, RANK, USN**

Contract Information



Save



Return to Search



Notify



Refresh



# 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 transportation dependents except as indicated:

  **DO NOT ENTER**  **NO SRB AUTHORIZED OR N/A**   **BENEFITS OF RATE**

UIC: 65862 STATUS: ACTIVE: X INACTIVE:        RADO MONTHS/DAYS: 000 / 000 DOB:       

PLACE OF REENLISTMENT: NSA CAPODICHINO, NAPLES IT HOME OF RECORD: CITY, STATE

CITIZENSHIP:        CITIZEN COUNTRY:        RATE:        DATE OF PAYGRADE:



# CCC NSIPS SRB Approval

Pre Cert Request

SRB/ESRP Status

Name: **LAST, FIRST MIDDLE**

Rank/Rate: MA2

Current DSC: 100

Requesting UIC: 43496

Effective date: 02/24/2022

SRB Type: 1AA

Status: **Approved**

Cancel Indicator: N - No cancellation was requested

NEC: P06A

Budget NEC: P06A

Budget Zone: **B**

Sea Duty Ext:

Conversion Date:

Zone: B - 6-10 years

Zone Override: ☐

AOS Dt: 10/31/2023

AOSD Override: ☐

Grade: E05

Award Level: 0.5

AOS: 53

Base Pay: 3682.20

Total Bonus: 8131.53

Initial Install: 4065.77

Anniversary Install: 813.15

Pay Waiver: ☐

Reason:

Reenlistment Date: 04/01/2022

Waiver Date:

Waiver Status:

Reenlistment Term: 72

Recalculate

Final Status: **Approved**

Pay Data: 0.572PNMA2 NO

Multi-Use:

EMC: B640

EAOS: 10/30/2023

SEAOS: 10/30/2023

Prospective Rate:

PEBD: 01/04/2012

ADSD: 07/20/2014

Prospective Paygrade:

DNEC: 853A

DNEC2:

PTS Status: **AIR**

Inop Oth Ext: 00

Inop Nuc Ext: 00

PTS Approval Date: 06/23/2021

Ext Months:

Ext Date:

Extension Request

Cancel Ext Request: ☐

Extension Date:

CO Recommends: ☐

Extension Request:

Extension Months:

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

FOUO - Privacy Sensitive: Last login: 04-01-2022 05:13 Home Worklist Add to Favorites Sign Out

New Window |

Reenlistments - 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  0

Approval Instance

Name begins with

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

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Empl Record	Approval Instance	Name	Contract End Date
0	(blank)		04/03/2022

Message

Member requires Career Waypoints (C-WAY) approval to reenlist. (26000,1297)

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 or less of obligated service as of their Soft (as extended) Expiration of Active Obligated Service (SEAOS).

OK

HWY HELP DESK

901-874-3048

for EDLN's that are incorrect

CWAY HELP DESK

career\_waypoints@navy.mil

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).



# Contract Routing: Reenlistments SELRES on ACDU



## Contract Routing: Reenlistments

LOGON ACCESS REQUEST NEWS TRAINING USER INFO RESOURCES HELP DESK NOTICES

# NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

DOO CAC AUTHENTICATION

N CPPA

Last login: 03-09-2022 08:52

**LOGON**

THURSDAY, MARCH 17 CME INC.

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; 877.589.5991). Individual Sailors currently experiencing impacts to pay and/or benefits please open a ticket with MyNavy Career Center (askmnc@navy.mil; 833.330.6622).

UNCLASSIFIED

6 February 2023

27

UNCLASSIFIED

1 April 2025

41



# Contract Routing: Reenlistments SELRES on ACDU



## Contract Routing: Reenlistments

Navigation path: Favorites > Main Menu > Contract Administration > Extensions > Use > Extensions - Create

Left sidebar menu items:

- EDM
- RED/DA
- User Release Information
- Employee Self Service
- Electronic Service Record
- IMAPMIS
- NRMS Maintenance
- Reserve Transactions
- Scripting
- Availabilities
- Contract Administration
- Dependency Data
- Diary
- Entitlements
- Gains
- Local Product Distribution
- Leave Administration
- Legal
- Losses
- Orders Processing
- Pay Maintenance
- Personnel Maintenance
- PCS Travel
- Retain in Service
- Transient Tracking
- Unit Administration

Right pane content:

- Extensions
- Force Management
- Reenlistments
  - Use
  - Inquire

Reenlistments sub-menu items:

- Reenlistments - Create
- Reenlistments - Pending

A large blue arrow points to the "Reenlistments - Create" option.





# Contract Routing: Reenlistments SELRES on ACDU

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment | Exceptions

Name: SAILOR, JOERank/Rate: PS1Current DSC: 100

Appr Inst:Appr Stat: PendingAppr Action: Comments

\*Reenlistment Date: 02/28/2025Contract Type: ADR  
Contract End Date:BR/CL Code: 32Reenlistment Rank/Rate: PS1

Enlistment Type:Enlistment Term: Navy Loss Code:  
RADO - Months:RADO - Days:Reenlistment Code:  
Total Active Service: 3 Yrs 7 Mos 27 DaysExpiration of Active Enlist: 07/31/2025  
Total Inactive Service: 9 Yrs 6 Mos 16 DaysLSL SellBack: 0.0 Home of Record  
Reenlisted at:Officer's Name and Grade:Title:

Contract Information

SaveReturn to SearchNotifyRefresh

Create Reenlistment | Exceptions

SELECT "CONTRACT TYPE"





# Contract Routing: Reenlistments SELRES on ACDU

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment | Exceptions

Name: SAILOR, JOE Rank/Rate: PS1 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action:  [Comments](#)

\*Reenlistment Date: 02/28/2025  Contract Type:  Active Duty Reserve

Contract End Date: BR/CL Code: 32 Reenlistment Rank/Rate:

Enlistment Type:  Enlistment Term:  Navy Loss Code:

RADO - Months:  RADO - Days:  Reenlistment Code:

Total Active Service:  Yrs  Mos  Days Expiration of Active Enlist: 07/31/2025

Total Inactive Service:  Yrs  Mos  Days LSL SellBack:  Home of Record

Reenlisted at:  Title:

Officer's Name and Grade:

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Create Reenlistment | Exceptions

Contract Information

Look Up Contract Type

Select one of the following values:

- ACT Active Duty
- ADR Active Duty Reserve
- RES Reserve

[Cancel](#)

Select Type "ADR Active Duty Reserve"



# Contract Routing: Reenlistments SELRES on ACDU

NSIPS  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

FOUO - 1

Create Reenlistment Exceptions

Name: SAILOR, JOE Rank/Rate: PS1 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action:

\*Reenlistment Date: 02/28/2025 Contract Type: ADR Active Duty Reserve

Contract End Date: BR/CL Code: 32 Reenlistment Rank/Rate: PS1

Enlistment Type:  **Select "Enlistment Type"**

RADO - Months:  RADO - Days:  Reenlistment Code:

Total Active Service: 3 Yrs 7 Mos 27 Days Expiration of Active Enlist:

Total Inactive Service: 9 Yrs 6 Mos 16 Days LSL SellBack: 0.0 Home of Record

Reenlisted at:  Title:

Officer's Name and Grade:

Contract Information

Create Reenlistment | Exceptions

Look Up Enlistment Type

Member Enlistment Condition Cd begins with

Basic Lookup

Search Results

View 100 First 1-11 of 11 Last

Member Enlistment Condition Cd	Description
30	Reen within 24 Hours-Bonus
31	Reen within 24 Hours-No Bonus
40	Reen within 3 Months-Bonus
41	Reen within 3 Months-No Bonus
50	Reen Over 3 Months-Bonus
51	Reen Over 3 Months-No Bonus
61	FTS Enl fm USN-NO Prior USNR
62	FTS Enl fm USN-Prior USNR
63	FTS Enl-Reen USNR fm USNR
94	Invol Recalled to Active Duty
95	Vol Recalled to Active Duty

**Select Enlistment Type "95"  
Vol Recalled to Active Duty**



# Contract Routing: Reenlistments SELRES on ACDU



Create Reenlistment

Exceptions

Name: SAILOR, JOE

Rank/Rate: PS1

Current DSC: 100

Appr Inst:

Appr Stat: Pending

Appr Action:

Comments

\*Reenlistment Date: 02/28/2025



Contract Type: ADR



Active Duty Reserve

Contract End Date: 02/27/2027

BR/CL Code: 32

Reenlistment Rank/Rate: PS1

Enlistment Type:

95



Enlistment Term:

2

RADO - Months:

RADO - Days:

Total Active Service:

3

Yrs

7

Mos

27

Days

Expiration of Active Enlist: 07/31/2025

Total Inactive Service:

9

Yrs

6

Mos

16

Days

LSL SellBack:

0.0

Home of Record

Reenlisted at:

Title:

Officer's Name

and Grade:

Contract Information



Save



Return to Search



Notify



Refresh

Create Reenlistment | Exceptions



# Contract Routing: Reenlistments SELRES on ACDU

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment | Exceptions

Name: **SAILOR, JOE** Rank/Rate: **PS1** Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action:  [Comments](#)

\*Reenlistment Date: 02/28/2025 Contract Type:  Active Duty Reserve

Contract End Date: 02/27/2027 BR/CL Code: 32 Reenlistment Rank/Rate: **PS1**

Enlistment Type:  Enlistment Term:  Navy Loss Code:  [Select "Navy Loss Code"](#)

RADO - Months:  RADO - Days:  Reenlistment Code:

Total Active Service:  Yrs  Mos  Days Expiration of Active Enlist: 07/31/2025

Total Inactive Service:  Yrs  Mos  Days LSL SellBack:  Home of Record

Reenlisted at:  Title:

Officer's Name and Grade:

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Create Reenlistment](#) | [Exceptions](#)

Contract Information

Look Up Navy Loss Code

Separation Reasons Code

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Separation Reasons Code	Description
801	Honorable Discharge - Expiration of enlistment
802	Honorable Discharge - Early Separation
816	Honorable Discharge - Fulfillment of Military Service Obligation
841	General Discharge - Expiration of Enlistment
842	General Discharge - within 3 months of EOS/EAOS
856	General Discharge - Fulfillment of Military Service Obligation





# Contract Routing: Reenlistments SELRES on ACDU



Create Reenlistment

Exceptions

Name: SAILOR, JOE

Rank/Rate: PS1

Current DSC: 100

Appr Inst:

Appr Stat: Pending

Appr Action:

Comments

\*Reenlistment Date: 02/28/2025

Contract Type: ADR Active Duty Reserve

Contract End Date: 02/27/2027

BR/CL Code: 32

Reenlistment Rank/Rate: PS1

Enlistment Type: 95

Enlistment Term: 2

Navy Loss Code: 816

RADO - Months: 012

RADO - Days:

Reenlistment Code:

Total Active Service: 3 Yrs

7 Mos

27 Days

Expiration of Active Enlist: 02/27/2026

Total Inactive Service: 9 Yrs

6 Mos

16 Days

LSL SellBack: 0.0 Home of Record

Reenlisted at:

Title:

Officer's Name  
and Grade:

Contract Information

INPUT RADO MONTHS & DAYS BASED ON ADOS/CANREC ORDERS.  
RADO CANNOT EXCEED MEMBER'S EREN DATE. (SEE NEXT SLIDES)





# Reenlistments - Calculating RADO Months Using Julian Calendar (Mobilization)

## Utilizing the Julian Calendar

### RADO Example Calculation

- Reenlistment Date: 15 April - Julian Day **105**
- MOB end date: 1 July - Julian Day **182**

### Calculation:

- When calculating RADO months/days for a reenlistment contract ISO a mobilization, the RADO will be three months beyond the MOB end date.
- Day 182 - 1 July (MOB End Date)  
- Day 105 - 15 April (Reenlistment Date)  
78 (77 +1 for inclusive date)  
+ 90 - 90 days for mobilizations  
168 days
- 168 days = 5 months (30 x 5), and 18 days
- On Reenlistment contract, enter:

**5 RADO Months and 18 RADO Days**

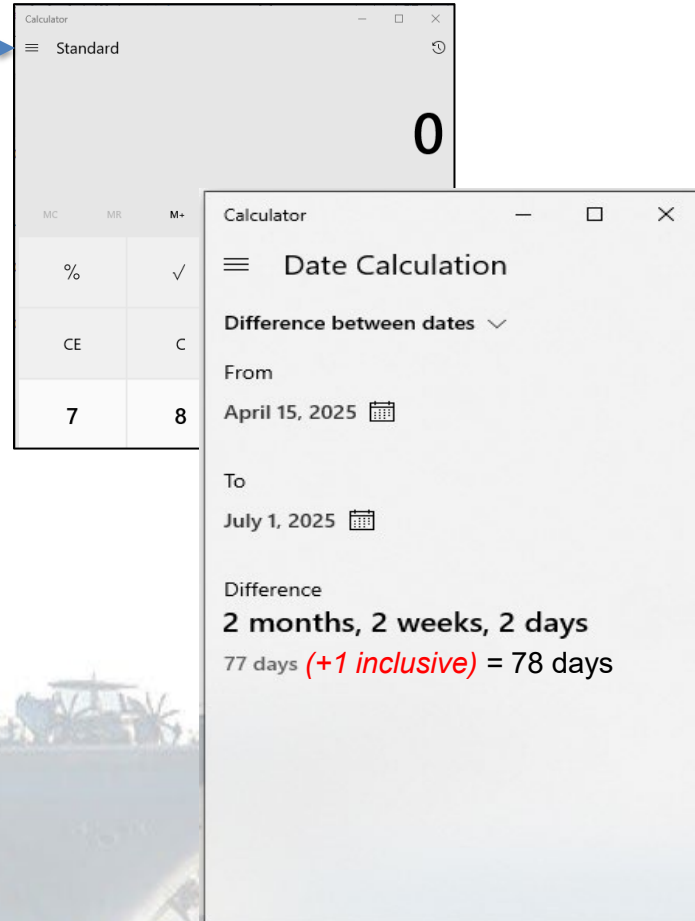
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31



# Reenlistments - Calculating RADO Months Using Date Calculator (Mobilization)

## Locating the Calculator:

- To access the Date calculator on your computer, open the calculator app in the main menu.
- Once your calculator is open, select the three lines at the top left and select Date Calculation.



## Calculation:

- Reenlistment Date: 15 April
- MOB end date: 1 July

## Use a date calculator:

- From 15 April to 1 July **(+1 inclusive)** = 78 days
- 78 days are needed to reach July 1.

$$\begin{array}{r} 78 \\ + \quad 90 \\ \hline 168 \text{ days} \end{array} \quad \text{- 90 days for mobilizations}$$

- 168 days = 5 months (30 x 5), and 18 days
- On Reenlistment contract, enter:

**5 RADO Months and 18 RADO Days**



# Reenlistments - Calculating RADO Months Using Julian Calendar (ADOS & Recall)

## Utilizing the Julian Calendar

### RADO Example Calculation

- Reenlistment Date: 15 April - Julian Day **105**
- ADOS or Recall end date: 1 July - Julian Day **182**

### Calculation:

- When calculating RADO months/days for a reenlistment contract ISO an ADOS or Recall, the RADO will be one months beyond the ADOS or Recall end date.
- Day 182 - 1 July (MOB End Date)  
- Day 105 - 15 April (Reenlistment Date)  
78 (77 +1 for inclusive date)  
+ 30 - 30 days for ADOS or Recall  
108 days
- 108 days = 3 months (30 x 3), and 18 days
- On Reenlistment contract, enter:

**3 RADO Months and 18 RADO Days**

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

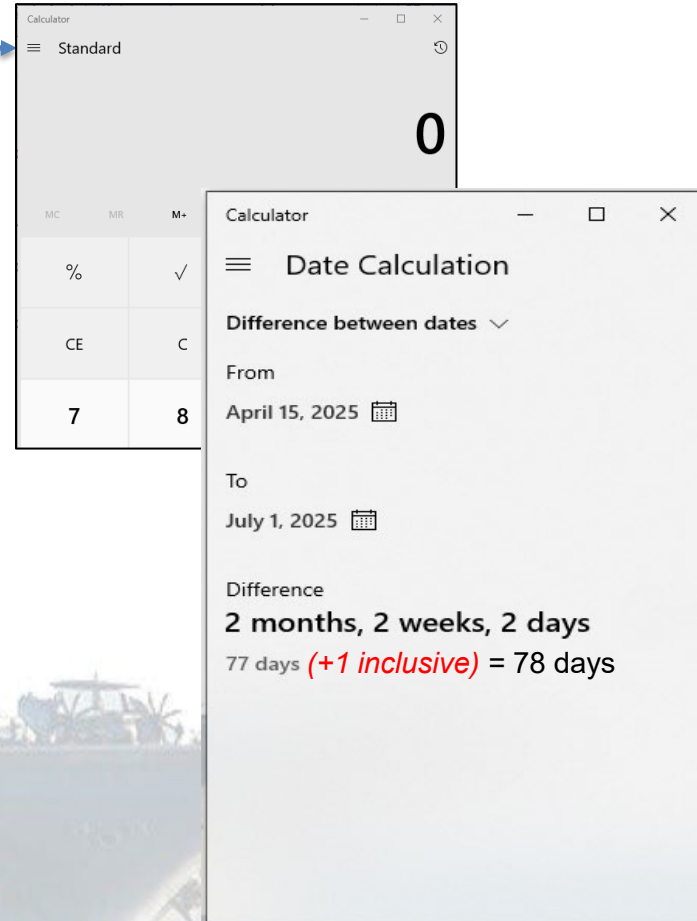




# Reenlistments - Calculating RADO Months Using Date Calculator (ADOS & Recall)

## Locating the Calculator:

- To access the Date calculator on your computer, open the calculator app in the main menu.
- Once your calculator is open, select the three lines at the top left and select Date Calculation.



## Calculation:

- Reenlistment Date: 15 April
- ADOS/Recall end date: 1 July

## Use a date calculator:

- From 15 April to 1 July **(+1 inclusive)** = 78 days
- 78 days are needed to reach July 1.

78  
+ 30 - 30 days for ADOS or Recall  
108 days

- 108 days = 3 months (30 x 3), and 18 days
- On Reenlistment contract, enter:

**3 RADO Months and 18 RADO Days**

# Contract Routing: Reenlistments SELRES on ACDU

Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment Exceptions

Name: **DOE, JANE A.** Rank/Rate: **PS3** Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action:  Comments

\*Reenlistment Date: 05/27/2021 Contract Type: ACT Active Duty  
Contract End Date: 05/26/2023 Br/Cls Code: 11 Reenlistment Rank/Rate: **PS3**

Enlistment Type: 51 Enlistment Term: 2 Navy Loss Code:   
Reenlistment Code: 1

Total Active Service: 2 Yrs 5 Mos 17 Days  
Total Inactive Service: Yrs Mos Days LSL: 0.0 SellBack: Home of Record

Reenlisted at: Title:  
Officer's Name and Grade:

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Look Up Reenlistment Code

Select one of the following values:

1 Eligible for Reenlistment  
R1 Recommended for Pref. Reenlist


Cancel

**Make Reenlistment Code determination per MILPERSMAN 1160-030**



# Contract Routing: Reenlistments SELRES on ACDU

Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create





NAVY STANDARD INTEGRATED PERSONNEL SYSTEM



Create Reenlistment Exceptions


Name: **DOE, JANE A.** Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action:  Comments

\*Reenlistment Date: 05/27/2021  Contract Type: ACT  Active Duty

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: Yrs Mos Days LSL 0.0 Home of Record

SellBack:

Reenlisted at: NSA NAPLES, ITALY Title: REENL OFFICER 

Officer's Name and Grade: **F. M. LAST, RANK, USN**


Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

# Contract Routing: Reenlistments SELRES on ACDU

**Favorites**   **Main Menu**   > **Contract Administration**   > **Reenlistments**   > **Use**   > **Reenlistments - Create**



**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

**EXAMPLES:**  
1. OBLISERVE FOR BUPERS ORDERS...DTG MSG AND SDR;  
2. BENEFITS OF RATE AND LUMP SUMP LEAVE

Create Reenlistment   Exceptions

Name: **DOE, JANE A.**   Rank/Rate: PS3   Current DSC: 100

Contract Begin Date: 05/27/2021   Contract Type: Active Duty

Contract Clause

Clause: 016 Narrative

Exceptions:

**COMMAND CAREER REQUEST**  
NPPSC 1160/1 (Rev. 06 2020)

Supporting Directive NPPSCINST 5213.1B

Command Extension Request				
Name	DoD ID	Rate	PRD	EA-S
Command	UIC	Department	Division	AD ID
# of Months Extending	Reason			Does member fall into Zone A, B, or C C-WAY? <input type="checkbox"/> Yes <input type="checkbox"/> No
	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			026 Medical Care 027 NAVPERSCOM Approval 028 Accelerated Advancement 029 Obliserve to Train 030 Obliserve for School 031 CONSUBPAY Other: Enter Reason Here
I certify the above info is true and correct. Service Member Name: _____ Has Service member past _____ PRT Coordinator Name _____				

Save   Return to Search   Notify   Refresh



# Contract Routing: Reenlistments SELRES on ACDU

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ BR/CL: \_\_\_\_\_ USNR \_\_\_\_\_

FIRST: I am reenlisting in the UNITED STATES NAVY/NAVAL RESERVE for \_\_\_\_\_ 3 \_\_\_\_\_ years from \_\_\_\_\_ 12/23/2024 \_\_\_\_\_  
unless sooner discharged by proper authority. My new contract expiration date is \_\_\_\_\_ 12/22/2027.

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.

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 transportation of dependents.

## BENEFITS OF RATE

UIC: \_\_\_\_\_ 66715 \_\_\_\_\_ STATUS: ACTIVE: \_\_\_\_\_ X \_\_\_\_\_ INACTIVE: \_\_\_\_\_ RADO MONTHS/DAYS: \_\_\_\_\_ 036 / 000 \_\_\_\_\_ 27/1988

PLACE OF REENLISTMENT: \_\_\_\_\_ COMNAVCRUITCOM \_\_\_\_\_ HOME OF RECORD: \_\_\_\_\_ EAST ORANGE, NJ \_\_\_\_\_

CITIZENSHIP: \_\_\_\_\_ US NAT \_\_\_\_\_ CITIZEN COUNTRY: \_\_\_\_\_ GH \_\_\_\_\_ RATE: \_\_\_\_\_ BM1 \_\_\_\_\_ DATE OF PAYGRADE: \_\_\_\_\_ 02/16/2023


AOSD: \_\_\_\_\_ 08/08/2014 \_\_\_\_\_ PEBD: \_\_\_\_\_ 03/12/2014 \_\_\_\_\_ DATE OF LAST DISCHARGE: \_\_\_\_\_ 12/22/2024

TOTAL ACTIVE SERVICE (YEARS/MONTHS/DAYS): \_\_\_\_\_ 10 / 04 / 15 \_\_\_\_\_ TOTAL PRIOR INACTIVE SERVICE (YEARS/MONTHS/DAYS): \_\_\_\_\_ 00 / 04 / 26 \_\_\_\_\_

## Contract should reflect:

- "BENEFITS OF RATE"
- "RADO MONTHS/DAYS" based on ADOS/RECALL ORDERS
- "TOTAL ACTIVE SERVICE" AND "TOTAL INACTIVE SERVICE"

# Administrative Remarks



LOGIN ACCESS REQUEST NEWS TRAINING USER INFO RESOURCES HELP DESK NOTICES

## NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

DOD CAC AUTHENTICATION

N' - CPPA

Last login: 03-09-2022 08:52

**LOGON**

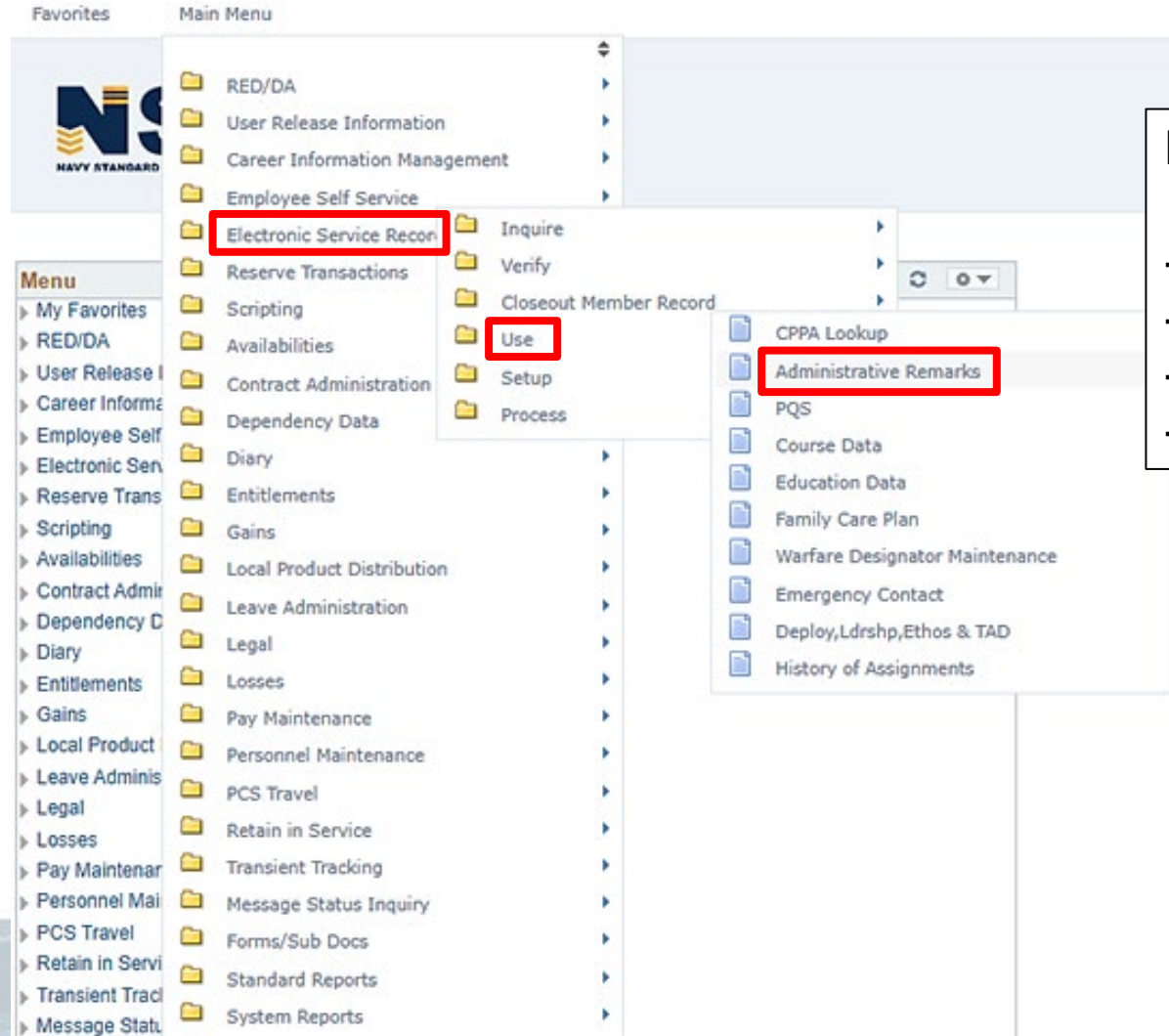
THURSDAY, MARCH 17 **ONLINE**

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; 877.589.5991). Individual Sailors currently experiencing impacts to pay and/or benefits please open a ticket with MyNavy Career Center (askmncc@navy.mil; 833.330.6622).



# Administrative Remarks



## Navigate to:

- Main Menu
- Electronic Service Record
- Use
- Administrative Remarks







# Administrative Remarks

[Favorites](#) [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

Empl Record

Name

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

Search

Clear

Basic Search



Save Search Criteria

SSN  
or  
LAST, FIRST

# Administrative Remarks

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

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

Find | View All First 2 of 7 Last

Authority: MILPERSMAN 1160-030 ☐ Permanent

Date:   NOT VERIFIED Removal Date:

Subject Code:   Removal Reason:

Subject:

Remark:  Select Remark Template

Approving Officer Signature

Name:  Title:  Date:

Witness Signature

Name:  Title:  Date:

Member Signature

Date:

Acknowledgement

Acknowledgement:

Go to: [ESR Home](#) [Admin Remarks Home](#)

Look Up Subject Code

Subject Category Code begins with

Description begins with

[Basic Lookup](#)

Search Results

View 100 First 1-12 of 12 Last

Subject Category Code	Description
A	Administrative
B	Bonus
C	Counseling
E	Enlistment
G	General
L	Legal
M	Mandatory
P	Payment
R	Regulatory
S	Separation
T	Training
Z	RTC Only

- Select "Administrative"

# Administrative Remarks

Administrative Remarks

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

Authority: MILPERSMAN 1160-030 ☐ Permanent

Date:   NOT VERIFIED

Subject Code: A  Administrative

Subject:

Remark:

Approving Officer Signature

Name:  Title:

Witness Signature

Name:  Title:

Member Signature

Date:

Acknowledgement

Acknowledgement:

Look Up Subject

Subject Category Code: A

Subject ID: begins with

Subject: >=  CENTER

Search Results

Only the first 300 results of a possible 2762 can be displayed.

View 100

Subject ID	Subject
14306	CENTER OF EXCELLENCE - REENLISTMENT, CODE OF CONDUCT
14308	CENTER OF EXCELLENCE - REENLISTMENT, SRB
14307	CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL
7021	CERTIFICATE OF RELEASE
7528	CG II MEF HYT
7431	CGSOSR
9308	CHANGE IN MEMBERS PHYSICAL RISK CATEGORY
9511	CHANGE OF DUTY
12951	CHANGE OF OTEIP INCENTIVE OPTION
13600	CHANGE OF OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP) B
8810	CHANGE OF RATING
10172	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO IRR-A
10402	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE I
10171	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE V
10401	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE V
9938	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE VTUI/RR-ASP
7130	CHECK-IN FOR Strike Fighter Squadron THIRTY-TWO, NAS Oceana, VA UIC: 09053
13682	CHIEF EXAM FOR LDO PURPOSES
6798	CHIEF OF THE BOAT ASSIGNMENT
14101	CHIEF PETTY OFFICER RANKING VERIFICATION
10887	CITIZENSHIP
14028	CITY PAIR PROGRAM
10770	CIVIL CONVICTION
8239	CIVIL CONVICTION
8471	CIVIL CONVICTION
8502	CIVILIAN CONVICTION
11505	CLASS "A" SCHOOL RATING CONVERSION/NAVYWIDE ADVANCEMENT EXAM RESULTS/ADVANCEMENT IN PRIOR RATING
8102	CLOTHING ALLOWANCE
10843	CMC AND CSC PROGRAM
12067	CMC SCREENING BOARD
9917	CMDCM PROGRAM

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

# Administrative Remarks

Favorites Main Menu > Electronic Service Record > Use > Administrative Remarks

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

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

Find | View All First 2 of 7 Last

Authority: MILPERSMAN 1160-030 ☐ Permanent

Date:  **NOT VERIFIED** Removal Date:

Subject Code: A Administrative Removal Reason:

Subject: 14307 CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL

Remark:  **Select Remark Template**

Approving Officer Signature

Name:  Title:  Date:

Witness Signature

Name:  Title:  Date:

Member Signature

Date:

Acknowledgement

Acknowledgement:

Go to: ESR Home Admin Remarks Home

Select Remark Template

Subject: CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL

Personalize | Find | First 1 of 1 Last

Select	Remark Template
<input checked="" type="checkbox"/>	Reenlisted this date for ___ years. I have had explained to me and understand the following: a. The articles of the Uniform Code of Military Justice have been explained to me as required by Article 137 of the UCMJ, Section 654 of Title 10, U.S. Code and MILPERSMAN 1910-810. I have been advised of the provision of the UCMJ and types of discharges. I have been advised of the various types of discharge certificates and the basis for issuance and the possible effects of such certificates relative to reenlistment, civilian employment, veteran's benefits and related matters. b. Per the United States Navy Regulations, Article 1122, the Code of Conduct, as promulgated by Executive Order 10631 and amended by Executive Order 12017 of 3 November 1977, was explained to me. I have been informed of my basic responsibilities and obligations, to which I am expected to measure up to, with full spirit and intent of the code. c. I hereby acknowledge that I have the duty per SECNAVINST 7200.17 series, to establish and maintain an account with a United States Financial Institution, for the direct deposit of my Navy Net Pay and Allowances. I understand that I am required to execute the appropriate forms at my disbursing office to ensure that my Navy Pay and Allowances are deposited directly into this account. I further understand that I may freely choose or change U.S. Financial Institutions to satisfy this duty as long as I am on active/reserve duty. I understand that failure to perform the duty of establishing and maintaining such an account, in the absence of a specific exemption, may subject me to administrative and/or disciplinary action under the UCMJ.

I hereby elect: Cash  
settlement «0.00»  
days Leave carried over to new or extended enlistment  
«ALL» days

**OK** Cancel

- "Select Remark Template"
- Check the box
- Select "Okay"



# Administrative Remarks

[Favorites](#)   [Main Menu](#)   [Electronic Service Record](#)   [Use](#)   [Administrative Remarks](#)

---

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

**Administrative Remarks**

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

Find | View All   First 2 of 7

Authority: MILPERSMAN 1160-030   ☒ Permanent

Date:    NOT VERIFIED   Removal Date:

Subject Code: A   Administrative   Removal Reason:

Subject: 14307   CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL

Remark: Reenlisted this date for \_\_\_ years. I have had explained to me and understand the following:  
a. The articles of the Uniform Code of Military Justice have been explained to me as required by Article 137 of the UCMJ, Section 654 of Title 10, U.S. Code and MILPERSMAN 1910-810. I have been advised of the provision of the UCMJ

**Approving Officer Signature**

Name:    Title:    Date:

**Witness Signature**

Name:    Title:    Date:

**Member Signature**

Date:

**Acknowledgement**

Acknowledgement:

Go to: [ESR Home](#)   [Admin Remarks Home](#)

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/Case 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.)**
- **Only commands exempt IAW Ops Alert 006-22 may submit cases via TOPS.**



# Transaction Routing: eCRM

## New Case

- ☐ Navy Locator  
This record type accommodates the tracking of the Navy Locator standard case
- ☐ Navy Locator Case Closed  
This record type is to support a Navy Locator case layout the does not allow editing to the record if Status equals Closed.
- ☒ 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 Medical Restricted  
This case type is used to process cases that contain sensitive medical information
- ☐ Selection Board  
This Record Type is used to view Selection Board page layouts.
- ☐ Selection Board Case Closed  
This record type is to support a SelBoard case layout that does not allow editing when Status equals Closed
- ☐ Standard Case  
This Record Type is used to view Standard Case page layouts.
- ☐ Standard Case Closed  
This record type is to support a Standard Case Closed layout that does not allow editing if Status equals Closed

\* Subject  
REENL W/SRB, IT1 POPEYE A. SAILOR, 15 AUG 2025

\* Description  
REENLISTMENT WITH SRD SEE ATTACHED CCC NSIPS APPROVAL

## Case Information

Case Number

Date Submitted

\* Effective Date  
8/15/2025

Case Origin  
--None--

\* Request Type  
REEN/EXTEN/RIS  
[View all dependencies](#)

\* Problem Code  
Reenlistment Request (SRB, LSL, and/or STAR)  
[View all dependencies](#)

\* Routed To  
TSC NAPLES  
[View all dependencies](#)

\* Status  
Initiated  
[View all dependencies](#)

[Cancel](#) [Next](#)

# Transaction Routing: eCRM

Mass Upload ID

RED/DA validated

☐

Sailor DODID/SSN

No Sailor DODID/SSN

☐

\* CPPA UIC

40389

\* Contact Name

Sailor's Name

Disposition

View all dependencies

Case Owner

Raymond Francis

Related Users

TSC Supervisor

Search People...

TSC Clerk

Search People...

CPPA

Raymond Francis

RSC Supervisor

RSC Clerk

CPPA Alternate Email

CPPA.MIL@US.NAVY.MIL

Case Hierarchy

Parent Case

Search Cases...

Retention Engagement

Estimated Date of Departure

Cancel

Save & New

Save



The Sailor in which the case is submitted information goes here, along with their DODID.



# Transaction Routing: eCRM

Submitted

CPPA Action Required

Assigned

Supervisor Review

Pending System

Closed

Mark Status as Complete

Key Fields

Request Type

REEN/EXTEN/RIS

Problem Code

Reenlistment Request (SRB, LSL, and/or STAR)

Routed To

TSC NAPLES

Case Owner

PP REEN/EXTEN/RIS TSC Naples

Edit

Guidance for Success

Based on Request Type/Problem code selection the case will be routed to the correct queue. Click Mark as Current Status to complete submission.

Once key supporting documents have been attached to the case, change the status to "Submitted" and update case status as current.



# Contract Routing: Best Practices

- SUBMIT KSDs VIA eCRM/SALESFORCE IN A TIMELY MANNER IN ORDER TO PREVENT PAY STOPPAGE.
- KNOW THE DIFFERENCE BETWEEN EXTENSION AND RETAIN IN SERVICE.
- ALWAYS REVIEW THE REQUIRED KSDs. (E.g. DOES IT NEED BUPERS 328 APPROVAL)
- REVIEW ALL KSD BEFORE SUBMISSION.
- CHECK STATUS OF CASES DAILY.
- ONCE CASE HAS BEEN COMPLETED, VERIFY IN MMPA THAT THE TU/TH LINES POSTED, IF NOT PLEASE EMAIL [RSC\\_NAPLES@US.NAVY.MIL](mailto:RSC_NAPLES@US.NAVY.MIL) OR [RSC\\_BAHRAIN@US.NAVY.MIL](mailto:RSC_BAHRAIN@US.NAVY.MIL).
- COMMUNICATE TO TAKE ACTION AND CORRECT THE ISSUE.





# 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).



# Contract Routing: Common Issues

- NO ATTENTION TO DETAIL: MISSING KSDs.
- NON-NSIPS GENERATED CONTRACTS (ACT/TAR)
- MISSING SIGNATURES
- SIGNATURE IS WRITTEN VICE LEGAL SIGNATURE USED
- 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 happens after the expiration of the original contract
- CWAY approval
- NO SRB APPROVAL – MISSING SRB/ESRP NSIPS SCREENSHOT



# TSC Naples Center of Excellence POCs:

---

- **RSC\_Naples@us.navy.mil**
- **RSC\_Bahrain@us.navy.mil**
- **RSC contact info and AOR map can be found on the MYNavy HR CPPA Resources page at <https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources/>**



**Any Questions?**