

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



6 February 2023

Hosted by TSC Naples

UNCLASSIFIED



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- **MILPERSMAN 1160-020 (Reenlistment)**
- **MILPERSMAN 1160-040 (Extensions)**
- **OPNAVINST 1160.8B (SRB)**
- **Pay, Personnel, and Travel Standard Operating Procedures (SOP)**
 - MNCC SOP SharePoint:
 - https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
 - Under CPPA resource page go to Alternate SOP library.
 - EXTENSIONS MyNavy HR SOP:
 - https://www.mynavyhr.navy.mil/Portals/55/Support/PayPers/CPCResources/SOP/Extensions%20SOP.pdf?ver=dDyUI_BJA7i0KgzoQ-mrtQ%3d%3d
 - REENLISTMENT'S MyNavy HR SOP:
 - <https://www.mynavyhr.navy.mil/Portals/55/Support/PayPers/CPCResources/SOP/Reenlistments%20SOP.pdf?ver=ejEmSisxubz2IOuaXyEYIQ%3d%3d>



TSC NAPLES COE Reenlistment & Extension SOP

Reference Guide for Key Supporting Documents (KSDs)

Retention Contracts (Reenlistment & Extensions) Required KSDs by Category

CAT

REQUIRED KSDs

REENLISTMENT with Selective Reenlistment Bonus (SRB)	REENLISTMENT No SRB	STAR REENLISTMENT with Selective Reenlistment Bonus (SRB)	RC2AC REENLISTMENT (Reserve Component to Active Component)
<ol style="list-style-type: none"> 1. NPPSC 1160/1 (CCR) 2. NPPSC 1160/2 Reenlistment Checklist 3. Reenlistment Contract (signed) 4. Applicable Page 13s <ul style="list-style-type: none"> o UCMJ Article 137 o LSL Sell Back o Reenlistment SRB 5. CCC NSIPS SRB Approval 6. BUPERS 328 Approval (when applicable) 	<ol style="list-style-type: none"> 1. NPPSC 1160/1 (CCR) 2. NPPSC 1160/2 Reenlistment Checklist 3. Reenlistment Contract (signed) 4. Applicable Page 13s: <ul style="list-style-type: none"> o UCMJ Article 137 o LSL Sell Back 5. BUPERS 328 APPROVAL (when applicable) 	<ol style="list-style-type: none"> 1. NPPSC 1160/1 (CCR) 2. NPPSC 1160/2 Reenlistment Checklist 3. PMK-EE for the next higher paygrade to which authorized advancement. 4. Reenlistment Contract (signed) 5. CCC NSIPS SRB Approval 6. Applicable Page 13s <ul style="list-style-type: none"> o UCMJ Article 137 o Reenlistment SRB o LSL Sell Back 7. BUPERS 328 APPROVAL (if applicable) 	<ol style="list-style-type: none"> 1. NPPSC 1160/1 (CCR) 2. NPPSC 1160/2 Reenlistment Checklist 3. BUPERS-3 TAR Recall Approval Letter or Naval Message on FTS Selection 4. Reenlistment Contract (signed) 5. CCC NSIPS SRB Approval (if applicable) 6. Applicable Page 13s <ul style="list-style-type: none"> o UCMJ Article 137 o RC2AC Statement of Understanding o Reenlistment SRB

For inquiries, contact:
RSC_NAPLES@us.navy.mil



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REQUIRED KSDs

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)

RETAIN IN SERVICE

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)

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 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 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.

Note: RETAIN IN SERVICE 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, Do not require BUPERS 328 approval.

ACC 393 TEMDU Disciplinary. Member is on appellate leave - Authorized if member is under appellate review.

MILPERSMAN 1050-310

For inquiries, contact:

RSC_NAPLES@us.navy.mil



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. 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.

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Contract Routing: Extensions

favorites Main Menu

NS 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**
 - Extensions
 - Use
 - Inquire
 - Force Management
 - Reenlistments
- 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 - 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

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

Extensions

Exceptions

Name: **SAILOR, POPEYE A.**

Rank/Rate: **PO2**

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



Contract Routing: Extensions

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



Extensions

Exceptions

Name: **SAILOR, POPEYE, A.** Rank/Rate: **102** Current DSC: **100**

Appr Inst: Appr Status: Pending Appr Action:

Reenlistment Date: 07/17/2019 Contract Type: **ACT**
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

NSIPS
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 ☐ School: Extension Months 6 Other:

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

Navigation: 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:

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

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- See next slide for further guidance.

Contract Routing: Extensions

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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

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 ☐ Extension Months

School: Other:

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

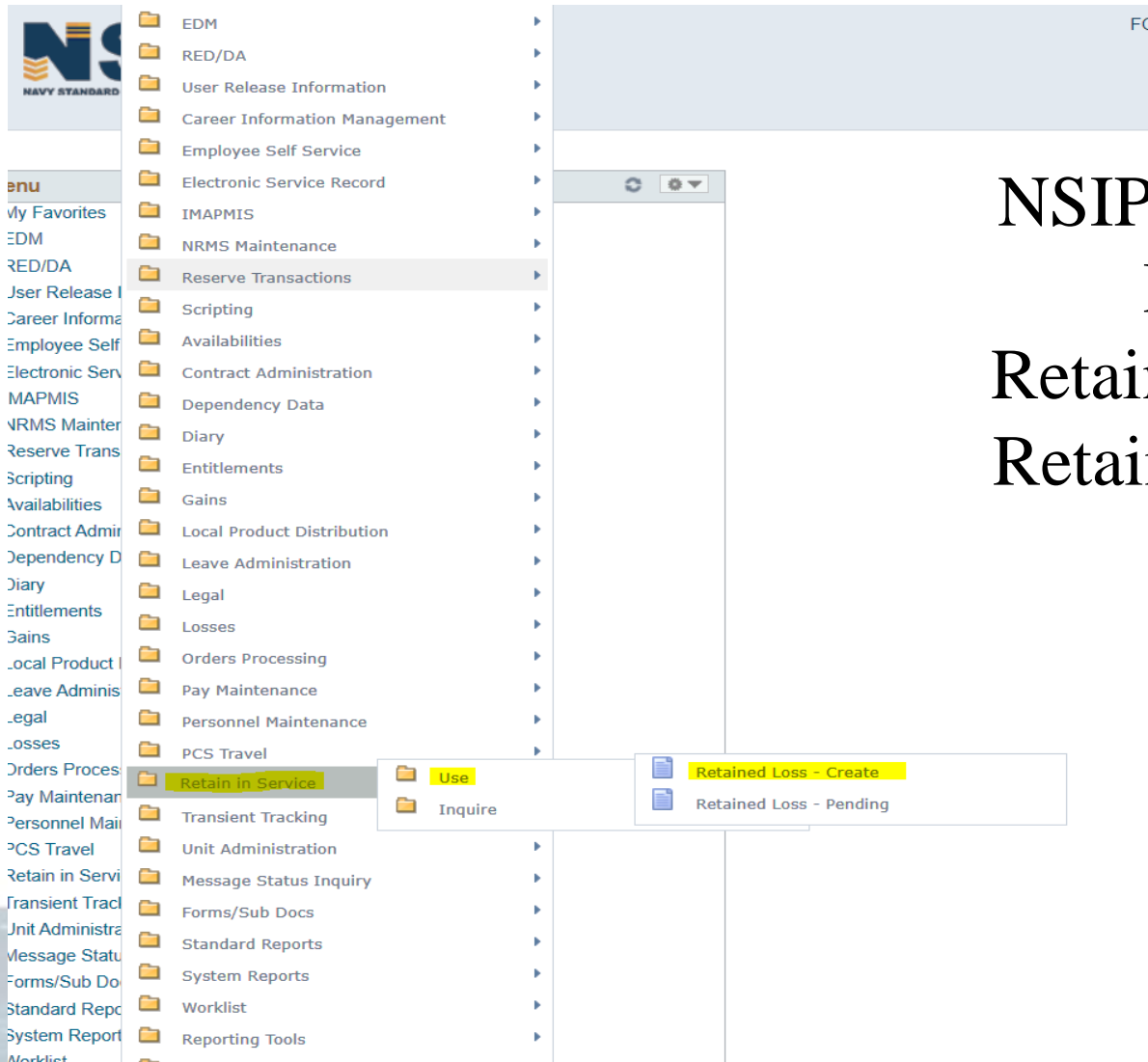
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Contract Routing: Retain in Service



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





Contract Routing: Retain in Service

Retain Loss

Name:	Rank/Rate:	Current DSC:	100
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Appr Inst:	Appr Status:	Appr Action:	<input type="text"/>	Comments
------------	--------------	--------------	----------------------	----------

Retained Reason				
Date of Action:	<input type="text"/>	Reason Code:	<input type="text"/>	<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: _____ Rank/Rate: _____ Current D: _____

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:

Save Return to Search Notify

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:	Rank/Rate:	Current DSC:	100
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Appr Inst:	Appr Status:	Appr Action:	<input type="text"/>	<input type="button" value="Comments"/>
------------	--------------	--------------	----------------------	---

Retained Reason

Date of Action:	<input type="text"/>	Reason Code:	<input type="text"/>
Months to be Retained:	<input type="text"/>	Retired Date:	<input type="text"/>
Stop Loss Indicator:		<input type="text"/>	Stop Loss Date:
Separation Program Designator Code: <input type="text"/>			

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:		
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.

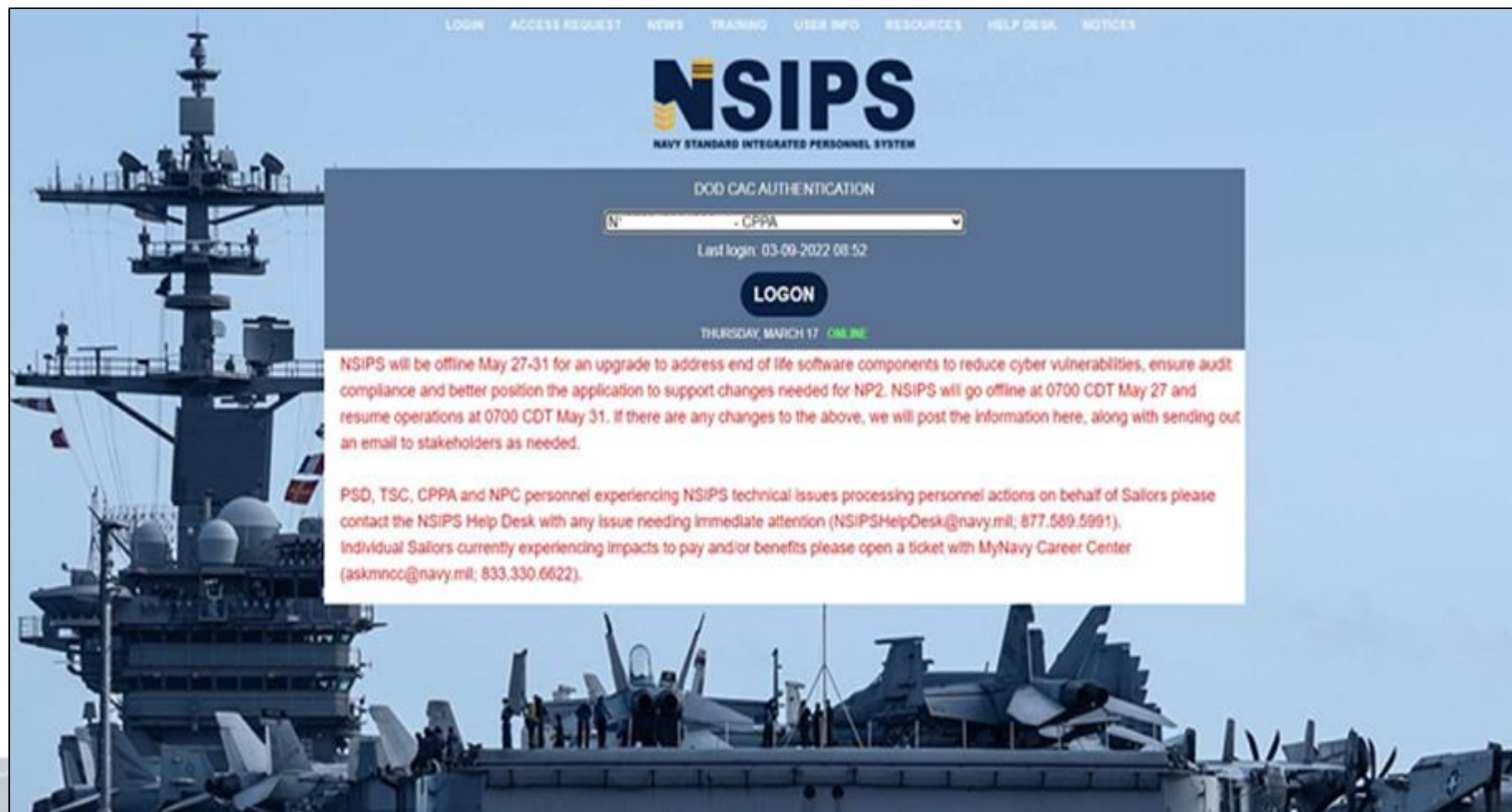
Per MILPERSMAN 1160-040, at no time may an extension of enlistment be executed for the purpose of extending an enlistment, or enlistment as extended, which has already expired.

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

Witnessed:

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

Contract Routing: Reenlistments



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

DOO CAC AUTHENTICATION

N' - CPPA

Last login: 03-09-2022 08:52

LOGON

THURSDAY, MARCH 17 [CMLINE](#)

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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.





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](#)

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: PS3Current DSC: 100

Appr Inst:Appr Stat: PendingAppr Action:

*Reenlistment Date: Contract Type:

Contract End Date:Br/Cis Code:Reenlistment Rank/Rate:

Enlistment Type: Enlistment Term: Navy Loss Code:

RADO - Months: RADO - Days: Reenlistment Code:

Total Active Service: Yrs Mos DaysExpiration of Active Enlist: 12/09/2022

Total Inactive Service: Yrs Mos DaysLSL: Home of Record

Reenlisted at:SellBack:Title:

Officer's Name and Grade:

Contract Information

Create Reenlistment | Exceptions

Look Up Contract Type

Select one of the following values:


ACT Active Duty

ADR Active Duty Reserve

RES Reserve

Contract Routing: Reenlistments

[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:

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

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

Enlistment Type:

Total Active Service: 2 Yrs 5 Mos 17 Days

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

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

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

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

Look Up Enlistment Type

Member Enlistment Condition Cd begins with

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: **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

YEARS OF REENLISTMENT

Reenlistment Code:

Total Active Service: 2 Yrs 5 Mos 17 Days

Total Inactive Service: Yrs Mos Days

LSL 0.0 Home of Record

Reenlisted at:

Officer's Name and Grade:

Title:

Contract Information

Save Return to Search Notify Refresh

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

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: 05/26/2023 Br/Cls 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: 0.0 Home of Record
 Reenlisted at: Title:
 Officer's Name and Grade:

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

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

Look Up Navy Loss Code

Separation Reasons Code =

[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 801 - Only use if reenlisting same day as the EAOS,

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

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/CIs 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 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



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: 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

SellBack:

Title: REENL OFFICER

Reenlisted at: NSA NAPLES, ITALY

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

Contract Information

Save

Return to Search

Notify

Refresh

Create Reenlistment | Exceptions

Contract Routing: Reenlistments

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



EXAMPLES:

1. OBLISERVE FOR BUPERS ORDERS...DTG MSG AND SMP.
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	EAOS
Command	UIC	Department	Division	ADCD
# of Months Extending	Reason			Does member fall into Zone A, B, or C C-WAY? <input type="checkbox"/> Yes <input type="checkbox"/> No
I certify the above info is true and correct.	017 Match EAOS with PRD			026 Medical Care 027 NAVPERSCOM Approval 028 Accelerated Advancement 029 Obliserve to Train 030 Obliserve for School 031 CONSUBPAY Other: Enter Reason Here
	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 past			
PRT Coordinator Name				

Save Return to Search Notify Refresh



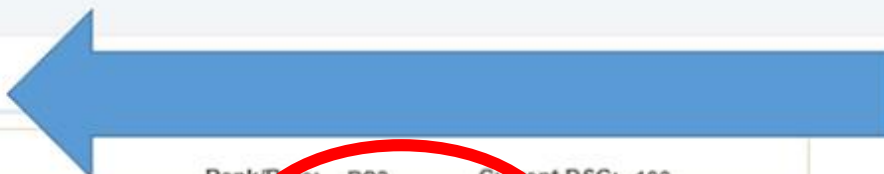
Contract Routing: Reenlistments

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/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 SellBack: 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



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

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

Approval Instance

Name begins with

Limit the number of results to (up to 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

CWAY HELP DESK
career_waypoints@navy.mil

HYT HELP DESK
901-874-3048
for EDLN's that are incorrect

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).

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

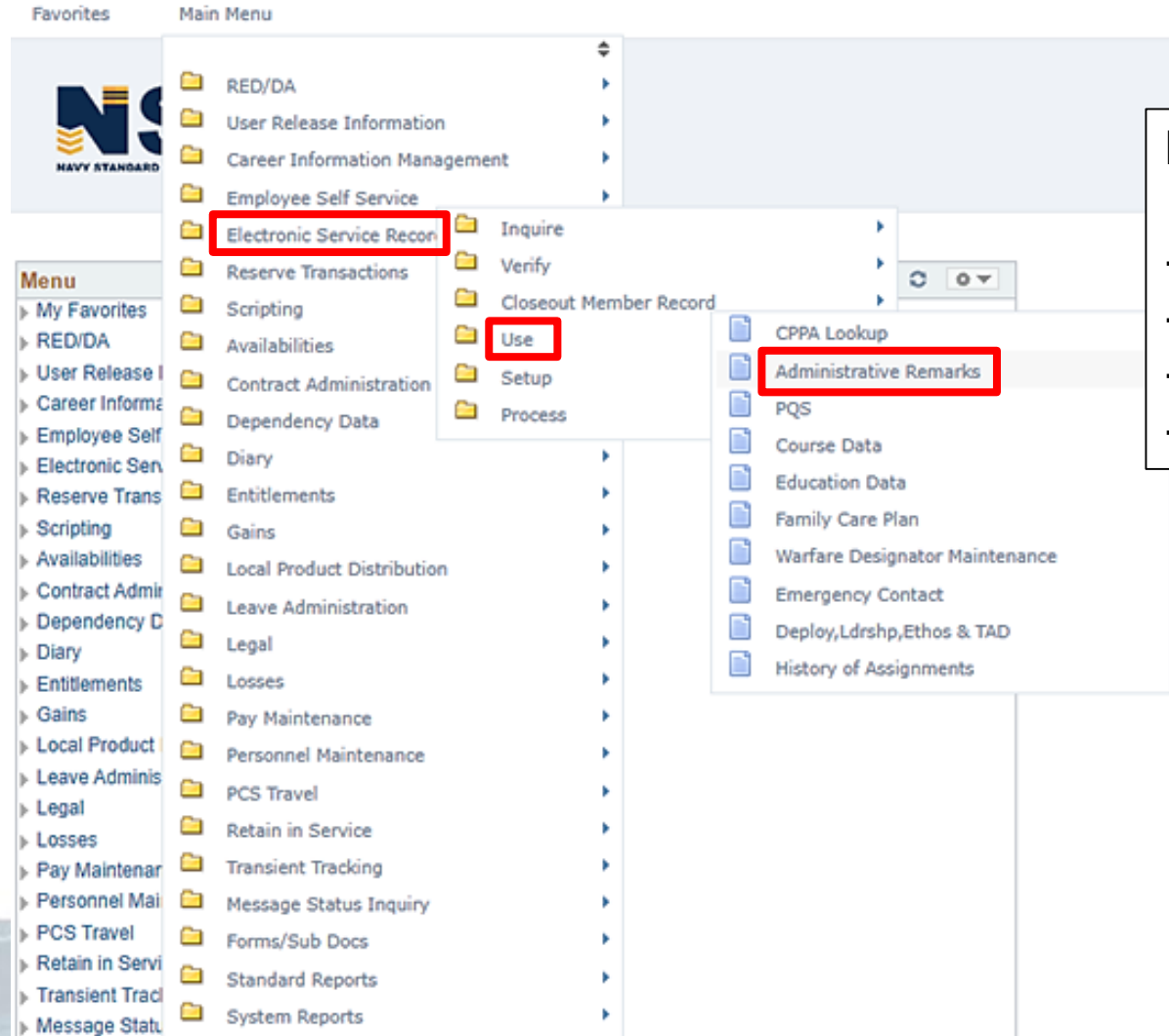
LOGON

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):

SSN
or
LAST, FIRST

Search

Clear

Basic Search



Save Search Criteria

Administrative Remarks

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

Name: Rank/Rate: PS2 Current DSC: 100

Find | View All First 2 of 7 Last

Authority: **MILPERMAN 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

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

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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

Name: [Redacted] Rank/Rate: PS2 Current DSC: 100

Authority: MILPERSMAN 1160-030 ☐ Permanent

Date: [Redacted] **NOT VERIFIED**

Subject Code: A Administrative

Subject: [Redacted]

Remark: [Redacted]

Approving Officer Signature

Name: [Redacted] Title: [Redacted]

Witness Signature

Name: [Redacted] Title: [Redacted]

Member Signature

Date: [Redacted]

Acknowledgement

Acknowledgement: [Redacted]

Look Up Subject

Subject Category Code: A

Subject ID begins with: [Redacted]

Subject: >= CENTER

Look Up Clear Cancel Basic Lookup

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)
8810	CHANGE OF RATING
10172	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO IRR-ASP
10402	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE
10171	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE
10401	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE
9938	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE VTU/IRR-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: Rank/Rate: 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 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](#)



NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

Name: _____ Rank/Rate: _____ Current DSC: 100

Find | View All | First 2 of 7 | 1

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

- ☒ 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

Internal Comments

Case Status Comment

* Subject

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

* Description

REENLISTMENT WITH SRB SEE ATTACHED CCC NSIPS APPROVAL

Case Information

Case Number

Case Origin

--None--

Priority

Medium

Needed By

* Section Category

SEPS AND RETENTION (S&R)

* Request Type

Reenlistments

[View all dependencies](#)

* Problem Code

Reenlistment Contract (Return)

[View all dependencies](#)

* Status

Submitted

Cancel

Save & New

Save

Transaction Routing: eCRM

Routed PSD
NAPLES

Suppress CPPA Notifications

☐

Suppress Sailor Notifications

☐

Effective Date
5/10/2022

Related Users

Supervisor
Search People...

Clerk
Search People...

CPPA

YOU AS THE CPPA
TYPE YOUR FIRST
NAME AND LAST NAME

Additional Information

CPPA Alternate Email

Case Hierarchy

Parent Case
Search Cases...

System Information

THE MEMBER'S INFO

Web Email

Contact Name
POPEYE A. SAILOR

Cancel Save & New Save

Transaction Routing: eCRM

*Choose Next Approver ⓘ

--None--

--None--

PP REENLISTMENTS_EXTENSIONS

Previous Next

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

+ Follow Edit ▾

CLICK:

PP REENLISTMENTS_EXTENSIONS

UPLOAD THE KEY SUPPORTING DOCUMENTS

Files (1) ▾

Upload Files

Or drop files

THEN CLICK NEXT

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

Please hit next to confirm

Previous Next

Transaction Routing: eCRM

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

Please hit **Next** to confirm

[Previous](#) [Next](#)

Case 01153309 has been successfully submitted to queue PP REENLISTMENTS_EXTENSIONS

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

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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 OR 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?