References

- 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:
## TSC NAPLES COE Reenlistment & Extension SOP
### Reference Guide for Key Supporting Documents (KSDs)

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>KSDs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REENLISTMENT</strong> with Selective Reenlistment Bonus (SRB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. NPPSC 1160/1 (CCR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. NPPSC 1160/2 Reenlistment Checklist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Reenlistment Contract (signed)</td>
<td></td>
<td></td>
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<tr>
<td>4. Applicable Page 13s:</td>
<td></td>
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</tr>
<tr>
<td>o UCMJ Article 137</td>
<td></td>
<td></td>
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<tr>
<td>o LSL Sell Back</td>
<td></td>
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<tr>
<td>o Reenlistment SRB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. CCC NSIPS SRB Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. BUPERS 328 Approval (when applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REENLISTMENT</strong> No SRB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. NPPSC 1160/1 (CCR)</td>
<td></td>
<td></td>
</tr>
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<td><strong>STAR REENLISTMENT</strong> with Selective Reenlistment Bonus (SRB)</td>
<td></td>
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</tr>
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<td>1. NPPSC 1160/1 (CCR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. NPPSC 1160/2 Reenlistment Checklist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. PMK-EE for the next higher paygrade to which authorized advancement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Reenlistment Contract (signed)</td>
<td></td>
<td></td>
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<tr>
<td>5. CCC NSIPS SRB Approval</td>
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<tr>
<td>6. Applicable Page 13s:</td>
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<td>o Reenlistment SRB</td>
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<tr>
<td>o LSL Sell Back</td>
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</tr>
<tr>
<td>7. BUPERS 328 APPROVAL (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RC2AC REENLISTMENT</strong> (Reserve Component to Active Component)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. NPPSC 1160/1 (CCR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. NPPSC 1160/2 Reenlistment Checklist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. BUPERS-3 TAR Recall Approval Letter or Naval Message on FTS Selection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Reenlistment Contract (signed)</td>
<td></td>
<td></td>
</tr>
<tr>
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</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>o UCMJ Article 137</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o RC2AC Statement of Understanding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Reenlistment SRB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For inquiries, contact:**
RSC_NAPLES@us.navy.mil
## Retention Contracts (Reenlistment & Extensions) Required KSDs by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Required KSDs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXTENSION</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 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  
2. BUPERS 328 Approval (when applicable) |
| Legal & LIMDU ACC 105 | 1. Applicable Page 13  
2. BUPERS 328 Approval |

### 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.

### 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
  - EAOS/SEAOS
  - PRD and/or transfer date
  - CWAY status
  - SRB/CSRB eligibility
  - Reason for the submission
  - Aggregate extensions months executed PRIOR to this request
  - CO comments
  - Command POC information

Contract Routing: 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

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

PSD, TSC, CPPA and NPC personnel experiencing NSIPS technical issues processing personnel actions on behalf of Sailors please contact the NSIPS Help Desk with any issue needing immediate attention (NSIPSHelpDesk@navy.mil; 877.569.5991). Individual Sailors currently experiencing impacts to pay and/or benefits please open a ticket with MyNavy Career Center (askmnc@navy.mil; 833.330.6622).
Contract Routing: Extensions
Contract Routing: Extensions

Extensions - Create

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

Find an Existing Value

Search Criteria

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

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

Search  Clear  Basic Search  Save Search Criteria

SSN

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

![Image of NSIPS Contract Routing System]

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

- Appr Inst:
- Appr Status: Pending
- Appr Action: 

- Reenlistment Date: 07/17/2019
- Contract Type: 
- Contract Status: 

- Extension Months
- Extension Months Other:
- Date of Occurrence:

- BR/CL: 11

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

- Save, Return to Search, Notify
Contract Routing: Extensions
Contract Routing: Extensions
MILPERSMAN 1160-040 and MILPERSMAN 1070-190 direct that the authorized official signing the extension contract (“Officer Name/Grade”) must:

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

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

- Contract Start Date: 07/17/2019
- Contract Type: Active Duty
- Description: Execute
- Contract Clause: 319 - Obligated Service for Orders

Exceptions:

- I certify the above information.
- Service Member Name
- PRT Coordinator Name

Supporting D

- Command Career Request NPPSC 1160/1 (Rev. 06-2020)
- Command Extension Request
  - Name
  - DoD ID
  - Rate
  - Command
  - UIC
  - Department

- # of Months Extending
  - 017 Match EAOS with PRD
  - 018 Pregnancy (Member or Spouse)
  - 019 Obligated Service for Orders
  - 020 Sufficient Service for RET
  - 021 Sufficient Service for FLTRES
  - 022 Match HYT Date
  - 023 PFA Waiver
  - 024 Cruise or Deployment
  - 025 Criminal Proceedings
  - Other: Enter Reason Here
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.

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

<table>
<thead>
<tr>
<th>Name: SAILOR, POPEYE A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank/Rate: S2</td>
</tr>
<tr>
<td>Current DC: 100</td>
</tr>
<tr>
<td>Appr Inst:</td>
</tr>
<tr>
<td>Appr Status: Pending</td>
</tr>
<tr>
<td>Contract Type: ACT</td>
</tr>
<tr>
<td>Contract Status: Execute</td>
</tr>
<tr>
<td>Reenlistment Date: 07/17/2019</td>
</tr>
<tr>
<td>Contract End Date: 01/16/2023</td>
</tr>
<tr>
<td>Extension Months: 6</td>
</tr>
<tr>
<td>Extension Months - Other:</td>
</tr>
<tr>
<td>Date of Occurrence: 05/26/2021</td>
</tr>
<tr>
<td>For Continuous Submarine Duty Incentive Pay Purpose?</td>
</tr>
<tr>
<td>Ship/Duty Location: PSD NAPLES</td>
</tr>
<tr>
<td>Officer Name/Grade:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Contract Information:</td>
</tr>
<tr>
<td>Rsv Act Duty Obligation Days: 0</td>
</tr>
<tr>
<td>Rsv Act Duty Obligation Months: 0</td>
</tr>
</tbody>
</table>

**Incomplete**

**NUMBER OF MONTHS**

F. M. LAST, RANK, USN AUTHORIZING OFFICIAL OR BYDIRCO
Contract Routing: Retain in Service

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: Retain in Service

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

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
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”
Generate the RIS page 13
Search in Subject Category Code: Administrative - A
Subject: CENTER OF EXCELLENCE
ADMINISTRATIVE REMARKS
NAVPER 1070/613

SHIP OR STATION: RETAINED IN SERVICE
SUBJECT: 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 EASOS 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 EASOS will be 23 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 EASOS.

Per MILPERSMAN 1160-440, 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:

<table>
<thead>
<tr>
<th>NAME (LAST, FIRST MIDDLE)</th>
<th>SOCIAL SECURITY NUMBER</th>
<th>BRANCH AND CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>[REDACTED]</td>
<td>[REDACTED]</td>
<td>USN</td>
</tr>
</tbody>
</table>

Official NSIPS/ESR form printed this date: 08/25/2022
Page 1 of 1
Contract Routing: Reenlistments

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

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

Form for creating a reenlistment contract with fields for name, rank, current DSC, reenlistment date, contract type, reenlistment rank, enlistment type, enlistment term, RADO months and days, total active service, total inactive service, reenlisted at, officer's name and grade, and options for saving, returning to search, notifying, and refreshing.
Contract Routing: Reenlistments
Contract Routing: Reenlistments

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

Create Reenlistment | Exceptions

Save ➤ Return to Search ➤ Notify ➤ Refresh

- 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
- Contract End Date: 05/26/2023
- Br/Cls Code: 11
- Active Duty
- Reenlistment Rank/Rate: PS3
- Years of Reenlistment: 5
- Enlistment Term: 2
- Enlistment Code: 
- Total Active Service: 2 Yrs 5 Mos 17 Days
- Total Inactive Service: 
- LSL SellBack: 0.0
- Reenlisted at:
- Officer's Name and Grade:

YEARS OF REENLISTMENT
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
Contract Routing: Reenlistments
Contract Routing: Reenlistments

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

Command Career Request
NPPSO-1160/1 (Rev. 05/2020)

[Image of a form with fields such as Name, Rank/Rate, Contract Begin Date, etc., and a drop-down for Reason with options like Pregnancy, Obligated Service, etc., and a button to save or return to search.]
Contract Routing: Reenlistments

<table>
<thead>
<tr>
<th>Name:</th>
<th>DOE, JANE A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appr Inst:</td>
<td></td>
</tr>
<tr>
<td>Appr Stat:</td>
<td>Pending</td>
</tr>
<tr>
<td>Appr Action:</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

- **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:** [Fields blank]
- **Reenlisted at:** NSA NAPLES, ITALY
- **Officer’s Name and Grade:** F. M. LAST, RANK, USN

*Home of Record: 0.0*
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 and/or 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: _______
Note to CCC:
SRB Precert must be submitted 35-120 days out from the reenlistment date.

IAW: OPNAVINST 1160.8B (SRB Program)
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

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Administrative Remarks

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

SSN or LAST, FIRST
- Select “Administrative”
Administrative Remarks

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

- “Select Remark Template”
- Check the box
- Select “Okay”
Administrative Remarks

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

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
Transaction Routing: eCRM

YOU AS THE CPPA TYPE YOUR FIRST NAME AND LAST NAME

THE MEMBER'S INFO

POPEYE A. SAILOR
Transaction Routing: eCRM

**TYPE:** PP REEN

**CLICK:**

PP REENLISTMENTS_EXTENSIONS

**UPLOAD THE KEY SUPPORTING DOCUMENTS**

**THEN CLICK NEXT**

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

Please hit next to confirm
Transaction Routing: eCRM

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

Please hit Next to confirm

Case 01153309 has been successfully submitted to queue PP REENLISTMENTS_EXTENSIONS

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