

Extensions SOP



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Process Name: Extension of Enlistments SOP**Document ID: End to End****Document Owner:**

MNCC HRSC, Navy Personnel Command

Approval:

Navy Pay and Personnel Support Center (NPPSC)

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PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow during management and administration of an enlisted Service Member's Extension of Enlistment on Reserve or Active Duty.

Roles / Responsibilities:

- TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.
- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a person authorized to *release* NSIPS transactions.
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), or shipboard senior Personnel Specialist, or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."
- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- Command Career Counselor: CCC and Dept/Div personnel who perform career counseling.
- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/TSC.
- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.
- Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.
- Deputy Disbursing Officer: A person appointed to act in the name of and for that DO to perform any and all acts relating to the receipt, disbursement, custody, and accounting for public funds. The appointing DO may restrict the acts a deputy is authorized to perform. DDOs must be U.S. citizens.

Service Member

- View/verify/update ESR in conjunction with Career Development Boards, which are recommended to be conducted 15-24 months prior to PRD/SEAOS.

CPPA

- Ensure TSC receives complete and correct documentation in accordance with the SOP and any supporting checklists in timeframes indicated.

CCC

- Monitor Career Information Management System (CIMS) reports (EAOS/PRD, HYT, Gains/Losses, etc.). Identify eligible (SEAOS/PRD) Service Members.
- Ensure all qualified Career Waypoint-Reenlistment applications are submitted IAW applicable time criteria.
- Review monthly results via Career Waypoint-Reenlistment command reports and update applications as necessary to increase Service Member retention opportunities.

Command Leadership

- NAVADMIN 307/17 announced comprehensive policy and process changes, and directed commands to take immediate action to align enlistment contracts with duty station tour lengths. Effective upon release of the NAVADMIN through 31 May 2018, the Navy is in an Alignment Open Season with details spelled out in paragraph 5 of the NAVADMIN. In addition, several policy and process changes to maintain long term alignment have been implemented. These changes are effective immediately and include:
 - o Commanding officers (CO) extension authority,
 - o Obligated service (OBLISERV) policy,
 - o Career Waypoints (C-WAY) policy, and
 - o Enlistment extension policy
- Ensure user access to online service records and encourage personnel to monitor records for personnel data accuracy, career achievements, and eligibility for continued service.
- Support personnel efforts to ensure records accurately reflect personal and career data, and professional achievements.

Command Leadership Continued

- Designate Primary and Secondary Command Pay and Personnel Administrator (CPPA) in writing, per MPM 1000-021, and ensure participation in routine training provided by servicing TSC.
- When personnel accounts are maintained by a TSC, use eCRM to submit personnel documents for documentation in NSIPS.
- In all cases when applications do not perform as expected, ensure stakeholders and/or users contact Navy 311 via email at navy311@navy.mil. Ensure support requests are tracked until resolved satisfactorily.

TSC

- Print and verify the Projected Loss Report with EAOS and EREN in NSIPS weekly.
- Monitor Projected Loss Report for EAOS from NSIPS and work with Command Pay and Personnel Administrator (CPPA) and/or Command Career Counselor (CCC) to identify Service Members within 90 days of EAOS.
- Coordinate with CPPA and/or CCC to determine Service Member's career intentions in sufficient time to meet requirement of Navy directives.
- Service record entries are event driven, and individual governing regulations must be reviewed to determine the specific requirements for the event. Refer to MILPERSMAN 1070-111, which identifies those NSIPS/ESR documents that need to be submitted to the OMPF upon extension of enlistment. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member's effort to resolve the issue as soon as possible.

OVERALL BEST PRACTICES:

All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: <https://www.doncio.navy.mil/>

#	System	Description
1.	OMPF	<ul style="list-style-type: none"> · Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Officer and Enlisted Service Member, Active and Reserve, from time of entry until final separation. · OMPF - My Record View provides the ability to view, download, and print OMPF documents. · Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer. · When asked to verify PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
2.	Electronic-Submission (E-Sub)	<ul style="list-style-type: none"> · The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. · The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant. · All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu.
3.	NSIPS/ESR	<ul style="list-style-type: none"> · Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for Officer and Enlisted, Active and Reserve. · The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information. · Login to NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
4.	DJMS MMPA	<ul style="list-style-type: none"> · The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing. · MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. · Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
5.	DWOWS	<ul style="list-style-type: none"> · Defense Workload Operations Web System (DWOWS) is a web-based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members.
6.	Enterprise Customer Relations Management (eCRM)	<ul style="list-style-type: none"> · eCRM Console enables designated command personnel to communicate safely and efficiently with the supporting TSC, TSC or TPD via the Internet. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · eCRM Console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer.
7.	CIMS	<ul style="list-style-type: none"> · Career Information Management System (CIMS) automates Career Counselor office procedures and simplifies processes supporting the command's career information program. · Using CIMS, the CCC creates and maintains Command Career Counselor records, prepares for Career Development Boards (CDBs), views Armed Services Vocational Aptitude Battery (ASVAB) scores, accesses SRB, ESRP, and retirement calculators, obtains a variety of lists and reports, and prints certificates for reenlistment and retirement. · Login to CIMS at: https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer.
8.	Career Waypoints	<ul style="list-style-type: none"> · Career Waypoints (C-WAY) is the IT system that serves as the Navy's primary force shaping tool used to level rating manning from overmanned ratings to undermanned ratings for both rated and non-rated Sailors. It is also a rating quality and eligibility screening mechanism. C-WAY processes Reenlistment (REEN) applications for retention, as well as qualifies Sailors for rating conversion opportunities and Apprentices to rating designations, as part of mandatory Chief of Naval Personnel career counseling and retention programs, including C-WAY-REEN and C-WAY-Professional Apprenticeship Career Track (PACT). System capabilities and business processes are discussed in detail in NAVADMINs 021/13, 149/13 and 150/13. The enlisted career management processes supported by C-WAY include: <ul style="list-style-type: none"> o Reenlistment (formerly Perform to Serve (PTS)) o Reclassification (formerly Production Management Office (PMO)) o PACT Designation (formerly Rating Entry for General Apprentice (REGA)) o Conversion (within Active Component (AC) and Reserve Component (RC)) o Transition between AC/FTS and RC o Transition between RC and AC/FTS · The C-WAY system now automatically generates most reenlistment applications based on a Service Member's Projected Rotation Date (PRD) or proximity to the end of their enlistment contract (End of Active Obligated Service, as extended (SEAOS)). · Login to Career Navigator/Career Waypoints at: https://www.bol.navy.mil/bam/

References:



#	Doc ID	Title
1	OPNAVINST 6110.1 (Series)	Physical Readiness Program
2	SECNAVINST 6120.3 (Series)	Periodic Health Assessment for Individual Medical Readiness
3	NAVMED P-117, Chapter 18	Manual of the Medical Department (MANMED), Chapter 18 Medical Evaluation Boards
4	DoD FMR Vol. 7A, Ch. 35	Department of Defense (DoD) Financial Management Regulation (FMR) – Separation Payments - Accrued Leave Pay
5	BUPERSINST 1610.10 (Series)	Navy Performance Evaluation System
6	MILPERSMAN 1070-111	Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF).
	MILPERSMAN 1070-250	NAVPERS 1070/621, Agreement to Extend Enlistment
	MILPERSMAN 1070-260	NAVPERS 1070/622, Agreement to Recall or Extend Active Duty
	MILPERSMAN 1070-320	Administrative Remarks
	MILPERSMAN 1160-040	Extensions of Enlistments
	MILPERSMAN 1160-050	Voluntary or Involuntary Extension of Enlisted Personnel Beyond Expiration of Enlistment, Fulfillment of Service Obligation, or Expiration of Tour of Active Service
	MILPERSMAN 1160-120	High Year Tenure (HYT)
	MILPERSMAN 1160-140	Career Waypoints – Reenlistment
	MILPERSMAN 1306-104	Projected Rotation Date (PRD)
	MILPERSMAN 1306-106	Time On Station (TOS) and Retainability/Obligated Service (OBLISERV)
	MILPERSMAN 1306-141	Voluntary Sea Duty Program (VSDP)
	MILPERSMAN 1306-611	Professional Apprenticeship Career Track (PACT) Program
	MILPERSMAN 1440-010	Conversion Authorization
	MILPERSMAN 1440-011	Forced Conversion
MILPERSMAN 7220-340	Lump-Sum Payment for Accrued Leave	
7	NPPSCINST 5213.1 (Series)	Forms Management
	NPPSCINST 5220.2 (Series)	Standard Management Reports
8	NAVADMIN 304/17	Physical Readiness Program Policy Change
	NAVADMIN 307/17	Alignment of Enlistment Contracts with Duty Station Tour Lengths
	NAVADMIN 118/18	Professional Apprenticeship Career Track Program Changes
	NAVADMIN 274/19	Sea Shore Flow Enlisted Career Paths Update
	NAVADMIN 275/19	Professional Apprenticeship Career Track Program Changes - II
	NAVADMIN 071/20	Physical Readiness Policy
	NAVADMIN 089/20	Voluntary Extension For Active Component Navy Members With Approved Separation or Retirement Date
	NAVADMIN 108/20	Selective Reenlistment Bonus Program Update April 2020
	NAVADMIN 272/21	Publication of BUPERSINST 1610.10F (EVALMAN)
	NAVADMIN 250/22	eNAVFIT Implementation Update
	NAVADMIN 259/22	Publication of BUPERSINST 1610.10F (EVALMAN) CH 1 (Corrected Copy)
NAVADMIN 288/22	High Year Tenure Plus Pilot	
9	NPPSC Ops Alert 007/23	High Year Tenure (HYT) Plus Pilot Program and Verification of Estimated Date Loss from the Navy (EDLN) Prior to Contract Submission
10	PPIB 14-08	Career Waypoints (C-WAY) Requirements
	PPIB 20-08	New Contract Clause Added to Short Term Extensions in NSIPS

Online Resources:



#	Website Sponsor	Title and Link
1.	MyNavy HR	Electronic Service Record (ESR) https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/
2.	MyNavy HR	Official Military Personnel File (OMPF) My Record https://www.mynavyhr.navy.mil/Career-Management/Records-Management/OMPF-My-Record/
3.	MyNavy HR	OMPF Document Correction https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/
4.	MyNavy HR	OMPF Document Submission https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/
5.	MyNavy HR	Electronic Submission https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Submission/
6.	MyNavy HR	CPPA Resources https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/
7.	MyNavy HR	Career Counseling Career Development https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Resources/
8.	MyNavy HR	Career Counseling Career Waypoints (C-WAY) https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/
9.	MyNavy HR	Reenlistments/Extensions https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Reenlistment-Extensions/
10.	MyNavy HR	Enlisted Community Management https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/
11.	NSIPS	NSIPS https://www.nsips.cloud.navy.mil/my_policy

Command Aids and User Guides Available Online:

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

Help Desks:

← **BACK**

#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none"> NSIPS Help Desk Phone : 1-833-NESDNOW (1-833-637-3669) Email : nesd@nesd-mail.onbmc.mil MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil
2.	OMPF	<ul style="list-style-type: none"> MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil
3.	eCRM	<ul style="list-style-type: none"> eCRM Help Desk https://navynpc.my.salesforce.mil/ eCRM Exception to Policy Help Desk ecrmetp@us.navy.mil
4.	Career Waypoints (C-WAY)	<ul style="list-style-type: none"> C-WAY Help Desk: (901) 874-2102; DSN 882-2102 or 882 5672; or career_waypoints@navy.mil My Navy Career Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil
5.	CIMS	<ul style="list-style-type: none"> <u>NSIPS HELP DESK</u> Phone : 1-833-NESDNOW (1-833-637-3669) Email : nesd@nesd-mail.onbmc.mil

Forms:

#	Form #	Title
1.	NAVPERS 1070/613	Administrative Remarks https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
2.	NAVPERS 1070/621	Agreement to Extend Enlistment https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
3.	NAVPERS 1070/622	Agreement to Recall or Extend Active Duty https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
4.	NAVPERS 1306/7	Enlisted Personnel Action Request https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
5.	NPPSC 1160/1	Command Career Request (Extension) https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

COMMAND LEADERSHIP START



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p align="center">COMMAND LEADERSHIP</p>	1	Review, update, and correct ESR, as required	<p>Review, update, and correct Electronic Service Record (ESR), as required.</p> <p>Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following:</p> <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command; · Current career information and support from the Command Career Counselor (CCC); · Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review; · Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the Command Pay and Personnel Administrator (CPPA), etc.
	2	Determine Service Member's extension eligibility	<p>Determine Service Member's extension eligibility.</p> <p>Commands shall ensure Service Member is adequately supported and provided current and accurate information throughout the extension decision process including the following:</p> <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command administered through individual counseling and the Career Development Board process; · Current career information and support from the Command Career Counselor (CCC); including information regarding eligibility for various incentive programs, etc. <p>Refer also to MPM 1160-040 for extension eligibility criteria, as required.</p> <p>Except as outlined in MPM 1160-040, all extension agreements are to be considered conditional for a specified reason. As such, extensions must be executed in monthly increments of 1-48 months. Unconditional extensions are not authorized. See paragraph 3 of MPM 1160-040 for additional guidance.</p> <ul style="list-style-type: none"> · The enlistment contract cannot be extended for more than 48 aggregate months. · Extensions greater than 48 months are not authorized without BUPERS 328 approval. · Extension agreements authorized during initial recruit enlistment contracts for 6 Year Obligation (YO) enlistment programs (e.g., Nuclear Power, or Advanced Training programs) do not count against the two extensions authorized per enlistment contract. · A maximum of two extension agreements per enlistment contract are authorized. · Service Members in pay grades E-6 and below with less than 14 years of service must have an approved authorization from Career Waypoints (C-WAY) in order to extend their enlistment, except as outlined in MPM 1160-040 para 5.c. <p>Note: Enlisted Career Administration Department (BUPERS-328) is empowered to approve or disapprove extension requests submitted by commands. Commands may request additional reviews of disapproval decisions in the form of an exception to policy from OPNAV (N13).</p>
	3	Submit Extension approval or cancellation request to servicing TSC	Submit Extension approval or cancellation request to servicing TSC.

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	1	Review, update, and correct ESR, as required	Review, update, and correct Electronic Service Record (ESR), as required. Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following: <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command; · Current career information and support from the Command Career Counselor (CCC); · Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review; · Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the Command Pay and Personnel Administrator (CPPA), etc.
	1.1	Is Service Member's intention to cancel an approved extension?	Is Service Member's intention to cancel an approved extension? Refer to NAVADMIN 307/17 , Alignment of Enlistment Contracts with Duty Station Tour Lengths, to identify any potential issues, as required. If Yes, go to 3. If No, go to 1.2.
CCC	2	Determine Service Member's extension eligibility	Determine Service Member's extension eligibility. Commands shall ensure Service Member is adequately supported and provided current and accurate information throughout the extension decision process including the following: <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command administered through individual counseling and the Career Development Board process; · Current career information and support from the Command Career Counselor (CCC); including information regarding eligibility for various incentive programs, etc. Refer also to MPM 1160-040 for extension eligibility criteria, as required. Except as outlined in MPM 1160-040 , all extension agreements are to be considered conditional for a specified reason. As such, extensions must be executed in monthly increments of 1-48 months. Unconditional extensions are not authorized. See paragraph 3 of MPM 1160-040 for additional guidance. <ul style="list-style-type: none"> · The enlistment contract cannot be extended for more than 48 aggregate months. · Extensions greater than 48 months are not authorized without BUPERS 328 approval. · Extension agreements authorized during initial recruit enlistment contracts for 6 Year Obligation (YO) enlistment programs (e.g., Nuclear Power, or Advanced Training programs) do not count against the two extensions authorized per enlistment contract. · A maximum of two extension agreements per enlistment contract are authorized. · Service Members in pay grades E-6 and below with less than 14 years of service must have an approved authorization from Career Waypoints (C-WAY) in order to extend their enlistment, except as outlined in MPM 1160-040 para 5.c. Note: Enlisted Career Administration Department (BUPERS-328) is empowered to approve or disapprove extension requests submitted by commands. Commands may request additional reviews of disapproval decisions in the form of an exception to policy from OPNAV (N13).
	2.1	Schedule a Career Development Board	CCC schedules a Career Development Board (CDB). Career Development Boards should be conducted in accordance with (IAW) local command instruction.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2.2	Conduct a Career Development Board	<p>CCC conducts a Career Development Board with the Service Member and chain of command in accordance with local command instruction.</p> <p>Conduct a Career Development Board to discuss the Service Member's career options.</p> <p>Information to assist Career Counselors administer the MLC portion of the CDB, in addition to a guide for officers conducting mid-term counseling is located at: https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/ Refer to NAVADMIN 243/14 for MLC touchpoints. Refer to NAVADMIN 243/14 for MLC discussion topics.</p> <p>Determine whether Service Member meets the policy and eligibility requirements of MILPERSMAN 1160-030</p>
CCC	2.3	Determine whether Service Member meets eligibility criteria for an extension	<p>Determine whether Service Member meets eligibility criteria for an extension</p> <p>Refer to MPM 1160-040 paragraph 3 Extension Increments.</p> <p>Refer also to MPM 1160-040 paragraph 4, Circumstances Which Make a Sailor Ineligible to Execute an Extension, for eligibility criteria.</p> <ul style="list-style-type: none"> · Determine whether Service Member is recommended for retention based upon Evaluation Report and Counseling Record per BUPERSINST 1610.10 (Series). · Determine whether Service Member has any Physical Fitness Assessment (PFA) failures per OPNAVINST 6110.1 (Series), Physical Readiness Program, and most recent Physical Readiness Program NAVADMIN for current policy. <p>Physical Examination. Qualification for continued service, either in the Active Component or Reserve Component, to include full time support (FTS) and SELRES, should be based on the ability of a Service member to perform the functions of his or her rate, rank, or occupational specialty without physical or medical limitations. Per chapter 15 of NAVMED P-117, Manual of the Medical Department, routine periodic physical examinations are no longer required for AC or FTS personnel.</p> <p>Instead, the use of the periodic health assessment, with guidance provided in SECNAVINST 6120.3 (Series) should be used to meet this requirement</p> <p>Note: Refer to MILPERSMAN 1160-030 for conditional reenlistment authority. If a member has an aggregate total of 48 months of operative extensions on current enlistment.</p>
	2.5	Initiate Command Career Request - Extension	<p>CCC initiates Command Career Request – Extension, NPPSC 1160/1</p> <p>Obtain NPPSC 1160/1 at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>Take into consideration how long it takes to route request for endorsements and through the chain of command approvals. SUBMIT AND TRACK EARLY!</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CCC	2.6	Does Service Member require a C-WAY approval?	<p>Does Service Member require a Career Waypoints (C-WAY) Reenlistment approval?</p> <p>Service Members in pay grades E-6 and below with less than 14 years of service must have an approved authorization from Career Waypoints (C-WAY) in order to extend their enlistment.</p> <p>Note: Service Members will not require a C-WAY-REEN application quota to execute a short-term extension in order to accept orders, or extend in place under Voluntary Sea Duty Program (VSDP), provided they meet C-WAY-REEN criteria.</p> <p>Refer to MILPERSMAN 1306-106 for information about OBLISERV in connection with a PCS transfer.</p> <p>Refer to MILPERSMAN 1306-141, Voluntary Sea Duty Program (VSDP) for Service Members able to defer their Career Waypoints reenlistment (C-WAY-REEN) application window to the minimum OBLISERV required for the orders negotiated as outlined in MILPERSMAN 1306-104.</p> <p>Refer also to OPNAVINST 1160.8 (Series) and the most recent selective reenlistment bonus (SRB) NAVADMIN message for information on the Obligated Service to Train Program.</p> <p>Refer also to Career Waypoints (C-WAY) website for latest information: https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/</p> <p>The Command Career Counselor (CCC) is responsible for submitting all C-WAY applications on behalf of Service Members, informing Service Members of monthly results, and updating applications if Service Member does not receive a reenlistment quota.</p> <p>All “mandatory” applications (example SEAOS, and PRD) are created and pre-populated by Career Waypoints System. Command Career Counselor simply verifies/validates the information and submits the application for processing.</p> <p>If Yes, go to Step 2.7 If No, go to Step 2.10</p>
	2.7	Submit C-WAY application	<p>CCC submits C-WAY application to reenlist in rating, convert to a new rating, or reenlist in the Selected Reserves (SELRES).</p> <p>Ensure all qualified Career Waypoint-Reenlistment applications are submitted as required. Beginning October 2017, C-WAY-REEN application processing timelines were adjusted to better align with the new MNA window.</p> <p>Soft End of Active Obligated Service (SEAOS) and PRD applications will pre-populate at 18 months vice 15 months.</p> <p>SEAOS-based reenlistment applications may be submitted 16 months prior to SEAOS vice 13 months, and PRD-based applications may be submitted 15 months prior to PRD vice 12 months.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2.8	Did command receive C-WAY approval?	<p>Did command receive C-WAY approval?</p> <p>CCC receives C-WAY approval to reenlist in rating, convert to a new rating, or reenlist in the Selected Reserves (SELRES) and compiles documentation for subsequent submission to the servicing TSC.</p> <p>If Yes, go to 2.9 If No, go to Stop.</p> <p>If at a Stop in Extensions SOP, refer to these SOPs, as appropriate:</p> <ul style="list-style-type: none"> · Separations https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx · Retirements https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
	2.9	Compile C-Way – Reen approval letter for subsequent submission to TSC	CCC compiles C-Way – Reen approval letter for subsequent submission to TSC
CCC	2.10	Does Service Member require a HYT waiver?	<p>Does Service Member require a High Year Tenure (HYT) waiver?</p> <p>CCC reviews Active-Duty Service Date in ESR.</p> <p>Refer to NAVADMIN 307/17, Alignment of Enlistment Contracts with Duty Station Tour Lengths, to identify open season extension opportunities and temporary relaxation of requirements, as applicable.</p> <p>Comply with MPM 1160-040, MPM 1160-120 and NAVADMIN 288/22 High Year Tenure Plus Pilot for applicability. Service Members may not extend their enlistment more than 30 days beyond their HYT date without specific approval from BUPERS-32. Service Members without an HYT waiver who are extended beyond HYT are to be separated at HYT vice EAOS as extended, (see MILPERSMAN 1160-120).</p> <p>Extensions within 30 days of HYT do not require an HYT waiver. If NSIPS HYT flag prevents release of extension, personnel offices must contact BUPERS-32.</p> <p>Note: Changes have been made to the Enlisted High Year Tenure for Navy Reserve Personnel to apply HYT gates to Individual Ready Reserve (IRR) members and place limits on Active Status Pool (ASP) members not serving in Volunteer Training Units (VTU). SELRES must be eligible for retention under the High Year Tenure (HYT) restrictions in MPM1160-120 and NAVADMIN 288/22.</p> <p>If Yes, go to 2.11. If No, go to 2.14.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2.11	Submit HYT waiver request	<p>CCC submits HYT waiver request.</p> <p>CCC submits HYT waiver to Navy Personnel Command IAW MPM 1160-120 HYT waiver request procedures.</p> <p>Requests for ACDU and FTS HYT waivers shall normally be submitted using NAVPERS 1306/7 Enlisted Personnel Action Request, and should arrive at NAVPERSCOM (PERS-8354) 10 months prior to established HYT date. Nuclear-trained Service Members will submit HYT waiver requests to OPNAV (N133). In a time-critical situation, commands may send requests via naval message.</p> <p>Requests for SELRES personnel HYT waivers shall be submitted to NAVPERSCOM, Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913) using NAVPERS 1306/7, and should arrive 10 months prior to established HYT date.</p>
CCC	2.12	Did command receive HYT waiver approval?	<p>Did command receive HYT waiver approval?</p> <p>Service Member must receive HYT waiver approval from NPC prior to extending.</p> <p>Commands are notified via naval message of waiver request disposition.</p> <p>Important Verification Requirement: Per NAVADMIN 288/22 (HYT Plus Pilot), and NPPSC Ops Alert 007/23, High Year Tenure (HYT) Plus Pilot Program and Verification of Estimated Date Loss from the Navy (EDLN) Prior to Contract Submission, Sailors wishing to execute HYT Plus must be approved by the detailer. Upon detailer approval, CPPAs must verify that the Sailor's EDLN has been updated in NSIPS (see steps below). If the EDLN has not been updated to match the Sailor's approved HYT Plus assignment, CPPAs will submit a request to BUPERS 328 via MNCC (askmncc.fct@navy.mil) or at 901-874-MNCC to remove HYT flag and update EDLN.</p> <p>VERIFYING HYT/EDLN: CPPAs will navigate in NSIPS to Main Menu > Electronic Service Record > Inquire > Member Data Summary</p> <ul style="list-style-type: none"> · In "Empl ID", type member's SSN, click "Search." · Scroll down to "Contract Information" and verify the members EDLN. <p>Once EDLN change has been confirmed, CPPAs will then generate the appropriate contract and submit enterprise Customer Relationship Management (eCRM)/Salesforce to TSC Naples. Failure to verify EDLN update prior to eCRM case submission will result in delays processing the reenlistment/extension request and eCRM case being placed in CPPA Action Required, awaiting EDLN update.</p> <p>If Yes, go to 2.13 If No, go to Stop.</p>
	2.13	Prepare and sign NAVPERS 1070/613 Administrative Remarks	<p>CCC prepares and Service Member signs NAVPERS 1070/613 Administrative Remarks in accordance with MPM 1070-320.</p> <p>Service Members who receive an approved waiver will sign the NAVPERS 1070/613 Administrative Remarks statement specified in MPM 1160-120.</p> <p>Compile NAVPERS 1070/613 for subsequent submission to servicing TSC via eCRM by CPPA.</p> <p>Note: This step assumes a manual NAVPERS 1070/613 is prepared by the customer command with Service Member signature and submitted to the servicing Personnel Office/TSC in order for the remarks to be transcribed into the ESR and verified for subsequent E-Sub to OMPF, if required.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2.14	Can CO or OIC authorize extension	<p>Can Commanding Officer (CO) or Officer-In-Charge (OIC) authorize extension?</p> <p>Refer to MPM 1160-040 Paragraph 5, Commanding Officer (CO) and Officer-In-Charge (OIC) Extension Authority.</p> <p>COs and OICs may authorize extensions without BUPERS 328 approval, as long as they meet the eligibility criteria stipulated in paragraphs 3 and 4 of MPM 1160-040, for the following reasons:</p> <ul style="list-style-type: none"> · Match Projected Rotation Date (PRD) · To obtain maternity care benefits <ul style="list-style-type: none"> o For a Service Member's spouse o For a pregnant Service Member · To obtain OBLISERV required to execute Permanent Change of Station (PCS) orders or Selected Reserve mobilization/recall orders · To acquire necessary OBLISERV as authorized in Navy directives, NAVADMIN, and this manual (e.g., to HYT or FLTRES/RET date) <ul style="list-style-type: none"> o Service Members in receipt of an authorization for transfer to the Fleet Reserve may not extend their enlistment more than 30 days beyond approved Fleet Reserve date without specific approval from PERS-83. o Service Members may not extend their enlistment more than 30 days beyond their HYT date without specific approval from BUPERS-32. Service Members without an HYT waiver who are extended beyond HYT are to be separated at HYT vice EAOS as extended, (see MILPERSMAN 1160-120). <p>If Yes, go to 3. If No, go to 2.15</p>
CCC	2.15	Submit Contract Extension Request to BUPERS 328	<p>CCC submits Contract Extension Request to BUPERS 328 in accordance with applicable guidance.</p> <p>The following contract actions require prior approval from BUPERS-328:</p> <ul style="list-style-type: none"> · Conditional reenlistment MILPERSMAN 1160-030 · OBLISERV to Train (OTT) OPNAVINST 1160.8 (series) · Page 13 in lieu of hard OBLISERV · Exception to Policy (ETP) · Extension cancellation (as applicable) MILPERSMAN 1160-040 · Retain In Service due to medical/LIMDU MILPERSMAN 1160-050 <p>** BUPERS-328 only accepts requests submitted on the ePAR 1306/7 form. All ePAR requests must be submitted to MNCC via the MyNavy Portal or by emailing MNCC directly at askmncc.fct@navy.mil. Additionally, commands may contact MNCC directly at 901-874-MNCC. **</p> <p>Reenlistment and Extension requests should be submitted at least 4 weeks prior to the member's EAOS/SEAOS/TRF date/C-WAY expiration. Requests can take up to 2 weeks to process.</p> <p>SHORT FUSED REQUESTS MAY NOT BE PROCESSED IN A TIMELY MANNER.</p> <p>The following information is required in the request submission:</p> <ul style="list-style-type: none"> · Rate and name, · CWAY status, · EAOS/SEAOS, · PRD and/or transfer date, · SRB/CSRB eligible, · reason for the extension submission, · aggregate extension months executed PRIOR to this request, · CO comments. <p>Additionally, the command POC information must be included in the request.</p> <p>Refer to: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Reenlistment-Extensions/</p>
	2.16	Did command receive Contract Extension Request approval?	<p>Did command receive Contract Extension Request approval?</p> <p>If Yes, go to 3. If No, go to Stop.</p> <p>CCC compiles BUPERS-328 Conditional Extension approval for subsequent submission to TSC.</p>

SERVICE MEMBER START

◀ **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	1	Review, update, and correct ESR, as required	Review, update, and correct Electronic Service Record (ESR), as required. Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following: <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command; · Current career information and support from the Command Career Counselor (CCC); · Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review; · Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the Command Pay and Personnel Administrator (CPPA), etc.
	1.1	Is Service Member's intention to cancel an approved extension?	Is Service Member's intention to cancel an approved extension? Refer to NAVADMIN 307/17 , Alignment of Enlistment Contracts with Duty Station Tour Lengths, to identify any potential issues, as required. If Yes, go to 3. If No, go to 1.2.
	1.2	Review ESR	Service Member reviews ESR in conjunction with Career Development Board (CDB), which is recommended to be conducted 15-24 months prior to PRD/SEAOS. Refer to ESR webpage on MyNavy HR website as required. The ESR Training Guide for Sailors & Commands will assist the Service Member with navigating to the various links, sections, and pages within the ESR. It provides an overview of the contents as it relates to the OMPF. https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/ Perform the following: Using CAC and CAC-enabled computer with Internet access, login to ESR at: https://www.nsips.cloud.navy.mil/my.policy <ul style="list-style-type: none"> · The ESR View function allows the Service Member to verify information contained within the Navy Standard Integrated Personnel System (NSIPS). · The ESR Tasks function allows the Service Member to update ESR self-service items. It is the responsibility of the Service Member to keep this information current. · At a minimum, the Service Member should verify the following ESR data for accuracy and currency (click hyperlinks on the ESR left navigation bar): <ul style="list-style-type: none"> o Dependency Data (submitted to OMPF as form NAVPERS 1070/602) o Member Data Summary (submitted to OMPF as form NAVPERS 1070/886) o Training Summary (submitted to OMPF as form NAVPERS 1070/881) o Honors and Awards (submitted to OMPF as form NAVPERS 1070/880)
	1.3	Update ESR, if required	Service Member updates ESR, if required. Service Member contacts Command Pay and Personnel Administrator (CPPA) or Command Career Counselor (CCC) to obtain information and assistance regarding how to update personnel records. CPPA works with Personnel Office or servicing TSC to make all necessary updates, when required.
	1.5	Verify ESR update/ correction, if required	Service Member verifies ESR update/correction occurred.

[CONTINUE TO NEXT PAGE](#)

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	2	Determine Service Member's extension eligibility	<p>Determine Service Member's extension eligibility.</p> <p>Commands shall ensure Service Member is adequately supported and provided current and accurate information throughout the extension decision process including the following:</p> <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command administered through individual counseling and the Career Development Board process; · Current career information and support from the Command Career Counselor (CCC); including information regarding eligibility for various incentive programs, etc. <p>Refer also to MPM 1160-040 for extension eligibility criteria, as required.</p> <p>Except as outlined in MPM 1160-040, all extension agreements are to be considered conditional for a specified reason. As such, extensions must be executed in monthly increments of 1-48 months. Unconditional extensions are not authorized. See paragraph 3 of MPM 1160-040 for additional guidance.</p> <ul style="list-style-type: none"> · The enlistment contract cannot be extended for more than 48 aggregate months. · Extensions greater than 48 months are not authorized without BUPERS 328 approval. · Extension agreements authorized during initial recruit enlistment contracts for 6 Year Obligation (YO) enlistment programs (e.g., Nuclear Power, or Advanced Training programs) do not count against the two extensions authorized per enlistment contract. · A maximum of two extension agreements per enlistment contract are authorized. · Service Members in pay grades E-6 and below with less than 14 years of service must have an approved authorization from Career Waypoints (C-WAY) in order to extend their enlistment, except as outlined in MPM 1160-040 para 5.c. <p>Note: Enlisted Career Administration Department (BUPERS-328) is empowered to approve or disapprove extension requests submitted by commands. Commands may request additional reviews of disapproval decisions in the form of an exception to policy from OPNAV (N13).</p>
	2.4	Does Service Member desire to extend enlistment?	<p>Does Service Member desire to extend enlistment?</p> <p>If Yes, go to 2.5. If No, go to Stop.</p> <p>CCC should discuss career options with Service Member. Discuss pros and cons of Extension of Enlistment versus Reenlistment (e.g., determine whether Service Member would be negatively impacted monetarily (e.g. SRB), if the Service Member extended versus reenlisted).</p> <p>If at a Stop in Extensions SOP, refer to these SOPs, as appropriate:</p> <ul style="list-style-type: none"> · Reenlistments: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx · Separations https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx · Retirements https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx <p>Note: Refer to MILPERSMAN 1160-030 for conditional reenlistment authority If a member has an aggregate total of 48 months of operative extensions on current enlistment.</p>
	2.13	Prepare and sign NAVPERS 1070/613 Administrative Remarks	<p>CCC prepares and Service Member signs NAVPERS 1070/613 Administrative Remarks in accordance with MPM 1070-320.</p> <p>Service Members who receive an approved waiver will sign the NAVPERS 1070/613 Administrative Remarks statement specified in MPM 1160-120.</p> <p>Compile NAVPERS 1070/613 for subsequent submission to servicing TSC via eCRM by CPPA.</p> <p>Note: This step assumes a manual NAVPERS 1070/613 is prepared by the customer command with Service Member signature and submitted to the servicing Personnel Office/TSC in order for the remarks to be transcribed into the ESR and verified for subsequent E-Sub to OMPF, if required.</p>
	3	Submit Extension approval or cancellation request to servicing TSC	Submit Extension approval or cancellation request to servicing TSC.
	3.1	Receive approved Command Career Request – Extension or request to cancel extension	<p>Service Member/CPA receives approved Command Career Request – Extension, NPPSC 1160/1, or request to cancel extension</p> <p>Note: The Extension request form, NPPSC 1160/1, can be signed by the Service Member's Department Head as long as the member is recommended for Retention on their latest EVAL by the CO or Delegated Reporting Senior. Ensure that the current EVAL recommending the member for retention is included in eCRM case for retention/audit purposes.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1	Review, update, and correct ESR, as required	Review, update, and correct Electronic Service Record (ESR), as required. Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following: <ul style="list-style-type: none"> · Career counseling and guidance from the chain of command; · Current career information and support from the Command Career Counselor (CCC); · Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review; · Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the Command Pay and Personnel Administrator (CPPA), etc.
	1.3	Update ESR, if required	Service Member updates ESR, if required. Service Member contacts Command Pay and Personnel Administrator (CPPA) or Command Career Counselor (CCC) to obtain information and assistance regarding how to update personnel records. CPPA works with Personnel Office or servicing TSC to make all necessary updates, when required.
	1.4	Submit corrections to the ESR, if required	CPPA submits corrections to the ESR, if required. CPPA works with Personnel Office or servicing TSC to make all necessary corrections, when required.
	3	Submit Extension approval or cancellation request to servicing TSC	Submit Extension approval or cancellation request to servicing TSC.
	3.1	Receive approved Command Career Request – Extension or request to cancel extension	Service Member/CPPA receives approved Command Career Request – Extension, NPPSC 1160/1 , or request to cancel extension Note: The Extension request form, NPPSC 1160/1, can be signed by the Service Member's Department Head as long as the member is recommended for Retention on their latest EVAL by the CO or Delegated Reporting Senior. Ensure that the current EVAL recommending the member for retention is included in eCRM case for retention/audit purposes.
	3.2	Determine Service Member's intention regarding Lump Sum Leave Payment	CPPA determines Service Member's intention regarding Lump Sum Leave Payment, if applicable Refer to MPM 7220-340 , as required.

ROLE

STEP #

FLOW TEXT

ADDITIONAL TEXT

CPPA

<p>3.3</p>	<p>Complete required NAVPERS 1070/613s (Administrative Remarks), as required</p>	<p>CPPA completes required NAVPERS 1070/613s (Administrative Remarks), as required, in accordance with MPM 1070-320. MPM 1070-320 provides guidance and definition of permanent NAVPERS 1070/613s required to support Extension of Enlistments. Note: This step assumes a manual NAVPERS 1070/613 is prepared by the customer command with Service Member signature and submitted to the servicing Personnel Office/TSC in order for the remarks to be transcribed into the ESR and verified for subsequent E-Sub to OMPF, if required.</p>
<p>3.4</p>	<p>Submit Extension Request and supporting documentation to servicing TSC</p>	<p>CPPA submits Extension Request and supporting documentation to servicing TSC via eCRM, as applicable.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us/mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:</p> <ul style="list-style-type: none"> · Last Name, then space · First Name, then space · Name of Entitlement · Example: Doe John EXTENSION <p>eCRM case to support Extension should include the following documents, as applicable:</p> <ul style="list-style-type: none"> · C-WAY Reenlistment approval letter, if required · PCS orders requiring obligated service · Appropriate NAVPERS 1070/613s (Administrative Remarks) · Approved Command Career Request – Extension, NPPSC 1160/1 <p>Note 1: To cancel an extension, the request must be signed by the Service Member's Commanding Officer (CO) and the extension must not have been made operative. Refer to MPM 1160-040 paragraph 8 as required.</p> <p>Note 2: Refer also to MPM 1160-040 paragraph 9, Circumstances in Which COs and OICs Do Not Have the Authority to Cancel a Valid Extension</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	4	Receive, dispatch, and review documentation and verify Service Member's Extension Request	Receive, dispatch, and review documentation and verify Service Member's Extension Request.
	4.3	Receive and access eCRM case	<p>Clerk receives and accesses eCRM case.</p> <p>The eCRM case should consist of:</p> <ul style="list-style-type: none"> · C-WAY Reenlistment approval letter, if required · PCS orders requiring obligated service · Appropriate NAVPERS 1070/613s (Administrative Remarks) · Approved Command Career Request – Extension, NPPSC 1160/1 <p>Note 1: To cancel an extension, the request must be signed by the Service Member's Commanding Officer (CO) and the extension must not have been made operative. Refer to MPM 1160-040 paragraph 8 as required.</p> <p>Note 2: Refer also to MPM 1160-040 paragraph 9, Circumstances in Which COs and OICs Do Not Have the Authority to Cancel a Valid Extension</p>
	4.4	Review Service Member's request to execute or cancel an extension	<p>Review Service Member's request to execute or cancel an extension.</p> <p>Review approved Command Career Request – Extension, NPPSC 1160/1, or a copy of Service Member's PCS orders requiring obligated service from CPPA via eCRM.</p> <p>Extension request should arrive as early as possible prior to Expiration of Active Obligated Service (EAOS) or Expiration of Reserve Enlistment (EREN), as applicable.</p> <p>Additionally, the Extension request form, NPPSC 1160/1, can be signed by the Service Member's Department Head as long as the member is recommended for Retention on their latest EVAL by the CO or Delegated Reporting Senior. Ensure that the current EVAL recommending the member for retention is included in eCRM case for retention/audit purposes.</p>
	4.5	Review and verify request/supporting documentation, if required	<p>Clerk reviews and verifies approved Command Career Request – Extension, NPPSC 1160/1, and supporting documentation, if required.</p> <p>Approved Command Career Request – Extension, NPPSC 1160/1 must include the reason for extension.</p> <p>Note: To cancel extension, the request must be signed by the Service Member's Commanding Officer and the extension must not have been made operative. Refer to MPM 1160-040, as required.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	4.6	Is extension documentation complete and accurate?	Is extension documentation complete and accurate? If No, go to 4.7. If Yes, go to 4.8.
	4.7	Coordinate with CPPA to complete extension documentation	Clerk coordinates with CPPA to complete extension documentation. Go to Step 4.6.
	4.8	Is Service Member eligible to execute or cancel extension, as applicable?	<p>Is Service Member eligible to execute or cancel extension, as applicable?</p> <p>Is Service Member eligible to execute or cancel extension, as applicable?</p> <p>To execute extension:</p> <ul style="list-style-type: none"> · Approved Command Career Request – Extension, NPPSC 1160/1, must include the reason for the extension. · Verify LOPG in Master Military Pay Account (MMPA) for amount of total aggregate months. · Verify Service Member's eligibility based upon Enlisted Retention Board results; refer to current NAVADMINS, PPIBs, etc. for guidance as required. <p>Verify Service Member's eligibility IAW MPM 1160-040, MPM 1160-140, latest NAVADMINS, and C-WAY website: https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/</p> <p>Note: To cancel extension, the request must be signed by the Service Member's Commanding Officer and the extension must not have been made operative. In MMPA, verify that the number of months requested matches MMPA LOPG Page 3. Verify the request to cancel is valid in accordance with MILPERSMAN 1160-040 (Extensions of Enlistments).</p> <p>Verify signed extension of enlistment contract and annexes from the Service Member's Official Military Personnel File (OMPF) before making determination.</p> <p>If Yes, go to 4.12. If No, go to 4.9.</p>
	4.10	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review"
	4.12	Is request to Execute or Cancel?	Is Service Member's request to Execute an extension or to Cancel a previously executed extension? To Execute extension, go to 5 . To Cancel extension, go to 8 .

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	5	Execute extension(s) NAVPERS 1070/621 and/or NAVPERS 1070/622	Execute extension(s) NAVPERS 1070/621 and/or NAVPERS 1070/622, as appropriate.
	5.1	Create NAVPERS 1070/621 and/or NAVPERS 1070/622 in NSIPS	<p>Clerk creates NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in Navy Standard Integrated Personnel System (NSIPS), as appropriate.</p> <p>Login to NSIPS: Contract Administration > Extensions > Use > Extensions Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> · Update Panel 1: Extensions <ul style="list-style-type: none"> o Contract Type o Contract Status: EXECUTE o Extension Months (Other or School): Enter the number of months o Click for CONSUBPAY only if, request for extension is also for this reason (verify eligibility in NAVADMIN 416/10 - Sub Duty Incentive Pay OBLISERV Requirement) o Ship/Duty Location o Officer Name/Grade (Authorizing Official) o Title (of Authorizing Official) · Update Panel 2: Exceptions <ul style="list-style-type: none"> o Click on the appropriate narrative remarks from the contract clause o Save o Print contract from NSIPS Report Manager <p>The following information must be entered in the narrative section of NAVPERS 1070/621 or NAVPERS 1070/622:</p> <ul style="list-style-type: none"> · Reason for the extension (e.g., "To extend to PRD") · Number of extension of current enlistment/reenlistment (i.e., "This is my second extension") · The following terms of the extension: "I understand that this extension becomes binding upon execution and may not thereafter be canceled except as provided in MILPERSMAN 1160-040." · Acknowledgement of potential loss of monetary benefits and the provisions of the SRB program per OPNAVINST 1160.8: "I have been informed of the provisions of the SRB program (OPNAVINST 1160.8) and how the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment." <p>***If NSIPS program is not letting the creation of the extension contract, submit an NSIPS trouble ticket and notify your supervisor of this action.</p> <p>***For NAVPERS 1070/622 only, if new EAOS date is not reflected on the new printed extension contract, manually type the information in the remarks section.</p> <p>***When an Agreement to Remain on Active Duty will exceed the Service Member's current Expiration of Reserve Enlistment (EREN), execute an "Agreement to Extend Enlistment", (NAVPERS 1070/621) first, followed by an "Agreement to Remain on Active Duty", (NAVPERS 1070/622).</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	5.2	Forward extension(s) to CPPA via eCRM for Service Member's signature	<p>Clerk forwards NAVPERS 1070/621 and/or NAVPERS 1070/622 to CPPA via eCRM to obtain Service Member's signature (execute extension).</p> <p>Designated command representative witnesses Service Member's signature and signs executed extension of enlistment.</p> <p>CPPA forwards signed extension to supporting TSC or supporting personnel office (if not supported by a TSC) for processing and release.</p>
	5.3	Receive signed (executed) NAVPERS 1070/621 and/or NAVPERS 1070/622 from CPPA via eCRM	Clerk receives signed (executed) NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) from CPPA via eCRM.
	5.4	Complete final verification and mark eCRM case "For Review"	<p>Clerk completes final verification of executed NAVPERS 1070/621 and/or NAVPERS 1070/622 and marks eCRM case "For Review" by supervisor.</p> <p>Clerk forwards NAVPERS 1070/621 and/or NAVPERS 1070/622 to supervisor for review/release in NSIPS.</p>
	5.6	E-Sub signed NAVPERS 1070/621 and/or NAVPERS 1070/622 to NPC	<p>Clerk E-Subs signed NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) to NPC for inclusion in the Service Member's OMPF.</p> <p>NAVPERS 1070/621 and/or NAVPERS 1070/622 shall be submitted to Navy Personnel Command (NPC) using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).</p>
	5.7	Did executed extension(s) post?	<p>Did executed extension(s) post?</p> <p>1-2 days after release in NSIPS, verify whether extension(s) posted in the various pay/personnel systems (MMPA/NSIPS).</p> <ul style="list-style-type: none"> · For NAVPERS 1070/621: LOPG Page 3 will reflect the new number of months executed under EXTSCO or EXTOTH and S-EAOS will reflect as extended. · NAVPERS 1070/622: LOPG Page 3 will reflect the new EREN and S-EAOS as extended and the number of months extended will also reflect on RADOMO for Reserve Service Members. · Check MMPA JJAA to verify Soft EAOS, FID TU (Date of Separation), updated. FID TU should update to reflect the number of months of the extension. This step verifies that extension updated at DFAS. <p>If No, go to 5.8. If Yes, go to 5.9.</p>
	5.8	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ul style="list-style-type: none"> · Check message status inquiry in NSIPS for error code · Research reason for error in MMPA JJAM verb · Submit DWOWS to DFAS to match TU/TH with LOPG, if required <p>Go to 5.7.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	6	Evaluate and process operative extension(s)	Evaluate and process operative extension(s).
	6.1	Review Projected Loss Report in NSIPS	Clerk and/or supervisor review Projected Loss (PL) Report in NSIPS.
	6.2	Identify all extensions to be made operative	<p>Clerk and/or supervisor identify all extensions to be made operative.</p> <p>Section 1 of PL Report will list EAOS extensions and Section 2 of PL Report will list EREN extensions that are required to be made operative.</p> <p>Note: Extension cannot be made operative until day after EAOS/EREN.</p>
	6.3	Is Service Member other than ACC: 100 on MMPA LOPG Page 3?	<p>Is Service Member other than Accounting Category Code (ACC): 100 (For duty) on MMPA LOPG Page 3?</p> <p>If Yes, Stop and forward to the appropriate section that handles the Service Member's duty status within the TSC.</p> <p>If No, go to 6.4.</p>
	6.4	Determine if this is first operative extension of current enlistment?	<p>Clerk determines if this is Service Member's first operative extension of the current enlistment.</p> <p>Note: Lump Sum Leave (LSL) sell back is only authorized on the first operative extension of the Service Member's current enlistment.</p>
	6.5	Is Service Member eligible to sell back leave?	<p>Is Service Member eligible to sell back leave?</p> <p>Note: No Service Member may sell back more than 60 days of accrued leave during a military career.</p> <p>If Yes, go to 6.6.</p> <p>If No, go to 6.8.</p>
	6.6	Does Service Member desire to sell back leave?	<p>Does Service Member desire to sell back leave?</p> <p>Refer to:</p> <ul style="list-style-type: none"> · Approved Command Career Request – Extension, NPPSC 1160/1 or Lump-Sum Leave (LSL) Election NAVPERS 1070/613 (Administrative Remarks). · Contact CPPA or Service Member to determine desire to sell back leave, if required <p>Note 1: LSL sell back is only authorized on the first operative extension of the Service Member's current enlistment.</p> <p>Note 2: No Service Member may sell back more than 60 days of accrued leave during a military career.</p> <p>If Yes, go to 6.7.</p> <p>If No, go to 6.8.</p>
	6.7	Verify Service Member has sufficient leave balance to sell	<p>Clerk verifies Service Member has sufficient leave balance to sell.</p> <p>Enter verb JJAA in Master Military Pay Account (MMPA) and verify Format Identifier (FID) BR (Leave Balance).</p>
	6.8	Update Service Member's NSIPS ESR	<p>Clerk updates Service Member's NSIPS ESR.</p> <p>Clerk updates Service Member's NSIPS ESR with Lump-Sum Leave (LSL) Election NAVPERS 1070/613 (Administrative Remarks).</p> <p>Login to NSIPS: Electronic Service Record > Electronic Service Record > Use > Administrative Remarks. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> · Update Service Member's Administrative Remarks, as applicable

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	7	Complete Operative extension(s) processing	Complete Operative extension(s) processing.
	7.1	Create Operative NAVPERS 1070/621 and/or NAVPERS 1070/622	<p>Create Operative NAVPERS 1070/621 and/or NAVPERS 1070/622 in NSIPS.</p> <p>Login to NSIPS: Contract Administration > Extensions > Use > Extensions Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> · Update Panel 1: Extensions <ul style="list-style-type: none"> o Contract Type o Contract Status: OPERATIVE o Extension Months (Other): Enter the number of months o Ship/Duty Location o Officer Name/Grade (Authorizing Official) o Title (of Authorizing Official) · Update Panel 2: Exceptions, as required <ul style="list-style-type: none"> o Add additional information pertinent to the extension
	7.2	Complete final verification and mark eCRM case "For Review"	<p>Clerk completes final verification of Operative NAVPERS 1070/621 and/or NAVPERS 1070/622 and marks eCRM case "For Review" by supervisor.</p> <p>Clerk sends NAVPERS 1070/621 and/or NAVPERS 1070/622 to supervisor for signature/release in NSIPS.</p>
	7.4	Did Operative extension(s) post?	<p>Did Operative extension(s) post?</p> <p>1-2 days after release in NSIPS, verify whether extension(s) posted in the various pay/personnel systems (MMPA/NSIPS).</p> <p>Enter the verb JJAA and verify the following Format Identifiers (FIDS): TH - Expiration Term of Service (Hard EAOS) NT - Separation/Re-Entry Projected Settlement (Authority) PQ - Leave Payment, if applicable BL - LSL Paid to Date, if applicable</p> <ul style="list-style-type: none"> · Check MMPA LOPG Page 3 to verify NAVPERS 1070/622 extension posted and was made operative. EREN should update to reflect the number of month(s) of the extension. This step verifies that extension was made operative at NPC. · Check MMPA LOPG Page 3 to verify NAVPERS 1070/621 extension posted and was made operative. H-EAOS should update to reflect the number of months of the extension. This step verifies that extension was made operative at NPC. · Check MMPA JJAA to verify hard EAOS, FID TH (Expiration Term of Service), updated. FID TH should update to reflect the number of months of the extension. This step verifies that extension was made operative at DFAS. <p>If No, go to 7.5. If Yes, go to 7.6.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	7.5	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. <ul style="list-style-type: none"> · Check message status inquiry in NSIPS for error code · Research reason for error in MMPA JJAM verb · Submit DWOWS to DFAS to match TU/TH with LOPG, if required Go to 7.4.
	7.6	Is Service Member selling back accrued leave?	Is Service Member selling back accrued leave? If Yes, go to 7.7. If No, go to 7.8.
	7.7	Process LSL payment	Process LSL payment.
	7.7.1	Has the proper FID PQ LSL posted in MMPA?	Has the proper FID PQ LSL posted in MMPA? Clerk verifies PQ contains the proper payment following posting of extension. Enter verb JJAA and verify the following lines in MMPA: <ul style="list-style-type: none"> · 74 (LSL) · PQ/PX (Actual payment) If No, go to 7.7.2. If Yes, go to 7.7.3.
	7.7.2	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. <ul style="list-style-type: none"> · Check message status inquiry in NSIPS for error code · Research reason for error in MMPA JJAM verb · Submit DWOWS to DFAS to match TU/TH with LOPG, if required Go to 7.7.1.
	7.7.3	Input LSL payment into MMPA	Clerk inputs LSL payment into MMPA. Enter verb JPBB and create LSL payment IAW applicable PTG.
	7.7.4	Route LSL payment to DDO for review and release	Clerk routes LSL payment to Deputy Disbursing Officer (DDO) for review and release.

CLERK CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	7.7.6	Did the payment post in MMPA?	Did the payment post in MMPA? In MMPA, enter the verb RPHA (EFT payment history) to verify that the payment posted to Service Member's account. If No, go to 7.7.7. If Yes, go to 7.8.
	7.7.7	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. · Ensure payment was released in JPBX, contact DDO, as required · Contact DFAS, as required Go to 7.7.6.
	7.8	Compile and archive Retain File	Clerk compiles and archives Retain File. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS. Retain File contents include: · C-WAY Reenlistment approval letter, if required · BUPERS-328 Conditional Extension approval · Approved Command Career Request – Extension, NPPSC 1160/1 · Copy of NAVPERS 1070/621 and/or Copy of NAVPERS 1070/622 · Copy of all applicable NAVPERS 1070/613s (Administrative Remarks), e.g., LSL Payment NAVPERS 1070/613s
	7.9	E-Sub signed (operative) NAVPERS 1070/621 and/or NAVPERS 1070/622 to NPC	Clerk E-Subs signed NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) and permanent NAVPERS 1070/613s to NPC for inclusion in the Service Member's OMPF. NAVPERS 1070/621 and/or NAVPERS 1070/622 shall be submitted to Navy Personnel Command (NPC) using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).
	8	Complete Cancel extension(s) processing	Complete Cancel extension(s) processing.

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	8.1	Create Cancel NAVPERS 1070/621 and/or NAVPERS 1070/622 in NSIPS, as appropriate	<p>Clerk creates Cancel NAVPERS 1070/621 and/or NAVPERS 1070/622 in NSIPS, as appropriate.</p> <p>Login to NSIPS: Contract Administration > Extensions > Use > Extensions Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> · Update Panel 1: Extensions <ul style="list-style-type: none"> o Contract Type o Contract Status: CANCEL o Extension Months (Other): Enter the number of months o Ship/Duty Location o Officer Name/Grade (Authorizing Official) o Title (of Authorizing Official) · Panel 2: Exceptions <ul style="list-style-type: none"> o Add additional information pertinent to the extension
	8.2	Complete final verification and mark eCRM case "For Review"	<p>Clerk completes final verification of Cancel NAVPERS 1070/621 and/or NAVPERS 1070/622 and marks eCRM case "For Review" by supervisor.</p> <p>Clerk sends NAVPERS 1070/621 and/or NAVPERS 1070/622 to supervisor for signature/release in NSIPS.</p>
	8.4	E-Sub signed NAVPERS 1070/621 and/or NAVPERS 1070/622 to NPC	<p>Clerk E-Subs signed NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) to NPC for inclusion in the Service Member's OMPF.</p> <p>NAVPERS 1070/621 and/or NAVPERS 1070/622 shall be submitted to Navy Personnel Command (NPC) using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).</p>
	8.5	Did Cancel extension(s) post?	<p>Did Cancel extension(s) post?</p> <p>1-2 days after release in NSIPS, verify whether Cancel extension(s) posted in the various pay/personnel systems (MMPA/NSIPS).</p> <p>If No, go to 8.6.</p> <p>If Yes, go to 8.7.</p>
	8.6	Determine reason for posting delay	<p>Determine reason for posting delay.</p> <ul style="list-style-type: none"> · Check message status inquiry in NSIPS for error code · Research reason for error in MMPA JJAM verb · Submit DWOWS to DFAS to match TU/TH with LOGP <p>Go to 8.5.</p>

SUPERVISOR START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	4	Receive, dispatch, and review documentation and verify Service Member's Extension Request	Receive, dispatch, and review documentation and verify Service Member's Extension Request.
	4.1	Receive eCRM case from customer command	Supervisor receives eCRM case from customer command. Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us/mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx
	4.2	Dispatch eCRM case to clerk	Supervisor dispatches eCRM case to clerk. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.
	4.8	Is Service Member eligible to execute or cancel extension, as applicable?	Is Service Member eligible to execute or cancel extension, as applicable? To execute extension: <ul style="list-style-type: none"> · Approved Command Career Request – Extension, NPPSC 1160/1, must include the reason for the extension. · Verify LOPG in Master Military Pay Account (MMPA) for amount of total aggregate months. · Verify Service Member's eligibility based upon Enlisted Retention Board results; refer to current NAVADMINS, PPIBs, etc. for guidance as required. Verify Service Member's eligibility IAW MPM 1160-040 , MPM 1160-140 , latest NAVADMINS, and C-WAY website: https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/ Note: To cancel extension, the request must be signed by the Service Member's Commanding Officer and the extension must not have been made operative. In MMPA, verify that the number of months requested matches MMPA LOPG Page 3. Verify the request to cancel is valid in accordance with MILPERSMAN 1160-040 (Extensions of Enlistments). Verify signed extension of enlistment contract and annexes from the Service Member's Official Military Personnel File (OMPF) before making determination. If Yes, go to 4.12. If No, go to 4.9.

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SUPERVISOR CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	4.9	Inform CPPA	Supervisor informs CPPA that Service Member is not eligible to extend or cancel extension. Note: If Service Member is not eligible to execute or cancel extension, supervisor notifies CPPA and makes appropriate alternative recommendation, e.g., Reenlistment.
	4.11	Complete final verification and close eCRM case	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed". Go to Stop.
	5	Execute extension(s) NAVPERS 1070/621 and/or NAVPERS 1070/622	Execute extension(s) NAVPERS 1070/621 and/or NAVPERS 1070/622, as appropriate.
	5.5	Review and release executed NAVPERS 1070/621 and/or NAVPERS 1070/622	Supervisor reviews and releases executed NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in NSIPS. Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority. If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: "To comply with DoD FMR, Volume 5 (Separation of Duties) , this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account." When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. Supervisor verifies extension is signed by Service Member and properly witnessed.
	5.8	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. <ul style="list-style-type: none">· Check message status inquiry in NSIPS for error code· Research reason for error in MMPA JJAM verb· Submit DWOWS to DFAS to match TU/TH with LOPG, if required Go to 5.7.
	5.9	Complete and close eCRM case	Supervisor marks eCRM case as "Completed" and closes eCRM case.

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SUPERVISOR CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	6	Evaluate and process operative extension(s)	Evaluate and process operative extension(s).
	6.1	Review Projected Loss Report in NSIPS	Clerk and/or supervisor review Projected Loss (PL) Report in NSIPS.
	6.2	Identify all extensions to be made operative	<p>Clerk and/or supervisor identify all extensions to be made operative.</p> <p>Section 1 of PL Report will list EAOS extensions and Section 2 of PL Report will list EREN extensions that are required to be made operative.</p> <p>Note: Extension cannot be made operative until day after EAOS/EREN.</p>
	6.9	Verify Service Member's NSIPS ESR	Supervisor verifies Service Member's NSIPS ESR.
	7	Complete Operative extension(s) processing	Complete Operative extension(s) processing.
	7.3	Review, sign, and release Operative NAVPERS 1070/621 and/or NAVPERS 1070/622 in NSIPS	<p>Supervisor reviews, signs, and releases Operative NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in NSIPS.</p> <p>Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: "To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account." When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.</p> <p>***Login to NSIPS and under Worklist find Service Member's document and release or go to Extensions - Pending, enter Service Member's SSN, extension will display, approve, and release.</p>

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SUPERVISOR CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	7.5	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. <ul style="list-style-type: none"> · Check message status inquiry in NSIPS for error code · Research reason for error in MMPA JJAM verb · Submit DWOWS to DFAS to match TU/TH with LOPG, if required Go to 7.4.
	7.7	Process LSL payment	Process LSL payment.
	7.7.2	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. <ul style="list-style-type: none"> · Check message status inquiry in NSIPS for error code · Research reason for error in MMPA JJAM verb · Submit DWOWS to DFAS to match TU/TH with LOPG, if required Go to 7.7.1.
	7.7.7	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. <ul style="list-style-type: none"> · Ensure payment was released in JPBX, contact DDO, as required · Contact DFAS, as required Go to 7.7.6.
	7.10	Complete and close eCRM case	Supervisor marks eCRM case as "Completed" and closes eCRM case. Go to Stop.

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SUPERVISOR CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	8	Complete Cancel extension(s) processing	Complete Cancel extension(s) processing.
	8.3	Sign and release Cancel NAVPERS 1070/621 and/or NAVPERS 1070/622	<p>Supervisor signs and releases Cancel NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in NSIPS.</p> <p>Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: "To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account." When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.</p>
	8.6	Determine reason for posting delay	<p>Determine reason for posting delay.</p> <ul style="list-style-type: none"> · Check message status inquiry in NSIPS for error code · Research reason for error in MMPA JJAM verb · Submit DWOWS to DFAS to match TU/TH with LOPG <p>Go to 8.5.</p>
	8.7	Complete and close eCRM case	Supervisor marks eCRM case as "Completed" and closes eCRM case.

STOP

DDO START**BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
DDO	7	Complete Operative extension(s) processing	Complete Operative extension(s) processing.
	7.7	Process LSL payment	Process LSL payment.
	7.7.5	Review and release LSL payment	DDO reviews and releases LSL payment. DDO enters verb JPBX and releases LSL payment.

STOP