

Extension of Enlistments SOP



Purpose:

The purpose of this Standard Operating Procedure (SOP) is to provide a standardized Extensions process for Customer Commands and Transaction Service Centers (TSCs) to follow to ensure timely and accurate administration and processing.

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SYSTEMS & HELP DESK POCs

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/System-Access/>

BUMED INSTRUCTIONS

<https://www.med.navy.mil/Directives/Instructions/>

BUPERS INSTRUCTIONS

<https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>

CPPA RESOURCES

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>

DJMS

<https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide>

DOD FMR

<https://comptroller.defense.gov/FMR/>

DOD INSTRUCTIONS / DIRECTIVES / FORMS

<https://www.esd.whs.mil/Directives/issuances/dodi/>

DON Memo dtd 30 June 2020

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/>

DON WEBSITE

<https://www.doncio.navy.mil/>

DS-11

<https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

JAG INSTRUCTION

<https://www.jag.navy.mil/library/>

JTR

<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

KSD

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/Resources/>

MILPERSMAN

<https://www.mynavyhr.navy.mil/References/MILPERSMAN/>

NAVADMINS

<https://www.mynavyhr.navy.mil/References/Messages/>

NAVMED FORM

<https://www.med.navy.mil/Directives/NAVMED-Forms/>

NAVMED MANUAL

<https://www.med.navy.mil/Directives/MANMED/>

NAVPERS FORMS

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>

NAVSUPINST

<https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>

NPPSC FORMS

<https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>

NPPSC INSTRUCTIONS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin_Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312

OF 1164

<https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business>

OMPF

<https://www.bol.navy.mil/>

OPNAV INSTRUCTIONS

<https://www.secnav.navy.mil/doni/opnav.aspx>

OPS ALERTS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC OPS ALERTS/Forms/AllItems.aspx

PPIBS-MPAS

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/>

SalesForce/eCRM

<https://navynpc.my.salesforce.mil/>

SECNAV INSTRUCTIONS

<https://www.secnav.navy.mil/doni/secnav.aspx>

SECNAV MANUALS

<https://www.secnav.navy.mil/doni/manuals-secnav.aspx>

SF FORMS

<https://www.opm.gov/forms/standard-forms/>

SGLV 8286

<https://www.va.gov/life-insurance/options-eligibility/sgli/>

US NAVY REGULATIONS

<https://www.secnav.navy.mil/doni/navyregs.aspx>

NP2

<https://prodhr.np2.cloud.navy.mil/my.policy>

Roles and Responsibilities:

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- **TSC/Personnel Office Clerk:** The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to create NSIPS transactions.
- **TSC/Personnel Office Supervisor:** The role of 'SUPERVISOR' as used in this SOP refers to a civilian Supervisor, designated Sailor, or a Personnel Specialist authorized to release NSIPS transactions.
- **Command Leadership:** CO/XO/CMC and key representatives (on large afloat command may include DHs, Department LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- **Command Career Counselor (CCC):** CCC and Dept/Div personnel serve as the critical link between a Sailor, their command, and supporting Navy organizations, including Navy Personnel Command (NPC).
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 Admin representatives who liaise directly with the ship's Personnel Office/TSC.
- **Sailor:** a member of the U.S. Navy who may be eligible for the entitlements listed in the SOP.
- **Deputy Disbursing Officer (DDO):** 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.

Sailor

- Ensure timely completion of extension package and submission to the Command Career Counselor and/or CPPA to prevent loss of paycheck as a result of the de-activation of military pay account upon the expiration of EAOS date.
- View/verify/update ESR in conjunction with Career Development Boards, which are recommended to be conducted 15-24 months prior to PRD/EAOS
- Verify the following documents are verified in the ESR and submitted to OMPF properly:
 - Field Code 36: Training, Education and Qualifications History (NAVPERS 1070/881)
 - Field Code 37: Awards Record (Honors and Awards) (NAVPERS 1070/880)
- Additionally, verify the following documents are also properly submitted to the OMPF:
 - Field Code 30: Reenlistment Contract (NAVPERS 1070/601)
 - Field Code 31: History of Assignments (NAVPERS 1070/605)
 - Field Code 32: Administrative Remarks (NAVPERS 1070/613)
 - Field Code 36: Member Data Summary (NAVPERS 1070/886)
- Except for your contract, all documents should reflect a date ON or immediately AFTER your extension date.

CPPA

Ensure TSC receives signed contract within two business days following Sailor's reenlistment

- Ensure TSC receives complete and correct documentation in accordance with the SOP and any supporting checklists in timeframes indicated
- Ensure TSC processed the extension contract before detaching the member from their PDS.

CCC

Monitor Career Information Management System (CIMS) reports (EAOS/PRD, HYT, Gains/Losses, etc.) and identify eligible (SEAOS/PRD) Sailors.

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Command Leadership

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
- 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 serviced by a TSC, use eCRM to submit personnel documents for documentation in NSIPS
- 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 CPPA and/or CCC to identify Sailors within 90 days of EAOS
- Coordinate with CPPA and/or CCC to determine Sailor's career intentions in sufficient time to meet requirement of Navy directives.

TSC

- 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 Sailor's effort to resolve the issue as soon as possible.

PII/CUI Compliance:

- 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/>

References

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#	Doc ID	Title
1.	OPNAVINST 6110.1 (Series)	Physical Readiness Program https://www.secnnav.navy.mil/doni/default.aspx
2.	SECNAVINST 6120.3 (Series)	Periodic Health Assessment for Individual Medical Readiness https://www.secnnav.navy.mil/doni/default.aspx
3.	NAVMED P- 117, Chapter 18	Manual of the Medical Department (MANMED), Chapter 18 Medical Evaluation Boards http://www.med.navy.mil/directives/Pages/NAVMEDP-MANMED.aspx
4.	DoD FMR Vol. 7A, Ch. 35	Department of Defense (DoD) Financial Management Regulation (FMR) - Separation Payments - Accrued Leave Pay http://comptroller.defense.gov/FMR/vol7a_chapters.aspx
5.	BUPERSINST 1610.10 (Series)	Navy Performance Evaluation System https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/
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). https://www.mynavyhr.navy.mil/References/MILPERSMAN/
7.	MILPERSMAN 1070-250	NAVPERS 1070/621, Agreement to Extend Enlistment https://www.mynavyhr.navy.mil/References/MILPERSMAN/
8.	MILPERSMAN 1070-260	NAVPERS 1070/622, Agreement to Recall or Extend Active Duty https://www.mynavyhr.navy.mil/References/MILPERSMAN/
9.	MILPERSMAN 1070-320	Administrative Remarks https://www.mynavyhr.navy.mil/References/MILPERSMAN/
10.	MILPERSMAN 1160-040	Extensions of Enlistments https://www.mynavyhr.navy.mil/References/MILPERSMAN/
11.	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 https://www.mynavyhr.navy.mil/References/MILPERSMAN/

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#	Doc ID	Title
12.	MILPERSMAN 1160-120	Active Component and Training and Administration of the Reserve High Year Tenure Program https://www.mynavyhr.navy.mil/References/MILPERSMAN/
13.	MILPERSMAN 1160-140	Career Waypoints - Reenlistment https://www.mynavyhr.navy.mil/References/MILPERSMAN/
14.	MILPERSMAN 1306-104	Projected Rotation Date (PRD) https://www.mynavyhr.navy.mil/References/MILPERSMAN/
15.	MILPERSMAN 1306-106	Time On Station (TOS) and Retainability/Obligated Service (OBLISERV) https://www.mynavyhr.navy.mil/References/MILPERSMAN/
16.	MILPERSMAN 1306-141	Voluntary Sea Duty Program (VSDP) https://www.mynavyhr.navy.mil/References/MILPERSMAN/
17.	MILPERSMAN 1306-611	Professional Apprenticeship Career Track (PACT) Program https://www.mynavyhr.navy.mil/References/MILPERSMAN/
18.	MILPERSMAN 1440-010	Conversion Authorization https://www.mynavyhr.navy.mil/References/MILPERSMAN/
19.	MILPERSMAN 1440-011	Forced Conversion https://www.mynavyhr.navy.mil/References/MILPERSMAN/
20.	MILPERSMAN 7220-340	Lump-Sum Payment for Accrued Leave https://www.mynavyhr.navy.mil/References/MILPERSMAN/
21.	NPPSCINST 5213.1 (Series)	Forms Management https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
22.	NPPSCINST 5220.2 (Series)	Standard Management Reports https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E

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#	Doc ID	Title
23.	NAVADMIN 307/17	Alignment of Enlistment Contracts with Duty Station Tour Lengths https://www.mynavyhr.navy.mil/References/Messages/
24.	NAVADMIN 118/18	Professional Apprenticeship Career Track Program Changes https://www.mynavyhr.navy.mil/References/Messages/
25.	NAVADMIN 274/19	Sea Shore Flow Enlisted Career Paths Update https://www.mynavyhr.navy.mil/References/Messages/
26.	NAVADMIN 275/19	Professional Apprenticeship Career Track Program Changes - II https://www.mynavyhr.navy.mil/References/Messages/
27.	NAVADMIN 108/20	Selective Reenlistment Bonus Program Update April 2020 https://www.mynavyhr.navy.mil/References/Messages/
28.	NAVADMIN 272/21	Publication of BUPERSINST 1610.10F (EVALMAN) https://www.mynavyhr.navy.mil/References/Messages/
29.	NAVADMIN 259/22	Publication of BUPERSINST 1610.10F (EVALMAN) CH 1 (Corrected Copy) https://www.mynavyhr.navy.mil/References/Messages/
30.	NAVADMIN 288/22	High Year Tenure Plus Pilot https://www.mynavyhr.navy.mil/References/Messages/
31.	NAVADMIN 277/23	High Year Tenure Plus Pilot Indefinite Extension https://www.mynavyhr.navy.mil/References/Messages/
32.	NPPSC Ops Alert 012/24	High Year Tenure (HYT) Plus Program Extension And Verification Of Estimated Date Loss From The Navy (EDLN) Prior To Contract Submission https://www.mynavyhr.navy.mil/Portals/55/Support/PayPers/OPS Alerts/OPS2024/012-24%20OPS.pdf?ver=5wkjKpmAg7eBunOoi4X4DQ%3d%3d
33.	PPIB 14-08	Career Waypoints (C-WAY) Requirements https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/

Online Resources

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#	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/CPPA-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

Online Resources

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#	Website Sponsor	Title and Link
	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

Forms **Landing Page**

#	Form #	Title
1.	NAVPERS 1070/621	Agreement to Extend Enlistment https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
2.	NAVPERS 1070/622	Agreement to Recall or Extend Active Duty https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
3.	NAVPERS 1070/613	Administrative Remarks 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/

Step #	Action	Role	Instructions
1.0	Compile Key Supporting Documents (KSD)	CPPA	<p>Obtain and review, as applicable, the following documents prior to submission from the CCC:</p> <ul style="list-style-type: none"> • Approved Command Career Extension Request, NPPSC 1160/1 • Signed NAVPERS 1070/621 or 1070/622 Extension Contract <p>Obtain and review, as applicable, from the CCC:</p> <ul style="list-style-type: none"> • BUPERS-328 approval • HYT approval from BUPERS 328 • C-WAY Approval • PCS Orders or FLTRES Approval Letter <p>Obtain and review, as applicable, NAVPERS 1070/613s from CCC:</p> <ul style="list-style-type: none"> • High Year Tenure (HYT) Waiver, MILPERSMAN 1160-120 • Leave Sell Back (LSL) payment, MILPERSMAN 7220-340 • SRB Entitlement Adjustment to Avoid Potential Monetary Loss for OBLISERV
2.0	Submit extension case to servicing TSC	CPPA	<p>Submit extension request and supporting documentation to the servicing TSC using the following case codes in Salesforce:</p> <ul style="list-style-type: none"> - Request Type: REEN/EXTEN/RIS (select appropriate Problem Code) - Routed to: TSC Naples <p>Submissions must comply with the standardized file naming convention in the Subject line:</p> <p>[Rank] [last name], [first name] [Request Type]</p> <p>Salesforce cases for extensions must include the following documents, as applicable:</p> <ul style="list-style-type: none"> • Approved Command Career Extension Request, NPPSC 1160/1

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START - Beginning of SOP Part 1 - Extension Contract Generation

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Step #	Action	Role	Instructions
	Submit extension case to servicing TSC (cont)		<ul style="list-style-type: none">• NAVPERS 1070/613s - Administrative Remarks• NAVPERS 1070-621 (Active Duty Extension) or NAVPERS 1070-622 (Reserve Extension) signed extension contract• BUPERS-328 approval, when applicable (may be letter or email)• HYT approval• PCS Orders or FLTRES Approval Letter• ORDMOD for mobilized Reserve Sailors

End of SOP Part 1 - Extension Contract Generation

START - Beginning of SOP Part 1 - Extension Contract Generation

Step #	Action	Role	Instructions
3.0	Review extension contract	Clerk	<p>Review the extension documentation received from the CPPA.</p> <p>Note: The Command Career Request form (NPPSC 1160/1) must be signed by a CO, Commodore, or OIC. Additionally, nuclear-trained Sailors must seek OPNAV N133 approval in certain instances, see MPM 1160-040 para. 6.</p> <p>The approval for a SELRES to extend on Active Duty lies with the Active Duty command to which they are attached. Approval from BUPERS 328 is needed if the Sailor requires a waiver or there are issues regarding reenlistment eligibility.</p> <p>Note: When an extension request requires cancellation of a previous extension, the request must be signed by the Sailor's Commanding Officer (CO) and the extension must not have been made operative. Refer to MPM 1160-040 paragraph 9 as required.</p>
4.0	Are all documents complete and correct?	Clerk	<p>Are all forms complete and correct?</p> <p>If No, go to 4.1</p> <p>If Yes, go to 5.0</p>
4.1	Obtain correct documents	Clerk	<p>Work with Command Pay and Personnel Administrator (CPPA) and/or Command Career Counselors (CCC) via Salesforce to obtain correct documents.</p> <p>Place the case in CPPA Action Required status with case comments to the CPPA outlining specific issues with the document(s).</p> <p>Example case comment: <i>IAW the Center of Excellence guidance for required Key Supporting Documents you are missing the following: (member signature on NPPSC 1160/1, BUPERS-328 approval, illegible NAVPERS 1070/621, etc.). Thank you!</i></p> <p>Determine the need to submit a TU04-CHANGE DOS/ETS transaction via NSIPS. This will prevent a zero-pay status situation upon the expiration of EAOS.</p>

Step #	Action	Role	Instructions
			<p>Note: TSC Supervisor should review Member's pay account in MMPA (JJAA) to determine if reenlistment contract pre-certification has been completed reflecting an updated R7/33/NT line. In such cases a TU04 is not necessary.</p> <p>To submit a TU04 in NSIPS: Pay Maintenance > Change DOS/ETS > Use > DOS/ETS Create</p> <p>Note: This transaction ensures pay, allowances, and allotments are continued for a maximum of 60 days from the Date of Separation (DOS). TU04 can only be released within 20 days of the Sailor's current EAOS, otherwise, it will reject and will need to be resubmitted when the Sailor is within 20 days of the EAOS.</p> <p>CPPAs must action cases in CPPA Action Required status within four business days. Once documents are obtained, go to Step 5.0</p>
5.0	Verify extension and incentive eligibility	Clerk	<p>Review approved Command Career Request - Extension, NPPSC 1160/1, or a copy of Sailor's PCS orders requiring obligated service.</p> <p>Note: To cancel an existing extension in order to process a new extension, the request must be signed by the Sailor's Commanding Officer (CO) and the extension must not have been made operative. Refer to MPM 1160-040 for details.</p> <p>Note: 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>
6.0	Review and release extension	Clerk	<p>Review and release executed NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in NSIPS.</p> <p>Note: To comply with audit requirements per DoD FMR, Volume 5 (Separation of Duties), the following protocols are specified:</p>

START - Beginning of SOP Part 1 - Extension Contract Generation

Step #	Action	Role	Instructions
			<ul style="list-style-type: none"> For extension contracts generated by the CCC/CPA in NSIPS, the TSC Clerk processing under the Pay Supervisor role in NSIPS will verify and release extension contracts. <i>By exception only, and only in instances where the CCC/CPA cannot generate the extension contract, the TSC Clerk processing under Personnel Supervisor role in NSIPS will generate the extension contract and TSC Supervisor processing under the Pay Supervisor role in NSIPS will verify and release the extension contract.</i> <p>If EAOS is expired, go to 6.1. If EAOS is not expired, go to 7.0</p>
6.1	Make Pay Account Active	Clerk	<p>If EAOS is expired (pay account status "T" or "V"), after releasing contract and making extension operative, submit a DWOWS ticket and place in Pending System - Trouble Ticket DWOWS.</p> <p>If NSIPS (PERS) correction is needed, submit NSIPS trouble ticket and place in Pending System - Trouble Ticket NSIPS.</p>
7.0	Submit documents for inclusion in the Sailor's OMPF	Clerk	<p>Submit documents using electronic submission (e-Sub) in BOL (NAVPERS 1070/621 or NAVPERS 1070/622, as applicable).</p>
8.0	Verify extension post on PERS side	Clerk	<p>Verify in NSIPS the Sailor's updated EAOS/SEAOS.</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 Sailors. Check MMPA JJAA to verify Soft EAOS and FID TU (Date of Separation). The updated FID TU should update to reflect the number of months of the extension. This step verifies the extension updated in MMPA.

START - Beginning of SOP Part 1 - Extension Contract Generation

Step #	Action	Role	Instructions
			If No, go to 8.1 If Yes, go to 9.0

STOP - End of SOP Part 1 - Extension Contract Generation

START - Beginning of SOP Part 2 - Operative Extension Contract Generation

11.0	Determine operative extension and LSL eligibility	Clerk	Determine if this is the first operative extension of the current enlistment and if the Sailor is entitled sell to Lump Sum Leave (LSL). Note: Lump Sum Leave (LSL) sell back is only authorized on the first operative extension of the Sailor's current enlistment. Note: Sailor may not sell back more than 60 days of accrued leave during a military career. If eligible, go to 11.1 If not eligible to sell back leave, go to 12.0
11.1	Verify Sailor's leave balance to sell	Clerk	Verify Sailor has sufficient leave balance to sell. <ul style="list-style-type: none"> • Enter verb JJAA in Master Military Pay Account (MMPA) and verify Format Identifier (FID) BR (Leave Balance).
11.2	Update Sailor's NSIPS ESR	Clerk	Update Sailor NSIPS ESR with Lump-Sum Leave (LSL) Election NAVPERS 1070/613 (Administrative Remarks). <ul style="list-style-type: none"> • Login to NSIPS: Electronic Service Record > Use > Administrative Remarks
12.0	Create Operative Extension Contract	Clerk	Create Operative NAVPERS 1070/621 and/or NAVPERS 1070/622 in NSIPS. <ul style="list-style-type: none"> • Login to NSIPS: Contract Administration > Extensions > Use > Extensions Create • Update Panel 1: Extensions <ul style="list-style-type: none"> o Select Contract Type o Enter Contract Status: OPERATIVE o Enter Extension Months (Other): number of months

Step #	Action	Role	Instructions
			<ul style="list-style-type: none"> o Enter Officer Name/Grade (Authorizing Official)
13.0	Complete final verification	Clerk	Complete final verification of Operative Extension NAVPERS 1070/621 and/or NAVPERS 1070/622 and forward to Supervisor for release in NSIPS.
14.1	Verify Operative Extension posted in MMPA	Clerk	<p>Enter the verb JJAA and verify the following Format Identifiers (FIDS):</p> <p>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. • 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. • 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. <p>If No, go to 14.2 If Yes, go to 15.0</p>
15.0	Verify the proper FID PQ LSL posted in MMPA	Clerk	<p>Verify if PQ contains the proper payment following posting of extension LSL payment.</p> <ul style="list-style-type: none"> • Enter verb JJAA and verify the following lines in MMPA: <ul style="list-style-type: none"> o 74 (LSL) o PQ/PX (Actual payment) <p>If No, go to 15.1 If Yes, go to 16.0</p>

START - Beginning of SOP Part 1 - Extension Contract Generation

Landing Page

Step #	Action	Role	Instructions
15.1	Determine reason for posting delay	Clerk	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 Once verified and posted, go to 16.0

START - End of SOP Part 2 - Operative Extension Contract Generation

START - Beginning of SOP Part 1 - Extension Contract Generation

Landing Page

Step #	Action	Role	Instructions
8.1	Determine reason for posting delay	Supervisor	Determine reason for posting delay. Submit NSIPS help desk ticket if the message status inquiry in NSIPS reflects an error code. Submit a DWOWS ticket if TU/TH update has rejected in NSIPS. Once verified, go to 9.0
9.0	Conduct final audit and close eCRM case	Supervisor	Supervisor conducts final audit and closes Salesforce case.

STOP - End of SOP Part 1 - Extension Contract Generation**START - Beginning of SOP Part 2 - Operative Extension Contract Generation**

10.0	Identify extensions to be made operative	Supervisor	Review Projected Loss (PL) Report in NSIPS. PL Report will list EAOS and EREN extensions that are required to be made operative. Note: Extensions cannot be made operative until the day after EAOS/EREN expiration.
11.3	Input LSL payment into MMPA JPBB	Supervisor	Input LSL payment into MMPA JPBB and route LSL payment to Deputy Disbursing Officer (DDO) for review.
14.0	Review, sign, and release Operative Extension	Supervisor	Review, sign, and release Operative NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in NSIPS.
14.2	Determine reason for posting delay	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 Once verified, go to 15.0

START - Beginning of SOP Part 1 - Extension Contract Generation

Landing Page

Step #	Action	Role	Instructions
15.1	Determine reason for posting delay	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 Once verified and posted, go to 16.0
16.0	Close case	Supervisor	Supervisor conducts final audit and closes case.

START - End of SOP Part 2 - Operative Extension Contract Generation

Step #	Action	Role	Instructions	Landing Page
START - Beginning of SOP Part 1 - Extension Contract Generation				
1.0	Compile Key Supporting Documents (KSD)	CPPA	<p>Obtain and review, as applicable, the following documents prior to submission from the CCC:</p> <ul style="list-style-type: none"> • Approved Command Career Extension Request, NPPSC 1160/1 • Signed NAVPERS 1070/621 or 1070/622 Extension Contract <p>Obtain and review, as applicable, from the CCC:</p> <ul style="list-style-type: none"> • BUPERS-328 approval • HYT approval from BUPERS 328 • C-WAY Approval • PCS Orders or FLTRES Approval Letter <p>Obtain and review, as applicable, NAVPERS 1070/613s from CCC:</p> <ul style="list-style-type: none"> • High Year Tenure (HYT) Waiver, MILPERSMAN 1160-120 • Leave Sell Back (LSL) payment, MILPERSMAN 7220-340 • SRB Entitlement Adjustment to Avoid Potential Monetary Loss for OBLISERV 	
2.0	Submit extension case to servicing TSC	CPPA	<p>Submit extension request and supporting documentation to the servicing TSC using the following case codes in Salesforce:</p> <ul style="list-style-type: none"> - Request Type: REEN/EXTEN/RIS (select appropriate Problem Code) - Routed to: TSC Naples <p>Submissions must comply with the standardized file naming convention in the Subject line:</p> <p>[Rank] [last name], [first name] [Request Type]</p> <p>Example: FC2 Flair, Rick Extension</p> <p>Salesforce cases for extensions must include the following documents, as applicable:</p> <ul style="list-style-type: none"> • Approved Command Career Extension Request, NPPSC 1160/1 	

Step #	Action	Role	Instructions
			<ul style="list-style-type: none"> • NAVPERS 1070/613s - Administrative Remarks • NAVPERS 1070-621 (Active Duty Extension) or NAVPERS 1070-622 (Reserve Extension) signed extension contract • BUPERS-328 approval, when applicable (may be letter or email) • HYT approval • PCS Orders or FLTRES Approval Letter • ORDMOD for mobilized Reserve Sailors
3.0	Review extension contract	Clerk	<p>Review the extension documentation received from the CPPA.</p> <p>Note: The Command Career Request form (NPPSC 1160/1) must be signed by a CO, Commodore, or OIC. Additionally, nuclear-trained Sailors must seek OPNAV N133 approval in certain instances, see MPM 1160-040 para. 6.</p> <p>The approval for a SELRES to extend on Active Duty lies with the Active Duty command to which they are attached. Approval from BUPERS 328 is needed if the Sailor requires a waiver or there are issues regarding reenlistment eligibility.</p> <p>Note: When an extension request requires cancellation of a previous extension, the request must be signed by the Sailor's Commanding Officer (CO) and the extension must not have been made operative. Refer to MPM 1160-040 paragraph 9 as required.</p>
4.0	Are all documents complete and correct?	Clerk	<p>Are all forms complete and correct?</p> <p>If No, go to 4.1</p> <p>If Yes, go to 5.0</p>
4.1	Obtain correct documents	Clerk	<p>Work with Command Pay and Personnel Administrator (CPPA) and/or Command Career Counselors (CCC) via Salesforce to obtain correct documents.</p> <p>Place the case in CPPA Action Required status with case comments to the CPPA outlining specific issues with the document(s).</p>

Step #	Action	Role	Instructions
			<p>Example case comment: <i>IAW the Center of Excellence guidance for required Key Supporting Documents you are missing the following: (member signature on NPPSC 1160/1, BUPERS-328 approval, illegible NAVPERS 1070/621, etc.). Thank you!</i></p> <p>Determine the need to submit a TU04-CHANGE DOS/ETS transaction via NSIPS. This will prevent a zero-pay status situation upon the expiration of EAOS.</p> <p>Note: TSC Supervisor should review Member's pay account in MMPA (JJAA) to determine if reenlistment contract pre-certification has been completed reflecting an updated R7/33/NT line. In such cases a TU04 is not necessary.</p> <p>To submit a TU04 in NSIPS: Pay Maintenance > Change DOS/ETS > Use > DOS/ETS Create</p> <p>Note: This transaction ensures pay, allowances, and allotments are continued for a maximum of 60 days from the Date of Separation (DOS). TU04 can only be released within 20 days of the Sailor's current EAOS, otherwise, it will reject and will need to be resubmitted when the Sailor is within 20 days of the EAOS.</p> <p>CPPAs must action cases in CPPA Action Required status within four business days. Once documents are obtained, go to Step 5.0</p>
5.0	Verify extension and incentive eligibility	Clerk	<p>Review approved Command Career Request - Extension, NPPSC 1160/1, or a copy of Sailor's PCS orders requiring obligated service.</p> <p>Note: To cancel an existing extension in order to process a new extension, the request must be signed by the Sailor's Commanding Officer (CO) and the extension must not have been made operative. Refer to MPM 1160-040 for details.</p> <p>Note: 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>

Step #	Action	Role	Instructions
6.0	Review and release extension	Clerk	<p>Review and release executed NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in NSIPS.</p> <p>Note: To comply with audit requirements per DoD FMR, Volume 5 (Separation of Duties), the following protocols are specified:</p> <ul style="list-style-type: none"> • For extension contracts generated by the CCC/CPA in NSIPS, the TSC Clerk processing under the Pay Supervisor role in NSIPS will verify and release extension contracts. • <i>By exception only, and only in instances where the CCC/CPA cannot generate the extension contract</i>, the TSC Clerk processing under Personnel Supervisor role in NSIPS will generate the extension contract and TSC Supervisor processing under the Pay Supervisor role in NSIPS will verify and release the extension contract. <p>If EAOS is expired, go to 6.1. If EAOS is not expired, go to 7.0</p>
6.1	Make Pay Account Active	Clerk	<p>If EAOS is expired (pay account status "T" or "V"), after releasing contract and making extension operative, submit a DWOWS ticket and place in Pending System - Trouble Ticket DWOWS.</p> <p>If NSIPS (PERS) correction is needed, submit NSIPS trouble ticket and place in Pending System - Trouble Ticket NSIPS.</p>
7.0	Submit documents for inclusion in the Sailor's OMPF	Clerk	<p>Submit documents using electronic submission (e-Sub) in BOL (NAVPERS 1070/621 or NAVPERS 1070/622, as applicable).</p>
8.0	Verify extension post on PERS side	Clerk	<p>Verify in NSIPS the Sailor's updated EAOS/SEAOS.</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 Sailors.

Step #	Action	Role	Instructions
			<ul style="list-style-type: none"> Check MMPA JJAA to verify Soft EAOS and FID TU (Date of Separation). The updated FID TU should update to reflect the number of months of the extension. This step verifies the extension updated in MMPA. <p>If No, go to 8.1 If Yes, go to 9.0</p>
8.1	Determine reason for posting delay	Supervisor	<p>Determine reason for posting delay. Submit NSIPS help desk ticket if the message status inquiry in NSIPS reflects an error code. Submit a DWOWS ticket if TU/TH update has rejected in NSIPS.</p> <p>Once verified, go to 9.0</p>
9.0	Conduct final audit and close eCRM case	Supervisor	<p>Supervisor conducts final audit and closes Salesforce case.</p>

End of SOP Part 1 - Extension Contract Generation

START - Beginning of SOP Part 2 - Operative Extension Contract Generation

10.0	Identify extensions to be made operative	Supervisor	<p>Review Projected Loss (PL) Report in NSIPS. PL Report will list EAOS and EREN extensions that are required to be made operative.</p> <p>Note: Extensions cannot be made operative until the day after EAOS/EREN expiration.</p>
11.0	Determine operative extension and LSL eligibility	Clerk	<p>Determine if this is the first operative extension of the current enlistment and if the Sailor is entitled sell to Lump Sum Leave (LSL).</p> <p>Note: Lump Sum Leave (LSL) sell back is only authorized on the first operative extension of the Sailor's current enlistment.</p> <p>Note: Sailor may not sell back more than 60 days of accrued leave during a military career.</p> <p>If eligible, go to 11.1</p>

Step #	Action	Role	Instructions
			If not eligible to sell back leave, go to 12.0
11.1	Verify Sailor's leave balance to sell	Clerk	Verify Sailor has sufficient leave balance to sell. <ul style="list-style-type: none"> • Enter verb JJAA in Master Military Pay Account (MMPA) and verify Format Identifier (FID) BR (Leave Balance).
11.2	Update Sailor's NSIPS ESR	Clerk	Update Sailor NSIPS ESR with Lump-Sum Leave (LSL) Election NAVPERS 1070/613 (Administrative Remarks). <ul style="list-style-type: none"> • Login to NSIPS: Electronic Service Record > Use > Administrative Remarks
11.3	Input LSL payment into MMPA JPBB	Supervisor	Input LSL payment into MMPA JPBB and route LSL payment to Deputy Disbursing Officer (DDO) for review.
12.0	Create Operative Extension Contract	Clerk	Create Operative NAVPERS 1070/621 and/or NAVPERS 1070/622 in NSIPS. <ul style="list-style-type: none"> • Login to NSIPS: Contract Administration > Extensions > Use > Extensions Create • Update Panel 1: Extensions <ul style="list-style-type: none"> o Select Contract Type o Enter Contract Status: OPERATIVE o Enter Extension Months (Other): number of months o Enter Officer Name/Grade (Authorizing Official)
13.0	Complete final verification	Clerk	Complete final verification of Operative Extension NAVPERS 1070/621 and/or NAVPERS 1070/622 and forward to Supervisor for release in NSIPS.
14.0	Review, sign, and release Operative Extension	Supervisor	Review, sign, and release Operative NAVPERS 1070/621 (Extension of Enlistment) and/or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in NSIPS.
14.1	Verify Operative Extension posted in MMPA	Clerk	Enter the verb JJAA and verify the following Format Identifiers (FIDS): TH - Expiration Term of Service (Hard EAOS)

Step #	Action	Role	Instructions
			<p>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. • 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. • 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. <p>If No, go to 14.2 If Yes, go to 15.0</p>
14.2	Determine reason for posting delay	Supervisor	<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, if required <p>Once verified, go to 15.0</p>
15.0	Verify the proper FID PQ LSL posted in MMPA	Clerk	<p>Verify if PQ contains the proper payment following posting of extension LSL payment.</p> <ul style="list-style-type: none"> • Enter verb JJAA and verify the following lines in MMPA: <ul style="list-style-type: none"> ◦ 74 (LSL) ◦ PQ/PX (Actual payment) <p>If No, go to 15.1 If Yes, go to 16.0</p>

Step #	Action	Role	Instructions
15.1	Determine reason for posting delay	Clerk/ 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 Once verified and posted, go to 16.0
16.0	Close case	Supervisor	Supervisor conducts final audit and closes case.

End of SOP Part 2 - Operative Extension Contract Generation