

REENLISTMENT 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.

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

[CPPA](#)

[Clerk](#)

[Auditor](#)

[DDO](#)

Other Links:

[Quick Links Page](#)

[Roles & Responsibilities](#)

[Best Practices](#)

[Reference's](#)

[Online Resources/Aids](#)

[Forms](#)

[Steps in numerical order](#)

Approved for public release: Distribution Unlimited

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:

LANDING PAGE

- 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.
- 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.

Sailor

- Ensure timely completion of reenlistment 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 reenlistment 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 reenlistment 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.

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 reenlistment. 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 :


 LANDING PAGE

#	Doc ID	Title
1.	OPNAVINST 1040.11 (Series)	Navy Enlisted Retention and Career Development Program https://www.secnav.navy.mil/doni/default.aspx
2.	OPNAVINST 1160.8 (Series)	Selective Reenlistment Bonus (SRB) Program https://www.secnav.navy.mil/doni/default.aspx
3.	OPNAVINST 6110.1 (Series)	Physical Readiness Program https://www.secnav.navy.mil/doni/default.aspx
4.	SECNAVINST 6120.3 (Series)	Periodic Health Assessment for Individual Medical Readiness https://www.secnav.navy.mil/doni/default.aspx
5.	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
6.	DoD FMR Vol. 7A, Ch. 35, Paragraph 2.0	Department of Defense (DoD) Financial Management Regulation (FMR) - Separation Payments - Accrued Leave Pay http://comptroller.defense.gov/FMR/vol7a_chapters.aspx
7.	BUPERSINST 1610.10 (Series)	Navy Performance Evaluation System https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/
8.	MILPERSMAN 1000-100	Home of Record and Place from which Ordered to Active Duty https://www.mynavyhr.navy.mil/References/MILPERSMAN/
9.	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/
10.	MILPERSMAN 1070-320	Administrative Remarks https://www.mynavyhr.navy.mil/References/MILPERSMAN/
11.		Age Limitation of Enlisted Personnel for Continuation on Active Duty

#	Doc ID	Title
	MILPERSMAN 1160-010	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
12.	MILPERSMAN 1160-020	Reenlistment Ceremony https://www.mynavyhr.navy.mil/References/MILPERSMAN/
13.	MILPERSMAN 1160-030	Certain Enlistments and Reenlistments under Continuous Service Conditions https://www.mynavyhr.navy.mil/References/MILPERSMAN/
14.	MILPERSMAN 1160-031	Required Counseling upon Enlistment or Reenlistment https://www.mynavyhr.navy.mil/References/MILPERSMAN/
15.	MILPERSMAN 1160-040	Extension of Enlistments https://www.mynavyhr.navy.mil/References/MILPERSMAN/
16.	MILPERSMAN 1160-100	Selective Training and Reenlistment (STAR) Program https://www.mynavyhr.navy.mil/References/MILPERSMAN/
17.	MILPERSMAN 1160-120	Active Component and Training and Administration of the Reserve High Year Tenure Program https://www.mynavyhr.navy.mil/References/MILPERSMAN/
18.	MILPERSMAN 1160-140	Career Waypoints - Reenlistment https://www.mynavyhr.navy.mil/References/MILPERSMAN/
19.	MILPERSMAN 1306-604	Active Obligated Service (OBLISERV) for Service Schools https://www.mynavyhr.navy.mil/References/MILPERSMAN/
20.	MILPERSMAN 1306-611	Professional Apprenticeship Career Track (PACT) Program https://www.mynavyhr.navy.mil/References/MILPERSMAN/
21.	MILPERSMAN 1306-618	Class "A" School and Rating Entry Requirements https://www.mynavyhr.navy.mil/References/MILPERSMAN/
22.	MILPERSMAN 1306-1000	Reenlistment Incentives https://www.mynavyhr.navy.mil/References/MILPERSMAN/
23.		Conversion Authorization

#	Doc ID	Title
	MILPERSMAN 1440-010	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
24.	MILPERSMAN 1440-011	Forced Conversion https://www.mynavyhr.navy.mil/References/MILPERSMAN/
25.	MILPERSMAN 7220-340	Lump-Sum Payment for Accrued Leave https://www.mynavyhr.navy.mil/References/MILPERSMAN/
26.	NPPSCINST 5213.1 (Series)	Forms Management https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions%2FNPPSCINST%205220%2E2C%20Standard%20Management%20Reports%20%2812%20Jun%202019%29%2Epdf&parent=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions
27.	NPPSCINST 5220.2 (Series)	Standard Management Reports https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions%2FNPPSCINST%205220%2E2C%20Standard%20Management%20Reports%20%2812%20Jun%202019%29%2Epdf&parent=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions
28.	NAVADMIN 243/16	Component Change Reenlistments Between Full Time Support and Active Component https://www.mynavyhr.navy.mil/References/Messages/
29.	NAVADMIN 118/18	Professional Apprenticeship Career Track Program Changes https://www.mynavyhr.navy.mil/References/Messages/
30.	NAVADMIN 274/19	Sea Shore Flow Enlisted Career Paths Update https://www.mynavyhr.navy.mil/References/Messages/
31.	NAVADMIN 275/19	Professional Apprenticeship Career Track Program Changes - II https://www.mynavyhr.navy.mil/References/Messages/
32.	NAVADMIN 021/22	Sea Shore Flow Enlisted Career Paths Updates for Nuclear Trained Enlisted Personnel



#	Doc ID	Title
		https://www.mynavyhr.navy.mil/References/Messages/
33.	NAVADMIN 259/22	Publication of BUPERSINST 1610.10F (EVALMAN) CH 1 (Corrected Copy) https://www.mynavyhr.navy.mil/References/Messages/
34.	NAVADMIN 288/22	High Year Tenure Plus Pilot https://www.mynavyhr.navy.mil/References/Messages/
35.	NAVADMIN 055/23	Enlisted Supervisor Retention Pay Policy Updates https://www.mynavyhr.navy.mil/References/Messages/
36.	NAVADMIN 277/23	High Year Tenure Plus Pilot Indefinite Extension https://www.mynavyhr.navy.mil/References/Messages/
37.	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
38.	MPA 18-20	Selective Reenlistment Bonus (SRB) TD Range Changes for DWOWS Case Submission https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/PASS/
39.	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/
40.	PPIB 15-09	Reenlistments in Conjunction with Selective Reenlistment Bonus (SRB) https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/
41.	PPIB 15-13	Selected Reserve on Active-Duty Reenlistment Process https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/

Online Resources:

← LANDING PAGE

#	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/
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/

#	Website Sponsor	Title and Link
10.	MyNavy HR	Enlisted Community Management https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/
11.	MyNavy HR	Pay and Benefits https://www.mynavyhr.navy.mil/References/Pay-Benefits/
12.	MyNavy HR	N130D - Bonus Programs, Special and Incentive Pays https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130D/
13.	MyNavy HR	SRB SDAP Enlisted Bonus https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/
14.	MyNavy HR	Enlisted Supervisor Retention Pay (ESRP) https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Nuclear/ESRP-SRB-Programs/
15.	NSIPS	NSIPS https://www.nsips.cloud.navy.mil/my.policy
Command Aids and User Guides:		
#	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
2.	My Navy Portal (MNP)	ESR Quick Reference Guide for Personnel Specialists CIMS User Guide https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/CIMS-NRMS/



Forms :**LANDING PAGE**

#	Form #	Title
1.	NAVPERS 1070/601	Immediate Reenlistment Agreement https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
2.	NAVPERS 1070/613	Administrative Remarks https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
3.	NAVPERS 1306/7	Enlisted Personnel Action Request https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
4.	NPPSC 1160/1	Command Career Request (Reenlistment) https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
5.	NPPSC 1160/2	CPPA Reenlistment Checklist https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
6.	DD1172-2	Application for Identification Card - DEERS Enrollment http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1172-2.pdf

Step #	Action	Instructions
1.0	Update & Verify ESR	Work with Sailor to submit corrections to the ESR, if required. CPPA works with Personnel Office or supporting Transaction Service Center (TSC) to make necessary corrections.
2.0	Compile Key Supporting Documents (KSD)	<p>Obtain and review the following documents prior to submission:</p> <ul style="list-style-type: none"> • Approved Command Career Reenlistment Request, NPPSC 1160/1 • Completed CPPA Reenlistment Checklist, NPPSC 1160/2 • Signed NAVPERS 1070/601 Immediate Reenlistment Contract <p>Obtain and review, as applicable, from the CCC:</p> <ul style="list-style-type: none"> • NSIPS Selective Reenlistment Bonus (SRB) approval • BUPERS 328 approval • Selective Training and Reenlistment (STAR) program approval and PMK-E completion certificate for advancement grade • HYT approval from BUPERS-328 • C-WAY approval <p>Obtain and review, as applicable, NAVPERS 1070/613s from CCC:</p> <ul style="list-style-type: none"> • UCMJ Article 137 Counseling per MILPERSMAN 1160-031 • High Year Tenure (HYT) Waiver, MILPERSMAN 1160-120 • Leave Sell Back (LSL) payment, MILPERSMAN 7220-340 • Selective Reenlistment Bonus (SRB) • Enlisted Supervisor Retention Pay (ESRP) • Selective Training and Reenlistment (STAR) Program <p>Note: NAVPERS 1070/613 may be compiled and held until submission of actual contract following reenlistment.</p>
3.0	Review Reenlistment Contract (scroll to next page)	<p>Review contract for accuracy before signing. Once signed, it is a valid contract. Note: Once the contract is submitted to the official record, errors that effect pay and allowances cannot be corrected without approval from the Board of Correction for Naval Records (BCNR).</p> <p>Review and verify the following for accuracy:</p> <ul style="list-style-type: none"> • Home of Record

Review
Reenlistment
Contract
(cont)

- Component (Navy or Navy Reserve)
- Number of years/months Sailor is reenlisting for
- Effective date of reenlistment

Note: Commands must pay particular attention to the Branch Class/Code selection to verify its accuracy prior to the execution of the reenlistment contract.

CPPA CONTINUED

LANDING PAGE

Step #

Action

Instructions

4.0

Submit
reenlistment
case to
servicing TSC

Submit reenlistment request and supporting documentation to the servicing TSC using the following case codes in Salesforce:

- Request Type: REEN/EXTEN/RIS (select appropriate Problem Code)
- Routed to: TSC Naples

Submissions must comply with the standardized file naming convention in the Subject line:

[Rank] [last name], [first name] [Request Type]

Salesforce cases for Reenlistments must include the following documents, as applicable:

- Approved Command Career Reenlistment Request, [NPPSC 1160/1](#)
- CPPA Reenlistment Checklist, [NPPSC 1160/2](#)
- CCC NSIPS Selective Reenlistment Bonus (SRB) Approval
- Appropriate NAVPERS 1070/613s - Administrative Remarks
- Reenlistment Contract (signed)
- BUPERS 328 approval, when applicable (may be letter or email)
- STAR approval with PMK-E completion certificate for advancement grade

Note: Ensure that for reenlistments with SRBs, the amount reflected on the NAVPERS 1070/613 matches the NSIPS approved entitlement.

Note: All parties identified on a NAVPERS 1070/613 must sign.

STOP - End of SOP

Step #	Action	Instructions
5.0	Review reenlistment documentation	<p>Review the reenlistment documentation received from the CPPA.</p> <p>Ensure the NPPSC 1160/1 Command Career Request (Reenlistment Request) form properly displays the correct Branch Class Code (selected as USN, USNR or TAR). This allows the Command Career Counselor, the CPPA, and the TSC, to have a full understanding that the Sailor's correct branch class/code. An incorrect branch class code may result in errors that impact order selection, selection boards, advancement exams, etc. Additionally, personnel that are transitioning to another branch class code (e.g., Active Duty to TAR) should have the prospective branch selected on the NPPSC 1160/1.</p> <p>Note: If the Command Career Request form (NPPSC 1160/1) is signed by any individual other than CO, Commodore, or OIC, the current EVAL recommending the Sailor for retention must be submitted in the Salesforce case.</p> <p>The approval for a SELRES to reenlist 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>STAR reenlistment requests must include an NSIPS screenshot of the STAR approval: Contract Admin > Force Management > Inquire > Career Options > Approval Status</p>
6.0	Are all documents complete and correct?	<p>Are all forms complete and correct?</p> <p>If No, go to 6.1</p> <p>If Yes, go to 7.0</p>
6.1	Obtain correct documents Scroll to next page	<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 and make a case comment to the CPPA outlining specific issues with the document(s):</p>

Obtain correct documents
(cont)

Example case comment: *IAW the Center of Excellence guidance for required Key Supporting Documents you are missing (i.e. member signature on NPPSC 1160/1; BUPERS-328 approval; illegible NAVPERS 1070/613 for STAR, etc.). Thank you!*

CPPAs must action cases in **CPPA Action Required** status within four business days. Once documents are obtained, go to Step 7.0

CLERK CONTINUED

← **LANDING PAGE**

Step #	Action	Instructions
7.0	Verify reenlistment and incentive eligibility (SCROLL TO NEXT PAGE)	<p>Verify Sailor eligibility to reenlist and receive proposed incentives:</p> <ol style="list-style-type: none">1. Verify in NSIPS if the Sailor has a pending Extension. If the Sailor has a pending Extension that prevents the reenlistment, place the case in CPPA Action Required and make a case comment with the following: <i>We currently cannot release the reenlistment contract. We are receiving an error due to an extension pending in the system. Please go to NSIPS > MAIN MENU > WORKLIST > DETAIL > and delete the extension in your queue. The person who entered it will be able to delete it. Place case in submitted once complete.</i>2. Verify in MMPA if Sailor is eligible to receive the proposed SRB incentive. If the Sailor has previously received and SRB for the same zone, place the case in CPPA Action Required and make a case comment with the following: <i>Member currently has a running SRB for the same zone. Please contact BUPERS-328 SRB incentives help desk for guidance: (BUPERS POC: mill_incen_pays.fct@navy.mil)</i>3. If there is a C-WAY flag that prevents the reenlistment, place the case in CPPA Action Required and make a case comment with the following: <i>Member requires Career Waypoints (C-WAY) approval to reenlist. Please reach out to C-WAY helpdesk via email (career_waypoints@navy.mil) to have C-WAY flag removed from NSIPS to enable processing of member's reenlistment. If C-WAY quota was approved, it is likely systems did not communicate properly. Thank you!</i>4. If the Sailor has a HYT flag that prevents the reenlistment, place the case in CPPA Action Required and make a case comment with the following:

Verify reenlistment and incentive eligibility
(cont)

Unable to release reenlistment contract at the moment. Please ensure member's contract end date is within indicated EDLN on record. Please contact ECM or HYT help desk to adjust EDLN (as applicable) or to have HYT flag removed to allow reenlistment processing. Thank you!

If No, work with CPPA to resolve issues (where applicable) preventing reenlistment.

If Yes, go to 8.0

CLERK CONTINUED

LANDING PAGE

Step #	Action	Instructions
8.0	Is Sailor selling back leave?	Verify if Sailor intends to sell back leave: <ul style="list-style-type: none"> • Verify against Command Career Request form (NPPSC 1160/1) and NAVPERS 1070/613. The number of days to sell back must match across all KSDs. • Confirm intent with CPPA if required If Yes, go to 8.1 If No, go to 9.0
8.1	Is Sailor eligible to sell back leave?	Refer to MILPERSMAN 7220-340 (Lump-Sum Payment for Accrued Leave), as required. Verify Sailor has sufficient leave balance and remaining Lump Sum Leave (LSL) to sell. <p>Enter verb JJAA in Master Military Pay Account (MMPA) and verify Format Identifiers (FIDs) BR (Leave Balance) and BL (LSL Paid to Date).</p> <p>Note: Sailor may NOT sell back more than 60 days of accrued leave during a career.</p> <p>Note: The Lump-Sum Leave (LSL) info is no longer reflected on the reenlistment contract.</p>
9.0	Is Sailor eligible to receive SRB? (SCROLL TO NEXT PAGE)	Verify in NSIPS if Sailor is eligible to receive a SRB: <ul style="list-style-type: none"> • Verify against Command Career Request form (NPPSC 1160/1) and NAVPERS 1070/613. • The reenlistment date and reenlistment term on the SRB approval in NSIPS must match the reenlistment date on the NAVPERS 1070-602 (reenlistment contract) and the NAVPERS 1070/613. • If the SRB is in cancelled status at the time the case is processed, place the case in CPPA Action Required and input the case comment below:

Is Sailor eligible to receive SRB?
(cont)

Member's SRB status is cancelled per NSIPS. Please contact BUPERS-328 SRB incentives help desk for guidance: (BUPERS POC: mill_incen_pays.fct@navy.mil)
When SRB approval is confirmed, go to 10.0

CLERK CONTINUED



Step #	Action	Instructions
10.0	Update Sailor's NSIPS ESR	<p>Update Sailor's Administrative Remarks as applicable. Verify Sailor's ESR with applicable NAVPERS 1070/613 (Administrative Remarks).</p> <p>Login to NSIPS: Electronic Service Record > Verify > Use > Administrative Remarks</p>
11.0	Release contract in NSIPS	<p>Release contract 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 contracts generated by the CCC/CPA in NSIPS, the TSC Clerk processing under the Pay Supervisor role in NSIPS will verify and release reenlistment contracts. • <i>By exception only, and only in instances where the CCC/CPA cannot generate the contract</i>, the TSC Clerk processing under Personnel Supervisor role in NSIPS will generate the contract and TSC Auditor processing under the Pay Supervisor role in NSIPS will verify and release the reenlistment contract. <p>Note: If a C-WAY or HYT flag appears when releasing a contract in NSIPS, go to step 7.0.</p>
12.0	Submit documents for inclusion in the Sailor's OMPF	<p>Submit documents using electronic submission (e-Sub) for inclusion in the Sailor's OMPF.</p> <p>Note: Signed Immediate Reenlistment Contracts and permanent Administrative Remarks documents must be manually submitted to the Electronic Military Personnel Record System (EMPRS) via e-Submission portal on BOL.</p> <p>E-Sub the following documents to the Sailor's OMPF, as applicable:</p> <ul style="list-style-type: none"> • Reenlistment Contract (NAVPERS 1070/601) • Permanent Administrative Remarks (NAVPERS 1070/613)

Step #	Action	Instructions
13.0	Verify reenlistment post on PERS side	<p>Verify in NSIPS new EAOS/SEAOS.</p> <p>Note: For reenlistments, EAOS/SEAOS will post upon release of contract in NSIPS.</p> <p>Note: For reenlistments with SRB or LSL payments, TU/TH should post in MMPA no later than 10 days after contract is released in NSIPS. Salesforce cases with associated SRB or LSL payments will remain in Pending System - Awaiting External System Post status until payment post is verified in MMPA.</p> <p>For benefits of rate reenlistments only (without LSL/SRB), close Salesforce case once contract is released in NSIPS and new EAOS/SEAOS is verified.</p> <p>For reenlistments with SRB or LSL payments, go to 14.0</p> <p>For ESRP place the case in Pending System - Awaiting External System Post status until TU/TH posts on MMPA. Once TU/TH is verified, close the case.</p>

STOP - End of SOP

Step #	Action	Instructions
14.0	Verify proper FID PQ posted in MMPA for SRB, LSL and/or STAR promotion on the PAY side	<p>Verify if proper FID PQ posted in MMPA for SRB, LSL and/or STAR reenlistment:</p> <p>Enter verb JJAA and verify the following lines in MMPA:</p> <ul style="list-style-type: none"> • R7 (Total Entitlement) • 33 (SRB only) • 74 (LSL only) • PQ/PX (Actual payment) • NT (Separation/Reentry Projected Settlement) • FL (verify if member is entitled to tax-free bonus) • N7 (separation data pending) • MD (grade) <p>For cases with both SRB and LSL payments, ensure the PQ reflects both SRB and LSL amount. The PQ should update in MMPA within 10 business days after release of the reenlistment contract.</p> <p>If TU/TH did not post, go to 14.1 If Yes, go to 15.0</p>
14.1	Determine reason for posting delay (SCROLL TO NEXT PAGE)	<p>Check for the following commonly seen reasons for errors:</p> <ul style="list-style-type: none"> • If TU/TH update has rejected (if NN FID is generated, DWOWS ticket is auto generated) • If FID 12 with crew status 6 blocks TU/TH update • If R7 is not posted • If R7 does not match SRB approval amount in NSIPS • If member is entitled to tax-free SRB but R7 did not post accordingly • If NT line does not match LSL days on contract

Determine reason for posting delay(**cont**)

If R7 is higher than NSIPS SRB, verify base pay matches. If so, submit DWOWS ticket, annotate ticket number in eCRM case, and place in **Pending System - Trouble Ticket DWOWS**.

If R7 is lower, verify base pay matches. If so, process PQ/PX payment, submit DWOWS ticket for SRB remainder, annotate ticket number in eCRM case, and place in **Pending System - Trouble Ticket DWOWS**.

Note: If base pay rate does not match, e-mail the BUPERS-328 SRB/SDAP/STAR Manager (MMNCM Olsen) requesting correction: david.m.olsen.mil@us.nay.mil

If NSIPS correction is needed, submit NSIPS trouble ticket and place in **Pending System - Trouble Ticket NSIPS**.

If LSL:

If NT line does not match LSL days on contract, submit DWOWS ticket to correct, annotate ticket number, and place in **Pending System- Trouble Ticket DWOWS**.

Once correct TU/TH and R7 have posted, go to 15.0

AUDITOR CONTINUED

LANDING PAGE 

Step #	Action	Instructions
15.0	Input SRB and/or LSL payment(s) into MMPA JPBB	Input SRB and/or LSL payment(s) into MMPA JPBB and route SRB and/or LSL payment(s) to Deputy Disbursing Officer (DDO) for review. Place in Pending System - Awaiting Payment Post .
17.0	Did the payment(s) post in MMPA?	Enter verb JJAA then JJAM and verify posting (PQ/PX Line). If No, go to 17.1 If Yes, go to 18.0
17.1	Determine reason for posting delay	Ensure payment was released in JPBX. If payment was released and has not posted within 48 hours, submit request to DFAS through DWOWS access, as applicable. Once payment has been posted, go to 18.0

18.0

Conduct final
audit and
close eCRM
case

Auditor conducts final audit and closes Salesforce case.

STOP - End of SOP

LANDING PAGE

Step #	Action	Instructions
16.0	Review and release SRB and/or LSL payment(s)	<p>DDO reviews and releases SRB and/or LSL payment. Refer to PPIB 15-09 prior to SRB release, as required.</p> <p>SRBs are approved for a designated date and term. Clerks must verify the Sailor's reenlistment contract matches the SRB approval (I51 screen of MMPA OPINS) prior to releasing the reenlistment. Failure to verify this results in wrong dates and terms, which results in the Sailor receiving the incorrect SRB payment.</p> <p>Clerks must verify the R7 line "total entitlement" matches the I51 approval screen of MMPA OPINS prior to releasing funds. If the two amounts do not match resolve the issue by determining which is correct and submitting a DWOWS request to fix the R7 line or contact the SRB Help Desk to fix the I51 screen. If uncertain, contact the SRB Help Desk.</p> <p>DDO enters verb JPBX and releases SRB and/or LSL payment(s).</p>

Step #	Action	Role	Instructions
1.0	Update & Verify ESR	CPPA	Work with Sailor to submit corrections to the ESR, if required. CPPA works with Personnel Office or supporting Transaction Service Center (TSC) to make necessary corrections.
2.0	Compile Key Supporting Documents (KSD)	CPPA	<p>Obtain and review the following documents prior to submission:</p> <ul style="list-style-type: none"> • Approved Command Career Reenlistment Request, NPPSC 1160/1 • Completed CPPA Reenlistment Checklist, NPPSC 1160/2 • Signed NAVPERS 1070/601 Immediate Reenlistment Contract <p>Obtain and review, as applicable, from the CCC:</p> <ul style="list-style-type: none"> • NSIPS Selective Reenlistment Bonus (SRB) approval • BUPERS 328 approval • Selective Training and Reenlistment (STAR) program approval and PMK-E completion certificate for advancement grade • HYT approval from BUPERS-328 • C-WAY approval <p>Obtain and review, as applicable, NAVPERS 1070/613s from CCC:</p> <ul style="list-style-type: none"> • UCMJ Article 137 Counseling per MILPERSMAN 1160-031 • High Year Tenure (HYT) Waiver, MILPERSMAN 1160-120 • Leave Sell Back (LSL) payment, MILPERSMAN 7220-340 • Selective Reenlistment Bonus (SRB) • Enlisted Supervisor Retention Pay (ESRP) • Selective Training and Reenlistment (STAR) Program <p>Note: NAVPERS 1070/613 may be compiled and held until submission of actual contract following reenlistment.</p>
3.0	Review Reenlistment Contract	CPPA	<p>Review contract for accuracy before signing. Once signed, it is a valid contract. Note: Once the contract is submitted to the official record, errors that effect pay and allowances cannot be corrected without approval from the Board of Correction for Naval Records (BCNR).</p> <p>Review and verify the following for accuracy:</p>

			<ul style="list-style-type: none"> • Home of Record • Component (Navy or Navy Reserve) • Number of years/months Sailor is reenlisting for • Effective date of reenlistment <p>Note: Commands must pay particular attention to the Branch Class/Code selection to verify its accuracy prior to the execution of the reenlistment contract.</p>
4.0	Submit reenlistment case to servicing TSC	CPPA	<p>Submit reenlistment 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: ABE2 Savage, Randy Reenlistment</p> <p>Salesforce cases for Reenlistments must include the following documents, as applicable:</p> <ul style="list-style-type: none"> • Approved Command Career Reenlistment Request, NPPSC 1160/1 • CPPA Reenlistment Checklist, NPPSC 1160/2 • CCC NSIPS Selective Reenlistment Bonus (SRB) Approval • Appropriate NAVPERS 1070/613s - Administrative Remarks • Reenlistment Contract (signed) • BUPERS 328 approval, when applicable (may be letter or email) • STAR approval with PMK-E completion certificate for advancement grade <p>Note: Ensure that for reenlistments with SRBs, the amount reflected on the NAVPERS 1070/613 matches the NSIPS approved entitlement.</p> <p>Note: All parties identified on a NAVPERS 1070/613 must sign.</p>

5.0	Review reenlistment documentation	Clerk	<p>Review the reenlistment documentation received from the CPPA.</p> <p>Ensure the NPPSC 1160/1 Command Career Request (Reenlistment Request) form properly displays the correct Branch Class Code (selected as USN, USNR or TAR). This allows the Command Career Counselor, the CPPA, and the TSC, to have a full understanding that the Sailor's correct branch class/code. An incorrect branch class code may result in errors that impact order selection, selection boards, advancement exams, etc. Additionally, personnel that are transitioning to another branch class code (e.g., Active Duty to TAR) should have the prospective branch selected on the NPPSC 1160/1.</p> <p>Note: If the Command Career Request form (NPPSC 1160/1) is signed by any individual other than CO, Commodore, or OIC, the current EVAL recommending the Sailor for retention must be submitted in the Salesforce case.</p> <p>The approval for a SELRES to reenlist 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>STAR reenlistment requests must include an NSIPS screenshot of the STAR approval: Contract Admin > Force Management > Inquire > Career Options > Approval Status</p>
6.0	Are all documents complete and correct?	Clerk	<p>Are all forms complete and correct? If No, go to 6.1 If Yes, go to 7.0</p>
6.1	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 and make a case comment 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 (i.e. member</i></p>

signature on NPPSC 1160/1; BUPERS-328 approval; illegible NAVPERS 1070/613 for STAR, etc.). Thank you!



CPPAs must action cases in **CPPA Action Required** status within four business days. Once documents are obtained, go to Step 7.0

7.0 Verify reenlistment and incentive eligibility

Clerk

Verify Sailor eligibility to reenlist and receive proposed incentives:

1. Verify in NSIPS if the Sailor has a pending Extension. If the Sailor has a pending Extension that prevents the reenlistment, place the case in **CPPA Action Required** and make a case comment with the following:

We currently cannot release the reenlistment contract. We are receiving an error due to an extension pending in the system. Please go to NSIPS > MAIN MENU > WORKLIST > DETAIL > and delete the extension in your queue. The person who entered it will be able to delete it. Place case in submitted once complete.

2. Verify in MMPA if Sailor is eligible to receive the proposed SRB incentive. If the Sailor has previously received and SRB for the same zone, place the case in **CPPA Action Required** and make a case comment with the following:

*Member currently has a running SRB for the same zone. Please contact BUPERS-328 SRB incentives help desk for guidance:
(BUPERS POC: mill_incen_pays.fct@navy.mil)*

3. If there is a C-WAY flag that prevents the reenlistment, place the case in **CPPA Action Required** and make a case comment with the following:

Member requires Career Waypoints (C-WAY) approval to reenlist. Please reach out to C-WAY helpdesk via email (career_waypoints@navy.mil) to have C-WAY flag removed from NSIPS to enable processing of member's reenlistment. If C-WAY quota was approved, it is likely systems did not communicate properly. Thank you!

4. If the Sailor has a HYT flag that prevents the reenlistment, place the case in **CPPA Action Required** and make a case comment with the following:

			<p><i>Unable to release reenlistment contract at the moment. Please ensure member's contract end date is within indicated EDLN on record. Please contact ECM or HYT help desk to adjust EDLN (as applicable) or to have HYT flag removed to allow reenlistment processing. Thank you!</i></p> <p>If No, work with CPPA to resolve issues (where applicable) preventing reenlistment.</p> <p>If Yes, go to 8.0</p>
8.0	Is Sailor selling back leave?	Clerk	<p>Verify if Sailor intends to sell back leave:</p> <ul style="list-style-type: none"> • Verify against Command Career Request form (NPPSC 1160/1) and NAVPERS 1070/613. The amount of days to sell back must match across all KSDs. • Confirm intent with CPPA if required <p>If Yes, go to 8.1 If No, go to 9.0</p>
8.1	Is Sailor eligible to sell back leave?	Clerk	<p>Refer to MILPERSMAN 7220-340 (Lump-Sum Payment for Accrued Leave), as required. Verify Sailor has sufficient leave balance and remaining Lump Sum Leave (LSL) to sell.</p> <p>Enter verb JJAA in Master Military Pay Account (MMPA) and verify Format Identifiers (FIDs) BR (Leave Balance) and BL (LSL Paid to Date).</p> <p>Note: Sailor may NOT sell back more than 60 days of accrued leave during a career.</p> <p>Note: The Lump-Sum Leave (LSL) info is no longer reflected on the reenlistment contract.</p>
9.0	Is Sailor eligible to receive SRB?	Clerk	<p>Verify in NSIPS if Sailor is eligible to receive a SRB:</p> <ul style="list-style-type: none"> • Verify against Command Career Request form (NPPSC 1160/1) and NAVPERS 1070/613. • The reenlistment date and reenlistment term on the SRB approval in NSIPS must match the reenlistment date on the NAVPERS 1070-602 (reenlistment contract) and the NAVPERS 1070/613. • If the SRB is in cancelled status at the time the case is processed, place the case in CPPA Action Required and input the case comment below:





			<p><i>Member's SRB status is cancelled per NSIPS. Please contact BUPERS-328 SRB incentives help desk for guidance: (BUPERS POC: mill_incen_pays.fct@navy.mil)</i></p> <p>When SRB approval is confirmed, go to 10.0</p>
10.0	Update Sailor's NSIPS ESR	Clerk	<p>Update Sailor's Administrative Remarks as applicable. Verify Sailor's ESR with applicable NAVPERS 1070/613 (Administrative Remarks).</p> <p>Login to NSIPS: Electronic Service Record > Verify > Use > Administrative Remarks</p>
11.0	Release contract in NSIPS	Clerk	<p>Release contract 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 contracts generated by the CCC/CPA in NSIPS, the TSC Clerk processing under the Pay Supervisor role in NSIPS will verify and release reenlistment contracts.• <i>By exception only, and only in instances where the CCC/CPA cannot generate the contract</i>, the TSC Clerk processing under Personnel Supervisor role in NSIPS will generate the contract and TSC Auditor processing under the Pay Supervisor role in NSIPS will verify and release the reenlistment contract. <p>Note: If a C-WAY or HYT flag appears when releasing a contract in NSIPS, go to step 7.0.</p>
12.0	Submit documents for inclusion in the Sailor's OMPF	Clerk	<p>Submit documents using electronic submission (e-Sub) for inclusion in the Sailor's OMPF.</p> <p>Note: Signed Immediate Reenlistment Contracts and permanent Administrative Remarks documents must be manually submitted to the Electronic Military Personnel Record System (EMPRS) via e-Submission portal on BOL.</p> <p>E-Sub the following documents to the Sailor's OMPF, as applicable:</p> <ul style="list-style-type: none">• Reenlistment Contract (NAVPERS 1070/601)• Permanent Administrative Remarks (NAVPERS 1070/613)
13.0	Verify reenlistment	Clerk	<p>Verify in NSIPS new EAOS/SEAOS.</p>

	<p>post on PERS side</p>		<p>Note: For reenlistments, EAOS/SEAOS will post upon release of contract in NSIPS.</p> <p>Note: For reenlistments with SRB or LSL payments, TU/TH should post in MMPA no later than 10 days after contract is released in NSIPS. Salesforce cases with associated SRB or LSL payments will remain in Pending System - Awaiting External System Post status until payment post is verified in MMPA.</p> <p>For benefits of rate reenlistments only (without LSL/SRB), close Salesforce case once contract is released in NSIPS and new EAOS/SEAOS is verified.</p> <p>For reenlistments with SRB or LSL payments, go to 14.0</p> <p>For ESRP place the case in Pending System - Awaiting External System Post status until TU/TH posts on MMPA. Once TU/TH is verified, close the case.</p>
<p>14.0</p>	<p>Verify proper FID PQ posted in MMPA for SRB, LSL and/or STAR promotion on the PAY side</p>	<p>Auditor</p>	<p>Verify if proper FID PQ posted in MMPA for SRB, LSL and/or STAR reenlistment:</p> <p>Enter verb JJAA and verify the following lines in MMPA:</p> <ul style="list-style-type: none"> • R7 (Total Entitlement) • 33 (SRB only) • 74 (LSL only) • PQ/PX (Actual payment) • NT (Separation/Reentry Projected Settlement) • FL (verify if member is entitled to tax-free bonus) • N7 (separation data pending) • MD (grade) <p>For cases with both SRB and LSL payments, ensure the PQ reflects both SRB and LSL amount. The PQ should update in MMPA within 10 business days after release of the reenlistment contract.</p>







	payment(s) into MMPA JPBB		Place in Pending System - Awaiting Payment Post.
16.0	Review and release SRB and/or LSL payment(s)	DDO	<p>DDO reviews and releases SRB and/or LSL payment. Refer to PPIB 15-09 prior to SRB release, as required.</p> <p>SRBs are approved for a designated date and term. Clerks must verify the Sailor's reenlistment contract matches the SRB approval (I51 screen of MMPA OPINS) prior to releasing the reenlistment. Failure to verify this results in wrong dates and terms, which results in the Sailor receiving the incorrect SRB payment.</p> <p>Clerks must verify the R7 line "total entitlement" matches the I51 approval screen of MMPA OPINS prior to releasing funds. If the two amounts do not match resolve the issue by determining which is correct and submitting a DWOWS request to fix the R7 line or contact the SRB Help Desk to fix the I51 screen. If uncertain, contact the SRB Help Desk.</p> <p>DDO enters verb JPBX and releases SRB and/or LSL payment(s).</p>
17.0	Did the payment(s) post in MMPA?	Auditor	<p>Enter verb JJAA then JJAM and verify posting (PQ/PX Line).</p> <p>If No, go to 17.1 If Yes, go to 18.0</p>
17.1	Determine reason for posting delay	Auditor	<p>Ensure payment was released in JPBX. If payment was released and has not posted within 48 hours, submit request to DFAS through DWOWS access, as applicable.</p> <p>Once payment has been posted, go to 18.0</p>
18.0	Conduct final audit and close eCRM case	Auditor	<p>Auditor conducts final audit and closes Salesforce case.</p>

STOP - End of SOP