



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

Introduction



To provide a basic understanding of the requirements of a CPPA for processing reenlistment and extension transactions and the understanding of MMPA Fids for verification purposes.

Objectives



- Reenlistments, Extensions, and Retain in Service KSDs
- Contract Routing
- Extensions
- Retain in Service
- Reenlistments
- Generating Administrative Remarks
- Case Routing Guidance
- Common MMPA Fids
- Best Practices & Common Issues
- Points of Contact and Resources

TSC NAPLES COE Reenlistment & Extension SOP

Reference Guide for Key Supporting Documents (KSDs)



Retention Contracts (Reenlistment & Extensions) Required KSDs by Category

CAT

REQUIRED KSDs

REENLISTMENT
with Selective
Reenlistment Bonus (SRB)

REENLISTMENT
No SRB

STAR REENLISTMENT
with Selective Reenlistment
Bonus (SRB)

RC2AC REENLISTMENT
(Reserve Component to
Active Component)

1. NPPSC 1160/1 (CCR)
2. NPPSC 1160/2 Reenlistment Checklist
3. Reenlistment Contract (signed)
4. Applicable Page 13s
 - UCMJ Article 137
 - LSL Sell Back
 - Reenlistment SRB
5. CCC NSIPS SRB Approval
6. BUPERS 328 Approval (when applicable)

1. NPPSC 1160/1 (CCR)
2. NPPSC 1160/2 Reenlistment Checklist
3. Reenlistment Contract (signed)
4. Applicable Page 13s:
 - UCMJ ArtArticle 137
 - LSL Sell Back
5. BUPERS 328 APPROVAL (when applicable)

1. NPPSC 1160/1 (CCR)
2. NPPSC 1160/2 Reenlistment Checklist
3. PMK-EE for the next higher paygrade to which authorized advancement.
4. Reenlistment Contract (signed)
5. CCC NSIPS SRB Approval
6. Applicable Page 13s
 - UCMJ Article 137
 - Reenlistment SRB
 - LSL Sell Back
7. BUPERS 328 APPROVAL (if applicable)

1. NPPSC 1160/1 (CCR)
2. NPPSC 1160/2 Reenlistment Checklist
3. BUPERS-3 TAR Recall Approval Letter or Naval Message on FTS Selection
4. Reenlistment Contract (signed)
5. CCC NSIPS SRB Approval (if applicable)
6. Applicable Page 13s
 - UCMJ Article137
 - RC2AC Statement of Understanding
 - Reenlistment SRB

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

TSC NAPLES COE Reenlistment & Extension SOP

Reference Guide for Key Supporting Documents (KSDs)



Retention Contracts (Reenlistment & Extensions) Required KSDs by Category

CAT

REQUIRED KSDs

EXTENSION

Regular Extension

1. NPPSC 1160/1 (CCR)
2. Extension Contract (signed)

OBLISERV Extension

1. PCS Orders or FLTRES Approval Letter
2. Extension Contract (signed)

OBLISERV to Train (OTT)

1. PCS Orders
2. Extension Contract (signed)
3. BUPERS 328 Approval

Mob/ADOS Reserve Extension

1. BUPERS Approval Memo or Mobilized ORDMOD
2. Reserve Extension Contract – to extend EREN, if applicable (NAVPERS 1070/621)
3. Active Duty Reserve (ADR) Extension Contract (NAVPERS 1070/622)

RETAIN IN SERVICE

Voluntary Physical Evaluation Board (PEB/MEDBOARD) ACC 355 & Disability Evaluation System (DES)

1. Applicable Page 13

Legal & LIMDU ACC 105

1. Applicable Page 13
2. BUPERS 328 Approval (when applicable)

For inquiries, contact:

RSC_NAPLES@us.navy.mil

Note: RETAIN IN SERVICE THAT REQUIRES BUPERS 328 (ECM) APPROVAL:

ACC 105 (LIMITED DUTY)

ACC 390 TEMDU Disciplinary on hold to a transient command / TPU bot not confined, – Authorized if they are pending criminal proceedings. Only if in ACC 390. If not, send to B-328 for approval.

Key words “Pending Criminal Proceedings”

ACC 392 TEMDU Disciplinary. Confined by civilian or foreign authorities and Confined by civilian authorities requires B-328 approval see para 15. If pending criminal proceedings by foreign jurisdiction it is authorized. Please see MPM 1160-050 para 13 for more information.

Note: RETAIN IN SERVICE THAT **DO NOT** REQUIRE BUPERS 328 (ECM) APPROVAL:

ACC 355 Voluntary Physical Evaluation Board (PEB/MEDBOARD)

ACC 391 TEMDU Disciplinary. Confined on a military facility, Do not require BUPERS 328 approval.

ACC 393 TEMDU Disciplinary. Member is on appellate leave – Authorized if member is under appellate review.
MILPERSMAN 1050-310

TSC NAPLES COE Reenlistment & Extension SOP

Contract Actions Requiring Prior Approval from BUPERS-328



- Conditional reenlistment MILPERSMAN 1160-030
- OBLISERV to Train (OTT) OPNAVINST 1160.8 (series) : To avoid potential monetary loss/SRB
- Page 13 in lieu of hard OBLISERV MILPERSMAN 1306-106: ties in with OTT
- Exception to Policy (ETP)
 - Examples: HYT waiver, Pregnant Sailor extends 2 months beyond the delivery date
- Extension cancellation (as applicable) MILPERSMAN 1160-040
- Retain In Service due to medical/LIMDU MILPERSMAN 1160-050
- BUPERS-328 only accepts requests submitted on the ePAR 1306/7 form via the MyNavyPortal or by emailing MNCC directly at askmncc.fct@navy.mil. Commands may contact MNCC directly at 901-874-MNCC (6622). Consider submission lead time of 4 weeks prior.
- The following information is required on all submissions:
 - Rate and Name
 - EAOS/SEAOS
 - PRD and/or transfer date
 - CWAY status
 - SRB/CSRB eligibility
 - Reason for the submission
 - Aggregate extensions months executed PRIOR to this request
 - CO comments
 - Command POC information
- Refer to <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Reenlistment-Extensions/>

Contract Routing



- When generating contracts, save contract as “incomplete” in order for TSC Naples personnel to pull and approve your transaction.
- After saving contract as “incomplete”, you will then be able to print the contract and obtain required signatures. Signed contracts will be submitted with required KSDs via eCRM within two days following the reenlistment.
- See following slides for further guidance.

Contract Routing: Extensions



DOD CAC AUTHENTICATION

CPPA

Last login: 02-03-2023 02:28

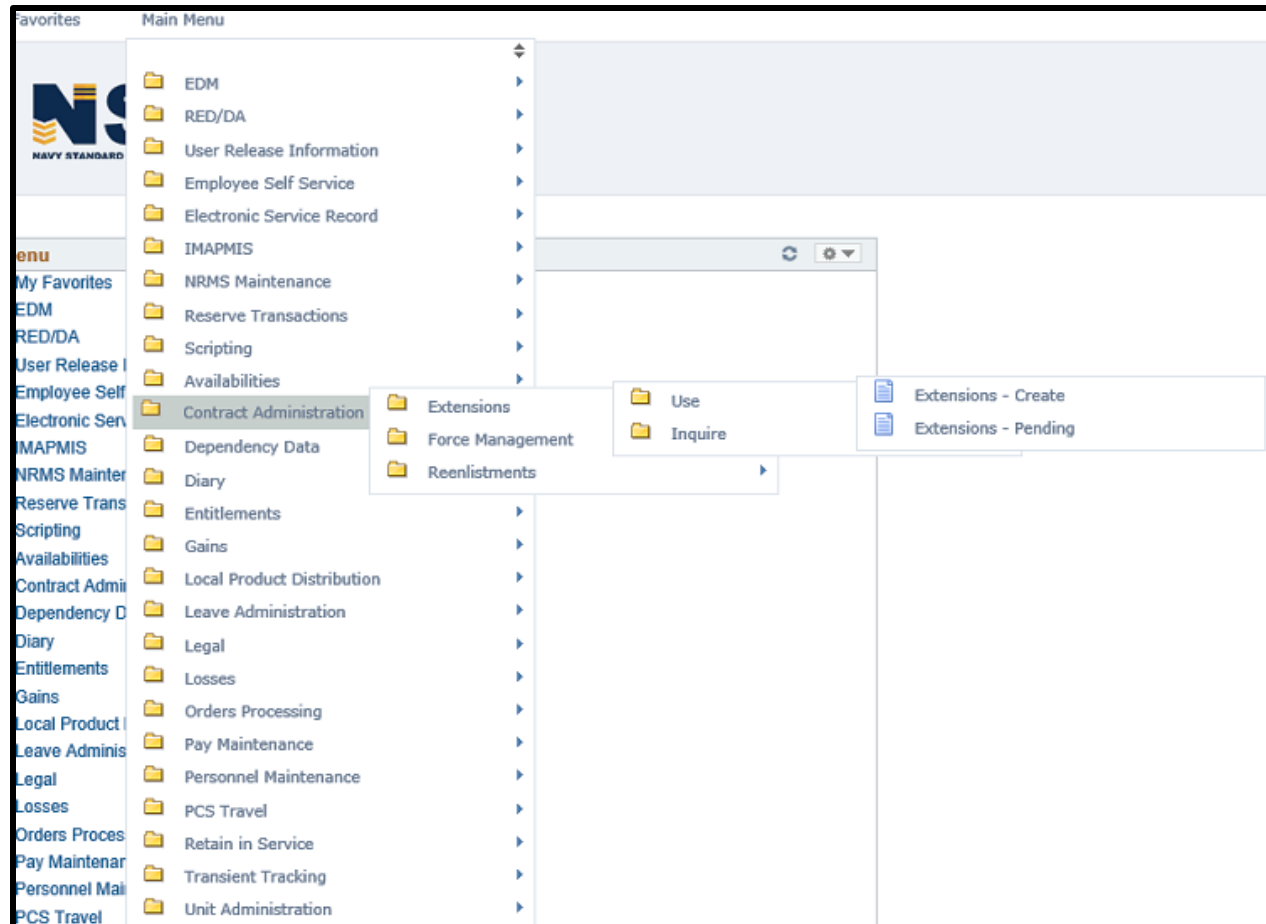
LOGON

TUESDAY, FEBRUARY 7 **ONLINE**

Navy Enterprise Service Desk is changing the email address and phone number for NSIPS Helpdesk. The new Email address will be nesd@nesd-mail.onbmc.mil and the new phone number will be 1-833-637-3669. The change will take place on Saturday, 03 September 2022. Once the change is in place please email or call the NSIPS helpdesk using the new email address and phone number.

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

Contract Routing: Extensions



NSIPS CPPA account:
Contract
Administration>Extensions>
Use>
Extensions - Create

Contract Routing: Extensions



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

NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions - Create

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

Find an Existing Value

▼ Search Criteria


Empl ID begins with

Empl Record =

Approval Instance =

Name begins with

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

Search Clear Basic Search  Save Search Criteria

Search by using either the members full SSN or last and first name

Contract Routing: Extensions



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions Exceptions

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

Appr Inst: Appr Status: Pending Appr Action: [] Comments

Reenlistment Date: 07/17/2019 Contract Type: [] Contract Status: [] BR/CL: 11

Extension Months School: [] Extension Months Other: []

Date of Occurrence: []

☐ Combat Zone?

Contract Information

Rsv Act Duty Obligation Days 0 Rsv Act Duty Obligation

Save Return to Search Notify

Look Up Contract Type

Select one of the following values:

ACT Active Duty

ADR Active Duty Reserve

RES Reserve

Cancel

Select Contract type and the following window will pop up

Contract Routing: Extensions



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions Exceptions

Name: Rank/Rate: Current DSC: 100

Appr Inst: Appr Status: Pending Appr Action: Comments

Reenlistment Date: 07/17/2019 Contract Type: ACT Active Duty
Contract Status: Execute BR/CL: 11

Extension Months School: Extension Months Other:
Date of Occurrence: 05/26/2021
☐ For Continuous Submarine Duty Incentive Pay Purpose? ☐ Combat Zone?

Ship/Duty Location:
Officer Name/Grade:
Title:

Contract Information

Rsv Act Duty Obligation Days 0 Rsv Act Duty Obligation Months 0

Contract Routing: Extensions



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions Exceptions

Name: Rank/Rate: PS2 Current DSC: 100

Appr Inst: Appr Status: Pending Appr Action: Comments

Reenlistment Date: 07/17/2019 Contract Type: ACT Active Duty

Contract End Date: 01/16/2023 Contract Status: Execute BR/CL: 11

Extension Months: School: Extension Months: 6 Other: NUMBER OF MONTHS

Date of Occurrence: 05/26/2021

☐ For Continuous Submarine Duty Incentive Pay Purpose? ☐ Combat Zone?

Ship/Duty Location:

Officer Name/Grade:

Title:

Contract Information

Rsv Act Duty Obligation Days: 0 Rsv Act Duty Obligation Months: 0

Save Return to Search Notify

Extensions Exceptions

MILPERSMAN 1160-040 and MILPERSMAN 1070-190 direct that the authorized official signing the extension contract ("Officer Name/Grade") must:

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

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

Contract Routing: Extensions



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions Exceptions

Name: Rank/Rate: PS2 Current DSC: 100

Contract Begin Date: 07/17/2019 Contract Type: Active Duty
Description: Execute

Contract Clause:

Exceptions:

Extensions | Exceptions

Look Up Contract Clause

Contract Clause begins with

Description begins with

Search Results


View 100 First 1-19 of 19 Last

Contract Clause	Description
017	Match EAOS to PRD
018	Pregnancy (Member or Spouse)
019	Obligated Service for Orders
020	Sufficient Service for RET
021	Sufficient Service for FLT RES
022	Match HYT Date
023	PFA Waiver
024	Cruise or Deployment
025	Criminal Proceedings
026	Medical Care
027	NAVPERSCOM Approval
028	Accelerated Advancement
046	IA Assignment
047	ADSW/Mobilized Reserve
056	ENLISTMENT BONUS PROGRAM 1
057	ENLISTMENT BONUS PROGRAM 2
058	ENLISTMENT BONUS PROGRAM 3
059	ENLISTMENT BONUS PROGRAM 4
076	COVID-19 Related

Contract Routing: Extensions



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

**NSIPS**
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions | Exceptions

Name: _____ Rank/Rate: PS2 Current DSC: 100

Contract Begin Date: 07/17/2019 Contract Type: Active Duty
Description: Execute

Contract Clause: 019 Obligated Service for Orders

Exceptions:

Extend to incur sufficient obligated service to execute BUPERS Order _____ dated _____ (YYMMDD) in accordance with MILPERSMAN 1160-040. I understand that this extension becomes binding upon execution and may not be thereafter canceled, except as provided in MILPERSMAN 1160-040. I have been informed of the provisions of the SRB program and the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment.

Save | Return to Search | Notify

Extensions | Exceptions

COMMAND CAREER REQUEST
NPPSC 1160/1 (Rev. 06-2020)

Supporting D

Command Extension Request		
Name	DoD ID	Rate
Command	UIC	Department
# of Months Extending		
Reason		
017 Match EAOS with PRD		
018 Pregnancy (Member or Spouse)		
019 Obligated Service for Orders		
020 Sufficient Service for RET		
021 Sufficient Service for FLTRES		
022 Match HYT Date		
023 PFA Waiver		
024 Cruise or Deployment		
025 Criminal Proceedings		
026 Medical Care		
027 NAVPERSCOM Approval		
028 Accelerated Advancement		
029 Obliserve to Train		
030 Obliserve for School		
031 CONSUBPAY		
Other: Enter Reason Here		

I certify the above information is true and correct.
Service Number Name
Has Service member passed
PRT Coordinator Name

Contract Routing: Extensions



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions | Exceptions

Name: _____ Rank/Rate: S2 Current SC: 100

Appr Inst: _____ Appr Status: Pending Appr Action: **Incomplete** Comments

Reenlistment Date: 07/17/2019 Contract Type: ACT Active Duty

Contract End Date: 01/16/2023 Contract Status: Execute BR/CL: 11

Extension Months ☐ School: _____ Extension Months ☐ 6 Other: _____

Date of Occurrence: 05/26/2021

☐ For Continuous Submarine Duty Incentive Pay Purpose? ☐ Combat Zone?

Ship/Duty Location: _____

Officer Name/Grade: _____

Title: _____

Contract Information

Rsv Act Duty Obligation Days 0 Rsv Act Duty Obligation Months 0

Buttons: Save Return to Search Notify

Extensions | Exceptions

Contract Routing: Retain in Service



DOD CAC AUTHENTICATION

CPPA

Last login: 02-03-2023 02:28

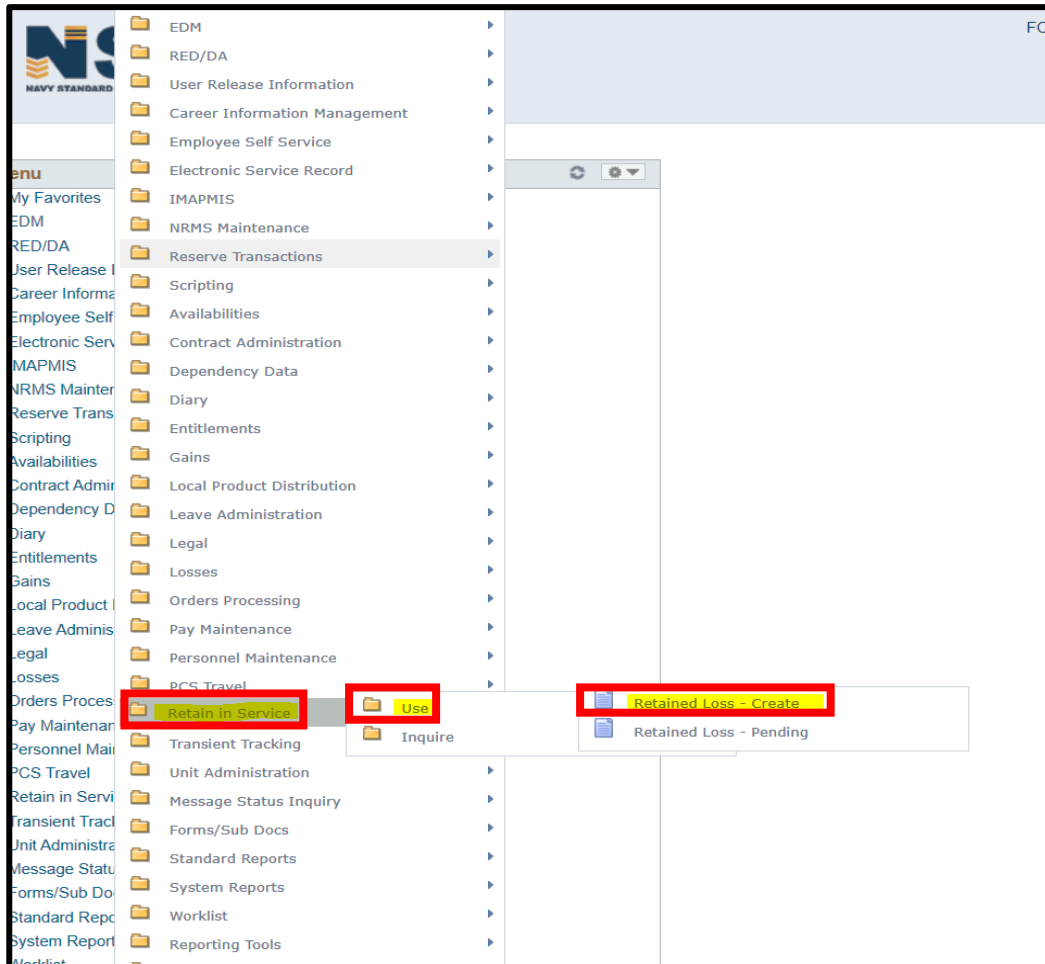
LOGON

TUESDAY, FEBRUARY 7 **ONLINE**

Navy Enterprise Service Desk is changing the email address and phone number for NSIPS Helpdesk. The new Email address will be nesd@nesd-mail.onbmc.mil and the new phone number will be 1-833-637-3669. The change will take place on Saturday, 03 September 2022. Once the change is in place please email or call the NSIPS helpdesk using the new email address and phone number.

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

Contract Routing: Retain in Service



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

Contract Routing: Retain in Service



Retain Loss

Name: Rank/Rate: Current DSC: 100

Appr Inst: Appr Status: Appr Action:

Retained Reason

Date of Action: Reason Code:

Months to be Retained: Retired Date: Contract End Dt: 08/30/2024

Stop Loss Indicator: Stop Loss Date:

Separation Program Designator Code:

DATE OF ACTION WILL BE THE DAY YOU INPUT THE RIS.

PLEASE BE ADVISED THAT RIS CANNOT BE RELEASED IF MEMBER'S EAOS IS 30+ DAYS FROM THE DATE OF ACTION DATE.

Legal & LIMDU ACC 105 Cases Require:

1. Applicable Page 13
2. BUPERS 328 Approval (when applicable)

Note: RETAIN IN SERVICE THAT REQUIRES BUPERS 328 (ECM) APPROVAL:

ACC 105 (LIMITED DUTY)

ACC 390 TEMDU Disciplinary on hold to a transient command / TPU bot not confined, - Authorized if they are pending criminal proceedings. Only in ACC 390. If not, send to B-328 for approval.

Key words "Pending Criminal Proceedings"

ACC 392 TEMDU Disciplinary. Confined by civilian or foreign authorities and Confined by civilian authorities requires B-328 approval see para 15. If pending criminal proceedings by foreign jurisdiction it is authorized. Please see MPM 1160-050 para 13 for more information

Contract Routing: Retain in Service



Retain Loss

Name: _____ Rank/Rate: _____ Current D: _____

Appr Inst: _____ Appr Status: _____ Appr Action: _____

Retained Reason

Date of Action: Reason Code:

Months to be Retained: Retired Date: Co: _____

Stop Loss Indicator: ▼ St: _____

Separation Program Designator Code:

Look Up Reason Code

Select one of the following values:

- 0 Essential Service
- 1 Medical Treatment
- 3 Military Confinement
- 5 Disciplinary Action Pending
- 6 Officer Retired but Retained
- 7 Stop Loss (Enlisted)
- 8 Other
- 9 Civilian Confinement

Contract Routing: Retain in Service



Retain Loss

Name:

Rank/Rate:

Current DSC: 100

Appr Inst:

Appr Status:

Appr Action:

Comments

Retained Reason

Date of Action:

Reason Code:

Months to be Retained:

Retired Date:

Contract End Dt: 08/30/2024

Stop Loss Indicator:

Stop Loss Date:

Separation Program Designator Code:

Enter number of months as needed, not to exceed 6 month per RIS.

Note: NSIPS will only allow retain in service months 6 months at a time for both medical or legal "Retain in Service"

Contract Routing: Retain in Service NAVPERS 1070/613 (RIS Page 13)



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

Look Up Subject

Subject Category Code: A

Subject ID begins with: [dropdown]

Subject: [dropdown] CENTER OF

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results of a possible 2902 can be displayed.

View 100 First 1-300 of 300 Last

Subject ID	Subject
14306	CENTER OF EXCELLENCE - REENLISTMENT, CODE OF CONDUCT
14308	CENTER OF EXCELLENCE - REENLISTMENT, SRB
14307	CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL
14646	CENTER OF EXCELLENCE - RETAIN IN SERVICE, LEGAL HOLD
14645	CENTER OF EXCELLENCE - RETAIN IN SERVICE, MEDICAL
7021	CERTIFICATE OF RELEASE
14459	CFLSW - LEAVE SELL BACK FOR ACTIVE DUTY PERSONNEL
14458	CFLSW REENLISTMENT ADMINISTRATIVE REMARKS
7528	CG II MEF HYT
7431	CGSOSR
9308	CHANGE IN MEMBERS PHYSICAL RISK CATEGORY
9511	CHANGE OF DUTY
12951	CHANGE OF OTEIP INCENTIVE OPTION
13600	CHANGE OF OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP) BENEFIT OPTION

CHOOSE APPLICABLE PG 13

Generate the RIS page 13
Search in Subject Category Code:
Administrative - A

Subject: CENTER OF EXCELLENCE

The seal of the Mynavy Career Center is a circular emblem. It features a central compass rose with eight points, set against a background of a world map. The text "MYNAVY CAREER CENTER" is arched across the top, and "24/7 HR SERVICE CENTER" is arched across the bottom. Two small stars are positioned on the left and right sides of the seal.

MyNAVYHR
Serving Sailors 24/7

Contract Routing: Reenlistments



DOD CAC AUTHENTICATION

CPPA

Last login: 02-03-2023 02:28

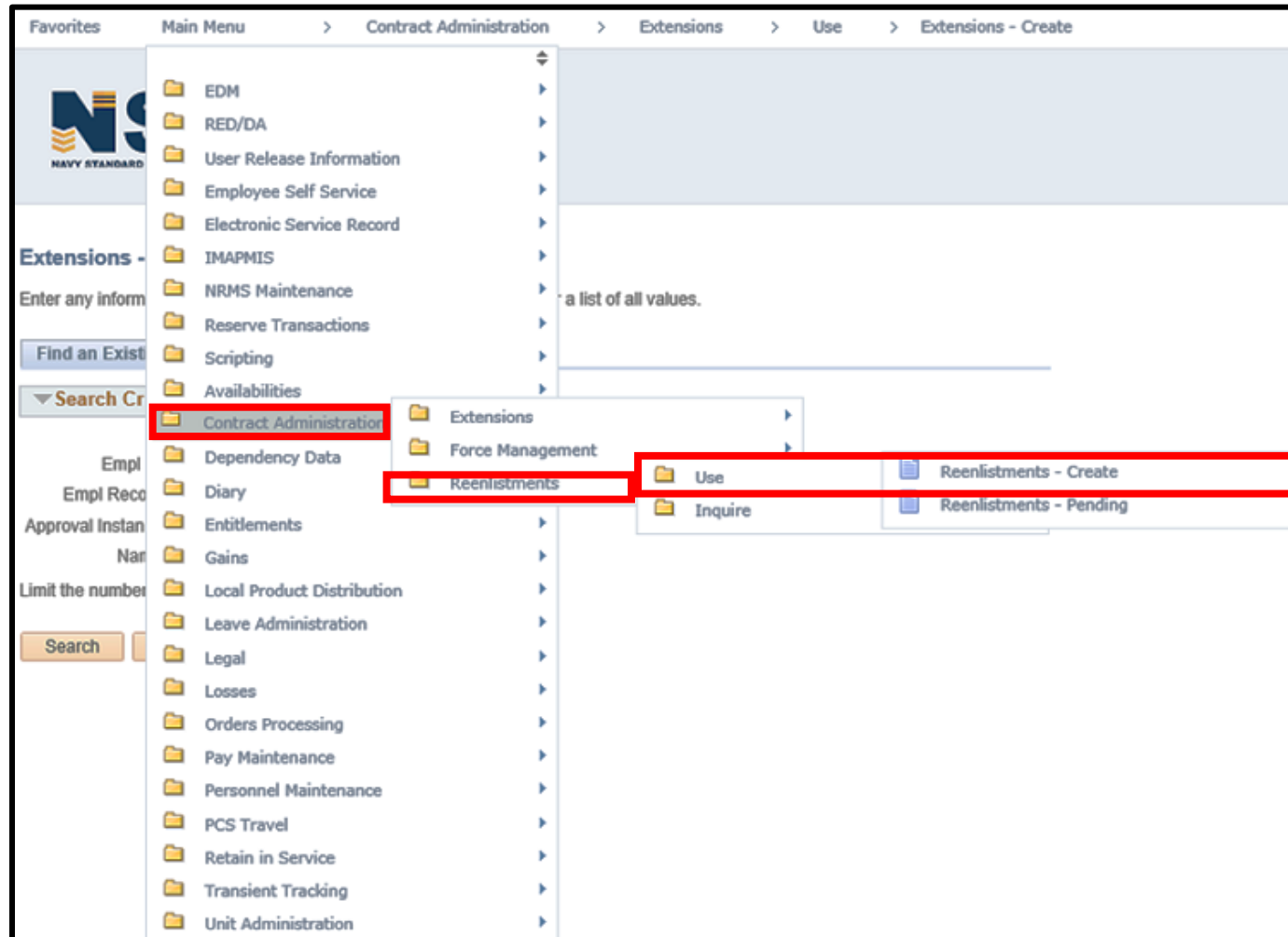
LOGON

TUESDAY, FEBRUARY 7 **ONLINE**

Navy Enterprise Service Desk is changing the email address and phone number for NSIPS Helpdesk. The new Email address will be nesd@nesd-mail.onbmc.mil and the new phone number will be 1-833-637-3669. The change will take place on Saturday, 03 September 2022. Once the change is in place please email or call the NSIPS helpdesk using the new email address and phone number.

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

Contract Routing: Reenlistments



NSIPS CPPA account:
Contract
Administrator>Reenlistments
> Use>Reenlistments- Create

Contract Routing: Reenlistments



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment Exceptions

Name: Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: Comments

*Reenlistment Date: Contract Type:

Contract End Date: Br/Cl's Code: Reenlistment Rank/Rate: PS3

Enlistment Type: Enlistment Term: Navy Loss Code:

RADO - Months: RADO - Days: Reenlistment Code:

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

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

Reenlisted at: SellBack: Title:

Officer's Name and Grade:

Contract Information

Create Reenlistment | Exceptions

Contract Routing: Reenlistments



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment | Exceptions

Name: _____ Rank/Rate: PS3 Current DSC: 100

Appr Inst: _____ Appr Stat: Pending Appr Action: [Comments](#)

*Reenlistment Date: 05/27/2021 Contract Type:

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

Enlistment Type: Enlistment Term: Navy Loss Code:

RADO - Months: RADO - Days: Reenlistment Code:

Total Active Service: 2 Yrs 5 Mos 17 Days Expiration of Active Enlist: 12/09/2022

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

Reenlisted at: _____ Title: _____

Officer's Name and Grade: _____

Contract Information

Create Reenlistment | Exceptions

Look Up Contract Type

Select one of the following values:

- ACT Active Duty
- ADR Active Duty Reserve
- RES Reserve

Select the contract type in accordance with the members request

Contract Routing: Reenlistments



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Contract Administration > Reenlistments > Use > Reenlistments - Create

Create Reenlistment Exceptions

Name: Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: Comments

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

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

Enlistment Type: **BASED ON EAOS DATE**

Total Active Service: 2 Yrs 5 Mos 17 Days

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

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

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Look Up Enlistment Type

Member Enlistment Condition Cd begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-0 of 9 Last

Member Enlistment Condition Cd	Description
10	Enl USN fm USNR-Bonus-No USN
11	Enl USN fm USNR-NO Bon-No USN
30	Reen within 24 Hours-Bonus
31	Reen within 24 Hours-No Bonus
40	Reen within 3 Months-Bonus
41	Reen within 3 Months-No Bonus
50	Reen Over 3 Months-Bonus
51	Reen Over 3 Months-No Bonus
96	Res Cmpnt to Act Cmpnt Agmntn

Contract Routing: Reenlistments



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Buttons: Create Reenlistment Exceptions

Form Fields:

- Name: [] Rank/Rate: PS3 Current DSC: 100
- Appr Inst: [] Appr Stat: Pending Appr Action: [] Comments
- *Reenlistment Date: 05/27/2021 [] Contract Type: ACT [] Active Duty
- Contract End Date: 05/26/2023 Br/Cls Code: 11 Reenlistment Rank/Rate: PS3
- Enlistment Type: 51 [] Enlistment Term: 2 [] **← YEARS OF REENLISTMENT**
- Reenlistment Code: [] []
- Total Active Service: 2 Yrs 5 Mos 17 Days
- Total Inactive Service: [] Yrs [] Mos [] Days LSL: 0.0 Home of Record
- Reenlisted at: [] Title: []
- Officer's Name and Grade: []

Contract Information

Buttons: Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Note: Total Active service time will self populate

Contract Routing: Reenlistments



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Contract Administration > Reenlistments > Use > Reenlistments - Create

Create Reenlistment Exceptions

Name: Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: Comments

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

Contract End Date: 05/26/2023 Br/Cls Code: 11 Reenlistment Rank/Rate: PS3

Enlistment Type: 51 Enlistment Term: 2 Navy Loss Code: Reenlistment Code:

Total Active Service: 2 Yrs 5 Mos 17 Days

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

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

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Look Up Navy Loss Code

Separation Reasons Code =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Separation Reasons Code	Description
801	Honorable Discharge - Expiration of enlistment
802	Honorable Discharge - Early Separation
816	Honorable Discharge - Fulfillment of Military Service Obligation
841	General Discharge - Expiration of Enlistment
842	General Discharge - within 3 months of EOS/EAOS
856	General Discharge - Fulfillment of Military Service Obligation

- Navy LOSS code 801 - Only use if reenlisting same day as the EAOS,
- Navy LOSS code 802 is use if reenlisting before the EAOS date. Highly encourage to reenlist at least 1 month out from the EAOS to avoid pay stoppage. PERS side (Member Data Summary in NSIPS) gets updated within 24-48 hours, PAY side (MMPA) can take from 7 to 10 business days.

Contract Routing: Reenlistments



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment Exceptions

Name: Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: Comments

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

Contract End Date: 05/26/2023 Br/Clis Code: 11 Reenlistment Rank/Rate: PS3

Enlistment Type: 51 Enlistment Term: 2 Navy Loss Code: Reenlistment Code: 1

Total Active Service: 2 Yrs 5 Mos 17 Days

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

Reenlisted at: Title:

Officer's Name and Grade:

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Look Up Reenlistment Code

Select one of the following values:

- 1 Eligible for Reenlistment
- R1 Recommended for Pref. Reenlist

Cancel

Contract Routing: Reenlistments



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment | Exceptions

Name: Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: [Comments](#)

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

Contract End Date: 05/26/2023 Br/Clis Code: 11 Reenlistment Rank/Rate: PS3

Enlistment Type: 51 Enlistment Term: 2 Navy Loss Code: 802

Reenlistment Code: 1

Total Active Service: 2 Yrs 5 Mos 17 Days

Total Inactive Service: Yrs Mos Days LSL SellBack: 0.0 [Home of Record](#)

Reenlisted at: Title: REENL OFFICER

Officer's Name and Grade:

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

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

Contract Information

Once you enter the Reenlistment Officers information you will then select the 2nd tab labeled “expectations”

Contract Routing: Reenlistments



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

EXAMPLES:
1. OBLISERVE FOR BUPERS ORDERS...DTG MSG AND SDP.
2. BENEFITS OF RATE AND LUMP SUM LEAVE

COMMAND CAREER REQUEST
NPPSC 1160/1 (Rev. 06 2020)

Supporting Directive NPPSCINST 5213.1B

Command Extension Request

Name	DoD ID	Rate	PRD	EAOS
Command				
UIC	Department	Division	ADOD	

of Months Extending:

I certify the above info:

Reason	Does member fall into Zone A, B, or C C-WAY?
017 Match EAOS with PRD	<input type="checkbox"/> Yes <input type="checkbox"/> No
018 Pregnancy (Member or Spouse)	
019 Obligated Service for Orders	
020 Sufficient Service for RET	
021 Sufficient Service for FLTRES	
022 Match HYT Date	
023 PFA Waiver	
024 Cruise or Deployment	
025 Criminal Proceedings	
026 Medical Care	
027 NAVPERSCOM Approval	
028 Accelerated Advancement	
029 Obliserve to Train	
030 Obliserve for School	
031 CONSUBPAY	
Other: Enter Reason Here	

Has Service member pas:

PRT Coordinator Name:

Date:

Contract Begin Date: 05/27/2021

Contract Type: Active Duty

Contract Clause: 016 Narrative

Exceptions:

Rank/Rate: PS3

Current DSC: 100

Save **Return to Search** **Notify** **Refresh**

Contract Routing: Reenlistments



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Buttons: Create Reenlistment Exceptions

Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: Incomplete✓ **Comments**

*Reenlistment Date: 05/27/2021 Contract Type: ACT Active Duty
Contract End Date: 05/26/2023 Br/Cls Code: 11 Reenlistment Rank/Rate: PS3

Enlistment Type: 51 Enlistment Term: 2 Navy Loss Code: 802
Reenlistment Code: 1

Total Active Service: 2 Yrs 5 Mos 17 Days
Total Inactive Service: Yrs Mos Days LSL: 0.0 Home of Record
SellBack: Title: REENL OFFICER x

Reenlisted at: Officer's Name and Grade:

Contract Information

Buttons: Save Return to Search Notify Refresh

Save as
incomplete

Contract Routing: Reenlistments



FIRST: I am reenlisting in the UNITED STATES NAVY/NAVAL RESERVE for 3 years from 04/01/2022 unless sooner discharged by proper authority. My new contract expiration date is 03/31/2025.

SECOND: I have read and understand the following SECTION OF TITLE 10 OF THE UNITED STATES CODE:

SECTION 5540 OF TITLE 10 OF THE UNITED STATES CODE; "(a) The senior officer present afloat in foreign waters shall send to the United States by Government or other transportation as soon as possible each enlisted member of the naval service who is serving on a naval vessel, whose term of enlistment has expired, and who desires to return to the United States. However, when the senior officer present afloat considers it essential to the public interest, he may retain such a member on active duty until the vessel returns to the United States. (b) Each member retained under this section; (1) shall be discharged not later than 30 days after his arrival in the United States; and (2) except in time of war is entitled to an increase in basic pay of 25 percent. (c) The substance of this section shall be included in the enlistment contract of each person enlisting in the naval service."

THIRD: I understand that I may be extended on, or ordered to active duty for the duration of any war or national emergency declared by Congress, and for six months thereafter, and that my agreed period of active service may be extended as otherwise authorized by law.

UNDER THE CLAUSE OR EXCEPTIONS:

FOURTH: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, geographical area, schooling, special programs, ~~enlistment~~ of government quarters, or transportation dependents except as indicated:

  **DO NOT ENTER**  **NO SRB AUTHORIZED OR N/A**   **BENEFITS OF RATE**

UIC: 65862 STATUS: ACTIVE: X INACTIVE: RADO MONTHS/DAYS: 000 / 000 DOB:

PLACE OF REENLISTMENT: NSA CAPODICHINO, NAPLES IT HOME OF RECORD: CITY, STATE

CITIZENSHIP: CITIZEN COUNTRY: RATE: DATE OF PAYGRADE:

CCC NSIPS SRB Approval



Pre Cert Request		SRB/ESRP Status	
Name:	Rank/Rate:	MA2	Current DSC: 100
Requesting UIC: 43496	Effective date:	02/24/2022	Cancel Indicator: N - No cancellation was requested
SRB Type: 1AA	Status:	Approved	Budget Zone: B
NEC: P06A	Budget NEC:	P06A	
Sea Duty Ext:	Conversion Date:		
Zone: B - 6-10 years	Zone Override:	<input type="checkbox"/>	
AOS Dt: 10/31/2023	AOSD Override:	<input type="checkbox"/>	
Grade: E05			
Award Level: 0.5	AOS: 53	Base Pay: 3682.20	
Total Bonus: 8131.53	Initial Install: 4065.77	Anniversary Install: 813.15	
Pay Waiver: <input type="checkbox"/>	Reason:	Reenlistment Date: 04/01/2022	
Waiver Date:	Waiver Status:	Reenlistment Term: 72	
<input type="button" value="Recalculate"/>			
Final Status: Approved	Pay Data: 0.572PNMA2 NO		
Multi-Use:	EMC: B640		
EAOS: 10/30/2023	SEAOS: 10/30/2023	Prospective Rate:	
PEBD: 01/04/2012	ADSD: 07/20/2014	Prospective Paygrade:	
DNEC: 853A	DNEC2:	PTS Status: AIR	
Inop Oth Ext: 00	Inop Nuc Ext: 00	PTS Approval Date: 06/23/2021	
Ext Months:	Ext Date:		
Extension Request			
Cancel Ext Request: <input type="checkbox"/>	Extension Date:	CO Recommends: <input type="checkbox"/>	
Extension Request:	Extension Months:		

- Note to CCC:
- SRB Precert must be submitted 35-120 days out from the reenlistment date.
- IAW: OPNAVINST 1160.8B (SRB Program)

NSIPS C-WAY Error and or HYT EDLN error when trying to generate the contract



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

FOUO - Privacy Sensitive: Last login: 04-01-2022 05:13 Home Worklist Add to Favorites Sign Out

Reenlistments - Create

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

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record 0

Approval Instance

Name begins with

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

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Empl Record	Approval Instance	Name	Contract End Date
0	(blank)		04/03/2022

Message

Member requires Career Waypoints (C-WAY) approval to reenlist. (26000,1297)

E-3 to E-5 personnel, as well as E-6 personnel not selected for advancement to E7, must have C-WAY approval to reenlist if they have 14 years or less of obligated service as of their Soft (as extended) Expiration of Active Obligated Service (SEAOS).

OK

CWAY HELP DESK
Career_waypoints@navy.
mil

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

Member requires Career Waypoints (C-WAY) approval to Reenlist. E-3 to E-5 personnel, as well as E-6 personnel not selected for advancement to E7, must have C-WAY approval to reenlist if they have 14 years of obligated service as of their Soft (as extended) Extension of Active Obligated Service (SEAOS).

Administrative Remarks



DOD CAC AUTHENTICATION

CPPA

Last login: 02-03-2023 02:28

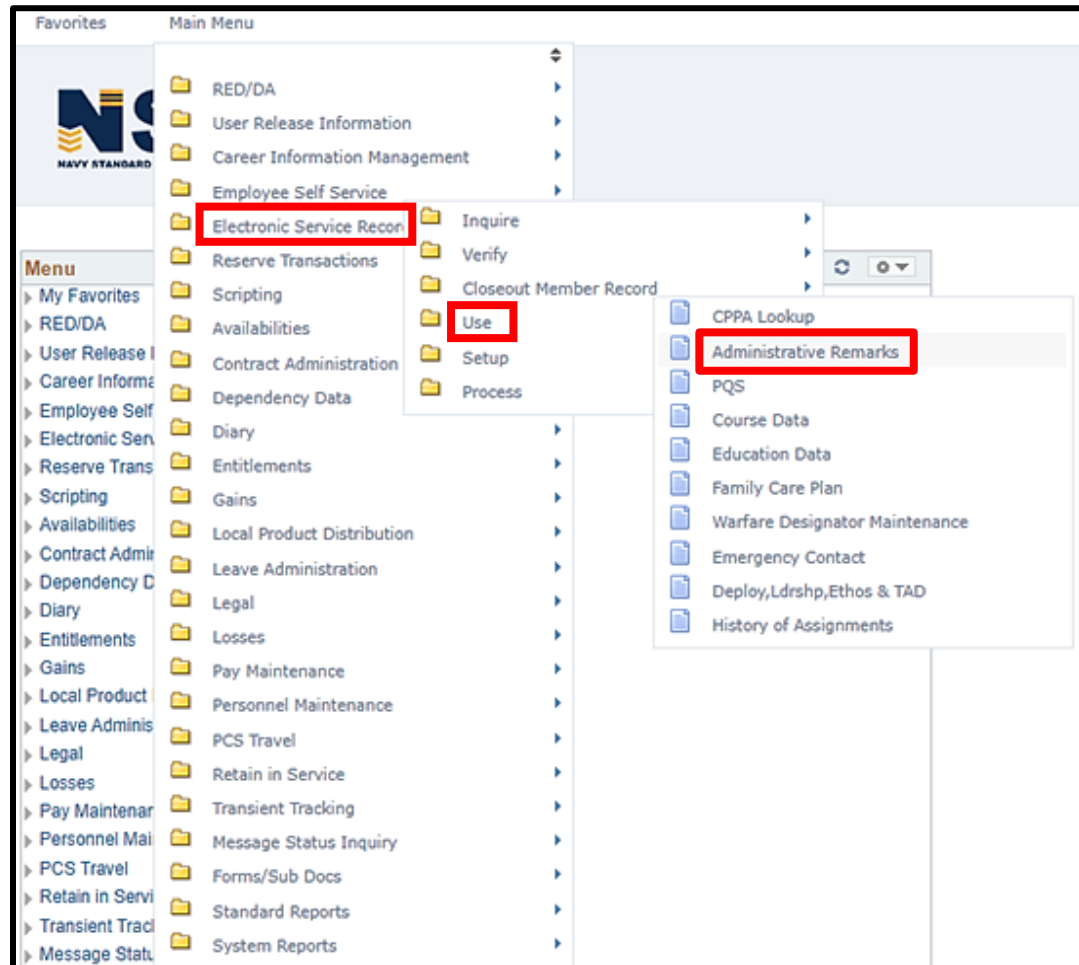
LOGON

TUESDAY, FEBRUARY 7 **ONLINE**

Navy Enterprise Service Desk is changing the email address and phone number for NSIPS Helpdesk. The new Email address will be nesd@nesd-mail.onbmc.mil and the new phone number will be 1-833-637-3669. The change will take place on Saturday, 03 September 2022. Once the change is in place please email or call the NSIPS helpdesk using the new email address and phone number.

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

Administrative Remarks



Navigate to:

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

Administrative Remarks



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

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

[Find an Existing Value](#)

Search Criteria

Empl ID

Empl Record

Name

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

[Basic Search](#) [Save Search Criteria](#)

Search by using either the members full SSN or last and first name

Administrative Remarks



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

Name: Rank/Rate: PS2 Current DSC: 100

Find | View All First 2 of 7 Last

Authority: ☐ Permanent

Date: NOT VERIFIED Removal Date:

Subject Code:

Subject:

Remark:

Approving Officer Signature

Name: Title: Date:

Witness Signature

Name: Title: Date:

Member Signature

Date:

Acknowledgement

Acknowledgement:

Go to: [ESR Home](#) [Admin Remarks Home](#)

Look Up Subject Code

Subject Category Code

Description

[Basic Lookup](#)

Search Results

View 100 First 1-12 of 12 Last

Subject Category Code	Description
A	Administrative
B	Bonus
C	Counseling
E	Enlistment
G	General
L	Legal
M	Mandatory
P	Payment
R	Regulatory
S	Separation
T	Training
Z	RTC Only

Select "Administrative"

Administrative Remarks



Administrative Remarks

Name: Rank/Rate: PS2 Current DSC: 100

Authority: MILPERSMAN 1160-030 ☐ Permanent

Date: NOT VERIFIED

Subject Code: A Administrative

Subject:

Remark:

Approving Officer Signature

Name: Title:

Witness Signature

Name: Title:

Member Signature

Date:

Acknowledgement

Acknowledgement:

Look Up Subject

Subject Category Code: A

Subject ID: begins with

Subject: **CENTER**

Search Results

Only the first 300 results of a possible 2762 can be displayed.

View 100 First 1-300 of 300 Last

Subject ID	Subject
14306	CENTER OF EXCELLENCE - REENLISTMENT, CODE OF CONDUCT
14308	CENTER OF EXCELLENCE - REENLISTMENT, SRB
14307	CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL
7021	CERTIFICATE OF RELEASE
7528	CG II MEF HYT
7431	CGSOSR
9308	CHANGE IN MEMBERS PHYSICAL RISK CATEGORY
9511	CHANGE OF DUTY
12951	CHANGE OF OTEIP INCENTIVE OPTION
13600	CHANGE OF OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP) BENEFIT OPTION
8810	CHANGE OF RATING
10172	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO IRR-ASP OR RETIREMENT LIST
10402	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE IRR-ASP NORFOLK
10171	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE VOLUNTARY TRAINING UNIT (VTU)
10401	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE VOLUNTARY TRAINING UNIT (VTU) NORFOLK
9938	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE VTU/IRR-ASP
7130	CHECK-IN FOR Strike Fighter Squadron THIRTY-TWO, NAS Oceana, VA UIC: 09053
13682	CHIEF EXAM FOR LDO PURPOSES
6798	CHIEF OF THE BOAT ASSIGNMENT
14101	CHIEF PETTY OFFICER RANKING VERIFICATION
10887	CITIZENSHIP
14028	CITY PAIR PROGRAM
10770	CIVIL CONVICTION
8239	CIVIL CONVICTION
8471	CIVIL CONVICTION
8502	CIVILIAN CONVICTION
11505	CLASS "A" SCHOOL RATING CONVERSION/NAVYWIDE ADVANCEMENT EXAM RESULTS/ADVANCEMENT IN PRIOR RATING
8102	CLOTHING ALLOWANCE
10843	CMC AND CSC PROGRAM
12067	CMC SCREENING BOARD
9917	CMDCM PROGRAM

Type "center" and
click enter on
keyboard

The minimum PG13s
required are "Code of
Conduct" and "UCMJ"

- Only use SRB PG13
if the member has an
SRB

Administrative Remarks



Administrative Remarks

Name: Rank/Rate: Current DSC: 100

Authority: MILPERSMAN 1160-030 ☐ Permanent

Date: NOT VERIFIED Removal Date:

Subject Code: A Administrative Removal Reason:

Subject: 14307 CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL

Remark: **Select Remark Template**

Approving Officer Signature

Name: Title: Date:

Witness Signature

Name: Title: Date:

Member Signature

Date:

Acknowledgement

Acknowledgement:

Go to: ESR Home Admin Remarks Home

Select Remark Template

Subject: CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL

Personalize | Find | 1 of 1 | Last

Select	Remark Template
<input checked="" type="checkbox"/>	Reenlisted this date for ___ years. I have had explained to me and understand the following: a. The articles of the Uniform Code of Military Justice have been explained to me as required by Article 137 of the UCMJ, Section 654 of Title 10, U.S. Code and MILPERSMAN 1910-510. I have been advised of the provision of the UCMJ and types of discharges. I have been advised of the various types of discharge certificates and the basis for issuance and the possible effects of such certificates relative to reenlistment, civilian employment, veteran's benefits and related matters. b. Per the United States Navy Regulations, Article 1122, the Code of Conduct, as promulgated by Executive Order 10631 and amended by Executive Order 12017 of 3 November 1977, was explained to me. I have been informed of my basic responsibilities and obligations, to which I am expected to measure up to, with full spirit and intent of the code. c. I hereby acknowledge that I have the duty per SECNAVINST 7200.17 series, to establish and maintain an account with a United States Financial Institution, for the direct deposit of my Navy Net Pay and Allowances. I understand that I am required to execute the appropriate forms at my disbursing office to ensure that my Navy Pay and Allowances are deposited directly into this account. I further understand that I may freely choose or change U.S. Financial Institutions to satisfy this duty as long as I am on active/reserve duty. I understand that failure to perform the duty of establishing and maintaining such an account, in the absence of a specific exemption, may subject me to administrative and/or disciplinary action under the UCMJ.

I hereby elect: Cash \$0.00
settlement days Leave carried over to new or extended enlistment
«ALL» days

OK Cancel

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

Administrative Remarks



Administrative Remarks

Name: Rank/Rate Current DSC: 100

Find | View All First 2 of 7 Last

Authority: MILPERSMAN 1160-030 ☒ Permanent

Date: NOT VERIFIED Removal Date:

Subject Code: A Administrative Removal Reason:

Subject: 14307 CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL

Remark: Reenlisted this date for __ years. I have had explained to me and understand the following:
a. The articles of the Uniform Code of Military Justice have been explained to me as required by Article 137 of the UCMJ, Section 654 of Title 10, U.S. Code and MILPERSMAN 1910-810. I have been advised of the provision of the UCMJ

Approving Officer Signature

Name: Title: Date:

Witness Signature

Name: Title: Date:

Member Signature

Date: Reenlistment date

Acknowledgement

Acknowledgement:

Go to: ESR Home Admin Remarks Home

Save Ret Cancel

Select "Permanent"

Edit number of years and leave
sell back amount (if applicable)

Enter reenlist officer name, title,
and reenlist date

Enter witness name (CPPA or
CCC), title, and reenlist date

Select "Save" and print for
signature

Transaction/Case Routing: eCRM/TOPS



Primary: eCRM to "PP REENLISTMENTS_EXTENSIONS" queue

** Request type should still indicate reenlistment or extensions
**

- Naming Convention on the SUBJ:
 - Example 1: REENL W/SRB ICO RATE NAME, EFF DT
 - Example 2: REENL NO SRB ICO RATE NAME, EFF DT
 - Example 3: EXT ICO RATE NAME, EFF DT

Alternate: TOPS to "NAPLES REENLIST_EXT" box (or to local servicing TSC detachment, who will forward transaction to COE-R&E.)

Only commands exempt IAW Ops Alert 006-22 may submit cases via TOPS.

Transaction Routing: eCRM



New Case

- ☒ PersPay Case
This case type is used to process standard PersPay cases.
- ☐ PersPay ESO Restricted
This case type is used to process cases that contain sensitive ESO information
- ☐ PersPay Legal Restricted
This case type is used to process cases that contain sensitive legal information
- ☐ PersPay PayOps Restricted
This case type is used to process cases that contain sensitive pay information

Internal Comments	
<div></div>	
Case Status Comment	
<div></div>	
* Subject	
REENL W/SRB, 10 MAY 2022	
* Description	
REENLISTMENT WITH SRB SEE ATTACHED CCC NSIPS APPROVAL	
Case Information	
Case Number	
Case Origin	--None--
Priority	Medium
Needed By	<div></div>
* Section Category	SEPS AND RETENTION (S&R)
* Request Type	Reenlistments
* Problem Code	Reenlistment Contract (Return)
* Status	Submitted
<div>Cancel Save & New Save</div>	

Transaction Routing: eCRM



Routed PSD
NAPLES

☐ Suppress CPPA Notifications ⓘ
☐ Suppress Sailor Notifications ⓘ

Effective Date
5/10/2022

Related Users

Supervisor
Search People...

Clerk
Search People...

CPPA
[User Icon] [X] **YOU AS THE CPPA
TYPE YOUR FIRST
NAME AND LAST NAME**

Additional Information

CPPA Alternate Email
[Text Field]

Case Hierarchy

Parent Case
Search Cases...

System Information

Web Email

Contact Name ⓘ
[User Icon] [X] **THE MEMBER'S INFO**

Cancel Save & New Save

Transaction Routing: eCRM



Choose Next Approver ⓘ

--None--

--None--

TYPE: PP REEN:

PP REENLISTMENTS_EXTENSIONS

Previous Next

Case [] [] + Follow Edit ▾

CLICK:

PP REENLISTMENTS_EXTENSIONS

UPLOAD THE KEY SUPPORTING DOCUMENTS

Files (1) ▾

Upload Files

Or drop files

THEN CLICK NEXT

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

Please hit next to confirm

Previous Next

Transaction Routing: eCRM



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

Please hit **Next** to confirm

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

Case 01153309 has been successfully submitted to queue PP REENLISTMENTS_EXTENSIONS

[Previous](#) [Finish](#)

Case
REEN W/SRB, 10 MAY 2022

[+ Follow](#) [Edit](#) [▼](#)



Common MMPA Fids

Common MMPA Fids used



The following slides will go over the Fids below with a basic understanding of what information can be found on each of these fids as well as a basic understanding of both Enlisted Bonus payments and Selective reenlistment bonus(SRB).

Fids

- TU-Date of Separation
- TH-Expiration Term of Service
- 33-Selective reenlistment bonus
- 74-Lump-Sum Leave
- R7-Selective reenlistment bonus
- PQ-Separation pay
- PX-Pay regular/1-time delinquent posting date current term of service expires

- More information in regards to the Fids listed please refer to the MMPA read guide.
- For more information in regards to the process and procedures of various bonuses Please refer to the Navy PTG(Procedures Training Guide) Chapter 2
- Both of these guides can be found in the following link [Pers Pay Support \(navy.mil\)](https://www.navy.mil/PersPaySupport)

Verifying phased EB installment payments



Verifying phased EB installment payments:

1. To identify a posted initial phased Enlisted Bonus(EB) entry on an enlisted member's MMPA use the following method: a posted phased EB will reflect an SEB entry.34 FID, with the start date of the member's phased EB entitlement and entitlement amount of phased EB payment. An N9 memo entry will identify the initial phased EB payment by the following: phased EB pmt total \$xxxxx/initial pmt \$xxxx. The first x represents the total EB award and the second xxxx represents the phased EB payment amount.
2. secondary and tertiary phased EB entitlements will post as additional FID 34 entries. The FID 34 entries, with the start date of the member's phased EB entitlement and entitlement amount of phased EB payment. An N9 memo entry will state the following: credit EB diff due. The phased EB payment entry FID will be a PL FID.
3. The R8 entry will also be used to record and identify phased EB information. The R8 entry will contain the normal entries of a lump sum EB. Upon further phased EB payments, the R8 entry will be updated to reflect the payments paid to date.
4. Members will be able to identify the posted phased EB entry on the leave and earnings statement (LES)

For more information on the payment procedures and various detailed examples please reference the Navy PTG Chapter 2

Selective Reenlistment Bonus (SRB)



All members enlisting on or after 10 December 2012 will receive their annual installments during the anniversary month of their enlistment date.

For example, if a member enlisted on 1 April 2013, then the member will receive the phased EB annual installment no later than 30 April 2014. Members who enlisted prior to 10 December 2012 will be grandfathered. They will continue to receive anniversary installments annually on 1 October until the full contracted disbursement has been reached.

Enlistment anniversary payments (annual installment) are paid by DFAS using the 31 transaction that systematically generates the PM payment FID. No field payment input is needed to pay this installment. Since this is a manual process for DFAS, no pay authority line will reflect on MMPA until three business days from entitlement

For more details on enlisted Bonus Procedures from MILPERS and MILPAY please refer to Navy PTG Chapter 2 section 10242
ENLISTMENT BONUS PROCEDURES

TU-Date of Separation



TU DOS* ENTRY-OPEN-DT 980122 96 01 2 DOS 980824 NR OF EXTENSIONS 1

DOS - The projected date of separation for a member.

NR OF EXTENSIONS - Total number of voluntary extensions an enlisted member is obligated to serve.

TU DOS* ENTRY-OPEN-DT 980122 96 01 2 DOS 980702 XTEN-RSN 7 EXTEN-NR 0

XTEN-RSN - Code indicating the reason for a member's extension:

- 1 - Voluntary
- 2 - Involuntary
- 7 - Medical Hold
- 9 - Continue EFT

EXTEN-NR - The specific extension number being served by an enlisted member.

TH-Expiration Term of Service



TH ETS* ENTRY-OPEN-DT 010109 08 01 2 ETS 010904

ETS - The date on which an enlisted member is scheduled to complete the current term of service in the Regular/Reserve components of the military services. This date is not adjusted for lost time, but is adjusted for extensions entered into, whether voluntary or involuntary.

33-Selective reenlistment bonus



```
33-SRB*  ENTRY-OPEN-DT 980330 03 04 1  ENTRY-CLSD-DT 980330 03 04 1  
CNTRL-CODE 4  ACTN 03  START 980217  ENTLMT 284.48  SRB-BONUS-TYPE A  
FY 98
```

FY (YEAB) - Fiscal Year for accounting purposes.

SRB-BONUS-TYPE (SERT) - Type of reenlistment authorized.

- A - Zone A - 21 months to 6 years of service
- B - Zone B - 6 to 10 years of service
- C - Zone C - 10 to 14 years of service

74-Lump-Sum Leave



```
74-LSL*  ENTRY-OPEN-DT 980625 01 07 1  ENTRY-CLSD-DT 980625 01 07 1  
CNTRL-CODE 2  ACTN 03  START 980516  ENTLMT 773.36  LUMP-SUM 21.5  ENTLMT  
773.36  ENTLMT 0.00  NR-DEPN-ACRD-LV-BAQ 0  ENTLMT 0.00
```

CAUSE BY:
Central Site
unless
processed with
reenlistment/
extension
transactions

LUMP-SUM - Number of leave days
sold/paid on this entry.

The amount showed under ENTLMT will
reflect the amount paid for the number of
leave days sold back. The amount shown is
calculated without deductions and will
reflect the correct amount after
deductions in the PQ and PX line.

R7-Selective reenlistment bonus



```
R7 SRB* ENTRY-OPEN-DT 000927 01 10 1 CNTRL-CODE 0 AMT-ANL-PAYMT 3,042.32
ENTLMT 18,253.95 PD-TO-DATE 12,169.29 SRB-INSTLMT-NR 2 SRB-MULTR 3.0
SRB-BONUS-TYPE A TOTAL-DAYS-SRB-PD 1380 RRB/SRB-TAX-XCLUSN-ID 1 DOE
000107 FY 00 AMT-INSTLMT-PMT 9,126.97 FY 00 AMT-INSTLMT-PMT 3,042.32
```

AMT-ANL-PAYMT - Amount of annual payment.

ENTLMT - The total amount of entitlement.

PD-TO-DATE - Total amount of entitlement that has been paid to date.

SRB-INSTLMT-NR - Number of Selective Reenlistment Bonus

Installments paid.

SRB-MULTR - The multiplier applicable to a military occupational specialty.

SRB-BONUS-TYPE - The SRB zone for which the member is paid. One one bonus entitlement in each zone is allowed.

TOTAL-DAYS-SRB-PD - Total number of days selective reenlistment bonus was paid.

RRB/SRB-TAX-XCLUSN-ID - Regular reenlistment bonus tax exclusion indicator:

1 - Bonus is taxable

2 - Bonus is nontaxable

DOE - The date on which an individual entered into current enlistment.

FY - Fiscal year of bonus installment.

AMT-INSTLMT-PMT - The amount of installment paid.

PX-Pay regular / PQ- Separation Pay



```
PX-DLNQNT REG/1TI PAY * ENTRY-OPEN-DT 000127 02 02 1 ENTRY-CLSD-DT  
000224 01 03 1 CNTRL-CODE 6 PA-SEQ-NR 000 DATE-VOU 000301 1-TI-PAY-AUTH  
000203 AMT-1-TI-PAY 7,800.00 COMPTR-PAY-COND 4 FORMAT-ID PW  
ENTLMNT-FORMAT 08 VOU-NR 00000000 GOVT-AGENCY A ADSN 5604
```

```
PQ-SEPTN PAY* ENTRY-OPEN-DT 000416 16 04 2 ENTRY-CLSD-DT 000527 01 06 1  
CNTRL-CODE 2 DATE-VOU 000416 1-TI-PAY-AUTH 000416 AMT-1-TI-PAY 803.22  
COMPTR-PAY-COND 2 VOU-NR PT9996MM GOVT-AGENCY A ADSN 5146
```

If either PX/PQ Line is closed this means the initial installment of the SRB was paid

AMT-1-TI-PAY (PAAE) - Amount of one time payment made or to be made to a member. PQ line will show the amount to pay after deductions



Best Practices & Common Issues

Contract Routing: Common Issues



- NO ATTENTION TO DETAIL: MISSING KSDs.
- NON-NSIPS GENERATED CONTRACTS (ACT/TAR)
- MISSING SIGNATURES
- SIGNATURE IS WRITTEN VICE LEGAL SIGNATURE USED
- Request does not match the contract:
 - SRB, Lump sum leave on the chit but not on the contract
 - "NO SIGNATURES"
- ***LATE SUBMISSION of an EXECUTED CONTRACT***
- NO CWAY APPROVAL OR IT EXPIRED
- The reenlistment happens after the expiration of the original contract
- CWAY approval
- NO SRB APPROVAL – MISSING SRB/ESRP NSIPS SCREENSHOT

Contract Routing: Best Practices



- Submit KSDs via eCRM in a timely manner in order to prevent pay stoppage.
- Know the difference between extension and retain in service.
- Always review the required KSDs. (e.g. does it need BUPERS 328 for approval)
- Review all KSDs before submission.
- Check status of cases daily.
- Once case has been completed, verify in MMPA that the tu/th lines posted, if not please email rsc_naples@us.navy.mil or rsc_bahrain@us.navy.mil.
- Communicate to take action and correct the issue.

COE-R&E: Best Practices



- Member's Career Development Boards 15-24 months prior to PRD/SEAOS
- CPPA – Ensure TSC receives signed contract within two days following the reenlistment.
- Command – Designates primary and secondary (CPPA) and ensure participation in routine training provided by servicing TSC or Regional Support Center (RSC).
- CCC– Monitors Career Information Management System (CIMS) Reports (EAOS/PRD, HYT, Gains/Losses, etc.) and CWAY – applications (15 months prior).
- TSC – Print and verify the Prospective Loss report with EAOS and EREN from NSIPS and work with CPPA and/or CCC within 90 days from EAOS.
- OVERALL BEST PRACTICES – Protect Personally Identifiable Information (PII).

References



MILPERSMAN 1160-020 (Reenlistment)

MILPERSMAN 1160-040 (Extensions)

OPNAVINST 1160.8B (SRB)

Pay, Personnel, and Travel Standard Operating Procedures (SOP)

- MNCC SOP SharePoint:
 - https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
- Under CPPA resource page go to Alternate SOP library.
 - EXTENSIONS MyNavy HR SOP:
 - https://www.mynavyhr.navy.mil/Portals/55/Support/PayPers/CPCResources/SOP/Extensions%20SOP.pdf?ver=dDyUl_BJA7i0KgzoQ-mrtQ%3d%3d
 - REENLISTMENT'S MyNavy HR SOP:
 - <https://www.mynavyhr.navy.mil/Portals/55/Support/PayPers/CPCResources/SOP/Reenlistments%20SOP.pdf?ver=ejEmSisxubz2lOuaXyEYlQ%3d%3d>

TSC Naples Center of Excellence POCs:



RSC_Naples@us.navy.mil

RSC_Bahrain@us.navy.mil

RSC contact info and AOR map can be found on the MYNavy HR CPPA Resources page at <https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources/>



Questions?



**You have reached the end of completed the
Basic Reenlistments, Extensions, & Retains in Service.**

Thank you for your participation!