

TSC NAPLES COE Reenlistment & Extension



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TSC NAPLES COE Reenlistment & Extension



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 Reference Guide for Key Supporting Documents (KSDs)



Retention Contracts (Reenlistment & Extensions) Required KSDs by Category

REQUIRED KSDs

CAT	REENLISTMENT with Selective Reenlistment Bonus (SRB)	REENLISTMENT No SRB	STAR REENLISTMENT with Selective Reenlistment Bonus (SRB)	RC2AC REENLISTMENT (Reserve Component to Active Component)
<ol style="list-style-type: none"> 1. NPPSC 1160/1 (CCR) 2. NPPSC 1160/2 Reenlistment Checklist 3. Reenlistment Contract (signed) 4. Applicable Page 13s <ul style="list-style-type: none"> o UCMJ Article 137 o LSL Sell Back o Reenlistment SRB 5. CCC NSIPS SRB Approval 6. BUPERS 328 Approval (when applicable) 	<ol style="list-style-type: none"> 1. NPPSC 1160/1 (CCR) 2. NPPSC 1160/2 Reenlistment Checklist 3. Reenlistment Contract (signed) 4. Applicable Page 13s: <ul style="list-style-type: none"> o UCMJ Article 137 o LSL Sell Back 5. BUPERS 328 APPROVAL (when applicable) 	<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> o UCMJ Article 137 o Reenlistment SRB o LSL Sell Back 7. BUPERS 328 APPROVAL (if applicable) 	<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> o UCMJ Article 137 o RC2AC Statement of Understanding o Reenlistment SRB 	

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

TSC NAPLES COE Reenlistment & Extension Reference Guide for Key Supporting Documents (KSDs) cont



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)

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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

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” 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

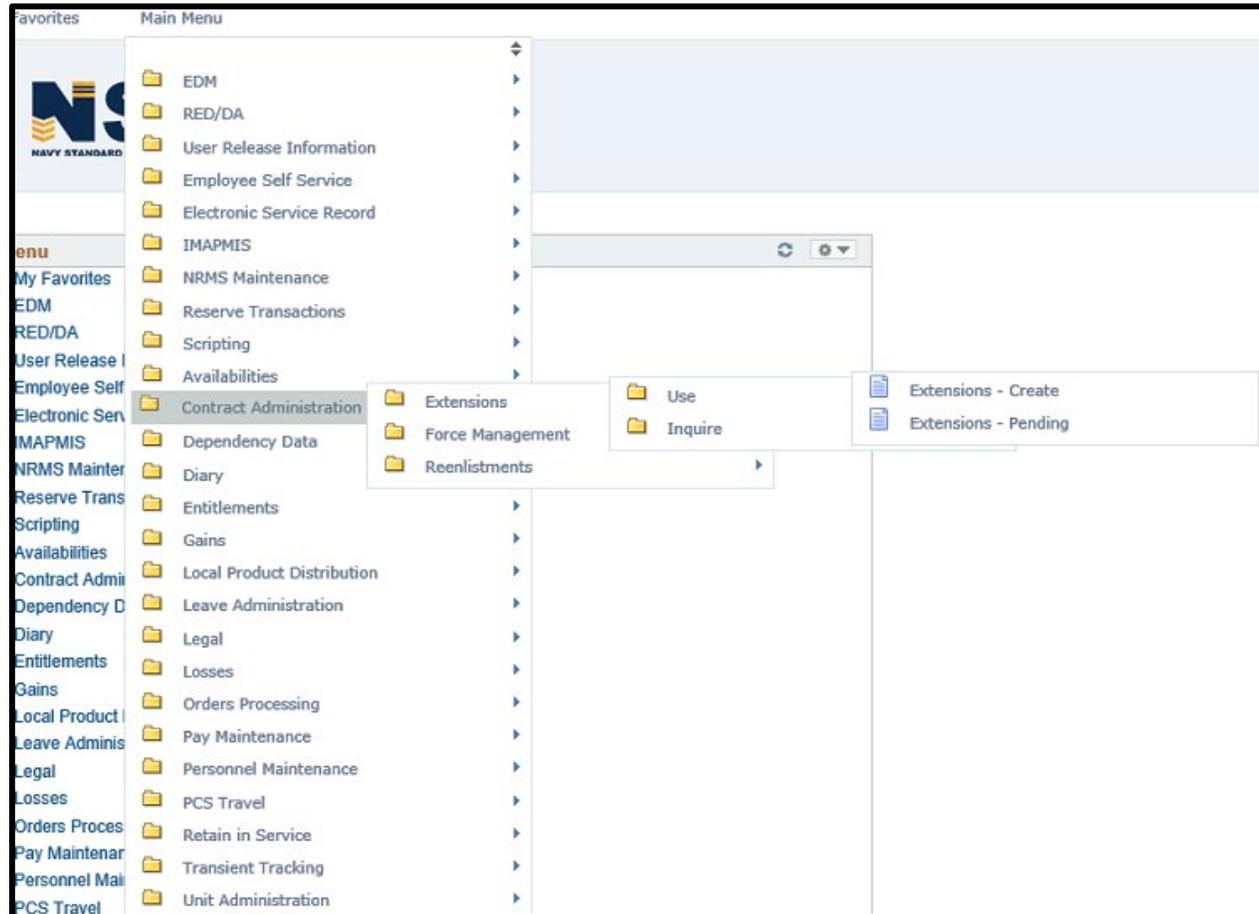
LOGON

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 1



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

Contract Routing: Extensions 2



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 ³



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Contract Administration > Extensions > Use > Extensions - Create

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



The screenshot shows the NSIPS (Navy Standard Integrated Personnel System) web application interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Contract Administration > Extensions > Use > Extensions - Create. The NSIPS logo is prominently displayed. Below the logo, there are two tabs: "Extensions" (selected) and "Exceptions". A blue arrow points from the "Extensions" tab to the left. The form contains several fields: "Name:" (with a search icon), "Rank/Rate: PS2", "Current DSC: 100", "Appr Inst:", "Appr Status: Pending", "Appr Action:" (dropdown), and "Comments" (button). Below these are "Reenlistment Date: 07/17/2019", "Contract Type: ACT Active Duty", "Contract End Date: 01/16/2023", "Contract Status: Execute", and "BR/CL: 11". The "Extension Months" field is set to "6", with a blue arrow pointing to it from the right and the text "NUMBER OF MONTHS" next to it. Other fields include "School:", "Date of Occurrence: 05/26/2021", "For Continuous Submarine Duty Incentive Pay Purpose?" (checkbox), "Combat Zone?" (checkbox), "Ship/Duty Location:", "Officer Name/Grade:", and "Title:". At the bottom, there are "Rsv Act Duty Obligation Days 0" and "Rsv Act Duty Obligation Months 0" fields. The footer includes "Save", "Return to Search", and "Notify" buttons, and the text "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 member Name

Has Service member pas

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 USC: 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 Extension Months Other: 6

School: []

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

NUMBER OF MONTHS

Contract Routing: Retain in Service



DOD CAC AUTHENTICATION

CPPA

Last login: 02-03-2023 02:28

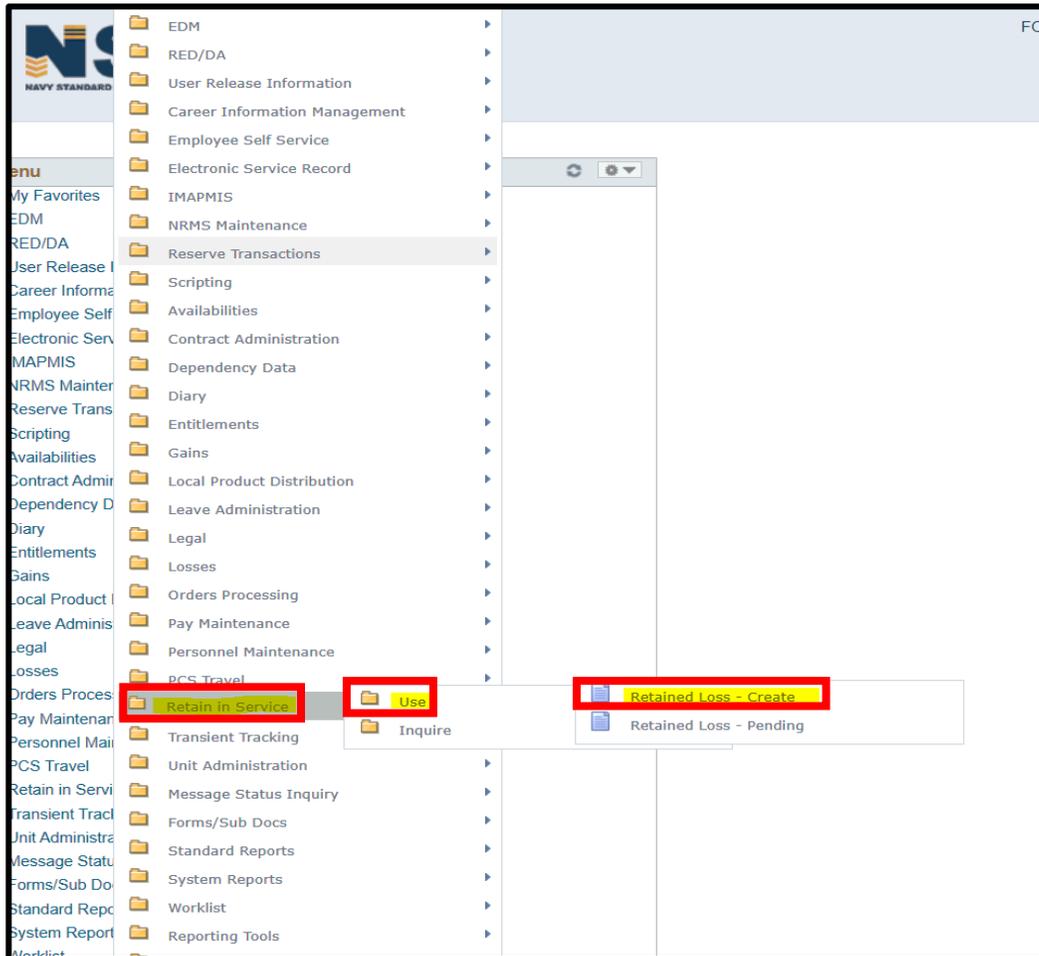
LOGON

TUESDAY, FEBRUARY 7 **ONLINE**

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

Contract Routing: Retain in Service



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

Contract Routing: Retain in Service



Retain Loss

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

Appr Inst: Appr Status: Appr Action: [v]

Retained Reason

Date of Action: [] Reason Code: []

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

Stop Loss Indicator: [v] 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: [REDACTED] Rank/Rate: [REDACTED] Current D: [REDACTED]

Appr Inst: Appr Status: Appr Action: [REDACTED]

Retained Reason

Date of Action: [REDACTED] Reason Code: [REDACTED]

Months to be Retained: [REDACTED] Retired Date: [REDACTED]

Stop Loss Indicator: [REDACTED]

Separation Program Designator Code: [REDACTED]

[Save] [Return to Search] [Notify]

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

Cancel

Contract Routing: Retain in Service



Retain Loss

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

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

Retained Reason

Date of Action: [] [31] 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: []

Subject: [] CENTER OF

Look Up Clear Cancel Basic Lookup

Name: GA

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

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



ADMINISTRATIVE REMARKS NAVPERS 1070/613		
		
SHIP OR STATION: [REDACTED]		
SUBJECT: RETAINED IN SERVICE		PERMANENT: Yes
		AUTHORITY: MILPERSMAN 1160-50
08/25/2022	<p>In accordance with MILPERSMAN 1160-50 paragraph 6, I understand that I will be retained on Active Duty beyond my normal EAOS for 6 months in order to receive medical care or hospitalization as a result of disease or injury incident to service and not due to my own misconduct. It has been explained to me that my new soft EAOS will be 22 April 2023.</p> <p>I understand that I will be retained in service until I have recovered to the extent that would enable me to meet physical requirements for DISCHARGE or REENLISTMENT, or until it shall have been ascertained the disease or injury is of character that recovery to that extent is impossible. Furthermore, I understand that if the COMNAVPERSCOM message for Authorization for Physical Disability Separation with Severance is received, I will be DISCHARGED from the Navy NO LATER THAN 60 days from the DTG of the message.</p> <p>I also understand that if I desire to be separated from naval service on my normal expiration of obligated service, that I will not be eligible for further follow-up studies or treatment at an Armed Forces medical facility and will be ineligible for disability benefits under law administered by the Navy and that any further treatment and/or benefits will be under jurisdiction of Department of Veteran's Affairs.</p> <p>I DO / <u>DO NOT</u> desire to be separated at my current EAOS.</p> <p>Per MILPERSMAN 1160-040, at no time may an extension of enlistment be executed for the purpose of extending an enlistment, or enlistment as extended, which has already expired.</p> <p>If I am returned to duty or found fit to continue service, after my contract has lapsed, I must reenlist to continue service.</p>	
Witnessed:	[REDACTED]	[REDACTED]
NAME (LAST, FIRST MIDDLE)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
[REDACTED]	[REDACTED]	USN
NAVPERS 1070/613	Official NSIP5/ESR form printed this date: 08/25/2022	Page 1 of 1

Contract Routing: Reenlistments



DOD CAC AUTHENTICATION

CPPA

Last login: 02-03-2023 02:28

LOGON

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

Contract Routing: Reenlistments



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

Search for:

Contract Administration

Reenlistments

Use

Reenlistments - Create

Reenlistments - Pending

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: [v] Comments

*Reenlistment Date: [] Contract Type: [] Reenlistment Rank/Rate: PS3

Contract End Date: Br/Cls Code:

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 SellBack: [0.0] Home of Record

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

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Contract Routing: Reenlistments



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment | Exceptions

Name: [redacted] Rank/Rate: PS3 Current DSC: 100

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

*Reenlistment Date: 05/27/2021 [calendar icon] Contract Type: [dropdown] [magnifying glass icon]

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

Enlistment Type: [dropdown] [magnifying glass icon] Enlistment Term: [dropdown] Navy Loss Code: [dropdown] [magnifying glass icon]

RADO - Months: [dropdown] RADO - Days: [dropdown] Reenlistment Code: [dropdown] [magnifying glass icon]

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

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

Reenlisted at: [dropdown] Title: [dropdown]

Officer's Name and Grade: [dropdown]

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

Create Reenlistment | Exceptions

Look Up Contract Type

Select one of the following values:

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

[Cancel](#)

Select the contract type in accordance with the members request

Contract Routing: Reenlistments Z



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Contract Administration > Reenlistments > Use > Reenlistments - Create

Create Reenlistment | Exceptions

Name: [Redacted] Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: [Dropdown] Comments

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

Contract End Date: [Redacted] Bri/Cls Code: 11 Reenlistment Rank/Rate: PS3

Enlistment Type: [Dropdown] **← BASED ON EAOS DATE**

Total Active Service: 2 Yrs 5 Mos 17 Days

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

Reenlisted at: [Dropdown] Title: [Dropdown]

Officer's Name and Grade: [Dropdown]

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Look Up Enlistment Type

Member Enlistment Condition Cd begins with [Dropdown]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-9 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



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/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 SellBack: 0.0 [Home of Record](#)

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

[Contract Information](#)

Create Reenlistment | Exceptions

Note: Total Active service time will self populate

Contract Routing: Reenlistments



The screenshot shows the NSIPS (Navy Standard Integrated Personnel System) interface for creating a reenlistment. The main form includes fields for Name, Rank/Rate (PS3), Current DSC (100), Appr Inst, Appr Stat (Pending), Appr Action, and Comments. It also has fields for 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 (with a search icon circled in yellow), and Reenlistment Code. Below these are fields for Total Active Service (2 Yrs, 5 Mos, 17 Days), Total Inactive Service, LSL (0.0), Home of Record, SellBack, Reenlisted at, Officer's Name and Grade, and Title. At the bottom, there are buttons for Save, Return to Search, Notify, and Refresh.

A pop-up window titled "Look Up Navy Loss Code" is open, showing a search interface. It has a "Separation Reasons Code" dropdown set to "=", a "Look Up" button, and a "Basic Lookup" button. The search results table is as follows:

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



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Buttons: Create Reenlistment | Exceptions

Name: [Redacted] Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: [Dropdown] Comments

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

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

Enlistment Type: 51 Enlistment Term: 2 Navy Loss Code: [Dropdown]

Reenlistment Code: 1

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: []

Buttons: Save | Return to Search | Notify | Refresh

Contract Information

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



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 Bri/Cis 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

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

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

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 SDB.
2. BENEFITS OF RATE AND LUMP SUM LEAVE

COMMAND CAREER REQUEST
NPPSC 4160/1 (Rev. 06-2020) Supporting Directive NPPSCINST 5213.1B

Command Extension Request

Name	DoD ID	Rate	PRD	EAOS
Command	UIC	Department	Division	AD ID

of Months Extending Reason

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

Does member fall into Zone A, B, or C C-WAY? Yes No

I certify the above info is true and correct.

Service Member Name: _____

Has Service member passed PRT: Yes No

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



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: **Incomplete** Comments

*Reenlistment Date: 05/27/2021 Contract Type: ACT Active Duty
Contract End Date: 05/26/2023 Br/CI 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

Contract Information

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.

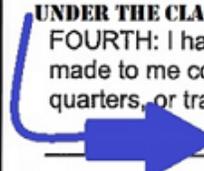
SECOND: I have read and understand the following SECTION OF TITLE 10 OF THE UNITED STATES CODE:

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, assignment 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
SRB Type: 1AA Status: **Approved** Cancel Indicator: N - No cancellation was requested
NEC: P06A Budget NEC: P06A Budget Zone: **B**
Sea Duty Ext: Conversion Date:
Zone: B - 6-10 years Zone Override:
AOS Dt: 10/31/2023 AOSD Override:
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: Reason: Reenlistment Date: 04/01/2022
Waiver Date: Waiver Status: Reenlistment Term: 72

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: Extension Date: CO Recommends:
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



A screenshot of the NSIPS (Navy Standard Integrated Personnel System) web interface. The page title is "Reenlistments - Create". The top navigation bar includes the NSIPS logo, a "FOUO - Privacy Sensitive" warning, and user information: "Last login: 04-01-2022 05:13". The main content area has a search criteria form with fields for "Empl ID begins with", "Empl Record", "Approval Instance", and "Name begins with". Below the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A "Search Results" table is partially visible, showing columns for "Empl Record Approval Instance", "Name", and "Contract End Date". A message box is overlaid on the page, containing the text: "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).". The message box has an "OK" button.

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

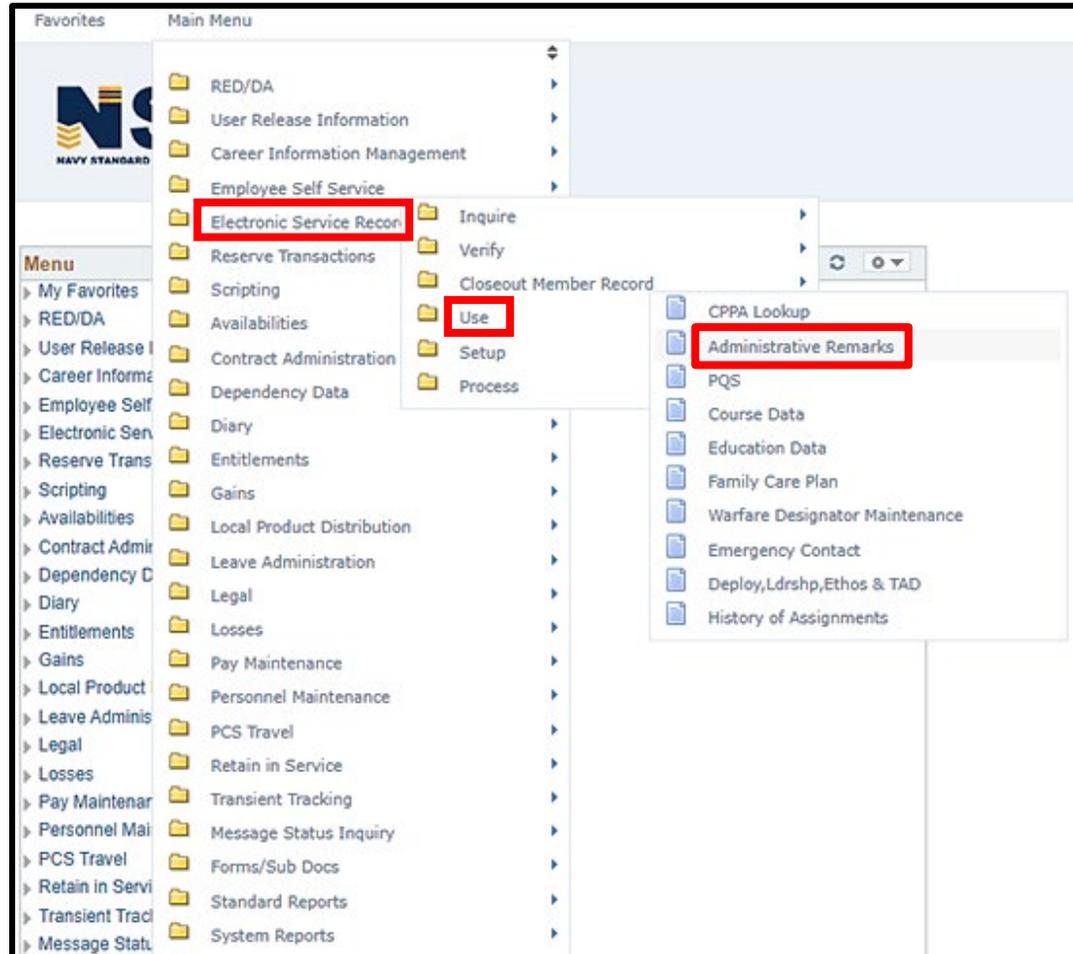
LOGON

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



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



Administrative Remarks

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

▼ Search Criteria

Empl ID

Empl Record

Name

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

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



Administrative Remarks



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

Name: [redacted] Rank/Rate: PS2 Current DSC: 100

Find | View All First 2 of 7 Last

Authority: **MILPERSMAN 1160-030** Permanent

Date: [redacted] **NOT VERIFIED** Removal Date: [redacted]

Subject Code: [redacted] Removal Reason: [redacted]

Subject: [redacted]

Remark: [redacted] Select Remark Template

Approving Officer Signature
Name: [redacted] Title: [redacted] Date: [redacted]

Witness Signature
Name: [redacted] Title: [redacted] Date: [redacted]

Member Signature
Date: [redacted]

Acknowledgement
Acknowledgement: [redacted]

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

Look Up Subject Code

Subject Category Code begins with [redacted]

Description begins with [redacted]

Look Up Clear Cancel 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



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

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:

Look Up Clear Cancel Basic Lookup

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 RATIN
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



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

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

FOUO

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: _____ **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 | First 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 1910-810. 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
settlement: <0.00>
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](#)

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



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

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	<input type="text"/>
Case Status Comment	<input type="text"/>
* Subject	REENL W/SRB, IT1 POPEYE A, SAILOR, 10 MAY 2022
* Description	REENLISTMENT WITH SRB SEE ATTACHED CCC NSIPS APPROVAL
Case Information	
Case Number	
Date Submitted	
* Effective Date	5/10/2022
Case Origin	--None--
Priority	Medium
* Request Type	REEN/EXTEN/RIS
* Problem Code	Reenlistment Request (SRB, LSL, and/or S...
* Routed To	TSC NAPLES
* Status	Submitted
Sub-Status	--None--

Transaction Routing: eCRM



Needed By	<input type="text"/>	Trouble Ticket #	<input type="text"/>
Web Email		Trouble Ticket Date ⓘ	Date <input type="text"/> Time <input type="text"/>
Mass Upload ID		*CPPA UIC	<input type="text" value="Search Accounts..."/>
Sailor DODID/SSN	<input type="text"/>	*Contact Name ⓘ	<input type="text" value="Search Contact Records..."/>
No Sailor DODID/SSN	<input type="checkbox"/>	Disposition	<input type="text" value="--None--"/>

[View all dependencies](#)

← CPPA's UIC

← THE MEMBER'S INFO

<input type="button" value="Cancel"/>	<input type="button" value="Save & New"/>	<input type="button" value="Save"/>
---------------------------------------	---	-------------------------------------

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, IT1 POPEYE A. SAILOR, 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 regarding the Fids listed please refer to the MMPA read guide.
- For more information regarding 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/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>
 - REENLISTMENT'S MyNavy HR SOP:
 - <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>

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/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/RSC-Contacts/>



Questions?



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

Thank you for your participation!

THE SAILOR WINS TODAY



Scan QR Code to record your attendance
at any RSC PERSPAY Training!

https://usnavy.gov1.qualtrics.com/jfe/form/SV_oTgIQYZg67NX9pY