NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 026-20

Procedure Update: **GUIDANCE ON THE USE OF THE TU04 TRANSACTION**
Release Date: 05/14/2020   Effective Date: IMMEDIATELY

BLUF: TU04 is needed when reenlistment dates are within 20 days of current EAOS in order to match the two dates, and to ensure pay allowances, and allotments are continued for a maximum of 60 days from the date of separation. Before releasing the TU04, the member's pay account should be reviewed in MMPA (JJAA) to determine whether the account has already been staged for the reenlistment due to an SRB pre-certification and is already reflecting the R7/33/NT lines.

DISCUSSION: Transaction Support Centers (TSC), and Personnel Support Detachments (PSD) are to review the Standard Operating Procedures (SOP) and Master Military Pay Account (MMPA) on the use of the TU04 Transaction. These are the following error codes: UCF,UKO, UKQ,UJL, and UJN. Review the attachment for training on Selective Reenlistments Bonuses (SRB) and reasons for the error codes. TSC's, and PSD's will monitor and run reports in Navy Standard Integrated Personnel System (NSIPS) to ensure the effectiveness and training of personnel transactions are inputted correctly. The over use of the TU04 has contributed to multiple errors, members being forgotten, overpaid and remaining in a pay status with an expired, TH FID (expiration term of service).

WHAT THIS MEANS TO YOU:
- Personnel at TSC's, and PSD's can request DFAS Cleveland assistance in updating members TH FID (expiration term of service) for involuntary extensions.
- All reenlistment contracts should be reviewed in MMPA(JJAA) pay account to determine if pre-certification has been completed reflecting an updated R7/33/NT line. In such cases a TU04 is not necessary.
- Verify members status code to ensure member is in the correct status to release a TU04.
- An E603 shall be utilized to extend for a month or more pending career negotiations.
- Verify Officer Personnel Information System (OPINS) I51 for the SRB approvals, and cancellations.
- Review management reports to prevent service member's pay account reflecting a "NO PAY DUE" status.
- Ensure training is held with all personnel at TSCs, and PSDs.

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