



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 007-23

PROCEDURE UPDATE: HIGH YEAR TENURE (HYT) PLUS PILOT PROGRAM AND VERIFICATION OF ESTIMATED DATE LOSS FROM THE NAVY (EDLN) PRIOR TO CONTRACT SUBMISSION

Release Date: 4/6/2023

Effective Date: Immediately

BLUF: Command Pay and Personnel Administrators (CPPA) must review member's Estimated Date Loss from the Navy (EDLN) before submitting an OBLISERV or contract to Transaction Service Center (TSC) Naples. When EDLN dates are not reflecting the approved HYT Plus date for a Sailor, CPPAs will contact BUPERS 328 via MNCC (askmncc.fct@navy.mil) or at 901-874-MNCC to remove HYT flag in Navy Standard Integrated Personnel System (NSIPS).

DISCUSSION: Per NAVADMIN 288/22 (HYT Plus Pilot), Sailors wishing to execute HYT Plus must be approved by the detailer. Upon detailer approval, CPPAs must verify that the Sailor's EDLN has been updated in NSIPS (see steps below). If the EDLN has not been updated to match the Sailor's approved HYT Plus assignment, CPPAs will submit a request to BUPERS 328 via MNCC (askmncc.fct@navy.mil) or at 901-874-MNCC to remove HYT flag and update EDLN. Once EDLN change has been confirmed, CPPAs will then generate the appropriate contract and submit enterprise Customer Relationship Management (eCRM)/Salesforce to TSC Naples. Failure to verify EDLN update prior to eCRM case submission will result in delays processing the reenlistment/extension request and case being placed in CPPA Action Required, awaiting EDLN update.

VERIFYING HYT / EDLN: CPPAs will navigate in [NSIPS](#) to Main Menu > Electronic Service Record > Inquire > Member Data Summary

- In "Empl ID", type member's SSN, click "Search."
- Scroll down to "Contract Information" and verify the members EDLN.

STEPS:

1. Sailor is approved by detailer for assignment under HYT Plus program.
2. CPPA verifies EDLN has been updated in NSIPS.
 - 2.1. When EDLN is not updated to match new assignment date (PRD), contact BUPERS-328 via MNCC for help.
3. Upon EDLN update, CPPA submits contract via eCRM to TSC Naples.
 - 3.1. Reenlistment and Extensions case routing guidance and associated training are available on the [MyNavy HR CPPA resources page](#) (scroll down to PERSPAY eCRM Case Routing Guidance).

BUPERS 328 will remove the NSIPS HYT flag for CPPAs to generate the appropriate contract in accordance with the approved EDLN and or to meet the new OBLISERV on the Sailors' next set of Permanent Change of Station orders. This process will ensure the HYT NSIPS flag is removed and the CPPA is allowed to generate the contract before TSC Naples is able to release the contract and will avoid personnel and pay delays.

NOTE: If a Sailor approved for HYT Plus has an active separation/retirement case, CPPAs must notify TSC Norfolk via eCRM to cancel active separation/retirement case.

WHAT THIS MEANS TO YOU:

- ✚ CPPAs – Verify EDLN for Sailors approved under HYT Plus pilot before submitting a new contract.
- ✚ OPS ALERTS and CPPA RESOURCES can be found on:
 - https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx
 - <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/OPS-Alerts/>

***** REGIONAL SUPPORT CENTERS: DISSEMINATE TO COMMANDS AND CPPAS IN YOUR AOR *****

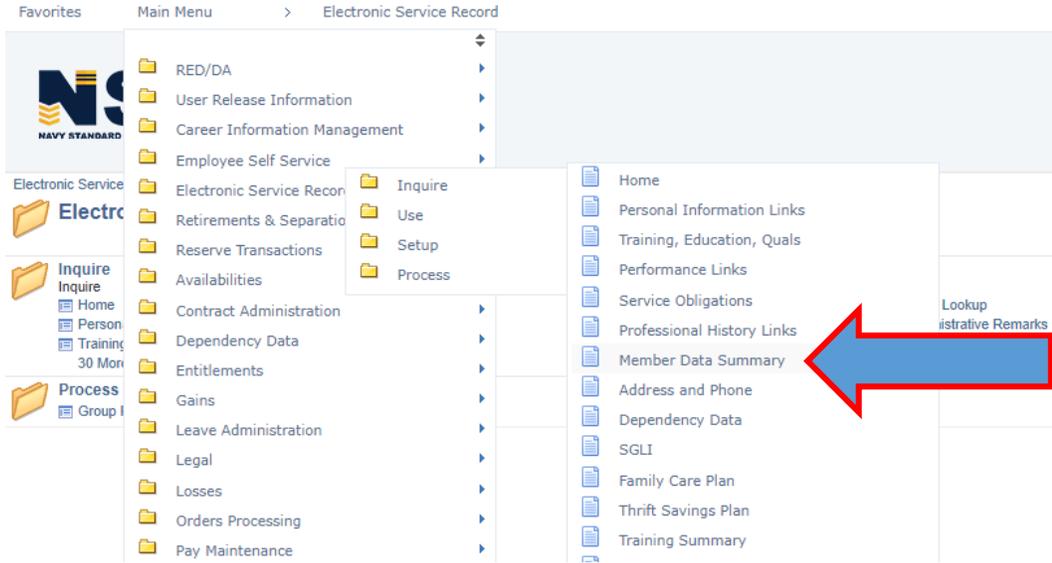
***** PASS THE WORD *****

POC:

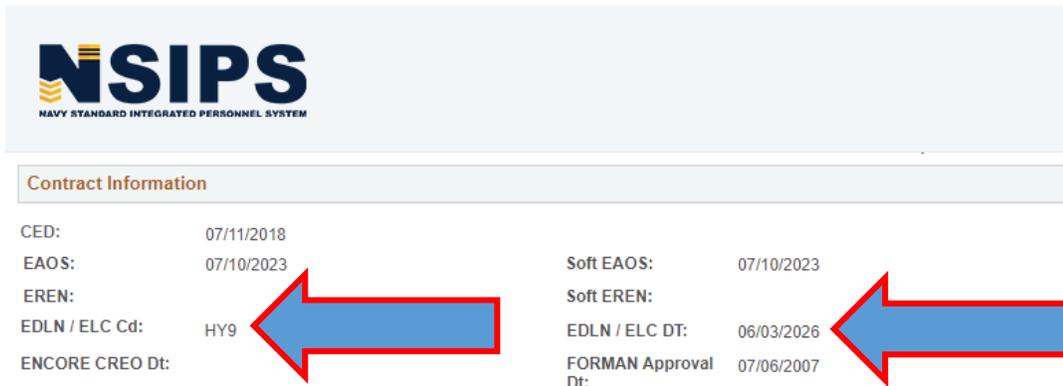
NPPSC N3 GLOBAL OPERATIONS
personnel_nppsc.fct@navy.mil

VERIFYING SAILOR'S EDLN IN NSIPS

1. Navigate in [NSIPS](#) to Main Menu > Electronic Service Record > Inquire > Member Data Summary



2. In “Empl ID”, type member’s SSN, click “Search.”
3. Scroll down to “Contract Information” and verify the members EDLN.



In this case, member’s EDLN has been adjusted to 6/3/2026. EDLN / ELC Cd of “HY9” indicates HYT Plus approval.