



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 012-23

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

Release Date: 3/28/2024 Effective Date: Immediately

BLUF: The HYT Plus program is indefinitely extended. Command Pay and Personnel Administrators (CPPA) must review member's Estimated Date Loss from the Navy (EDLN) before submitting extension or reenlistment contracts to Transaction Service Center (TSC) Naples. CPPAs must not submit a retention contract for Sailors with an expiration going beyond the approved HYT Plus EDLN date.

DISCUSSION: Per NAVADMIN 277/23, the HYT Plus program is indefinitely extended. This removes the end date for the HYT Plus policy allowing Sailors to apply for new jobs through the MyNavy Assignment portal, or extend at their current command to complete a full tour, even if they go beyond the HYT threshold for their pay grade. Note: For E9 TAR Sailors, SELRES Command Master Chief (CMDCM), and Command Senior Chief (CMDCS) the HYT policy will resume on 01 Oct 24.

Upon detailer approval, CPPAs must verify 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 should submit a request to BUPERS-328 via MNCC (askmncc.fct@navy.mil) or at 833-330-MNCC to remove HYT flag and update EDLN. Once EDLN has been confirmed, CPPAs will generate the appropriate retention contract and submit the case to TSC Naples.

CCCs/CPPAs must not create or submit a reenlistment or extension contract whose expiration date goes beyond the approved HYT Plus EDLN date without prior approval from BUPERS-328.

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. Once a Sailor is selected for a valid billet or their PRD has been extended, the CPPA will verify EDLN has been updated in NSIPS.
Note: If the EDLN has not been updated, the command should reach out to BUPERS-328 for EDLN adjustment.
2. Upon EDLN update, CPPA submits retention contract via eCRM to TSC Naples, ensuring the contract expiration date is not beyond the EDLN date.

Note: 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).

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

WHAT THIS MEANS TO YOU:

- ✚ CPPAs – Verify EDLN for Sailors approved under HYT Plus before submitting a new retention contract.
- ✚ OPS ALERTS and CPPA RESOURCES can be found on:
 - [OPS ALERTS](#)
 - [CPPA RESOURCES](#)

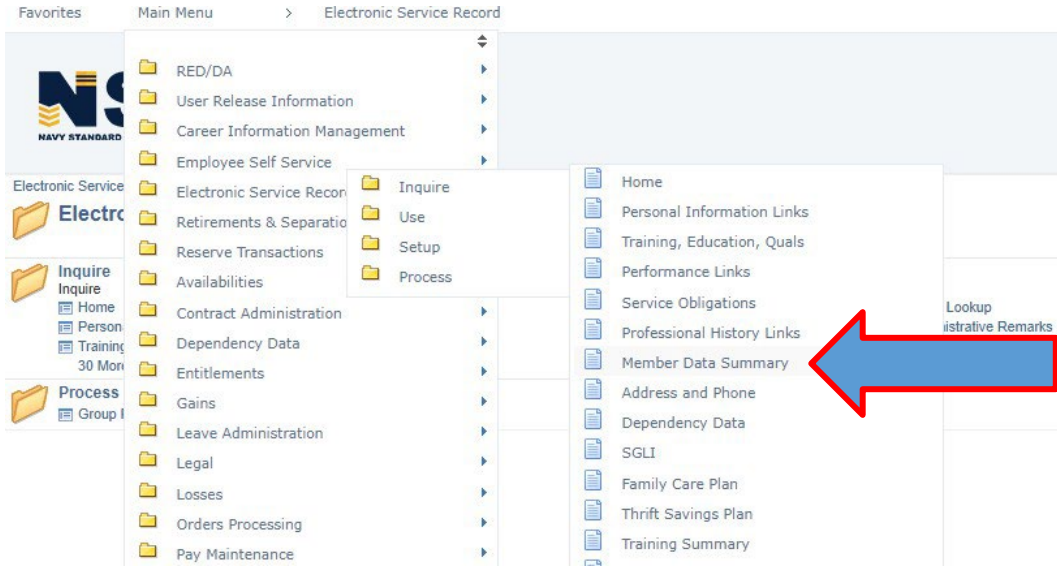
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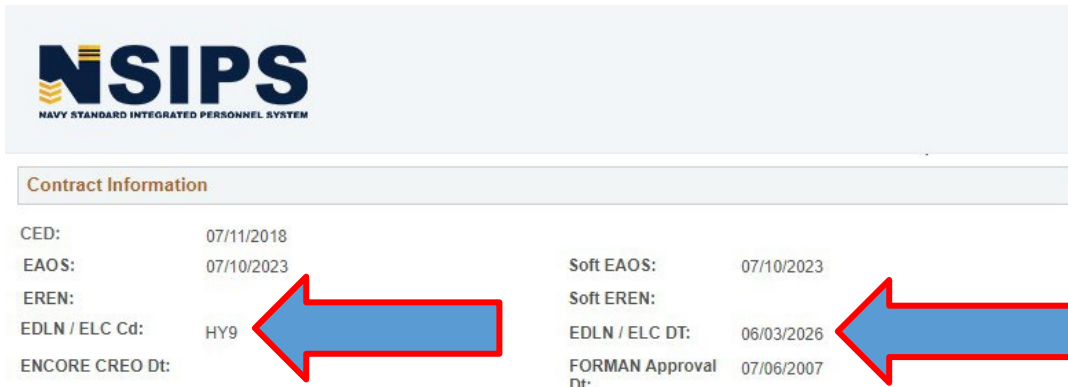
POC:
NPPSC N3 GLOBAL OPERATIONS
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VERIFYING SAILOR'S EDLN IN NSIPS

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.