

NAVAL MILITARY PERSONNEL MANUAL



NAVPER 15560D



MILPERSMAN 1160-010

AGE LIMITATION OF ENLISTED PERSONNEL FOR CONTINUATION ON ACTIVE DUTY

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Reference	(a) NAVMED P-117, Manual of the Medical Department (MANMED)
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1. **Policy.** Enlisted personnel on active duty or inactive duty being considered for indefinite recall

a. who will not complete sufficient service creditable for transfer to the Fleet Reserve prior to their 55th birthday; or

b. who will not complete sufficient service for 30-year retirement on or prior to their 65th birthday

may not acquire active obligated service without specific authorization by Navy Personnel Command (NAVPERSCOM), except as indicated in this article.

2. **Members with Insufficient Service Prior to 55th Birthday.**

Members who will not complete sufficient service creditable for transfer to the Fleet Reserve prior to reaching their 55th birthday may not enlist, reenlist, extend and or agree to remain on active duty without prior approval by NAVPERSCOM except for the following:

a. Members approaching, attaining, or exceeding 55 years of age who have 16 or more years of active service creditable for transfer to the Fleet Reserve upon the expiration of present enlistment as extended may reenlist, extend, and or agree to remain on active duty under appropriate articles in this manual.

b. Members will not be allowed to acquire active obligated service beyond their 55th birthday, unless they will not be eligible for transfer to the Fleet Reserve until after that

date. Commanding officers (COs) will limit members terms of active obligated service so that they expire upon completion of sufficient service for transfer to the Fleet Reserve and will advise such members to submit their Fleet Reserve request per MILPERSMAN 1830-040.

3. Members with Insufficient Service for 30-Year Retirement Prior to 65th Birthday

a. Members who have not attained 65 years of age, and who require active obligated service beyond that age to qualify for retirement at 30 years of active service may not reenlist, extend, and or agree to remain on active duty without prior approval of NAVPERSCOM.

b. Exceptions may be granted for members approaching, attaining, or exceeding 65 years of age who have 28 years of active service for retirement upon the expiration of their present enlistment as extended. If approved, members may reenlist, extend, and or agree to remain on active duty for that period of time required to complete 30 years of service.

c. Requests for continuation on active duty beyond 30 years will not be entertained. Such members will be advised of the provisions of MILPERSMAN 1300-600 regarding reassignment to duty of choice for the last 2 years prior to completing 30 years of active service and to submit their request for retirement per MILPERSMAN 1800-020.

4. CO's Responsibility for Requests for Continuation on Active Duty.

a. Requests for continuation on active duty from personnel in the above categories will be submitted to NAVPERSCOM, Personnel Performance and Transition Division (PERS-83) using NAVPERS 1306/7 Enlisted Personnel Action Request, specifying the term of service desired. COs will take the following action:

(1) Order the member to be examined, per reference (a), to determine physical fitness for assignment to sea duty.

(2) Complete individual's official data section of NAVPERS 1306/7 and include in the CO's comments and recommendations section a recommendation concerning reenlistment.

(3) Report the results of the physical examination, making appropriate recommendations with regard to any defect that would become aggravated by assignment to sea duty.

b. COs are cautioned to carefully evaluate the member's performance and ability to continue to perform during the period of continuation on active duty. Those cases wherein the CO feels that the member should not be continued on active duty may be referred to NAVPERSCOM, Active Enlisted Programs (PERS-811) for final determination.

5. **Processing Requests**. Members in the above categories who request continuation on active duty will have their requests reviewed by NAVPERSCOM (PERS-811) and the enlisted community managers. Selection will be determined by the member's performance, qualifications, and the needs and best interests of the Navy. Members will be notified of the final determination made on their request.

MILPERSMAN 1160-020

REENLISTMENT CEREMONY

Responsible Office	NAVPERSCOM (PERS-81)	Phone:	DSN COM FAX	882-3238 (901) 874-3238 882-2623/2771
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Reference	(a) 10 U.S.C. 502(a)
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1. **Background**. For centuries service men and women have answered the call of duty in national defense. Nothing so solemnly affirms one's commitment to that duty better than the enlistment oath of office. Raising one's right hand, swearing/affirming personal devotion to defending the Constitution of the United States, pledging faith and allegiance to that same document, taking on this incredible burden by sacrificing one's livelihood and potentially one's life freely, without mental reservation or purpose of evasion, and promising to perform one's duties to the best of one's abilities with one's moral conscience as a guide while under the watchful eye of the deity, means much more than just signing a job employment application. During a reenlistment ceremony, the reenlisting Sailor makes a personal commitment in a public forum to wear the cloth of the nation with honor, courage, and commitment.

2. **Policy**

a. Reenlistment is a significant event in the career of an enlisted member. As such, it should be accorded a meaningful ceremony to recognize the member's high-quality performance, as indicated by the recommendation for reenlistment. Therefore, reenlistment ceremonies are to be conducted in a dignified manner that appropriately reflects the importance of the oath that the Sailor is taking. This includes the participants wearing the proper uniform and conducting themselves in an appropriate manner.

b. The commanding officer (CO) or, in his/her absence, the executive officer (XO) should preside.

c. Per reference (a), the President, the Vice-President, the Secretary of Defense, any commissioned officer, and any

other person designated under regulations prescribed by the Secretary of Defense may administer the reenlistment oath.

3. **Responsibility**. All hands, superiors and subordinates, should ensure reenlistment ceremonies are conducted in a meaningful and professionally appropriate manner. Each reenlistment shall be performed in uniform and should be memorable with the right tone and venue to reflect pride, professionalism, respect, and dignity for the oath and the United States Navy. The CO should follow the additional procedures listed below, as appropriate.

Step	Action
1	Consider the member's desires concerning a. the time and location of the ceremony. b. the family members, special guests, and shipmates to be invited.
2	Arrange for photographic coverage of the ceremony, with copies of the prints to be presented to the member. Forward press releases to the member's ship or station, hometown, and local newspapers.
3	Organize a brief social gathering for members and their guests, to follow the ceremony.
4	Provide transportation within the naval installation to and from the ceremony for the member's guests.
5	Grant special liberty and/or reenlistment leave (MILPERSMAN 1050-040) as soon as possible following the reenlistment.
6	Personalize the occasion with other recognition, as appropriate.
7	Since all payments are processed electronically, present, if desired, a ceremonial reenlistment bonus (dummy) check, if one is due.

MILPERSMAN 1160-030

CERTAIN ENLISTMENTS AND REENLISTMENTS UNDER CONTINUOUS SERVICE CONDITIONS

Responsible Office	NAVPERSCOM (PERS-81)	Phone:	DSN COM FAX	882-3205/4993 (901) 874-3205/4993 882-2623
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) 10 U.S.C. (c) BUPERSINST 1610.10C (d) OPNAVINST 6110.1J (e) NAVMED P-117, Manual of the Medical Department (f) COMNAVCROUTCOMINST 1130.8J (g) Public Law 112-81, Section 527, National Defense Appropriation Act of Fiscal Year 2012
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1. **Definitions.** "Continuous service" is defined as service in the Regular Navy or Navy Reserve that is continued by **reenlistment** under the following conditions:

a. **Reenlistment within 3 months** following discharge or release from active duty. A member who is reenlisted on the same day of the month, 3 calendar months from date of discharge or released from active duty, is reenlisted "within 3 months."

Example: A member discharged or released from active duty on 7 December may be reenlisted on any day up to, and including, 7 March and retain continuous service.

b. **Reenlistment within 6 months** following discharge or release from active duty, provided the member is classified RE-R1. A member who is reenlisted on the same day of the month, 6 calendar months from date of discharge or release from active duty, is reenlisted "within 6 months." For conditions and entitlement to bonuses refer to reference (a).

c. If a member has previously served an enlistment in the **Regular Navy** (not including service as an inductee) or **Navy Reserve**, member's enlistment therein will be a "**reenlistment**."

d. "**Enlistment (under continuous service conditions)**" is applicable to the enlistment of a member of the **Regular Navy** who enlists in the **Navy Reserve**, or a member of the **Navy Reserve** who enlists in the **Regular Navy** within the time frame defined above for "continuous service" after expiration of obligated service (OBLISERV), or at any time prior to the expiration of OBLISERV.

e. **Enlistment or reenlistment in the Navy Reserve** following discharge from the Regular Navy does not prejudice a member's right to reenlist under continuous service conditions in the Regular Navy.

2. **Term of Reenlistment**

a. Members on **active duty** reenlisting in the **Regular Navy** or the **Navy Reserve** may reenlist on board for a term of **2, 3, 4, 5, or 6 years** per reference (b). The term of the enlistment contract must equal or exceed the period of service for which already obligated. **In all cases**, members reenlisting 3 months or less prior to the normal expiration of enlistment, or enlistment as extended, will be considered as having completed their initial contract. Members on active duty are precluded from serving beyond their high year tenure (HYT) date, as outlined in MILPERSMAN 1160-120 or other management control directives, and will be authorized to reenlist for terms as reflected in the appropriate directive. The term of reenlistment will be dependent upon the member's length of service and the member's HYT (i.e., 8 years for E-4 U.S. Navy personnel). Full time support (FTS) personnel must have a 24-month minimum Reserve active duty obligation (RADO) for reenlistment. RADO of less than 24 months must meet conditional extension criteria in MILPERSMAN 1160-040.

b. The term of enlistment or reenlistment in the Navy Reserve for personnel on **inactive duty** shall be for **2, 3, 4, 5, or 6 years** per reference (b). Members initially enlisted Regular Navy who are completing their statutory military service obligation (MSO) in a Navy Reserve capacity may enlist in the Navy Reserve for a term of **2, 3, 4, 5, or 6 years**, provided such enlistment is effected under continuous service conditions.

3. Policy and Eligibility Requirements

a. This article contains the general provisions governing certain enlistments and reenlistments in the Regular Navy or Navy Reserve under continuous service conditions. Members reenlisting in the Regular Navy or Navy Reserve must be:

(1) U.S. citizens;

(2) Noncitizen nationals; or

(3) Immigrant alien members who have been lawfully admitted into the U.S. under an immigrant alien visa for permanent residence.

b. To be eligible for reenlistment in the Regular Navy, a member must be eligible for, or have been separated from the most recent Regular Navy or Navy Reserve service by reason of expiration of enlistment or active OBLISERV, fulfillment of service obligation, or convenience of the Government. Additionally, the member must:

(1) Be medically qualified;

(2) Meet the eligibility standards prescribed, including HYT, as set forth in MILPERSMAN 1160-120;

(3) Have been recommended by the member's commanding officer (CO) for reenlistment; and

(4) Meet quality control standards as outlined in this article.

c. Navy reservists on active duty (general assignment or recall) may not reenlist U.S. Navy (USN) or continue on active duty without authority from Navy Personnel Command (NAVPERSCOM), NEAS/Reserve Enlisted Programs Branch (PERS-812).

d. FTS personnel may not reenlist in the Regular Navy, likewise Regular Navy into the FTS community, without approval from NAVPERSCOM, Reserve Personnel Admin Division (PERS-91).

e. A member must meet the following **professional growth criteria** to establish reenlistment eligibility:

(1) Serving as a petty officer;

(2) Serving in pay grade E-3 having passed the Navy-wide advancement examination, but not advanced (passed but not advanced (PNA)), or formerly been a petty officer in current enlistment and be currently recommended for advancement to pay grade E-4.

(3) Personnel that fall under the Perform to Serve (PTS) Program must have approval prior to reenlistment.

f. Additionally, the member must be promotable and recommended for advancement and retention, as outlined in reference (c), on the last two graded evaluations (not observed evaluations are not considered graded). Not meeting one or both criteria indicates a failure to meet the professional growth criteria and will result in denial of further extensions or reenlistment.

g. Additional service performed under a reenlistment that immediately follows discharge is counted toward fulfillment of statutory MSO in the case of members who incurred such obligation under the provisions of the **Military Selective Service Act**, as amended.

h. To determine reenlistment eligibility for members not in compliance with physical fitness assessment (PFA) refer to reference (d).

i. The physical standards for reenlistment are prescribed in Chapter 15 of reference (e), which directs use of the periodic health assessment to determine suitability for continued service. Qualification for continued service should be based on the ability of members to perform the functions of their rate, rank, or occupational specialty without physical or medical limitations at sea, shore, or isolated duty.

(1) Waivers of physical defects may be recommended per reference (e). Members who are classified as physically qualified for limited duty only shall be given a physical examination and a report shall be forwarded with appropriate recommendation to NAVPERSCOM, Disability/Retirements/Limited Duty Branch (PERS-82), via Chief, Bureau of Medicine and Surgery (BUMED), in sufficient time to permit a final determination prior to normal separation date.

(2) The CO of a U.S. naval hospital is authorized to reenlist a member who is eligible and otherwise qualified, who so desires and whose enlistment expires while in a patient status, provided it is anticipated that the member will be physically and otherwise qualified for full duty immediately upon discharge from hospitalization. Certification shall be made on the report of physical examination for reenlistment that the member is in a patient status and that the defect or condition for which the member is under treatment would be unlikely to hinder the member's performance upon return to full duty status immediately upon discharge from hospitalization, and that it may reasonably be anticipated that the member will be physically qualified for reenlistment per regulations. The military treatment facility and servicing Personnel Support Detachment (PERSUPP DET) shall ensure the operational screening is completed prior to availability report submission, see MILPERSMAN 1300-800.

(3) Per reference (g), a member who has been found fit for continued naval service by a physical evaluation board (PEB) may not be denied reenlistment for the physical condition for which the member was reviewed and found fit by the PEB. Members must remain compliant with all other eligibility criteria identified in this article.

4. Criteria for Preferred Reenlistment (RE-R1)

a. Use the table below for criteria for preferred reenlistment (RE-R1). (If RE-R1 is not applicable, use the RE-1 or as service record warrants.)

Reenlistment Point	Pay grades	Qualifying Criteria
8 years of service	E-3 and below	RE-R1 not authorized.
	E-4	Pass E-5 advancement exam. Have overall trait average 2.5 or above.
	E-5 and above	Overall trait average of 3.0 or above. No performance mark below 2.0 in any trait.
8 to 20 years of service	E-4 and below	RE-R1 not authorized.
	E-5	RE-R1 not authorized for E-5 being separated due to HYT (14 years if active duty service date is 01 July 1995 or later).

	E-5 and E-6	Overall trait average of 3.0 or above. No performance mark below 2.0 in any trait.
8 to 20 years	E-7 and above	Overall trait average of 3.0 or above. No performance below 2.0 in any trait.
Beyond 20 years	E-6 and below	RE-R1 not authorized.
	E-7 and above	No performance mark below 2.0 in any trait during 48 months immediately preceding reenlistment or expiration of active obligated service (EAOS).

b. Regular Navy members who are within 2 years of qualifying for transfer to the Fleet Reserve and Reserve members who are entitled to be credited with at least 18, but not more than 20 years of service may not be separated or denied reenlistment under the provisions of this instruction, unless separated under any other provision of law and as set forth in MILPERSMAN 1910.

5. **Criteria for Reenlistment (RE-4)**. Use the below table for criteria for reenlistment (RE-4) determination:

Pay Grades	Qualifying Criteria
All pay grades	<p>Have had one general or special courts-martial conviction or two summary courts-martial convictions, or a combination of more than two non-judicial punishments or summary courts-martial convictions in the year preceding EAOS or desired reenlistment date;</p> <p>U.S. Navy Reserve (active) who fail to fully comply with orders after the initial recall to active duty;</p> <p>Have been administratively reduced in rate, detached for cause, or issued a letter of substandard service by the petty officer quality review board; or</p> <p>Are not recommended for reenlistment by the CO.</p>
E1 and E2	All receive RE-4 for failure to meet professional growth criteria (except in special 2-year obligation programs).
E-3	All who fail to meet professional growth

	criteria described in "Criteria for Preferred Reenlistment" block.
E-4 and below	Average of less than 2.0 in any trait during current enlistment on enlisted performance evaluations.
E-5 and above	Received two or more marks of 2.0 or below in same trait on enlisted performance evaluations during past 36 months; Received any mark of 1.0 or below (in any trait) within 1 year prior to EAOS or reenlistment request; or Less than 2.5 average in any trait during current enlistment.
PTS	Personnel separated due to reenlistment denial, via the PTS Program, shall receive a reentry code per current PTS directives.

6. **Not Eligible for Reenlistment**

a. Members who do not meet all the aforementioned requirements may not be enlisted or reenlisted without the consent of NAVPERSCOM, Enlisted Unfavorable Separations (PERS-832).

b. Members who were recalled to active duty as USNR (active) through general assignment or recall, may not be continued on active duty or reenlist without the consent of NAVPERSCOM (PERS-812).

7. **Time Frames for Reenlistment**. Members who meet all the eligibility requirements, if physically qualified, may be discharged and reenlisted at the following time:

a. The Defense Joint Military Pay System recommends personnel to reenlist at least 30 days prior to EAOS to avoid possible pay stoppage or discrepancies.

b. Prior approval from NAVPERSCOM, Active Enlisted Programs (PERS-811) is not required when reenlistment is within 1 year of EAOS.

c. Members should be counseled concerning possible loss of monetary benefits when reenlisting early. Consult reference (a) and this article for additional guidance.

8. **Early Reenlistments**. Requests for early reenlistment (outside the 1-year window) must be forwarded to NAVPERSCOM (PERS-811) for consideration. An example of an early reenlistment request would be to accommodate a reenlistment ceremony by a dignitary to administer the oath of enlistment.

9. **Conditional Reenlistments**. Conditional reenlistments require NAVPERSCOM (PERS-811 for active and NAVPERSCOM (PERS-812) for reserve) approval as follows:

a. If a member has an aggregate total of 48 months operative extensions on current enlistment, eligible for reenlistment; and

(1) (Regular Navy and FTS personnel) who require additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date prior to submission of such application.

Note: (Exception): After receipt of the message of intent, the PERSUPP DET or the administrative office is the approval authority for personnel who require additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date.

(2) When a member has an approved application for transfer to special duty.

(3) To attend a service school or to complete a tour of duty for which additional active OBLISERV is required.

b. Members who have been recalled to active duty as USNR (active) or U.S. Naval Fleet Reserve (USNFR) (active) through the General Assignment and Recall Program may not continue on active duty or reenlist USN without further approval from NAVPERSCOM (PERS-812).

c. Consideration will be given for a member's early discharge for the purpose of immediate reenlistment when:

(1) Member is ineligible for early discharge and reenlistment per the above; or

(2) Not eligible to extend enlistment; or

(3) Eligible period to reenlist would not fulfill the required active OBLISERV.

(4) Member has an approved PFA progress or readiness waiver for administrative separation (ADSEP) processing per reference (d). In these cases, reenlistments must be for one 2-year term only. If member fails next official PFA while on conditional reenlistment, consideration will be given to process member for ADSEP within 45 days of PFA failure.

d. Member with a combat-incurred injury, illness, disease, or defect with more than 6 years, but less than 10 years of service, may request to reenlist for a term of 4 years. This will render member eligible to transfer Post-9/11 Montgomery GI Bill benefits to member's dependents. The request must be submitted to NAVPERSCOM (PERS-812) for forwarding with Chief of Naval Personnel recommendation to the secretarial level. Reenlistment request must be approved prior to member being retired or separated due to disability or other reason.

10. Time Frames for Reenlistment for Navy Reservists or Inductees

a. If otherwise qualified, Navy reservists on inactive duty may be discharged at any time for the purpose of enlisting in the Regular Navy.

b. Navy reservists on inactive duty may be discharged and reenlisted at any time for the purpose of incurring a 6-year Selected Reserve (SELRES) obligation to gain entitlement to the SELRES Montgomery GI Bill (MGIB). Members must be counseled and sign a Permanent NAVPERS 1070/613 Administrative Remarks stating they understand that reenlistment is exclusively for establishing SELRES MGIB eligibility and does not imply retention in a pay status beyond forced attrition due to total forces management decisions or circumvent eligibility requirements for the SELRES selective reenlistment bonus (SRB).

c. The following individuals may enlist in the Regular Navy at any time, provided total active OBLISERV is for a minimum of 4 years:

- (1) Inductees and Navy reservists on active duty;
- (2) Extended recall for less than 3 years;

(3) Recruiter-canvassers on active duty;

(4) USNR (active) and USNFR (active) under the General Assignment Recall Program; or

(5) FTS personnel.

Example: A reservist on active duty who has completed 18 months of active duty shall be required to enlist in the Regular Navy for a minimum period of 3 years. The terms of enlistment shall be in yearly increments. They need not meet the continuous service requirement of being within 1 year of EAOS. They shall meet all current eligibility requirements for first term reenlistments, including age limitations prescribed elsewhere in this manual.

d. A reservist accepted for voluntary recall to active duty (including the FTS Program) that requires:

(1) OBLISERV in excess of the time remaining in their enlistment;

(2) Enlistment as extended by an operative extension; or

(3) Service obligation under the military statutory service obligation may be discharged and reenlisted in the Navy Reserve on the same date of recall to active duty. Agreements by reservists to remain on active duty must be within the term of their current enlistment.

e. Navy reservists, for whom a request for a waiver of any nature must be submitted, shall not be considered to be in the category of those who may be reenlisted immediately. Such cases are submitted for consideration to NAVPERSCOM (PERS-812) and shall be processed per reference (f).

f. Applicants for immediate reenlistment shall be questioned regarding any civil offenses since the date of their previous enlistment. If an applicant indicates an earlier arrest for any reason, the applicant shall be processed per reference (f).

g. Members on inactive duty who are participating in a Navy Reserve Program and who are eligible for reenlistment, shall be notified at least 3 months prior to the expiration of their enlistment or service obligation concerning such

expiration and the procedures set up for reenlistment processing.

11. Criteria for Discharge from Fleet Reserve for Enlistment or Reenlistment

a. A member may be discharged from the Fleet Reserve status for purpose of immediate enlistment or reenlistment in the Regular Navy provided the following criteria are met and NAVPERSCOM (PERS-83) authority is obtained:

(1) Such enlistment or reenlistment is restricted to critical or non-critical ratings with critical Navy enlisted classifications, and member must meet all requirements of the rating.

(2) Shall not have been released from active duty status for more than 4 years and have a reenlistment code indicating suitability.

(3) Enlistment or reenlistment must be for a term of not less than 2 years, not to exceed HYT standards, as set forth in MILPERSMAN 1160-120.

(4) A signed acknowledgment by the member that participation in the Survivor Benefit Plan automatically ceases upon enlistment or reenlistment, and such benefits become those applicable to Regular Navy personnel. This acknowledgment is to be annotated on member's Permanent NAVPERS 1070/613 Administrative Remarks.

b. Individuals who are discharged from the Navy Reserve for reasons of expiration of enlistment, fulfillment of service obligation, or convenience of the Government and who are recommended for reenlistment, may be immediately reenlisted in the Navy Reserve provided they are physically and otherwise qualified, not to exceed quality control standards set forth in MILPERSMAN 1160-130.

12. Members Who May Not Be Discharged for Reenlistment. The following members on active duty may not be discharged prior to normal expiration of enlistment and reenlisted:

a. Members in transit following permanent change of station orders where the member would thereby become entitled to mileage payments in excess of those the member would otherwise be

entitled if discharged and reenlisted at the member's last permanent duty station. (COs may discharge and reenlist members where excess mileage payments are not involved and was recommended for reenlistment by the member's former CO.) As used in this paragraph, "in transit" does not include members in the following status:

- (1) Temporary duty;
- (2) Temporary duty under instruction); or
- (3) Temporary additional duty under instruction.

b. Members who have submitted an application for, or who are in receipt of authorization for transfer to the Fleet Reserve, if member has enough OBLISERV for such transfer. See paragraph 9 of this article for conditional reenlistment.

c. Members who have been selected for warrant or commissioned grade in any of the Armed Forces, whose expiration of enlistment (including extensions) is subsequent to date of appointment or commissioning.

d. Members who are pursuing a course of instruction leading to a commission, except as specifically provided in other instructions issued by NAVPERSCOM or Commander, Naval Education and Training Command (CNETC).

e. Members temporarily assigned to a ship or station for humanitarian reasons must be approved by NAVPERSCOM, HUMMS Reassign/Early Returns Coordinator (PERS-40HH).

f. Members undergoing investigation for alleged offenses, awaiting non-judicial punishment or trial by courts-martial, undergoing non-judicial punishment, or serving sentence by courts-martial, including probation with respect to a suspended punitive discharge or confinement.

g. Members who have rendered themselves ineligible per reference (d).

13. Immigrant Aliens

a. An immigrant alien who is presently serving satisfactorily on active duty is eligible for reenlistment in the Navy without being required to apply for U.S. citizenship.

b. An immigrant alien who has been in the U.S. for a period of 4 years beyond the age of majority, who has been lawfully admitted, and who holds an I-151 alien registration receipt card is eligible for enlistment or reenlistment in the Navy without being required to apply for U.S. citizenship.

14. Discharge After Executing Agreement. Members who have executed agreements to extend their enlistments may be discharged 1 year or less **prior to the date the extension would become operative** and reenlisted per this article, provided the term for which they reenlist is **equal to or greater than the total obligation, including the extension being canceled.** Attention is invited to the OBLISERV requirements for SRB and recoupment procedures.

15. Procedures for Ready Reserve. Members of the Ready Reserve on inactive duty whose records are held by NAVPERSCOM, Full Time Support Assignments Branch (PERS-4012) may be reenlisted by mail. In lieu of a physical examination, the member must submit a signed statement that, to the best of the member's knowledge and belief, member's physical condition is substantially the same as when the member was last physically examined by the Navy. The **Oath of Allegiance**, which is mandatory, shall be administered by a commissioned officer of any component of the Navy, Marine Corps, Army, Air Force, or Coast Guard (active, inactive, or retired).

16. Payment for Unused Leave, Recoupment of Reenlistment Bonus, and Other Monetary Entitlements

a. Information on reenlistment bonus, mileage, or lump-sum payment for unused leave pertaining to reenlistment is contained in pay directives and joint travel regulations. Personnel shall be fully and properly apprised of monetary entitlements. Recoupment of reenlistment bonus is not required in the case of early discharges, not more than 3 months prior to expiration of enlistment.

b. A member serving on a Navy Reserve enlistment contract on active duty (including FTS Canvasser Recruiter)), and

desiring discharge and reenlistment, may have a recoupment of reenlistment bonus (if paid) for the unexpired portion of an enlistment or reenlistment contract, reference (a) refers.

17. **Location of Reenlistment.** Reenlistment under continuous service conditions may be effected:

a. On board the activity from which discharged within 24 hours following discharge. Reenlistment may be effected on board ship while at sea provided the necessary pre-reenlistment checklist, including physical exam (if required), has been met. A member transferred to an activity for discharge purposes may be reenlisted (if fully qualified), including PTS approved (if applicable) within 24 hours on board the last activity to which permanently attached prior to discharge. Upon being reenlisted on board the activity to which permanently attached, such member will be retained on board for duty. Persons reenlisting at the activity to which transferred for discharge shall be made available for orders per MILPERSMAN 1306-1700.

b. After more than 24 hours following discharge, reenlistment shall be effected only at a regular recruiting station, unless otherwise authorized by specific instructions of NAVPERSCOM. Reenlistment may be effected for the terms specified in recruiting instructions, but must be effected within the time period prescribed in paragraph 1 of this article. For conditions and entitlement to any bonuses, consult appropriate directives.

18. **Enlisted Personnel with 30 Years Active Service.** Active service obligation beyond 30 years normally will be considered for personnel serving in pay grade E-9 only. However in any case, active service obligation beyond 30 years is not authorized without prior HYT approval of NAVPERSCOM (PERS-82).

19. **Official Military Personnel File (OMPF) updated upon Reenlistment.** Servicing Personnel Offices will ensure the Electronic Service Record (ESR) reenlistment closeout function is executed when a member reenlists and the following ESR documents are submitted to the member's OMPF along with the reenlistment contract:

- a. Awards History (NAVPERS 1070/880);
- b. Training, Education, and Qualifications History
(NAVPERS 1070/881);
- c. Member Data Summary (NAVPERS 1070/886);
- d. History of Assignments (NAVPERS 1070/605; and
- e. Permanent Administrative Remarks (NAVPERS 1070/613)
created at time of reenlistment.

MILPERSMAN 1160-031

REQUIRED COUNSELING UPON ENLISTMENT AND REENLISTMENT

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN	882-3224
			COM	(901) 874-3224
			FAX	882-2623
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ) (b) 10 U.S.C. 937
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1. Required Explanations

a. References (a) and (b) require that certain articles of the Code be carefully explained to each enlisted member:

(1) At the time of enlistment;

(2) After the member has completed 6 months of active duty, or, in the case of a member of a Reserve component, after the member has completed basic or recruit training; and

(3) At the time the member reenlists.

b. It also requires that the text of the Code and the regulations prescribed by the President under such Code, be made available upon request for the member's personal examination.

2. NAVPERS 1070/613 Administrative Remarks Entry

a. At reenlistment, and following compliance with the provisions of reference (b), each Service member will have the following NAVPERS 1070/613 entry made in the permanent service record:

"On (date), per UCMJ, article 137; member advised of the required provisions of the UCMJ."
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MILPERSMAN 1160-040

EXTENSION OF ENLISTMENTS

Responsible Office	NAVPERSCOM (PERS-811/812)	Phone:	DSN COM FAX	882-2499 (901) 874-2499 882-2623
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NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
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References	(a) DJMS Procedures Training Guide (DJMS PTG) (b) 10 U.S.C. 509 (c) OPNAVINST 1160.8A (d) NAVMED P-117, Manual of the Medical Department (e) SECNAVINST 6120.3
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1. Definitions

a. **"Agreement to Extend Enlistment"** refers to the official form of agreement, NAVPERS 1070/621(Rev 1-00), Agreement to Extend Enlistment (MILPERSMAN 1070-250). Agreements on other than the official form are of an informal, unofficial nature, and could be repudiated or withdrawn by the member. Clerical instructions for preparation of the agreement are contained in reference (a).

b. **"Agreement to Extend Active Duty"** refers to the official form of agreement, NAVPERS 1070/622 (Rev 8-07), Agreement to Recall or Extend Active Duty (MILPERSMAN 1070-260). For the United States Naval Reserve members, NAVPERS 1070/622 is used to extend the Reserve Active Duty Obligation (RADO) and NAVPERS 1070/621 to extend the Enlisted Reserve Enlistment (EREN), if required. Clerical instructions for preparation of this document are contained in reference (a).

c. **"Execution of the Agreement to Extend Enlistment"** or **"execution of extension date"** refers to the signature of an agreement by the member concerned.

d. **"Extension becomes operative"** or **"operative date"** refers to the date the extension begins to run, that is, the date after expiration of enlistment, or as extended, or as adjusted for the

purpose of making up time not served. Valid extension agreements may not be canceled after the operative date.

e. **"Retention eligible member"** is defined as a member that meets minimum eligibility criteria outlined per MILPERSMAN 1160-030. These criteria are the minimum and do not supplant eligibility criteria provided for in other guidance (e.g., must have Perform to Serve (PTS) approval as required per MPM 1440-060 or most current PTS guidance). Use this definition throughout this article.

2. Navy Personnel Command (NAVPERSCOM) Office Codes Referenced in this Article

a. **Enlisted Active Programs (PERS-811)** manages extensions for active duty USN and Full Time Support Sailors. PERS-812 manages Selected Reserve Component. The latest information and points of contact are available at http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/Re-enlistments_Extensions/default.htm; Email - PERS-81@navy.mil.

b. **Enlisted Performance and Separations Branch (PERS-832)** manages performance and separation matters. <http://www.npc.navy.mil/CareerInfo/PersonnelConductandSeparations/EnlistedSeparations/>

c. **Enlisted Retirement Branch (PERS-823)** manages Fleet Reserve, retirement and High Year Tenure (HYT) matters for Active duty USN, and PERS-91 manages SELRES. Additional information is available at <http://www.npc.navy.mil/CareerInfo/Retirement/EnlistedRetirements/>

3. **Extension Increments.** Reference (b) allows the term of enlistment to be extended up to 48 months. However, effective Oct 2009, it is Navy policy that all extension agreements are conditional for a specified reason. Extensions shall be executed in monthly increments of 1 to 23 months.

a. The enlistment contract cannot be extended for more than 24 aggregate months.

b. Extensions greater than 23 months are not authorized.

c. A maximum of two extension agreements per enlistment contract are authorized. Extension agreements authorized during initial recruit enlistment contracts for 6 Year Obligation (YO)

enlistment programs (e.g., Nuclear Power, or Advanced Training programs) do not count against the two extensions authorized per enlistment contract.

d. NAVPERSCOM, Enlisted Career Progression Division (PERS-81) authorization is required for exceptions to policy.

e. Refer to MILPERSMAN 1160-030 for early reenlistment authority when a member cannot meet service obligation by extension due to two or more extensions or 24 total aggregate extension months on a current enlistment.

f. Refer to MILPERSMAN 1160-030 for conditional reenlistment authority when a member cannot meet service obligation of a period less than two years by extension due to two or more extensions or 24 total aggregate extension months on current enlistment.

4. **Circumstances Which Make a Sailor Ineligible to Execute an Extension.** The following are conditions for ineligibility. PERS-81 authorization is required for exceptions to this policy.

a. **Sailors in an overmanned rating (by zone).** A list of overmanned ratings by zone is updated quarterly and posted at http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/Reenlistments_Extensions/default.htm.

b. **Sailors who are not retention eligible or fail to meet the minimum requirements of their rating.**

c. **Sailors whose enlistment has already expired.** For conditional reenlistments, see MILPERSMAN 1160-030.

d. **Sailors transferred to a separation activity.**

e. **Sailors in the Individual Ready Reserve (IRR), not in the Active Status pool.** Members in the Active Status pool must meet all requirements of a member of the Selected Reserve.

f. **Sailors currently on Limited Duty (LIMDU) or found not physically qualified for duty at the expiration of enlistment.** If member is retention eligible as defined in this article and MPM 1306-1200, members can voluntarily agree to remain on active duty beyond the expiration of enlistment. Documentation will be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks per MILPERSMAN 1306-1200 and 1160-050. The Personnel Office will do

a Retain in Service Navy Standard Integrated Personnel System (NSIPS) event. Retention eligibility must be maintained to qualify for LIMDU beyond expiration of enlistment. Upon completion of LIMDU and return to full duty (ACC 100), if the member is on an expired EAOS the member must either reenlist or separate. Further extension of the current enlistment is not an option, since the enlistment (or extended enlistment) had expired. If conditional reenlistment is warranted (i.e., HYT), refer to MILPERSMAN 1160-030 or refer the case to (PERS-81).

5. **Extension Reasons.** Extensions may be executed with Commanding Officer (CO) or Officer-In-Charge approval (as long as they meet criteria of paragraphs 3 and 4) for the following reasons:

a. **Match Projected Rotation Date (PRD).** Adjust the EAOS date of a member serving on any tour of duty to coincide with the established PRD. Extension for deployment IS NOT an authorized reason. A PRD adjustment to complete deployment may be made, and the extension reason will be "To extend to PRD." For Sailors whose PRD is beyond completion of deployment, PRD adjustments should only be requested when the Sailor intends to separate after deployment.

b. **To obtain maternity care benefits.** For retention eligible Sailors who intend to separate after receiving maternity care. Sailors must meet conditions of paragraphs 3 and 4 of this article. Personnel that fall under the Perform to Serve (PTS) program must have PTS approval. PRD adjustment needs to be requested.

(1) **For a Sailor's wife.** Provided the member's services can be used effectively during the period of extension. A member whose normal EAOS falls within the wife's pregnancy may execute an extension not to exceed 2 months beyond spouse's estimated delivery date.

(2) **For a pregnant Sailor.** Provided the member's performance has been satisfactory, may execute an extension not to exceed 2 months beyond estimated delivery date.

c. **To obtain OBLISERV required to execute Permanent Change of Station (PCS) orders or Selected Reserve mobilization/recall orders.** Refer to MILPERSMAN 1306-106 for information about OBLISERV in connection with a PCS transfer. Refer to reference (c) and the most recent Selective Reenlistment Bonus (SRB)

NAVADMIN message for information on Obligated Service to Train (OTT) program.

d. **To acquire necessary OBLISERV as authorized in Navy directives, NAVADMIN, and this manual (e.g., to HYT or FLTRES/RET date).** Agreements to extend an enlistment to qualify or apply for a specific program are not authorized unless authorized in respective directive.

(1) Members in receipt of an authorization for transfer to the Fleet Reserve may **not** extend their enlistment **more than 29 days beyond** approved Fleet Reserve date without specific approval from PERS-823.

(2) Members may not extend their enlistment **more than 29 days beyond** their High Year Tenure (HYT) date without specific approval from PERS-823. Sailors without an HYT waiver who are extended beyond HYT are to be separated at HYT vice EAOS as extended (see MILPERSMAN 1160-120). Extensions within 29 days of HYT do not require an HYT waiver. If NSIPS HYT flag prevents release of extension, Personnel Offices are to contact PERS-823.

6. Procedure for Executing Extension

a. To execute an extension, use NAVPERS 1070/621 (or automated equivalent), which shall be completed and signed, or prior to the date of expiration of enlistment **by the member and an official authorized per MILPERSMAN 1070-190** to accept the agreement on behalf of the Navy. Agreements entered into subsequent to the date of expiration of enlistment are without legal force and effect.

b. The following **information must be entered in the narrative section** of NAVPERS 1070/621 or NAVPERS 1070/622.

(1) **The reason** for the extension (e.g., "To extend to PRD").

(2) **The number** of extension of current enlistment/reenlistment (i.e., "This is my second extension").

(3) The following **terms of the extension**.

<p><i>"I understand that this extension becomes binding upon execution and may not thereafter be canceled except as provided in MILPERSMAN 1160-040."</i></p>

(4) **Acknowledgement of potential loss** of monetary benefits and the provisions of the SRB program per reference (d).

"I have been informed of the provisions of the SRB program (OPNAVINST 1160.8) and how the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment."

7. **Physical Examination.** Qualification for continued service, either on Active Duty or in the Selected Reserve, should be based on the ability of a Service member to perform the functions of his or her rate, rank, or occupational specialty without physical or medical limitations. Per chapter 15 of reference (d), routine periodic physical examinations are no longer required for active duty personnel. Instead, the use of the Periodic Health Assessment, with guidance provided in reference (e), should be used to meet this goal.

8. **Canceling an Extension Agreement**

a. **An extension agreement is canceled by the Personnel Office** completing the cancellation section of NAVPERS 1070/621 or 622 and processing the corresponding NSIPS event.

b. **A valid extension of enlistment that has become operative is normally not canceled.** When an inappropriate extension becomes operative (i.e., the second extension is made operative before the first extension), refer the case to PERS-81.

c. **When a member reenlists, extensions are automatically canceled. The Personnel Office shall not take any action** on inoperative extensions upon reenlistment, including SRB and Critical Skill Retention Bonus (CSRB) reenlistments. Sailors must reenlist beyond the total aggregate months of all inoperative extensions.

d. **COs shall cancel agreements to extend enlistment, prior to operative date, for reasons listed below:**

(1) When a member, through no fault of their own, has **not received any of the benefits** (i.e., school, accelerated advancement, did not execute PCS orders, or enlistment bonus) for which the extension was executed by the day preceding the

operative date of the extension. Members whose extensions are canceled for this reason who desire to continue on active duty may simultaneously execute a new extension or reenlist per appropriate articles in this manual.

(2) When the member is no longer recommended or eligible for reenlistment; either because of failure to meet the minimum reenlistment or rating standards (to include loss of security clearance) or unsatisfactory performance of duty or conduct; and in the opinion of the CO, or the OIC; the member lacks career potential. A full statement of the facts shall be included in the NAVPERS 1070/613 service record entry with notation that member is not recommended or eligible for reenlistment. **Under this paragraph, the CO cannot cancel an extension that gained a significant benefit (e.g., enlistment bonus, accelerated advancement, 5/6-year obligator program (5YO/6YO), technical school, accompanied overseas tour) or has an approved Physical Fitness Assessment Separation Waiver without authority from PERS-81 (see paragraph 8e.)**

(3) When a member attending school on Temporary Additionally Duty (TAD) orders, through no fault of their own, is disenrolled. Cancellation and adjustment explained in paragraph 8f., or 8g. as applicable.

e. When cancellation of an inoperative extension appears meritorious but the reason is not authorized in paragraphs 8d(1) or 8d(2) (i.e. , significant benefit resulted from the extension) forward with following documentation to PERS-81 for determination:

- Related NAVPERS 1070/604(Rev. 3-05), Enlisted Qualifications History;
- Related NAVPERS 1070/613, Administrative Remarks;
- Related NAVPERS 1070/621, Agreement to Extend Enlistment;
- Related NAVCRUIT 1133/52, Enlistment Guarantees

f. OBLISERV of Six-year Obligor (6YO) Program disenrollees. Refer to MILPESMAN 1510-030 and paragraph 8j.

g. Cancellation or Adjustments of Extensions for school (other than 6YO). COs of recruit training centers and service school commands are authorized to cancel or adjust extensions executed for school/5YO/scholastic program listed in the remarks section of the agreement to extend enlistment as follows:

(1) Students who, through no fault of their own, are disenrolled **prior to class convening date** shall have their extension canceled provided the extension did not qualify them for another benefit/bonus.

(2) Students who, through no fault of their own, are disenrolled **after class convening date** shall have their extension adjusted using the OBLISERV for schools chart in MILPERSMAN 1306-604, provided the extension did not qualify them for another benefit/bonus. Such adjustment hereafter will be referred to as payback. 5/6YO Sailors will have their extension adjusted using table in paragraph 8j.

(3) PERS-81 authorization is required for extension cancellation or adjustment for students who, through no fault of their own, on PCS funded orders, are disenrolled before or after class convening date, and do not have extension(s) cancelled or adjusted prior to transferring from schoolhouse.

h. Definition of Instruction Received:

(1) For regular students, it is a number of weeks of training actually completed.

(2) For accelerated students, it is the number of weeks of classroom seat time actually used at the time of disenrollment.

(3) For repeat, held-over, or temporarily disenrolled students, it is the number of syllabus weeks actually completed in the course.

(4) Partial weeks are not counted as weeks of instruction received.

i. Payback Computation Table. For non-5/6-year obligor members disenrolled, through no fault of their own, from single "A" or "C" service schools, or consecutive service schools, payback will be determined by using the OBLISERV for schools chart in MILPERSMAN 1306-604.

j. Payback Computation Table (5/6YO Training Program Disenrollees). This table is only to be used for 5/6YO students disenrolled from training for months of service obligation to be

incurred (payback) in return for training. If the table shows a requirement to serve a greater number of months than the original extension, then the original extension remains in effect. The member will execute a new Agreement to Extend Enlistment and/or Active Duty for a period that will provide the payback required for the number of weeks of received training in return for cancellation of the previous extension executed for training.

Instruction (Weeks)	Payback (Months)	Instruction (Weeks)	Payback (Months)
1	1	36	25
2	1	37	26
3	2	38	26
4	3	39	27
5	3	40	28
6	4	41	28
7	5	42	29
8	6	43	30
9	6	44	30
10	7	45	31
11	8	46	32
12	8	47	33
13	9	48	33
14	10	49	34
15	10	50	35
16	11	51	35
17	12	52	36
18	12	53	37
19	13	54	37
20	14	55	38
21	15	56	39
22	15	57	39
23	16	58	40
24	17	59	41
25	17	60	42
26	18	61	42
27	19	62	43
28	19	63	44
29	20	64	44
30	21	65	45
31	21	66	46
32	22	67	46
33	23	68	47
34	24	69	48
35	24		

k. **Administrative Procedures.** COs or Officers In Charge (OIC) will ensure that the new extension agreement is executed, the old extension agreement canceled, NAVPERS 1070/621 and/or NAVPERS 1070/622 page, and the following NAVPERS 1070/613 entry submitted per reference (a):

"My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1160-040. I understand that my active duty obligation has been set up as (EAOS date).

(Member's signature)

(Witnessing officer's signature)"

9. Circumstances in which COs do not have the authority to cancel a valid extension

a. COs will not cancel an agreement to extend enlistment under the following conditions:

(1) Member is found not physically qualified and/or LIMDU is anticipated.

(2) A member is currently on LIMDU (ACC 105), provided member is physically qualified in all respects with exception of the diagnosis in the basic medical board report.

(3) A member is to be referred to a Physical Evaluation Board (PEB) for disability proceedings.

(4) Extension qualified the member for significant benefits as explained in paragraph 8.e.

(5) Extensions executed prior to a PTS disapproval. Members are to serve to their EAOS as extended, except when reasons in paragraph 8 apply.

(6) Extensions may not be canceled for failure to pay an enlistment bonus in a timely manner. When the oversight or delay of payment is identified, personnel officers are to promptly make the bonus payment, as extension cancellation is not an option.

b. When COs do not have authority to cancel extensions of enlistment and early release warrants consideration (e.g., within force shaping initiatives), the member may consider requesting early release from PERS-832.

MILPERSMAN 1160-050

VOLUNTARY OR INVOLUNTARY EXTENSION OF ENLISTED PERSONNEL BEYOND EXPIRATION OF ENLISTMENT, FULFILLMENT OF SERVICE OBLIGATION, OR EXPIRATION OF TOUR OF ACTIVE SERVICE

Responsible Office	NAVPERSCOM (PERS-4811)	Phone: DSN	882-2499/3238
		COM	(901) 874-2499/3238
		FAX	882-2623

References	(a) 10 United States Code (U.S.C.) (b) SECNAVINST 5820.4G
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1. **Policy.** Under certain conditions members may legally be retained beyond the date of expiration of enlistment or other period of obligated service (OBLISERV), either voluntarily or involuntarily until discharged, released to inactive duty, or transferred to the Navy Reserve and released to inactive duty. When a member is retained in service beyond expiration of enlistment, or other period of OBLISERV, entry as to reason and authority for retention shall be made on the appropriate page of member's service record and signed per this manual.

2. **Voluntary Extension.** Enlisted members may volunteer to be held beyond expiration of their enlistment or active duty obligation, or other period of OBLISERV. Refer to MILPERSMAN 1160-040.

3. **Extension of Members Serving Aboard Ship in Foreign Waters**

a. The normal date of expiration of enlistment or extension of enlistment of a member serving aboard a ship in foreign waters may be extended until return of the ship to a continental port of the United States (U.S.) or until transfer of member concerned to the separation activity nearest port of debarkation. Retention for return to the U.S. may be effected by the senior officer present afloat if, in their opinion, retention is essential to public interests. Members so retained shall be separated not later than 30 days after arrival in the U.S. In order to be entitled to the increase of 25 percent in basic pay for the period of retention, per article 5540 of

reference (a), member shall have been retained after expiration of enlistment or extension of enlistment because their services were considered essential to public interests as differentiated from desirability of continuance of their services or some measure of benefit to be derived therefrom.

b. Specifically excluded from this provision are enlisted members who are retained beyond terms of their enlistments at shore stations, on ships on duty in waters in or around possessions and territories of the U.S., or on ships on duty in ports or waters within the sovereign jurisdiction of the U.S. Also excluded are members of the Navy Reserve who are retained on active service as distinguished from the normal date of expiration of enlistment.

c. Entry should be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks of member's service record, concerning whether retention was essential to public interests and location of the ship at the time of expiration of their term of enlistment.

d. For a normal deployment, it is imperative that it will be a part of pre-deployment preparations that members with expiring enlistments be identified and appropriate planning is executed, either extending or leaving them behind for separation/further transfer.

4. **Extension Pending Receipt of Records.** Members whose records and accounts are not received by the activity to which transferred for separation may be retained in service, with their consent, pending receipt of their records and accounts. Commanding officers (COs) shall take immediate steps to obtain records and accounts by communicating with the ship or station from and via which member was transferred for separation. A duplicate service record may be requested from Navy Personnel Command (NAVPERSCOM), NAVPERSCOM Records Unit (PERS-312) in order to expedite separation.

5. **Extension for Temporary Officer Appointment.** Enlistments are extended automatically in the case of members whose normal date of expiration of enlistment occurs while they are serving in a temporary officer appointment.

6. **Extension for Medical Care.** Members in the Regular Navy, Navy Reserve, and Fleet Reserve on active duty other than training duty of less than 30 days, who are in need of medical

care or hospitalization as a result of disease or injury incident to service and not due to their own misconduct, may be retained with their consent beyond the date of their normal expiration of active OBLISERV. Such consent shall be entered on NAVPERS 1070/613, and signed by member concerned. Tacit consent to retention may be assumed in cases of mental incompetency or physical incapacity where member is unable affirmatively to indicate member's desires, pending notification of and authorization for retention from member's next of kin. Members retained for medical care or hospitalization under this article may be retained until they have recovered to the extent that would enable them to meet physical requirements for discharge and reenlistment, or until it shall have been ascertained the disease or injury is of a character that recovery to that extent is impossible. Members for whom tacit consent to retention is assumed ordinarily will not be retained in excess of 6 months beyond the date of their normal expiration of active obligated service (EAOS). Further retention may be authorized in meritorious cases upon proper recommendation accompanied by the supporting facts.

7. **Member Refusal of Extension for Medical Care.** If members persist in their desire to be separated, effect their separation provided they sign the following entry on NAVPERS 1070/613 of their service record and on DD-2808 (Rev. 10-05), Report of Medical Examination, witnessed by an officer, at the time examined for separation:

"I, (fill in name), desire to be separated from Naval Service on my normal expiration of active obligated service date. I understand that I will not be eligible for further follow-up studies or treatment at an Armed Forces medical facility, that I will be ineligible for disability benefits under law administered by Navy, and that any further treatment and/or benefits will be under jurisdiction of Department of Veterans' Affairs."

(Signature of member)

(Signature of witnessing officer)
(Grade, name, title)"

8. Extension to Accommodate Physical Evaluation Board (PEB) Proceeding

a. Members being processed before a PEB shall not be released from active duty or discharged until the Secretary of the Navy (SECNAV) has completed the final action on their cases and instructions received from NAVPERSCOM, Retirements Branch, (PERS-482). Untimely separation of a member who is the subject of a PEB proceeding may prejudice their case since the law requires SECNAV make necessary physical disability determinations while the member is entitled to receive basic pay, except in cases of Reservists on training duty of 30 days or less. This should be explained to any member whose enlistment or term of active service is about to expire and who requests discharge or release from active duty prior to the time such determinations are made. Any request for separation that is not withdrawn following such explanation shall be entered on NAVPERS 1070/613 of the service record as follows:

"I, (fill in name), desire to be separated from Naval Service notwithstanding the fact such separation may prejudice any rights or benefits to which I may be entitled as a result of physical evaluation board hearings under 10 U.S.C., Chapter 61. I have been fully advised of my rights in this matter and request I be discharged from Naval Service as soon as possible without further hearing and without disability retirement pay or severance pay or any compensation whatsoever. I understand I am not required, and am under no obligation, to give this certificate and I hereby certify I give this certificate voluntarily."

(Signature of member)

(Signature of witnessing officer)
(Grade, name, title)"

b. The foregoing statement shall be signed by member and witnessed by an officer. In all cases where the above statement is executed, notify NAVPERSCOM (PERS-482) by message with information copy to Physical Review Council and convening authority of PEB. Procedures for members on inactive duty are found in MILPERSMAN 1910-168.

9. **Policy for Disability Incurred not in the Line of Duty**

a. Records and accounts of members in the following categories shall not be closed until discharge is effected. Member's service record shall bear appropriate entry regarding member's status.

b. The term of service of a member undergoing hospitalization for injury, sickness, or disease, incurred not in line of duty or due to their own misconduct, will not be extended under provisions of "Extension to Accommodate Physical Evaluation Board Proceeding," above. Unless the term of service is extended by some other provision of this article, a member in this status should be brought before a medical board at a time that will permit action to be taken on a recommendation for disposition prior to expiration of term of service. If proceeding per law and regulations result in determination the member is not physically fit for service or reenlistment and is to be discharged, discharge normally will be effected because of disability rather than expiration of enlistment or fulfillment of service obligation.

c. The term of service of a member undergoing hospitalization for injury, sickness, or disease, which is the result of their own misconduct, is extended by such lost time. If there is reasonable belief such member will be unable to return to full duty, full circumstances of the case as then known, including prognosis, shall be forwarded to NAVPERSCOM (PERS-482) for advice. Members in this status should be brought before a medical board at a time that will permit action to be taken prior to date the term of service normally would expire if member were not in a misconduct status. If it is determined per law and regulations the member is not physically fit for service or reenlistment, and proper authority approves recommendation for discharge, member shall be awarded the type and character of discharge considered proper based on their medical and military records.

10. **Notification Procedure for Disability Extension.** If a member is hospitalized because of injuries or disease under all conditions listed below, COs of the medical facility concerned shall forward all known facts concerning member's injuries or disease to the Judge Advocate General (JAG) for final determination of member's status, and a copy to NAVPERSCOM

(PERS-482). Such notification shall, if at all possible, occur prior to member's expiration of term of service when

a. it appears the injury or disease might have been incurred not in the line of duty and as a result of member's own misconduct.

b. there is a reasonable possibility member will not return to full duty prior to expiration of their term of service.

c. it is not reasonably possible to conduct an investigation prior to expiration of member's term of service to determine whether the injury or disease was incurred in the line of duty and not as a result of member's own misconduct.

11. **Extension for War or National Emergency.** Enlistments and periods of OBLISERV of enlisted personnel in Naval Service are extended, or may be extended, in time of war or national emergency per articles 506, 12103, 671, and 671b of reference (a).

12. **Involuntary Extension due to Criminal Proceedings.** Members may be extended involuntarily beyond their EAOS as a result of apprehension, arrest, confinement, investigation, or filing of charges that may result in a trial by court-martial, and execution of any sentence thereof. If such action is initiated with a view to trial because of an offense under reference (b) committed by a member prior to their official discharge or separation, even though the term of enlistment or OBLISERV may have expired, they may be retained in service for trial and punishment after their period of service would otherwise have expired.

13. **Extension for Disposition of Criminal Proceedings by a Foreign Jurisdiction.** Members of Naval Service awaiting disposition of criminal proceedings by a foreign jurisdiction are afforded statutory and regulatory protection and benefits attendant to their status as members of the Armed Forces. Policy of Navy is to insure both the member is afforded the fullest possible protection, and Navy meets its international obligations. In implementing this policy the following procedures will be applied in all cases where foreign criminal jurisdiction is being, or may be, exercised over a member of Naval Service by action such as apprehension, arrest, investigation, or a filing of charges that may result in trial, and where foreign criminal proceedings are not likely to be

completed prior to date of member's release from service because of expiration of their term of service:

a. At least 1 month before EAOS, member will be offered opportunity to extend member's enlistment voluntarily for the duration of legal proceedings and any subsequent punishment. Member will be informed of protection and benefits member will receive as a member of Navy during the foreign criminal proceedings. For example: counsel may be provided at Navy expense, court costs (but not fines) paid, and an interpreter made available; and in most countries, member will remain in U.S., vice foreign, custody at least during trial proceedings. Member will also be informed that member will remain subject to reference (b) and may be subject to processing for administrative discharge. In some situations, advice of Article 27b of reference (b), counsel will be provided when exposure to military criminal charges is possible. Additionally, member will be advised that an election not to extend voluntarily member's enlistment shall result in the following:

(1) Foreign authorities will be advised of the impending EAOS and inability of Navy to guarantee member's presence after discharge;

(2) Foreign authorities will be offered custody of member immediately prior to EAOS; and

(3) Assuming custody is accepted by foreign authorities, member will be discharged from Naval Service as soon thereafter as is practicable, thereby terminating any special considerations member would be entitled to were they still a member of the Armed Forces.

b. If member elects to extend voluntarily his/her enlistment, then such request will be honored, and an appropriate NAVPERS 1070/613 entry will be made in member's service record and acknowledged by member.

14. Procedure for Member not Electing to Extend while Awaiting Disposition of Criminal Proceedings by a Foreign Jurisdiction

a. Should member elect not to extend voluntarily, foreign authorities will be notified of the inability of Navy to guarantee presence of member after discharge due to member's impending EAOS. The foreign authorities will then be afforded

opportunity to take custody of member at a mutually agreed upon time immediately prior to EAOS. If the foreign authorities desire custody, member will be transferred to the foreign authorities at the agreed upon time. After such transfer of custody, member's CO will, at EAOS, discharge member and so notify Navy JAG, NAVPERSCOM, Conduct and Separations Branch (PERS-483), and the U.S. Embassy or Consul.

b. Should the foreign authorities, upon being notified of member's impending EAOS and inability of Navy to maintain custody after discharge, state member need not be present within the jurisdiction and is not required nor desired to be available for any further criminal proceedings, member should be returned to the continental United States (CONUS) for separation or discharge. In such case, foreign authorities have in effect released Navy from any obligation to keep member within the foreign jurisdiction or to make member available for foreign criminal proceedings. This communication from appropriate foreign authorities should be in writing, if possible; if not, a memorandum for the record should be made to memorialize the agreement.

c. The foregoing policy does not apply to a member who has been in custody or confinement of foreign authorities as a result of apprehension by foreign authorities. In such a situation, provisions of Chapter 3 of reference (b) would continue to apply, and, except under extraordinary circumstances approved by Secretary of the Navy (SECNAV), member would not be discharged while in custody or confinement of the foreign authorities.

15. Extension for Completion of U.S. Civilian Criminal Proceedings.

a. Members of Naval Service who are not in confinement and those in confinement **as a result of delivery by military officials**, and

b. those members in confinement **as a result of apprehension by civil authorities**,

shall not be extended involuntarily beyond EAOS solely for purpose of completion of civilian criminal proceedings in Federal, State, and local courts of the U.S., its territories, commonwealths, and possessions **without NAVPERSCOM (PERS-483) approval**. Requests to involuntarily extend members beyond EAOS

must include whether member was delivered by military officials or apprehended by civil authorities, date of delivery or apprehension, pending charges, anticipated date of trial, and member's EAOS.

16. **Extension to Await Appellate Review of Court-Martial.**

Except as otherwise provided in this paragraph, an enlisted member sentenced to punitive discharge shall be retained in service to await completion of appellate review of their court-martial case, even though the period of confinement, if any, adjudged under the sentence has been served and member's enlistment or other period of active OBLISERV has expired. Unless member is confined, service record entry prepared to reflect such retention beyond expiration of enlistment or other obligated active service should state the nature of duties performed by member and average number of hours daily member's services are utilized while being so retained. Nothing stated in this paragraph is to be construed as precluding administrative separation of member when directed by NAVPERSCOM (PERS-483) or granting of leave to member awaiting completion of appellate review of member's case.

17. **Extension for Indebtedness.** A member who is otherwise eligible for separation will not be retained beyond normal expiration of obligated service date to satisfy an indebtedness to the Government or an individual, or for the purpose of obtaining remission of indebtedness.

MILPERSMAN 1160-060

AGREEMENTS OF ENLISTED NAVAL RESERVISTS, FLEET RESERVISTS, AND INDUCTEES TO REMAIN ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-811H/80C)	Phone:	DSN	882-4024/3208
			COM	(901) 874-4024/3208
			FAX	882-2738

Governing Directives	OPNAVINST 1160.5C OPNAVINST 1001.20B NAVPERS 1070/622 NAVPERS 15909H (ETM) DFAS-CL (DJMS), Procedures Training Guide NAVPERS 1070/613
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1. Policy for Naval Reservists

a. Members of the Naval Reserve on active duty, with the exception of members authorized 24/36 months General Assignment/Recall or Active Duty for Special Work (ADSW), who desire to continue on active duty beyond their expiration of active obligated service (EAOS) dates and who are qualified in all respects for reenlistment may be permitted to extend their active duty agreements subject to approval by their Commanding Officer (CO), within the terms of their enlistment contract and/or the period of their Military Selective Service (MSS) obligation, except that extensions of active duty for less than 24 months shall be subject to the same restrictions as for extension of enlistment for less than 24 months.

b. The extended period of active duty shall be within the term of an enlistment contract and/or the period of the MSS obligation. In order to acquire service to cover the period of active duty obligation, qualified and recommended Naval Reserve personnel may reenlist on board or extend their enlistments under instructions contained in the appropriate article in this manual and OPNAVINST 1160.5C. In any case, the eligibility standards prescribed in the appropriate articles regarding performance, age limitations, physical standards, dependency

criteria, and the release from active duty of Reserve and retired enlisted personnel are applicable.

c. Enlisted members of the Naval Reserve, who have been authorized General Assignment/Recall for 24 to 36 months may not reenlist, obligate for orders, or continue on active duty without prior approval from Navy Personnel Command (NAVPERSCOM) (PERS-811H). These individuals are authorized 24 to 36 months active duty as USNR (Active).

d. USNR Training and Administration of Reserves (TAR) personnel are authorized General Assignment/Recall through NAVPERSCOM (PERS-913) with final authority granted through NAVPERSCOM (PERS-811H). Selected Reserve personnel may apply for recall to the TAR program with final authority granted through NAVPERSCOM (PERS-913).

2. Policy for Fleet Reservists

a. Members of the Fleet Reserve on active duty who desire to continue on active duty beyond their EAOS dates may enter into active duty agreements only upon the approval of the NAVPERSCOM. A request shall be submitted to the NAVPERSCOM with the CO's recommendation. Requests shall be submitted in sufficient time to permit action prior to current EAOS date. Approval of such requests will be based upon the needs of the service, the rating involved, and other pertinent circumstances. Such extensions, when authorized, will be in yearly increments or a number of whole months less than a year. (Reenlistment or extension subsequent to transfer to the Fleet Reserve is not authorized, except as specified in MILPERSMAN 1160-030.)

b. Enlisted members of the Fleet Reserve, who have been authorized General Assignment/Recall for 24 to 36 months may not reenlist, obligate for orders, or continue on active duty without prior approval from NAVPERSCOM (PERS-811H). These individuals are authorized 24 to 36 months active duty as USNR (Active).

3. Policy for Inductees

a. An inducted member may be permitted to extend their active duty beyond the period of induction within the period of their MSS obligation, subject to approval of their CO, provided

they are otherwise qualified in all respects. Such extension of active duty for less than 24 months shall be subject to the same restrictions as extensions of enlistments for less than 24 months. A qualified inductee may enlist or reenlist on board as provided in the article of this manual governing reenlistments.

b. Reservists on General Assignment/Recall will not extend or obligate without NAVPERSCOM (PERS-811H) authorization.

4. ADSW Personnel

a. ADSW personnel may not exceed a total of 16 years active duty and may not exceed 5 years, 6 months continuous active duty. A 31-day break is required for ADSW individuals, who have been on active duty for 5 years, 6 months.

b. Enlisted ADSW personnel who desire to remain on active duty must receive either an order modification or new orders.

c. ADSW personnel paid through RPN funding receive approval from NAVPERSCOM (PERS-9D).

d. ADSW personnel paid through MPN funding receive approval from NAVPERSCOM (PERS-80C).

5. Clerical Procedures

a. An agreement to remain on active duty or cancellation of such agreement shall be made on the NAVPERS 1070/622, parts 1 and 3, following the clerical procedures set forth in PAYPERSMAN. The agreement shall be signed by the member and the CO, or a designated representative of the CO. (Agreements for less than 24 months will be in numbers of whole months.)

b. Additional entries shall be made for inductees on the NAVPERS 1070/613, of the service record. General Assignment/Recall personnel will be given a Special Program Indicator (SPI) code of "G".

6. Authorization to Cancel. CO's are authorized to cancel active duty agreements under the same conditions as provided for cancellation of extensions of enlistment.

MILPERSMAN 1160-070

REENLISTMENT/EXTENSION OF ENLISTMENT IN THE INDIVIDUAL READY RESERVE (IRR)

Responsible Office	NAVPERSCOM (PERS-4933)	Phone:	DSN	882-4470
			COM	(901) 874-4470
			FAX	882-2673

References	(a) 10 U.S.C. 651 (b) DFAS-DJMS, Procedures Training Guide (c) COMNAVRESFORINST 1780.1A
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1. **Policy.** Navy Reservists on inactive duty who meet qualifications for reenlistment may extend their enlistment in increments of 1 or more months, provided such extension together with any other extension does not exceed an aggregate of 48 months. Extensions of fewer than 24 months are considered **conditional extensions** and shall normally be executed only for specific reasons listed in MILPERSMAN 1160-040.

a. Members of the Individual Ready Reserve (IRR), who are **disqualified for reenlistment by body composition requirements**, may extend their enlistment one time for 6 months to conform to standards.

b. Personnel **not eligible for reenlistment** may not extend their enlistment without prior approval of Navy Personnel Command (NAVPERSCOM), IRR Force Management Section (PERS-4933).

2. **Definitions**

a. "Agreement to Extend Enlistment," or "enlistment as extended," refers to the legal document, **NAVPERS 1070/621 (Rev. 01-00), Agreement to Extend Enlistment** (page 1A of the service record), and not an unofficial agreement or personal assurance of intention to extend. Agreements on other than NAVPERS 1070/621 are of an informal and unofficial nature and could be repudiated or withdrawn by member.

b. "Execution of the Agreement to Extend Enlistment," or "execution of extension," refers to NAVPERS 1070/621 signed by

the member and an official authorized to accept the agreement on behalf of Navy.

c. "**Extension becomes operative**," or "**operative date**," refers to the effective date of the extension, normally

- the day following the expiration of enlistment, or
- the day of expiration of enlistment as voluntarily extended, or
- as extended for the purpose of making up time not served.

Extension agreements may not be canceled after the operative date. In cases where it appears that the extension should have been canceled, the second portion of NAVPERS 1070/621 shall be completed and the case referred to NAVPERSCOM (PERS-4933).

d. "**Extension becomes binding**" refers to the date on which the extension is executed (signed), after which it may not be canceled except per the provisions of this manual in effect at the time the agreement is signed.

3. General Requirements for Reenlistment

a. Members of the IRR may be reenlisted in person or by mail. To reenlist, such members must furnish evidence of

(1) a satisfactory physical examination completed within the preceding 12 months at a Navy Reserve activity,

(2) evidence of a satisfactory body composition assessment (BCA) completed within the preceding 3 months by a command fitness leader (CFL), and

(3) a signed statement affirming, to the best of the member's knowledge and belief, the member's physical condition is substantially the same as found in the reported physical examination.

b. The **Oath of Allegiance**, which is mandatory, shall be administered by any active, inactive, or retired commissioned officer of any component of the Navy, Marine Corps, Army, Air Force, or Coast Guard.

4. **Not Eligible for Reenlistment.** Personnel not eligible for reenlistment may not extend their enlistment without prior approval of NAVPERSCOM (PERS-4933).

5. **Extension of Enlistment After Release From Active Duty.**

Members who enlisted in the Regular Navy, and were subsequently released from active duty and transferred to the IRR to complete their military service obligation under reference (a), are not required to reenlist at expiration of obligated service to continue service in the Navy Reserve. Such members, if authorized by NAVPERSCOM (PERS-4933), may extend their Ready Reserve obligation by using NAVPERS 1070/621 with the following modifications:

a. Disregard the preprinted statement of agreement/understanding.

b. Include the following statement below the preprinted statement of agreement/understanding:

"I agree to remain a member of the Ready Reserve for the period of this extension, unless properly relieved by competent authority. Having been transferred to the U.S. Navy Reserve on (day after date of release from active duty (RELACDU)), I voluntarily agree to extend my Ready Reserve obligation for a period of _____ months. I understand the provisions of this agreement and I acknowledge that no promises of any kind have been made to me."

6. **Procedure for Agreement to Extend Enlistment**

a. Extensions shall be prepared on the latest revision of NAVPERS 1070/621 and, except as noted below, shall be witnessed and accepted on behalf of Navy by an official having custody of the member's service record, and authorized per the provisions of this manual to sign service record pages. When it is inconvenient or impracticable for the member to appear for the purpose of executing the extension of enlistment at the activity having custody of the member's service record, the extension form may be mailed to the member for execution and return. See paragraphs below for further information regarding requirements of extensions executed by mail. To be valid, NAVPERS 1070/621 shall be executed by the member concerned before, or on the date of, expiration of enlistment. Mail NAVPERS 1070/621 in

sufficient time to ensure receipt and execution is completed, not later than the member's expiration of enlistment.

b. A member normally should not be permitted to extend an enlistment for more than 3 months before the end of the enlistment, unless agreement to extend is required to acquire sufficient obligated service (OBLISERV) for recall to active duty, or eligibility for Montgomery GI Bill (see reference (b)). In all cases, enter appropriate reason on NAVPERS 1070/621, citing the directive, as appropriate, for the OBLISERV; otherwise, enter reason as follows:

"To continue career. I understand that this extension becomes binding upon execution and may not thereafter be canceled, except as provided in MILPERSMAN 1160-070."

c. The provisions of this manual and the procedures in reference (c) will be followed for completion of NAVPERS 1070/621. Special instructions for completion and return of the form to the originating activity will accompany each extension mailed to a member for execution. Prior to mailing, the originating activity shall fill in the upper portion of the extension form. In the case of a member executing an extension agreement by mail, an official authorized to sign service record pages may witness the member's signature and accept the extension agreement on behalf of Navy. If such official is not available, a commissioned officer of any component of Navy, Marine Corps, Army, Air Force, or Coast Guard; or a notary public may act as witness by signing immediately below the member's signature. The member will then return the extension to the activity having custody of the member's service record, and the authorized official accepting on behalf of Navy will modify the form by deleting the words "**witnesses and**" prior to signature.

7. **Criteria for Canceling Agreements to Extend Enlistment.**
NAVPERSCOM (PERS-4933) will cancel NAVPERS 1070/621s of IRR members, prior to effective dates, in the following cases:

a. When the member, upon being physically examined for the extension, is found to be **not physically qualified** for retention in the service.

b. When the member is **not considered qualified** for retention in the service.

c. When the member, through no fault of the member's own, **has not received any of the benefits** for which the extension was executed by the day preceding the operative date of the extension.

d. When the member **reenlists or agrees to extend enlistment**, provided the reenlistment or extension is for an authorized period not less than the term of the extension agreement(s) being canceled. The extension agreement(s) shall then be canceled as of the date of reenlistment or execution of new extension.

8. **Procedure for Canceling Agreement to Extend Enlistment.** In all cases of cancellation of an agreement to extend enlistment, the lower portion of NAVPERS 1070/621 shall be completed, per instructions in reference (b). A statement concerning whether the member is recommended for reenlistment will be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks of the service record. If the member is not recommended for reenlistment, a full statement of the reasons shall be entered.

MILPERSMAN 1160-100

SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM

Responsible Office	NAVPERSCOM (PERS-4811)	Phone:	DSN	882-3215
			COM	(901) 874-3215
			FAX	882-2623

References	(a) OPNAVINST 1160.5C
	(b) NAVEDTRA 10500, Navy Formal Schools Catalog (CANTRAC)
	(c) BUPERSINST 1430.16E

1. **Purpose.** The STAR program offers career designation to first term enlisted members who enlist or reenlist and thereby become eligible for the following career incentives:

a. Guaranteed assignment to an appropriate Class "A" or "C" School (but not both).

b. Possible advancement from petty officer third class (PO3) to petty officer second class (PO2) upon completion of a Class "C" School or a Class "C" School package, which is listed in the Career Schools Listing (CSL), MILPERSMAN 1510-020, and the latest NAVADMIN in effect on date of reenlistment, if otherwise eligible.

c. Advancement to PO3 upon completion of Phase I of an Advanced Electronics Field (AEF) Class "A" School under automatic advancement procedures for the AEF program.

d. Selective Reenlistment Bonus (SRB), if eligible (not guaranteed).

2. **STAR Eligibility Requirements**

a. Each applicant will

(1) be recommended by member's commanding officer (CO) for career designation, have demonstrated above average career potential, and meet considerably higher standards for reenlistment than the minimum standards prescribed in MILPERSMAN 1160-030.

(2) be a PO2 or PO3 on a first enlistment or designated E-3, and be eligible in all respects for reenlistment per reference (a). Non-AEF E-3 personnel at time of STAR reenlistment will not be eligible for automatic advancement benefits of the STAR program. Refer to MILPERSMAN 1160-120 in regards to high year tenure (HYT) and STAR program.

(3) agree to reenlist or enlist in the Regular Navy for a period of 4 to 6 years (as required). The reenlistment or entitlement will not be executed until approval has been received from Navy Personnel Command (NAVPERSCOM), Active Enlisted Advancement/Conversions/Incentive Section (PERS-4811). The duration of required reenlistment is contingent on the requirements of MILPERSMAN 1160-040 (5-year obligation) and MILPERSMAN 1510-030 (AEF/ATF/NUC). Reenlistments in ratings not requiring 5 or 6-year obligations must be for a minimum of 4 years. For example, Electronics Technician (ET) rating requires a 6-year reenlistment, Builder (BU) rating a 5-year reenlistment, and Culinary Specialist (CS) rating a 4-year reenlistment.

(4) meet the minimum Armed Services Vocational Aptitude Battery (ASVAB) score requirements for entrance into the proper Class "A" or "C" school prescribed in reference (b) or MILPERSMAN 1306-618. When fully documented by the CO, a waiver of minimum test scores may be requested from NAVPERSCOM (PERS-4811).

(5) have no record of conviction by courts-martial, civil conviction, or nonjudicial punishment (NJP) for 18 months preceding date of application.

(6) have no alcohol incidents or documented drug abuse for 18 months preceding date of application.

(7) have an evaluation with no grade below 3.0 for 2 years prior to request for STAR reenlistment.

(8) not have been accepted for any programs leading to a commission.

b. Non-nuclear personnel must have at least 17 months, but not more than 6 years, of continuous active Naval Service and not more than 8 years of active military service for other service veterans. Non-nuclear personnel will sign the following

entry on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks of the service record:

"I understand that by reenlisting prior to my expiration of active obligated service (EAOS) under the provisions of MILPERSMAN 1160-100 (STAR program), the unexecuted portion of my enlistment contract or extensions of enlistment will be deducted in selective reenlistment bonus (SRB) calculations."

3. **Eligibility Requirements for Nuclear Personnel.** Nuclear personnel must have at least 21 months, but not more than 6 years, of continuous active Naval Service on their date of reenlistment. Nuclear personnel reenlisting prior to EAOS will sign the following entry on NAVPERS 1070/613 of the service record:

"I understand that by reenlisting prior to my EAOS under the provisions of MILPERSMAN 1160-100 (STAR program), the unexecuted portion of my enlistment contract will be deducted from associated SRB calculations. Extensions of enlistment executed will not be deducted in SRB calculations, provided I reenlist for at least 2 years beyond my soft EAOS."

4. **Guidelines for Submitting Applications**

a. STAR program applications will be sent to NAVPERSCOM (PERS-4811). STAR requests should be submitted at least 60 days in advance of the desired enlistment or reenlistment date. When STAR approval is received, send SRB request in precertification format and reference the STAR approval message in remarks section.

b. All STAR requests must be approved by NAVPERSCOM (PERS-4811). STAR request could be disapproved due to current rating E-5 manning posture constraints.

5. **Administrative Procedures Following Approval.** Members approved for STAR reenlistment must obtain NAVPERSCOM (PERS-4811) approval for continuation in program if there is any decline in performance, NJP, court-martial action, or adverse involvement with civilian authority. The CO's recommendation is

required before a STAR continuation will be made by NAVPERSCOM (PERS-4811). Command must notify NAVPERSCOM (PERS-4811) to cancel STAR approval.

6. Reenlistment for the STAR Program

a. Members will be required to effect reenlistment within 6 months of the date of STAR authorization, and prior to attending "A" or "C" School, with the exception of those members attending or who have completed a CSL "C" School. For those members who are currently attending a CSL "C" School, STAR requests may be submitted during the course of instruction, but prior to effecting reenlistment. For those who have completed a CSL "C" School, a STAR request must be submitted prior to reenlistment for the completed school. Members whose EAOS is within 6 months of the approval date will be required to reenlist no later than their normal EAOS. Failure to reenlist prior to the expiration of these limiting dates will void STAR approval and require the member to obtain a new authorization.

b. In many cases, a STAR reenlistment may not be in the member's best interest. The career counselor should explore all alternatives before recommending STAR. A non-AEF E-3 reenlisting under STAR will not be eligible for automatic advancement. A person who is requesting a "C" School under STAR, which will earn an SRB eligible Navy Enlisted Classification (NEC), could lose considerable SRB entitlements. For those scheduled for advancement in the near future, it may be prudent to wait for the advancement, if SRB eligible, before reenlisting STAR. For those outside the SRB eligibility window, it may be more prudent to wait until within the SRB window.

c. After approval of the STAR application, the member will be discharged for Convenience of the Government and immediately enlisted or reenlisted on board for a term of 4, 5, or 6 years, as required, in the Regular Navy. Eligible members should consult SRB implementing directives that may limit payment of a bonus for any incomplete portion of the initial enlistment contract. This article will be cited to record STAR

reenlistment by entering the following in Block 32 of NAVPERS 1070/601 (Rev. 1-03), Immediate Reenlistment Contract:

"Career designated under MILPERSMAN 1160-100."

Additionally, prior to reenlistment make the following entry:

"Should I be disenrolled from the STAR program voluntarily, because of academic failure, my own misconduct, or my failure to maintain program eligibility requirements, I understand I am no longer eligible for any STAR program benefits. I further understand that I am not eligible for reduction of obligated service incurred."

7. School Assignments

a. Members who enlist or reenlist under this article are guaranteed assignment to either a Class "A" or "C" School (but not both) listed in reference (b). If any requested school has been disestablished, assignment to another school as determined by NAVPERSCOM is guaranteed, provided training is available. "A" or "C" School quota requests will be submitted on NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request, to the proper detailer at NAVPERSCOM citing this article, the STAR authorization, the school guaranteed, and verification of the STAR reenlistment. School quota requests will be submitted immediately following STAR reenlistment; however, school requests will not contain requests for specific class convening dates or duty assignments. If feasible, a tentative class convening date will be assigned by NAVPERSCOM. If school assignment is delayed until late in the STAR enlistment for the convenience of the Navy, additional obligated service is not required upon entry into the guaranteed school. Members who attend a "C" School listed on the CSL at the time of reenlistment, and are automatically advanced to E-5 as a result of the STAR reenlistment, are not eligible for a subsequent "guaranteed" Class "A" or "C" School.

b. Designated personnel (E-3) who request a "C" School or "C" School package, and have not previously attended a Class "A" School, will be assigned to a Class "A" School if otherwise

eligible. PO3s and PO2s who have not attended a Class "A" School should request a Class "A" School in place of a Class "C" School. If a waiver of the "A" School is desired, it should be specifically stated in the STAR request. Only one "A" School or one "C" School package will be guaranteed under this program.

c. Class "C" School will be guaranteed to PO2s and PO3s who have completed the correct "A" School. Members who previously attended a Class "C" School are not authorized to attend the same Class "C" School. Members in paygrade E-3 who have been approved for reenlistment under STAR and who will be advanced to PO3 from a Navy-wide examination before effecting such reenlistment, may request Class "C" School. Approval will normally be granted only for convening dates, which will allow the member to first serve at least 12 months as a PO3. Class "C" School entrance time in paygrade requirements may be waived for PO3s who request reenlistment under the STAR program.

8. Automatic Advancement

a. Automatic advancement to E-5 may only be authorized when the eligibility requirements contained in reference (c) have been met and the member has served 1 year in paygrade E-4 from effective date of advancement. The effective date of advancement will be the date the advancement was made by the CO. Retroactive advancements are not authorized. Service record entries will cite this article as authority for automatic advancement.

b. E-3 personnel at time of STAR reenlistment will not be eligible for automatic advancement. Only one automatic advancement is authorized upon completion of STAR guaranteed training. An E-3 may be authorized automatic advancement to E-4 upon completion of AEF Class "A" School. Likewise, a member who was automatically advanced to E-4 under recruit AEF program may be automatically advanced to E-5 under STAR, provided all other eligibility requirements are met under this article; however, a member cannot be automatically advanced twice based on completion of the same school.

c. Upon graduation from a Class "C" School or Class "C" School package that is listed in the effective CSL at time of reenlistment, a PO3 may be advanced to PO2 by the CO of the Service School Command, provided otherwise eligible. Personnel must be eligible for advancement per reference (c), and must have 1 year in paygrade E-4. A member eligible for advancement

in all respects except having served 1 year in paygrade will have the following entered on the NAVPERS 1070/613 of the service record:

"Date: When eligible in all respects (name) may be advanced to (rate) on (date). Auth: MILPERSMAN 1160-100."

COs are authorized to advance members having the above entry in their service record on the date indicated. Appropriate service record and personnel diary entries (or Source Data System (SDS)) will be made at the time of advancement.

d. At the time of STAR reenlistment, a PO3 who holds a valid Nuclear Power 33XX NEC, or a PO3 who has completed a Class "C" School or Class "C" School package that is listed in the current CSL, may be advanced to PO2, if eligible for advancement under reference (c) and having completed 1 year in paygrade E-4.

e. A PO3 previously advanced to PO2 or designated E-5, but subsequently reduced in rate as a result of disciplinary action, is not eligible for automatic advancement to PO2 or PO3, respectively, through this program.

f. The automatic advancement feature of the STAR program provides a substantial attraction for an early reenlistment commitment. The intent and the historical application regarding STAR advancements has been to honor qualifying CSL "C" School completion carried out prior to STAR as criterion for automatic advancement; however, the CSL to be used in determining eligibility is the CSL (latest NAVADMIN) in effect on STAR reenlistment date.

9. **Time-in-Rate (TIR) Waivers.** To reduce the number of requests for TIR waivers from personnel who were advanced under accelerated advancement programs and who are denied the

opportunity to participate in advancement examinations because of insufficient TIR, the following policy is in effect.

Personnel who were automatically advanced under this article will have their TIR dates established as that assigned to their contemporaries who were advanced through successful participation in the current Navy-wide advancement cycle. For example, personnel automatically advanced between 1 July and 31 December will have 1 July as their TIR date in consonance with the personnel advanced from the March examination of that year. TIR for personnel automatically advanced between 1 January and 30 June will be shown as 1 January; i.e., advancement effected 9 December 1981, TIR is 1 July 1981; and advancement effected 9 February 1982, TIR is 1 January 1982.

MILPERSMAN 1160-110

NAVPERS 15878H, RETENTION TEAM MANUAL

Responsible Office	CNO (N13)	Phone:	DSN	225-3394
			COM	(703) 695-3394
			FAX	223-5368

1. **Guidance**. Basic comprehensive information concerning the Navy Enlisted Retention Program is contained in this manual. It is a reference tool for career counselors, division officers, and other personnel involved in the Retention Program. This manual contains suggested counseling methods and techniques, channels of communication, opportunities, programs, and benefits available through career service.

MILPERSMAN 1160-120

HIGH YEAR TENURE

Responsible Office	BUPERS-32	Phone:	DSN	882-2678
	Enlisted		COM	(901) 874-2678
	Community		FAX	(901) 874-2041
	Manager			

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC UASKNPC@navy.mil
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Reference	(a) OPNAVINST 1040.11D (b) OPNAVINST 1306.2G (c) DoD Instruction 1332.29 (d) OPNAVINST 1900.4 (e) BUPERSINST 1001.39F (f) OPNAVINST 3060.7B
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1. **Purpose.** The high year tenure (HYT) policy is a vital and effective force management tool utilized to properly size and shape the Active Component (AC) and the Reserve Component (RC). HYT management is regulated by establishing standardized length-of-service (LOS) gates by pay grade balanced with a waiver process to enable the Navy to retain the right number of members. As one of the Navy's key enlisted force management tools, the HYT policy facilitates viable career paths and advancement opportunities across all pay grades and LOS spectrums. The standardized HYT gates allow members greater flexibility to stay Navy within a stabilized force. Through this measured process, the Navy enhances quality throughout the continuum of service.

a. This article applies to all members of the AC, Full Time Support (FTS), Ready Reserve (USNR), and Standby Reserve-Active (USNR-S1) communities within the Navy. References within this article to the USNR include Selected Reserve (SELRES) and Individual Ready Reserve (IRR), encompassing the voluntary training unit (VTU) and active status pool (ASP), unless otherwise specified. Members of USNR-S1 are referenced separately. For clarification of member status as applied in this article see the table below:

AC/FTS	USNR			USNR-S1
AC/ FTS	SELRES	IRR		USNR-S1
	drilling Reserve (in pay) , definite recall, and canvasser recruiters	VTU	ASP	key Federal employees; hardships
HYT requests from above categories will be processed by BUPERS (BUPERS-32) or OPNAV, Nuclear Propulsion Program Management Branch (N133) if nuclear trained personnel.		HYT requests from above categories will be processed by Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913) .		

b. Unless HYT waiver approval is authorized by the responsible office noted in paragraph 2; AC, FTS, USNR, and USNR-S1 personnel may only reenlist or extend up to the HYT date for their current pay grade. Personnel who have been selected for advancement may reenlist or extend up to the HYT date of their frocked pay grade. Personnel in the ASP are limited to 2-year enlistments, not to exceed HYT date, for their current or frocked pay grade.

2. Roles and Responsibilities

a. Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policy (N13) is responsible for total force management in support of OPNAV, Manpower, Personnel, Training, and Education (N1), and is the final disposition authority for deviations from this policy.

b. OPNAV, Force Shaping, Plans, and Policy (N132) direct enlisted force management policies in support of the Director, Military Personnel, Plans, and Policy (N13) and is the endorsement agent for HYT exceptions to policy.

c. Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32) is the HYT waiver disposition authority for all non-nuclear-trained AC and FTS members, as well as SELRES members of the USNR (not IRR or USNR-S1 personnel).

d. OPNAV (N133) is the HYT waiver disposition authority for all nuclear-trained AC and FTS personnel. Exceptions to Policy requests shall be forwarded to OPNAV (N13).

e. Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913) is the disposition authority for HYT requests for all members of the IRR (including VTU and ASP) and USNR-S1. Exceptions to policy requests shall be forwarded to OPNAV (N13).

Note: BUPERS-32 enlisted community managers and NAVPERSCOM (PERS-913) are empowered to approve or disapprove HYT requests submitted by commands. Commands can request additional reviews of those decisions in the form of an exception to policy from OPNAV (N13).

3. **Maximum Years of Service.** HYT gates are listed by pay grade in the two tables below. Use the following guidelines when computing active or Reserve Navy service:

a. HYT dates for AC and FTS are based on the active duty service date. HYT dates for USNR and USNR-S1 are based on the pay entry base date.

b. For AC and FTS members in pay grades E-1 through E-4, use only total active duty Navy service to compute HYT dates. See paragraph 11f(2) for specific guidance regarding HYT date corrections for other service veterans (OSVETS).

c. For AC and FTS members in pay grades E-5 through E-9, use all earned active military service (from any Armed Service) to compute HYT dates.

d. AC and FTS members who previously accumulated active duty service via annual training, active duty for training, active duty for special work (ADSW), Definite Recall, Presidential Recall, and periods of mobilization must include these periods as part of the total active military service calculation. Inactive duty training or drill periods are not considered active duty and will not be included as part of the member's total active military service calculation.

e. AC or FTS command master chiefs (CMDCMs) may exceed 30 years of service as indicated in the table below, provided they comply with selection criteria outlined in reference (b) for a flag or general officer support assignment and are validated by the CMDCM detailee for eligibility. Members in such roles may extend their orders for up to 30 days past the end of their flag

or general officer's assignment to allow turnover of duties to their successor. Progressive assignment should be considered to exceed 30 years of service up to a maximum as noted below.

AC and FTS		
Grade	Years	Remarks
E-1 to E-2	4	May not reenlist or extend unless HYT is granted by BUPERS-32.
E-3	5	E-3 who "Passed Not Advanced" a Navy-wide advancement exam prior to March 2012 (cycle 215) retain HYT gate of 8 years.
E-4	8	
E-5	14	
E-6	20	
E-7	24	
E-8	26	
E-9	30	
CMDCM	32	CMDCM/FORCM (9580/9578) selected for a 1- or 2-star flag/general officer support assignment to complete a 3-year tour of duty.
CMDCM	35	CMDCM/FORCM/FLTCM (9580/9578) selected for a 3- or 4-star flag/general officer support assignment to complete a 3-year tour of duty.
MCPON	38	CMDCM/FORCM/FLTCM (9580/9578) selected to serve as the Master Chief Petty Officer of the Navy (MCPON) to complete a 4-year tour of duty.

f. USNR and USNR-S1 members exceeding HYT limits listed in the below chart must obtain a HYT waiver (either for SELRES, VTU, or USNR-S1), retire (if eligible), or be separated.

(1) USNR and USNR-S1 personnel in pay grades E-1 to E-3 are not eligible for an HYT waiver.

(2) USNR and USNR-S1 personnel in pay grade E-4 may only receive a waiver to serve in the VTU or USNR-S1.

(3) USNR and USNR-S1 personnel in pay grade E-5 to E-9 may receive a waiver for SELRES, VTU, or USNR-S1.

(4) USNR and USNR-S1 personnel of any rank who exceed HYT limits may not be assigned to the ASP.

g. USNR and USNR-S1 (E-4 to E-6) personnel with an approved HYT waiver may remain in the SELRES or IRR (VTU and ASP) as

approved, unless barred by policy or age restriction, until, and contingent upon, achieving 20 total years qualifying service (TYQS). E-5 and E-6 personnel must receive an HYT waiver to serve beyond 20 TYQS in the VTU not to exceed 30 years LOS.

h. USNR and USNR-S1 (E-7 and above) personnel are automatically waived for HYT for the VTU until 30 years LOS, unless precluded by other policies or laws (e.g., senior enlisted continuation board or age restrictions). E-7 and above must receive an HYT waiver to serve in SELRES or the VTU beyond 30 years LOS not to exceed 30 TYQS. Effective date of retirement shall be the first day of the month after the month in which the 30th applicable year is completed.

i. USNR and USNR-S1 (E-9) personnel who are accepted into and serving in the command master chief (CMC) Program, per reference (b), or who are selected for a CMC or command senior enlisted leader (CSEL) assignment for a flag or general officer prior to the start of their 30th years of service (YOS), may exceed 30 YOS as indicated in the table below, provided they receive an HYT waiver from BUPERS-32 to serve in the SELRES, or NAVPERSCOM (PERS-913) to serve in the VTU to complete a 3-year tour not to exceed (NTE) 32 TYQS, whichever occurs first. Members in such roles may extend their orders for up to 30 days past the end of their flag or general officer's assignment to allow turnover of duties to their successor.

USNR (SELRES, IRR (VTU and ASP)), and USNR-S1		
Grade	Years	Remarks
E-1 to E-2	6	Not eligible for an HYT waiver.
E-3	10	Not eligible for an HYT waiver.
E-4	12	Eligible for an HYT waiver to serve in VTU or USNR S1 NTE 20 TYQS. Upon receiving approved HYT waiver, every year thereafter must be a qualifying year of service for retirement.
E-5	20	Eligible for an HYT waiver to serve in the SELRES, USNR S1, or VTU NTE 20 TYQS. An approved HYT waiver is required to remain beyond 20 TYQS in the VTU or USNR S1 NTE 30 years LOS.
E-6	22	Eligible for an HYT waiver to serve in the SELRES, USNR S1, or VTU NTE 20 TYQS. An approved HYT waiver is required to remain beyond 20 TYQS in the VTU or USNR S1 NTE 30 years LOS.
E-7	24	Automatically waived to serve in VTU until 30 years LOS. An approved HYT waiver is required to serve in SELRES, USNR S1, or VTU beyond 30 years LOS NTE 30 TYQS.
E-8	26	Automatically waived to serve in VTU until 30 years LOS. An approved HYT waiver is required to serve in SELRES, USNR S1, or VTU beyond 30 years LOS NTE 30 TYQS.
E-9	30	Automatically waived to serve in VTU until 30 years LOS. An approved HYT waiver is required to serve in SELRES, USNR S1, or VTU beyond 30 years LOS NTE 30 TYQS.
CMDCM/CMC/CSEL	32	CMDCM (9580/9578) or CMC/CSEL selected for a flag/general officer assignment to complete a 3-year tour of duty. Eligible for waiver to serve in SELRES or VTU NTE 32 TYQS or their tour of duty, whichever occurs first.

4. **HYT Waiver Eligibility.** AC, FTS, USNR (SELRES, IRR-VTU), and USNR-S1 requests to continue beyond established HYT gates will be considered on a case-by-case basis. Requests for HYT waivers to the VTU may be considered for qualified USNR and USNR-S1 members with a history of satisfactory participation. Examples of requests which may be given favorable consideration for AC, FTS, USNR (SELRES, IRR-VTU), and USNR-S1 include:

- a. In support of urgent, immediate operational requirements in a deployed or soon-to-deploy unit.
- b. Ratings or critical skills identified as undermanned.

c. IRR-VTU Sailors who perform funeral honors and or other high demand work while maintaining consistent satisfactory participation.

d. Waivers for obligated service (OBLISERV):

(1) Waivers for OBLISERV apply only to service requirements incurred as a result of formal training. These waiver requests will be considered on an individual basis per paragraph 6. OBLISERV stated on permanent change of station orders does not override HYT dates unless an HYT waiver has been approved.

(2) E-3 and E-4 personnel approved for rating conversion via appropriate class "A" and or "C" Schools will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement. Commands must liaise with BUPERS-32 to ensure the revised HYT date is accurately reflected in the enlisted master file (EMF).

(3) E-3 and E-4 personnel approved for in-rate advanced training ("C" School) will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement as outlined in paragraph 4d(2) above.

(4) E-4 personnel approved for the Selective Training and Reenlistment (STAR) Program, per MILPERSMAN 1160-100, may exceed their HYT as they will advance to E-5 and incur a 4 to 6-year OBLISERV requirement upon completion of required training.

NOTE: HYT waivers for the STAR Program are for first-term personnel only. HYT waivers will **not** be approved for any second or subsequent reenlistments under this program.

e. AC personnel who desire to maximize their selective reenlistment bonus (SRB) eligibility must submit and receive approval for the HYT waiver request prior to submitting their SRB precertification request. These requests will be considered on an individual basis. See latest SRB NAVADMIN for guidance.

f. Personnel with enlistment contracts and extensions executed prior to 5 November 2014 are automatically waived for an HYT to serve in the VTU or ASP until their current expiration of OBLISERV, unless precluded by other policies or laws.

5. **HYT Waiver Ineligibility.** HYT waiver requests must be justified by needs of the Navy. Requests based primarily on factors of personal convenience for the member will not be approved and should not be submitted. Examples of such ineligible waiver requests include, but not limited to the following:

a. To obtain the necessary service to participate for advancement (dates for determining advancement eligibility are contained in paragraph 7), or to await examination results.

b. To meet minimum eligibility requirements or to await additional quotas for advancement via programs such as the Command Advancement Program.

c. To commence or continue medical treatment, see paragraphs 11b and 11c for justifications.

d. To allow a member to continue or complete off-duty education courses while on active duty.

e. To permit a more desirable retirement or separation date (e.g., member desires to retire in summer months, etc.).

f. To increase financial entitlements based on length of military service (e.g., involuntary separation pay, education benefit eligibility, Fleet Reserve retainer check, etc.).

6. **HYT Waiver Request Procedures**

a. Requests for AC, FTS, and SELRES HYT waivers must be submitted using NAVPERS 1306/7 Enlisted Personnel Action Request and must arrive at BUPERS-32 10 months prior to their established HYT date. Nuclear-trained members must submit HYT waiver requests to OPNAV (N133) with the same 10-month window. NAVPERS 1306/7 may be accessed by using the following Web address: <http://www.npc.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

b. Requests for USNR (excluding SELRES) and USNR-S1 HYT waivers shall be submitted using NAVPERS 1306/7, and must arrive at NAVPERSCOM (PERS-913) 10 months prior to established HYT date to ensure no break in service.

c. AC and FTS HYT requests must include the following:

(1) Member's full name, rate, current LOS (based on active duty service date), expiration of active OBLISERV, desired length of waiver in months, and command point of contact.

(2) Provide justification to include any pertinent documentation and information. Request should indicate the specific operational unit in which the member is seeking assignment (if applicable).

(3) CO's endorsement and signature. Endorsement should identify unit manning and rating deficiencies, and the availability of other personnel to fill billet or unit requirements.

d. USNR and USNR-S1 HYT requests must contain items listed in paragraph 6c(1) through 6c(3) (listed above), but also include specific additional endorsements as noted below:

(1) Endorsement of the training unit (TRUIC) commanding officer if member is VTU or holds in-assignment process status, endorsement of the unit mobilization unit (UMUIC) CO wherein the member holds a current billet assignment, or wherein the member is requesting a billet assignment if retained.

(2) Endorsement of the Navy Reserve activity CO where the endorsing unit CO (TRUIC or UMUIC CO) is assigned. Respective endorsements should substantiate the member's valid need to fulfill a specific role, as applicable (e.g., CMC, CSEL).

e. USNR and USNR-S1 members disapproved for a SELRES HYT waiver can also be considered for a waiver to serve in the VTU, if so stated on the original request.

f. Members who receive an approved waiver will sign the following NAVPERS 1070/613 Administrative Remarks:

(Date): I understand that the high year tenure waiver (DTG of approval message) is subject to cancellation if I am unable to fulfill the mission per which the waiver was approved for. Requests to cancel this waiver will be coordinated with BUPERS-32 for AC, FTS, and SELRES members; or NAVPERSCOM (PERS-913) for Ready Reserve and Standby Reserve-Active members via my commanding officer for adjudication. Final disposition of waiver cancellation will be with Commander, Navy Personnel Command (CNPC).

(Member's signature)

(Witness signature)

g. Cancellation of approved waivers. AC, FTS, USNR, and USNR-S1 personnel serving on an approved HYT waiver for a specific assignment, OBLISERV, or program who are no longer able to fulfill the assignment, OBLISERV, or program for which the waiver was approved are subject to having their waiver cancelled. Commands must liaise with BUPERS-32 (or OPNAV (N133) if nuclear-trained) for AC, FTS, and SELRES members or with NAVPERSCOM (PERS-913) for USNR and USNR-S1 members via their CO for disposition of waiver cancellations. Commander, Navy Personnel Command (CNPC) via OPNAV (N132) is the final disposition authority for cancelling waivers. If a previously approved waiver is cancelled, AC, FTS, USNR, and USNR-S1 members will be separated within 120 days of cancellation, unless they have adequate time to transfer to the Fleet Reserve or retire.

7. HYT and Advancement

a. AC, FTS, and SELRES members beyond the established HYT date for their present pay grade on the first day of the advancement cycle (per below tables) are ineligible for advancement consideration, unless they have received an approved HYT waiver from BUPERS-32 (AC, FTS, and SELRES). Those members in the VTU over HYT, as well as ASP and USNR-S1 members are ineligible for advancement.

If AC/FTS competing in below advancement cycle...	Then must be Active Duty on:
E-4/5/6 March exam	1 July same year
E-4/5/6 September exam	1 January following year
E-7 January exam	1 September same year
E-8/9 March/April board	1 July same year

If Reserve competing in below advancement cycle...	Then must be in SELRES on:
E-4/5/6 February exam	1 July same year
E-4/5/6 August exam	1 January following year
E-7 February exam	1 September same year
E-8/9 March board	1 July same year

b. Waivers approved by NAVPERSCOM (PERS-913) allowing USNR and USNR-S1 members to continue in the VTU beyond the established HYT gates **do not** reinstate advancement eligibility.

8. **HYT and Involuntary Separation Pay (ISP)**. AC and FTS personnel who are separated due to HYT gates and are advancement eligible at the time of separation may be eligible for full ISP. References (c), (d), and MILPERSMAN 1910-050 and 1920-020 outline ISP definitions, criteria, and policy.

a. In order to be eligible for any amount of ISP, AC and FTS members must have completed at least 6, but less than 20 years of active service, and must enter into an agreement to serve in the USNR for a period of not less than three years in addition to any other remaining service obligations.

b. To preclude unwarranted ISP recoupment action by Defense Finance and Accounting Service (DFAS), commands separating members in pay grades E-5 and below for HYT, who are otherwise fully retainable, shall enter a reentry code of "RE-6" in block 27 of member's DD-214 Certificate of Release or Discharge from Active Duty.

9. **HYT and USNR/USNR-S1**. SELRES personnel who reach HYT and do not have an approved SELRES HYT waiver, or are not eligible for SELRES HYT waiver, must be removed from SELRES by the end of the month in which the HYT date occurs. The following options apply to all USNR and USNR-S1 personnel at or beyond HYT without a SELRES HYT waiver:

a. If eligible, member may request transfer to the Retired Reserve with or without pay. See reference (e) for guidance on requesting transfer to the Retired Reserve.

b. Request an HYT waiver for VTU from NAVPERSCOM (PERS-913). USNR and USNR-S1 members approved for VTU assignment will be subject to the following:

(1) Member must maintain satisfactory participation requirements as outlined in reference (e).

(2) Member will not be permitted to return to SELRES without receiving a SELRES HYT waiver from BUPERS-32.

(3) Member will not be permitted to participate for advancement.

(4) The following NAVPERS 1070/613 entry shall be made for personnel who accept VTU assignment:

(Date): I accept assignment to the voluntary training unit (VTU) in a non-pay drill status due to having reached high year tenure (HYT) for my pay grade per MILPERSMAN 1160-120. I understand that I must maintain satisfactory participation requirements as outlined in BUPERSINST 1001.39F or Governing MILPERSMAN. I understand that I am not eligible to return to a drill pay status in the future without receiving a SELRES HYT waiver from BUPERS-32. I acknowledge I am not authorized to participate for advancement in rate.

(Member's Signature)

Witness Signature

c. Members either not eligible, or not approved for, retirement or HYT waiver will be separated effective the last day of the month in which the HYT date occurs.

10. Restrictions on Active Duty for Operational Support (ADOS) and Mobilization Orders

a. Orders in the ADOS category are ADSW and Definite Recall. The following apply to ADOS orders:

(1) HYT is not a disqualifying factor for ADOS.

(2) Prior to executing orders, SELRES who will reach their HYT date while on ADSW or temporary recall orders will be transferred to the VTU, unless approved for a SELRES HYT waiver that expires after anticipated return from ADOS.

(3) Members in an HYT status while on ADSW or Definite Recall are ineligible to participate for advancement in rate, unless member has an approved USNR HYT waiver and is not HYT for the next higher pay grade.

b. The following apply to mobilized USNR members under the authorities listed in reference (f), Figure 1-1, mobilization authorities:

(1) HYT is not considered as a factor in mobilization.

(2) Members who reach their USNR HYT date during a period of mobilization shall not be demobilized due to this status.

(3) Upon reaching HYT date, USNR members on mobilization will be transferred to the VTU while still on orders. Members reaching HYT may continue on mobilization orders, but are not eligible for advancement without an approved SELRES HYT waiver.

11. **Special Considerations Regarding HYT**

a. **Twilight Tour Eligibility.** AC and FTS E-9 personnel receiving an HYT waiver will forfeit twilight tour eligibility (see MILPERSMAN 1300-600 for further twilight tour criteria).

b. **Limited Duty (LIMDU) Status.** AC and FTS personnel in a LIMDU status and approaching mandatory HYT retirement, mandatory HYT transfer to the Fleet Reserve, or mandatory HYT separation will only be retained on active duty if actually hospitalized (inpatient), or if their case has been submitted to a physical evaluation board (PEB) for disability determination. Personnel meeting the criteria for a PEB shall be allowed to complete the board process and not be separated for other reasons. Personnel found not eligible for disability status will be separated within 30 days of the PEB's final adjudication.

c. **USNR and USNR-S1 Medical Determinations.** SELRES and VTU members with submitted medical retention review, medical

evaluation board, medical hold orders, line of duty and or PEB cases who reach HYT limit are granted an automatic HYT waiver to the VTU until final adjudication. SELRES personnel will be transferred to the VTU by the last day of the month in which HYT date occurs. Automatic HYT waiver to the VTU expires 0-days after final adjudication date.

d. **Selected for Officer Appointment.** USNR and USNR-S1 members selected for an officer appointment who are at or beyond their HYT date are granted an automatic HYT waiver to the VTU while awaiting commissioning, but may seek a waiver to remain in paid SELRES status per procedures in paragraph 6. These personnel must be transferred to the VTU, unless a SELRES HYT waiver is approved.

e. **Reduction in Rate**

(1) AC and FTS members reduced in rate are authorized to complete the current enlistment, only if it expires on or before the HYT gate of the new pay grade.

(a) When the soft expiration of active OBLISERV (i.e., expiration of OBLISERV plus any extensions) exceeds the HYT LOS gate of the reduced pay grade, separation must occur within 180 days from the date of reduction in rate, unless granted an HYT waiver, reinstated, or subsequently advanced. Short term extensions may be authorized when a member has insufficient OBLISERV remaining to reach the 180-day separation timeline to ensure adequate transition time.

(b) When HYT date is greater than 180 days following reduction in rate, the member will be separated at the HYT LOS gate (if prior to the soft expiration of active OBLISERV) or at soft expiration of active OBLISERV (if prior to his or her HYT LOS gate) if the member is ineligible to reenlist or extend to the HYT LOS gate of the reduced pay grade.

(c) OPNAV (N133) will manage nuclear-trained members who are reduced in rate, and will be the disposition authority for HYT separations.

(2) USNR and USNR-S1 members reduced in rate are authorized to complete their term of enlistment when their expiration of OBLISERV is before the HYT limiting gate of the new pay grade. If the new HYT limiting gate has already been

exceeded at the time, the member is reduced in rate, or the HYT limiting gate is less than 180 days, the member must retire (if eligible), or be separated within 180 days from the date of their reduction in rate, unless they are granted an HYT waiver, reinstated, or are subsequently advanced.

(3) AC and FTS members who have completed 18 years, but less than 20 years of service and are subsequently reduced in rate shall be retained on active duty until they are eligible to transfer to the Fleet Reserve, unless they are discharged under other provisions of law.

(4) USNR and USNR-S1 members who have completed 18 TYQS, but have less than 20 TYQS, and are subsequently reduced in rate shall be retained in the VTU until they are eligible to transfer to the Retired Reserve with or without pay, unless discharged under other provisions of law.

f. Procedures to Correct HYT Dates

(1) If it is determined that a HYT date for an AC or FTS member is incorrect, contact BUPERS-32, or if nuclear trained - contact OPNAV (N133) for verification and subsequent correction to the EMF. SELRES and VTU personnel must contact their supporting Navy Reserve activity. ASP and USNR-S1 personnel must contact NAVPERSCOM (PERS-913).

(2) AC and FTS HYT gates for OSVETs in pay grades E-4 and below are computed based on total active Navy service only. In order to update the EMF to reflect a corrected HYT date, commands should send the following documents to BUPERS-32:

(a) Copy of member's initial enlistment contract;
and

(b) Copy of each of the member's DD 214 Certificate of Release or Discharge from Active Duty, or a DA 1506 Statement of Service - For Computation of Length of Service for Pay Purposes reflecting all periods of military service (in any branch).