MILPERSMAN 1160-010

AGE LIMITATION OF ENLISTED PERSONNEL FOR CONTINUATION ON ACTIVE DUTY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3853 (703) 695-3853 224-6502

Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual (ENLTRANSMAN) NAVMED P-117, Manual of the Medical Department

1. **Policy**. Enlisted personnel on active duty or inactive duty being considered for recall (excluding temporary active duty - see "Age Requirements," below)

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 of Navy Personnel Command (NAVPERSCOM), except as indicated below.

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 be enlisted, reenlisted, extended and/or agree to remain on active duty without prior approval of the NAVPERSCOM, except:

a. Members approaching, attaining, or exceeding 55 years of age who have 16 or more years of service creditable for transfer to the Fleet Reserve upon the expiration of present enlistment, extension of enlistment, or active duty agreement, 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 65th birthday unless they will not be eligible for transfer to the Fleet Reserve until after that date. Commanding officers (COs) will limit their 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 request via the Officer Personnel Information System (OPINS) or by the Diary Message Reporting System (DMRS) requesting the earliest date eligible per applicable directives and articles in this manual.

3. **Members with Insufficient Service for 30-Year Retirement Prior to 60th 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 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 service for retirement upon the expiration of their present enlistment, extension of enlistment, or active duty agreement to allow them to be reenlisted, extended and/or agree to remain on active duty for that period of time required to complete 30 years service.

c. Requests for continuation on active duty beyond that date will not be entertained. Such members will be advised of the provisions of NAVPERS 15909G 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 applicable directives.

4. **Commanding Officer's Responsibility for Requests for Continuation on Active Duty**.

a. Requests for continuation on active duty of personnel in the above categories will be submitted to NAVPERSCOM on NAVPERS 1306/7, Enlisted Personnel Action Request and will specify the term of service desired. Commanding officers will take the following action:

(1) Order the member to be examined per NAVMED P-117 to determine physical fitness for assignment to sea duty.

(2) Complete Individual's Official Data section of NAVPERS 1306/7 and include in the Commanding Officer'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. Commanding officers 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 for final determination.

5. **Processing Requests**. Members in the above categories who request continuation on active duty will have their requests acted on by a board of officers convened by NAVPERSCOM. Selection will be dependent upon the member's performance, qualifications, and the needs and best interests of the Navy. Members will be notified of the action taken on their request.

6. **Age Requirements**

a. For Reserve personnel to be eligible to volunteer for recall to fill Temporary Active Duty (TEMACDU) or Naval Reserve Canvasser Recruiter Billets, they must be able to complete 20 qualifying years, as defined in BUPERSINST 1001.39D, by age 60 for reserve retirement eligibility. Theses age requirements are necessary in view of the temporary nature and the non-career orientation of the TEMACDU and the Naval Reserve Canvasser Recruiter Programs.

b. Waivers may be authorized on an individual basis.

MILPERSMAN 1160-020

REENLISTMENT CEREMONY

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

1. **Policy**

a. Reenlistment is a major 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.

b. The commanding officer or, if that officer is absent, the executive officer should preside.

c. The member can select a commissioned officer of any branch of service, retired, or on active duty, to administer the oath.

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2. **Command's Responsibility**. The commanding officer should follow the 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 reelinstment leave as soon as possible following the reenlistment.
6	Personalize the occasion with other recognition, as appropriate.
7	Present the reenlistment bonus check at the ceremony, if one is due.

MILPERSMAN 1160-030

CERTAIN ENLISTMENTS AND REENLISTMENT UNDER CONTINUOUS SERVICE CONDITIONS

Responsible Office	NAVPERSCOM (PERS-81)	Phone: DSN COM FAX	882-2499 (901) 874-2499 882-2623

Governing Directives	10 U.S.C. 651 NAVMED P-117, Manual of the Medical Department NAVPERS 15909F, Enlisted Transfer Manual DOD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR), Volume 7A COMNAVCRUITCOMINST 1130.8 BUPERSINST 1610.10 OPNAV/BUPERS Directives in the 1160 and 1430 series should be consulted for special information relating to the Open Rates/Skills List and/or conditions affecting reenlistment.

1. **Definitions**. "Continuous service" is defined as service in the Regular Navy or Naval 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 release from active duty is reenlisted "within 3 months." For 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 and holds a rating listed on the existing Open Rates/Skills List. 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 DODFMR.

c. If a member has previously served an enlistment in the Regular Navy (not including service as an inductee), member's enlistment therein will be a "reenlistment." If a member has previously served an enlistment in the Naval 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 Naval Reserve or a member of the Naval Reserve who enlists in the Regular Navy within the time frame defined above for "continuous service," after expiration of obligated service, or at any time prior to the expiration of obligated service.

e. Enlistment or reenlistment in the Naval 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 reenlisting in the Naval Reserve may reenlist on board for a term of 2, 3, 4, 5, or 6 years. The term of the enlistment contract must equal or exceed the period of service for which already obligated. **In all cases**, members reenlisting 4 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., 10 years for E-4 United States (U.S.) Navy personnel). Training and Administration of the Reserve (TAR) 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/reenlistment in the Naval Reserve for personnel on inactive duty shall be for 2, 3, 4, 5, or 6 years. Members initially enlisted regular Navy who are completing their statutory military service obligation in a Naval Reserve capacity may enlist in the Naval Reserve for a

term of 2, 3, 4, 5, or 6 years, provided such enlistment is effected under continuous service conditions.

3. **Policy/ Eligibility Requirements**

a. This article contains the general provisions governing certain enlistments and reenlistments in the Regular Navy or Naval Reserve under continuous service conditions. Members reenlisting in the Regular Navy or Naval Reserve must be U.S. citizens, non-citizen nationals, or immigrant alien members who have been lawfully admitted into the United States 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 Naval Reserve service by reason of expiration of enlistment or active obligated service, fulfillment of service obligation, or Convenience of the Government. Additionally, the member must be medically qualified; meet the eligibility standards prescribed, including HYT as set forth in MILPERSMAN 1160-120; have been recommended by the member’s commanding officer (CO) for reenlistment; and meet quality control standards as outlined in this article.

c. Naval Reservists on active duty (General Assignment/Recall) may not reenlist U.S. Navy (USN) or continue on active duty without authority from Navy Personnel Command (NAVPERSCOM) (PERS-812).

d. 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

(3) Formerly been a petty officer in current enlistment and be currently recommended for advancement to pay grade E-4.

e. Additionally, the member must be promotable and recommended for advancement as outlined in BUPERSINST 1610.10, Navy Performance Evaluation and Counseling System, on the last two graded evaluations (not observed evaluations are not considered graded).

f. 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 military service obligation in the case of members who incurred such obligation under the provisions of the Military Selective Service Act, as amended.

h. Members who have failed three Physical Readiness Tests in the most recent 4-year period are ineligible for reenlistment. Exceptions:

(1) Members with 18 or more years of service.

(2) Pregnant members who did not meet reenlistment criteria prior to diagnosis of pregnancy may be considered during the pregnancy.

(3) Navy Personnel Command (NAVPERSCOM) determines that member with obligated service will be retained.

(4) Member passes three consecutive PRTs prior to their end of active obligated service (EAOS). Commanding officers may extend enlistment in 6-month increments to allow member to participate in an upcoming PRT. Failure of a PRT during the extension shall result in discharge at EAOS, or end of approved extension.

(5) Commanding officer requests and NAVPERSCOM approves removal of member’s most recent PRT failure. Removal of this failure shall not be cause to reverse any administrative actions that occurred prior to the date of the approval.

i. The physical standards for reenlistment are prescribed in NAVMED P-117. Waivers of physical defects may be recommended in accordance with NAVMED P-117. 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 via the Chief, Bureau of Medicine and Surgery (BUMED), in sufficient time to permit a final determination prior to normal separation date. Physical examinations for the purpose of reenlistment shall be conducted by Navy medical and dental officers if available; otherwise, by

medical and dental officers of the Department of the Army or Air Force, if available. When medical and dental officers of the Department of the Defense are not available, a waiver of physical examination for reenlistment within 24 hours following discharge is authorized provided there is no evidence in the member's health record of recent illness or injury and that such reenlistment is in the same Regular or Reserve status. Physical examination by a DOD medical officer shall be obtained at the earliest available opportunity at no cost to the government. Appropriate notation shall be made in the member's service record by NAVPERS 1070/613, Administrative Remarks, to ensure that the requirement for a physical examination is not overlooked.

j. The Commanding Officer 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 unlikely 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.

4. **Criteria for Preferred Reenlistment (RE-R1)**.

a. Use the table below for criteria for preferred reenlistment (RE-R1):

Reenlistment Point	Paygrades	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 of Professional knowledge Quality of work Equal opportunity Military bearing/character Personal job accomplish-ment/initiative Teamwork Leadership
8 to 20 years of service	E-4 and below	RE-R1 not authorized
	E-5 and E-6	Overall trait average of 3.0 or above No performance mark below 2.0 in any trait of Professional knowledge Quality of work Equal opportunity Military bearing/character Personal job accomplish-ment/initiative Teamwork Leadership
8 to 20 years	E-7 and above	Overall trait average of 3.0 or above No performance below 2.0 in any trait of Professional expertise Equal opportunity Military bearing/character Teamwork Mission accomplish-ment/initiative Leadership
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 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 less 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	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; USNR (Active) who fail to fully comply with orders after the initial recall to active duty; Have been administratively reduced in rate, detached for cause, or issued a letter of substandard service by the Petty Officer Quality Review Board; or Are not recommended for reenlistment by commanding officer.
E1 and E2	All receive RE-4 for failure to meet professional growth criteria (except in special 2-Year Obligation (2YO) 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.

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 (PERS-832).

b. Members who are recalled to active duty as United States Naval Reserve (USNR) (Active) through General Assignment/Recall may not be continued on active duty on 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 enlisted or reenlisted at the following time:

a. The Defense Joint Military Pay System (DJMS) recommends personnel to reenlist at least 30 days prior to EAOS or risk possible pay discrepancies.

b. Reenlistment is authorized when within one year of EAOS without prior approval of NAVPERSCOM (PERS-811).

c. It should be noted that entitlement to Selective Reenlistment Bonus (SRB) or Lump Sum Leave (LSL) payment may be affected. Consult DODFMR and this article for additional guidance.

d. 120-130 days prior to fulfillment of statutory military service obligation.

8. **Early Reenlistments**

a. Request for early reenlistment must be forwarded to NAVPERSCOM (PERS-811) for consideration.

b. Early reenlistment is to reenlist outside the 1-year window: VIP reenlistment

9. **Conditional Reenlistments**. Conditional reenlistments require NAVPERSCOM approval (if member has an aggregate total of 48 months operative extensions completed, member must request a “Conditional Reenlistment” from NAVPERSCOM (PERS-811). Examples:

a. Members who have been recalled to active duty as USNR (Active) or United States Naval Fleet Reserve (USNFR) (Active)

through the General Assignment/Recall Program may not continue on active duty or reenlist USN without further approval from NAVPERSCOM (PERS-812). NAVPERS 15909F, Chapter 21, refers;

b. Members who require additional active obligated service to enable transfer to the Fleet Reserve on a specific date shall reenlist or extend an enlistment prior to submission of the application for such transfer (in order to reach HYT or Fleet Reserve date);

c. When a member has an approved application for transfer to special duty;

d. To attend a service school or to complete a tour of duty for which additional active obligated service is required; or

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

(1) a member is ineligible for early discharge and reenlistment per the above, or

(2) is not eligible to extend enlistment, or

(3) the eligible period to reenlist would not fulfill the required active obligated service.

f. Member's official application for discharge, together with all pertinent facts, and the recommendation of the member's CO, should be forwarded to NAVPERSCOM (PERS-811) for consideration. If such early discharge is authorized, recoupment of unearned SRB will be required. See DODFMR for specific guidance.

10. **Time Frames for Reenlistment for Naval Reservists or Inductees**

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

b. Naval Reservists on inactive duty may be discharged 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 NAVPERS 1070/613 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 Reenlistment Bonus (SRB).

c. Inductees and Naval Reservists on active duty, except annual training, Additional Duty for Special Work (ADSW)/One-Year Recall (OYR), recruiter-canvassers on active duty, USNR (Active) and USNFR (Active) under the General Assignment/Recall Program, or TAR personnel, may enlist in the Regular Navy at any time provided total active obligated service is for a minimum of 4 years. For 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 be serving in a rate of the Open Rates/Skills List, or 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. TAR personnel must request General Assignment Recall and be released from the TAR community prior to reenlisting USNR (Active), approved through NAVPERSCOM (PERS-812). See NAVPERS 15909F, Chapter 22, for procedures.

d. A Reservist accepted for voluntary recall to active duty, including the TAR program, who requires obligated service in excess of the time remaining in their enlistment, enlistment as extended by an operative extension, or service obligation under the military statutory service obligation, may be discharged and reenlisted in the Naval 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. Naval 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 and shall be processed per COMNAVCRUITCOMINST 1130.8.

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 COMNAVCRUITCOMINST 1130.8.

g. Members on inactive duty who are participating in a Naval 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/reenlistment in the Regular Navy provided the following criteria are met and NAVPERSCOM authority is obtained:

(1) Such enlistment/reenlistment is restricted to critical ratings (normally Career Reenlistment Objectives (CREO) Group 1), or non-critical ratings with critical Navy Enlisted Classifications (NECs), 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/reenlistment and that such benefits become those applicable to Regular Navy personnel. This acknowledgment is to be included in the member’s service record.

(5) Member is approved for recall through NAVPERSCON (PERS-812), through the General Assignment/Recall Program. NAVPERS 15909F, Chapter 21, sets the standards.

b. Individuals who are discharged from the Naval 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 Naval Reserve provided they are physically and otherwise qualified, not to exceed quality control standards set forth in OPNAVINST 1160.7.

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 under the provision above:

a. Members in transit following PCS 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. (CO's 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 Temporary Duty (TEMDU), Temporary Duty Under Instruction (TEMDUINS), or Temporary Additional Duty Under Instruction (TEMADDINS) status.

b. Members who have submitted an application for, or who are in receipt of authorization for, transfer to the Fleet Reserve.

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 Chief of Naval Education and Training (CNET).

e. Members temporarily assigned to a ship or station for humanitarian reasons must be approved by NAVPERSCOM (PERS-40HH).

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

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 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 in accordance with 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 obligated service requirements for SRB and recoupment procedures.

15. **Procedures for Ready Reserve**. Members of the Ready Reserve on inactive duty whose records are held by the Naval Reserve Personnel Center (NRPC) 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. Regular Navy personnel discharged within 3 months or less prior to normal expiration of enlistment or enlistment as extended are entitled to lump-sum payment for unused leave (not to exceed 60 days per career) upon discharge, and reenlistment bonus if eligible under current directives within 30 days after reenlistment. Personnel discharged more than 3 months prior to the expiration of enlistment or enlistment as extended are entitled to a reenlistment bonus upon reenlistment in the Regular Navy but are not entitled to receive pay for unused leave or mileage. Recoupment of reenlistment bonus is not required in the case of early discharges not more than 3 months prior to expiration of enlistment.

b. Members serving on a U.S. Navy enlistment contract desiring discharge and reenlistment more than 3 months early to their normal expiration of enlistment date shall be required to acknowledge in writing on the NAVPERS 1070/613 of their service record that they understand they will not be entitled to lump-sum payment for unused leave and that early retirement will result in recoupment of any unearned reenlistment bonuses.

c. A member serving on a Naval Reserve enlistment contract, serving on active duty (including TAR/Canvasser Recuriter (CANREC), desiring discharge and reenlistment may be entitled to lump sum leave payment and recoupment of reenlistment bonus (if paid) for the unexpired portion of an enlistment or reenlistment contract. See DODFMR for specific guidance.

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 facilities for effecting payments incident to separation and for conducting separation physical and dental examinations are available. A member transferred to an activity for discharge purposes may be reenlisted 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 assigned per NAVPERS 15909F.

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 3 months after date of discharge/release from active duty or within 6 months to receive benefits of continuous service. 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.

19. **New Service Record upon Reenlistment**. Upon reenlistment, a new service record shall be prepared. The Separation and Reenlistment Guide, Addendum A, NAVPERS 15909F, should be consulted for instruction regarding procedures, forms, and orders required in the reenlistment processing.

MILPERSMAN 1160-031

REQUIRED COUNSELING UPON ENLISTMENT AND REENLISTMENT

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

Governing Directives	10 U.S.C. 654 10 U.S.C. 937 NAVADMIN 094/00

1. **Required Explanations**

a. The Uniform Code of Military Justice (UCMJ) requires 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.

c. The federal statute concerning homosexuality in the Armed Forces requires that a detailed explanation of the applicable laws and regulations governing sexual conduct by members of the Armed Forces be included in the periodic explanations of the code.

2. **NAVPERS 1070/613, Administrative Remarks Entry**

a. At reenlistment, and following compliance with the provisions of 10 U.S.C. 654 and 937, each service member will have the following NAVPERS 1070/613 entry made in the permanent service record:

"On (date), in accordance with UCMJ, article 137 and 10 U.S.C. 654, member advised of the provisions of the UCMJ, types of discharges, and the rules governing sexual conduct of members of the armed services, including homosexual conduct policy. Copies of UCMJ and General Military Training (GMT) on sexual conduct policy, including a detailed explanation of the homosexual conduct policy, were made available to member for personal examination."

MILPERSMAN 1160-040

EXTENSION OF ENLISTMENTS

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

Governing Directives	10 U.S.C. Section 509 NAVPERS 15909F, Enlisted Transfer Manual NAVSO P-3050-2, Pay/Personnel Procedures Manual (Navy) NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) OPNAVINST 1160.5C OPNAVINST 6110.1E OPNAVINST 1160.6A

1. **Definitions**

a. "**Agreement to extend enlistment**" refers to the official form of agreement, NAVPERS 1070/621. Service record copy should be filed as Page 1A. 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 the DFAS-CL NAVSO-P 3050-2 and NAVSO P-3069.

b. "**Execution of the Agreement to Extend Enlistment**" or "**execution of extension**" refer to the signature of an agreement by the member concerned and an official authorization in this manual to accept agreement on behalf of the Navy.

c. "**Extension becomes operative**" or "**operative date**" refer to the date the extension begins to run, that is, the date of expiration of enlistment, or as extended, or as adjusted for the purpose of making up time not served. Extension agreements may not be canceled after the operative date.

d. "**Conditional**" extensions are executed as prescribed below and are for periods of 23 months or less.

e. "**Unconditional**" extensions are executed as prescribed below and are for periods of 24 months or more.

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2. **Ineligibility for Extension**

a. Members who are not eligible for reenlistment for any reason may not extend their enlistments without prior approval of the Navy Personnel Command (NAVPERSCOM) (PERS-811 or PERS-832).

b. At no time may an extension of enlistment be executed for the purpose of extending an enlistment, or enlistment as extended, which has already expired.

c. Members in receipt of an authorization for transfer to the Fleet Reserve may not extend their enlistment without specific approval of the NAVPERSCOM (PERS-823). Extension or enlistment subsequent to transfer to the Fleet Reserve is not appropriate since members in the Fleet Reserve do not serve under an enlistment contract.

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3. **Extension Increments**. Extensions shall be executed in increments of 1 or more months not to exceed an aggregate of 48 months on any single enlistment. The 48-month limitation on extension of enlistment is statutory (10 U.S.C. 509) and cannot be waived.

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4. **Conditional Extensions**. Conditional extensions may be executed regardless of remaining obligated service for the following reasons only, or as directed by the NAVPERSCOM:

a. To obtain maternity care benefits for a member's wife. A member whose normal expiration of active obligated service (EAOS) falls within the wife's pregnancy may execute an extension in order to receive maternity benefits, provided the member's services can be used effectively during the period of extension. The executed extension shall not exceed the spouse's estimated delivery date plus 2 months. An agreement for this reason shall not be executed after transfer to a separation activity.

b. To obtain maternity care benefits for pregnant servicewoman whose normal EAOS falls within her pregnancy or postnatal period. An extension of up to 1 year may be granted in order to receive maternity benefits, provided the member's performance has been satisfactory. An agreement for this reason shall not be executed after transfer to a separation activity. For the purpose of this extension, the postnatal period covers the 2 months following the birth. Extensions authorized for this reason may be in addition to other extensions, provided the maximum 48 months allowed on one enlistment is not exceeded. Unusual cases may be referred to the Navy Personnel Command.

c. To complete a scheduled cruise or deployment, provided the member's relief is not onboard or en route and a projected rotation date (PRD) adjustment has been authorized by the appropriate assignment control authority (EPMAC, New Orleans, LA, for non-rated/non-designated personnel; NAVPERSCOM for designated/rated personnel.)

d. To change the EAOS date of a member serving on any tour of duty to coincide with the established PRD.

e. Members serving in pay grade E-3 or E-4, who have participated in a Navy-wide advancement examination and who will be separated or discharged prior to receipt of examination results, may extend their enlistment up to a maximum of 4 months from the date of examination to await results. The following will be entered on the agreement:

"To await examination results from the (month/year Series) Navy-wide advancement examination. I understand that this extension becomes binding upon execution and may not thereafter be canceled except as provided in MILPERSMAN 1160-040".

f. To acquire necessary obligated service as authorized in certain Navy Directives, this manual, and the NAVPERS 15909F. Agreements to extend an enlistment to qualify or apply for a specific program are not authorized.

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5. **Unconditional Extensions**. Unconditional extensions may be executed to extend enlistment up to a maximum of 48 months. Unconditional extensions for less than 24 months are not authorized.

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6. **Procedure for Executing Extension**

a. To execute an extension, the NAVPERS 1070/621 shall be completed and signed on, or prior to, the date of expiration of enlistment by the member and an official authorized in this manual 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.

(1) **Conditional** agreements to extend may be executed at any time during the enlistment. The narrative reason for the extension will be entered on the NAVPERS 1070/621.

(2) **Unconditional** agreements to extend enlistment may be executed at any time during an enlistment. The following reason for extension and statement of understanding shall be entered on the NAVPERS 1070/621:

"To continue career. I understand that this extension becomes binding upon execution and may not be thereafter canceled, except as provided in MILPERSMAN 1160-040."

b. Before the execution of an unconditional or conditional extension of enlistment, the member shall be made aware of potential loss of monetary benefits and the provisions of the Selective Reenlistment Bonus Program per OPNAVINST 1160.6A. The following entry shall be included on the NAVPERS 1070/621 under the reason for extension:

"I have been informed of the provisions of the SRB Program and the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment."

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7. **Required Physical Examination**. A physical examination is required prior to the operative date of an extension of enlistment, or combination of extensions, totaling 24 months or more, unless the member has received a complete physical examination within the preceding 12 months. A physical examination is not required for an extension of enlistment or extensions totaling less than 24 months if the member is currently serving on full duty without physical limitations, unless such an examination is considered warranted by the medical officer and/or member's commanding officer. Physical examinations shall be conducted just prior to and as near the operative date of the extension as practical by Navy medical and

dental officers. When such officers are not available, and provided there is no evidence in the member's health record of recent illness or injury, waiver of the physical examination is authorized pending examination at the earliest opportunity at no travel cost to the Government. Appropriate entry shall be made on the NAVPERS 1070/613, of the member's record, to ensure the required physical examination is completed at the earliest opportunity.

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8. **Canceling an Extension Agreement**

a. An extension agreement is canceled by completing the appropriate portion of the agreement. A valid extension of enlistment that has become operative is normally not canceled. When an extension becomes operative, but it appears that an extension should have been canceled, complete the remaining portion of the agreement to extend enlistment and refer the case to NAVPERSCOM.

b. Commanding officers shall cancel agreements to extend enlistment, prior to operative date for reasons listed below. A request or recommendation for cancellation of an agreement to extend enlistment that appears meritorious, but is not authorized below, shall be forwarded to NAVPERSCOM (PERS-811) for determination provided that the extension has not become operative.

(1) When a member is on unauthorized absence on the date their enlistment would otherwise expire, unless the CO considers the member's intention to absent themselves was for the purpose of abrogating the agreement.

(2) When closing a member's record because of desertion.

(3) Except as provided below, when a member, through no fault of their own, has not received any of the benefits (i.e., schools, accelerated advancement, PCS move) for which the extension was executed by the day preceding the operative date of the extension. Members whose extensions are canceled by the above who desire to continue on active duty may simultaneously execute a new extension or reenlist according to appropriate articles in this manual, notwithstanding the time limits specified.

(4) When appropriate, when a member is disenrolled from a specialized course of instruction listed in MILPERSMAN 1160-080, cite this article as cancellation or re-execution authority.

(5) When a member reenlists. The extension(s) shall be canceled as of the date of reenlistment.

(6) When the member is no longer recommended for reenlistment either because of failure to meet the minimum reenlistment standards set forth in this manual, OPNAVINST 1160.5C, or unsatisfactory performance of duty or conduct, and in the opinion of the commanding officer, the member lacks career potential. A full statement of the facts shall be included in a NAVPERS 1070/613 service record entry with notation that the member is not recommended for reenlistment. The commanding officer will cancel extensions under this paragraph only when the extension required resulted in no significant benefits to the member.

(7) When cancellation of an agreement to extend is recommended, and a significant benefit resulted from the extension, e.g., 6-year obligator program, accompanied overseas tour, or advancement, the case shall be forwarded to NAVPERSCOM (PERS-811) for determination in time, if possible, to permit a decision prior to the operative date.

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9. **Criteria for Not Canceling Agreements to Extension**

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

(1) Member is found to be not physically qualified and/or limited duty is anticipated.

(2) A member is currently on limited duty (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 for disability proceedings and benefits resulted from the extension.

b. When a member is currently on limited duty or is found not physically qualified for duty at the expiration of enlistment, an extension agreement cannot be executed. In these

circumstances, members will be retained in the Naval Service beyond the expiration of enlistment on a NAVCOMPT 3060 and a NAVPERS 1070/613 service record entry. DFAS-CL NAVSO-P 3050-2 and NAVSO P-3069 refer.

c. Agreements to extend enlistment will normally not be canceled for members found to be disqualified due to obesity that is not due to a medical disorder under purview of MILPERSMAN 6110-010 and OPNAVINST 6110.1E. Obesity in itself is an administrative rather than a physical disqualifying factor and should not be used as the basis for cancellation of an extension agreement according to this article.

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-811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

Governing Directives	10 U.S.C. 61, 506, 671(a)(b), 5540, and 12103 NAVSO P-3050-2, DFAS Pay/Personnel Procedures Manual SECNAVINST 5820.4G Uniform Code of Military Justice

1. **Policy**. Under certain conditions members may legally be retained beyond the date of expiration of enlistment or other period of obligated service, either voluntarily or involuntarily until discharged, released to inactive duty, or transferred to the Naval Reserve and released to inactive duty. When a member is retained in service beyond expiration of enlistment, or other period of obligated service, entry as to reason and authority for retention shall be made on the appropriate page of member's service record and signed according to 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 obligated service.

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 or until transfer of member concerned to the separation activity nearest port of debarkation.

Retention for return to the United States 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 United States. In order to be entitled to the increase of 25 percent in basic pay for the period of retention, per 10 U.S.C. 5540, 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 United States, or on ships on duty in ports or waters within the sovereign jurisdiction of the United States. Also excluded are members of the Naval 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, 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. Refer to Part I, Section 10221 of PAYPERSMAN.

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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 Chief of Naval Personnel in order to expedite separation.

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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.

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6. **Extension for Medical Care**. Members in the Regular Navy, Naval 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 obligated service. 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. 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 SF 88, 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 Veterans Administration.

(Signature of member)

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

8. **Extension to Accommodate Physical Evaluation Board Proceeding**

a. Members being processed before a physical evaluation board shall not be released from active duty or discharged until final action on their cases has been completed by Secretary of the Navy and instructions received from CHNAVPERS. Untimely separation of a member who is the subject of a physical evaluation board proceeding may prejudice their case since the law requires the Secretary 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 a 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 CHNAVPERS by message with information copy to Physical Review Council and convening authority of physical evaluation board. 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 his or her 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 according to 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 CHNAVPERS 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 according to law and regulations the member is not physically fit for service or reenlistment, and recommendation for discharge is approved by proper authority, 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, commanding officer of the medical facility concerned shall forward all known facts concerning member's injuries or disease to the Judge Advocate General for

final determination of member's status and a copy to CHNAVPERS. 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.

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11. **Extension for War or National Emergency**. Enlistments and periods of obligated service of enlisted personnel in naval service are extended, or may be extended, in time of war or national emergency according to 10 U.S.C. 506, 12103, 671, and 671b.

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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 the UCMJ committed by a member prior to their official discharge or separation, even though the term of enlistment or obligated service may have expired, they may be retained in service for trial and punishment after their period of service would otherwise have expired.

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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 the 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 the UCMJ and may be subject to processing for administrative discharge. In some situations, advice of Article 27b, UCMJ, 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 member's 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, Navy Personnel Command (NAVPERSCOM) (PERS-83), 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 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 paragraph 3-7 of SECNAVINST 5820.4G would continue to apply, and, except under extraordinary circumstances approved by Secretary of the Navy, member would not be discharged while in custody or confinement of the foreign authorities.

15. **Extension for Completion of U.S. Civilian Criminal Proceedings**. Members of naval service who are not in confinement and those in confinement as a result of delivery by military officials, and 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 United States, its territories, commonwealths, and possessions without NAVPERSCOM (PERS-83) 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.

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16. **Extension to Await Appellate Review of Court-Martial**. Except as otherwise provided in this subparagraph, 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 obligated service 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 his or her services are utilized while being so retained. Nothing stated in this subparagraph is to be construed as precluding administrative separation of member when directed by CHNAVPERS or granting of leave to member awaiting completion of appellate review of his or her case.

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17. **Mandatorily Making up Lost Time**. Instructions concerning mandatorily making up lost time due to sickness misconduct, not in the line of duty occurring before, on, or after 24 July 1956 and unauthorized absence, confinement, and nonperformance of duty (civil arrest) occurring on or after 24 July 1956 are contained elsewhere in the manual.

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18. **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

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 to36 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).

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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).

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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.

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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).

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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”.

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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

EXTENSION OF ENLISTMENT IN THE NAVAL RESERVE WHILE ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4502 (901) 874-4502 882-2673

Governing Directives	10 U.S.C. 651 DFAS-DJMS, Procedures Training Guide COMNAVRESFORINST 1780.1A

1. **Policy**. Naval Reserve personnel on inactive duty who meet qualifications for reenlistment may extend their enlistment in increments of one 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. Members of the Ready Reserve on inactive duty, whose records are held by the Naval Reserve Personnel Center (NAVRESPERCEN), who are disqualified for reenlistment by body fat requirements, may extend their enlistment one time for 6 months to conform to standards. Personnel not eligible for reenlistment may not extend their enlistment without prior approval of Navy Personnel Command (NAVPERSCOM) (PERS-913). Commanding officers must provide pertinent facts and recommendation on the forwarding endorsement to the request.

2. **Definitions**

a. "**Agreement to Extend Enlistment**," or "**enlistment as extended**," refers to the legal document, **NAVPERS 1070/621**, **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-913).

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

3. **General Requirements for Reenlistment**

a. Members of the Ready Reserve on inactive duty whose records are held by NAVRESPERSCEN 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 Naval Reserve activity,

(2) evidence of a satisfactory body fat assessment completed within the preceding 3 months by an Authorized Medical Department Representative (AMDR), 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. In lieu of a body fat assessment completed by an AMDR, the member may submit written evidence of a satisfactory body fat assessment completed within the preceding 3 months by a licensed physician. Such evidence must

(1) identify the member by name, address, and social security number;

(2) identify the physician by name, address, and telephone number;

(3) certify the member's height and weight, percent body fat, type of measurement, and date of examination; and

(4) bear the physician's original signature.

c. 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.

d. SF 86, Questionnaire for National Security Positions (National Agency checklist), will be required only for members executing extension agreements who have not previously satisfactorily completed SF 86.

4. **Not Eligible for Reenlistment**. Personnel not eligible for reenlistment may not extend their enlistment without prior approval of NAVPERSCOM (PERS-913). Commanding officers must provide all pertinent facts and recommendation on the forwarding endorsement to the request.

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 Naval Reserve to complete their military service obligation under 10 U.S.C. 651, are not required to reenlist at expiration of obligated service to continue service in the Naval Reserve. Such members may extend their Ready Reserve obligation by using the "Agreement to Extend Enlistment" with the following modifications:

a. Block 10. Include the following statement: "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. Naval 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, except as noted in Block 10 above, have been made to me."

b. Disregard the preprinted Statement of Agreement/Understanding currently found in Block 10.

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 according to 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 for recall to active duty, or eligibility for Montgomery GI Bill (see COMNAVRESFORINST 1780.1A). In all cases, enter appropriate reason on NAVPERS 1070/621 (page 1A), citing the directive, as appropriate, for the obligated service; otherwise, enter reason as "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 DFAS PTG 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**. Commanding officers will cancel NAVPERS 1070/621s of reservists not on active duty, 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 DFAS PTG. A statement concerning whether the member is recommended for reenlistment will be made on NAVPERS 1070/613, Administrative Remarks of the service record. If the member is not recommended for reenlistment, a full statement of the reasons shall be entered.

MILPERSMAN 1160-080

AGREEMENT TO EXTEND ENLISTMENT AND/OR ACTIVE DUTY AGREEMENT EXECUTED TO OBTAIN A COURSE OF INSTRUCTION

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

Governing Directives	NAVPERS 15909F, Enlisted Transfer Manual DFAS-CL (DJMS), Procedures Training Guide BUPERSINST 1306.78

1. **Guidelines**. Specific selection requirements for various schools are published by the Navy Personnel Command (NAVPERSCOM) in manuals and directives issued to responsible commands. Members selected for assignment to schools must be qualified under these selection requirements.

2. **Qualifications**

a. Candidates selected must be enlisted members on active duty and must have obligated service as required under applicable provisions of NAVPERS 15909F or directives pertaining to the school for which the member is applying.

b. Members having less than the required obligated service, but who are in all other respects qualified, who desire and are selected for training in a course of instruction, shall execute NAVPERS 1070/621 and/or NAVPERS 1070/622.

3. **Payback for Disenrolled Members**

a. Members who are disenrolled from Service Schools A, C, and F; Special Programs (NF/AEF/ATF 6-Year Obligor Programs); or 5-Year Obligor Programs, for which obligated service was acquired in the form of a NAVPERS 1070/621 and/or a NAVPERS 1070/622 entry, shall have their obligated service adjusted

under this article, provided they have not accepted accelerated advancement. Such adjustment hereafter will be referred to as payback. See below for details of payback for specific courses of instruction.

b. EXEMPTION: Members who entered into extension agreements that do not contain one of the following clauses, continue to be eligible for payback under this article:

(1) “In particular I understand that when I accept accelerated advancement to E-4 this agreement may not be cancelled whether or not I accept nuclear power or advanced training.”

(2) “I understand this extension becomes binding upon execution and thereafter may not be cancelled whether or not I complete nuclear power or advanced training.”

(3) “In particular I understand that when I accept accelerated advancement to E-4 this agreement may not be cancelled whether or not I complete advanced training.”

(4) “In particular I understand that when I accept accelerated advancement to E-4 this agreement may not be cancelled whether or not I complete nuclear power training.”

c. EXEMPTION: Members in the NF/AEF/ATF 6-Year Obligor Program, who accepted accelerated advancement on or after 1 September 1974 and who did not complete advanced training, will be eligible for payback under this article for 1 year of their 2-year extension.

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4. **Payback for Service Schools A, C, & F**. Payback should be computed according to the table contained in article 7.03 of NAVPERS 15909F, if an active duty or extension agreement was required by NAVPERS 15909F to qualify for any of the above training.

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5. **Payback for Special Programs (NF/AEF/ATF 6-Year Obligor Programs) Prior to Advanced Training**

a. If a member is disenrolled from a 6-Year Obligor Program for any reason prior to entry into the advanced training phase as defined below, the member may send a request to the

NAVPERSCOM for cancellation of an Agreement to Extend Enlistment and/or active duty agreement. To facilitate the prompt and efficient processing and classification of personnel in recruit training, commanding officer (COs) of recruit training centers are authorized to disenroll and cancel NAVPERS 1070/621 and/or NAVPERS 1070/622 for personnel enlisted NF/AEF/ATF under certain circumstances without gaining prior approval of NAVPERSCOM. Disenrollment or cancellation of Extension Agreement for any reason other than those listed below must be approved by NAVPERSCOM:

(1) Failure to meet program qualifying test scores.

(2) Failure to pass the Farnsworth Lantern Examination for color perception, failure to meet psychiatric standards, or suicide attempts or gestures; other potentially disqualifying physical defects will be processed according to program instructions.

(3) Identification as a drug abuser.

(4) Inability to qualify for a security clearance without extended observation of the member’s performance and behavior.

b. To facilitate the prompt and efficient processing of personnel attending service schools, CO’s of service school commands are authorized to cancel NAVPERS 1070/621 and/or active duty agreement for personnel disenrolled from NF/AEF/ATF when all the following circumstances exist:

(1) Disenrollment has been approved by NAVPERSCOM when required.

(2) Member has not accepted accelerated advancement.

(3) Member has not entered advanced training.

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6. **Payback for 6-Year Obligor Programs during Advanced Training**. If a member is disenrolled for any reason from the advanced training phase of a 6-Year Obligor Program after executing an extension of enlistment or active duty agreement to qualify for the course but has not accepted an accelerated advancement, payback for instruction received will be computed according to the table in this article. The obligated service requirement for a member disenrolled from the advanced training

phase subsequent to accepting an accelerated advancement will not be adjusted except as provided in the EXEMPTION above. A member will not be discontinued at the member's own request after enrollment in the advanced phase of a 6-Year Obligor Program.

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7. **Payback for Incomplete Advanced Training in 6-Year Obligor Programs**

a. A member in the NF/AEF/ATF 6-Year Obligor Program, who accepted accelerated advancement on or after 1 September 1974, and who did not complete advanced training may be eligible for a reduction in their 2-year extension of up to a year. The revision to the accelerated advancement program in August 1974 requires a 5-year obligation for personnel not in the NF/AEF/ATF Programs who accept accelerated advancement. Consistent with this revision, personnel in the NF/AEF/ATF Programs who accepted accelerated advancement on or after 1 September 1974 are obligated for 1 year of their 2-year extension as a result of this accelerated advancement. The remaining year of the 2-year extension is payback for the advanced training and if the advanced training is not completed, members may be eligible for a reduction in this 1-year extension. Members in the NF/AEF/ATF Programs who accepted accelerated advancement prior to 1 September 1974 are obligated for the full 2-year extension period regardless of the amount of advanced training received.

b. To facilitate the prompt and efficient processing of personnel attending service schools, CO s of service school commands are authorized to cancel Agreement to Extend Enlistment and/or active duty agreement for personnel disenrolled after commencing advanced training from NF/AEF/ATF under the following circumstances:

(1) Disenrollement has been approved by NAVPERSCOM when required.

(2) Member has executed an extension agreement for accelerated advancement, if received, and required payback computed under this article.

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8. **6-Year Obligor Program Advanced Training Phases**

a. Nuclear Field Program (NF): Enrollment in Nuclear Power School.

b. Advanced Electronics Field Program (AEF):

AT/AQ/AX	Enrollment in the AFTA course of the avionics training pipeline
CTM	Enrollment in a CTM “C” School
DS	Enrollment in a DS “C” School
ET	Enrollment in an ET “C” School
EW	Enrollment in an EW “C” School
FTG/FTM	Enrollment in an FT “C” School
Submarine FTG	Enrollment in an FTG(SS) “C” School
SWS Program ET/FTB/MT	Enrollment in an SWS “C” School
STG/STS	Enrollment in an ST “C” School

c. Advanced Technical Field Program (ATF): Phase II training is defined in MILPERSMAN 1510-030.

9. **Payback for 5-Year Obligor Program**

a. The following ratings are included in the 5-Year Obligor Program:

Air Controlman (AC)
Builder (BU)
Construction Electrician (CE)
Construction Mechanic (CM)
Dental Technician (DT)
Electronics Technician Submarines (ETS)
Engineering Aid (EA)
Equipment Operator (EO)
Journalist (JO)
Photographer (PH)
Steelworker (SW)
Utilitiesman (UT)

b. Obligated service requirements are set forth in NAVPERS 15909F, Chapter 7.

c. When NAVPERS 1070/621 or NAVPERS 1070/622 is executed for the purpose of obtaining the required obligated service for this program, the following entry will be made on that page as the reason for extension:

"Training (5-Year Obligor Program for rating under MILPERSMAN 1160-080), I understand this agreement becomes binding upon execution and may not be cancelled except as set forth in MILPERSMAN 1160-040."

d. A member will not be discontinued at the member's own request after enrollment in the basic training phase of the 5-Year Obligor Program.

e. If a member is disenrolled from the 5-Year Obligor Program for any reason prior to entry into the basic training phase, a request may be sent to NAVPERSCOM for cancellation of a NAVPERS 1070/621 or NAVPERS 1070/622. Personnel failing to complete the class "A" school may have their extension agreements renegotiated as set forth in Chapter 7 of NAVPERS 15909F. Personnel acquiring the requisite obligated service through enlistment or reenlistment are not eligible for renegotiation of their contract if disenrolled from the school for any reason.

f. Personnel enlisted under this program who are later eligible and desire to accept accelerated advancement to petty officer third class must agree to obligate for an additional year beyond that required for entry into this program.

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10. **Disenrollments**

a. CO's will make sure that prospective enrollees in the advanced training phases of the NF/AEF/ATF programs understand the additional service requirements incurred and the required payback, if disenrolled. In those cases in which payback is required, the member will be permitted, upon approval of NAVPERSCOM, to execute a new Agreement to Extend Enlistment for a period that will provide the payback required for the number of weeks of training received according to the table in this article. For those members who accepted accelerated advancement on or after 1 September 1974, this payback will be in addition to the 1-year extension incurred for accelerated advancement. The payback for instruction received (when combined with the 1-year extension for accelerated advancement, if appropriate)

cannot exceed the number of months of the original extension agreement.

b. If a member is disenrolled from the 5-Year Obligor Program for any reason prior to entry into the basic training phase, a request may be sent to NAVPERSCOM for cancellation of an Agreement to Extend Enlistment. A member failing to complete the Class "A" school will be permitted, upon approval of NAVPERSCOM to execute a new NAVPERS 1070/621, for a period that will provide the payback required for the number of weeks of training received according to the table in this article. Upon execution of such an extension, the previously executed extension agreement for the course of instruction will be cancelled. The payback for instruction received cannot exceed the number of months of the original extension agreement.

c. Personnel attending "A" or "C" schools who were required to incur additional obligated service in the form of either an Agreement to Extend Enlistment or an Extension of Active Duty Agreement to attend these schools under NAVPERS 15909F, Chapter 7, will have their required payback computed according to the table contained in Article 7.03 of NAVPERS 15909F, if disenrolled.

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11. **Definition of Instruction Received**

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

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

c. For repeat, held-over, or temporarily disenrolled students, it is the number of syllabus weeks actually completed in the course, exclusive of the number of weeks repeated, held over or temporarily disenrolled.

d. Partial weeks are not counted as weeks of instruction received.

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12. **Payback Computation Table**. For members in the NF/AEF/ATF Program disenrolled from advanced training, the months of service obligation to be incurred in return for cancellation of a previous extension executed for training (payback) is computed

in the table below. If the table shows a requirement to serve a greater number of months than the original extension or if the number of months from the table when combined with extension incurred as the result of accepting accelerated advancement (6-YO Programs only) is greater than the original extension, then the original extension remains in effect.

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		

13. **Administrative Procedures**. Upon receipt of approval from NAVPERSCOM, CO's or officers in charge will make sure that the new extension agreement is executed, the old extension agreement cancelled, NAVPERS 1070/621 and/or NAVPERS 1070/622 page submitted according to DFAS-CL (DJMS), and the following NAVPERS 1070/613 entry filed in the member's service record:

"My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1160-080. I understand that my active duty obligation has been set up as (EAOS date).

(Member's signature)

(Witnessing officer's signature)"

14. **Disenrollment**. Disenrollment from the NF, AEF, or other training programs after accepting an accelerated advancement to petty officer third class will not cancel the extension of enlistment or active duty agreement executed under BUPERSINST 1306.78 (NF) or this article except as provided in the EXEMPTION above.

MILPERSMAN 1160-090

SELECTIVE CONVERSION AND REENLISTMENT (SCORE) PROGRAM

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN COM FAX	882-3205 (901) 874-3205 882-2623

Governing Directives	OPNAVINST 1160.5C OPNAVINST 1160.6A OPNAVINST 5510.30A BUPERSINST 1430.16D NAVPERS 15909F, Enlisted Transfer Manual

1. **Background**

a. The Selective Conversion and Reenlistment (SCORE) program offers special career incentives to enlisted members who reenlist for conversion to ratings that are undermanned (in Career Reenlistment Objectives (CREO) 1) as listed in the most current CREO NAVADMIN. The program is reserved for personnel who exhibit sustained superior performance.

b. The program objective is conversion to undermanned ratings (e.g., CREO category “2” to “1” or “3” to “1”). Conversion to ratings within the same or better-manned CREO categories will not normally be authorized.

2. **Definitions**

a. A SCORE reenlistment is defined as the reenlistment of a member currently on active duty.

b. For personnel reenlisting after a 24-hour break in service, refer to MILPERSMAN 1133-060.

3. **SCORE Career Incentives**. Career incentives offered by SCORE are:

a. assignment to a Class “A” school, with rating conversion upon satisfactory completion of that school. Commander, Navy Personnel Command (NAVPERSCOM) (PERS-811) may waive the Class “A” school requirement if prior training or experience meets or exceeds Class “A” school skill level. (See “Procedure for Members Waived Through Class “A” School” below.)

b. assignment to an appropriate Class “C” school, Class “C” school package, or Advanced First Term Avionics (AFTA) training for the AT rating.

c. possible advancement to petty officer third class (paygrade E-4) or petty officer second class (paygrade E-5). (See “Automatic Advancement Through Advanced Training” below.)

d. entitlement to Selective Reenlistment Bonus (SRB) if otherwise eligible, per OPNAVINST 1160.6A. Payment of a reenlistment bonus under this article is not guaranteed.

4. **General Eligibility Requirements**

a. Members must be presently assigned in a rating listed in the most current CREO NAVADMIN in Category 2 or 3. Members who are qualified for and presently assigned to a CREO Category 1 rating, or assigned a Navy Enlisted Classification (NEC) code in the Critical Skills NEC’s listing, are not eligible for rating conversion under the SCORE program.

b. Candidates must be a petty officer first, second, or third class, or designated E-3 personnel. Personnel reenlisting under SCORE must comply with the high year tenure requirements of OPNAVINST 1160.5C.

c. Candidates must have demonstrated a potential for conversion through sustained superior performance in their present rating and be recommended by their commanding officer (CO) for reenlistment.

d. Members with nonjudicial punishment and/or record of conviction by court-martial or civil convictions (other than

minor traffic violations) on the current enlistment (or within 48 months preceding the date of the application) are not eligible for the program.

e. Candidates must not have derived any previous benefits from the Selective Training and Reenlistment (STAR), SCORE, or Prior Service (PRISE) III programs, and have completed the obligated service requirements for other programs (e.g., Advanced Electronics Field (AEF), Advanced Technical Field (ATF), Nuclear Field (NF), or other reenlistment/enlistment incentives).

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5. **Physical Eligibility Requirements**

a. Candidates must be fit for full duty and meet the minimum physical and mental requirements for entrance into the appropriate Class “A” and “C” schools. Members must ensure compliance with physical readiness standards.

b. Armed Services Vocational Aptitude Battery (ASVAB) test scores criteria for each school is prescribed in NAVPERS 15909F, Chapter 7. When fully supported by the CO’s endorsement, a waiver of the minimum test score criteria may be considered on case-by-case basis by rating detailers and enlisted community managers.

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6. **Service Record Eligibility Requirements**

a. Candidates must be within 1 year of Expiration of Active Obligated Service (EAOS), as extended. If a member is presently serving on an enlistment for which Selective Reenlistment Bonus (SRB) was received, the member must be within 9 months of EAOS prior to requesting the SCORE program.

b. Training and Administration of the Reserves (TAR) personnel shall begin processing applications within 120 days prior to the date of expiration of active service.

c. For those requesting initial entry into the Special Warfare Community, the requirement to be within 1 year of EAOS is waived.

d. Members must meet minimum activity tour and DOD tour completion within 1 year as defined in NAVPERS 15909F, prior to submitting request.

e. Candidates must have at least 21 months continuous active naval service, but not more than 12 years total active military service, and have served a minimum of 24 months in their present rating.

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7. **Request Procedure**

a. Members desiring conversion under the SCORE program shall submit a NAVPERS 1306/7, Enlisted Personnel Action Request.

b. The individual may list 1 to 3 rating choices on the request. Manning conditions and the applicant's overall record may preclude approval of the primary choice. If the primary choice is conversion to one of the ratings requiring a security clearance, alternative ratings should be included, since the applicant may not be eligible because of security considerations. As a minimum, applicants desiring to SCORE to one of the ratings requiring a security clearance should be U.S. citizens and have excellent military/civilian records. Applicants requesting conversion to a rating annotated in most current CREO NAVADMIN as having "A" school capacity constraints must list alternate choices.

c. CO's endorsement on the request should include

(1) recommendations concerning the applicant's preparation for conversion as evidenced by

(a) training undertaken, correspondence courses, and schools completed;

(b) quality of overall performance since the last formal evaluation; and

(c) demonstrated aptitude for the desired rating.

(2) a statement that supporting documents have been forwarded to NAVPERSCOM (PERS-811) (i.e., Cryptologic Technician (CT) requires SF-86, Questionnaire for Non-Sensitive, Public Trust, and National Security Positions (per OPNAVINST 5510.30A),

Special Security Officer (SSO) interview, and last three evaluations; HM requires copies of all evaluations, a drug statement, and a medical officer's endorsement).

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8. **Request Procedure Involving SBI**

a. For applicants requesting ratings requiring a Special Background Investigation (SBI) for a security clearance (i.e., Intelligence Specialist (IS), CT) submit a certified copy of SF-86 (per OPNAVINST 5510.30A), Special Security Officer (SSO) interview, and certified copies of the last three evaluations.

b. Indicate in CO's remarks block of request that paperwork has been forwarded separately.

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9. **Procedure for Enlistment Extension Following Approval**

a. Upon NAVPERSCOM approval of the SCORE application, the member must agree to extend enlistment to have sufficient obligated service for completion of Class "A" school. Those attending Cryptological Technician Interpreter (CTI) training will not be required to reenlist until completion of Phase II training. Assignment to Class "A" school will be issued by NAVPERSCOM (PERS-4010S).

b. Upon completion of Class "A" school and conversion to new rating, the member must immediately reenlist for 4, 5, or 6-years, as required. The duration of required reenlistment is contingent on requirements of MILPERSMAN 1160-080 (5-year obligation) and MILPERSMAN 1510-030 (6-year obligation) (AEF/ATF/NF).

c. Reenlistment in a rating not requiring 5 or 6-years obligated service (OBLISERV) must be for a minimum of 4 years. For example: Machinist Mate (MM) (NUC) rating requires a 6-year reenlistment, Builder (BU) a 5-year reenlistment, and Mess Management Specialist (MS) a 4-year reenlistment. The following NAVPERS 1070/613, Administrative Remarks entry shall be executed:

"I certify that I have read and understand the provisions of MILPERSMAN 1160-090 (SCORE program). Upon completion of Class "A" school and conversion to the (fill in) rating, I will immediately reenlist for 4, 5, or 6-years (as applicable) per

MILPERSMAN 1160-090 and will be entitled to the benefits authorized therein. I further understand that I will not be eligible to reenlist for SRB until I have successfully graduated from my Class "A" school if the rating is SRB eligible; and that I will be eligible for the SRB award level in effect, if any, on the date of my SCORE authorization or the date of reenlistment, whichever is higher only if not passing through zones, if otherwise eligible per current SRB directives. The zone shall be determined by the actual reenlistment date."

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10. **Procedure for Members Waived Through Class "A" School**. Upon NAVPERSCOM approval of the SCORE application, members for whom Class "A" school has been waived shall be converted and immediately reenlisted for 4, 5, or 6-years (as applicable) within 30 days of receipt of SCORE authorization and shall execute the following NAVPERS 1070/613 entry:

"Converted from (fill in) to (fill in) under MILPERSMAN 1160-090 (SCORE program) and entitled to benefits therein. I certify that I have read and understand the provisions of MILPERSMAN 1160-090 (SCORE program)."

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11. **Administrative Procedures Following Approval**

a. Upon NAVPERSCOM approval of the SCORE application, the following actions shall be taken:

(1) Unserved portions of active obligated service on the present enlistment or extensions of enlistment (including extensions executed to complete conversion) may be deducted from SRB computation upon reenlistment per OPNAVINST 1160.6A. If member must extend, but it will exceed the 48 months extension limit, or if on an expired EAOS, member will be required to reenlist for 2 years to meet OBLISERV to graduation date. Upon graduation, member will then be required to reenlist 4, 5, or 6 years as required.

(2) To avoid excess leave situations, transferring activities are required to verify leave balance prior to transfer (MILPERSMAN 1050-060).

b. Members approved for SCORE conversion must obtain NAVPERSCOM (PERS-811 approval for continuation in program if there is any decline in performance, nonjudicial punishment

(NJP), court-martial action, or adverse involvement with civilian authority. The CO's recommendation is required before a SCORE continuation will be made by NAVPERSCOM (PERS-811.

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12. **Advanced Training**

a. Specific advanced training is not guaranteed under SCORE. Member must submit a NAVPERS 1306/7 to NAVPERSCOM (responsible detailer) requesting desired advanced training. NAVPERS 1306/7 must reference this article and include name, rate, SSN, EAOS, training requested, number of months on-the-job training (OJT), and the CO's recommendation with regard to performance and potential for completing advanced training.

b. No paygrade waivers will be granted for those Class "C" schools, Class "C" school packages, or Advanced Avionics Integrated Weapons System Maintenance Technician (AVIC-7) training which require personnel to be in paygrade E-5 prior to starting class.

c. If the requested advanced training has been disestablished, assignment to an equivalent training (if available) will be determined by NAVPERSCOM.

d. Orders to advanced training will normally be issued at PRD provided

(1) the minimum activity tour, as defined in NAVPERS 15909F, is completed

(2) performance during on-the-job training has been satisfactory

(3) member is a petty officer third class or above

(4) member is recommended by the commanding officer to attend advanced training.

e. Members reenlisting under SCORE, who desire/require Class "C" school training, must either submit their "C" school requests with their SCORE application package or, at a minimum, within the first 24 months of the enlistment period or prior to executing orders to an overseas DOD area tour. If "C" school applications are submitted after these time frames, members will be required to incur additional obligated service upon

graduation, commensurate with the training received. The following NAVPERS 1070/613 entry must be executed prior to attending Class "C" school:

"I understand that if any requested school has been disestablished, assignment to another school as determined by NAVPERSCOM is guaranteed."

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13. **Automatic Advancement Through Advanced Training.** Advanced training that provides automatic advancement is not guaranteed. Assignment to advanced training is based solely on the needs of the Navy. The regulations governing automatic advancement of SCORE selectees are as follows:

a. Members may be automatically advanced only once under the program. Members may not be automatically advanced to E-5 based on completion of the same "C" school for which they received automatic advancement to E-4.

b. Members who have previously been reduced in rate as a result of disciplinary action are not eligible for automatic advancement through this program.

c. Designated E-3 members may be advanced to petty officer third class, if eligible per BUPERSINST 1430.16D, upon successful completion of a Class "A" school, provided they were ordered to training in a valid AEF/ATF "A" school quota (specified on transfer orders). See MILPERSMAN 1510-030 and 1430-010.

d. Eligibility for advancement will be based on the SCORE approval date or the graduation date of specific advanced training. On the date of SCORE approval or graduation, the training must be listed in the current Career Schools Listing (CSL) (latest NAVADMIN). Members may be advanced to petty officer second class (paygrade E-5), if eligible per BUPERSINST 1430.16D, upon completion of Class "C" school, "C" school package, when they have served 1-year service as E-4. Members eligible for advancement in all respects except having served 1 year in paygrade shall have the following NAVPERS 1070/613 entry executed:

"When eligible in all respects, (name) maybe advanced to (rate) on (date). AUTO: MILPERSMAN 1160-090."

e. COs are authorized to advance members having the above entry in their service records on the date indicated. Appropriate service record entries shall be made at the time of advancement.

f. The effective date of advancement shall be the date advancement is effected by the CO. Members automatically advanced under SCORE between 1 January and 30 June shall have a time-in-rate (TIR) date of 1 January; and between 1 July and 31 December shall have a TIR date of 1 July.

g. Retroactive advancements are not authorized.

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14. **Navy-wide Examinations**

a. Petty officers first class will not be eligible for further advancement except by Navy-wide competitive examination in the new rating after conversion is completed. In this regard, petty officers first class receiving official notification of advancement must voluntarily disenroll from the SCORE program or decline advancement.

b. Personnel under instruction in a Class “A” school intended to prepare them for rating change are prohibited from participating in a Navy-wide examination for change in rating or advancement. All personnel ordered to Class “A” school for rating conversion may participate in the advancement program for their present rating, if otherwise qualified, until the class convening date. An authorized advancement based on a Navy-wide advancement examination successfully completed prior to school convening date may be effected.

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15. **Cancellation or Disenrollment from SCORE**

a. Should the SCORE selectee fail to maintain program eligibility or no longer desire the SCORE program, the CO shall immediately request, from NAVPERSCOM (PERS-811/812), cancellation of the SCORE program authorization and Class “A” school orders (if applicable).

b. If a SCORE selectee is disenrolled from the “training” for any reason, the CO shall immediately advise NAVPERSCOM (PERS-811/812) via message. A careerist disenrolled voluntarily or by reason of academic failure or misconduct shall execute an

extension corresponding to the actual period spent under instruction as outlined in NAVPERS 15909F, Chapter 7.03. Upon disenrollment, the careerist shall execute the following NAVPERS 1070/613 entry:

"I hereby acknowledge (voluntary/involuntary) disenrollment (by reason of misconduct/academic failure) from the SCORE program. I understand that I am no longer eligible for any SCORE program benefits. I further understand that I am not eligible for reduction of obligated service incurred and that I am required to obligate myself for that portion of Class "A" school training actually received and that failure to incur obligated service will result in the assignment of an RE-4 reenlistment code."

MILPERSMAN 1160-100

SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN COM FAX	882-3215 (901) 874-3215 882-2623

Governing Directives	NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN) OPNAVINST 1160.5 NAVEDTRA 10500, Navy Formal Schools Catalog (CANTRAC) BUPERSINST 1430.16D

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 to petty officer second class 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 petty officer third class 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 petty officer second or third class on a first enlistment or designated E-3, and be eligible in all respects for reenlistment per OPNAVINST 1160.5. E-4 personnel, for whom the required reenlistment obligation will continue them past high year tenure, must execute a NAVPERS 1070/613, Administrative Remarks, per OPNAVINST 1160.5. Non-AEF E-3 personnel at time of STAR reenlistment will not be eligible for automatic advancement benefits of the 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) (PERS-811). The duration of required reenlistment is contingent on the requirements of MILPERSMAN 1160-080 (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, Machinist Mate (MM) rating requires a 6-year reenlistment, Builder (BU) rating a 5-year reenlistment, and Mess Specialist (MS) rating a 4-year reenlistment.

(4) meet the minimum test score requirements for entrance into the proper Class "A" or "C" school prescribed in NAVEDTRA 10500 or NAVPERS 15909F. When fully documented by the CO, a waiver of minimum test scores may be requested from NAVPERSCOM (PERS-811).

(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 grade average of not less than 2.5 with no grade below 2.0 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 21 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 the NAVPERS 1070/613 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."

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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."

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4. **Guidelines for Submitting Applications**

a. STAR program applications will be sent to NAVPERSCOM (PERS-811). 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-811). "CO STAR" is no longer authorized.

5. **Administrative Procedures Following Approval**. Members approved for STAR reenlistment must obtain NAVPERSCOM (PERS-811) 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-811).

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 may 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 the

NAVPERS 1070/601, 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."

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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 NAVEDTRA 10500. 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, 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 (NAVPERS 15909F, chapter 7, payback table) 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. Petty officers third and second class 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 petty officers second and third class 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 pay grade E-3 who have been approved for reenlistment under STAR and who will be advanced to petty officer third class 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 petty officer third class. Class “C” school entrance time in pay grade requirements may be waived for petty officers third class who request reenlistment under the STAR program.

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8. **Automatic Advancement**

a. Automatic advancement to E-5 may only be authorized when the eligibility requirements contained in BUPERSINST 1430.16D 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 petty officer third class may be advanced to petty officer second class by the CO of the Service School Command, provided otherwise eligible. Personnel must be eligible for advancement according to BUPERSINST 1430.16D, 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 petty officer third class who holds a valid Nuclear Power 33XX NEC, or a petty officer third class who has completed a Class “C” school or Class “C” school package that is listed in the current CSL, may be advanced to petty officer second class, if eligible for advancement under BUPERSINST 1430.16D and having completed 1 year in paygrade E-4.

e. A petty officer third class previously advanced to petty officer second class or designated E-5, but subsequently reduced in rate as a result of disciplinary action, is not eligible for automatic advancement to petty officer second class or petty officer third class, 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 and MILPERSMAN article) in effect on STAR reenlistment date.

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9. **TIR Waivers**

a. To reduce the number of requests for time-in-rate (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.

b. 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	CNO (N132)	Phone: DSN COM FAX	227-3800 (703) 697-3800 225-9937

Governing Directive	BUPERSINST 1610.10

1. **Purpose**

a. The High Year Tenure Program

(1) provides a personnel management program to control rating manning, reduce advancement stagnation, and to meet end strength requirements;

(2) establishes standardized and High Year Tenure (HYT) by pay grade; and

(3) establishes procedures by which personnel may request consideration for retention on active duty beyond established professional growth criteria.

b. This applies to members of the United States Navy (USN), United States Naval Reserve (Training and Administration of Reserves) (USNR(TAR)), and United States Naval Reserve (USNR) personnel serving on active duty or extended active duty (2 years minimum for USNR); however, this does not apply to the Sea and Air Mariners (SAM) program personnel who are performing initial active duty for training or personnel assigned to Canvasser Recruiter (CANREC) program.

2. **Definitions**

a. **Active Military Service**: All active duty in the Army, Navy, Air Force, Marine Corps and Coast Guard or any component.

b. **Active Naval Service**: All active duty in the Navy.

3. **Maximum Years of Active Service**. Mandated maximum years by paygrade are as follows:

Grade	Years	Remarks
E1-E2	6	Cannot reenlist unless involved in special program (2 years) and approval is granted through ENCORE.
E3	8	Must (PNA) E4 exam and be approved through ENCORE.
E4	10	
E5/6	20	
E7	24	
E8	26	
E9	30	

4. **Special Considerations**

a. Commanding officers may authorize HYT waivers for up to 4 months for paygrades E3 through E5. Members must have over 6 years active duty and have already taken advancement exams. Waivers are authorized to await examination results only for determination of eligibility to reenlist or to extend for terms of prospective vice current rate. MILPERSMAN 1160-040 provides guidance on extending EAOS.

b. Personnel authorized HYT waiver forfeit twilight tour eligibility (this applies to E9 personnel only).

c. E-3 and E-4 applicants approved for rating conversion into critically manned ratings, via appropriate class “A” and/or “C” schools, may be authorized HYT waiver under certain conditions.

(1) First, the applicant must be approved for conversion into rating(s) specified in the current Rating Entry for General Apprentices (REGA) and Career Reenlistment Objective (CREO) NAVADMIN. Amplifying guidance is generally contained in the “notes” section of this NAVADMIN.

(2) Secondly, the HYT approval will normally be authorized for up to 2 years beyond current limitations. Enlisted Transfer Manual Chapter 7 refers. Upon approval of rating conversion, Navy Personnel Command (NAVPERSCOM) (PERS-4010S) will direct NAVPERSCOM (PERS-814) to effect the appropriate HYT waiver.

d. Personnel reduced in rate (RIR) may complete an enlistment properly entered into prior to reduction. Subsequent

reenlistments or extension will require RIR personnel to meet professional growth criteria.

e. Regular 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 less than 20 years of service may not be separated or denied reenlistment under the provisions of this article.

5. **Procedures**. Personnel should apply by NAVPERS 1306/7, Personnel Action Request via appropriate chain of command to NAVPERSCOM (PERS-814) in the case of Regular Navy, and NAVPERSCOM (PERS-913) for TAR personnel.

6. **Reenlistment Eligibility Classifications**. Members assigned a reenlistment eligibility classification RE-4 shall be informed of the reasons and appropriate service record entries made per MILPERSMAN 1910-802.