



PLAIN TALK FOR SAILORS

Reenlistment Process – Start to Finish

For centuries service men and women have answered the call of duty in national defense. Nothing so solemnly affirms one's commitment to that duty better than the enlistment oath of office. Raising one's right hand, swearing/affirming personal devotion to defending the Constitution of the United States, pledging faith and allegiance to that same document, taking on this incredible burden by sacrificing one's livelihood and potentially one's life freely, without mental reservation or purpose of evasion, and promising to perform one's duties to the best of one's abilities with one's moral conscience as a guide while under the watchful eye of the deity, means much more than just signing a job employment application. During a reenlistment ceremony, the reenlisting Sailor makes a personal commitment in a public forum to wear the cloth of the nation with honor, courage, and commitment. Reenlistment is a significant event in the career of an enlisted member. As such, it should be accorded a meaningful ceremony to recognize the member's high-quality performance, as indicated by the recommendation for reenlistment. Therefore, reenlistment ceremonies are to be conducted in a dignified manner that appropriately reflects the importance of the oath that the Sailor is taking. This includes the participant wearing the proper uniform and conducting themselves in an appropriate manner.

– MILPERSMAN 1160-020 (Reenlistment Ceremony)

Actions Required to Determine Reenlistment Eligibility

- Request a Career Development Board to discuss career options with your Command Career Counselor (CCC) and chain of command.
 - Determine whether you meet the policy and eligibility requirements of MILPERSMAN 1160-030.
 - Determine whether you are recommended for retention on your Evaluation Report and Counseling Record per BUPERSINST 1610.10C.
 - Determine whether you have any Physical Fitness Assessment (PFA) failures. Per OPNAVINST 6110.1 (series), Physical Readiness Program, "Members who have three or more PFA failures in the most recent 4-year period shall not be reenlisted."
- Complete a periodic health assessment with your Medical Department to determine suitability for continued service (IAW MILPERSMAN 1160-030).
- Determine whether you need a High Year Tenure (HYT) waiver.
 - You must receive HYT waiver approval from Navy Personnel Command (NPC) PERS-823 prior to reenlisting.
- Determine whether you are eligible for a Selected Reenlistment Bonus (SRB). If so, you must be pre-certified and are required to submit your SRB request a minimum of 35 days to a maximum of 120 days prior to reenlistment date.
- Determine whether you are eligible for a reenlistment incentive program. Options may include:
 - STAR (Selective Training and Reenlistment) Program
 - GUARD (Guaranteed Assignment Retention Detailing) 2000 Program
 - Assignment to School (request must be submitted 4-6 months prior to reenlistment date)

IMPORTANT: Pages from the Electronic Service Record (ESR) are printed and submitted to the Official Military Personnel File (OMPF) following every reenlistment. Six to eight months prior to reenlistment, review your ESR for accuracy and completeness. Work with your Personnel Office, Command PASS Coordinator (CPC), or servicing Personnel Support Detachment (PSD) to make all necessary corrections.

Actions Required for rated E3-E6 with less than 14 years at SEAOS

- All rated E3-E6 Sailors with less than 14 years of service at their Soft Expiration of

Active Obligated Service (SEAOS) date are required to use the Career Waypoint (C-WAY) Reenlistment module (formerly Fleet RIDE-PTS) to submit and receive a quota to reenlist in rating, convert to a new rating, or change components between the Active Component and Reserve Full Time Support.

- Verify you have an approved C-WAY Reenlistment quota and the quota's expiration month.
- If you have questions regarding your reenlistment quota status, coordinated with your CCC to discuss with your Enlisted Community Manager (ECM).

Special Circumstances:

- C-WAY will generate Spec Circ PRD applications for Sailors who require C-WAY Reenlistment approval to negotiate orders (e.g., for Sailors with less than 24 months left on their contract at their PRD).
- Manual Special Circumstance applications can be submitted for the following:
 - If you need additional obligated service for follow-on orders if your current command is being decommissioned or going through a homeport change
 - If you are applying for the Selected Training and Reenlistment (STAR) program
 - In order to reenlist at your EAOS for Selective Reenlistment Bonus (SRB)
 - If you are in a nuclear trained rating and need to reenlist for incentive pay
 - For other instances in which additional obligated service is require outside established C-WAY application windows

NOTE for CCC: When submitting a SPEC CIR APP, if you select "Other" for the program or type of duty, you should provide a detailed note supporting why you are doing so. Otherwise, the Sailors runs the risk of having the SPEC CIR APP "Canceled" by the C-Way Help Desk.

IMPORTANT: Reenlisting without C-WAY approval will cause administrative issues for you, including invalidation of your advancement exam.

Actions Required when Submitting a Reenlistment Request

- Determine whether you intend to sell back leave.
 - You may sell back no more than 60 days of accrued leave during your career.
- Consult with your CCC about eligibility to Transfer Education Benefits (TEB) under the 9/11 GI Bill (per NAVADMIN 203/09).
- Determine where you want the ceremony to be held.
 - Find suggestions for reenlistment ceremony locations on the NPC website. Click [HERE](#) or go to <http://www.public.navy.mil/BUPERS-NPC/CAREER/CAREERCOUNSELING/Pages/Reenlistments.aspx>.
- Determine who you wish to administer your oath of enlistment.
 - Per MILPERSMAN 1160-020, "The President, the Vice-President, the Secretary of Defense, any commissioned officer, and any other person designated under regulations prescribed by the Secretary of Defense may administer the reenlistment oath."
- Factor in how long it takes to route request chits through your chain of command.
 - Submit your chit early and track carefully to ensure you can address questions or issues that may delay approval.
- Prior to the ceremony, request that your CCC review the ceremony process with you so you know what to expect.
 - Rehearse the Oath of Enlistment with your Reenlistment Officer.
 - Be certain to inform your CCC of special certificates you wish to have signed by the commanding officer and presented to family and/or friends.

Actions Required on the Day of Reenlistment

- Ensure family and/or friends arrive at least 15 minutes prior to start time.
 - If the reenlistment ceremony is held away from your command, ensure all participants have good directions and a point of contact (other than yourself) who can provide assistance, if necessary.
 - Ensure you and your Reenlistment Officer wear appropriate military attire (per MILPERSMAN 1160-020).

- ❑ Sign your Reenlistment Contract (NAVPERS 1070/601).
 - **IMPORTANT!** Review your contract for accuracy before signing! When signed, it is a valid contract. Once submitted to your Official Record, errors that effect pay and allowances cannot be corrected without approval from the Board of Correction for Naval Records (BCNR). Some of the things you should pay particular attention to are your Home of Record, the component you are reenlisting in (Navy or Navy Reserve), the number of years you are reenlisting for, and the effective date of your reenlistment.
 - Obtain copies of all signed documents and store in a secure space.
- ❑ Sign appropriate Page 13s (NAVPERS 1070/613) per MILPERSMAN 1160-031 and NAVADMIN 110/06.


Actions Required After Reenlistment

- ❑ Ensure your CCC submits the signed reenlistment contract and Page 13s to the Personnel Office or servicing Personnel Support Detachment (PSD) within two working days.
- ❑ Obtain new ID card for yourself and your dependents.
 - Make appointment to obtain your new ID online. Click [HERE](#) or go to <https://rapids-appointments.dmdc.osd.mil/default.aspx>.
- ❑ If eligible for an SRB, allow 2-3 weeks for payment.
- ❑ Verify your Personnel Office or servicing PSD has properly “closed out” your Electronic Service Record (ESR) and updated your Official Military Personnel File (OMPF). Thirty days after you reenlist, if you do not see the following documents in your OMPF, contact your Personnel Office or servicing PSD:
 - ESR “Honors and Awards” (submitted to OMPF as form NAVPERS 1070/880)
 - ESR “Training Summary” (submitted to OMPF as form NAVPERS 1070/881)
 - ESR “Member Data Summary” (submitted to OMPF as form NAVPERS 1070/886)
 - ESR “History of Assignment” (submitted to OMPF as form NAVPERS 1070/605)
 - Reenlistment Contract (NAVPERS 1070/601)
 - Permanent Administrative Remarks (NAVPERS 1070/613) (Permanent Page 13s only; see MILPERSMAN 1070-320)

Supporting resources:

1. See MILPERSMAN article 1160-030, Para 19, for proper close-out of the ESR.
2. Download *How to Review Your OMPF and ESR* and *Personnel Records Review* from the NPC’s Career Toolbox page. Click [HERE](#) or go to <http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/default2.aspx>.

Quick steps to verify OMPF is updated following your reenlistment

- Using CAC and CAC-enabled computer with Internet access, log into BUPERS Online (BOL) at <https://www.bol.navy.mil>. When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
- On the BOL Applications Menu page, scroll down and click **Official Military Personnel File (OMPF) - My Record**. Follow the prompts to view your OMPF documents.
- Documents filed in OMPF are grouped in categories based on type of information in the document. Each category is assigned a unique “Field Code.” Enter the Field Codes identified below, click the “Filter” button () , and select the word “Contains.”
- Verify the following documents were printed from ESR and submitted to OMPF properly. Except for your contract, all documents should reflect a date ON or immediately AFTER your reenlistment date.
 - Field Code 30: Reenlistment Contract (NAVPERS 1070/601)
 - Field Code 31: History of Assignments (NAVPERS 1070/605)
 - Field Code 32: Administrative Remarks (NAVPERS 1070/613)
 - Field Code 36: Member Data Summary (NAVPERS 1070/886)
 - Field Code 36: Training, Education and Qualifications History (NAVPERS 1070/881)
 - Field Code 37: Awards History (NAVPERS 1070/880).

Information and Resources available online

View OPNAV Instructions online. Click [HERE](#) or go to <http://doni.daps.dla.mil/default.aspx>.

- OPNAVINST 1000.23C, Pay/Personnel Administrative Support System (PASS) Management Manual (PASSMAN)
- OPNAVINST 1160.8A, Selective Reenlistment Bonus (SRB) Program

View MILPERSMAN articles and NAVADMIN messages online. Click [HERE](#) or go to <http://www.public.navy.mil/BUPERS-NPC/REFERENCE/Pages/default.aspx>.

- MILPERSMAN 1160-010, Age Limitation of Enlisted Personnel for Continuation on Active Duty
- MILPERSMAN 1160-020, Reenlistment Ceremony
- MILPERSMAN 1160-030, Certain Enlistments and Reenlistments under Continuous Service Conditions
- MILPERSMAN 1160-031, Required Counseling upon Enlistment or Reenlistment
- MILPERSMAN 1160-100, Selective Training and Reenlistment (STAR)
- MILPERSMAN 1160-120, High Year Tenure (HYT)
- MILPERSMAN 1306-1000, Reenlistment Incentives
- MILPERSMAN 1306-1002, Guaranteed Assignment Retention Detailing (GUARD 2000) Program
- MILPERSMAN 1306-1004, Guaranteed Assignment Retention Detailing (GUARD 2000) Program for Nuclear-Trained Personnel
- MILPERSMAN 1306-1006, Assignment to School as a Reenlistment Incentive
- MILPERSMAN 7220-340, Lump-Sum Payment for Accrued Leave
- NAVADMIN 149/13, Career Navigator Program Announcement, Part I
- NAVADMIN 150/13, Career Navigator Program Announcement, Part II
- NAVADMIN 021/13 PRD Application Window
- NAVADMIN (Current Version), Selective Reenlistment Bonus Program

View information on Navy Personnel Command (NPC) webpages.

- NPC > Career Info > Career Counseling > [Reenlistments](#)
- NPC > Career Info > Career Counseling > [Career Waypoints \(C-WAY\)](#)
- NPC > Career Info > Career Counseling > [Sea Special Programs](#)
- NPC > Career Info > Career Counseling > [Shore Special Programs](#)
- NPC > Career Info > Enlisted Career Admin > [Reenlistment/Extensions](#)
- NPC > Career Info > Enlisted Career Admin > [SRB SDAP Enl Bonus](#)
- NPC > Career Info > Enlisted Career Admin > [Records Management](#)
 - see [Electronic Service Record \(ESR\)](#)
 - see [OMPF - My Record](#)
 - see [Military Personnel Records](#)
 - see [Enlisted Record Update](#)
 - see [Document Correction](#)
 - see [Decorations and Medals \(Awards\)](#)
- NPC > Career Info > Pay and Benefits > [AIP](#) (Assignment Incentive Pay)
- NPC > Career Info > [Career Toolbox](#)
- NPC > Enlisted > [Community Managers](#)
- NPC > Support & Services > [Navy Physical Readiness](#)