

MILPERSMAN 1160-120

HIGH YEAR TENURE

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References	(a) OPNAVINST 1160.7B
	(b) SECNAVINST 1900.7G

1. Purpose

a. The High Year Tenure (HYT) Program

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

(2) establishes standardized HYT limits by paygrade; and

(3) establishes procedures by which personnel may request consideration for retention on active duty beyond established HYT limits.

b. This article applies to members of the United States Navy (USN), United States Navy Reserve (USNR) (Full Time Support) (FTS), and USNR personnel serving on active duty for a minimum of two consecutive years. HYT policy for personnel in the Canvasser Recruiter (CANREC) program, Selected Reserve (SELRES), or mobilized reservists is contained in reference (a).

c. Unless HYT waiver approval is authorized by Navy Personnel Command (NAVPERSCOM), personnel may only reenlist or extend up to the HYT limit for their current paygrade. Personnel who have been selected for advancement to the next higher paygrade may reenlist or extend up to the HYT limit of their prospective paygrade.

2. Definitions

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

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

3. **Maximum Years of Active Service.** Current mandated HYT limits by paygrade are outlined in the table below. Future modifications to HYT limits may be announced via NAVADMIN prior to revisions to this article. Personnel must also meet professional growth criteria outlined in MILPERSMAN 1160-030. Use the following guidelines when computing active service:

a. HYT limits for active duty personnel are computed using Active Duty Service Date (ADSD), not Pay Entry Base Date (PEBD).

b. Use only total active Navy service to compute HYT limits for paygrades E-1 through E-4 Sailors.

c. All active military service is used to compute HYT limits for E-5 through E-9 Sailors.

d. Active duty Sailors who have previous SELRES service must also calculate periods of Annual Training (AT), Active Duty Training (ADT), Active Duty for Special Work (ADSW), One Year Recall (OYR), Presidential Recall, and periods of Mobilization into their active military service. Drill periods are not considered active duty.

Grade	Years	Remarks
E1-E2	6	May not reenlist unless approval is granted via Perform to Serve (PTS) (if applicable) or NAVPERSCOM, Career Progression Division (PERS-48).
E-3	6 (8)	Authorized to remain on active duty up to 8 years if Sailor has Passed-Not Advanced (PNA) an E-4 exam and approval is granted via PTS (if applicable). See paragraph 7e of this article for procedures to request corrected HYT date.
E-4	8	
E-5	14 (20)	E-5 HYT limit is modified to 14 years for Sailors with less than 10 years of total active military service as of 1 July 2005 (those Sailors whose ADSD is on or after 1 July 1995). E-5 Sailors with 10 or more years of total active military service as of 1 July 2005 retain their HYT limit of 20 years (those Sailors whose ADSD is on or before 30 June 1995).
E-6	20	
E-7	24	
E-8	26	
E-9	30	

4. **HYT Waivers.** Requests to continue on active duty beyond established HYT limits will be considered on a case basis but

will only be granted in support of urgent, immediate operational requirements in a deployed or soon-to-deploy unit (with the exception of waivers outlined below). Commands and Sailors shall discuss individual waiver requests with the appropriate rating detailer and enlisted community manager prior to submitting the request.

a. Waivers for Obligated Service (OBLISERV)

(1) Waivers for OBLISERV apply only to service requirements incurred as a result of formal training. OBLISERV for permanent change of station (PCS) orders, in general, does not constitute a reason to exceed HYT limits. These waiver requests will be considered on a case basis via normal waiver request procedures. OBLISERV stated on PCS orders does not override HYT limits unless a HYT waiver request has been approved prior to PCS execution.

(2) E-3 and E-4 personnel approved for rating conversion (under PTS or the normal conversion process), via appropriate class "A" and/or "C" Schools, will be granted a HYT waiver to coincide with expiration of the training OBLISERV requirement. For example, an E-4 approaching HYT limit and authorized conversion via an "A" School of 13-14 weeks in duration must complete 24 months of OBLISERV (see MILPERSMAN 1306-604 for Service School obligation requirements); therefore, the HYT date will be revised to reflect 24 months following completion of formal training. Commands must liaison with NAVPERSCOM, Enlisted Retirement Section (PERS-4823) to ensure the revised HYT date is accurately reflected in the Enlisted Master File.

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

(4) E-4 personnel approved for the Selective Training and Reenlistment (STAR) program are authorized to exceed HYT limits as they will be advanced to E-5 and will incur a 4- to 6-year OBLISERV requirement upon successful completion of required school.

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

b. Personnel who desire to maximize Selective Reenlistment Bonus (SRB) Zones A, B, or C entitlement with a HYT waiver must submit an HYT waiver request prior to submitting their SRB precert request. These requests will be considered on a case basis.

c. All of the HYT waivers mentioned above must have prior approval from NAVPERSCOM (PERS-4823) prior to executing a reenlistment/extension.

d. HYT waiver requests which are of a strictly "personal convenience nature" will not be approved and should not be submitted. Examples of such waiver requests include (but are not limited to):

(1) E-6 and above personnel desiring to participate in or await advancement exam or selection board results.

(2) To commence or continue medical treatment that is on an outpatient basis (see paragraph 7b of this article for authorized exceptions).

(3) To allow member to continue or complete additional off-duty education courses while still on active duty.

(4) To permit member to have a more personally advantageous date for retirement or separation (i.e., member desires to retire in summer months).

(5) To increase member's anticipated financial entitlements (i.e., Involuntary Separation Pay or Fleet Reserve Retainer check) based on length of military service.

(6) To meet minimum eligibility requirements or to await additional quotas for automatic advancement under any current or future Navy automatic advancement program such as Command Advancement Program (CAP), Recruiting Excellence Advancement Program (REAP), etc.

5. HYT and Advancement

a. Candidates for advancement who will be over the established HYT date for their present paygrade on the first day of the advancement cycle (see table below) are ineligible for advancement consideration. These members are not permitted to participate in an advancement examination and will not be

considered by a selection board unless they have already received an approved HYT waiver from NAVPERSCOM (PERS-4823) to remain on active duty beyond that date.

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

b. **Waivers to Await Examination Results.** Commanding officers (COs) may authorize HYT waivers for up to 4 months for E-3 and E-4 personnel (competing for advancement to E-4 or E-5 respectively) who are awaiting examination results, provided all of the following criteria are met:

(1) The member must have already participated in the current advancement examination. Members may not be extended in order to take an exam that occurs after their current HYT date.

(2) Waivers are authorized to await examination results **only** for determination of eligibility to reenlist or to extend for terms of prospective vice current rate. Waivers are not authorized for members who do not intend to reenlist or extend. MILPERSMAN 1160-040 provides guidance on extending expiration of active obligated service (EAOS).

(3) Extensions to await examination or selection board results for E-5 through E-8 personnel are **not** authorized and no waiver will be granted.

(4) If member is extended to await exam results, commands shall ensure that member continues to complete all pre-separation requirements, to include physical exam. Additional extension requests will not be approved to complete separation requirements if member is subsequently not selected from the advancement exam.

6. Procedures for Requesting HYT Waivers

a. Requests for HYT waivers shall normally be submitted using NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request and should arrive at NAVPERSCOM (PERS-4823) no later than 1 year prior to established HYT date. In a time critical situation, commands may send a naval message. Submit HYT

waiver requests for FTS personnel to NAVPERSCOM, Reserve Enlisted Personnel Section (PERS-4913). Requests should include, at a minimum, the following information:

- (1) Member's rate, full name, and social security number (SSN).
- (2) Desired length of waiver in months.
- (3) Reason for waiver with sufficient supporting justification. Request is to indicate the specific operational unit (if applicable) member is seeking assignment to.
- (4) CO's endorsement and signature.
- (5) Command point of contact (POC).

b. NAVPERSCOM will staff HYT waiver requests through the appropriate rating detailer and enlisted community manager, with final approval or disapproval residing with NAVPERSCOM, Head, Enlisted Community Management Branch (PERS-4011). Commands will be notified via naval message of waiver disposition.

7. Special Considerations

a. **Twilight Tour Eligibility.** E-9 personnel who receive a HYT waiver forfeit their twilight tour eligibility.

b. **Limited Duty (LIMDU) Status.** Personnel in a LIMDU status and approaching mandatory HYT retirement, mandatory HYT transfer to the Fleet Reserve, or mandatory HYT separation will only be retained on active duty if actually hospitalized as an in-patient, or if their case has been accepted by the Physical Evaluation Board (PEB) for disability determination. Being seen as an outpatient or submitting a case to PEB (without it having been accepted) is not sufficient justification to retain members beyond their established HYT date.

c. **Reduction in Rate**

(1) Personnel reduced in rate are authorized to complete an enlistment properly entered into prior to reduction even if the enlistment expires after HYT limits of the new paygrade. Members in this category must separate at current EAOS if the new HYT limit is met or exceeded unless they are granted a HYT waiver or are subsequently advanced or reinstated. If the EAOS

is prior to the new HYT limit, they may continue on active duty until the HYT limit of the new paygrade, if otherwise eligible. Personnel reduced in rate to E-3 retain an 8-year HYT limit. Commands must liaison with NAVPERSCOM (PERS-4823) to ensure the revised HYT date is accurately reflected in the Enlisted Master File.

(2) Members who elect not to remain on active duty until their normal EAOS may request early separation, if desired, from NAVPERSCOM, Enlisted Performance and Separations Section (PERS-4832) via their CO.

d. Involuntary Separation Pay. Personnel who are separated due to HYT limits are normally entitled to full involuntary separation pay. Reference (b) and MILPERSMAN 1920-030 through 1920-060 outline involuntary separation pay definitions and policy. In order to preclude unwarranted involuntary separation pay recoupment action by Defense Finance and Accounting Service (DFAS), commands separating Sailors in paygrades E-5 and below for HYT (who are otherwise fully retainable) shall complete Copy 4 of member's DD-214, Certificate of Release or Discharge from Active Duty, as follows:

(1) Block 26 (Separation Code): JGH or LGH as appropriate

(2) Block 27 (Reentry Code): RE-6

e. Procedures to Correct HYT Dates

(1) E-3 Sailors who have PNA'd a PO3 advancement examination are authorized to remain on active duty for up to 8 years, if otherwise eligible. In order to ensure the Enlisted Master File reflects the revised HYT date, commands should send a copy of the member's advancement profile sheet to NAVPERSCOM (PERS-4823) requesting that the HYT date be changed from 6 to 8 years.

(2) HYT limits for Other Service Veterans (OSVETs) in paygrades E-4 and below are computed based on total active Navy service only. In order to correct the Enlisted Master File to reflect the correct HYT date, commands should send the following documents to NAVPERSCOM (PERS-4823):

(a) Copy of service member's initial enlistment contract

(b) Copy of each of service member's DD 214s

or

(c) Statement of service reflecting all periods of
military service (in any branch)

(3) If it has been determined that a HYT date reflected
on a service member is incorrect, contact NAVPERSCOM (PERS-4823)
for verification and subsequent correction to the Enlisted
Master File.