



DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington DC 20350-2000

OPNAVINST 1160.7B  
Pers-222  
22 December 1994

OPNAV INSTRUCTION 1160.7B

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** REENLISTMENT QUALITY CONTROL PROGRAM FOR INACTIVE DUTY ENLISTED NAVAL RESERVISTS

**Ref:** (a) OPNAVINST 6110.1D  
(b) MILPERSMAN 3640470  
(c) BUPERSINST 1001.39A  
(d) MILPERSMAN 1040300  
(e) OPNAVINST 1001.20  
(f) SECNAVINST 1820.2A

**Encl:** (1) Reenlistment Eligibility Criteria

**1. Purpose.** To provide a personnel management program and establish standardized professional growth points, or high-year tenure (HYT), by pay grade. Disqualifying criteria for reenlistment are contained in enclosure (1). This instruction is a complete revision and should be reviewed in its entirety.

**2. Cancellation.** OPNAVINST 1160.7A.

**3. Applicability.** This instruction applies to enlisted personnel serving in or desiring to affiliate in the Naval Reserve in a pay or a non-pay drill status.

**4. Definitions**

**a. Length of Service (LOS).** The number of years of combined active and inactive Federal military service, regardless of branch of service, computed from pay entry base date (PEBD). Inactive military service covers all periods of inactive duty (including delayed entry) served under a qualifying enlistment contract.

**b. High Year Tenure (HYT).** The maximum years of service authorized for each pay grade. Determination for HYT is based on LOS computed from PEBD.

**5. Reenlistment Eligibility**

**a.** Members who fail to meet minimum eligibility criteria for reenlistment per enclosure (1) shall be discharged. At discharge, a NAVPERS 1070/615, Record of Discharge will be prepared stating "Not Eligible for Reenlistment" and will reference this instruction.

**b.** Personnel who fail to meet the physical readiness standards shall have their reenlistment/extension eligibility determined by reference (a).

**c.** Members determined "Not Eligible for Reenlistment" shall be counseled and appropriate service record entries made per reference (b).

**6. Action.** In addition to the age criteria specified in reference (c), the provisions for reenlistment of Naval Reservists in reference (d), and other requirements such as physical readiness standards, the following maximum years of service must be adhered to when determining eligibility for continuation in drill pay status, approval for entry on Active Duty for Special Work (ADSW) or One Year Recall (OYR).

| <u>Pay Grade</u> | <u>Years of Service</u> |
|------------------|-------------------------|
| E-9              | 30 years                |
| E-8              | 28 years                |
| E-7              | 26 years                |
| E-6              | 24 years                |
| E-5              | 22 years                |
| E-4              | 14 years                |
| E-3              | 12 years                |

**a.** All personnel affected by HYT must be counseled on the options available to them. All affected personnel will sign the following NAVPERS 1070/613, Administrative Remarks service record entry no later than 31 July of the year prior to the calendar year of reaching pay grade HYT:

**Date:** I hereby acknowledge that I will reach high year tenure during the next calendar year and have been counseled on my options. I also acknowledge that if I desire to request a waiver of high year tenure, I must submit my application early enough to be received by the Bureau of



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Naval Personnel (Pers-913) not later than  
1 November \_\_\_\_\_  
(Year prior to reaching HYT)

\_\_\_\_\_  
(Member's signature)

Witnessed: \_\_\_\_\_

**b.** Reference (c) prohibits future ADSW/OYR recall for those personnel whose length of service exceeds the high year tenure guidelines of this instruction. ADSW/OYR personnel who exceed HYT at time of release from ADSW may be assigned to the Voluntary Training Unit (VTU).

**c.** Members whose LOS equals or exceeds pay grade HYT will be transferred from drill pay status not later than 31 December of the calendar year in which they reach HYT. The following options are available:

(1) If eligible, request transfer to the retired reserve (with or without pay, dependent on age).

(2) Transfer to the Individual Ready Reserve (IRR), Naval Reserve Personnel Center (NRPC) and continue to accrue qualifying service. Members transferred to the IRR, due to reaching HYT per this instruction, may participate in the IRR providing that service is continuous and all physical, age, and other retention criteria continue to be met. Members who elect this option will not be eligible to re-affiliate in a drill pay status and are not eligible to compete for advancement. At the time of the transfer to the IRR, the following NAVPERS 1070/613, Administrative Remarks service record entry will be made:

Date: I understand that I am being transferred to the Individual Ready Reserve (IRR) due to having reached high year tenure for my pay grade. I also understand that I am not eligible to return to drill pay status in the future. I acknowledge that I may request retirement with/without pay (if eligible).

\_\_\_\_\_  
(Member's signature)

Witnessed: \_\_\_\_\_

(3) Transfer to the Voluntary Training Unit (VTU/IRR) and continue to drill in a non-pay status. Assignment to the VTU after having reached HYT will be subject to the following restrictions:

(a) Individuals will not be permitted to return to a drill pay status.

(b) Individuals will not be permitted to participate for advancement in rate.

(c) Assignment to the VTU is subject to the approval of the reserve activity commanding officer and will be based on the activity's ability to utilize the individual for the purpose of providing training or administrative assistance.

(d) In addition to the Administrative Remarks required in sub-paragraph c(2) above, personnel who volunteer for VTU assignment are required to sign the following Administrative Remarks entry:

Date: I hereby request assignment to the Voluntary Training Unit (VTU) in a non-pay drill status. I understand that my assignment is based on reserve activity training and administrative requirements. I acknowledge I am not authorized to participate for advancement in rate.

\_\_\_\_\_  
(Member's signature)

Witnessed: \_\_\_\_\_

**d.** Other reenlistment terms and criteria are as follows:

(1) E-1 and E-2 personnel cannot reenlist or extend.

(2) Personnel in pay grades E-3 through E-9 may extend or reenlist for any period authorized in reference (d) or (e), if otherwise eligible and meet the professional growth criteria of enclosure (I). Retention in a drill pay status beyond pay grade HYT is not authorized without an approved waiver as discussed below. Those personnel whose extension or reenlistment will exceed pay grade HYT for their current pay grade will execute the following Administrative Remarks service record entry:

Date: I understand that this reenlistment/extension will exceed pay grade HYT for my

current pay grade. I also understand retention in a drill pay status beyond HYT is not authorized unless granted a waiver in accordance with OPNAVINST 1160.7B. If not granted a high year tenure waiver, I will be transferred to the Individual Ready Reserve for the remainder of my enlistment unless I request retirement, if otherwise eligible.

\_\_\_\_\_  
(Member's signature)

Witnessed: \_\_\_\_\_

e. Waivers to HYT will not normally be granted. Extreme cases such as personnel assigned in unique skills/Navy Enlisted Classification Codes will be considered. Additionally, requests for waivers due to individual mobilization readiness, continued professional growth and the needs of the Naval Reserve will be considered on a case-by-case basis. Retention requests will be considered using the following criteria:

(1) Selected Reserve manning requirements for member's rate/rating.

(2) Critical NECs held and required for member's billet.

(3) Unit manning priority.

(4) Local availability of other personnel to meet billet requirements.

(5) For personnel in paygrades E-7 through E-9, consideration will also be given to local E-7 through E-9 manning.

f. Personnel E-4 and above must submit letter requests for HYT waivers via their reserve unit and supporting reserve activity commanding officer early enough to be received at Bureau of Naval Personnel (Pers-913) not later than 1 November of the year prior to the calendar year the individual reaches Pay Grade HYT. Waivers for continuation will be staffed through Pers-913 and adjudicated by Pers-9. A member desiring retention will ensure the following information is included in the request:

(1) Rate/Name/SSN/NEC(s).

(2) PEBD.

(3) Date of Birth.

(4) Personal statement of qualifications and reasons for requesting waiver.

g. The member's reserve unit commanding officer must include the following in the endorsement:

(1) Copy of the last three annual evaluations. In cases where no evaluations are available, a copy of the current Risk Factor Screening/Physical Readiness Test Results (OPNAV 6110/2) must be provided.

(2) Specific comment on member's participation in previous advancement cycles (test scores and results) and advancement potential.

(3) Copy of member's current annotated Individual Training Plan (ITP).

(4) Specific comments on availability of other personnel within the unit who could fill the member's billet.

(5) Statement regarding readiness impact upon loss of member.

(6) The commanding officer's specific recommendation for retention.

(7) The commanding officer of the supporting reserve activity must comment on the availability of personnel within the activity to fill the member's billet, ensure completeness of the waiver request, and make a recommendation regarding retention.

h. The Chief of Naval Personnel (Pers-9) will adjudicate each waiver application on a case by case basis no later than the end of the first quarter of each Calendar Year. Length of HYT waivers will be determined by the overall needs of the Naval Reserve and readiness. Personnel granted retention with less than 20 qualifying years for retirement cannot be retained in an active status (USNR-R, USNR-S1) past age 60 without approval per reference (c).

i. High year tenure is based on a member's current pay grade or prospective grade (for a selectee for advancement). Personnel affected by high year tenure, whether or not granted a waiver, may continue to participate for advancement while a member of the Selected Reserve. If selected, their HYT date will be recomputed based on the next higher pay

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grade. Personnel remain eligible for advancement through selection board or examination participation provided the advancement results are published and verified prior to the established date of transfer from a drill pay status.

**j.** Per reference (f) advancement to E-7, E-8 or E-9 requires completion of 24 months' service in the new paygrade as a member of the Ready Reserve or Standby Reserve-Active, calculated from the effective date of advancement, prior to voluntary retirement in grade. During times when Reserve Transition Benefits are being offered to Reservists to meet desired Force reduction, time in grade requirements may be waived by Chief of Naval Personnel.

**k.** Personnel reduced in rate (RIR) may complete an enlistment properly entered into prior to reduction. Subsequent reenlistments or extensions will require RIR personnel to meet professional growth criteria. If RIR places member in a HYT status, the reserve activity commanding officer must request a determination of the member's HYT status from Bureau of Naval Personnel (Pers-913).

**7. Forms.** NAVPERS 1070/613, (10/81) Administrative Remarks, S/N 0106-LF-010-6991, and NAVPERS 1070/615, (5/81) Record of Discharge

from the U.S. Naval Reserve, S/N 0106-LF-010-7001 are available from the Navy Supply System per NAVSUP P-2002.

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Deputy Chief of Naval Operations  
(Manpower & Personnel)

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