

# Beginning a Re-Extension

**Introduction** This guide provides the procedures for beginning a Re-Extension of an Enlistment in Direct Access (DA).

**Before You Begin** It is helpful to run these reports to determine which members need a Begin Extension of Enlistment or a Begin Re-extension of Enlistment transaction. This ensures there is no lapse in time for the member(s).

- **Ext/Rext within 30 Days Report** – identifies extensions not executed with effective (begin) dates within the next 30 days (from current date).
- **Extensions Not Executed Report** – identifies extensions/re-extensions not executed using an open date range.

See the guide [Extension/Re-Extension Reports](#) for specifics on running these reports.

**Information**

- The Begin Extension/Re-extension button can **only** be checked for approved contracts on or after the Effective Date.
- This transaction **does not** require approval by a supervisor.
- The member is **not** entitled to sell leave on a re-extension.

**Procedures** See below.

Step	Action								
1	Click on the <b>Career Management</b> tile. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>								
2	Select the <b>Contract Data</b> option. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0f2f1;">AD 6th or 10th Yr Anniversary</td></tr> <tr><td>Agreement to Extend/Reextend</td></tr> <tr><td>Board Images</td></tr> <tr><td style="border: 2px solid red;">Contract Data</td></tr> <tr><td>DD-4 Enlistment/Reenlistment</td></tr> <tr><td>Ext/Rext within 30 days Report</td></tr> <tr><td>Extensions not Executed</td></tr> <tr><td>Obligated Service Report</td></tr> </table> </div>	AD 6th or 10th Yr Anniversary	Agreement to Extend/Reextend	Board Images	Contract Data	DD-4 Enlistment/Reenlistment	Ext/Rext within 30 days Report	Extensions not Executed	Obligated Service Report
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## Beginning a Re-Extension, Continued

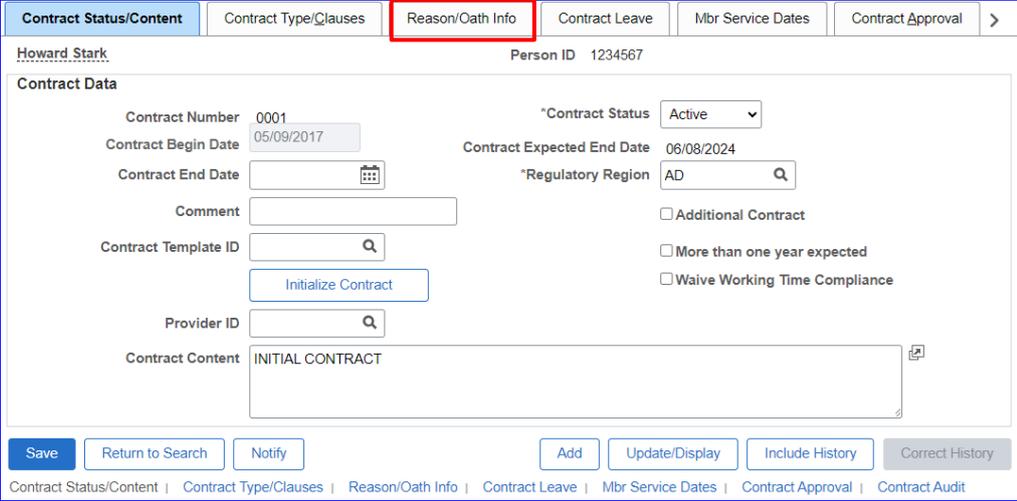
Procedures,  
continued

Step	Action																														
3	<p>Enter the <b>Empl ID</b>, check the <b>Include History</b> and <b>Correct History</b> boxes, and click <b>Search</b>.</p> <div data-bbox="352 562 1369 1357" style="border: 1px solid blue; padding: 5px;"> <p><b>Update Contracts</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Contract Number begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p> <input checked="" type="checkbox"/> Include History                 <input checked="" type="checkbox"/> Correct History                 <input type="checkbox"/> Case Sensitive             </p> <p> <input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>																														
4	<p>If only one Contract exists, it will open automatically (example shown in this guide). Skip to Step 5.</p> <p>If more than one Contract exists, locate the unexecuted extension in the search results and click the <b>Contract Begin Date</b> link.</p> <div data-bbox="352 1541 1369 1760" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All <span style="float: right;">1-2 of 2</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Second Last Name</th> <th>Last Name</th> <th>Alternate Character Name</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>(blank)</td> <td>0001</td> <td>Hope Van Dyne</td> <td>(blank)</td> <td>Van Dyne</td> <td>(blank)</td> <td>06/17/2014</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0002</td> <td>Hope Van Dyne</td> <td>(blank)</td> <td>Van Dyne</td> <td>(blank)</td> <td style="border: 2px solid red;">06/10/2019</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> <p> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status	1234567	(blank)	0001	Hope Van Dyne	(blank)	Van Dyne	(blank)	06/17/2014	(blank)	Active	1234567	(blank)	0002	Hope Van Dyne	(blank)	Van Dyne	(blank)	06/10/2019	(blank)	Active
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# Beginning a Re-Extension, Continued

Procedures,  
continued

Step	Action
<p><b>5</b></p>	<p>Select the <b>Reason/Oath Info</b> tab.</p> 
<p><b>6</b></p>	<p>Check the <b>Begin Extension/Re-extension</b> box in the Reason for Extension/Re-extension /Retention section. See <b>NOTE</b>. Click <b>Save</b>.</p> <p><b>NOTE:</b> Remember this box <b>cannot</b> be checked prior to the Effective Date.</p> 