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 **Career Management** tile. Career Management
2	Select the **Contract Data** option. 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

Beginning a Re-Extension, Continued

Procedures,
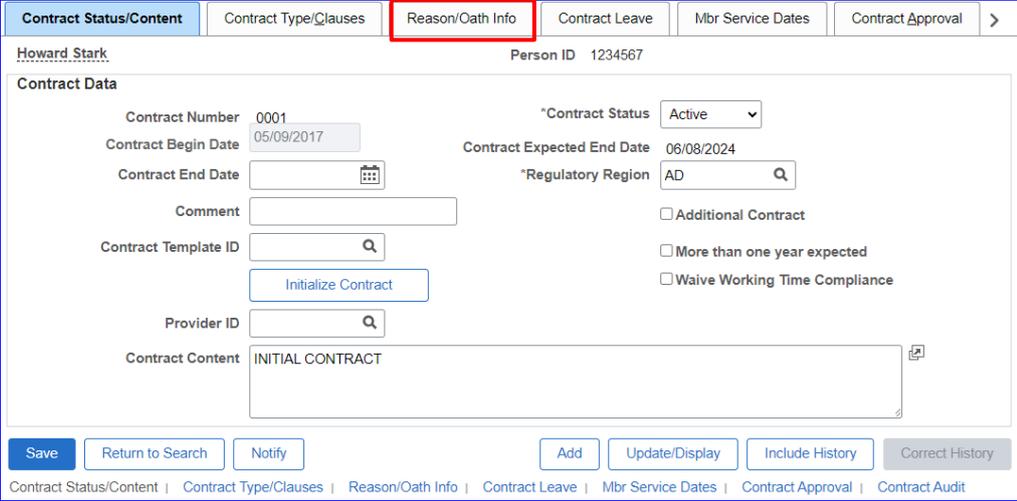continued

Step	Action
3	Enter the **Empl ID**, check the **Include History** and **Correct History** boxes, and click **Search**.
4	If only one Contract exists, it will open automatically (example shown in this guide). Skip to Step 5. If more than one Contract exists, locate the unexecuted extension in the search results and click the **Contract Begin Date** link.

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Beginning a Re-Extension, Continued

Procedures,
continued

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