

Beginning an Extension of Enlistment

Introduction This guide provides the procedures for inputting a Begin Extension of Enlistment transaction 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/ReExt 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.

Known Issue – Leave Sold When an executed contract (the "Begin Extension" check box was checked) that had leave sold on it is cancelled, the leave will be sold again when the cancellation transaction is approved. **PPC will need to manually adjust the leave.** When the cancelled contract is submitted in DA, it will be routed to PPC for approval. **A Trouble Ticket must be submitted to PPC Customer Care informing PPC that a cancellation needs to be approved and that leave needs to be adjusted.** You must attach all supporting documentation to the Trouble Ticket.

Cancelling a Contract When cancelling an Extension/Re-extension, **SPOs should click the Cancel Contract button and approve the cancellation, then submit a Trouble Ticket to PPC Customer Care** requesting approval of the cancelled contract. The Trouble Ticket must contain an explanation for the cancellation along with all supporting documentation.

The screenshot shows a web interface for contract management. At the top, there are tabs for 'Contract Status/Content', 'Contract Type/Clauses', 'Reason/Oath Info', 'Contract Leave', and 'Mbr Service Dates'. The 'Reason/Oath Info' tab is selected. Below the tabs, the user's name 'Hope Van Dyne' and 'Person ID 1234567' are displayed. The 'Contract Data' section includes: Contract Number: 0002, Begin Date: 06/10/2019, Contract Status: Active, Expected End Date: 09/09/2023, Total Length of Extensions this Enlistment(YMM): 003, and Number of Extensions this Enlistment: 1. The 'Contract Type' section shows 'Effective Date: 06/10/2023', 'Contract Type: EXT', and 'Extension'. A 'Cancel Contract' button is highlighted with a red box, and there is a 'Cancelled' checkbox. The 'Reason/Oath' section has a text area. At the bottom, there are input fields for 'Contract Term Years/Months/Days' with a value of '3' and an 'Indefinite Re-Enlistment' checkbox.

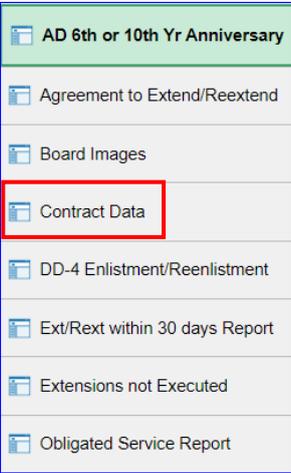
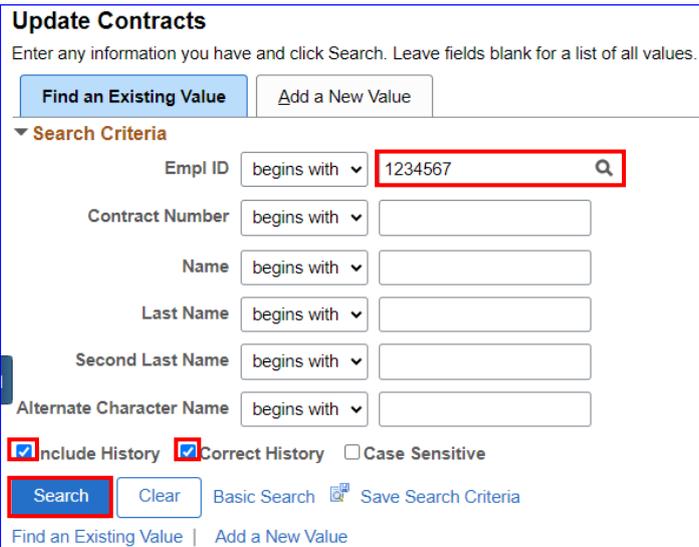
Information

- 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.

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Beginning an Extension of Enlistment, Continued

Procedures See below.

Step	Action
1	<p>Click on the Career Management Tile.</p> 
2	<p>Select the Contract Data option.</p> 
3	<p>Enter the Empl ID, check the Include History and Correct History boxes, and click Search.</p> 

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Beginning an Extension of Enlistment, Continued

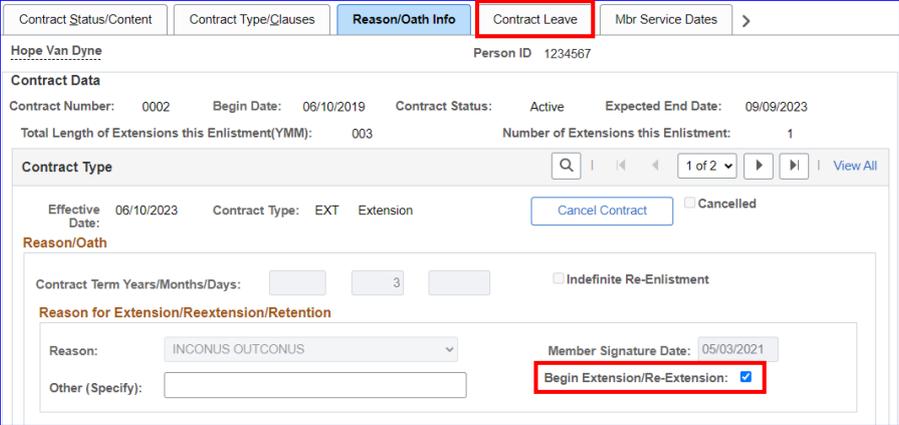
Procedures,
continued

Step	Action																														
4	<p>Locate the unexecuted extension in the search results and click the Contract Begin Date link.</p> <div data-bbox="352 562 1369 779"> <p>Search Results</p> <p>View All 1-2 of 2</p> <table border="1"> <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>Find an Existing Value Add a New Value</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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1234567	(blank)	0002	Hope Van Dyne	(blank)	Van Dyne	(blank)	06/10/2019	(blank)	Active																						
5	<p>Take note of the Contract Content to see if the member is selling leave for Step 7. Select the Reason/Oath Info tab.</p> <div data-bbox="352 891 1369 1391"> <p> Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval > </p> <p>Hope Van Dyne Person ID 1234567</p> <p>Contract Data</p> <p> Contract Number: 0002 *Contract Status: Active Contract Begin Date: 06/10/2019 Contract Expected End Date: 09/09/2023 Contract End Date: <input type="text"/> *Regulatory Region: AD Comment: <input type="text"/> <input type="checkbox"/> Additional Contract Contract Template ID: <input type="text"/> <input type="checkbox"/> More than one year expected <input type="checkbox"/> Waive Working Time Compliance Provider ID: <input type="text"/> <input type="button" value="Initialize Contract"/> Contract Content: MBR NOT SELLING ANY LEAVE, MBR REENLISTING IN PAY GRADE E-4, MBR NOT ENTITLED TO SRB IAW ACN 88/18 </p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> <p> Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit </p> </div>																														

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Beginning an Extension of Enlistment, Continued

Procedures,
continued

Step	Action
<p>6</p>	<p>Check the Begin Extension/Re-extension box in the Reason for Extension/Re-extension /Retention section. See NOTE.</p> <p>Select the Contract Leave tab.</p> <p>NOTE: Remember, this box CANNOT be checked prior to the Effective Date.</p> 
<p>7</p>	<p>Enter the Total Leave to Sell (Days), if applicable (this example is showing no leave sale). See NOTE.</p> <p>The procedure is now complete, click Save.</p> <p>NOTE: Only applicable on first extension of current enlistment. The leave will not sell until the contract has begun.</p> 