## **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	<ul> <li>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).</li> <li>Ext/Rext within 30 Days Report – identifies extensions not executed with effective (begin) dates within the next 30 days (from current date).</li> <li>Extensions Not Executed Report – identifies extensions/re-extensions not executed using an open date range.</li> </ul>
	See the guide <u>Extension/Re-Extension Reports</u> for specifics on running these reports.
Information	<ul> <li>The Begin Extension/Re-extension button can only be checked for approved contracts on or after the Effective Date.</li> <li>This transaction does not require approval by a supervisor.</li> <li>The member is not entitled to sell leave on a re-extension.</li> </ul>

**Procedures** See below.

Step	Action					
1	Click on the Career Management Tile.					
	Career Management					
2	Select the <b>Contract Data</b> option.					
	Colligated Service Report					
	🛅 Contract Data					
	DD-4 Enlistment/Reenlistment					
	Agreement to Extend/Reextend					
	Ext/Rext within 30 days Report					
	AD 6th or 10th Yr Anniversary					
	Extensions not Executed					
	E Board Images					

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# Beginning a Re-Extension, Continued

### Procedures,

continued

Step						Act	ion			
3	Enter the <b>Empl ID</b> , check the <b>Include History</b> and <b>Correct History</b> boxes,									
	and c	lick S	earch.							
	Update Contracts									
	Enter any information you have and click Search. Leave fields blank for a list of all values					all values.				
	i	Find an	Existi	ng Value	Ad	d a Ne	w Value			
	- S	earch	Criteri	a						
				Empl ID	begins	s with	✔ 1234567		Q	
		С	ontract	Number	begins	s with	•			
				Name	begins	s with	•			
			La	ist Name	begins	s with	•			
		Sec	ond La	ast Name	begins	s with	•			
	Alte	ernate (	Charact	ter Name	begins	s with	•			
	<b>V</b> ir	nclude	History	Cori	rect Hist	ory [	Case Sens	itive		
	S	earch	Cl	ear Ba	isic Sear	ch 🖾	Save Search	h Criteria		
	Find	an Exi	sting Va	lue   Ac	ld a New	Value				
4		•	Contra o to St		s, it will	open	automatical	lly (examp	ole shown	in this
	0		-	-	exists.	locate	the unexect	uted exten	sion in th	e search
				he <b>Cont</b>	,					
	Search Re	esults							I <b>1</b> -2 o	f2 🗸 🕨 🕨
	Empl	Empl	Contract	Name	Second Last		Alternate Character	Contract Begin	Contract End	Contract
	ID 1234567	Record (blank)	Number	Hope Van Dyne	Name (blank)	Name Van Dyne	Name (blank)	Date 06/17/2014	Date (blank)	Status
	1234567		0002	Hope Van Dyne		Van Dyne	(blank)	06/10/2019	(blank)	Active
			Add a Ne					L		

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## Beginning a Re-Extension, Continued

#### Procedures,

continued

Step	Action
5	Select the <b>Reason/Oath Info</b> tab.
	Contract Status/Content Contract Type/Qlauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval >
	Howard Stark Person ID 1234567
	Contract Data
	Contract Number 0001 *Contract Status Active V
	Contract Begin Date 05/09/2017 Contract Expected End Date 06/08/2024
	Contract End Date *Regulatory Region AD Q
	Comment Additional Contract
	Contract Template ID Q OMore than one year expected
	Initialize Contract Waive Working Time Compliance
	Provider ID Q,
	Contract Content INITIAL CONTRACT
	Save     Return to Search     Notify     Add     Update/Display     Include History     Correct History
	Contract Status/Content   Contract Type/Clauses   Reason/Oath Info   Contract Leave   Mbr Service Dates   Contract Approval   Contract Audit
	Extension/Re-extension /Retention section. See <b>NOTE</b> . Click <b>Save</b> .
	NOTE: Remember this box cannot be checked prior to the Effective Date.         Contract Status/Content       Contract Type/Qlauses         Reason/Oath Info       Contract Leave         Mbr Service Dates       >
	Howard Stark Person ID 1234567
	Contract Data
	Contract Number: 0001 Begin Date: 05/09/2017 Contract Status: Active Expected End Date: 06/08/2024
	Total Length of Extensions this Enlistment(YMM):         301         Number of Extensions this Enlistment:         4
	Contract Type Q    4 4 1 of 5 •  •  •   View All
	Effective 06/09/2023 Contract Type: REX Reextension Cancel Contract Cancelled Date: Reason/Oath
	Contract Term Years/Months/Days: 12 Indefinite Re-Enlistment Reason for Extension/Reextension/Retention
	Reason: Request of Individual   Member Signature Date: 05/03/2023
	Other (Specify): Begin Extension/Re-Extension: 🗹
	Oath Administrator Information
	Name: Fury, Nick Military Grade: W4 🗸
	City: New York City State: NY
	Save         Return to Search         Notify         Add         Update/Display         Include History         Correct History           Contract Status/Content         Contract Type/Clauses         Reason/Oath Info         Contract Leave         Mbr Service Dates         Contract Approval         Contract Audit
	Contract Status/Content   Contract Type/Clauses   Reason/Oath Info   Contract Leave   Mbr Service Dates   Contract Approval   Contract Audit