

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. <div data-bbox="360 1272 683 1525" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Career Management</p>  </div>								
2	Select the Contract Data option. <div data-bbox="352 1597 671 1921" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0f2f1;">Obligated Service Report</td></tr> <tr><td style="border: 2px solid red;">Contract Data</td></tr> <tr><td>DD-4 Enlistment/Reenlistment</td></tr> <tr><td>Agreement to Extend/Reextend</td></tr> <tr><td>Ext/Rext within 30 days Report</td></tr> <tr><td>AD 6th or 10th Yr Anniversary</td></tr> <tr><td>Extensions not Executed</td></tr> <tr><td>Board Images</td></tr> </table> </div>	Obligated 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	Board Images
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Continued on next page

Beginning a Re-Extension, Continued

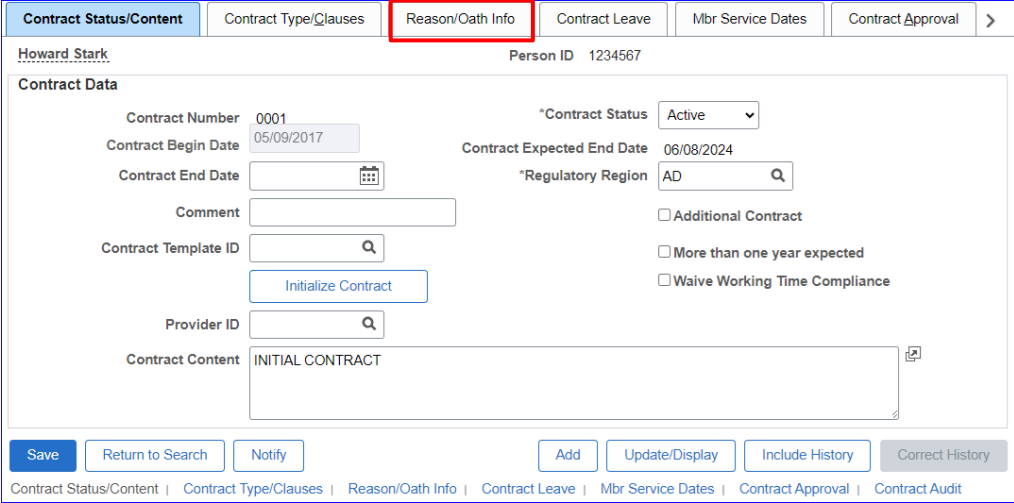
Procedures,
continued

Step	Action																														
3	<p>Enter the Empl ID, check the Include History and Correct History boxes, and click Search.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Update Contracts</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>▼ Search Criteria</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"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </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 Contract Begin Date link.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Search Results</p> <p>View All 1-2 of 2</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> 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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Beginning a Re-Extension, Continued

Procedures,
continued

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