

Beginning a Re-Extension

Introduction This guide provides the procedures for beginning a Re-Extension of an Enlistment.

Before You Begin It is helpful to first run these reports to determine which members you need to submit a Begin Extension of Enlistment or a Begin Re-extension of Enlistment transaction for to ensure there is no lapse in time for the member.


- **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 the effective date or after.
- 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	<p>Select the Contract Data link from the Career Management pagelet.</p>  <p>The screenshot shows a 'Career Management' pagelet with a table of links. The 'Contract Data' link is highlighted with a red rectangular box. The other links in the table are: 'Obligated Service Report', 'DD-4 Enlistment/Reenlistment', 'Ext/Rext within 30 days Report', 'Extensions not Executed', 'Agreement to Extend/Reextend', 'AD 6th or 10th Yr Anniversary', and 'Board Images'.</p>

Continued on next page

Beginning a Re-Extension, Continued

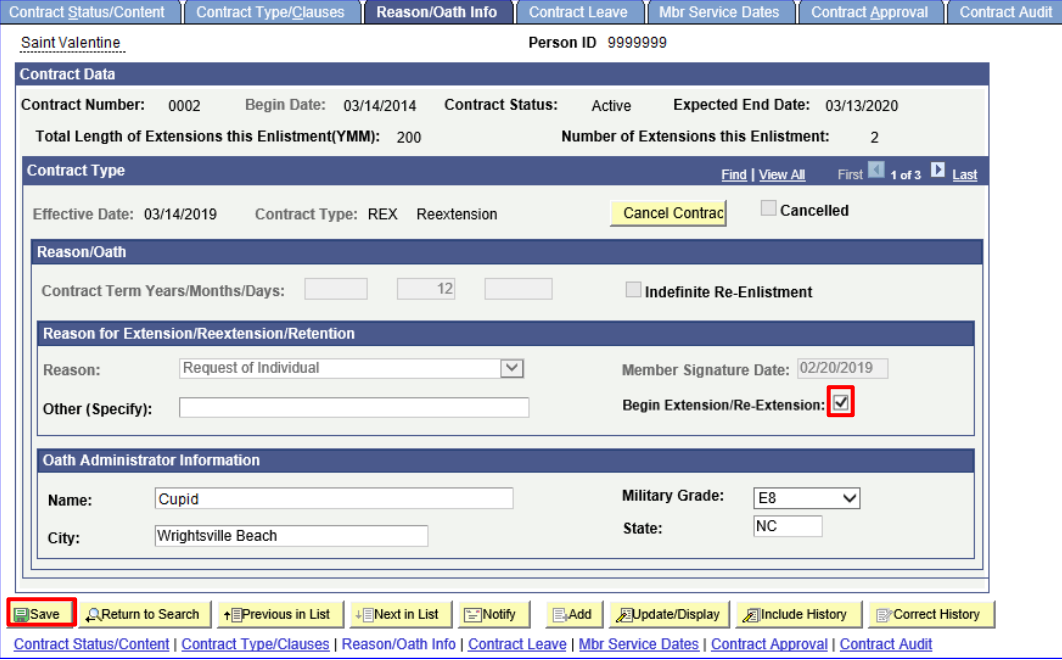
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID, check the Include History and Correct History boxes, and click Search.</p> <div data-bbox="323 562 1209 1137" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="9999999"/> <input type="button" value="🔍"/></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>

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Beginning a Re-Extension, Continued

Procedures,
continued

Step	Action
5	<p>Check the Begin Extension/Re-extension box in the Reason for Extension/Re-extension /Retention section. See NOTE.</p> <p>The procedure is now complete, click Save.</p>  <p>NOTE: Remember this box cannot be checked prior to the effective date.</p>