

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 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.
 - See the [Direct Access Global Payroll Knowledge Base](#) for information concerning leave with this transaction.

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 and all supporting documentation as appropriate.

The screenshot displays a web application interface for contract management. At the top, there are navigation tabs: 'Contract Status/Content', 'Contract Type/Clauses', 'Reason/Oath Info', 'Contract Leave', 'Mbr Service Dates', 'Contract Approval', and 'Contract'. Below the tabs, the user is identified as 'Saint Patrick' with 'Person ID 8888888'. The main section is titled 'Contract Data' and contains the following information:

- Contract Number:** 0003
- Begin Date:** 03/07/2016
- Contract Status:** Active
- Expected End Date:** 10/06/2023
- Total Length of Extensions this Enlistment(YMM):** 407
- Number of Extensions this Enlistment:** 1

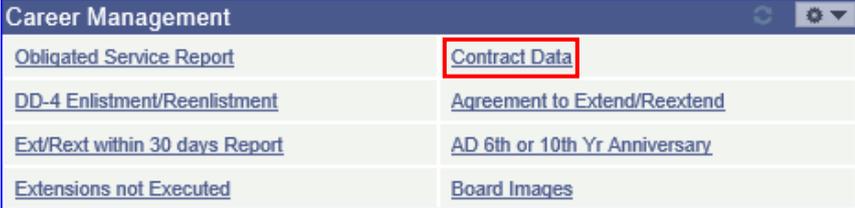
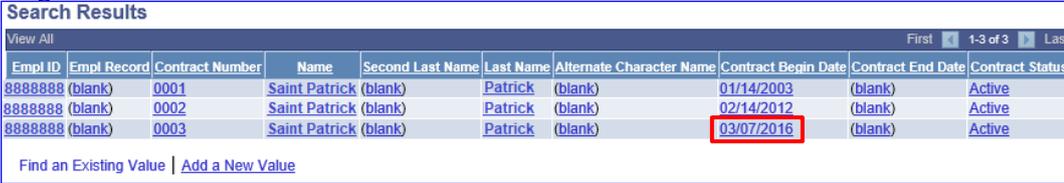
Below this, the 'Contract Type' section shows 'Effective Date: 03/07/2019' and 'Contract Type: EXT Extension'. A 'Cancel Contract' button is highlighted with a red box, and there is an unchecked 'Cancelled' checkbox. The 'Reason/Oath' section includes 'Contract Term Years/Months/Days: [] [55] []' and an unchecked 'Indefinite Re-Enlistment' checkbox. At the bottom, there is a 'Reason for Extension/Reextension/Retention' field with the value '(INCONUS OUTCOMUS)' and a 'Member Signature Date: 06/19/2018' field.

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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 a cancellation needs to be approved and that leave needs to be adjusted. You must attach all supporting documentation to the Trouble Ticket.

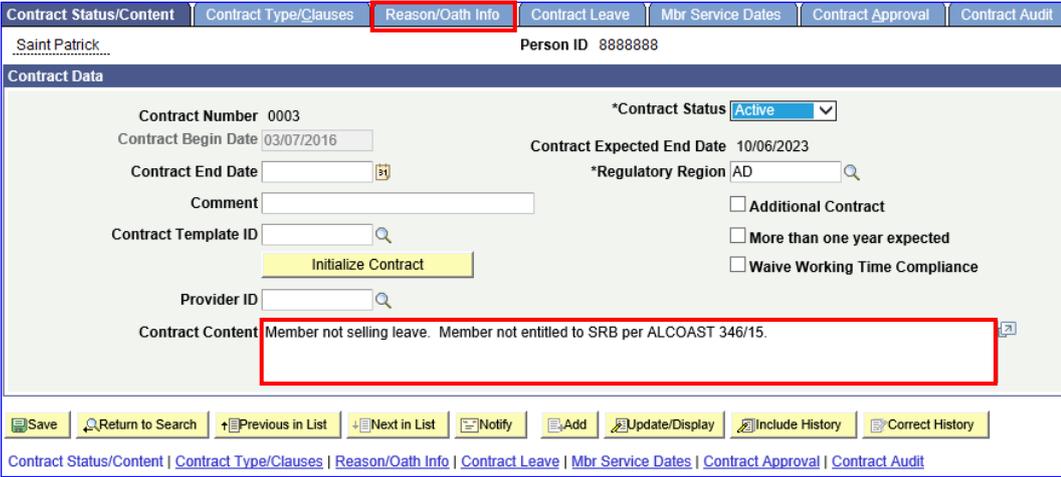
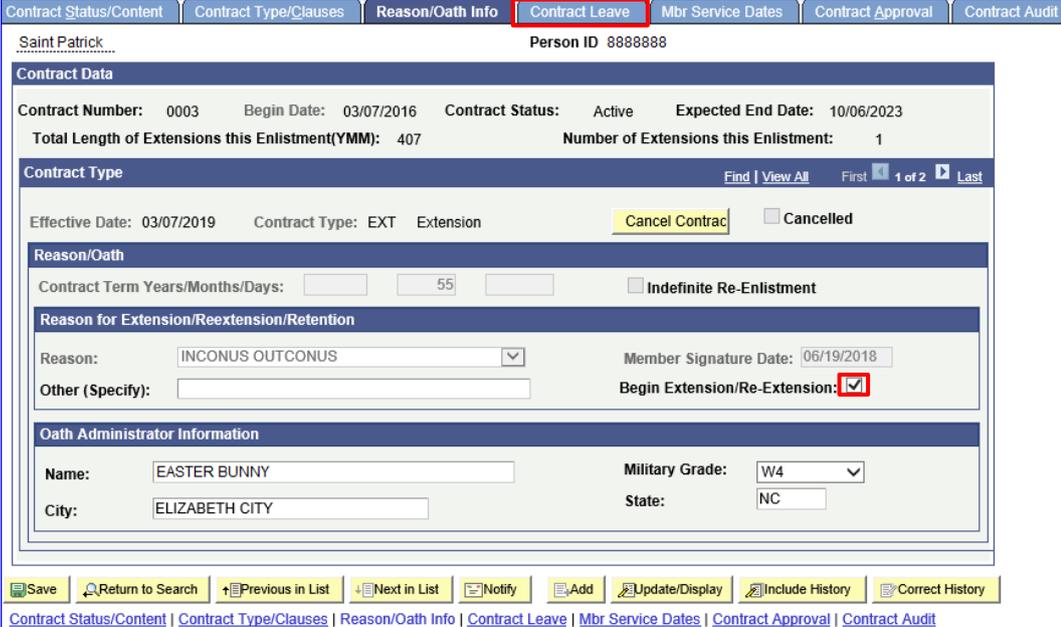
Procedures See below.

Step	Action																																								
1	<p>Select the Contract Data link from the Career Management pagelet.</p>  <p>The screenshot shows a 'Career Management' pagelet with several links. The 'Contract Data' link is highlighted with a red box. Other links include '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>																																								
2	<p>Enter the Empl ID, check the Include History and Correct History boxes, and click Search.</p>  <p>The screenshot shows the 'Update Contracts' search form. The 'Empl ID' field is set to '8888888' and is highlighted with a red box. The 'Include History' and 'Correct History' checkboxes are checked. The 'Search' button is highlighted with a red box. Other fields include 'Contract Number', 'Name', 'Last Name', 'Second Last Name', and 'Alternate Character Name'. There are also buttons for 'Find an Existing Value', 'Add a New Value', 'Basic Search', and 'Save Search Criteria'.</p>																																								
3	<p>Locate the unexecuted extension in the search results and click the Contract Begin Date link.</p>  <p>The screenshot shows a table of search results. The table has columns for 'Empl ID', 'Empl Record', 'Contract Number', 'Name', 'Second Last Name', 'Last Name', 'Alternate Character Name', 'Contract Begin Date', 'Contract End Date', and 'Contract Status'. The 'Contract Begin Date' for the third row is '03/07/2016' and is highlighted with a red box. The first two rows have 'Contract Begin Date' values of '01/14/2003' and '02/14/2012' respectively.</p> <table border="1" data-bbox="316 1675 1380 1771"> <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>8888888</td> <td>(blank)</td> <td>0001</td> <td>Saint Patrick</td> <td>(blank)</td> <td>Patrick</td> <td>(blank)</td> <td>01/14/2003</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>8888888</td> <td>(blank)</td> <td>0002</td> <td>Saint Patrick</td> <td>(blank)</td> <td>Patrick</td> <td>(blank)</td> <td>02/14/2012</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>8888888</td> <td>(blank)</td> <td>0003</td> <td>Saint Patrick</td> <td>(blank)</td> <td>Patrick</td> <td>(blank)</td> <td>03/07/2016</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status	8888888	(blank)	0001	Saint Patrick	(blank)	Patrick	(blank)	01/14/2003	(blank)	Active	8888888	(blank)	0002	Saint Patrick	(blank)	Patrick	(blank)	02/14/2012	(blank)	Active	8888888	(blank)	0003	Saint Patrick	(blank)	Patrick	(blank)	03/07/2016	(blank)	Active
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Procedures,
continued

Step	Action
4	<p>Take note of the Contract Content to see if the member is selling leave for Step 6. Select the Reason/Oath Info tab.</p>  <p>The screenshot shows the 'Reason/Oath Info' tab selected. The 'Contract Content' field is highlighted with a red box and contains the text: "Member not selling leave. Member not entitled to SRB per ALCOAST 346/15." Other visible fields include Contract Number 0003, Contract Begin Date 03/07/2016, Contract End Date, Comment, Contract Template ID, Provider ID, and Contract Status Active.</p>
5	<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>The screenshot shows the 'Contract Leave' tab selected. The 'Begin Extension/Re-Extension' checkbox is checked and highlighted with a red box. Other visible fields include Contract Number 0003, Begin Date 03/07/2016, Contract Status Active, Expected End Date 10/06/2023, Total Length of Extensions this Enlistment(YMM) 407, Number of Extensions this Enlistment 1, Contract Type EXT Extension, Effective Date 03/07/2019, Reason INCONUS OUTCONUS, Member Signature Date 06/19/2018, Name EASTER BUNNY, Military Grade W4, City ELIZABETH CITY, and State NC.</p>

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Beginning an Extension of Enlistment, Continued

Procedures,
continued

Step	Action
6	<p>Enter the Total Leave to Sell (Days), if applicable (this example is showing leave sale, not what member noted in Step 4). 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> 