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.

Continued on next page
Beginning an Extension of Enlistment, Continued

**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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select the <strong>Contract Data</strong> link from the Career Management pagelet.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Table of Career Management Options" /></td>
</tr>
<tr>
<td>2</td>
<td>Enter the <strong>Emp ID</strong>, check the Include History and Correct History boxes, and click Search.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Search Criteria" /></td>
</tr>
<tr>
<td>3</td>
<td>Locate the unexecuted extension in the search results and click the <strong>Contract Begin Date</strong> link.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Search Results" /></td>
</tr>
</tbody>
</table>

*Continued on next page*
### Step 4

<table>
<thead>
<tr>
<th>Action</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Take note of the <strong>Contract Content</strong> to see if the member is selling leave for Step 6.</td>
<td></td>
</tr>
<tr>
<td>Select the <strong>Reason/Oath Info</strong> tab.</td>
<td></td>
</tr>
</tbody>
</table>

#### Contract Content

- **Contract Number**: 0003
- **Contract Begin Date**: 03/07/2019
- **Contract End Date**: 12
- **Contract Template ID**: Initialize Contract
- **Provider ID**:  
- **Contract Content**: Member not selling leaves. Member not entitled to SBE by ALCOST 346/15

#### Contract Leave

- **Contract Number**: 0003
- **Begin Date**: 03/07/2019
- **Contract Status**: Active
- **Expected End Date**: 10/06/2023
- **Total Length of Extensions this Enlistment (YMD)**: 407
- **Number of Extensions this Enlistment**: 1

#### Contract Type

- **Effective Date**: 03/07/2019
- **Contract Type**: EXT

#### Reason/Oath

- **Contract Term Years/Months/Days**: 55
- **Indefinite Re-Enlistment**

#### Reason for Extension/Re-extension/Re-enlistment

- **Reason**: INCONUS OUTCONUS
- **Member Signature Date**: 09/18/2018
- **Begin Extension/Re-extension**: 

#### Contract Administrator Information

- **Name**: EASTER BUNNY
- **Military Grade**: V4
- **State**: NC
- **City**: ELIZABETH CITY

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**NOTE**: Remember, this box CANNOT be checked prior to the Effective Date.
Beginning an Extension of Enlistment, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Enter the Total Leave to Sell (Days), if applicable (this example is showing leave sale, not what member noted in Step 4). See NOTE.</td>
</tr>
</tbody>
</table>

The procedure is now complete, click Save.

NOTE: Only applicable on first extension of current enlistment. The leave will not sell until the contract has begun.

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