Change the Date of a Pending Contract

Introduction	This guide provides a workaround for changing the Contract Begin Date of a contract that is in a Pending status.					
Information	This procedure is used when the contract has already been created and the member requests a change to the re-enlistment date after the fact.					

Procedures See below.

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

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Procedures,

continued

Step	Action											
3	Enter the Empl ID , ensure the Correct History box is checked (any time you are going back into a contract), and click Search .											
	Update Contracts											
	Enter any information you have and click Search. Leave fields blank for a list of all value											
	Find an Existing Value Add a New Value											
	▼ Search Criteria											
	Empl ID begins with ✓ 1234567 Q											
	Contract Number begins with 🖌											
	Name begins with 🗸											
	Last Name begins with 🖌											
	Second Last Name begins with 🖌											
	Alternate Character Name begins with 🗸											
	Include History Correct History Case Sensitive											
	Search Clear Basic Search 🖾 Save Search Criteria											
	Find an Existing Value Add a New Value											

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Procedures,

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	Action								
	Select the	appropriate	Contrac	t.					
	Update Contra	acts							
	Enter any informatio	on you have and click Se	arch. Leave field	Is blank for a	a list of all valu	Jes.			
	Find an Existin	ng Value <u>A</u> dd a N	ew Value						
	 Search Criteria 	Empl ID begins with	1234567		0				
	Contract	Number begins with	•						
		Name begins with	•						
	La	st Name begins with	•						
	Second La	st Name begins with	•						
	Alternate Characte	er Name begins with	•						
	Soarch Clo	Correct History		e					
	Search		Save Search C	antena					
	View All								f 4 ⊻ ▶ ▶
	Empl ID Empl Re	cord Contract Numbe	r Name	Second L	Last Name	Alterna	Contract Begin Date	Contract End Date	Contract Status
	1234567 (blank)	0001	Malone, Post	(blank)	Malone	(blank)	04/02/2001	(blank)	Active
	1234567 (blank)	0002	Malone, Post	(blank)	Malone	(blank)	04/20/2010	(blank)	Active
	1234567 (blank)	0003	Malone, Post	(blank)	Malone	(blank)	05/21/2014	(blank)	Active
1	234567 (blank)	0004	Malone, Post	(blank)	Malone	(blank)	02/06/2020	(blank)	Active
		~						D : :	<u> </u>
	Jpdate the	e Contract I	Segin Da	i te. Cl	ick Sav	e an	d then click	Return to	Search.
	Contract Status/Co Malone Post	Contract Type	<u>C</u> lauses Rea	ason/Oath Inf	o Contrac	t Leave	Mbr Service Dates	Contract Approval	>
_	Contract Data				reisor	110 1201			
	Cor	ntract Number 0004				*Contr	act Status Active	Y	
	Contra	ct Begin Date 02/07/20	20 📰		Contract	Expected	End Date 02/06/2023		
	Cont	ract End Date		Calend	ar	gulato	ory Region AD	Q	
		Comment	Febru	ary 🗸	2020		Additional	I Contract	
	Contrac	t Template ID	S M	т w т	FFS		More that	n one year expected	
			Initializ		1		🗌 Waive Wo	orking Time Complian	ice
		Provider ID	2 3	4 5	6 7 8				
	Cor	ntract Content Obligate	9 10	11 12	20 21 22	-			
		Member Member	not eligi is sellin 23 24	25 26 2	27 28 29	Ð.			
	Save	to Search Previous	n List	Current Da	ate 💿	Add	d Update/Display	Include History	Correct History
	Contract Status/Conte	ent Contract Type/Clau	ses Reason/O	ath Info C	Contract Leave	Mbr S	Gervice Dates Contract	Approval Contract	Audit
_									

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Procedures,

continued

Step	Action										
6	Click the Contract you are updating again.										
	Update	Update Contracts									
	Enter any	Enter any information you have and click Search. Leave fields blank for a list of all values.									
	Find	an Existing Va	lue <u>A</u> dd a Nev	/ Value							
	▼ Search Criteria										
		Empl	ID begins with 🗸	1234567		Q					
	Contract Number begins with										
		Na	me begins with 🗸								
		Last Na	me begins with 🗸								
	5	econd Last Na	me begins with V								
	Alternat	e Character Na	me begins with 🗸								
	Includ	le History 🛛 🖓	Correct History	Case Sensitiv	e						
	Search	Clear	Basic Search	Save Search C	riteria						
	View All									4	
	Empl ID	Empl Record	Contract Number	Name	Second L	Last Name	Alterna	Contract Begin Date	Contract End Date	Contract Status	
	1234567	(blank)	0001	Malone, Post	(blank)	Malone	(blank)	04/02/2001	(blank)	Active	
	1234567	(blank)	0002	Malone, Post	(blank)	Malone	(blank)	04/20/2010	(blank)	Active	
	1234567	(blank)	0003	Malone, Post	(blank)	Malone	(blank)	05/21/2014	(blank)	Active	
	1234567	(blank)	0004	Malone, Post	(blank)	Malone	(blank)	02/06/2020	(blank)	Active	
							. ,				
7	Click	the Cor	atreat Two		and tok						
/	CIICK			e/Clau).] [
	Contra	act Status/Conte	ent Contract Ty	pe/ <u>C</u> lauses	Reason/0	Dath Info	Contrac	t Leave Mbr Servi	ce Dates Contra	ct <u>A</u> pproval	

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Procedures,

continued

Step			Α	ction							
8	Change the Effective Date. It should match the date entered in the Contract										
	Status/Concept tab. Select the Reason/Oath Info tab.										
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval	Contract Audit				
	Malone, Post			Person ID 123456	57		· · · ·				
	Contract Data Contract Numbe	r 0004	Begin Date 02/07	/2020	Contract Statu	s Active					
	Contract Type				Q 14 4	1 of 1	View All				
	Effec	tive Date 02/07/2020 ract Type REN x	Reenlistment				+-				
	Contract Clauses			Q	1 of 1	► ► View	All				
	Sec Clause St	Nbr 1 tatus	Clause	Q		+	-				
	Long D Com	ment				<pre></pre>					
	Save Return to Se Contract Status/Content Co	earch Previous in L ontract Type/Clauses Rea	ist Next in List son/Oath Info Contract	Notify A	dd Update/Disp e Dates Contract App	lay Include His	story Correct				
	Contract <u>Status</u> /Content Malone, Post Contract Data Contract Number: 000	Contract Type/ <u>C</u> lause	Reason/Oath I	1fo Contract Le Person I ntract Status:	Active Expecte	Dates >	6/2023				
	Total Length of Extensi	ons this Enlistment(YMI	VI):	Nun	ber of Extensions th	is Enlistment:	N. L. Marris All				
	Contract Type						View All				
	Effective Date: 02/07/2 Reason/Oath	020 Contract Typ	e: REN Reenlistm	ent	Cancel Contrac	Cancer	leu				
	Contract Term Years/ Reason for Extens	Months/Days:	β ntion		Indefinite Re	e-Enlistment					
	Reason: Other (Specify):	Request of Individual			Member Signature Date: Begin Extension/Re	02/07/2020					
	Oath Administrato	r Information									
	Name: E	ilish, Billie, Pirate			Military Grade:	04					
	City: B	utte			State:	MT					
	Save Return to Sea	arch Previous in List Contract Type/Clauses F	Next in List	Notify Add	Update/Display Service Dates Contr	Include History act Approval Contr	Correct History act Audit				
0	Once the trans then run a new	action is save DD4 or Ext	ed, it update ension cont	es immedia ract.	ately and the	e technicia	n can				