Contract Data – Extensions & Re-extensions

Introduction	This guide provides the procedures for completing the contract of a member who is extending or re-extending their enlistment contract.

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	

- Should you discover that information on an Approved Contract is incorrect, you should notify your **HRSUP** immediately and have them submit a help ticket to PPC Customer Service for a correction of bad data or a cancelling of the contract. **PPC (ADV)** will recommend an appropriate resolution.
- 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. If this transaction is being submitted following a member's Voluntary/Involuntary Retention transaction, then this transaction and the Begin Extension transaction shall have the same signature date/effective date.
- This transaction should not be approved in DA until the SPO receives the signed Agreement to Extend Enlistment (CG-3301B).
- The signature date for regular extensions will be the date the CG-3301B is signed by the member and person witnessing the oath. For prior service OCS candidates who must extend to meet obligated service requirements, the signature date of this transaction will be the same as the Enlistment Date on the Enlistment Contract transaction.
- If a non-U.S. citizen (alien) at the time of original enlistment, a member must be a naturalized citizen to extend enlistment. Only the Commander, (CGPSC) may authorize non-U.S. citizens to extend their enlistment.

Known Issues	**Edits while approval is pending**: Once you submit a transaction for approval, you must not make changes to that transaction unless you first *withdraw* the approval request, or the auditor has *denied* the request.

Leave – When an executed approved contract 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 must be routed to PPC for approval. A ticket will need to be submitted to PPC informing us that a cancellation needs to be approved and that leave needs to be adjusted. You must attach all supporting documentation to the ticket.

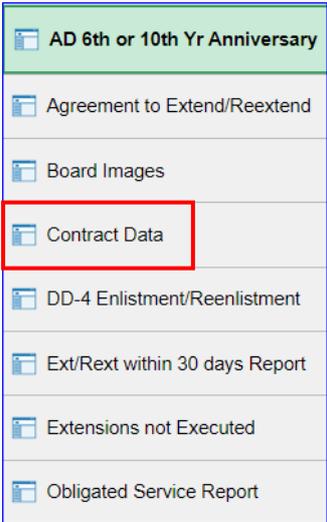# Contract Data – Extensions & Re-extensions, Continued

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.

Procedures See below.

Step	Action
1	Click on the **Career Management** tile.
2	Select the **Contract Data** option.

Contract Data – Extensions & Re-extensions, Continued

Procedures, continued

Step	Action
3	Enter the **Empl ID**, be sure the **Include History** box is checked and click **Search**.
4	The Search Results will display. Select the **Contract Number** of the current active contract (in this case 0002). If this is a member's first contract, you will be automatically directed to Step 5.

Step 3 screen:

Update Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

▼ Search Criteria

Empl ID	begins with ▾	1234567 🔍
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

Step 4 screen:

Search Results

View All   1-2 of 2 ▾

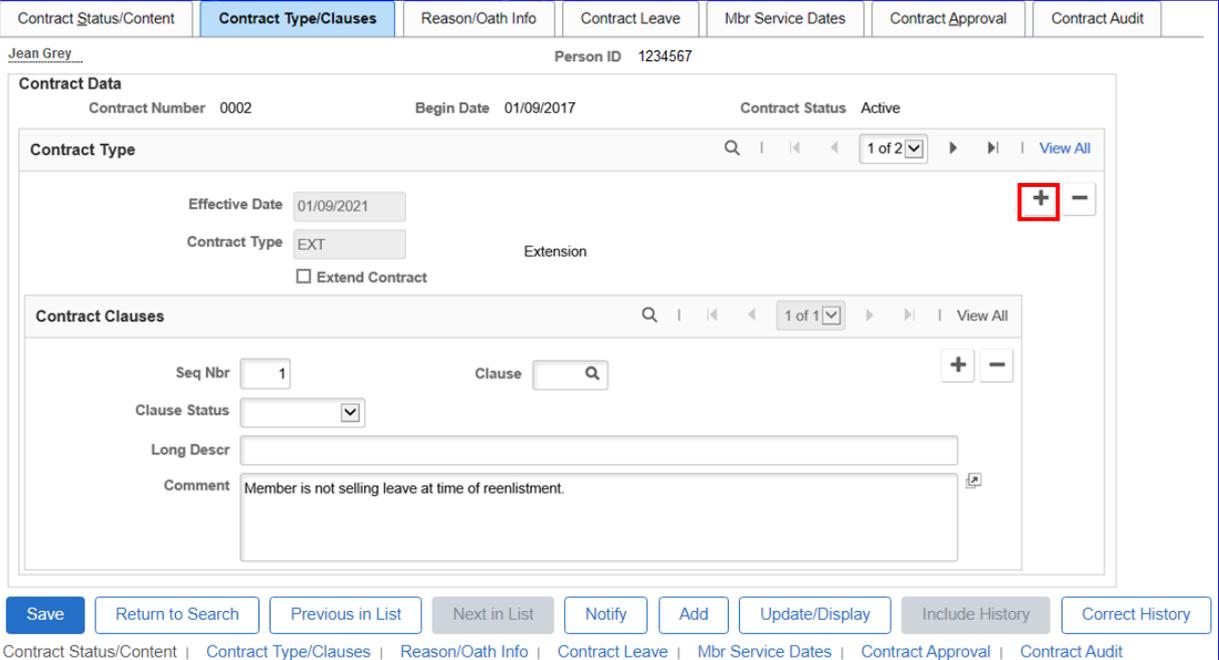| Empl ID	Empl Record	Contract Number	Name	Last Name	Contract Begin Date	Contract End Date	Contract Status
1234567	(blank)	0001	Jean Grey	Grey	01/15/2013	(blank)	Active
1234567	(blank)	0002	Jean Grey	Grey	01/09/2017	(blank)	Active

Contract Data – Extensions & Re-extensions, Continued

Procedures, continued

Step	Action
5	The Contract Status/Content tab will display. Select the **Reason/Oath Info** tab. Contract Status/Content | Contract Type/Clauses | **Reason/Oath Info** | Contract Leave | Mbr Service Dates | Contract Approval | >
  Jean Grey   Person ID   1234567 **Contract Data** Contract Number   0002   *Contract Status   Active Contract Begin Date   01/09/2017   Contract Expected End Date   07/08/2021 Contract End Date   *Regulatory Region   AD Comment   ☐ Additional Contract Contract Template ID   ☐ More than one year expected **Initialize Contract**   ☐ Waive Working Time Compliance Provider ID Contract Content   Member is not selling leave at time of reenlistment. Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit
6	The Reason/Oath Info tab will display: • It is a best practice to note the **Effective Date** of the current contract, the **Expected End Date** and the **Contract Term Years/Months/Days** to establish the date of the extension/re-extension. Contract Status/Content | Contract Type/Clauses | **Reason/Oath Info** | Contract Leave | Mbr Service Dates | > Jean Grey Person ID 1234567 **Contract Data** Contract Number: 0002 Begin Date: 01/09/2017 Contract Status: Active Expected End Date: 07/08/2021 Total Length of Extensions this Enlistment(YMM): 006 Number of Extensions this Enlistment: 1 **Contract Type** 1 of 2 View All Effective Date: 01/09/2021 Contract Type: EXT Extension **Cancel Contract** ☐ Cancelled **Reason/Oath** Contract Term Years/Months/Days: 6 ☐ Indefinite Re-Enlistment **Reason for Extension/Reextension/Retention** Reason: Request of Individual Member Signature Date: 01/19/2018 Other (Specify): Begin Extension/Re-Extension: ☐ **Oath Administrator Information** Name: Xavier, Charles Military Grade: W2 City: Salem Center State: NY

Contract Data – Extensions & Re-extensions, Continued

Procedures, continued

Step	Action
7	Select the **Contract Type/Clauses** tab.
8	The Contract Type/Clauses tab will display. Click on the **Plus** button to add a new row.

Contract Data – Extensions & Re-extensions, Continued

Procedures,
continued

Step	Action
9	Enter the following: • **Effective Date** – Enter the first day after the last contract ended. • **Contract Type** – Select from the look up icon. – **EXT** – Select for an Extension of enlistment. – **REX** – Select for a Re-extension of enlistment (this example).
10	Select the **Reason/Oath Info** tab.

Continued on next page

Contract Data – Extensions & Re-extensions, Continued

Procedures,
continued

Step	Action
11	The Reason/Oath Info tab will display: • Enter the **Contract Term Years/Months/Days** (in Months). • **Reason** – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, **this field needs to reflect the actual reason for the service obligation**. • **Member's Signature Date** – Ensure it is the date of the re-extension. • **Name** & **Military Grade** – Enter the Oath Administrator's information (Last, First, Middle). • **City & State –** Enter the **City** and **State** where the oath is being administered. Assigned to Station OUTCONUS Authorized By MPC (epm) Awaits Review Authority Action Completion of Cruise Aboard V Convenience of Government Court Martial or Punishment Crewmember On Cutter at Sea Data Conversion Expiration of Enlistment INCONUS OUTCONUS Medical Disability Obligated Service Advancement Obligated Service Retirement Obligated Service SRB Bonus Public Interest Request of Individual Request of Member School/Training Requirement Tuition Assistance Program War Or Other Nat Emergency **Contract Status/Content** | **Contract Type/Clauses** | **Reason/Oath Info** | **Contract Leave** | **Mbr Service Dates** | **>** Jean Grey — Person ID 1234567 **Contract Data** Contract Number: 0002 Begin Date: 01/09/2017 Contract Status: Active Expected End Date: 07/08/2021 Total Length of Extensions this Enlistment(YMM): 006 Number of Extensions this Enlistment: 1 **Contract Type** 1 of 3 View All Effective Date: 07/09/2021 Contract Type: REX Reextension **Cancel Contract** ☐ Cancelled **Reason/Oath** Contract Term Years/Months/Days: [ ] [12] [ ] ☐ Indefinite Re-Enlistment **Reason for Extension/Reextension/Retention** Reason: School/Training Requirement Member Signature Date: 07/09/2021 Other (Specify): [ ] Begin Extension/Re-Extension: ☐ **Oath Administrator Information** Name: Summers, Scott Military Grade: O3 City: Salem Center State: NY **NOTE:** If this contract is being entered for a future date, you **MUST** navigate back to this tab and check the **Begin Extension/Re-Extension** box. **DO NOT** check this box until the approval process is complete. The contract **WILL NOT** begin until this box is checked. If **NOT** checked, it will appear to be working but PPC ADV must do corrections behind the scenes.

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Contract Data – Extensions & Re-extensions, Continued

Procedures, continued

Step	Action
12	Select the **Contract Leave** tab. Contract Status/Content | Contract Type/Clauses | **Reason/Oath Info** | Contract Leave | Mbr Service Dates | > Jean Grey Person ID 1234567
13	The Contract Leave tab will display: Enter the **Total Leave to Sell (Days)** that the member wishes to sell (only applicable for extensions, **CANNOT** sell leave on a re-extension). **NOTE:** The leave will **not** sell until the contract has begun (see Beginning an Extension of Enlistment or Beginning a Re-extension user guide for starting the extension or re-extension, see NOTE in step 11). Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | **Contract Leave** | Mbr Service Dates | > Jean Grey Person ID 1234567 **Contract Data** Contract Number 0002 Begin Date 01/09/2017 Contract Status Active **Leave Balances** Leave Balance: 36.500000 Cumulative Sold Leave: As of: 01/31/2021 **Contract Type** 1 of 3 View All Effective Date: 07/09/2021 Contract Type: REX Reextension **Leave Disposition** 1 of 1 View All Total Leave to Sell (Days): [ ] Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | C

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Contract Data – Extensions & Re-extensions, Continued

Procedures,
continued

Step	Action
14	Select the **Mbr Service Dates** tab.
15	The Mbr Service Dates tab will display: Click **View All** to review all the **Labor Seniority Dates** for accuracy.

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Contract Data – Extensions & Re-extensions, Continued

Procedures,
continued

Step	Action
16	The Contract should be printed out and signed before it is approved. To print, while still in the Career Management tile, select the **Agreement to Extend/Reextend** 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
17	Enter the **Employee ID** and select the **Contract Number** and the **Effective Date** from the **lookup** icons and click **Create Report**. **Agreement to Extend/Reextend Form** Employee ID: 1234567 Jean Grey Contract Number: 0002 Effective Date: 09/10/2023 Create Report **Look Up Effective Date** Cancel Search Results View 100 First 1-2 of 2 Last 	Empl ID	Contract Number	Effective Date	Contract Type
---	---	---	---
1234567	0002	01/09/2021	EXT
1234567	0002	07/09/2021	REX | **Look Up Contract Number** Cancel Search Results View 100 First 1-2 of 2 Last | Empl ID	Contract Number	Effective Date	Contract Type
---	---	---	---
1234567	0002	01/09/2021	EXT
1234567	0002	07/09/2021	REX	
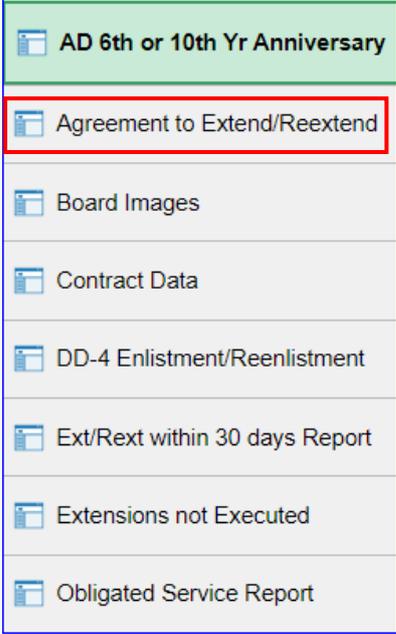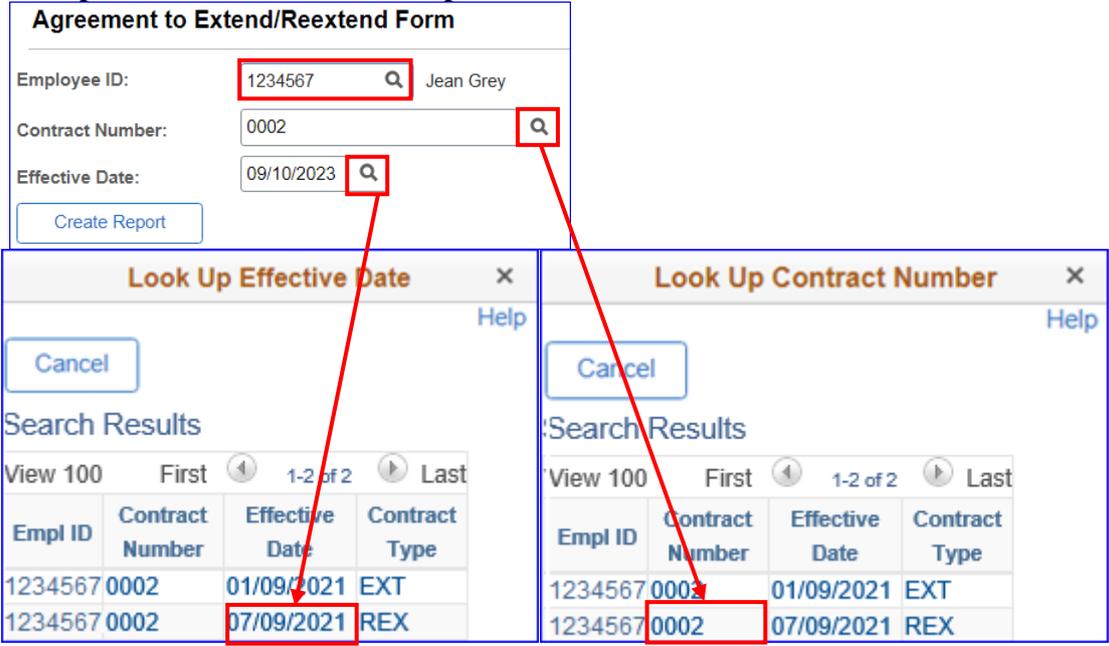
Contract Data – Extensions & Re-extensions, Continued

Procedures,
continued

Step	Action
18	A printable copy of the Agreement to Extend/Re-extend Enlistment will display. Scroll to the bottom of the document and select the **Printer** Icon.

NOTE: If you are using Chrome as a browser and Pop Up Blocker is enabled (and cannot be disabled), here is a work around to print the document. In the upper right hand corner of the browser, click the **icon with the red x** and then click the **.pdf link** and the document will open.

Contract Data – Extensions & Re-extensions, Continued

Procedures, continued
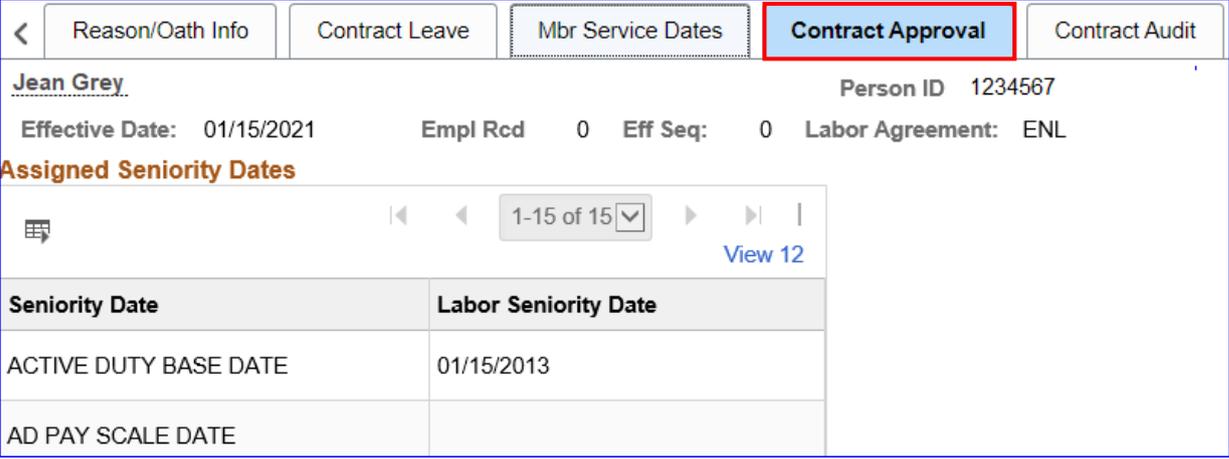
Step	Action
19	Select the **Contract Approval** tab.
20	The Contract Approval tab will display: Click the **Submit for Approval** button.