# 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	<ul> <li>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.</li> <li>Ext/Rext within 30 Days Report – identifies extensions not executed with effective (begin) dates within the next 30 days (from current date).</li> <li>Extensions Not Executed Report – identifies extensions/re-extensions not executed using an open date range.</li> <li>See the guide Extension/Re-Extension Reports for specifics on running these reports.</li> </ul>
Information	<ul> <li>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.</li> <li>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 shall have the same signature date/effective date.</li> <li>This transaction should not be approved in DA until the SPO receives the signed Agreement to Extend Enlistment (CG-3301B).</li> <li>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.</li> <li>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.</li> </ul>
 Known Issues	<ul> <li>Edits while approval is pending: Once you submit a transaction for approval, you must not make changes to that transaction unless you first <i>withdraw</i> the approval request, or the auditor has <i>denied</i> the request.</li> <li>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.</li> </ul>

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. 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: 07/02/2019 Contract Status: Active Expected End Date: 10/01/2022 Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment: 100 1 Q | | | | | | 1 of 3 v | | | | View All Contract Type Cancelled Effective Date: Cancel Contract 10/02/2021 Contract Type: EXT Extension

#### Procedures

See below.

Step		Action
1	Click on the Career Management tile	
	Career Management	
2	Select the <b>Contract Data</b> option.	
	T 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	
	Colligated Service Report	

## Contract Data - Extensions & Re-extensions, Continued

### Procedures,

continued

Step					Actio	n				
3	Enter the E	mpl ID,	be sure the I	nclude	History t	box is checked a	nd click <b>Searcl</b>	1.		
	Update C	Contra	cts							
	Enter any information you have and click Search. Leave fields blank for a list of all values.									
	Find an	Existing	g Value	Add a Nev	v Value					
	Search C	Criteria								
		E	mpl ID begin	ns with 🗸	123456	7	Q			
	Co	ontract N	lumber begir	ns with 🗸	•		]			
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		Last	t Name begin	ns with 🗸	•		]			
	Sec	ond Last	t Name begin	ns with 🗸	•		]			
	Alternate C	haracter	r Name begir	ns with 🗸	•		]			
	Include I	listory	Correct His	story 🗆	Case Sen	sitive				
	Search	Clea	r Basic Sea	arch 🖾	Save Sear	ch Criteria				
	Find an Exis	ting Valu	e   Add a Ne	w Value						
4	The Search this case 00 5.	Results 02). If t	will display. his is a memb	Select the ser's first	he <b>Contr</b> t contract	<b>act Number</b> of t t, you will be aut	the current action comatically dire	ve contract (in ected to Step		
	Search Results									
	View All					1	1-2 of	f 2 🗸 🕨 🕨		
	Empl ID Emp	Record	Contract Number	Name	Last Name	Contract Begin Date	Contract End Date	Contract Status		
	1234567 (blan	k) (	0001	Jean Grey	Grey	01/15/2013	(blank)	Active		
	1234567 (blan	k) (	0002	Jean Grey	Grey	01/09/2017	(blank)	Active		

### Procedures,

continued

		Acti	on		
The Contract Stat	us/Content tab wi	ill display. Se	elect the <b>Rea</b>	son/Oath Info	o tab.
Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Appro
Contract Data		Pe	erson ID 1234567		
Contract Nu	mber 0002		*Contract Status	Active	
Contract Begin	Date 01/09/2017	Contract	Expected End Date	07/08/2021	
Contract End	I Date		*Regulatory Region	AD Q	
Con	iment			Additional Contract	
Contract Templ	ate ID Q			More than one year	expected
	Initialize Con	ntract		Waive Working Tim	e Compliance
Provid	der ID Q				
Contract Co	ntent Member is not selling l	eave at time of reenlistm	ent		
Save Return to Sear	ch Previous in List	Next in List Notif	y Add Up	date/Display Inclu	de History Co
Save Return to Sear	ch Previous in List			date/Display inclu	
	ontract Type/Clauses   Reast		Leave   IVIDI Service	Dates   Contract App	
The Reason/Oath It is a best pract <b>Date</b> and the Co	Info tab will disp ice to note the <b>Ef</b> ontract Term Ye	olay: fective Date o ears/Months/I	of the current Days to estab	contract, the lish the date of	Expected I of the exten
The Reason/Oath It is a best pract <b>Date</b> and the Co extension.	Info tab will disp ice to note the <b>Ef</b> ontract Term Ye	olay: fective Date of ears/Months/I Reason/Oath Info	of the current Days to estab	t contract, the blish the date of	Expected I of the exten
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The Reason/Oath It is a best pract Date and the Co extension. Contract Status/Content ean Grey Contract Data	Info tab will disp ice to note the <b>Ef</b> ontract Term Ye	olay: fective Date of ears/Months/I Reason/Oath Info Pers	of the current Days to estab Contract Leave son ID 1234567	c contract, the lish the date of Mbr Service Dates	Expected I of the exten
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The Reason/Oath It is a best pract Date and the Co extension. Contract Status/Content Jean Grey Contract Data Contract Number: 0002 Total Length of Extensions Contract Type Effective Date: 01/09/2021 Reason/Oath Contract Term Years/Mor Reason for Extension/ Reason: Other (Specify): Oath Administrator Inf Name: Xavie	Info tab will disp ice to note the Ef ontract Term Ye Contract Type/Qlauses Begin Date: 01/09/2017 this Enlistment(YMM): 0 Contract Type: EXT ths/Days: [] Reextension/Retention equest of Individual	olay: fective Date of ears/Months/I Reason/Oath Info Person Contract Status 006 Extension	of the current Days to estable Contract Leave son ID 1234567 :: Active Ex Number of Extensio Q I 4 Cancel Contract Indefin Begin Extensio Military Grad	Contract, the blish the date of Mbr Service Dates pected End Date: 07/ ns this Enlistment: 1 of 2 v Cancelled ite Re-Enlistment ature Date: 01/19/2018 on/Re-Extension: w2 v	Expected I of the exten
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## Contract Data - Extensions & Re-extensions, Continued

### Procedures,

continued

Step	Action
7	Select the Contract Type/Clauses tab.
	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:
	Total Length of Extensions this Enlistment(YMM): 006 Number of Extensions this Enlistment
	Contract Type         Q         I         <
	Effective Date: 01/09/2021 Contract Type: EXT Extension Cancel Contract Can
8	The Contract Type/Clauses tab will display Click on the <b>Plus</b> button to add a new row
Ū	Contract Status/Content         Contract Type/Clauses         Reason/Oath Info         Contract Leave         Mbr Service Dates         Contract Approval         Contract Audit
	Jean Grey Person ID 1234567
	Contract Data Contract Number 0002 Begin Date 01/09/2017 Contract Status Active
	Contract Type Q     4 4 1 of 2 >> >>     View All
	Effective Date 01/09/2021
	Contract Type EXT Extension
	Extend Contract
	Contract Clauses Q I I d d I of 1 >>>> I View All
	Seq Nbr 1 Clause Q + -
	Clause Status
	Long Descr
	Comment 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

### Procedures,

continued

	Action								
Er	Enter the following:								
• ]	Effective Dat	te – E	nter the first	day afte	er the last co	ntract end	ed.		
• (	Contract Ty	pe – S	elect from the	he look	up icon.				
-	– EXT – Sele	ect for	an Extensio	n of enl	istment.				
-	- REX – Sele	ect for	a Re-extens	ion of e	nlistment (th	is exampl	le).		
C	Contract Status/Content	Contr	act Type/Clauses	Reason/Oath	Info Contract Le	ave Mbr Ser	vice Dates	Contract Approval	Contract Audit
Je	an Grey				Person ID 12	234567			
C	ontract Data								
-	Contract Numb	oer 0002		Begin Date	01/09/2017	Con	tract Status	Active	
	Contract Type					QI	14 4	1 of 3 🗸 🕨	I View All
	Effe	otivo Data	07/00/2021						+ -
	Life	-cuve Date							
	Con	itract Type	REX Q	Reextension	Look Up Contr	ant Tuno X			
r			Extend Contract		LOOK UP CONUS	act type ×	_		
	Contract Clauses			Set II	SHAR	E	1 of 1 🔽	View A	AII .
	5	a Nbr		Contract Type	begins with			+ -	-
	36			Search	Clear Cancel	Basic Lookup			-
	Clause	Status		Search Results					
	Long	Descr		View 100	I ≤ 1-8 of 8 ✓ ►	(b)			
	Con	nment		Contract Typ	e Description			7	
				CEX	Cancel Extension/Reex	tension			
				COM	Officer Commission		-		
				ENL	Initial Enlistment				
	Save Return to Se	earch	Previous in List	EXT	Extension		lay	Include History	orrect History
Co	ontract Status/Content	Contract 1	Type/Clauses   Rease	REC	Recall		Contract	Approval   Contract A	ludit
				REN	Reenlistment				
				RET	Retention				
				REX	Reextension				
							20		
Se	elect the Reas	on/O	ath Info tab						
	Contract Status/Conte	ent	Contract Type/Cla	uses	Reason/Oath Info	Contract Le	eave	Mbr Service Dates	Contract Ar
1									

### Procedures,

continued

tep	Action
11	The Reason/Oath Info tab will display:
	• Enter the <b>Contract Term Years/Months/Days</b> (in Months).
	• <b>Reason</b> – 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. School/Training Requirement Tuition Assistance Program
	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 Q     4 4 1 of 3 🔽 🕨 🕨   View All
	Effective Date:     07/09/2021     Contract Type:     REX     Reextension     Cancel Contract       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):
	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.

## Contract Data - Extensions & Re-extensions, Continued

### Procedures,

continued

Step			Action			
12	Select the Contract L	eave tab.				
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	>
	Jean Grey		F	Person ID 1234567		
				~ ~ ~		
13	The Contract Leave ta	b will display: Ente	er the <b>Total Leav</b>	e to Sell (Days	s) that the membe $a_{\text{extension}}$	r
	wishes to sen (only a	opilicable for extensio	DIIS, CAININOI S	en leave on a f	e-extension).	
	NOTE: The leave wi	ll <b>not</b> sell until the c	ontract has begun	<mark>n</mark> (see Beginnii	ng an Extension o	f
	Enlistment or Beginni	ng a Re-extension u	ser guide for star	ting the extens	ion or re-extensio	n,
	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 Da	te 01/09/2017	Contrac	et Status Active	
	Leave Balances					
	Leave Balance:	36.500000 Cumulative	e Sold Leave:	As	of: 01/31/2021	
	Contract Type		Q	1 of 3		
			~			- 1
	Effective Date: 0	(/09/2021	ion			
	Leave Disposition		4	1 of 1	View All	
	Total Leave to Sell (Days):					
	Save Return to Search	Previous in List	Next in List Notify	Add Upda	ate/Display Include	History
	Contract Status/Content   Con	tract Type/Clauses   Reason	/Oath Info   Contract Le	ave   Mbr Service [	Dates   Contract Approva	al   C

## Contract Data - Extensions & Re-extensions, Continued

### Procedures,

continued

Step	Action					
14	Select the Mbr Servio	<b>ce Dates</b> tab.				
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	>
	Jean Grey			Person ID 123456	57	
	Contract Data		D. ( 04/00/0047			
15			1. 1 \$7. 4 11 /	• 11.1 7	1 0 • •	
15	The Mbr Service Date <b>Dates</b> for accuracy.	es tab will display: C	lick <b>View All</b> to	review all the La	abor Seniority	
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	>
	Jean Grey			Person ID 123456	7	
	Effective Date: 01/15/2021	Empl Rcd 0	Eff Seq: 0 Labo	or Agreement: ENL		
	Assigned Seniority Dates					
	町	1-12 of 15	View All			
	Seniority Date	Labor Seniority	Date			
	ACTIVE DUTY BASE DATE	01/15/2013				
	AD PAY SCALE DATE					
	DEP DATE					
	CMA DATE	01/15/2013				
	CURRENT AD DATE 01/15/2013					
	DIEMS DATE	11/13/2012				
	EXPECTED AD TERM DATE	07/08/2021				
	EXPECTED LOSS DATE	07/08/2021				

### 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
	Colligated Service Report
17	Enter the <b>Employee ID</b> and select the <b>Contract Number</b> and the <b>Effective Date</b> from the <b>lookup</b> icons and click <b>Create Report</b> . Agreement to Extend/Reextend Form
	Employee ID: 1234567 Q Jean Grey
	Contract Number: 0002 Q
	Effective Date: 09/10/2023 Q
	Create Report
	Look Up Effective pate × Look Up Contract Number ×
	Help Help Cancel Cancel
	Search Results
	View 100 First 🕙 1-2 of 2 🕑 Last View 100 First 🕙 1-2 of 2 🕑 Last
	Empl ID         Contract         Effective         Contract         Empl ID         Contract         Effective         Contract           Number         Date         Type         Empl ID         Mumber         Date         Type
	1234567 0002 01/09/2021 EXT 1234567 0003 01/09/2021 EXT
	1234567 0002 07/09/2021 REX 1234567 0002 07/09/2021 REX

### 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 <b>Printer</b> Icon.								
			AGREEM		TEND/REEX	TEND	1		
	U.S.COAST GUARD			ENLIST	MENT				
	1. NAME (Last, First, Middle)		2. SOCIAL SECUR	TY NUMBER	3.RATE	4.EFFECTIVE DATE OF THIS	-		
	Grey, Jean		123-45-6	789	YN1	2021 JUL 09			
	5.TERM OF EXTENSION/REEXTE (Years and Months)	INSION	6. NUMBER OF EXTENSIONS THIS ENLISTMENT	7.ENLISTMENT TOTAL OF	EXTENDED FOR A	8.NEW EXPIRATION OF ENLISTMENT DATE (Includes this Extension)			
	1 Years 00 Months		2	1 Years 06 M	Ionths	2022 JUL 08	_		
			ENSION THIS ENLISTMENT						
					AUTHORIZED	BY COMMANDER CGPC			
		ERVICE F	OR TRANSFER		OBLIGATED	SERVICE FOR ADVANCEMENT			
		TCONUS)			OBLIGATED	SERVICE FOR SRB BONUS			
					COMPLETION	OF GRUISE ABOARD VESSEL			
		ERVICE			OTHER (Spec	:179)	_		
	10.	ST	ATI 🖺 🖶 🛛 🛈 💷	/1 ⊖ €	1 2				
							-		
	PP.S  PP.S  Pop-ups blocked:  Pop-ups blocked:  https://hcenv5.direct-accee	onalize	Pag /CG3301_REPT.pdf edirects from https://						
	Continue blocking     Manage		Done						

## Contract Data - Extensions & Re-extensions, Continued

### Procedures,

continued

Step	Action
19	Select the Contract Approval tab.
	K         Reason/Oath Info         Contract Leave         Mbr Service Dates         Contract Approval         Contract Audit
	Jean Grey Person ID 1234567
	Effective Date: 01/15/2021 Empl Rcd 0 Eff Seq: 0 Labor Agreement: ENL
	Assigned Seniority Dates
	□ I - 15 of 15 V I I View 12
	Seniority Date Labor Seniority Date
	ACTIVE DUTY BASE DATE 01/15/2013
	AD PAY SCALE DATE
20	The Contract Approval tab will display: Click the <b>Submit for Approval</b> button
20	Resear/Oath Infe     Contract Logue     Min Service Date     Contract Audit     Contract Audit
	Reason/Oath Into Contract Leave Mor Service Dates Contract Approval Contract Audit
	Jean Grey Person ID 1234567
	Contract Data Contract Number 0002 Begin Date 01/09/2017 Contract Status Active
	Contract Type Q     I of 3 V   View All
	Effective Date: 07/09/2021 Contract Type: REX Reextension Route for Approval
	Approval Type: Approver:
	Dept of Approving 042191 Q BASE CLEV SPO (PS) SPO: Approval Status:
	Approval Date:
	Submit for Approval
	Save     Return to Search     Previous in List     Next in List     Notify     Add     Update/Display     In       Contract Status/Content +     Contract Type/Clauses +     Reason/Oath Info +     Contract Leave +     Mbr Service Dates +     Contract A