Contract Data – Reenlistment

Introduction	This guide provides the procedures for completing a reenlistment contract in Direct Access (DA).
Reference	 a) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
Information	 This procedure can only be used if there has been no break in service. Members with a break in service of more than 24 hours will need to be processed under Accessions. Prior to entering a Reenlistment, the member must: Be a U.S. citizen, as documented by the member's Citizenship Status Changes page. You will not be able to save the contract data if the member is not a U.S. citizen - check the status first! Meet the reenlistment criteria specified in Article 1.A.5 (regular) or 1.A.7 (reserve), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series). Be recommended by the Commanding Officer for reenlistment by having a Career Intentions Worksheet (CG-2045) favorably endorsed. Not be in receipt of retirement orders (applies to Active Duty enlisted members only). The only exception is for members who need additional obligated service to carry them over to their approved retirement date and are ineligible to extend their enlistment to obtain this additional obligated service, (i.e., they've already extended for the maximum period allowable). Changes to executed contracts require approval by Commander, Coast Guard Personnel Service Center (epm/rpm).
Known Issues	 The City and State fields in the "Oath Administration Information" section, must be completed with the city and state where the member was originally accepted into the Coast Guard. This can be determined from the original enlistment contract from section 1 of the member's PDR. These fields set the "Place of Entry onto Active Duty" (PLEAD). The PLEAD does not change unless there is a break in service of more than 24 hours. Home of Record (HOR) not populating - Ensure the member's HOR is entered in DA. If the HOR row doesn't exist, the fields on the contract will be blank. 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.

Known Issues, continued	 Leave Sold: When a 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 will 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. State Withholding Tax (SWT) reverts back to HOR automatically after a REHIRE. The member can have SWT erroneously deducting if not caught. The SPO needs to review/update SWT when completing the accession and make appropriate data entries.
	Continued on next page

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
	Colligated Service Report

Procedures,

continued

Step	Action
3	Enter the Empl ID , check the Include History box and click Search .
	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 Q
	Contract Number begins with v
	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

Procedures,

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Step				A	Action				
4	The Search	Results v	vill disp	lay. The F	Reenlis	stment co	ontract MU	JST be the	e next
	sequential r	umber. F	or exan	ple, this r	nembe	er curren	tly has two	o contracts	s, so the
	new contrac	ct will be	0003. C	lick the A	dd a l	New Val	lue tab.		
	Update Contracts) Librurg and eligit Car	rah Laava fialda	blank for a list of all w					
	Find an Existing Va		w Value		aues.				
	▼ Search Criteria		Value						
	Emp	I ID begins with 🗸	1234567	Q					
	Contract Num	ber begins with 🗸	•						
	Na	me begins with 🗸	•						
	Last Na	me begins with 🗸	•] [
	Second Last Na	me begins with 🗸	•						
	Alternate Character Na	me begins with 🗸	•						
	Include History	Correct History	Case Sensitive						
	Search Clear	Basic Search 🖉	Save Search Crit	teria					
	Find an Existing Value Search Results	Add a New Value							
	View All							1-2	of 2 🗸 🕨 🕨
	Empl ID Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Name	Contract Begin Date	Contract End Date	Contract Status
	1234567 (blank)	0001	Bruce Banner	(blank)	Banner	(blank)	02/11/2014	(blank)	Active
	1234567 (blank)	0002	Bruce Banner	(blank)	Banner	(blank)	11/13/2021	(blank)	Active
	Find an Existing Value	Add a New Value							
5	Enter the C	ontract N	lumber	and click	Add.				
	Update	Contr	acts						
	<u> </u>	an Existir	ng Value	e Ao	ld a N	lew Valu	le		
		*Empl II	123	4567	۹				
	*Contrac	t Numbe	r 0003	3					
	Ado	I							
	Find an E	xisting Va	ilue	Add a Ne	w Valu	ie			

Procedures,

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Step			Action
6	The Contract Sta	tus/Content tab	b will display with the new contract number. Enter
	the following:		
	Contract Begin	n Date – Ensur	re it is the date of reenlistment.
	Regulatory Re	- $-$ Select 4	Active Duty (AD) or Reserves (RSV) from the
	lookun icon		Active Duty (AD) of Reserves (RSV) from the
	• Contract Cont	ont Mustha	nonulated with a statement (reason for the
	• Contract Cont	ent – Must de	populated with a statement (reason for the
	reemistment).		
	NOTE. If you or	a completing o	a contract on a Deservist you MUST add the
	following comm	e completing a	a colliact off a Reservist, you WOST and the
	Community Community	sint: Member is	state we are the coast Guard Reserve
	Component. Sub	sequently, the s	statement should appear on the contract
	(8.b/Remarks).		
	Contract Status/Content	Contract Type/Clauses R	Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval >
	Bruce Banner		Person ID 1234567
	Contract Data Contract Num	per0003	*Contract Status Active V
	Contract Begin D	10/15/2023 📰	Contract Expected End Date 10/14/2025
	Contract End D	ate	*Regulatory Region RSV Q
	Comm	ent	
	Contract Template		☐ More than one year expected
		Initialize Contrac	C Waive Working Time Compliance
	Provider		
	Contract Cont	ent Expiration of Enlistment, M	Mbr is reenlisting into the Coast Guard Reserve.
	Save Return to Search	Previous in List Nex	xt in List Notify Add Update/Display Include History Correct History
	Contract Status/Content L Contra	t Type/Clauses L Reason/Oat	ath Info Contract Leave Mbr Service Dates Contract Annoval Contract Audit
	Contract Status Content Contract		
_			
7	Select the Contra	act Type/Clau	ises tab.
	Contract Status/Content	Contract Type/ <u>C</u> lauses	Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval >
	Bruce Banner		Person ID 1234567
	Contract Data		*Contract Status
	Contract Nu	mper 0003	

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Procedures,

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	The Contract	Fype/Clauses 1	tab will	display: prrect data fo	or the	ourror	t contract	
	Contract Ty	vne – Select R	eenlistm	ent (REN) f	n the	he lool	aun icon	
ſ	Contract Status/Content	Contract Type/Clauses	Reason/Oath I	nfo Contract Leave	Mbr Service Dates Contract Approval Contract Audit			
1	- Bruce Banner	,,		Person ID 1234567				
	Contract Data							
	Contract Numbe	er 0003	Begin Date	Begin Date 10/15/2023 Contract Status			ive	
	Contract Type				Q		 ▲ 1 of 1 ∨ ▶ 	View All
	F #	10/15/2022		Look Up Contra	ct Type	×		
	Ene	ective Date 10/15/2025		Help			T	
	Cor	REN	Contract	Type begins with V				
		Extend Contra	View 100	 4 1-8 of 8 → ▶ 	-Basic Loo	kup		
	Contract Clauses		Contract Type	Description			✓ I View	All
	S	Seq Nbr 1		Cancel Extension/Reextension	n		+	-
	Clause	Status 🗸	COM	Officer Commission				
	Long	Descr	ENL	Extension	utonaian	ŀ		
	Long	Desci	REC	Recall	xtension	F		
	Col	nment	REN	Reenlistment				
			RET	Retention				
			REX	Reextension		>	//	
	Carra Datum ta Car	unt Denvirun in Lint	REC	Recall	_	h	laskuda Liistaan	Connet Ulistere
	Save Return to Sea	Previous in List	REN	Reenlistment		ľ	Include History	Correct History
	Contract Status/Content C	Contract Type/Clauses Reas	on/C RET	Retention		t.	oroval Contract Audit	
			REX	Reextension				
			Novt in I	iet Notify				
S	Select the Rea	son/Oath Inf	o tab.					
ſ	Contract Status/Content	Contract Type/Clauses	Reason/Oath I	nfo Contract Leave	Mbr Ser	vice Dates	Contract Approval	Contract Aud
1	Bruce Banner			Person ID 1234567				
	Contract Data							

Procedures,

continued

Step	Action
10	The Reason/Oath Info tab will display:
	• Contract Term Years/Months/Days – Enter the appropriate term (in years).
	• Reason – Select an option from the drop-down, IAW the Enlistments,
	Evaluations, and Advancements, COMDTINST M1000.2. This should be
	unique to each member and should reflect the reason for the service obligation.
	Assigned to Station OUTCONUS Authorized By MPC (epm) Awaits Review Authority Action Completion of Cruise Aboard V Completion of Cruise Aboard V Convenience of Government Court Matial or Punishment Court Matial or Punishment Court Matial or Punishment 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 Rquirement Tuition Assistance Program War or Other Nat Emergency Mombor's Signature Data Ensure it is the data of the reconlistment
	• Normally Military Crada Enter the Oath Administrator's information (Least
	• Name & Minitary Grade – Enter the Oath Administrator's information (Last, First Middle)
	• City & State – MUST ensure it is the place of initial enlistment (unless there is
	a break in service)
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates
	Bruce Banner Person ID 1234567
	Contract Data
	Contract Number: 0003 Begin Date: 10/15/2023 Contract Status: Active Expected End Date: 10/14/2025
	Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:
	Contract Type Q I I of 1 v b I View All
	Effective 10/15/2023 Contract Type: REN Reenlistment Cancel Contract Cancelled
	Contract Term Years/Months/Days: 6 Indefinite Re-Enlistment
	Reason: Expiration of Enlistment Member Signature Date: Date: Begin Extension/Re-Extension:
	Other (specify):
	Oath Administrator Information
	Name: Gamora Military Grade: W3 -
	City: Boston State: MA
	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

Step			Action			
11	Select the Contrac	t Leave tab.				
	Contract Status/Content	Contract Type/ <u>C</u> lauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	>
	Bruce Banner	· /	F	Person ID 1234567		
12	The Contract Leav • Total Leave to S sell (if applicable Cumulative Solo	e tab will display: ell (Days) - Enter). Ensure they are	: r the days of lea e not exceeding	we that the n their Career	nember wishes Max	to
	Contract Status/Content Cor	tract Type/ <u>C</u> lauses Reason/O	ath Info Contract Leave	Mbr Service Dates	>	
	Bruce Banner		Person ID 1234567			
	Contract Data Contract 0003 Number Leave Balances	Begin Date 10/1	5/2023 Contr	act Status Active		
	Leave Balance: 3.0	00000 Cumulative Sold Lea	ave: 58.000000	As of: 10/31/2023		
	Contract Type		Q 1 of 1	1 ✓ ▶ ▶ I View	All	
	Effective Date: 10/15/2023 Contract Type: REN	Reenlistment				
	Leave Disposition		1 of 1	View A	All	
	Total Leave to Sell (Days):					
	Save Return to Search Contract Status/Content Contract	Previous in List Next in List Type/Clauses Reason/Oath Info	Notify Add Contract Leave Mbr Serve	Update/Display Incl	ude History Correct His roval Contract Audit	tory

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Procedures,

continued

Step			Acti	on			
13	Select the Mbr Servi	ice Dates tab.					
	Contract Status/Content	Contract Type/ <u>C</u> lauses	Reaso	n/Oath Info	Contract Leave	Mbr Service Dates	,
	Bruce Banner		1	Pe	rson ID 1234567		
	Contract Data						_
14	The Mbr Service Dat	tes tab will disp	lay: C	lick Viev	v All to revie	w all the Labor	
	Seniority Dates for a	accuracy.		0.1.11		1.	٦
		t Type/ <u>C</u> lauses Reason/O	ath Into	Contract Leave	Mibr Service Dates	>	
	Effective Date: 05/00/2002		0 Labor	Person ID 123	4567		
	Assigned Seniority Dates	pirkou u Eli Seq.	U Labor	Agreement. EN	-		
		 I-12 of 25 					
	Seniority Date	Labor Seniority Date	View All				
	ACTIVE DUTY BASE DATE						
	AD PAY SCALE DATE						
	DEP DATE	11/19/2013					
	CMA DATE	02/11/2014					
	CURRENT AD DATE						
	DIEMS DATE	11/19/2013					
	RSV DRILL OBLIGATION DATE						
	EXPECTED AD TERM DATE						
	EXPECTED LOSS DATE	11/12/2023					
	JOB FAMILY ENTRY DATE	02/11/2014					
	MIL OBLIGATION COMPL DATE	11/18/2021					
	PAY ALLOWANCE DATE	06/01/2020					
	Save Return to Search Pr	revious in List Next in List		Add	Update/Display Inclu	Correct History]
	Contract Status/Content Contract Type			Leave WDI SEN	nce Dates Contract App	rovar Contract AUdit	_

Procedures,

continued

Step		Action
15	The Contract should be printed To print, select the DD-4 Enlist Management Tile.	out and signed before it is approved. ment/Reenlistment option from the Career
	NOTE: NEW The Reenlistmen page is solely the instructions an	t contract will print off with 5 pages. The 2nd not needed as part of the printout.
		AD 6th or 10th Yr Anniversary
		Agreement to Extend/Reextend
	Career Management	Board Images
		Contract Data
		DD-4 Enlistment/Reenlistment
		Ext/Rext within 30 days Report
		Extensions not Executed
		Dbligated Service Report
16	Enter the Employee ID and sele	ect the Contract Number from the lookup icon
	DD-4 Enlistment/Reenlist	ment Form
	Employee ID: 1234567	Q Banner, Bruce
	Contract Number: 0003	Q
	Effective Date: 10/15/20	23
	Create Report	
	Look Up Contract Number ×	
	Cancel	
	Search Results	
	View 100	
	Empl Contract Effective Contract ID Number Date Type	
	1234567 0001 02/17/2014 ENL 1234567 0002 11/13/2021 REN	
	1234567 0003 10/15/2023 REN	

Procedures,

continued

				Act	ion					
Α	printable	copy of the	Agreen	nent to Ext	end/Reextend Enli	istment will d	lispla			
Se	lect the I	Printer Icon								
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		D i 4004.00								
ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES										
		(Re	ad Privacy Act S	Statement and Instruction	ons on back before completing this form	l.)				
	1. NAME (Last.)	First. Middle)	A. ENLIS	TEE/REENLISTEE	2a. SOCIAL SECURITY NUMBER	2b. DoD ID NUMBER				
	111111111111111111111111111111111111111				(Use for new contracts) (Use for reenlistments)					
	3. HOME OF RE (Street, City, 0	CORD County, State, Country, Zi	P Code)		4. PLACE OF ENLISTMENT/REENLIS (Mil. Installation, City, State, Zip Cod	BTMENT le)				
	EAST HA	MPTON, CT 06424			Boston, MA					
	5. DATE OF:			6. DATE OF BIRTH	7. PREV MIL SVC UPON ENL/REE	NLIST YEARS MONTHS	DAYS			
	-				a. TOTAL ACTIVE MILITARY SERVICE					
		20231015			b. TOTAL INACTIVE MILITARY SERVIC	E				
	8. Lam enlisting/	reenlisting in the United S	States (list branch	B. AGREE	MENTS					
	this date for	2	vears	0	U.S. COAST GUARD weeks beginning	in pav grade				
	of which	years	months a	nd we	eks is considered an Active Duty Obliga	ation, and				
	years	months a	ind	weeks w	ill be served in the Reserve Component	of the Service in which I have	ve enlisted			
	If this is an initial	enlistment, I must serve a	a total of eight (8) years, unless I am so	oner discharged or otherwise extended	by the appropriate authority.	This eigh			
PP.	.S 🖬	☆ Θ	:		1					
VII	ndow Hel	<u>p</u> Personaliz	e Pag							

Procedures,

continued

Step	Action			
18	Select the Contract Approval tab.			
	Reason/Oath Info Contract Leave	Mbr Service Dates Contr	act <u>Approval</u> Contract Audit	
	Bruce Banner	Bruce Banner Person ID 1234567		
	Effective Date: 05/23/2023 Empl Rcd	0 Eff Seq: 0 Labor	Agreement: ENL	
19	The Contract Approval tab will display: Click the Submit for Approval button.			
	Reason/Oath Info Contract Leave Mbr Service Date	Contract Approval Contract Aud	t	
	Bruce Banner Person ID 1234567 Contract Data Contract Durber 0002 Berlin Date 10/45/2022 Contract Status Active			
Contract Names 0005 Degri Date 10/10/2025 Contract Status Active			Acuve	
	Contract Type	Q 1 of 1 v	View All	
	Effective Date: 10/15/2023 Contract Type: REN Reenlistment Route for Approval			
	Approval Type:			
	Approver:			
	Dept of Approving 042805 Q SPO:			
	Approval Status:			
	Approval Date:			
	Submit for Approval			
Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct Hist Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit				
			ay Include History Correct History	
			Contract Approval Contract Audit	