

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. In this example we are extending the contract with an Effective Date of 04/22/2019.


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 **Important note:** 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.

Procedures See below.

Step	Action										
1	<p>Select Contract Data from the Career Management pagelet.</p>  <table border="1" data-bbox="316 1417 1302 1653"> <thead> <tr> <th colspan="2">Career Management</th> </tr> </thead> <tbody> <tr> <td>Obligated Service Report</td> <td>Contract Data</td> </tr> <tr> <td>DD-4 Enlistment/Reenlistment</td> <td>Agreement to Extend/Reextend</td> </tr> <tr> <td>Ext/Rext within 30 days Report</td> <td>AD 6th or 10th Yr Anniversary</td> </tr> <tr> <td>Extensions not Executed</td> <td>Board Images</td> </tr> </tbody> </table>	Career Management		Obligated Service Report	Contract Data	DD-4 Enlistment/Reenlistment	Agreement to Extend/Reextend	Ext/Rext within 30 days Report	AD 6th or 10th Yr Anniversary	Extensions not Executed	Board Images
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Contract Data – Extensions & Re-extensions, Continued

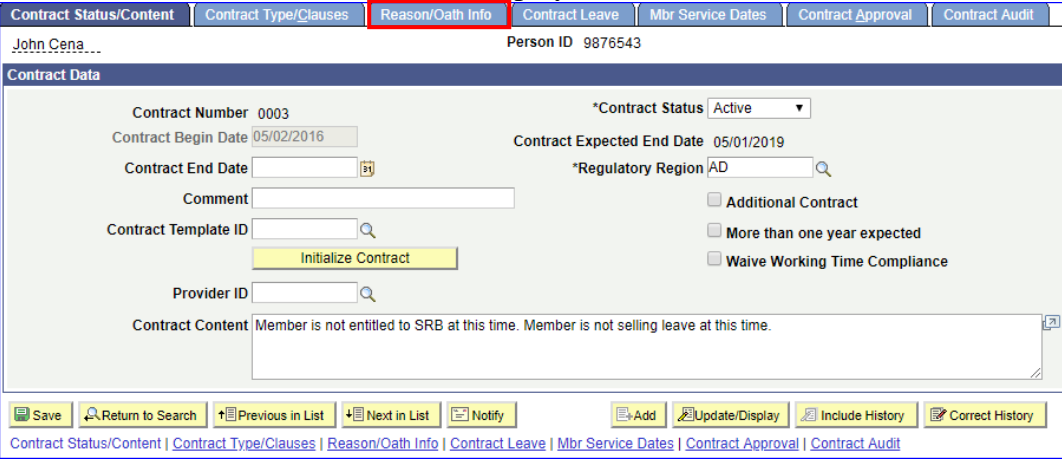
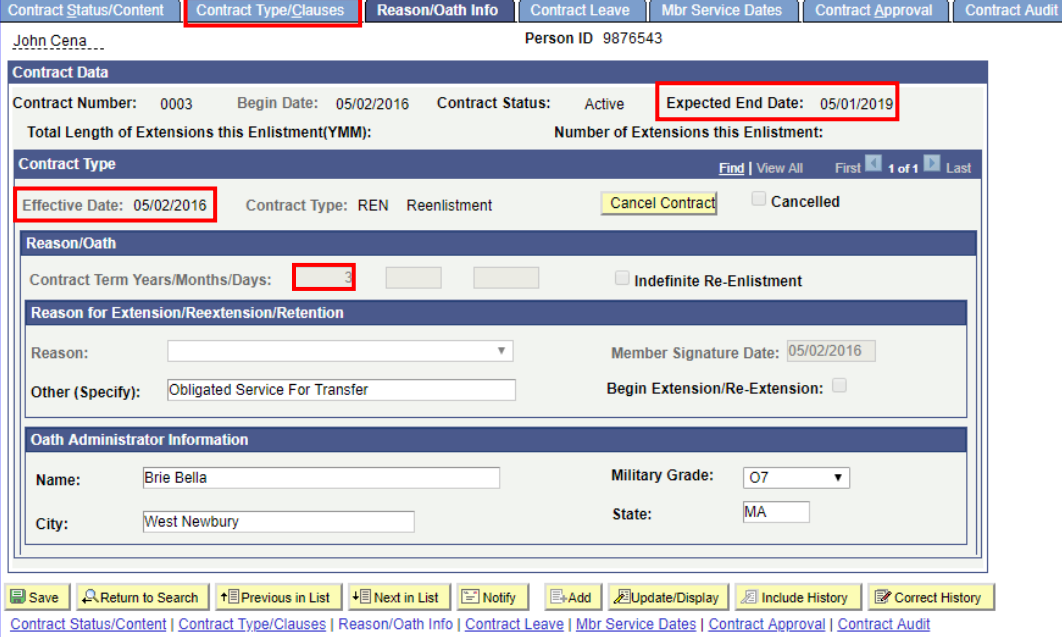
Procedures,
continued

Step	Action																																								
2	<p>Enter the Empl ID, be sure to check the Include History box and click Search.</p> <div data-bbox="323 524 1305 1205" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="9999999"/></p> <p>Contract Number begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>																																								
3	<p>The Search Results will display. Select the Contract Number of the current active contract (in this case 0003). If this is a member’s first contract, you will be automatically directed to Step 4.</p> <div data-bbox="323 1350 1385 1534" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Second Last Name</th> <th>Last Name</th> <th>Alternate Character Name</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>9876543</td> <td>(blank)</td> <td>0001</td> <td>John Cena</td> <td>(blank)</td> <td>Cena</td> <td>(blank)</td> <td>01/09/2007</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>9876543</td> <td>(blank)</td> <td>0003</td> <td>John Cena</td> <td>(blank)</td> <td>Cena</td> <td>(blank)</td> <td>05/02/2016</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>9876543</td> <td>(blank)</td> <td>002</td> <td>John Cena</td> <td>(blank)</td> <td>Cena</td> <td>(blank)</td> <td>03/06/2012</td> <td>03/05/2016</td> <td>Active</td> </tr> </tbody> </table> <p> Find an Existing Value Add a New Value </p> </div>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status	9876543	(blank)	0001	John Cena	(blank)	Cena	(blank)	01/09/2007	(blank)	Active	9876543	(blank)	0003	John Cena	(blank)	Cena	(blank)	05/02/2016	(blank)	Active	9876543	(blank)	002	John Cena	(blank)	Cena	(blank)	03/06/2012	03/05/2016	Active
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Contract Data – Extensions & Re-extensions, Continued

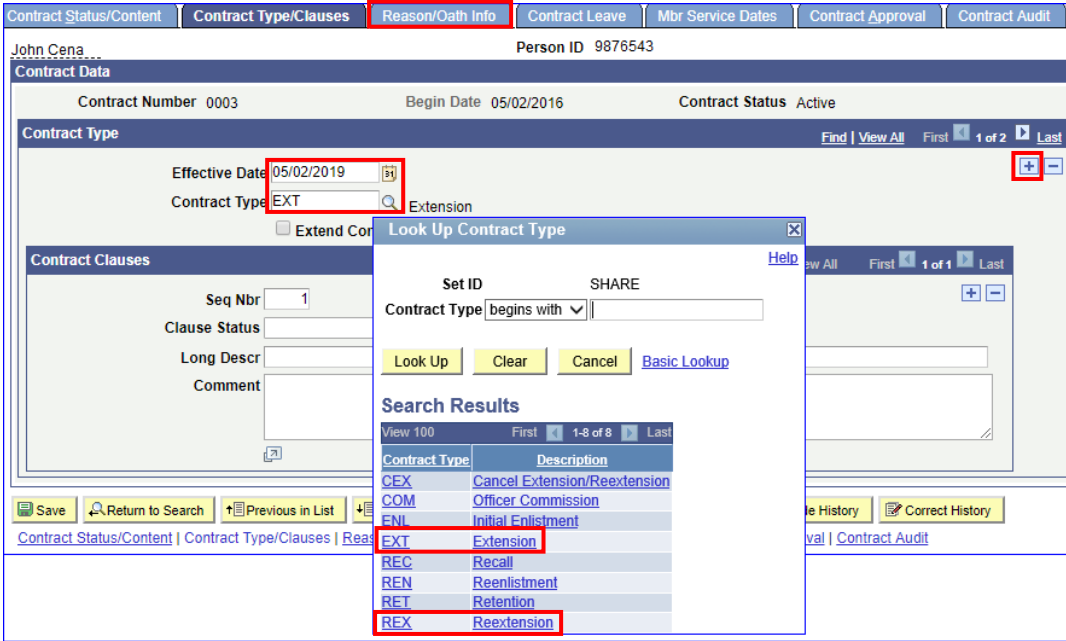
Procedures,
continued

Step	Action
4	<p>The Contract Status/Content tab will display. Select the Reason/Oath Info tab.</p> 
5	<p>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.</p> <p>Select the Contract Type/Clauses tab.</p> 

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Contract Data – Extensions & Re-extensions, Continued

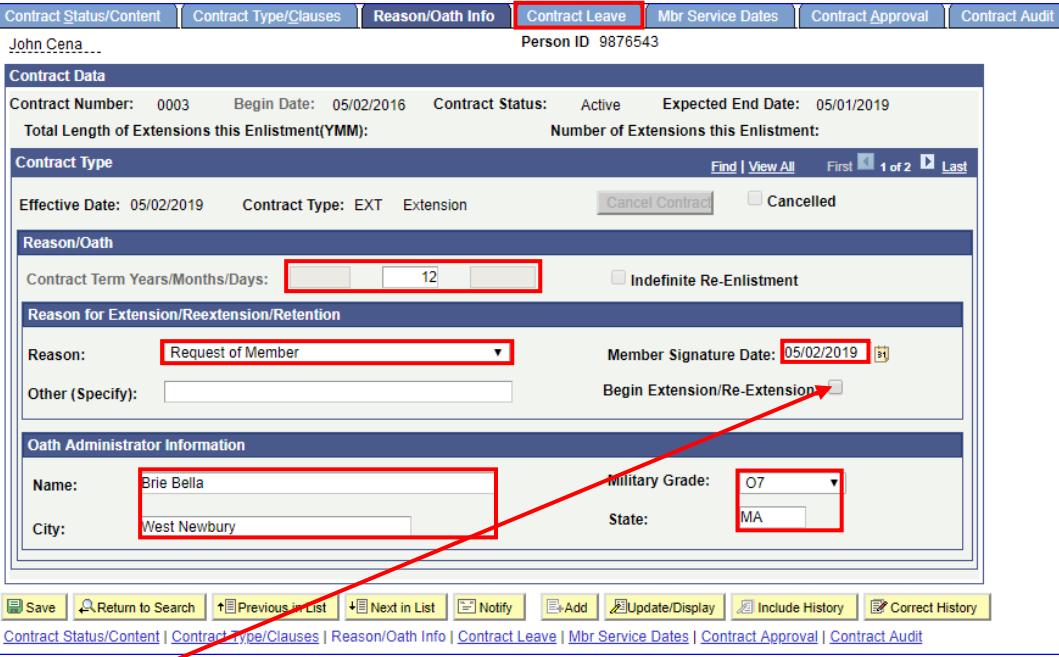
Procedures,
continued

Step	Action
<p>6</p>	<p>Click on the Plus button to add a new row.</p> <ul style="list-style-type: none"> • Effective Date – Enter the first day after the last contract ended. • Contract Type – Select from the look up icon. <ul style="list-style-type: none"> – EXT – Select for an Extension of enlistment (this example). – REX – Select for a Reextension of enlistment. <p>Select the Reason/Oath Info tab.</p>  <p>The screenshot shows the 'Reason/Oath Info' tab selected. The 'Contract Type' field is set to 'EXT' (Extension). A 'Look Up Contract Type' dialog box is open, showing search results for 'EXT' (Extension) and 'REX' (Reextension). The 'Effective Date' is set to 05/02/2019. A plus sign button is visible in the top right of the contract type field.</p>

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Contract Data – Extensions & Re-extensions, Continued

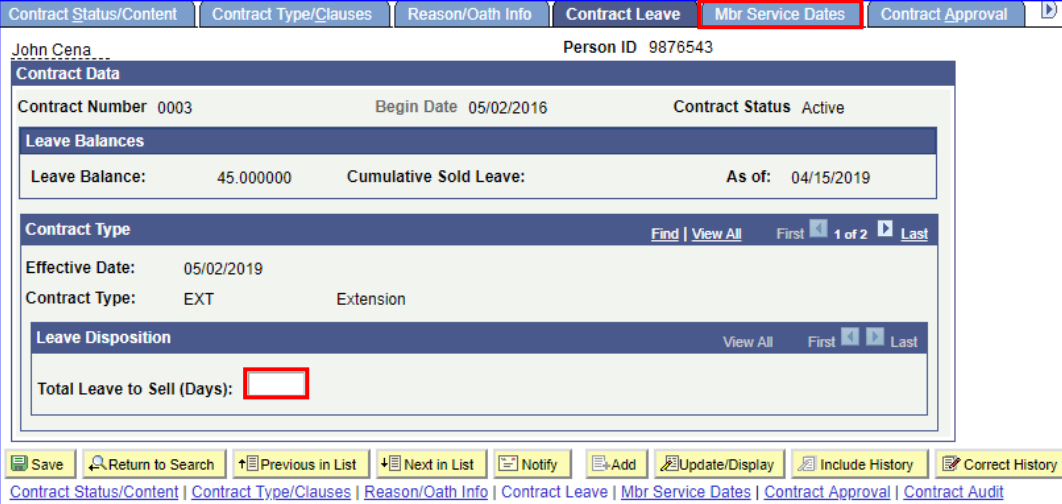
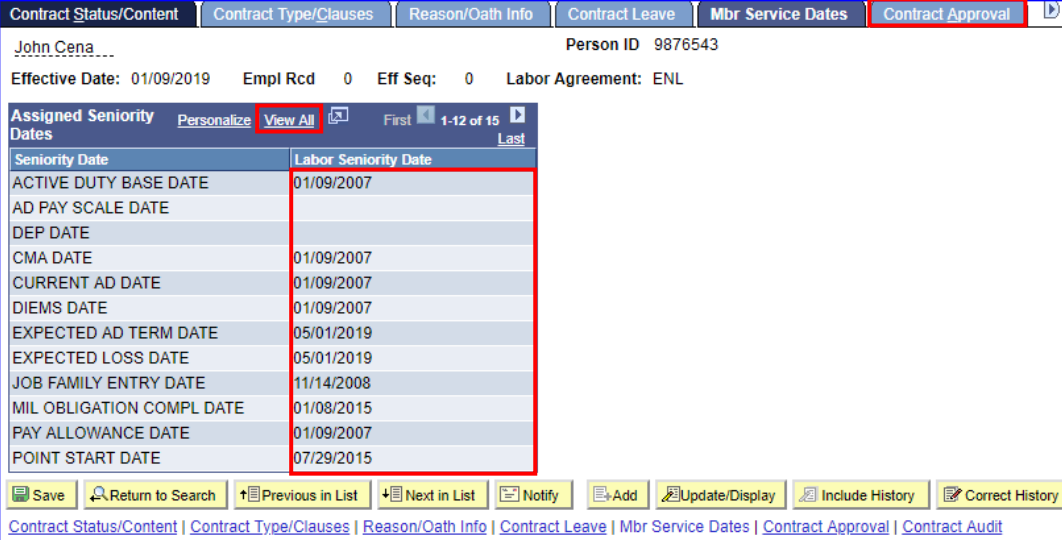
Procedures,
continued

Step	Action
7	<p>Enter the Contract Term Years/Months/Days (typically done in Months), select the Reason, and add the Member’s Signature Date. Enter the Oath Administrator’s Name, Military Grade, and the City and State where the oath is being administered.</p> <p>Select the Contract Leave tab.</p>  <p>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.</p>

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Contract Data – Extensions & Re-extensions, Continued

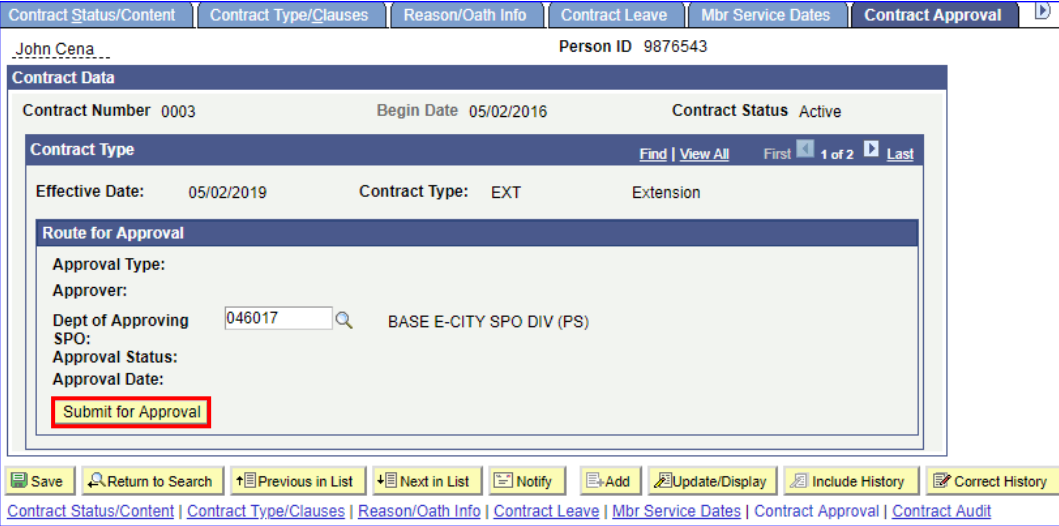

Procedures,
continued

Step	Action																										
8	<p>Enter the Total Leave to Sell (Days) that the member wishes to sell (if applicable).</p> <p>Select the Mbr Service Dates tab.</p>  <p>NOTE: The leave will not sell until the contract has begun (see NOTE on step 7).</p>																										
9	<p>Click View All to review all the Labor Seniority Dates for accuracy.</p> <p>Select the Contract Approval tab.</p>  <table border="1" data-bbox="320 1473 855 1800"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>01/09/2007</td></tr> <tr><td>AD PAY SCALE DATE</td><td></td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>01/09/2007</td></tr> <tr><td>CURRENT AD DATE</td><td>01/09/2007</td></tr> <tr><td>DIEMS DATE</td><td>01/09/2007</td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>05/01/2019</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>05/01/2019</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>11/14/2008</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>01/08/2015</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>01/09/2007</td></tr> <tr><td>POINT START DATE</td><td>07/29/2015</td></tr> </tbody> </table>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	01/09/2007	AD PAY SCALE DATE		DEP DATE		CMA DATE	01/09/2007	CURRENT AD DATE	01/09/2007	DIEMS DATE	01/09/2007	EXPECTED AD TERM DATE	05/01/2019	EXPECTED LOSS DATE	05/01/2019	JOB FAMILY ENTRY DATE	11/14/2008	MIL OBLIGATION COMPL DATE	01/08/2015	PAY ALLOWANCE DATE	01/09/2007	POINT START DATE	07/29/2015
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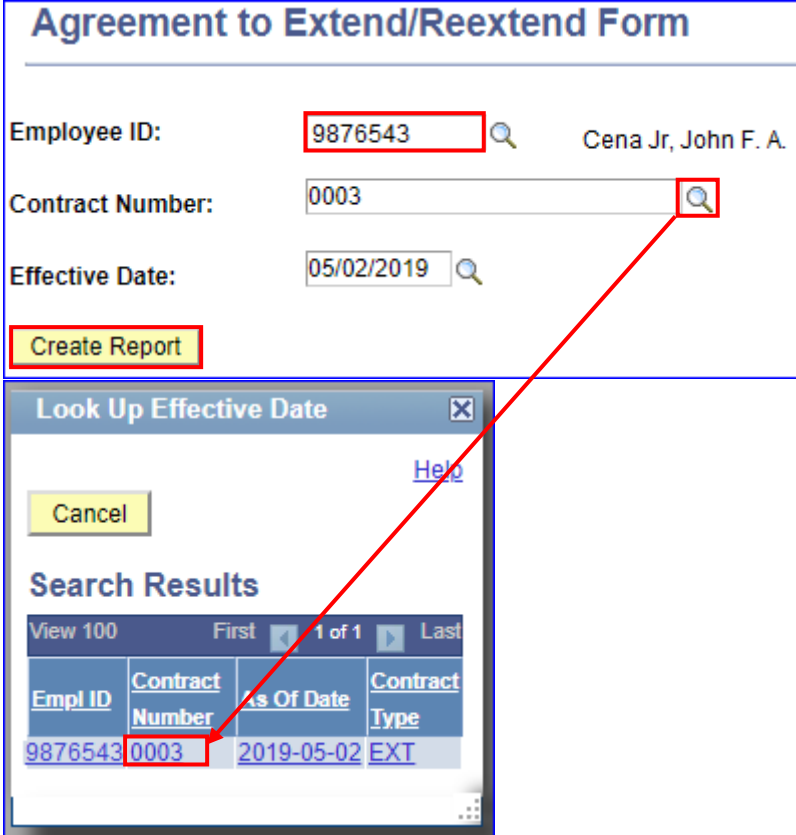
Procedures,
continued

Step	Action
<p>10</p>	<p>Click the Submit for Approval button.</p>  <p>The screenshot shows a web application interface for contract data. At the top, there are navigation tabs: 'Contract Status/Content', 'Contract Type/Clauses', 'Reason/Oath Info', 'Contract Leave', 'Mbr Service Dates', and 'Contract Approval'. Below the tabs, the user's name 'John Cena...' and 'Person ID 9876543' are displayed. The main content area is titled 'Contract Data' and contains the following information: 'Contract Number 0003', 'Begin Date 05/02/2016', and 'Contract Status Active'. Below this is a 'Contract Type' section with a search bar and 'Find View All' options. The 'Effective Date' is '05/02/2019', 'Contract Type' is 'EXT', and the 'Extension' is noted. A 'Route for Approval' section follows, showing 'Approval Type:', 'Approver:', 'Dept of Approving' (with a search input '046017' and a dropdown 'BASE E-CITY SPO DIV (PS)'), 'SPO:', 'Approval Status:', and 'Approval Date:'. A red box highlights the 'Submit for Approval' button at the bottom of this section. At the very bottom of the interface, there are several utility buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail is visible at the bottom: 'Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit'.</p>
<p>11</p>	<p>The Contract should be printed out and signed before it is approved. To print, select the Agreement to Extend/Reextend link from the Career Management pagelet.</p>  <p>The screenshot shows a 'Career Management' pagelet with a grid of links. The links are: 'Obligated Service Report', 'Contract Data', 'DD-4 Enlistment/Reenlistment', 'Agreement to Extend/Reextend', 'Ext/Rext within 30 days Report', 'AD 6th or 10th Yr Anniversary', and 'Extensions not Executed', 'Board Images'. The 'Agreement to Extend/Reextend' link is highlighted with a red box.</p>

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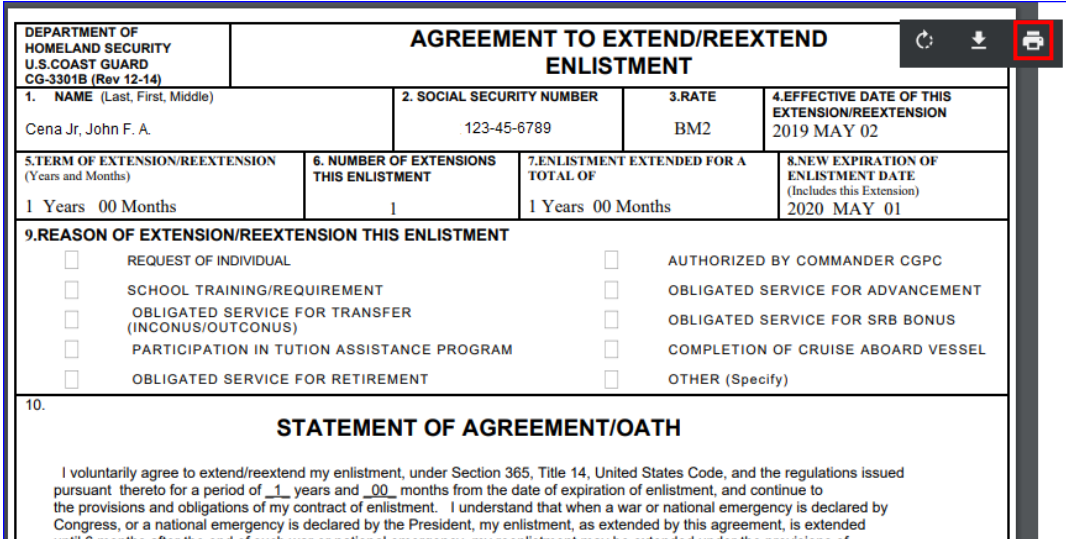
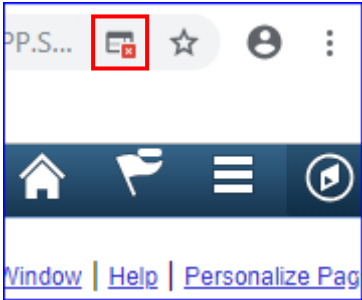
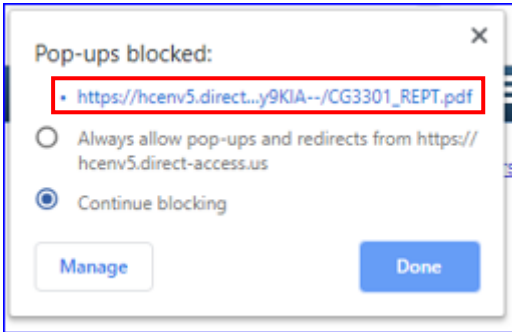
Procedures,
continued

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12	<p data-bbox="316 495 1342 562">Enter the Employee ID and select the Contract Number from the lookup icon (the Effective Date will auto fill) and click Create Report.</p> <div data-bbox="316 562 1114 1395">  <p>The screenshot displays the 'Agreement to Extend/Reextend Form' with the following fields: Employee ID (9876543), Contract Number (0003), and Effective Date (05/02/2019). A 'Create Report' button is visible. Below the form is a 'Look Up Effective Date' dialog box showing search results for Contract Number 0003. The search results table is as follows:</p> <table border="1" data-bbox="336 1176 783 1332"> <thead> <tr> <th>Empl ID</th> <th>Contract Number</th> <th>As Of Date</th> <th>Contract Type</th> </tr> </thead> <tbody> <tr> <td>9876543</td> <td>0003</td> <td>2019-05-02</td> <td>EXT</td> </tr> </tbody> </table> </div>	Empl ID	Contract Number	As Of Date	Contract Type	9876543	0003	2019-05-02	EXT
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Contract Data – Extensions & Re-extensions, Continued

Procedures,
continued

Step	Action
13	<p>A printable copy of the Agreement to Extend/Reextend Enlistment will display. Scroll to the bottom of the document and select the Printer Icon.</p> <div data-bbox="316 562 1385 1099" style="border: 1px solid black; padding: 5px;">  </div> <p>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.</p> <div data-bbox="316 1283 678 1581" style="border: 1px solid black; padding: 5px;">  </div> <div data-bbox="316 1603 829 1933" style="border: 1px solid black; padding: 5px;">  </div>