

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).
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- 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.
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Contract Data – Reenlistment, Continued


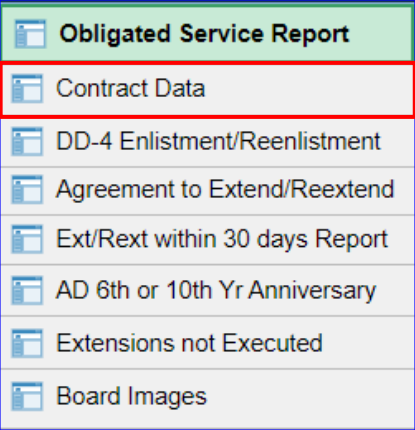
Known Issues,
continued

- **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

Contract Data – Reenlistment, Continued


Procedures See below.

Step	Action
1	<p>Click on the Career Management Tile.</p> 
1.5	<p>Select the Contract Data option.</p> 

Continued on next page

Contract Data – Reenlistment, Continued

Procedures,
continued

Step	Action
2	<p data-bbox="316 495 1214 524">Enter the Empl ID, check the Include History box and click Search.</p> <div data-bbox="316 524 1369 1357" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="320 528 619 562">Update Contracts</p> <p data-bbox="320 568 1362 598">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="352 607 976 667"> Find an Existing Value Add a New Value </div> <p data-bbox="328 678 563 707">▼ Search Criteria</p> <div data-bbox="328 723 1251 1205"> <p data-bbox="555 730 1251 779">Empl ID begins with ▼ 1234567 Q</p> <p data-bbox="437 813 1203 862">Contract Number begins with ▼ </p> <p data-bbox="580 896 1203 945">Name begins with ▼ </p> <p data-bbox="517 978 1203 1028">Last Name begins with ▼ </p> <p data-bbox="421 1061 1203 1111">Second Last Name begins with ▼ </p> <p data-bbox="328 1144 1203 1193">Alternate Character Name begins with ▼ </p> </div> <div data-bbox="328 1227 1043 1261"> <input checked="" data-bbox="328 1227 555 1261" type="checkbox"/> Include History <input data-bbox="576 1227 639 1261" type="checkbox"/> Correct History <input data-bbox="826 1227 890 1261" type="checkbox"/> Case Sensitive </div> <div data-bbox="320 1283 1102 1346"> Search Clear Basic Search  Save Search Criteria </div> </div>

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Contract Data – Reenlistment, Continued

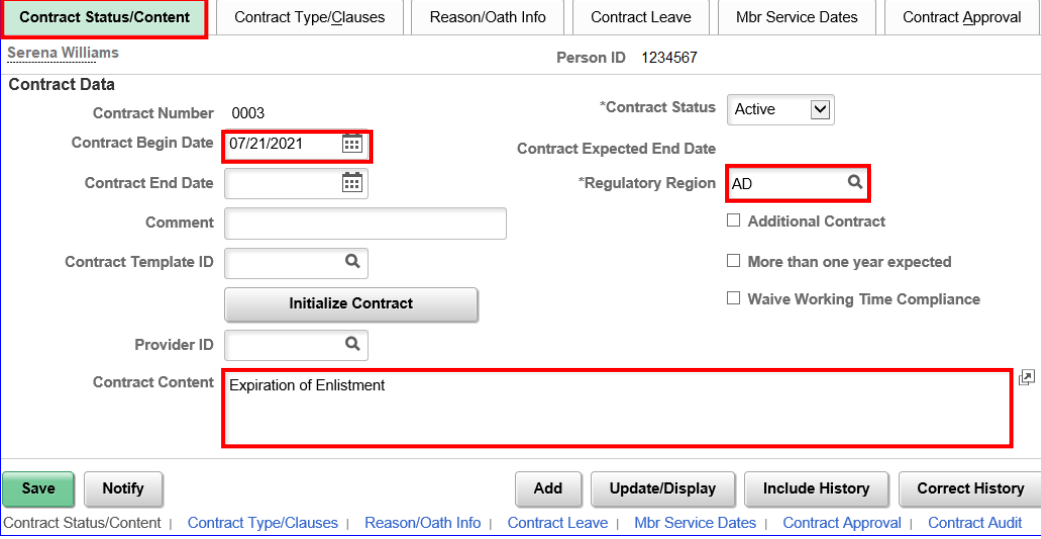
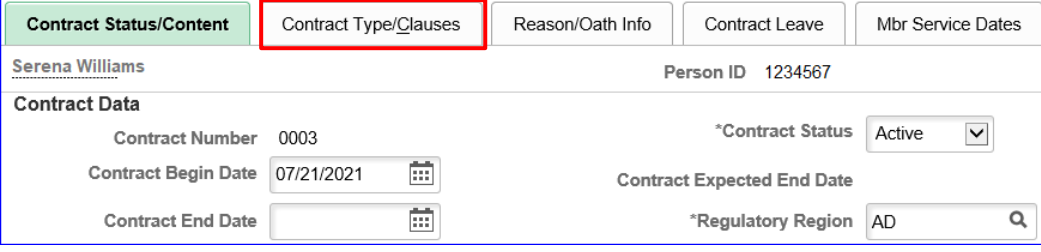
Procedures,
continued

Step	Action																								
3	<p>The Search Results will display. The Reenlistment contract MUST be the next sequential number. For example, this member currently has two contracts, so the new contract will be 0003. Click the Add a New Value tab.</p> <div data-bbox="316 595 1369 1357" 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 style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p> Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/> <input type="button" value="Q"/> </p> <p> Contract Number <input type="text" value="begins with"/> <input type="text"/> </p> <p> Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> Last Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> Second Last Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> Alternate Character Name <input type="text" value="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 type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p>Search Results</p> <p>View All 1-2 of 2</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>Last Name</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>(blank)</td> <td>0001</td> <td>Serena Williams</td> <td>Williams</td> <td>01/08/2008</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0002</td> <td>Serena Williams</td> <td>Williams</td> <td>02/21/2013</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Contract Number	Name	Last Name	Contract Begin Date	Contract End Date	Contract Status	1234567	(blank)	0001	Serena Williams	Williams	01/08/2008	(blank)	Active	1234567	(blank)	0002	Serena Williams	Williams	02/21/2013	(blank)	Active
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4	<p>Enter the Contract Number and click Add.</p> <div data-bbox="316 1431 975 1821" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts</p> <p> <input type="button" value="Find an Existing Value"/> <input style="background-color: #c8e6c9;" type="button" value="Add a New Value"/> </p> <p> Empl ID <input type="text" value="1234567"/> <input type="button" value="Q"/> </p> <p> Contract Number <input style="border: 2px solid red;" type="text" value="0003"/> </p> <p> <input style="background-color: #c8e6c9; border: 2px solid red;" type="button" value="Add"/> </p> </div>																								

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Contract Data – Reenlistment, Continued

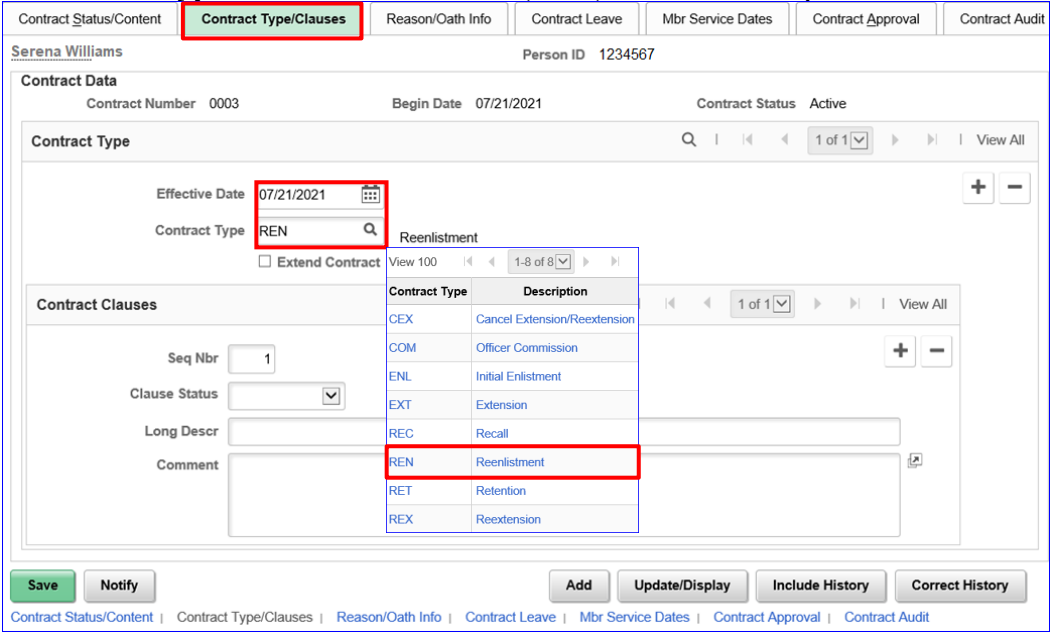
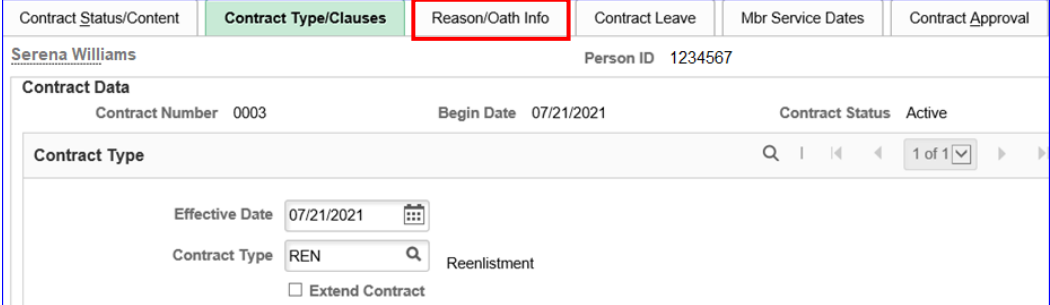
Procedures,
continued

Step	Action
5	<p>The Contract Status/Content tab will display with the new contract number. Enter the following:</p> <ul style="list-style-type: none"> • Contract Begin Date – Ensure it is the date of reenlistment. • Regulatory Region – Select Active Duty (AD) or Reserves (RSV) from the lookup icon. • Contract Content – Must be populated with a statement (reason for the reenlistment). <p>NOTE: If you are completing a contract on a Reservist, you MUST add the following comment: Member is enlisting in the Coast Guard Reserve Component. Subsequently, the statement should appear on the contract (8.b/Remarks).</p> 
6	<p>Select the Contract Type/Clauses tab.</p> 

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Contract Data – Reenlistment, Continued

Procedures,
continued

Step	Action
7	<p>The Contract Type/Clauses tab will display:</p> <ul style="list-style-type: none"> • Effective Date – Ensure it is the correct date for the current contract. • Contract Type – Select Reenlistment (REN) from the lookup icon. 
8	<p>Select the Reason/Oath Info tab.</p> 

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Contract Data – Reenlistment, Continued

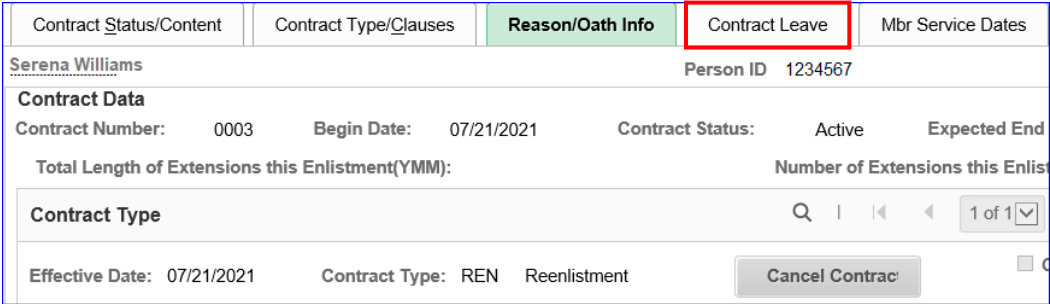
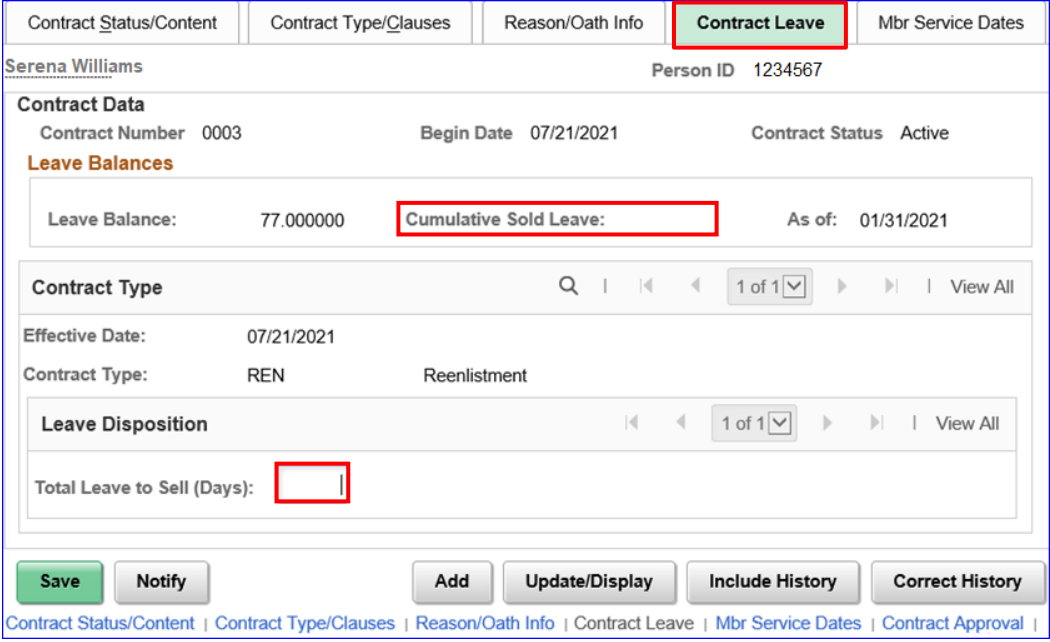
Procedures,
continued

Step	Action
9	<p>The Reason/Oath Info tab will display:</p> <ul style="list-style-type: none"> • 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. <div data-bbox="359 667 587 1025" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>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 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</p> </div> <ul style="list-style-type: none"> • Member’s Signature Date – Ensure it is the date of the reenlistment. • Name & Military 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). <div data-bbox="316 1220 1353 1904" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates > </div> <p>Serena Williams Person ID 1234567</p> <p>Contract Data Contract Number: 0003 Begin Date: 07/21/2021 Contract Status: Active Expected End Date: Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:</p> <p>Contract Type 1 of 1 View All</p> <p>Effective Date: 07/21/2021 Contract Type: REN Reenlistment Cancel Contract <input type="checkbox"/> Cancelled</p> <p>Reason/Oath</p> <p>Contract Term Years/Months/Days: 6 <input type="checkbox"/> Indefinite Re-Enlistment</p> <p>Reason for Extension/Reextension/Retention</p> <p>Reason: Expiration of Enlistment Member Signature Date: 07/21/2021 Other (Specify): <input type="text"/> Begin Extension/Re-Extension: <input type="checkbox"/></p> <p>Oath Administrator Information</p> <p>Name: Ohanian, Alexis Military Grade: O3 City: Saginaw State: MI</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Notify Add Update/Display Include History Correct History </div> <div style="font-size: 8px; margin-top: 5px;"> Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit </div> </div>

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Contract Data – Reenlistment, Continued

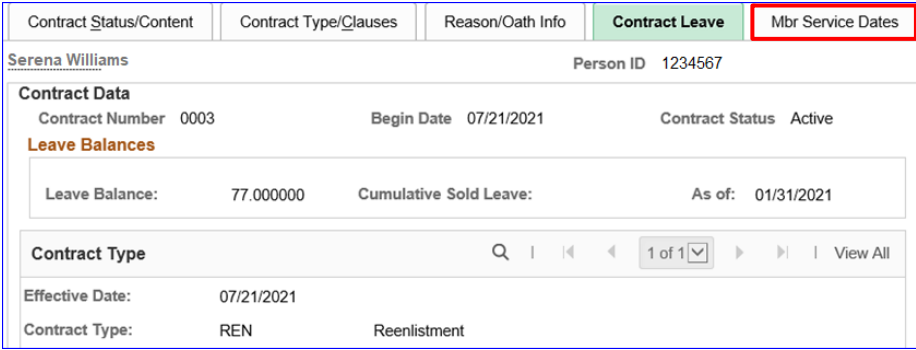
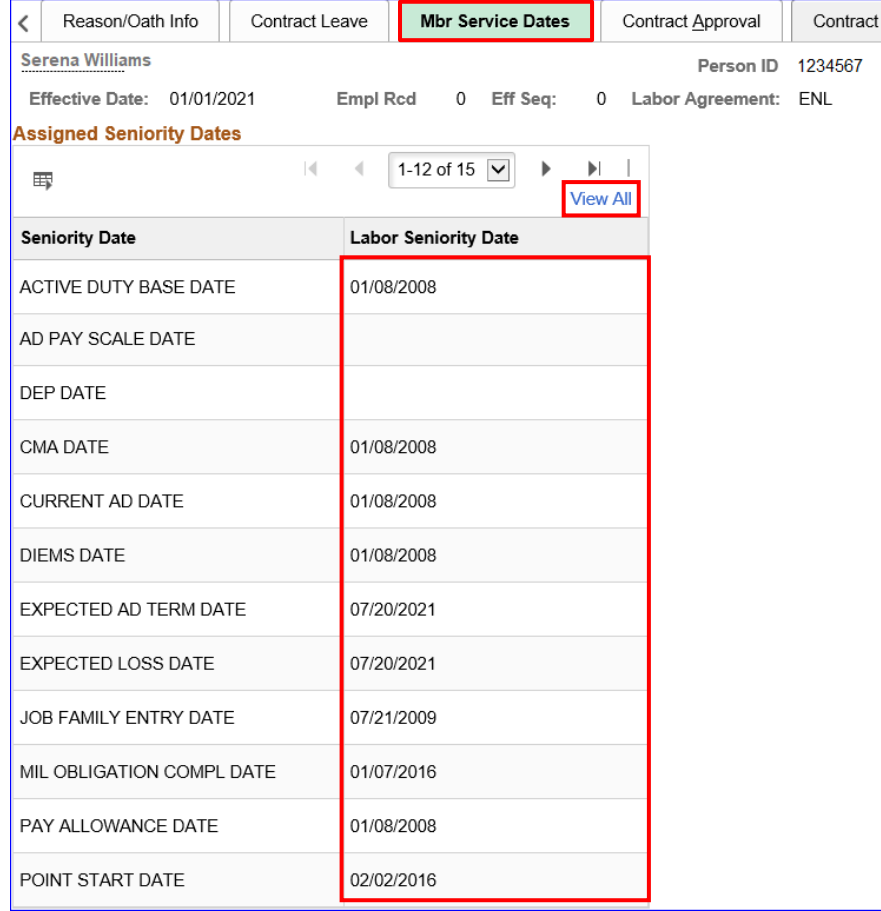
Procedures,
continued

Step	Action
10	<p>Select the Contract Leave tab.</p>  <p>The screenshot shows a web interface for Serena Williams (Person ID 1234567). The 'Contract Leave' tab is highlighted in red. The 'Contract Data' section includes Contract Number: 0003, Begin Date: 07/21/2021, Contract Status: Active, and Expected End. The 'Contract Type' is REN (Reenlistment). A 'Cancel Contract' button is visible.</p>
11	<p>The Contract Leave tab will display:</p> <ul style="list-style-type: none"> • Total Leave to Sell (Days) - Enter the days of leave that the member wishes to sell (if applicable). Ensure they are not exceeding their Career Max Cumulative Sold Leave.  <p>The screenshot shows the 'Contract Leave' tab selected. The 'Leave Balances' section displays Leave Balance: 77.000000 and Cumulative Sold Leave: (highlighted in red). The 'As of' date is 01/31/2021. The 'Contract Type' is REN (Reenlistment). The 'Total Leave to Sell (Days)' field is empty and highlighted in red. At the bottom, there are buttons for Save, 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.</p>

Continued on next page

Contract Data – Reenlistment, Continued

Procedures,
continued

Step	Action																										
<p>12</p>	<p>Select the Mbr Service Dates tab.</p> 																										
<p>13</p>	<p>The Mbr Service Dates tab will display: Click View All to review all the Labor Seniority Dates for accuracy.</p>  <table border="1" data-bbox="323 1205 967 1877"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>01/08/2008</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>01/08/2008</td></tr> <tr><td>CURRENT AD DATE</td><td>01/08/2008</td></tr> <tr><td>DIEMS DATE</td><td>01/08/2008</td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>07/20/2021</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>07/20/2021</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>07/21/2009</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>01/07/2016</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>01/08/2008</td></tr> <tr><td>POINT START DATE</td><td>02/02/2016</td></tr> </tbody> </table>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	01/08/2008	AD PAY SCALE DATE		DEP DATE		CMA DATE	01/08/2008	CURRENT AD DATE	01/08/2008	DIEMS DATE	01/08/2008	EXPECTED AD TERM DATE	07/20/2021	EXPECTED LOSS DATE	07/20/2021	JOB FAMILY ENTRY DATE	07/21/2009	MIL OBLIGATION COMPL DATE	01/07/2016	PAY ALLOWANCE DATE	01/08/2008	POINT START DATE	02/02/2016
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Contract Data – Reenlistment, Continued

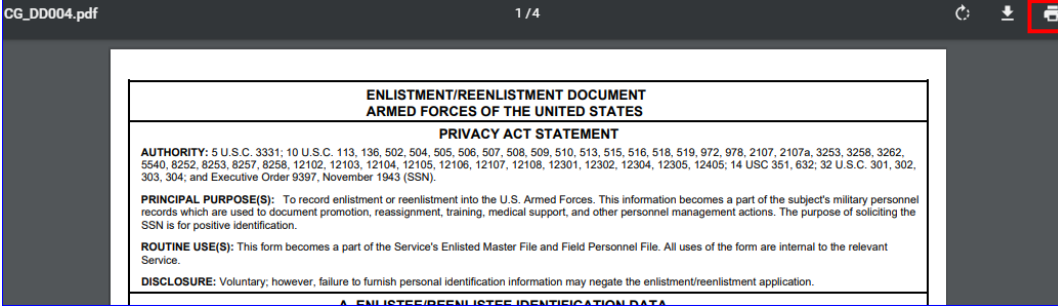
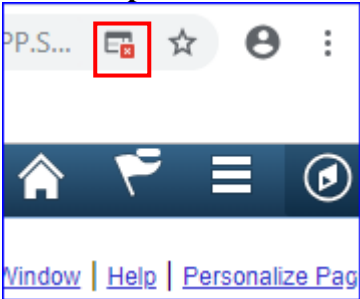
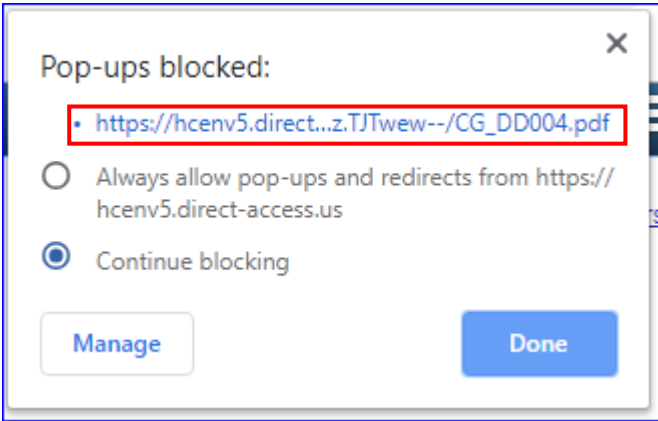
Procedures,
continued

Step	Action																
<p>14</p>	<p>The Contract should be printed out and signed before it is approved. To print, select the DD-4 Enlistment/Reenlistment option from the Career Management Tile.</p> <p>NOTE: The Reenlistment contract will print off with 4 pages. The 4th page is solely for the Delayed Enlistment Program (DEP) during initial enlistment and is not necessary for reenlistment contract purposes. P&A techs need only to print out the first 3 pages of a reenlistment contract.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="316 775 762 1120"> </div> <div data-bbox="831 775 1161 1115"> <table border="1"> <tr><td>Obligated Service Report</td></tr> <tr><td>Contract Data</td></tr> <tr><td>DD-4 Enlistment/Reenlistment</td></tr> <tr><td>Agreement to Extend/Reextend</td></tr> <tr><td>Ext/Rest within 30 days Report</td></tr> <tr><td>AD 6th or 10th Yr Anniversary</td></tr> <tr><td>Extensions not Executed</td></tr> <tr><td>Board Images</td></tr> </table> </div> </div>	Obligated Service Report	Contract Data	DD-4 Enlistment/Reenlistment	Agreement to Extend/Reextend	Ext/Rest within 30 days Report	AD 6th or 10th Yr Anniversary	Extensions not Executed	Board Images								
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<p>15</p>	<p>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 style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>DD-4 Enlistment/Reenlistment Form</p> <p>Employee ID: <input type="text" value="1234567"/> <input type="button" value="🔍"/> Williams, Serena</p> <p>Contract Number: <input type="text" value="0003"/> <input type="button" value="🔍"/></p> <p>Effective Date: <input type="text" value="07/21/2021"/></p> <p><input type="button" value="Create Report"/></p> </div> <div data-bbox="316 1574 738 1928"> <div style="border: 1px solid blue; padding: 5px;"> <p>Look Up Contract Number ✕</p> <p><input type="button" value="Cancel"/> <input type="button" value="Help"/></p> <p>Search Results</p> <p>View 100 First ⬇️ 1-3 of 3 ⬆️ Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Contract Number</th> <th>Effective Date</th> <th>Contract Type</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0001</td> <td>01/09/2008</td> <td>ENL</td> </tr> <tr> <td>1234567</td> <td>0002</td> <td>02/21/2013</td> <td>REN</td> </tr> <tr> <td>1234567</td> <td>0003</td> <td>07/21/2021</td> <td>REN</td> </tr> </tbody> </table> </div> </div> <p style="text-align: right; color: red; font-size: 2em;">↗️</p>	Empl ID	Contract Number	Effective Date	Contract Type	1234567	0001	01/09/2008	ENL	1234567	0002	02/21/2013	REN	1234567	0003	07/21/2021	REN
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Contract Data – Reenlistment, Continued

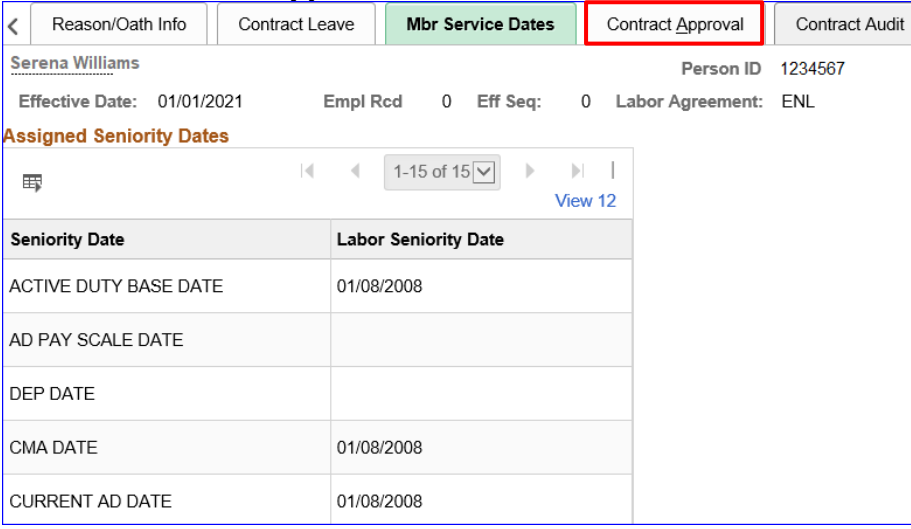
Procedures,
continued

Step	Action
16	<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>  <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>  

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Contract Data – Reenlistment, Continued

Procedures,
continued

Step	Action
<p>17</p>	<p>Select the Contract Approval tab.</p> 
<p>18</p>	<p>The Contract Approval tab will display: Click the Submit for Approval button.</p> 