



Contract Data – Reenlistment

Introduction This guide provides the procedures for completing a reenlistment contract.

Procedures See below.

Step	Action
1	<p>Select Contract Data from the Career Management pagelet.</p>  <p>The screenshot shows a window titled "Career Management" with a table of links. The link "Contract Data" is highlighted with a red rectangular box.</p>
2	<p>Enter the Empl ID, check the Include History box and click Search.</p>  <p>The screenshot shows the "Update Contracts" search interface. It includes a "Search Criteria" section with several dropdown menus for "Empl ID", "Contract Number", "Name", "Last Name", "Second Last Name", and "Alternate Character Name". The "Empl ID" dropdown is set to "begins with" and the input field contains "9999999". The "Include History" checkbox is checked. At the bottom, the "Search" button is highlighted with a red rectangular box.</p>

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Contract Data – Reenlistment, Continued

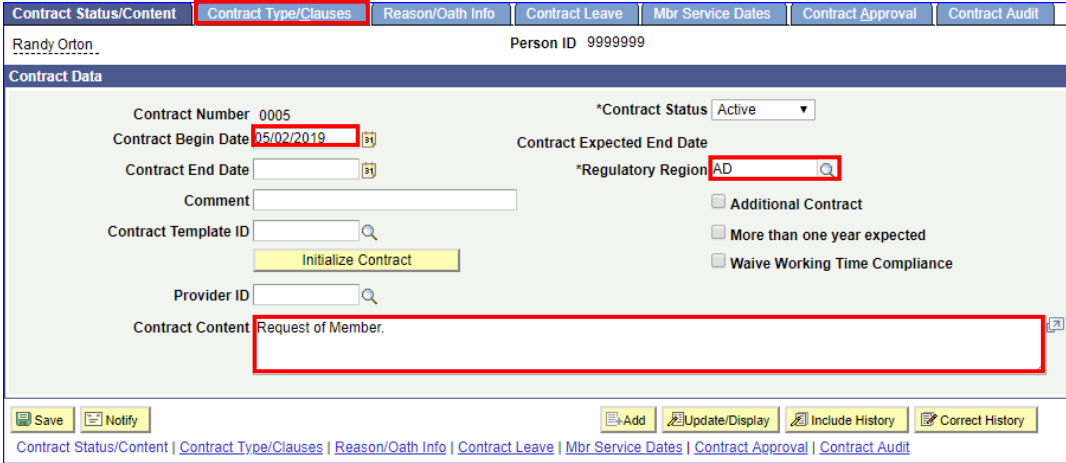
Procedures,
continued

Step	Action																																								
<p>3</p>	<p>The Search Results will display. The Reenlistment contract must be the next sequential number. For example, this member currently has three contracts, the new contract will be 0005. Click the Add a New Value tab.</p> <div data-bbox="316 600 1385 1144" style="border: 1px solid black; padding: 5px;"> <p>Update Contracts 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 begins with <input type="text" value="9999999"/> <input type="button" value="Search"/> </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 type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <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>9999999</td> <td>(blank)</td> <td>0001</td> <td>Randy Orton</td> <td>(blank)</td> <td>Orton</td> <td>(blank)</td> <td>10/02/2001</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>9999999</td> <td>(blank)</td> <td>0003</td> <td>Randy Orton</td> <td>(blank)</td> <td>Orton</td> <td>(blank)</td> <td>09/08/2006</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>9999999</td> <td>(blank)</td> <td>0004</td> <td>Randy Orton</td> <td>(blank)</td> <td>Orton</td> <td>(blank)</td> <td>05/02/2012</td> <td>(blank)</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	9999999	(blank)	0001	Randy Orton	(blank)	Orton	(blank)	10/02/2001	(blank)	Active	9999999	(blank)	0003	Randy Orton	(blank)	Orton	(blank)	09/08/2006	(blank)	Active	9999999	(blank)	0004	Randy Orton	(blank)	Orton	(blank)	05/02/2012	(blank)	Active
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<p>4</p>	<p>Enter the Contract Number and click Add.</p> <div data-bbox="316 1223 935 1630" style="border: 1px solid black; padding: 5px;"> <p>Update Contracts</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> Empl ID <input type="text" value="9999999"/> <input type="button" value="Search"/> </p> <p> Contract Number <input style="border: 2px solid red;" type="text" value="0005"/> </p> <p> <input style="border: 2px solid red;" type="button" value="Add"/> </p> <p> Find an Existing Value Add a New Value </p> </div>																																								

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Contract Data – Reenlistment, Continued

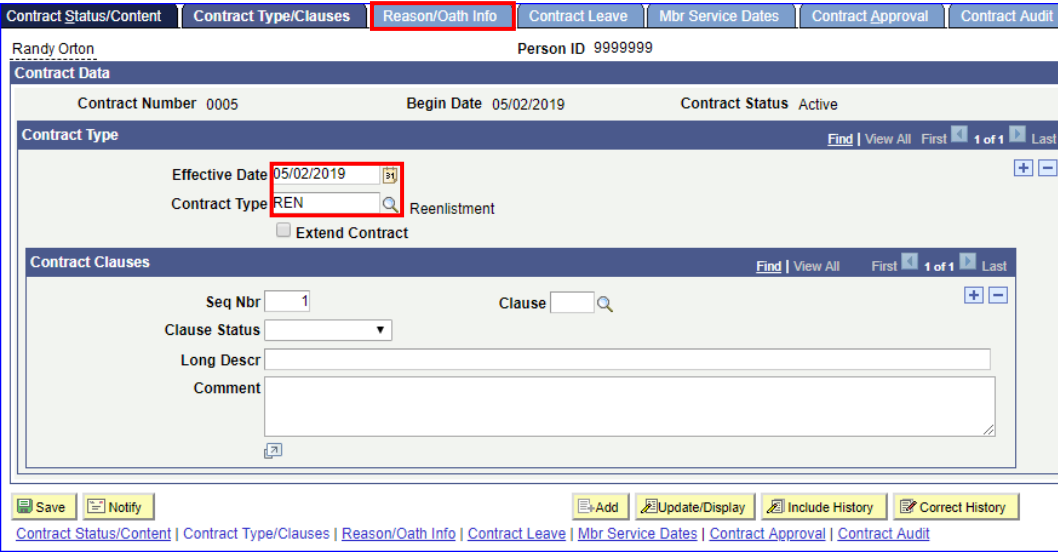
Procedures,
continued

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 (RES) from the lookup icon. • Contract Content – Must be populated with a statement (reason for the reenlistment). <ul style="list-style-type: none"> – 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>Select the Contract Type/Clauses tab.</p>  <p>The screenshot shows a web interface for 'Contract Data' for 'Randy Orton' (Person ID 9999999). The 'Contract Type/Clauses' tab is selected. Fields include: Contract Number (0005), Contract Begin Date (05/02/2019), Contract End Date, Comment, Contract Template ID, Provider ID, and Contract Content (Request of Member). The Regulatory Region is set to AD. There are buttons for 'Initialize Contract', 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. Navigation tabs at the bottom include Contract Status/Content, Contract Type/Clauses, Reason/Oath Info, Contract Leave, Mbr Service Dates, Contract Approval, and Contract Audit.</p>

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Contract Data – Reenlistment, Continued

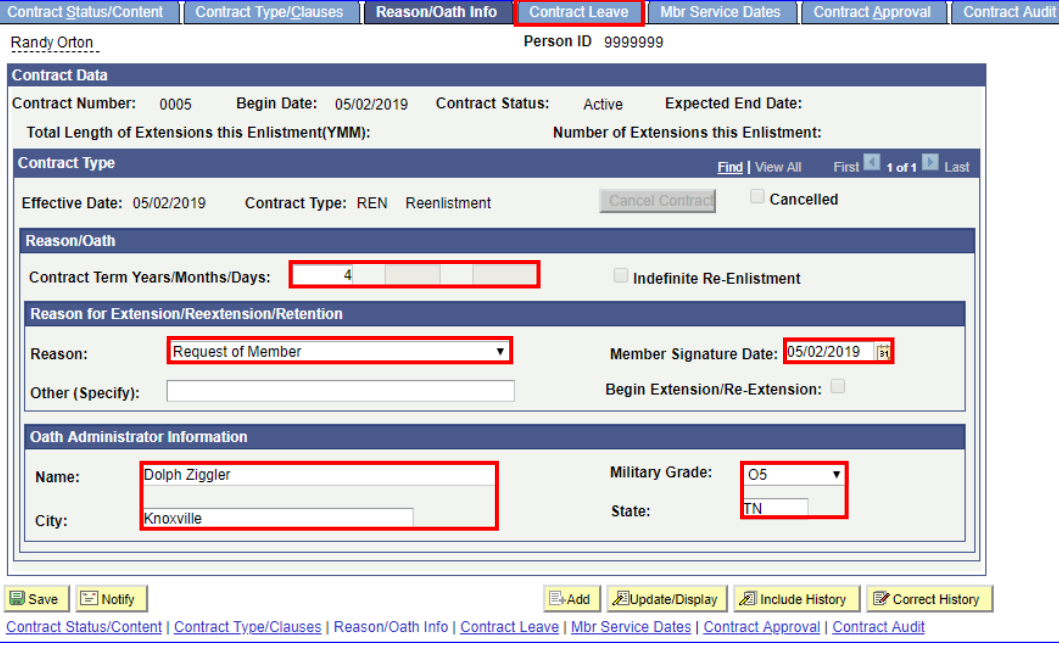
Procedures,
continued

Step	Action
6	<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. <p>Select the Reason/Oath Info tab.</p>  <p>The screenshot shows a web application interface for contract management. At the top, there are several tabs: 'Contract Status/Content', 'Contract Type/Clauses', 'Reason/Oath Info' (highlighted with a red box), 'Contract Leave', 'Mbr Service Dates', 'Contract Approval', and 'Contract Audit'. Below the tabs, the user's name 'Randy Orton' and 'Person ID 9999999' are displayed. The main content area is titled 'Contract Data' and shows details for Contract Number 0005, Begin Date 05/02/2019, and Contract Status Active. Under the 'Contract Type' section, the Effective Date is set to 05/02/2019 and the Contract Type is set to REN (Reenlistment). The 'Reason/Oath Info' tab is highlighted with a red box. Below this, there is a 'Contract Clauses' section with fields for Seq Nbr (1), Clause Status, Long Descr, and Comment. At the bottom of the interface, there are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History. Navigation links for the tabs are also visible at the bottom.</p>

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Contract Data – Reenlistment, Continued

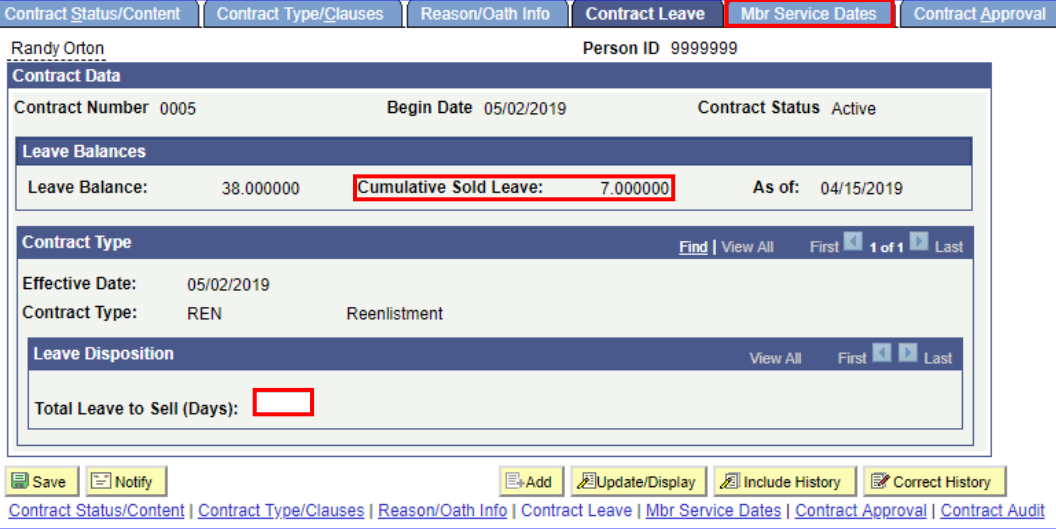
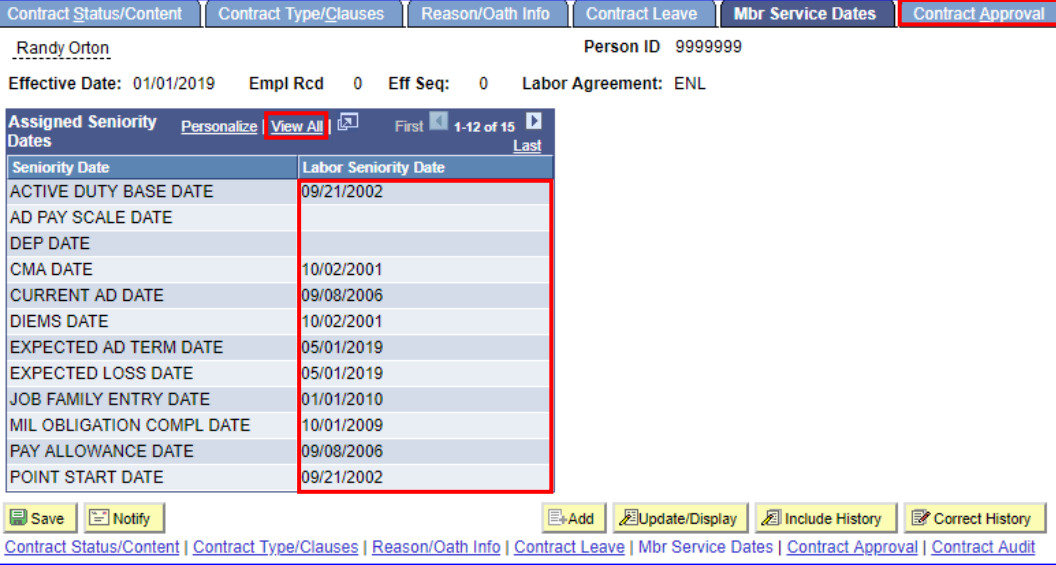
Procedures,
continued

Step	Action
7	<ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the appropriate term (typically done in Years), • Reason – Select from the drop-down. • Member’s Signature Date – Ensure it is the date of the reenlistment. • Name & Military Grade – Enter the Oath Administrator’s information. • City & State – MUST ensure it is the place of initial enlistment (unless there is a break in service). <p>Select the Contract Leave tab.</p> 

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Contract Data – Reenlistment, Continued

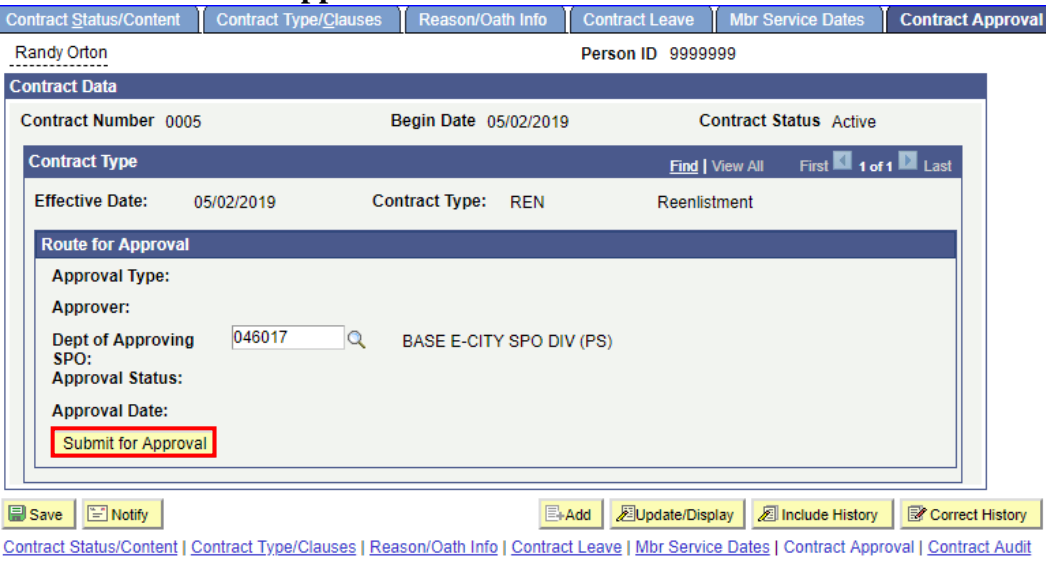
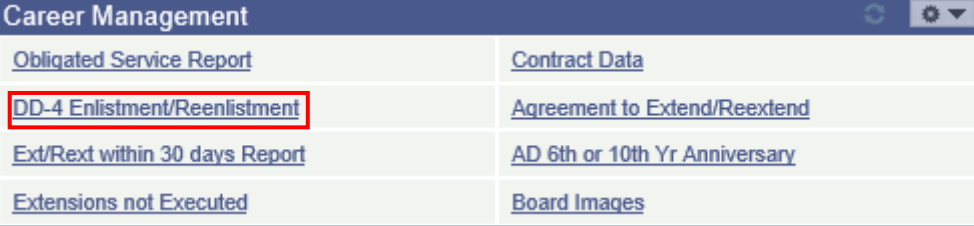
Procedures,
continued

Step	Action																										
8	<p>Make sure they are not exceeding their Career Max Cumulative Sold Leave. 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>The screenshot shows a web interface for Randy Orton (Person ID 9999999). The 'Mbr Service Dates' tab is selected. It displays contract information (Contract Number 0005, Begin Date 05/02/2019, Contract Status Active) and leave balances (Leave Balance: 38.000000, Cumulative Sold Leave: 7.000000, As of: 04/15/2019). Below this, the 'Contract Type' is REN (Reenlistment). The 'Leave Disposition' section has a 'Total Leave to Sell (Days)' field that is currently empty and highlighted with a red box. Navigation buttons like Save, Notify, Add, Update/Display, Include History, and Correct History are visible at the bottom.</p>																										
9	<p>Click View All to review all the Labor Seniority Dates for accuracy.</p> <p>Select the Contract Approval tab.</p>  <p>The screenshot shows the 'Contract Approval' tab selected for Randy Orton (Person ID 9999999). It displays contract details (Effective Date: 01/01/2019, Empl Rcd: 0, Eff Seq: 0, Labor Agreement: ENL). The 'Assigned Seniority Dates' section is expanded, and the 'View All' button is highlighted with a red box. A table of dates is shown, with the 'Labor Seniority Date' column highlighted by a red box. The table contains the following data:</p> <table border="1" data-bbox="323 1503 874 1839"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>09/21/2002</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>10/02/2001</td></tr> <tr><td>CURRENT AD DATE</td><td>09/08/2006</td></tr> <tr><td>DIEMS DATE</td><td>10/02/2001</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>01/01/2010</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>10/01/2009</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>09/08/2006</td></tr> <tr><td>POINT START DATE</td><td>09/21/2002</td></tr> </tbody> </table> <p>Navigation buttons (Save, Notify, Add, Update/Display, Include History, Correct History) and a breadcrumb trail are visible at the bottom.</p>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	09/21/2002	AD PAY SCALE DATE		DEP DATE		CMA DATE	10/02/2001	CURRENT AD DATE	09/08/2006	DIEMS DATE	10/02/2001	EXPECTED AD TERM DATE	05/01/2019	EXPECTED LOSS DATE	05/01/2019	JOB FAMILY ENTRY DATE	01/01/2010	MIL OBLIGATION COMPL DATE	10/01/2009	PAY ALLOWANCE DATE	09/08/2006	POINT START DATE	09/21/2002
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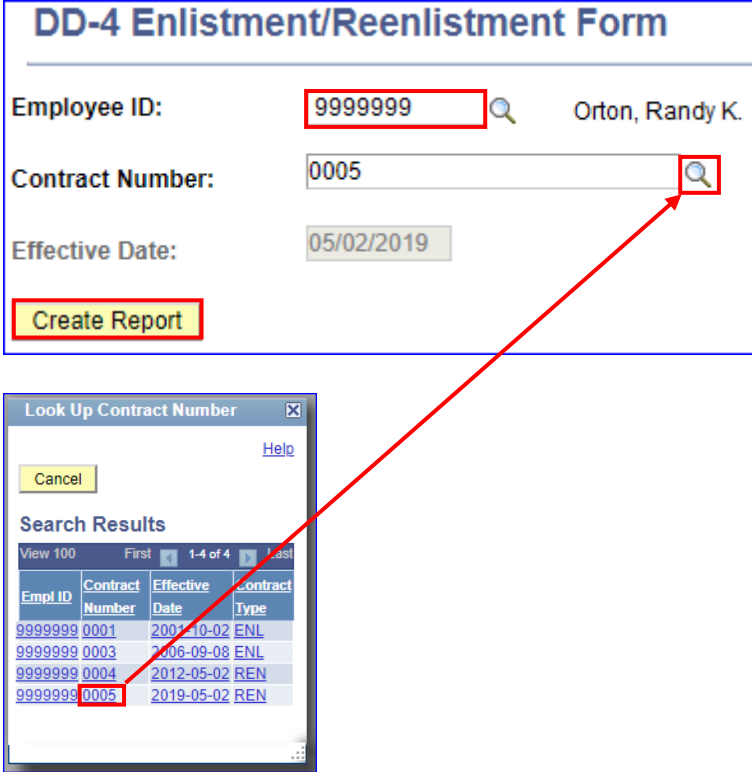


Procedures,
continued

Step	Action
<p>10</p>	<p>Click the Submit for Approval button.</p>  <p>The screenshot shows a web application interface for contract approval. 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 these, the user's name 'Randy Orton' and 'Person ID 9999999' are displayed. The main section is titled 'Contract Data' and contains the following information: Contract Number 0005, Begin Date 05/02/2019, and Contract Status Active. Below this is a 'Contract Type' section with a search bar and 'Find View All' options, showing 'Effective Date: 05/02/2019', 'Contract Type: REN', and 'Reenlistment'. A 'Route for Approval' section follows, with fields for 'Approval Type:', 'Approver:', 'Dept of Approving' (with a search box containing '046017'), 'SPO:', 'Approval Status:', and 'Approval Date:'. A red box highlights the 'Submit for Approval' button. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History', along with a breadcrumb trail: 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 DD-4 Enlistment/Reenlistment link from the Career Management pagelet.</p>  <p>The screenshot shows a 'Career Management' pagelet with a table of links. The links are: Obligated Service Report, Contract Data, DD-4 Enlistment/Reenlistment (highlighted with a red box), Agreement to Extend/Reextend, Ext/Rext within 30 days Report, AD 6th or 10th Yr Anniversary, Extensions not Executed, and Board Images.</p>

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Contract Data – Reenlistment, Continued

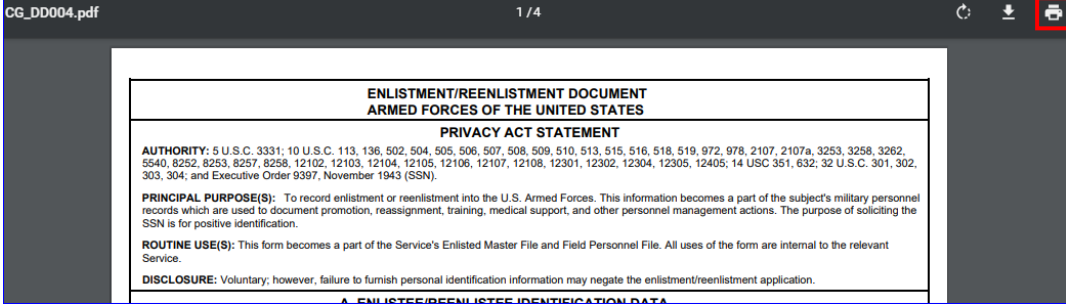
Procedures,
continued

Step	Action																				
12	<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>  <p>DD-4 Enlistment/Reenlistment Form</p> <p>Employee ID: <input type="text" value="9999999"/>  Orton, Randy K.</p> <p>Contract Number: <input type="text" value="0005"/> </p> <p>Effective Date: <input type="text" value="05/02/2019"/></p> <p><input type="button" value="Create Report"/></p> <p>Look Up Contract Number</p> <p>Cancel Help</p> <p>Search Results</p> <p>View 100 First 1-4 of 4 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>9999999</td> <td>0001</td> <td>2007-10-02</td> <td>ENL</td> </tr> <tr> <td>9999999</td> <td>0003</td> <td>2006-09-08</td> <td>ENL</td> </tr> <tr> <td>9999999</td> <td>0004</td> <td>2012-05-02</td> <td>REN</td> </tr> <tr> <td>9999999</td> <td>0005</td> <td>2019-05-02</td> <td>REN</td> </tr> </tbody> </table>	Empl ID	Contract Number	Effective Date	Contract Type	9999999	0001	2007-10-02	ENL	9999999	0003	2006-09-08	ENL	9999999	0004	2012-05-02	REN	9999999	0005	2019-05-02	REN
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Contract Data – Reenlistment, 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>  <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> 