## Contract Data – Reenlistment

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

### Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Select <strong>Contract Data</strong> from the Career Management pagelet.</td>
</tr>
<tr>
<td></td>
<td><img src="Image" alt="Career Management Table" /></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Enter the <strong>Empl ID</strong>, check the <strong>Include History</strong> box and click <strong>Search</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="Image" alt="Update Contracts" /></td>
</tr>
</tbody>
</table>

**Update Contracts**
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**
- **Empl ID** begins with `9999999` (set by user)
- **Contract Number** begins with
- **Name** begins with
- **Last Name** begins with
- **Second Last Name** begins with
- **Alternate Character Name** begins with
- **Include History** checked
- **Correct History** not checked
- **Case Sensitive** not checked

**Search**
- **Find an Existing Value**
- **Add a New Value**

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Contract Data – Reenlistment, Continued

Procedures, continued

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<tbody>
<tr>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>Enter the Contract Number and click Add.</td>
</tr>
</tbody>
</table>

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Contract Data – Reenlistment, Continued

Procedures, continued

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</table>
| 5    | The Contract Status/Content tab will display with the new contract number. Enter the following:  
• **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).  
  – **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). |

5.5 Select the **Contract Type/Clauses** tab.

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### Procedures, continued

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</table>
| **6** | The Contract Type/Clauses tab will display:  
  - **Effective Date** – Ensure it is the correct date for the current contract.  
  - **Contract Type** – Select Reenlistment (REN) from the lookup icon. |

6.5 Select the **Reason/Oath Info** tab.

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Contract Data – Reenlistment, Continued

Procedures, continued

<table>
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</table>
| 7    | The Reason/Oath Info tab will display:  
- **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 (Last, First, Middle).  
- **City & State** – MUST ensure it is the place of initial enlistment (unless there is a break in service). |

7.5 Select the **Contract Leave** tab.

Continued on next page
Step 8  
The Contract Leave tab will display:
- Ensure 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).

**NOTE:** The leave will not sell until the contract has begun (see Beginning an Extension of Enlistment user guide for starting the contract).

8.5 Select the Mbr Service Dates tab.
Contract Data – Reenlistment, Continued

Procedures, continued

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</table>
| 9    | The Mbr Service Dates tab will display:  
- Click View All to review all the Labor Seniority Dates for accuracy. |

| 9.5   | Select the Contract Approval tab. |

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**Contract Data – Reenlistment, Continued**

Procedures, continued

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</table>
| **10** | The Contract Approval tab will display:  
  - Click the **Submit for Approval** button. |

![Contract Approval tab screenshot]

| **11** | 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. |

![Career Management pagelet screenshot]

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### Procedures, continued

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<tr>
<td>12</td>
<td>Enter the <strong>Employee ID</strong> and select the <strong>Contract Number</strong> from the <strong>lookup</strong> icon (the Effective Date will auto fill) and click <strong>Create Report</strong>.</td>
</tr>
</tbody>
</table>

![DD-4 Enlistment/Reenlistment Form](image)

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Contract Data – Reenlistment, Continued

Procedures, continued

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<tbody>
<tr>
<td>13</td>
<td>A printable copy of the Agreement to Extend/Reextend Enlistment will display. Scroll to the bottom of the document and select the <strong>Printer</strong> Icon.</td>
</tr>
</tbody>
</table>

**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.