Retaining Beyond Normal Expiration of Enlistment

Introduction
This guide provides the procedures for retaining a member on Active Duty (AD) beyond their normal expiration of enlistment.

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.

Known Issue
If a member has sold leave on an extension contract and the extension contract is cancelled the action **may not recoup the leave amount sold**. Then if the extension is resubmitted and leave is also sold on this extension, the member could be selling leave again that was not recouped on the cancelled extension.

Information
- Research the Expected AD Termination Date prior to completing this transaction. If it is incorrect, contact PPC for guidance.
- For regular AD members, this transaction will retain the member on AD. For members in confinement, pay and allowances will be suspended.
- For Reserve members when the member’s only contract in Contract Data is AD, add RET and process an initial military obligation contract. Contact PPC for the Expected Loss Date adjustments.
- Retentions for medical reasons should be recorded for a period of 6 months. This will prevent unnecessary interruptions of pay and the need for additional transactions.
- Retentions for members approved for retirement are very restrictive and require approval from Coast Guard Personnel Service Center (CG PSC). See articles 1.C.3, 1.C.9.c and 1.C.11.c of [Military Separations](#), [COMDTINST M1000.4 (series)](#).
- If the member is eligible for a [Basic Pay - 25% Increase in Pay for Retention Beyond Enlistment](#), refer to CG Pay Manual, Chapter 2-L, and contact PPC to make the payment.

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Retaining Beyond Normal Expiration of Enlistment, Continued

Procedures

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select the <strong>Contract Data</strong> link from the Career Management pagelet.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>2</td>
<td>Enter the <strong>Empl ID</strong>, check the <strong>Include History</strong> and <strong>Correct History</strong> boxes, and click <strong>Search</strong>.</td>
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<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>3</td>
<td>Locate the unexecuted extension in the search results and click the <strong>Contract Begin Date</strong> link.</td>
</tr>
</tbody>
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Retaining Beyond Normal Expiration of Enlistment, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>4</td>
<td>Select the <strong>Contract Type/Clauses</strong> tab.</td>
</tr>
</tbody>
</table>

**Contract Data**

- **Contract Number**: 0002
- **Contract Begin Date**: 02/26/2016
- **Contract End Date**: *[{}]*
- **Contract Expected End Date**: 02/28/2019
- **Contract Status**: Active
- **Contract Template ID**: [{}]
- **Provider ID**: [{}]
- **Contract Content**: Member is not selling leave.

*Member is not eligible for SBP SAVY ALCOAST 346/15.*

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Contract Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2019</td>
<td>RET</td>
</tr>
</tbody>
</table>

4. Click the **Plus** button to add a new row. **Effective Date** must be changed to the Contract End Date plus 1 day. Select RET from the **Contract Type lookup icon**.

5. Select the **Reason/Oath** tab.

![Image of the Reason/Oath tab with details about selecting RET from the contract type lookup]

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Retaining Beyond Normal Expiration of Enlistment, Continued

Procedures, continued

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>6</strong></td>
<td><strong>The Reason must be entered as stated below. Choose from the applicable Retention Codes/Reasons graph below.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Yankee Doodle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Retention Codes/Reasons**

<table>
<thead>
<tr>
<th>Retention Code</th>
<th>Reason for or Circumstances of Retention</th>
<th>Military Separation</th>
<th>Maximum Allowable Personnel Retention Period</th>
<th>Direct Access / Global Pay Reason for Extension Lookup Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>War or National Emergency</td>
<td>1.B.11c</td>
<td>6 months after war or other national emergency is expected to end.</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Enlisted on cutter at sea</td>
<td>1.B.11d</td>
<td>Date cutter is expected to arrive at an INCONUS port.</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>National Afloat in a foreign Country</td>
<td>1.B.11e</td>
<td>3 months.</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Involuntary extended tour or arrested on active duty</td>
<td>1.B.11f</td>
<td>6 months.</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Involuntary extended tour or arrested by court-martial</td>
<td>1.B.11h</td>
<td>Date court-martial is expected to be acted upon by supervisory authority.</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Detention for public interest as member is witness in proceeding involving food, hurricane, emergency duty</td>
<td>1.B.11I</td>
<td>30 days.</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Standing reserve due to administrative discharge or demobilization board</td>
<td>1.B.11J</td>
<td>Date board action is expected to be acted upon by final law enforcement authority.</td>
<td></td>
</tr>
</tbody>
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Procedures, continued

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<tbody>
<tr>
<td>7</td>
<td>Select the appropriate <strong>Contract Term Years/Months/Days</strong> from the chart above. The procedure is now complete, click <strong>Save</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Data</th>
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</thead>
<tbody>
<tr>
<td>Contract Number: 0005</td>
</tr>
<tr>
<td>Total Length of Extensions this Enlistment (YM/M): 200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: 02/25/2018</td>
<td>Contract Type: RET Retention</td>
</tr>
<tr>
<td>Contract Term Years/Months/Days:</td>
<td></td>
</tr>
<tr>
<td>Reason: War Or Other Nat Emergency</td>
<td>Other (Specify):</td>
</tr>
<tr>
<td>Reason for Extension/Reextension/Retention:</td>
<td>Beginning Extension:</td>
</tr>
<tr>
<td>Length Administrator Information</td>
<td></td>
</tr>
<tr>
<td>Name: Jack-o-Lantern</td>
<td>Military Grade: W2</td>
</tr>
<tr>
<td>City: CHICAGO MEPS DES PLAINES</td>
<td>State: IL</td>
</tr>
</tbody>
</table>

8 The approval will update the Seniority Dates in Job Data.