

## Retaining Beyond Normal Expiration of Enlistment

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

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**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.

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**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.

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**Information**



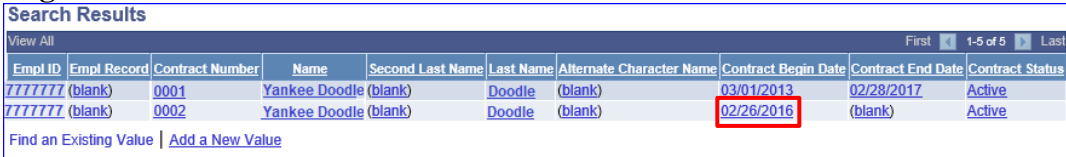
- Research the Expected AD Termination Date prior to completing this transaction. If it is incorrect, contact PPC for guidance.
- For regular AD members, this transaction will retain the member on AD. For members in confinement, pay and allowances will be suspended.
- For Reserve members when the member's 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

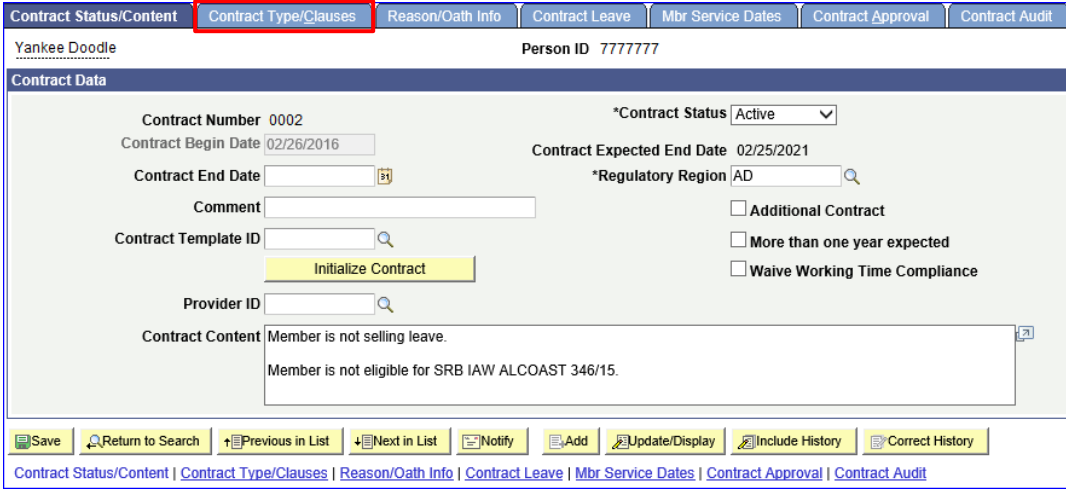
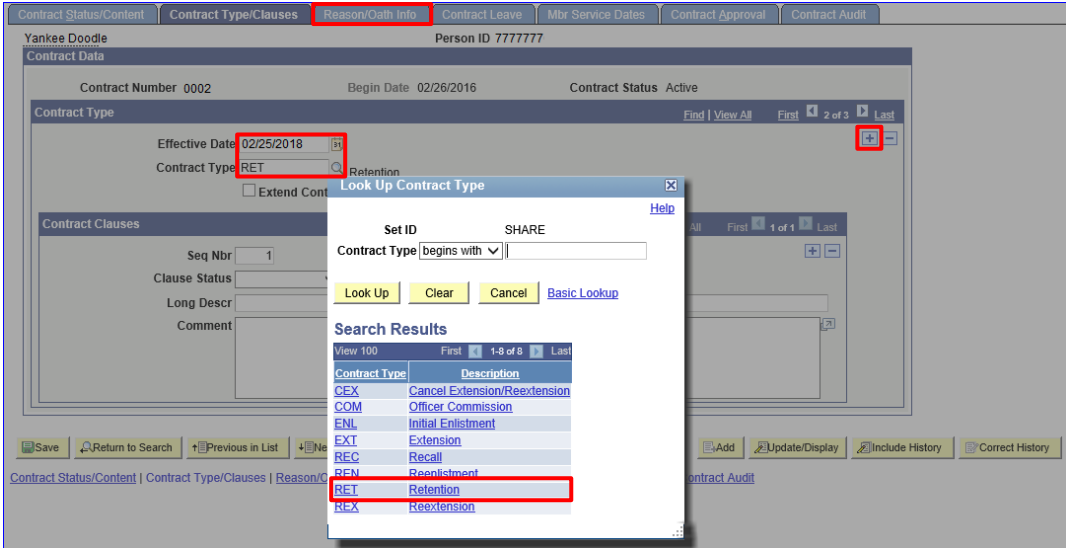
Procedures See below.

Step	Action																														
1	<p>Select the <b>Contract Data</b> link from the Career Management pagelet.</p>  <p>The screenshot shows a 'Career Management' pagelet with a grid of links. The 'Contract Data' link is highlighted with a red rectangular box. Other links include 'Obligated Service Report', 'DD-4 Enlistment/Reenlistment', 'Ext/Rext within 30 days Report', 'Extensions not Executed', 'Agreement to Extend/Reextend', 'AD 6th or 10th Yr Anniversary', and 'Board Images'.</p>																														
2	<p>Enter the <b>Empl ID</b>, check the <b>Include History</b> and <b>Correct History</b> boxes, and click <b>Search</b>.</p>  <p>The screenshot shows the 'Update Contracts' search interface. The 'Empl ID' field is set to '7777777' and is highlighted with a red box. The 'Include History' and 'Correct History' checkboxes are checked and also highlighted with red boxes. The 'Search' button is highlighted with a red box. Other search criteria include Contract Number, Name, Last Name, Second Last Name, and Alternate Character Name, all set to 'begins with'. There are also buttons for 'Find an Existing Value', 'Add a New Value', 'Basic Search', and 'Save Search Criteria'.</p>																														
3	<p>Locate the unexecuted extension in the search results and click the <b>Contract Begin Date</b> link.</p>  <p>The screenshot shows a table of search results. The table has columns for Empl ID, Empl Record, Contract Number, Name, Second Last Name, Last Name, Alternate Character Name, Contract Begin Date, Contract End Date, and Contract Status. The 'Contract Begin Date' '02/26/2016' is highlighted with a red box. The table shows two records for 'Yankee Doodle' with contract numbers 0001 and 0002.</p> <table border="1" data-bbox="316 1597 1385 1664"> <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>7777777</td> <td>(blank)</td> <td>0001</td> <td>Yankee Doodle</td> <td>(blank)</td> <td>Doodle</td> <td>(blank)</td> <td>03/01/2013</td> <td>02/28/2017</td> <td>Active</td> </tr> <tr> <td>7777777</td> <td>(blank)</td> <td>0002</td> <td>Yankee Doodle</td> <td>(blank)</td> <td>Doodle</td> <td>(blank)</td> <td>02/26/2016</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status	7777777	(blank)	0001	Yankee Doodle	(blank)	Doodle	(blank)	03/01/2013	02/28/2017	Active	7777777	(blank)	0002	Yankee Doodle	(blank)	Doodle	(blank)	02/26/2016	(blank)	Active
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# Retaining Beyond Normal Expiration of Enlistment, Continued

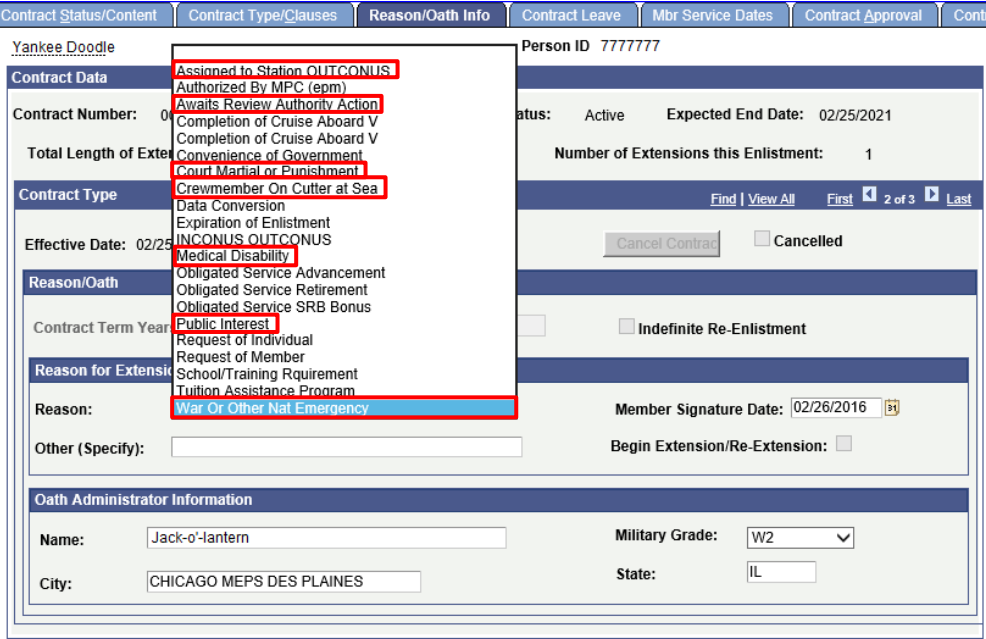
Procedures,  
continued

Step	Action
4	<p>Select the <b>Contract Type/Clauses</b> tab.</p> 
5	<p>Click the <b>Plus</b> button to add a new row. <b>Effective Date</b> must be changed to the Contract End Date plus 1 day. Select RET from the <b>Contract Type</b> lookup icon.</p> <p>Select the <b>Reason/Oath</b> tab.</p> 

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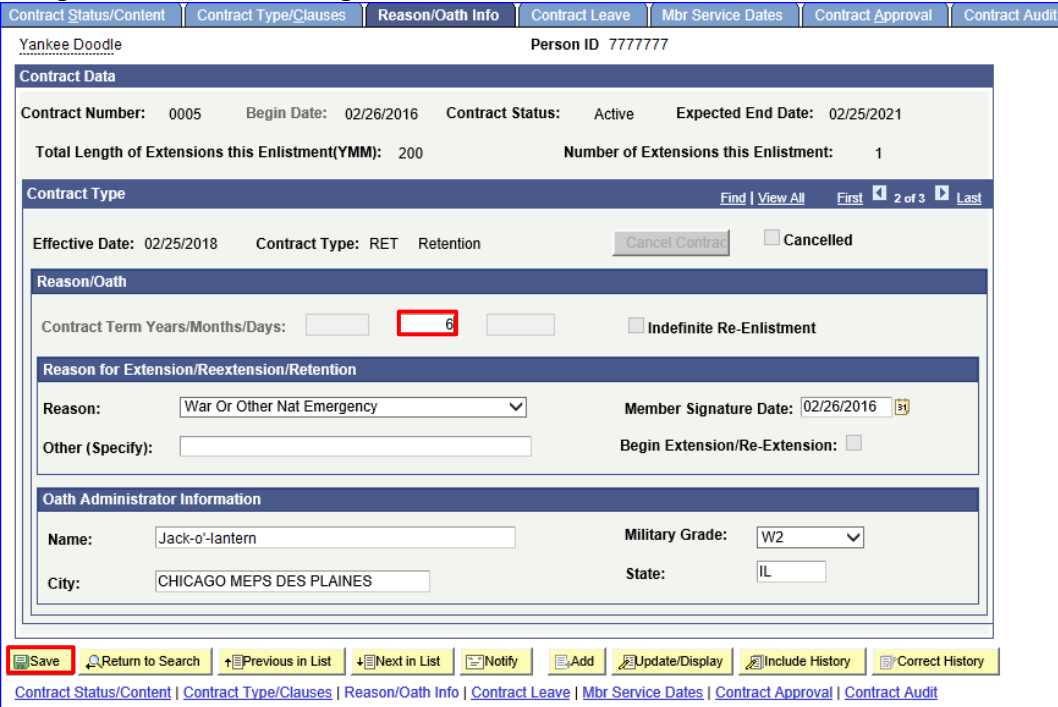
Procedures,  
continued

Step	Action																																								
6	<p>The Reason must be entered as stated below. Choose from the applicable Retention Codes/Reasons graph below.</p>  <p><b>Retention Codes/Reasons</b></p> <table border="1"> <thead> <tr> <th>Retention Reason Code</th> <th>Reason for or Circumstances of Retention</th> <th>Military Separations, COMDTINST M1000.4 (series) Reference</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.11.c</td> <td>6 months after war or other national emergency is expected to end.</td> <td></td> </tr> <tr> <td>K</td> <td>Crewmember on cutter at sea</td> <td>1.B.11.d</td> <td>Date cutter is expected to arrive at an INCONUS port.</td> <td></td> </tr> <tr> <td>L</td> <td>Stationed ASHORE in a Foreign Country</td> <td>1.B.11.e</td> <td>3 months.</td> <td></td> </tr> <tr> <td>M</td> <td>Undergoing medical treatment for service connected injury or disease</td> <td>1.B.11.f</td> <td>6 months.</td> <td></td> </tr> <tr> <td>N</td> <td>Awaiting or undergoing trial by court-martial</td> <td>1.B.11.h</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 Performing flood, hurricane, emergency duty</td> <td>1.B.11.i</td> <td>30 days.</td> <td></td> </tr> <tr> <td>P</td> <td>Awaiting review by administrative discharge or enlistment board</td> <td>1.B.11.j</td> <td>Date board action is expected to be acted upon by final reviewing authority.</td> <td></td> </tr> </tbody> </table>	Retention Reason Code	Reason for or Circumstances of Retention	Military Separations, COMDTINST M1000.4 (series) Reference	Maximum Allowable Personnel Retention Period	Direct Access / Global Pay Reason for Extension Lookup Values	J	War or National Emergency	1.B.11.c	6 months after war or other national emergency is expected to end.		K	Crewmember on cutter at sea	1.B.11.d	Date cutter is expected to arrive at an INCONUS port.		L	Stationed ASHORE in a Foreign Country	1.B.11.e	3 months.		M	Undergoing medical treatment for service connected injury or disease	1.B.11.f	6 months.		N	Awaiting or undergoing trial by court-martial	1.B.11.h	Date court-martial is expected to be acted upon by supervisory authority.		O	Detention for public interest, as member is: Witness in proceeding Performing flood, hurricane, emergency duty	1.B.11.i	30 days.		P	Awaiting review by administrative discharge or enlistment board	1.B.11.j	Date board action is expected to be acted upon by final reviewing authority.	
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Procedures,  
continued

Step	Action
7	<p>Select the appropriate <b>Contract Term Years/Months/Days</b> from the chart above. The procedure is now complete, click <b>Save</b>.</p> 
8	The approval will update the Seniority Dates in Job Data.