

## 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**

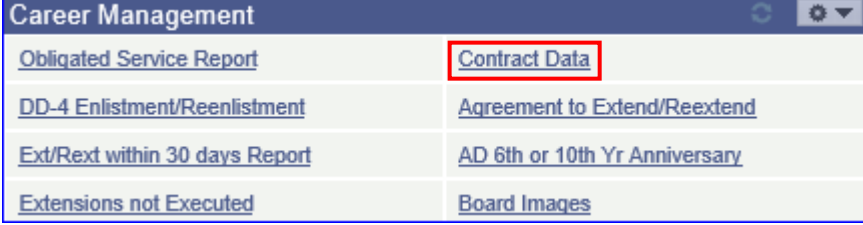

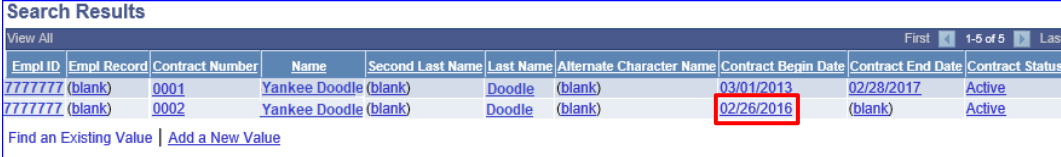
- Research the Expected AD Termination Date prior to completing this transaction. If it is incorrect, contact PPC for guidance.
- For regular AD members, this transaction will retain the member on AD. For members in confinement, pay and allowances will be suspended.
- For Reserve members when the member's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

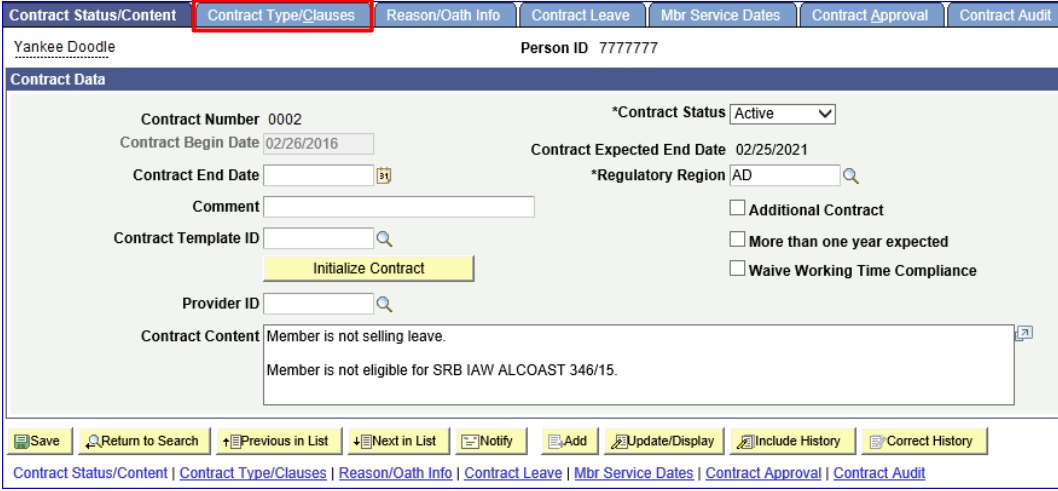
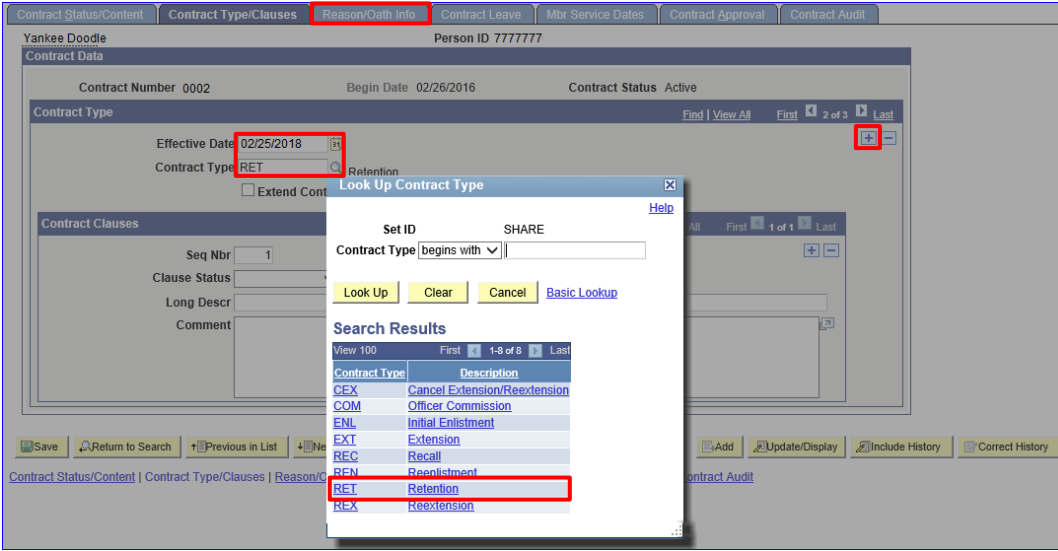
Procedures See below.

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 several 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' dropdown is set to 'begins with 7777777' and is highlighted with a red box. Below it, 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 like 'Contract Number', 'Name', 'Last Name', 'Second Last Name', and 'Alternate Character Name' are also visible but empty.</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: 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 first row shows '7777777 (blank)' with contract number '0001' and 'Active' status. The second row shows '7777777 (blank)' with contract number '0002' and 'Active' status.</p>

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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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# Retaining Beyond Normal Expiration of Enlistment, Continued

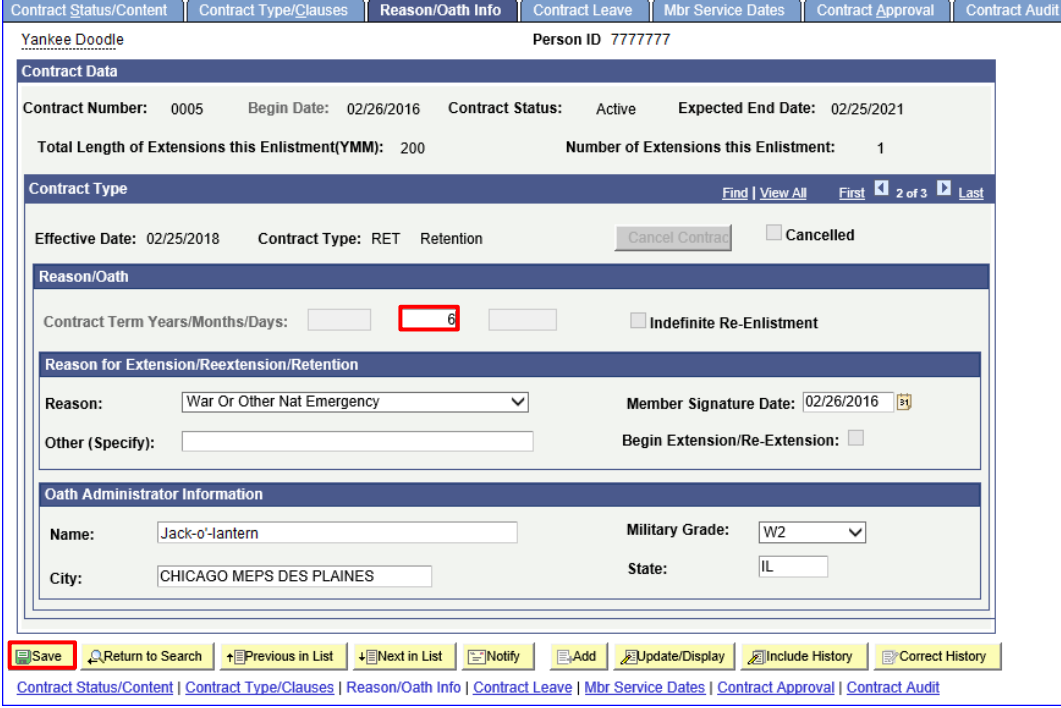

Procedures,  
continued

Step	Action																																																																																																																					
<b>6</b>	<p>The <b>Reason</b> must be entered as stated below. Choose from the applicable Retention Codes/Reasons graph below.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Yankee Doodle <span style="float: right;">Person ID 7777777</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Contract Data</b></td> <td>Assigned to Station OUTCONUS Authorized By MPC (epm)</td> <td style="width: 30%;"><b>Contract Status/Content</b></td> <td>Contract Type/Clauses</td> <td><b>Reason/Oath Info</b></td> <td><b>Contract Leave</b></td> <td><b>Mbr Service Dates</b></td> <td><b>Contract Approval</b></td> <td><b>Contract Audit</b></td> </tr> <tr> <td>Contract Number: 01</td> <td>Awaits Review Authority Action</td> <td>Contract Status: Active</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Length of Extension: 0</td> <td>Completion of Cruise Aboard V Completion of Cruise Aboard V Convenience of Government Court Martial or Punishment</td> <td>Expected End Date: 02/25/2021</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Contract Type</b></td> <td>Crewmember On Cutter at Sea</td> <td>Number of Extensions this Enlistment: 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Effective Date: 02/25/2016</td> <td>Data Conversion Expiration of Enlistment INCONUS OUTCONUS Medical Disability</td> <td>Find   View All   First   2 of 3   Last</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Reason/Oath</b></td> <td>Obligated Service Advancement Obligated Service Retirement Obligated Service SRB Bonus</td> <td>Cancel Contract: <input type="checkbox"/> Cancelled</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contract Term Year: 01</td> <td>Public Interest</td> <td><input type="checkbox"/> Indefinite Re-Enlistment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Reason for Extension</b></td> 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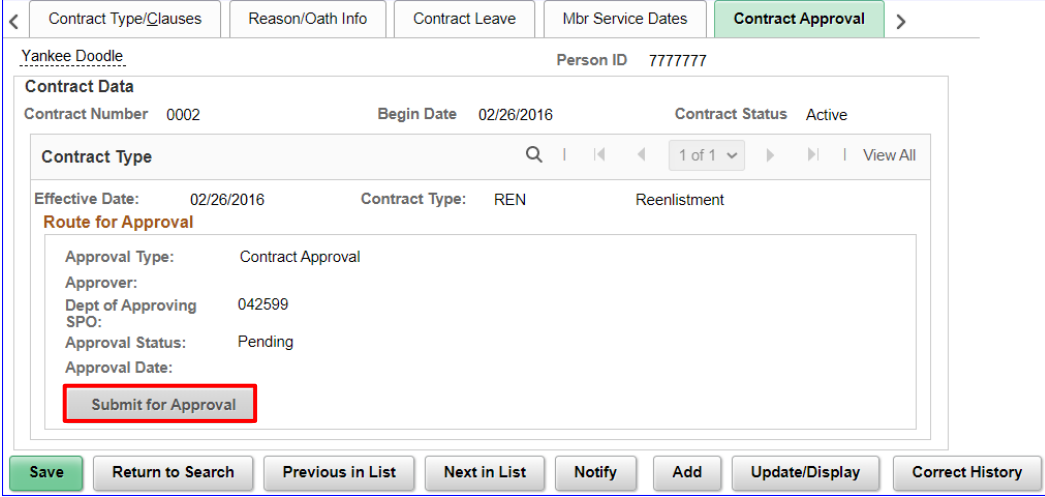
Procedures,  
continued

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>  <p>The screenshot shows the 'Reason/Oath Info' tab selected. Key fields include:         <ul style="list-style-type: none"> <li>Contract Number: 0005</li> <li>Begin Date: 02/26/2016</li> <li>Contract Status: Active</li> <li>Expected End Date: 02/25/2021</li> <li>Total Length of Extensions this Enlistment(YMM): 200</li> <li>Number of Extensions this Enlistment: 1</li> <li>Contract Type: RET Retention</li> <li>Effective Date: 02/25/2018</li> <li>Contract Term Years/Months/Days: 6 (highlighted)</li> <li>Reason: War Or Other Nat Emergency</li> <li>Member Signature Date: 02/26/2016</li> <li>Oath Administrator Name: Jack-o'-lantern</li> <li>Military Grade: W2</li> <li>City: CHICAGO MEPS DES PLAINES</li> <li>State: IL</li> </ul> </p>
8	<p>Select the <b>Contract Approval</b> tab.</p>  <p>The screenshot shows the 'Contract Approval' tab selected. Key fields include:         <ul style="list-style-type: none"> <li>Contract Number: 0002</li> <li>Begin Date: 02/26/2016</li> <li>Contract Status: Active</li> <li>Expected End Date: 10/25/2021</li> <li>Total Length of Extensions this Enlistment(YMM): 208</li> <li>Number of Extensions this Enlistment: 2</li> </ul> </p>

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# Retaining Beyond Normal Expiration of Enlistment, Continued

Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>The Contract Approval tab will display. Click the <b>Submit for Approval</b> button.</p> 
<p><b>10</b></p>	<p>The approval will update the Seniority Dates in Job Data.</p>