

**Section C**  
**CONTINUANCE ON ACTIVE DUTY**

---

## Section Overview

---

**Introduction** This section will guide you through the procedures for reenlisting, extending, or retaining a member.

---

**Continuous Pay** Members reenlisting or extending/re-extending an enlistment are not separated from Direct Access on the date of reenlistment or extension/re-extension. Direct Access recognizes this service as continuous and, if all documents are input timely, pay continues uninterrupted.

---

**In this section**

<b>Topic ID</b>	<b>Topic</b>	<b>See Page</b>
3.C.1	<a href="#">Reenlistment and Voluntary Extensions/Reextensions</a>	3-C-2
3.C.2	<a href="#">Checklist for Reenlistment or Extension</a>	3-C-3
3.C.3	<a href="#">Retention of Members in a Pay Status Other than Military Confinement</a>	3-C-5
3.C.4	<a href="#">Retention of Members in a Non-Pay Status or in Military Confinement</a>	3-C-6
3.C.5	<a href="#">Active Duty Extensions of Reservists and Recall of Retirees</a>	3-C-7
3.C.6	<a href="#">Immediate Enlistment in Coast Guard Reserve Upon Discharge from the Regular Coast Guard</a>	3-C-8
3.C.7	<a href="#">Immediate Enlistment of Reserve Members on Extended Active Duty in the Regular Coast Guard</a>	3-C-9

## 3.C.1 Reenlistments and Voluntary Extensions/Reextensions

---

**3.C.1.1 Introduction** This section will guide you through the process of continuing a member on active duty.

---

- 3.C.1.2 Reference**
- (a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
  - (b) [Coast Guard Servicing Personnel Office \(SPO\) Direct Access User Guides](#), Reenlistments and Extensions
  - (c) Military Bonus Programs, COMDTINST M7220.2 (series)
  - (d) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
  - (e) Discipline and Conduct, COMDTINST M1600.2 (series)
  - (f) Military Separations, COMDTINST M1000.4 (series)
  - (g) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- 

**3.C.1.3 Process** This is the process for Reenlistments and Voluntary Extensions or Reextensions.

When	Who Does It	What Happens
Effective date of reenlistment/extension/reextension	SPO	Ensures Reenlistment Contract (DD Form 4/1) or Agreement to Extend/Reextend is signed and then transmits the Direct Access transaction in the Contract Data module.
If applicable	PPC (mas)	Calculates the full amount of Selective Reenlistment Bonus (SRB) and the amount of the initial SRB installment. Inputs any necessary transactions to record the SRB.
If applicable	PPC (mas)	Payment of the initial SRB installment will be included in the first regular pay period following successful processing of the reenlistment, extension or re-extension transaction.
If applicable	PPC (mas)	Payment of any leave being sold will be included in the first regular end-month payment following successful processing of the reenlistment/extension transaction.
<b>Note:</b> The documents input by PPC (mas) for credit of the SRB will not process until the reenlistment/extension/reextension document input by the SPO successfully processes. Payment of any leave being sold will be included in the first regular end-month payment following successful processing of the reenlistment/extension transaction.		

---

**Section C**  
**CONTINUANCE ON ACTIVE DUTY**

### 3.C.2 Checklist for Reenlistment or Extension

**3.C.2.1 Introduction** This checklist provides a job aid to be used when a unit/SPO is completing necessary tasks for reenlistments or extensions and should be used along with the Checklist for Separations in section B of this Chapter. It is designed to be reproduced locally.

Step	Action	Reference	Date
1	Ensure member meets eligibility requirements. Conduct pre-discharge interview approximately six months prior to expiration of enlistment and document the interview on the appropriate CG-3307.	Ref (a) 1.A.5/ 1.A.7 Ref (f) 1.B.4	
	<b>If Member is</b>	<b>Then Complete CG-3307</b>	
	Eligible & Recommended for Reenlistment	SEP-07A*	
	Not Eligible but IS Recommended for Reenlistment	SEP-07B*	
	Eligible but Not Recommended for Reenlistment	SEP-07C*	
	Not Eligible and Not Recommended for reenlistment	SEP-07D*	
	*CG-3307 templates are located at <a href="http://www.dcms.uscg.mil/ppc/pd/page7/">http://www.dcms.uscg.mil/ppc/pd/page7/</a> .		
2	Advise member: Their leave balance on the effective date of separation. The number of days of leave previously sold during career.	Ref (g), 10-A	
3	Counsel member on SRB program. Early reenlistment can effect SRB.	Ref (c)	
4	Verify U.S. citizenship. If member is a citizen of the Republic of the Philippines, ensure CG-3307 (SEP-06 Counseled regarding the loss of entitlement to file for U.S citizenship) entry is completed. This policy does not apply to members who are citizens of the Republic of the Philippines who enlisted on or after 18 September 2008.	Ref (f), 1.B.30.b  Ref (d), Encl (6)	
5	Ensure member completes a CG-2045 Career Intentions Worksheet and forwards to SPO.		
6	SPO forwards contract/agreement and other required documentation to unit for member's signature.		
7	For reenlistments: Unit conducts reenlistment ceremony. Completes and presents CG-5675, Oath of Reenlistment Certificate to member and if applicable and if desired by the member, form CG-5674, Spouse Reenlistment Appreciation Letter to member's spouse and form CG-5673, Child's Appreciation Letter to member's child(ren).	Ref (a) 1.A.13	
8	Unit returns signed contract/agreement and other documentation to SPO for input into Direct Access.		

*Continued on next page*

**Section C**  
**CONTINUANCE ON ACTIVE DUTY**

---

### 3.C.2 Checklist for Reenlistment or Extension, Continued

---

#### 3.C.2.1 Introduction (continued)

Step	Action	Reference	Date
9	If member intended to discharge and decides to reenlist/extend, ensure member submits new CG-2040 (Allotment Worksheet) (if allotments stop).		
10	Explain Article 137, UCMJ and code of Conduct and types of discharge certificates. Complete Page 7 (CG-3307) entries (PD-08 UCMJ Code of Conduct Acknowledgement and SEP-03 Types of discharge certificates).	Ref (e) Ref (f)	

---

#### 3.C.2.2 SRB processing

Process table for Selective Reenlistment Bonuses.

WHEN	THEN
retention documents submitted by the SPO have successfully processed in JUMPS,	lump sum SRB payments will be processed by PPC within 30 days after receipt and included in the member's first regular payment following successful processing of the reenlistment/extension transaction.

---

#### 3.C.2.3 Rules for payment of lump sum leave upon reenlistment or first extension of enlistment

See Article 2.A.20, Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) for rules when selling leave upon reenlistment or entering the first extension of an enlistment.

Payment for lump sum leave will be included in the first end month payment following successful processing of the reenlistment/or begin service under first extension transaction.

---

#### 3.C.2.4 Procedures for members with more than 90 days remaining on first enlistment

Members who desire to sell leave, but are not within 90 days of their normal expiration of enlistment, should enter into an agreement to extend their enlistment to meet the obligated service requirement.

These members will be eligible to sell leave when their first extension of enlistment becomes effective.

---

### 3.C.3 Retention of Members in a Pay Status Other than Military Confinement

---

**3.C.3.1 Introduction** This includes members retained for reasons of Home Awaiting Orders Status (HOAS), cutter at sea, national emergency, failure to pass separation physical, etc., when stoppage of pay, allowances, and allotments should not occur.

---

**3.C.3.2 Reference** (a) Military Separations, COMDTINST M1000.4 (series)  
(b) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 2-L  
(c) [Coast Guard Servicing Personnel Office \(SPO\) Direct Access User Guides](#), Reenlistments and Extensions

---

**3.C.3.3 Procedures** Procedures required by the SPO for retention of members in a pay status other than Military confinement.

<b>When</b>	<b>Action</b>
Prior to retention	Review Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 to determine length of time the enlistment is to be extended.
Effective date of retention	Prepare and transmit a new Contract in Direct Access to reflect the new EOE.

---

## 3.C.4 Retention of Members in a Non-Pay Status or in Military Confinement

---

**3.C.4.1 Introduction** This includes member involuntarily retained because of military confinement, appellate leave, or any other non-pay status.

---

**3.C.4.2 Reference** (a) Military Separations, COMDTINST M1000.4  
(b) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 2-J  
(c) [Coast Guard Servicing Personnel Office \(SPO\) Direct Access User Guides](#), Reenlistments and Extensions

---

**3.C.4.3 Procedures** Procedures required by the SPO for retention of members in a non-pay status or in Military confinement.

<b>When</b>	<b>Action</b>
Prior to retention	Review reference to determine length of time the enlistment is to be extended.
Effective date of retention	Prepare and transmit new Contract in Direct Access to reflect the new EOE.

---

## 3.C.5 Active Duty Extensions of Reservists and Recall of Retirees

---

**3.C.5.1 Introduction** This includes: Reservists on active duty being paid by Direct Access whose active duty period is extended; regular members retiring and immediately being recalled to active duty, and members currently in a recall from retirement status whose active duty is being extended.

---

**3.C.5.2 Procedures** Follow these procedures for all cases of active duty extensions of Reservists and recall of retirees.

- For reservist active duty extensions, the Reserve Orders will be modified and approved.
- For recalled retiree active duty extensions, the assignment officer will create orders.

<b>When</b>	<b>Who Does It</b>	<b>What Happens</b>
30 days prior to effective date	SPO	Modify and approve the member's current Reserve Orders in Direct Access to reflect the new expected Order End Date.

---

## 3.C.6 Immediate Enlistment in Coast Guard Reserve upon Discharge from the Regular Coast Guard

---

**3.C.6.1 Introduction** Members in the regular Coast Guard being discharged may immediately enlist in the Coast Guard Reserve if they meet eligibility requirements.

---

**3.C.6.2 Reference**

- (a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2
- (b) Military Bonus Programs, COMDTINST M7220.2
- (d) [Coast Guard Servicing Personnel Office \(SPO\) Direct Access User Guides](#), Accessions

---

**3.C.6.3 Definition** The term “Immediate Enlistment” means within 24 hours following separation from the regular Coast Guard.

---

**3.C.6.4 Procedures** CG PSC (RPM) must approve the member’s reserve assignment before the member may enlist in the Coast Guard Reserve.

- The member must be eligible and recommend for reenlistment.

If approved for enlistment in the Coast Guard Reserve the member shall be processed for discharge from the regular Coast Guard using the Routine Separation Procedures listed in Section 3-B of this manual, and rehired into the Coast Guard Reserve by the SPO servicing the member at the time of separation.

---

**3.C.6.5 Enlistment in Coast Guard Reserve after 24 hours** Enlistment in the Coast Guard Reserve after 24 hours following discharge from the regular Coast Guard must be processed at a Coast Guard recruiting office.

---



## 3.C.7 Immediate Enlistment of Reserve Members on Extended Active Duty in the Regular Coast Guard

---

**3.C.7.1 Introduction** Coast Guard Reserve members serving on extended active duty of 12 months or more may be authorized to enlist in the regular Coast Guard if they meet eligibility requirements.

---

**3.C.7.2 Reference**

- (a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2
- (b) Military Bonus Programs, COMDTINST M7220.2
- (c) [Coast Guard Servicing Personnel Office \(SPO\) Direct Access User Guides](#), Accessions

---

**3.C.7.3 Procedures** The member shall be processed for discharge from the Coast Guard Reserve and for enlistment in the regular Coast Guard by the regular SPO handling the member's records, using the following procedures:

When	Who Does It	What Happens
In time to allow approval prior to date of reenlistment	Member	Submits letter request for reenlistment to Commander (CGPSC-EPM) via chain of command as prescribed in the reference.
Day of separation or departure on terminal leave	Unit	Delivers DD form 214 to member.
Up to 14 days prior to date of separation	SPO	Approves Transmits a Discharge Separation transaction.
Day following discharge If applicable	SPO  PPC (mas)	Transmits a Rehire transaction.  Calculates the full amount of Selective Reenlistment Bonus (SRB) and the amount of the initial SRB installment. Inputs any necessary transactions to record the Selective Reenlistment Bonus.

---

*Continued on next page*

### **3.C.7 Immediate Enlistment of Reserve Members on Extended Active Duty in the Regular Coast Guard, Continued**

---

**3.C.7.4  
Reservist not  
on extended  
active duty**

Coast Guard Reserve members who desire to enlist in the regular Coast Guard, and who are NOT currently on extended active duty of 12 months or more, must be processed at a Coast Guard recruiting office.

---