

PPC SPO Manual, Part V

Reenlistments & Extensions

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Overview

Introduction This guide provides the procedures for modifying a member's service obligation.

References

- (a) [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\)](#)
- (b) [CG Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (c) [CG Personnel Manual, COMDTINST M1000.6 \(series\)](#)

Viewing Contract Data

Purpose This section describes the Contract Data page.

Accessing Contract Data Select menu items in the following order:

- [Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use > Contract Data](#)
- Enter the Employee ID number and click the Search button



When choosing a member from the search results, please be sure you are choosing the person you actually want to view data on. Verify the employee ID or national ID before making any proceeding. The search will select the member's uniformed employee classification.

Data Fields **Contract Status/Content tab –**

Field	Entry
Contract Number	Should be prefilled with the contract number. It will be “0001” for contracts loaded during the initial data load.
Contract Begin Date	Should be prefilled with the date the member’s current enlistment or reenlistment begins.
Contract End Date	Blank.
Comment	Remarks
Active Duty Term	Number of years of Active Duty required under this contract
Selective Reserve Term	Number of years of SELRES (drilling) required under this contract
Inactive Ready Reserve Term	Number of years IRR required under this contract.

Continued on next page

Viewing Contract Data, Continued

Data Fields (continued)

Field	Entry
Provider ID	Not used.
Contract Content	Will contain “Initial Data Load” for those contracts migrated from PMIS. For new contracts, must enter data in this block, e.g., Indefinite Reenlistment, selling 5 days of regular leave.
*Contract Status	Should be prefilled with “active”.
Contract Expected End Date	Contains the date the contract is expected to end.
*Regulatory Region	Should be prefilled with “USA”.
Contract Template ID	Not used.

Contract Type/Clauses tab –

Field	Entry
Contract Number	Should be prefilled with the contract number. It will be “0001” for contracts loaded during the initial data load. Recommend using “0002” for the second contract, etc.
Begin Date	Should be prefilled with the date the member’s current enlistment or reenlistment begins.
Expected End Date	Contains the date the contract is expected to end.
Total Length of Extensions This Enlistment (YMM)	The total number of years and months the member extends or re-extends his/her enlistment. This is a cumulative number up to a maximum of six years as long as the member is on the same enlistment. This field will only show on extensions and re-extensions.
Number of Extensions This Enlistment	Indicates the number of extension or re-extension of the member’s current enlistment. This field will only show on extensions and re-extensions.
Effective Date	Effective date of contract
Contract Type	Will contain ENL (enlistment), REN (reenlistment), EXT (extension), REX (re-extension), CEX (cancellation), or RET (retention).
Contract Term Years or Contract Term Months	Will contain the contract term – reenlistments will show years and extensions, re-extensions, and retentions will show months.

Continued on next page

Viewing Contract Data, Continued

Data Fields (continued)

Field	Entry
Indefinite Re-Enlistment	Used for indefinite reenlistments. Will only show when contract type is REN. Only active duty members are eligible for indefinite reenlistment.
Reason	Reason member is reenlisting, extending, re-extending, or being retained. Select from the dropdown arrow.
Other (Specify)	If the reasons in the drop-down list don't apply, enter the reason in this block.
Member Signature Date	This is the date the member will sign the agreement to extend/re-extend enlistment (CG-3301B) document. This is what previously was called the effective date of the P154 or P159 transaction in PMIS/JUMPS.
Route for Approval	Click on the button to route to the supervisor for approval. The approval page appears. Enter the emplid of the approver. This will send it to the approver's worklist for approval.
Agree to Extend/Re-Extend	After the supervisor has approved the transaction, a check mark will appear in this box.
Begin Extension/Re-extension	If the agree to extend/re-extend transaction has been approved and member is within 30 days of their expected active duty termination date, a SPO can enter a check mark in this box. This will create the P198 or P199 transaction.
Name	Enter the name of the person who is administering the oath.
City	Enter the city where the person lives who is administering the oath.
Military Grade	Click on the icon to select the military grade.
State	Enter the state where the person lives who is administering the oath.
Seq #	Sequence number automatically prefilled.
Clause	Not applicable - used for enlistments only.
Clause Status	Not applicable - used for enlistments only.
Long Descr	Not applicable - used for enlistments only.
Comment	Not applicable - used for enlistments only.

Continued on next page

Viewing Contract Data, Continued

**Data Fields
(continued)**

Contract Leave tab – This page allows the member to sell any unused leave at the time of the member’s extension or reenlistment. It also allows the system to debit the member’s pay of any excess leave previously taken. The page provides balances for regular leave, saved leave, and cumulative leave sold as of the system’s last end of month compute cycle.

Field	Entry
Leave Balance	Shows the latest leave balance.
Saved Leave Balance	Shows the latest saved leave balance.
Cumulative sold	Shows the latest cumulative sold balance.
End of Month Leave	Shows which month the leave balances are from.
Contract Number	Should be prefilled with the contract number.
Begin Date	Should be prefilled with the date the member’s current enlistment or reenlistment begins.
Contract Status	Should be prefilled with “active”.
Effective Date	Prefilled and will show the effective date of the reenlistment, extension, re-extension, or retention
Contract Type	Prefilled with the contract type.
Regular Leave Carried Forward	Used with reenlistments.
Saved Leave Carried Forward	Used with reenlistments.
Saved Leave to Sell	Enter the number of days of saved leave the member is selling. Used with reenlistments and extensions only.
Earned Leave to Sell	Enter the number of days of regular leave the member is selling. Used with reenlistments and extensions only.

Continued on next page

Viewing Contract Data, Continued

Data Fields (continued)

Field	Entry
Days of Excess Leave	Enter the number of days of excess leave. Used with extensions only.
Total Days Leave to Sell	The total number of days leave to sell is automatically calculated.
Contract Type	Contract type will show.

Service Dates tab – This page will be used for review purposes only.

Field	Entry
Pay Entry Base Date	<p>Prefilled. Will show the member's Pay Base Date. The following rules apply:</p> <ul style="list-style-type: none"> If member has no prior service then the Pay Base Date should be the date the member first entered current service. If member has prior service, then the Pay Base Date may need to be constructed if there was a break in service. <p>The Pay Base Date cannot be later than the Date of Military Obligation Incurred that was input on the Enlistment into the Coast Guard transaction. Will show the constructive date of entry for pay purposes (includes active and inactive duty). For members in a continuous military status, this date will be the same as the date enlisted or accepted an appointment, unless there is prior service, break in service, or deductible time. Used for determining longevity pay increases. NOTE: THE PAY BASE DATE CANNOT BE AFER THE ACTIVE DUTY BASE DATE.</p>
Effective Date Pay Allowances	This is the date the member entered the current period of service without a break.
Active Duty Base Date	The constructive date of cumulative active service (will be the date of commission/enlistment for members with no prior military service, breaks in service, or deductible time). Used for calculating the number of years and months of service to determine a member's retired pay multiplier. NOTE: THE ACTIVE DUTY BASE DATE CANNOT BE AFTER THE PAY BASE DATE.

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Viewing Contract Data, Continued

Data Fields (continued)

Field	Entry
Anniversary Date	For those who entered the Reserve on or before 30 Jun 49, the anniversary year extends from 1 Jul to 30 Jun. For those entering after 30 Jun 49, or whose reserve service was broken, the anniversary year extends from the date of entry or reentry to the day preceding the anniversary of entry or reentry.
Expected Loss Date	Expected Loss Date. This is the date a member is expected to be lost from PeopleSoft/JUMPS. For regular enlisted members, this will be the expected discharge/retirement date. For regular Coast Guard officers and recalled retirees, this will be equal to the Expected Active Duty Termination Date. For NOAA officer O-6 and below, this will be the day before the 60th birthday; and for NOAA officers O-7 and above, this will be the day before the 62nd birthday. For reserve-enlisted members, this will be the expiration of enlistment including any agreements to extend or re-extend and any retention beyond expiration of enlistment. For reserve officers, this should be the day before the officer's 60 th birthday".
Expected Active Duty Term Date	Enlisted -- The member's expected release date from active duty Officer -- The 30 year commission service date (including all commissioned time in an uniformed service) Reserve Officer -- The day before the officer's 60 th birthday.
Military Entry Date	The date the member first incurred a military obligation (Date Entered Military Service (DEIMS)). On reenlistment or original enlistment with prior service, the date of initial entry into an Armed Force service or reserve component thereof.
Date Entered Current Active Duty	<ul style="list-style-type: none"> The date the member began current period of active duty, if currently on active duty equal 000000. If member is not currently on active duty, will show the date the member last entered a period of active duty. If the member has never been on active duty, the field will be set to 000000.
Date Completed Military Obligation	<p>The date the member's military obligation will be completed. If the military obligation of the member has expired, will be the date it expired.</p> <p>Note 1: All members originally enlisting on or after 1 September 1984 have an eight-year military obligation.</p> <p>Note 2: Military obligation can be fulfilled in one of two ways: By being discharged from a service component By serving any combination of active and/or reserve service in any Armed Forces service or reserve component thereof</p>

Reenlistment Contract (L62C)

Introduction This section provides the procedure for processing a member's reenlistment.

Limitation This procedure can only be used if there has been no break in service. Member's with a break in service of more than 24 hours will need to be processed under [Accessions](#)

Information you need to know about this transaction This transaction requires approval by user with the CGHRSUP role (SPO Supervisor/PAO).

Prior to entering a Reenlistment the member must:

- Be a U.S. citizen, as documented by the member's [Citizenship Status Changes](#) page. **You will not be able to save the contract data if the member is not a U.S. citizen** - check the status first!
- Have minimum required performance mark averages as specified in Chapter 1-G of the CG Personnel Manual.
- Be recommended by the Commanding Officer for reenlistment by having a Career Intentions Worksheet (from enclosure (1) to the Personnel and Pay Procedures Manual) favorably endorsed.

Not be in receipt of retirement orders (applies to active duty enlisted members only). The only exception is for members who need additional obligated service to carry them over to their approved retirement date, and are ineligible to extend their enlistment to obtain this additional obligated service, (i.e., they've already extended for the maximum period allowable).

JUMPS Effect The Reenlistment Contract transaction (L62B) updates the following in JUMPS:

- Updates contract data information in Direct-Access.
 - Sets fixed data fields on segment 00 of the pay file in JUMPS.
 - Updates segments 43 and 62 (if member is selling leave) of the pay file in JUMPS.
 - Updates segment 75 of the pay file in JUMPS.
-

Continued on next page

Reenlistment Contract (L62C), Continued

Corrections and Deletions

Reenlistment contracts may be deleted if the transaction has not been approved by the SPO supervisor (CGHRSUP Role User). Press the Delete Row button  to delete a contract with an approval status of "Pending".

The SPO cannot make Corrections to or Delete a Reenlistment Contract transaction after it has been **approved** and saved. If the Reenlistment Contract has been approved and saved and any information on the transaction is incorrect, contact [PPC Customer Care](#). If the contract has not been executed (e.g. Signed by the member and oath administered), PSC can delete the contract and the member's the Contract Expected End Date, Expected Loss Date and Expected AD Term Date will all be reset to what they were prior to the reenlistment. Changes to executed contracts require approval by Commander, Coast Guard Personnel Service Center (epm/rpm).

Printing Contracts

See the [DD-4/Agreement to Extend/Reenlist](#) report to generate a printable version of the reenlistment contract.

Data Entry Procedure (Approval Procedure Follows)

Start Internet Explorer, sign into Direct-Access and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data
2	A search page will appear, use it to access an existing contract or click the Add a New Value link to begin a new contract. Note: You can also begin a new contract while viewing an existing contract by clicking the  button in the lower right-hand corner of the page.

Continued on next page

Reenlistment Contract (L62C), Continued

Data Entry Procedure (Approval Procedure Follows) (continued)

Step	Action
	<p data-bbox="337 426 922 453">Home > Administer Workforce > Administer Workforce (</p> <p data-bbox="337 495 524 525">Contract Data</p> <hr data-bbox="337 541 922 546"/> <p data-bbox="337 562 634 598">Add a New Value</p> <p data-bbox="337 653 740 680">EmplID: <input data-bbox="532 646 699 684" type="text"/> </p> <p data-bbox="337 701 899 728">Contract Number: <input data-bbox="532 695 899 732" type="text"/></p> <p data-bbox="342 747 453 779"><input data-bbox="342 747 453 779" type="button" value="Add"/></p> <p data-bbox="337 831 565 858">Find an Existing Value</p> <p data-bbox="386 926 1333 1100"> A. Enter the Employee ID Number for the person who will be reenlisting. B. Enter “0002” (or any number different than the number in the other contracts) in the contract number block and then click on the Add button. “0001” was entered as the contract number for the contracts loaded in the initial load. </p> <p data-bbox="337 1142 1333 1316">  When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. The search will select the member's uniformed employee classification. </p>
3	<p data-bbox="337 1362 805 1392">The Contract Data page will display.</p> <p data-bbox="337 1434 1125 1463">The first tab is the Contract Status/Content tab (shown below)</p>

Continued on next page

Reenlistment Contract (L62C), Continued

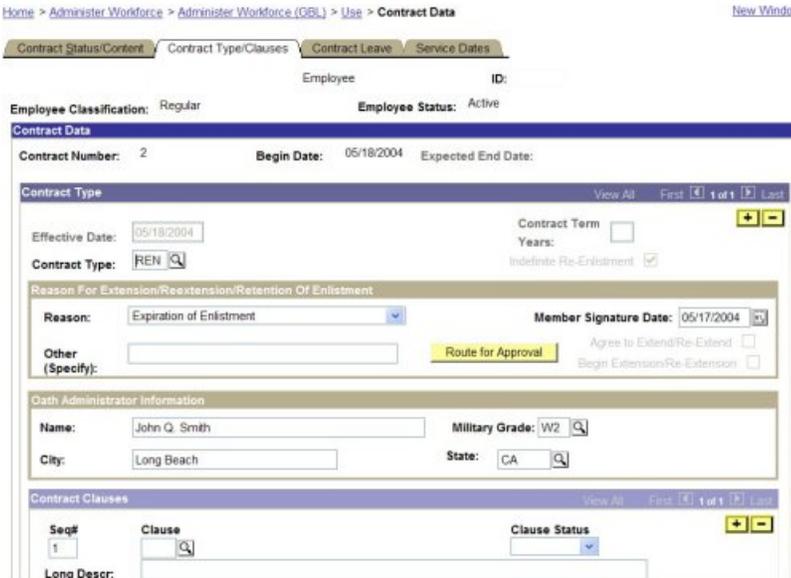
Data Entry Procedure (Approval Procedure Follows) (continued)

Step	Action						
	<p data-bbox="337 441 873 462">Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data</p> <p data-bbox="344 483 917 504">Contract Status/Content Contract Type/Clauses Contract Leave Service Dates</p> <p data-bbox="690 525 950 546">Employee ID:</p> <div data-bbox="344 546 1133 924"> <p>Contract Data</p> <p>Contract Number: 2 *Contract Status: Active</p> <p>Contract Begin Date: 05/18/2004 Contract Expected End Date:</p> <p>Contract End Date: *Regulatory Region: USA</p> <p>Comment: Contract Template ID:</p> <p>Active Duty Term: Selective Reserve Term: Inactive Ready Reserve Term:</p> <p>Provider ID:</p> <p>Contract Content: Sell 10.0 days regular leave.</p> <p style="text-align: right;">Initialize Contract</p> </div> <p data-bbox="337 966 1291 1039">Complete these fields only (the remaining fields may be left blank or at their default values)</p> <table border="1" data-bbox="344 1071 1344 1371"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Contract Begin Date (defaults to current date when page is loaded)</td> <td>Enter date member enters contract.: the date the member will reenlist on. Cannot be more than one day after the member's current expiration of obligated service.</td> </tr> <tr> <td>Contract Content (cannot be left blank)</td> <td>Enter Contract Content. This is remarks which need to be on the DD Form 4. such as Leave to sell, e.g. "Sell 10.0 days regular leave".</td> </tr> </tbody> </table>	Field	Description	Contract Begin Date (defaults to current date when page is loaded)	Enter date member enters contract.: the date the member will reenlist on. Cannot be more than one day after the member's current expiration of obligated service.	Contract Content (cannot be left blank)	Enter Contract Content. This is remarks which need to be on the DD Form 4. such as Leave to sell, e.g. "Sell 10.0 days regular leave".
Field	Description						
Contract Begin Date (defaults to current date when page is loaded)	Enter date member enters contract.: the date the member will reenlist on. Cannot be more than one day after the member's current expiration of obligated service.						
Contract Content (cannot be left blank)	Enter Contract Content. This is remarks which need to be on the DD Form 4. such as Leave to sell, e.g. "Sell 10.0 days regular leave".						

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Reenlistment Contract (L62C), Continued

Data Entry Procedure (Approval Procedure Follows) (continued)

Step	Action										
4	<p>Click on the Contract Type/Clauses tab (shown below)</p>  <p>Complete these fields only (the remaining fields may be left blank or at their default values)</p> <table border="1" data-bbox="344 1161 1344 1808"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Effective Date</td> <td>Pre-filled based on the date you entered in the Contract Begin Date field on the previous tab.</td> </tr> <tr> <td>Contract Type</td> <td>Enter "REN" for reenlistment or click the  button for a listing. Select REN Reenlistments.</td> </tr> <tr> <td>Contract Term Years</td> <td>Enter the term (in years) of the reenlistment. Note: For regular members with more than 10 years of service, leave blank and click the Indefinite Re-Enlistment block below. The system will automatically clear this, field when you click out of this tab, and activate the Indefinite Re-Enlistment block if you enter any number in this block and the member is a regular with over 10 years of service.</td> </tr> <tr> <td>Indefinite Re-Enlistment</td> <td>For “regular” members over 10 years of service, this field will be pre-filled with a check in this block. Reserve members whose Employee Classification indicates “Reserve”, this block will NOT automatically be checked.</td> </tr> </tbody> </table>	Field	Description	Effective Date	Pre-filled based on the date you entered in the Contract Begin Date field on the previous tab.	Contract Type	Enter "REN" for reenlistment or click the  button for a listing. Select REN Reenlistments.	Contract Term Years	Enter the term (in years) of the reenlistment. Note: For regular members with more than 10 years of service, leave blank and click the Indefinite Re-Enlistment block below. The system will automatically clear this, field when you click out of this tab, and activate the Indefinite Re-Enlistment block if you enter any number in this block and the member is a regular with over 10 years of service.	Indefinite Re-Enlistment	For “regular” members over 10 years of service, this field will be pre-filled with a check in this block. Reserve members whose Employee Classification indicates “Reserve”, this block will NOT automatically be checked.
Field	Description										
Effective Date	Pre-filled based on the date you entered in the Contract Begin Date field on the previous tab.										
Contract Type	Enter "REN" for reenlistment or click the  button for a listing. Select REN Reenlistments.										
Contract Term Years	Enter the term (in years) of the reenlistment. Note: For regular members with more than 10 years of service, leave blank and click the Indefinite Re-Enlistment block below. The system will automatically clear this, field when you click out of this tab, and activate the Indefinite Re-Enlistment block if you enter any number in this block and the member is a regular with over 10 years of service.										
Indefinite Re-Enlistment	For “regular” members over 10 years of service, this field will be pre-filled with a check in this block. Reserve members whose Employee Classification indicates “Reserve”, this block will NOT automatically be checked.										

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Reenlistment Contract (L62C), Continued

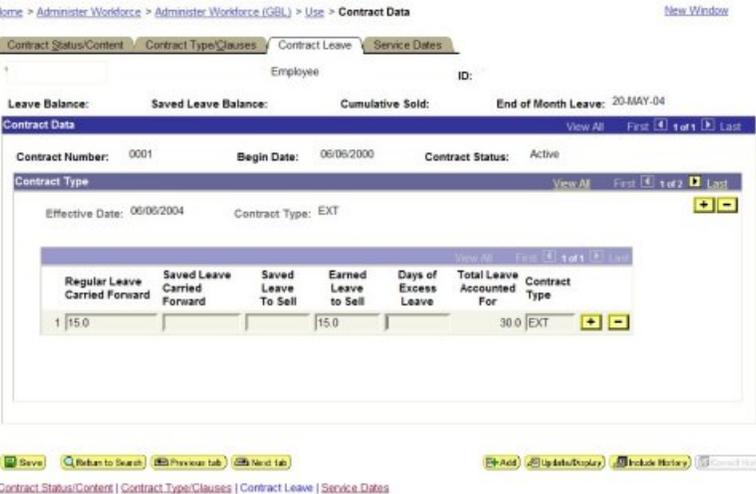
Data Entry Procedure (Approval Procedure Follows) (continued)

Step	Action
5	<p>Locate the Reason For Extension/Reextension/Retention Of Enlistment section.</p> <p>A. Select an option from the drop-down menu in the Reason field. This may already be prefilled if reenlistment is 3 months prior to normal expiration of enlistment then reason field will be prefilled with a reason of “expiration of enlistment”.</p> <p>B. Enter the Member Signature Date (this should be same as the effective date: the date the member reenlists.)</p> <p>C. Click the Route For Approval button, and enter the Approvers Employee ID or click the Lookup  button to locate Approvers Employee ID.</p> <p>Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data</p>  <p>(Note: If you are the SPO Supervisor/PAO (CGHRSUP), you may change the Approval Status to "Approved" at this time to approve the reenlistment contract. It will transmit when saved. If you do not have the CGHRSUP role the Approval Status block will be set to "Pending" and you will not be able to change it).</p> <p>D. Click OK</p> <p>You will be returned to the Contract Data page.</p>

Continued on next page

Reenlistment Contract (L62C), Continued

Data Entry Procedure (Approval Procedure Follows) (continued)

Step	Action												
6	<p>Complete the Oath Administrator Information section.</p> <table border="1" data-bbox="345 499 1343 808"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>Enter the Name of the person Administering the Oath,</td> </tr> <tr> <td>Military Grade</td> <td>Enter the Grade or click the lookup <input type="text"/> <input type="button" value="Q"/> button.</td> </tr> <tr> <td>City</td> <td rowspan="2">This should be the city and state where the member was originally accepted into the Coast Guard. This can be determined from the original enlistment contract from section 1 of the member's PDR.</td> </tr> <tr> <td>State</td> </tr> </tbody> </table>	Field	Description	Name	Enter the Name of the person Administering the Oath,	Military Grade	Enter the Grade or click the lookup <input type="text"/> <input type="button" value="Q"/> button.	City	This should be the city and state where the member was originally accepted into the Coast Guard. This can be determined from the original enlistment contract from section 1 of the member's PDR.	State			
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Military Grade	Enter the Grade or click the lookup <input type="text"/> <input type="button" value="Q"/> button.												
City	This should be the city and state where the member was originally accepted into the Coast Guard. This can be determined from the original enlistment contract from section 1 of the member's PDR.												
State													
7	<p>Click on the Contract Leave tab (shown below)</p>  <table border="1" data-bbox="345 1402 1343 1730"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Regular Leave Carried Forward</td> <td>Enter an amount,</td> </tr> <tr> <td>Saved Leave Carried Forward</td> <td>Enter an amount, If None, leave blank</td> </tr> <tr> <td>Saved Leave to Sell</td> <td>Enter an amount. If None, leave blank</td> </tr> <tr> <td>Earned Leave to Sell</td> <td>Enter an amount. If None, leave blank</td> </tr> <tr> <td>Days of Excess Leave</td> <td>Enter an amount. If None, leave blank</td> </tr> </tbody> </table>	Field	Description	Regular Leave Carried Forward	Enter an amount,	Saved Leave Carried Forward	Enter an amount, If None, leave blank	Saved Leave to Sell	Enter an amount. If None, leave blank	Earned Leave to Sell	Enter an amount. If None, leave blank	Days of Excess Leave	Enter an amount. If None, leave blank
Field	Description												
Regular Leave Carried Forward	Enter an amount,												
Saved Leave Carried Forward	Enter an amount, If None, leave blank												
Saved Leave to Sell	Enter an amount. If None, leave blank												
Earned Leave to Sell	Enter an amount. If None, leave blank												
Days of Excess Leave	Enter an amount. If None, leave blank												

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Reenlistment Contract (L62C), Continued

Data Entry Procedure (Approval Procedure Follows) **(continued)**

Step	Action
8	Click the  Save. A link to the contract will be added to the CGHRSUP Role User's worklist you entered in step 5 (Route for Approval). If you are the CGHRSUP Role User and you selected "Approved" in step 5, the reenlistment contract will be transmitted to JUMPS on the effective date.

Approval Procedure

The approval status drop down list is only available to CHGHR SUP role users.

Once the transaction is in an Approved Status and Saved, the transaction will be written to the database and sent to JUMPS.

The approver will need to do the following:

Step	Action
1	Select Worklist.
2	Click on the applicable link (the member's name that you want to approve). 

Continued on next page

Extension transaction (P154)

Introduction This section provides the procedure for inputting an Extension of Enlistment transaction.

Information you need to know about this transaction:

This transaction is completed in Direct-Access, by the SPO, upon receipt of the Career Intentions Worksheet (CG-PPC-2045) with both the member and command approval signatures. However, this transaction should not be approved in Direct-Access until the SPO receives the signed Agreement to Extend Enlistment (CG-3301B). Use the contract type of EXT.

The signature date (effective date of the transaction) for regular extensions will be the date the CG-3301B is signed by the member and person witnessing the oath. For prior service OCS candidates who must extend to meet obligated service requirements, the signature date of this transaction will be the same as the Enlistment Date on the Enlistment Contract transaction. The effective time of the P154 transaction is defaulted to 0002 behind the scenes.

A Begin Extension transaction (P198) must be submitted after the Extension transaction. If this transaction is being submitted following a member's Voluntary/Involuntary Retention transaction (P176), then this transaction (P154) and the Begin Extension transaction (P198) shall have the same signature date/effective date.

If the Agreement to Extend Enlistment (CG-3301B) is canceled per chapter 1.G.19 of the CG Personnel Manual, COMDTINST M1000.6 (series), delete the P154 transaction. See "Extensions/Re-extensions -- Cancellations, Corrections, Changes and Deletions" on page 43 for the procedure.

A Statement of Intent transaction (SOI) must be submitted by the SPO 45 days prior to the extension agreement date with the member's SRB payment election (lump sum or installments) indicated. The SOI is required to inform PPC (MAS) of the member's entitlement to SRB and / or lump sum leave entitlement.

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Extension transaction (P154), Continued

Reserve member on active duty (greater than 140 days ADT/181 days ADOT)

If a reserve member on active duty (greater than 140 days ADT/181 days ADOT) being paid by JUMPS receives new or amended orders further extending the active duty period, see the procedures for amending the member's active duty termination date (in the Reserve Orders Guide). This extension (P154) transaction alone will not continue the reserve member's active duty pay.

JUMPS Effect

The Agreement to Extend Enlistment transaction updates the following in JUMPS:

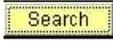
- Segment 00 (expected Active Duty Termination Date **for regular active duty members and expected loss date for reserve members and regular active duty member who have already met their 8 year military obligation.**)
- Segment 75 (Separation/Retention information)
- Updates contract data information in Direct-Access.

Corrections and Deletions

See the section on corrections/deletions.

Procedure

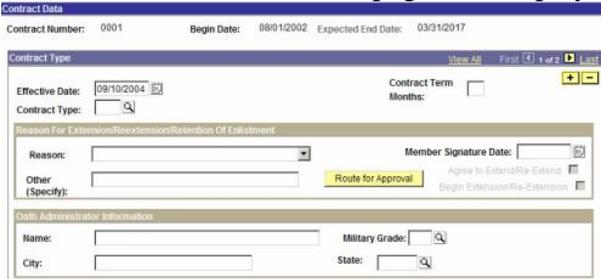
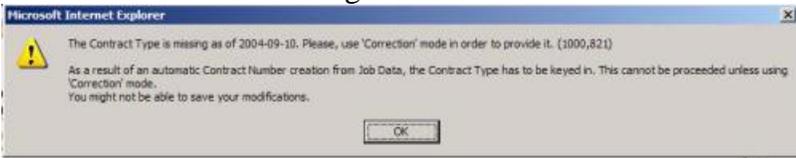
Start Internet Explorer, sign into Direct-Access and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order: Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the  button to select the member you wish to display.  When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. The search will select the member's uniformed employee classification.

Continued on next page

Extension transaction (P154), Continued

Procedure (continued)

Step	Action
3	<p>The Contract Status/Content page will display. Click on the Type/Clauses tab.</p> 
4	<p>Click the yellow plus button to add a new contract type. Make sure that an EXT contract type does not already exist. An error message “The Contract Type is missing ...” appears. Ignore the message and click ok on the message—it is a Direct-Access message.</p>  <p>Complete as follows for Extensions:</p>

Continued on next page

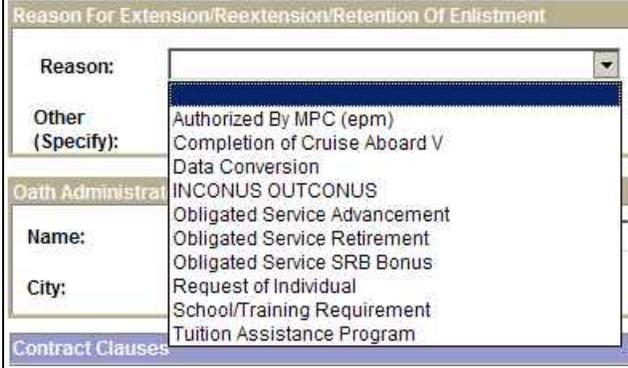
Extension transaction (P154), Continued

Field	Entry
Effective Date (required field)	<p>This is normally the effective date of the extension and is pre-filled by the system. However, if a Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transaction has been submitted, you must enter a date one day after the effective date that was used on the Cancellation transaction (click "view all" to see previous transactions). The system will generate the transaction with the correct effective date for JUMPS.</p>
	<p>Example Error Messages received when attempting to enter an extension when a cancellation has been submitted:</p> <p>Duplicate key value -- not allowed. (15,7) You have entered a key value for a scroll item that is a duplicate of another scroll item. The record definition indicates that the record does not allow duplicate entries. Either correct the key for the duplicate entry or contact your system administrator to change the record definition.</p> <p>Invalid value for Effective Date. (20140,24) Invalid value for Effective Date. Extension/Re-Extension effective date must be one day after effective date of prior Cancellation of Extension/Re-Extension record</p>
Contract Type (required field)	<p>Enter EXT or click on the Contract Type lookup icon and select EXT.</p> <p>Contract Type: <input type="text" value="EXT"/> </p>
Contract Term Months (required field)	<p>Enter the number of months for the extension.</p> <p>Note: CG Personnel Manual, COMDTINST M1006.6 (series), para. 1.G.15.c. (Total Extensions), states “The total of all extensions of an enlistment may not exceed six years.” In addition, there is another CG policy on CG Reserve enlisted members not on extended active duty which limits the total of all extensions to four years, unless there is a six-year Selected Reserve affiliation required for the Montgomery GI Bill. That policy, written in PERSMAN para 1.G.15.i. (Reservist Not on Extended Active Duty) states “The total of all extensions to any single enlistment may not exceed four years, except for the sole purpose of meeting the affiliation requirement for the Montgomery G.I. Bill</p>

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Extension transaction (P154), Continued

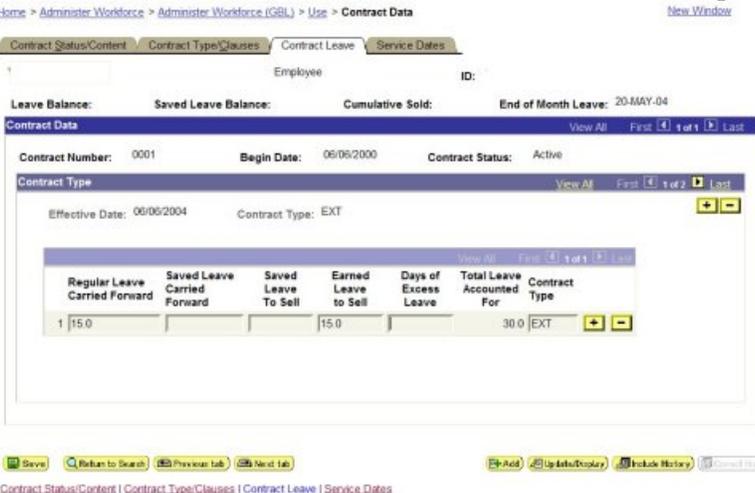
Procedure (continued)

Field	Entry
Reason (required field)	<p>Select a reason for the extension.</p>  <p>Note: "INCONUS OUTCONUS" is used for Obligated Service for Transfer (either INCONUS or OUTCONUS). "Data Conversion" is not used for new extensions, it's only listed as a means for transferring data from SDA II.</p>
Member Signature Date (required field)	Enter the date the member will sign the Agreement to extend Enlistment (CG-3301B) in the Member Signature Date block – can use the calendar icon.
Other	Enter the reason if not on the drop down list to select a reason.

Continued on next page

Extension transaction (P154), Continued

Procedure (cont'd)

Step	Action																										
5	<p>Click on the Contract Leave tab (shown below) and complete the fields:</p>  <table border="1" data-bbox="349 714 982 808"> <thead> <tr> <th>Regular Leave Carried Forward</th> <th>Saved Leave Carried Forward</th> <th>Saved Leave To Sell</th> <th>Earned Leave to Sell</th> <th>Days of Excess Leave</th> <th>Total Leave Accounted For</th> <th>Contract Type</th> </tr> </thead> <tbody> <tr> <td>1 15.0</td> <td></td> <td></td> <td>15.0</td> <td></td> <td>30.0</td> <td>EXT</td> </tr> </tbody> </table> <p>Field Description Table:</p> <table border="1" data-bbox="349 976 1372 1302"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Regular Leave Carried Forward</td> <td>Enter an amount,</td> </tr> <tr> <td>Saved Leave Carried Forward</td> <td>Enter an amount, If None, leave blank</td> </tr> <tr> <td>Saved Leave to Sell</td> <td>Enter an amount. If None, leave blank</td> </tr> <tr> <td>Earned Leave to Sell</td> <td>Enter an amount. If None, leave blank</td> </tr> <tr> <td>Days of Excess Leave</td> <td>Enter an amount. If None, leave blank</td> </tr> </tbody> </table>	Regular Leave Carried Forward	Saved Leave Carried Forward	Saved Leave To Sell	Earned Leave to Sell	Days of Excess Leave	Total Leave Accounted For	Contract Type	1 15.0			15.0		30.0	EXT	Field	Description	Regular Leave Carried Forward	Enter an amount,	Saved Leave Carried Forward	Enter an amount, If None, leave blank	Saved Leave to Sell	Enter an amount. If None, leave blank	Earned Leave to Sell	Enter an amount. If None, leave blank	Days of Excess Leave	Enter an amount. If None, leave blank
Regular Leave Carried Forward	Saved Leave Carried Forward	Saved Leave To Sell	Earned Leave to Sell	Days of Excess Leave	Total Leave Accounted For	Contract Type																					
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Field	Description																										
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Saved Leave to Sell	Enter an amount. If None, leave blank																										
Earned Leave to Sell	Enter an amount. If None, leave blank																										
Days of Excess Leave	Enter an amount. If None, leave blank																										

Continued on next page

Extension transaction (P154), Continued

Procedure (cont'd) (continued)

Step	Action
5	<ul style="list-style-type: none"> • Leave to be sold or excess leave can be entered at this time (agree to extend/re-extend transaction) or entered at the time when the begin transaction is created (Begin Extension/Re-extension box is checked). • If leave is entered at the time the agree to extend/re-extend transaction is prepared, the supervisor can change the number of days before approving the transaction (P154) or the number of days of leave can also be changed when the begin transaction (P198) is created – will have to go into correction mode.
6	Click the  Save. A link to the contract will be added to the CGHRSUP Role User's worklist you entered in step 4 (Route for Approval). If you are the CGHRSUP Role User and you selected "Approved" in step 4, the contract will be transmitted to JUMPS on the effective date.

Approval Procedure

The approver will need to do the following: Start Internet Explorer, sign into Direct-Access and follow these steps to complete this procedure.

Step	Action
1	Select Worklist.
2	Click on the applicable link (the member's name that you want to approve).
3	The Contract Type/Clauses page will appear. Click on the Approve button. If you wish to approve the extension, change Approval Status to approve and hit ok. If you wish to deny the extension, change Approval Status to deny and hit ok. You will have to notify the CGHRS Role User (data entry technician) that the transaction is denied. Denying the transaction will not place it on a worklist.
4	On the Worklist, all new items will have the Mark Worked button. To remove this item from your Worklist, Mouse Click on the button.
5	<p>The approval status drop down list is only available to CHGHR SUP role users.</p> <p>Once the transaction is in an Approved Status and Saved, the transaction will be written to the database and sent to JUMPS.</p>

Re-extension transaction (P159)

Introduction

This section provides the procedure for inputting a Re-Extension of Enlistment transaction.

Information you need to know about this transaction

This transaction is completed in Direct-Access upon receipt of the Career Intentions Worksheet (CG-PPC-2045) with both the member and command approval signatures. However, this transaction should not be approved in Direct-Access until the SPO receives the signed Agreement to Extend Enlistment (CG-3301B). Use the contract type of REX.

The signature date (effective date) for regular re-extensions will be the date the CG-3301B is signed by the member and person witnessing the oath.

A Begin Re-extension transaction (P199) must be submitted after the contract (P159).

If this transaction is being submitted following a member's Voluntary/Involuntary Retention transaction (P176), then this transaction (P159) and the Begin Re-extension transaction (P199) shall have the same signature date (effective date). The signature date must be prior to date current enlistment expires.

If the Agreement to Extend/reextend Enlistment (CG-3301B) is canceled per chapter 1.G.19 of the CG Personnel Manual, COMDTINST M1000.6 (series), delete the P154 transaction. See "Extensions/Re-extensions -- Cancellations, Corrections, Changes and Deletions" on page 43 for the procedure.

A Statement of Intent transaction (SOI) must be submitted by the SPO 45 days prior to the extension agreement date with the member's SRB payment election (lump sum or installments) indicated. The SOI is required to inform PPC (MAS) of the member's entitlement to SRB.

Reserve member on active duty (greater than 140 days ADT/181 days ADOT)

If a reserve member on active duty (greater than 140 days ADT/181 days ADOT) being paid by JUMPS receives new or amended orders further extending the active duty period, see the procedures for amending the member's active duty termination date (in the Reserve Orders Guide). This extension (P154) transaction alone will not continue the reserve member's active duty pay.

Continued on next page

Re-extension transaction (P159), Continued

JUMPS Effect The Agreement to Re-extend Enlistment transaction updates the following in JUMPS:

- Segment 00 (expected Active Duty Termination Date **for regular active duty members and expected loss date for reserve members and regular active duty member who have already met their 8 year military obligation.**)
- Segment 75 (Separation/Retention information)
- Updates contract data information in Direct-Access.

Corrections and Deletions See the section on corrections/deletions.

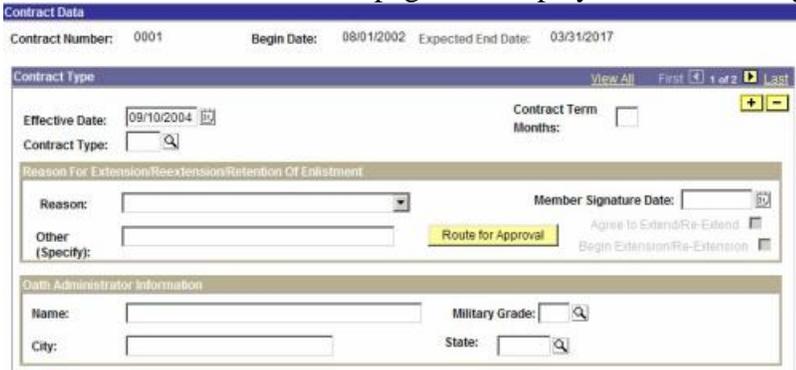
Procedure Start Internet Explorer, sign into Direct-Access and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the  button to select the member you wish to display.  When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. The search will select the member's uniformed employee classification.

Continued on next page

Re-extension transaction (P159), Continued

Procedure (continued)

Step	Action
3	<p>The Contract Status/Content page will display. Click on the Type/Clauses tab.</p> 
4	<p>Click the yellow plus button to add a new contract type. Make sure that an EXT contract type doesn't already exist. An error message "The Contract Type is missing ..." appears. Ignore the message and click ok on the message— it is a Direct-Access message.</p>  <p>Complete as follows for Extensions</p>

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Re-extension transaction (P159), Continued

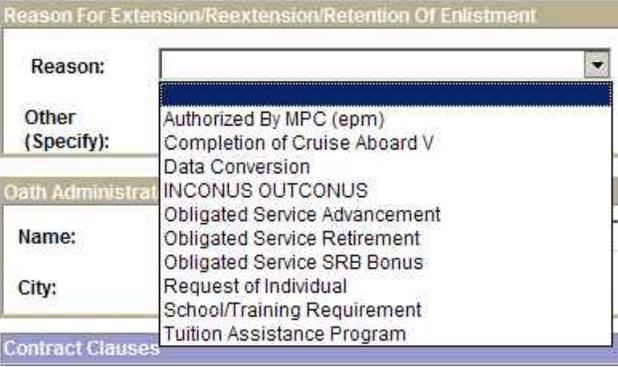
Procedure (continued)

Field	Entry
<p>Effective Date (required field)</p>	<p>Automatically set when re-extension is selected as the contract type.</p> <p>This is normally the effective date of the re-extension and is pre-filled by the system. However, if a Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions has been submitted, you must enter a date one day after the effective date that was used on the Cancellation transaction (click "view all" to see previous transactions). The system will generate the transaction with the correct effective date for JUMPS.</p> <p>Example Error Messages received when attempting to enter an extension when a cancellation has been submitted:</p> <p>Duplicate key value -- not allowed. (15,7) You have entered a key value for a scroll item that is a duplicate of another scroll item. The record definition indicates that the record does not allow duplicate entries. Either correct the key for the duplicate entry or contact your system administrator to change the record definition.</p> <p>Invalid value for Effective Date. (20140,24) Invalid value for Effective Date. Extension/Re-Extension effective date must be one day after effective date of prior Cancellation of Extension/Re-Extension record</p>
<p>Contract Type (required field)</p>	<p>Enter REX or click on the Contract Type lookup icon and select REX</p> <p>Note: CG Personnel Manual, COMDTINST M1006.6 (series), para. 1.G.15.c. (Total Extensions), states “The total of all extensions of an enlistment may not exceed six years.” In addition, there is another CG policy on CG Reserve enlisted members not on extended active duty which limits the total of all extensions to four years, unless there is a six-year Selected Reserve affiliation required for the Montgomery GI Bill. That policy, written in PERSMAN para 1.G.15.i. (Reservist Not on Extended Active Duty) states “The total of all extensions to any single enlistment may not exceed four years, except for the sole purpose of meeting the affiliation requirement for the Montgomery G.I. Bill</p>

Continued on next page

Re-extension transaction (P159), Continued

Procedure (continued)

Field	Entry
Contract Term Months (required field)	Enter the number of months for the re- extension.
Reason (required field)	<p>Select a reason for the re-extension.</p>  <p>Note: "INCONUS OUTCONUS" is used for Obligated Service for Transfer (either INCONUS or OUTCONUS). "Data Conversion" is not used for new extensions, it's only listed as a means for transferring data from SDA II.</p>
Member Signature Date (required field)	Enter the date the member will sign the Agreement to extend Enlistment (CG-3301B) in the Member Signature Date block – can use the calendar icon.

Continued on next page

Re-extension transaction (P159), Continued

Procedure (continued)

Field	Entry
Other	Enter the reason if not on the drop down list to select a reason.
Route for Approval (required field)	<p>A. Click the  button, and enter the Approver's Employee ID or click the Lookup  button to locate Approver's Employee ID.</p> <p>Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>EmpID: _____ Contract Number: 2</p> <p>Effective Date: 05/18/2004 Contract Type: _____</p> <p>Date Approved: _____ Approval Status: Pending</p> <p>Approver EmpID: <input type="text" value="111111"/>  Name, First M _____</p> </div> <p style="text-align: center;"> </p> <p>(Note: If you are the SPO Supervisor/PAO (CGHRSUP), you may change the Approval Status to "Approved" at this time to approve the reenlistment contract. It will transmit when saved. If you do not have the CGHRSUP role the Approval Status block will be set to "Pending" and you will not be able to change it).</p> <p>B. Click </p> <p>You will be returned to the Contract Data page.</p>
Name	Enter the name of the Oath Administrator.
Military Grade	Select the military grade of the Oath Administrator.
City	Enter the city where the Oath will be administered.
State	Enter the state where the Oath will be administered.

Step	Action
5	Click the  . A link to the contract will be added to the CGHRSUP Role User's worklist you entered in step 4 (Route for Approval). If you are the CGHRSUP Role User and you selected "Approved" in step 4, the contract will be transmitted to JUMPS on the effective date.

Continued on next page

Re-extension transaction (P159), Continued

Approval Procedure The approver will need to do the following: Start Internet Explorer, sign into Direct-Access and follow these steps to complete this procedure.

Step	Action
1	Select Worklist.
2	Click on the applicable link (the member's name that you want to approve).
3	The Contract Type/Clauses page will appear. Click on the Approve button. If you wish to approve the extension, change Approval Status to approve and hit ok. If you wish to deny the re-extension, change Approval Status to deny and hit ok. You will have to notify the CGHRS Role User (data entry technician) that the transaction is denied. Denying the transaction will not place it on a worklist.
4	On the Worklist, all new items will have the Mark Worked button. To remove this item from your Worklist, Mouse Click on the button.
5	The approval status drop down list is only available to CHGHRSUP role users. Once the transaction is in an Approved Status and Saved, the transaction will be written to the database and sent to JUMPS.

Begin Service Report

Introduction This section provides the procedure to print a Begin Service Report for your field units serviced by the SPO or just for one unit: Use the output of this report to determine which members you need to submit a Begin Extension of Enlistment (P198) or Begin Re-extension of Enlistment (P199) transaction for.

Discussion There are two versions of this report. One will show extensions/re-extensions with effective (begin) dates coming up within the next 30 days (from the current date). The other will allow you to select a date range so you can identify unexecuted extensions/re-extensions for any range of dates.

Procedure Start Internet Explorer, sign into PeopleSoft and follow these steps to complete this procedure.

Step	Action
1	<p>Select menu items in the following order (note, see the Basic Navigation topic for help on using menus):</p> <p>Home > People Tools > Query Manager > Use . Select Query Manager. A search page will appear. Enter the search criteria as described below</p> <p>Search by Name, select “begins with” and enter “CG_EXT” in the third block. Click the Search button. The <i>Search Results</i> should include "CG_EXT_REX_NOT_EXEC_QRY and “CG EXT REX WITHIN 30DAYS QRY”.</p>

Continued on next page

Begin Service Report, Continued

Procedure (continued)

Step	Action												
2	<p data-bbox="337 436 906 464">Home > PeopleTools > Query Manager > Use > Query Manager</p> <p data-bbox="337 493 516 520">Query Manager</p> <p data-bbox="354 531 691 562">Find an Existing Query</p> <p data-bbox="358 573 1166 604">Search by: Name <input type="text" value="begins with"/> <input type="text" value="CG_EXT"/></p> <p data-bbox="358 615 456 646"><input type="button" value="Search"/></p> <p data-bbox="354 678 526 705">Search Results</p> <table border="1" data-bbox="354 726 1218 821"> <thead> <tr> <th>Query</th> <th></th> <th>View All</th> <th>Fi</th> </tr> </thead> <tbody> <tr> <td>CG_EXT_REX_NOT_EXEC_QRY</td> <td>Extensions Not Executed</td> <td>Public</td> <td>Run</td> </tr> <tr> <td>CG_EXT_REX_WITHIN_30DAYS_QRY</td> <td>Extensions 30 days from Begin</td> <td>Public</td> <td>Run</td> </tr> </tbody> </table> <p data-bbox="337 831 979 863">Click the RUN link for the report you want to run.</p> <p data-bbox="337 905 427 932">Select:</p> <ul data-bbox="386 942 1338 1119" style="list-style-type: none"> • CG_EXT_REX_NOT_EXEC_QRY -- If you would like to specify the date range to search for. • CG EXT REX WITHIN 30DAYS QRY - If you would only want to see unexecuted extensions/re-extensions with begin dates in the next 30 days (from the current date) <p data-bbox="337 1125 971 1157">The Query input page will open in a new window</p>	Query		View All	Fi	CG_EXT_REX_NOT_EXEC_QRY	Extensions Not Executed	Public	Run	CG_EXT_REX_WITHIN_30DAYS_QRY	Extensions 30 days from Begin	Public	Run
Query		View All	Fi										
CG_EXT_REX_NOT_EXEC_QRY	Extensions Not Executed	Public	Run										
CG_EXT_REX_WITHIN_30DAYS_QRY	Extensions 30 days from Begin	Public	Run										

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Begin Service Report, Continued

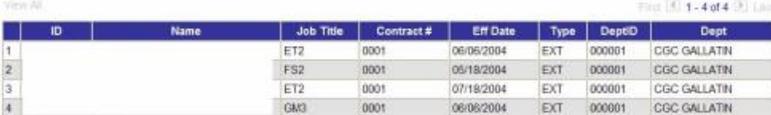
Procedure (continued)

Step	Action
3	<p>a. Enter "AUSCG" in the "Enter SitID of 'AUSCG'" block.</p> <p>b. Enter the DeptID or click on the search icon for a valid list of departments.</p> <p>c. Select "Human Resource Site" for the Rel Type for all units served by the SPO (provided that a valid SPO department ID was entered in the Dept ID field or select "Own Unit Only" to see results for only one unit.</p> <p>CG_EXT_REX_WITHIN_30DAYS_QRY - Extensions 30 days from Begin</p> <hr/> <p>Enter SetID of 'AUSCG': <input type="text" value="AUSCG"/></p> <p>DeptID: <input type="text" value="000001"/> </p> <p>Rel Type: <input type="text" value="Own unit only"/> </p> <p><input type="button" value="View Results"/></p> <p>d. If you selected CG_EXT_REX_NOT_EXEC_QRY, enter the Effective Dates (<i>From</i> and <i>To</i>):</p> <p>CG_EXT_REX_NOT_EXEC_QRY - Extensions Not</p> <hr/> <p>Enter SetID of 'AUSCG': <input type="text" value="AUSCG"/></p> <p>DeptID: <input type="text" value="000639"/> </p> <p>Rel Type: <input type="text" value="Integrated Support Command"/> </p> <p>Effective Date From: <input type="text" value="01/01/2007"/> </p> <p>Effective Date To: <input type="text" value="01/17/2008"/> </p> <p><input type="button" value="View Results"/></p>

Continued on next page

Begin Service Report, Continued

Procedure (continued)

Step	Action																		
4	<p>Click the View Results button to run the report</p>  <p>The report provides the following information:</p> <table border="1" data-bbox="341 682 1291 1249"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ID</td> <td>Employee ID</td> </tr> <tr> <td>Name</td> <td>Name in Last,First,MI format</td> </tr> <tr> <td>Job Title</td> <td>Rating</td> </tr> <tr> <td>Contract #</td> <td>Number of contract member (001 = first extension, 002= second extension, etc.)</td> </tr> <tr> <td>Eff Date</td> <td>The date the extension will begin</td> </tr> <tr> <td>Type</td> <td>Extension (in this case submit a Begin Extension of Enlistment (P198) transaction on the member) Re-Extension (in this case submit a Begin Re-extension of Enlistment (P199) transaction on the member)</td> </tr> <tr> <td>DeptID</td> <td>Member's currently assigned department ID number</td> </tr> <tr> <td>Dept</td> <td>Name of unit</td> </tr> </tbody> </table>	Field	Description	ID	Employee ID	Name	Name in Last,First,MI format	Job Title	Rating	Contract #	Number of contract member (001 = first extension, 002= second extension, etc.)	Eff Date	The date the extension will begin	Type	Extension (in this case submit a Begin Extension of Enlistment (P198) transaction on the member) Re-Extension (in this case submit a Begin Re-extension of Enlistment (P199) transaction on the member)	DeptID	Member's currently assigned department ID number	Dept	Name of unit
Field	Description																		
ID	Employee ID																		
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DeptID	Member's currently assigned department ID number																		
Dept	Name of unit																		
5	<p>You may download the results in MS Excel format by clicking the link above the query results.</p> <p>Download results in : Excel97 Spreadsheet CSV Text File (57 kb) Excel2K Spreadsheet</p>																		
6	<p>Repeat step 3 above to run the report for additional departments. Close the report window when finished, you will be returned to the Query Manager search page.</p>																		
7	<p>Sign out of the system or use the menu links to access another item.</p>																		

Begin Extension of Enlistment (P198)

Introduction This section provides the procedure for inputting a Begin Extension of Enlistment transaction.

Information you need to know about this transaction Member must be within 30 days of their expected active duty termination date.

Does not need to be approved by supervisor.

Audit record is created in PeopleSoft but not sent to JUMPS until the begin service date is reached. A cancel extension will remove the audit record if entered prior to the begin service date.

Number of Days Excess Leave: This is used to show the member is in an excess leave status. Review Chapter 2-I of the CG Pay Manual if the member has excess leave when completing this portion of the transaction. If the member is in an excess leave status, it is recommended they be counseled on how excess leave debits will effect their pay.

Days of Saved Leave the Member Elects to Sell & Days of Regular Leave the Member Elects to Sell: Members are entitled to sell leave on their first extension of the current enlistment. Review Chapter 10-A of the CG Pay Manual prior to completing this portion of the transaction. As a reminder, if a member sells leave in connection with their first extension, payment will be included in the end of month pay following successful processing in JUMPS.

JUMPS Effect The Begin Extension of Enlistment transaction updates the following in JUMPS:

- Segment 62 (leave sold/carried forward)
 - Segment 75 (Separation/Retention information)
 - Updates contract data information in PeopleSoft.
-

Corrections and Deletions [See the section on corrections/deletions.](#)

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Begin Extension of Enlistment (P198), Continued

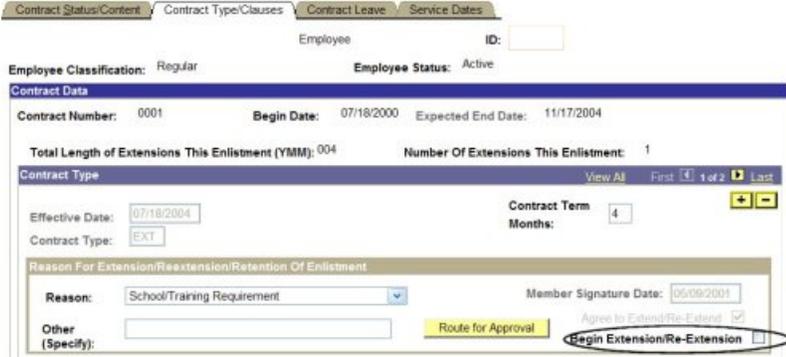
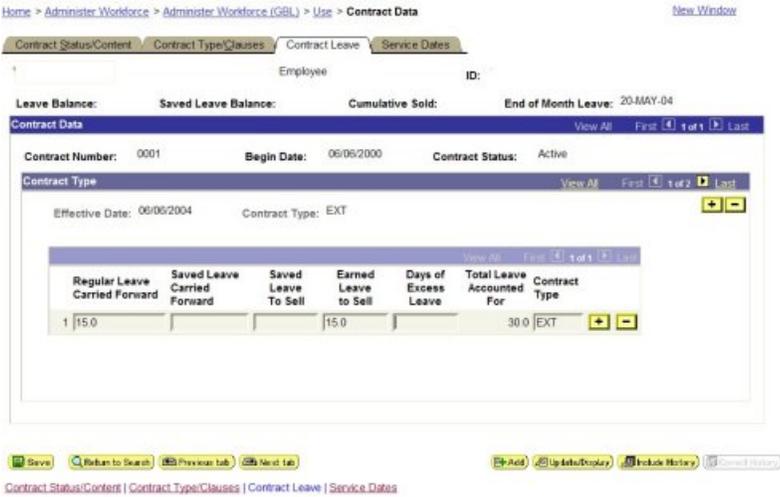
Procedure Start Internet Explorer, sign into PeopleSoft (note, see the [Signing In](#) topic in the Using PeopleSoft section if you need help getting started) and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order: Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips), ensure the Correct History box is checked, and click the Search button to select the member you want to display. Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data Contract Data <hr/> Find an Existing Value Search By: <input type="text" value="EmplID"/> <input type="button" value="v"/> EmplID: <input type="text"/> <input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="button" value="Search"/> Advanced Search Add a New Value  When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. The search will select the member's uniformed employee classification.

Continued on next page

Begin Extension of Enlistment (P198), Continued

Procedure (continued)

Step	Action
3	<p>The Contract Status/Content page will display. Click on the Contract Type/Clauses Tab.</p> 
4	Check the Begin Extension/Re-Extension box.
5	<p>If member is selling leave or is in an excess leave status, click on the Contract Leave tab.</p> 
6	Enter the number of days of saved leave, earned leave to sell or the number of days of excess leave if the member has an excess leave balance.
7	Click the  Save button

Begin Re-extension of Enlistment (P199)

Introduction This section provides the procedure for inputting a Begin Re-Extension of Enlistment transaction.

Information you need to know about this transaction Member must be within 30 days of their expected active duty termination date.

Does not need to be approved by supervisor.

Audit record is created in PeopleSoft but not sent to JUMPS until the begin service date is reached. A cancel extension will remove the audit record if entered prior to the begin service date.

Member is not entitled to sell any leave on a re-extension.

JUMPS Effect The Begin Re-Extension of Enlistment transaction updates the following in JUMPS:

- Segment 75 (Separation/Retention information)
 - Updates contract data information in PeopleSoft.
-

Corrections and Deletions See the section on corrections/deletions.

Continued on next page

Begin Re-extension of Enlistment (P199), Continued

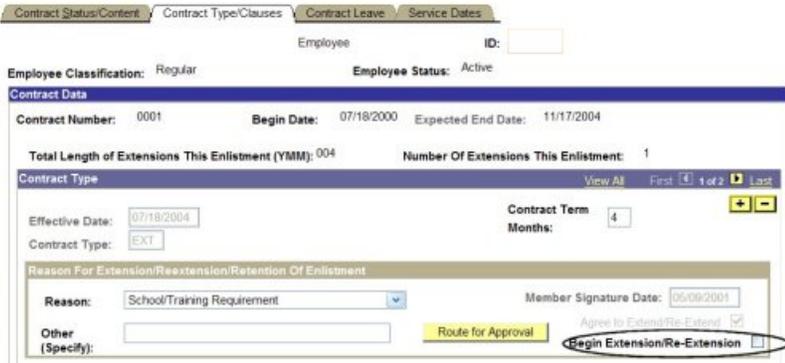
Procedure Start Internet Explorer, sign into PeopleSoft and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order: Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips), ensure the Correct History box is checked, and click the Search button to select the member you want to display. Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data <hr/> Contract Data <hr/> Find an Existing Value Search By: <input type="text" value="EmpID"/> <input type="button" value="v"/> EmpID: <input type="text"/> <input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="button" value="Search"/> Advanced Search Add a New Value  When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. The search will select the member's uniformed employee classification.

Continued on next page

Begin Re-extension of Enlistment (P199), Continued

Procedure (continued)

Step	Action
3	<p>The Contract Status/Content page will display. Click on the Contract Type/Clauses Tab.</p> 
4	Check the Begin Extension/Re-Extension box.
5	Click the  button

Extensions/Re-extensions -- Cancellations, Corrections, Changes and Deletions

Cancellations To cancel an extension or re-extension, follow the procedures below for "Deletions".

Changes and Corrections If a **change** needs to be done to a **pending** transaction, the user may make the change at any time prior to Approval. If you have routed the transaction for approval and need to make a change, insure you make the change prior to the transaction being approved. There is no need to re-route for approval.

Approved Transactions

CGHRS Role User: If **corrections** need to be done to an **approved** transaction, the CGHRS role user must go into correction mode, make the necessary changes and **Save**. The approval status will be set to Pending and the Approval Date to blank. You must now re-route for approval. You may make changes and route for approval in one step.

CGHRSUP Role User: If **corrections** need to be done to an **approved** transaction and the CGHRSUP role user wanted the correction transaction to be processed immediately, they must go into correction mode, make the necessary changes and **Save**. Since the approval status is still set to Approved, the transaction will process immediately.

If they didn't want the correction transaction to process immediately, they would make the corrections, set the approval status to Pending, **Save**.

Anytime later, they could Approve and Save the transaction.

Deletions / Cancellations before the begin extension/re-extension is approved.

Deletions may be done to Pending and Approved Transactions except if the begin extension/re-extension (P198/P199) have been approved and processed already, the CGHRS and CGHRSUP role users do not have the ability to delete the row or change the signature date. Only PPC role users have this ability (see [Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions](#))

CGHRS and CGHRSUP role users may delete Pending Transactions at any time.

Continued on next page

Extensions/Re-extensions -- Cancellations, Corrections, Changes and Deletions, Continued

Deletions / Cancellations (cont'd)

To delete an **approved** transaction, the HRS user will send an e-mail to the CGHRSUP role user requesting that a deletion.

Since the transaction is already **Approved**, the CGHRSUP role user needs only to press the Delete Button
And **Save**.

1. When deleting a row of data (a separation or extension contract for example) be sure to click the save button before starting the new transaction. If you delete a row and start a new transaction without first saving the deletion action the system may not generate the deletion for JUMPS or it may not let you save your new transaction.

Ensure the reason for cancellation is covered by [CG Personnel Manual, COMDTINST M1000.6 \(series\)](#), Chapter 1-G and/or 1-H before deleting an extension that has been signed by the member and accepted by the Coast Guard or Coast Guard Reserve. If there is a signature date, and the extension or re-extension transaction (P154 or P159) has not been approved yet, then the HRS user can change the date or delete the extension/re-extension row.

If there is a signature date, and the extension or re-extension transaction (P154 or P159) has been approved and processed, and the extension/re-extension has NOT went into effect yet (P198 or P199 has not been approved), then the CGHRSUP role user has the ability to delete the row if needed and create a new one.

If there is a signature date and the P154 and P198 transaction have been approved and processed already, the CGHRS and CGHRSUP role users do not have the ability to delete the row or change the signature date. Only PPC role users have this ability (follow the procedure on the next page to request deletion).

The CGHRS and CGHRSUP role users do not have the ability to change the effective (begin) date of the P198/P199.

Cancellation of an Extension/Re-extension after the Begin Service Transaction is Submitted

Introduction This section provides the procedure for cancellation of an agreement to voluntary extend/re-extend enlistment for an enlisted member **AFTER** the [Begin Extension of Enlistment \(P198\)](#) or [Begin Re-extension of Enlistment \(P199\)](#) is submitted.

If the Begin Extension/Re-extension transaction has not been submitted, delete the Extension/Re-extension per the procedure described in the Extensions/Re-extensions -- Cancellations, Corrections, Changes and Deletions section on page 43 of this chapter.

Information you need to know about this request

Review the CG Personnel Manual, Chapter 1-G and/or 1-H prior to submitting this request.

The effective date will be the day a voluntary extension or re-extension is canceled. This should also be the date prior to the reenlistment transaction or new extension/re-extension transaction (if the member is re-enlisting or extending for a greater period of time).

Procedure

SPOs will submit requests for cancellation of a previously reported Agreement to Voluntary Extend/Re-extend Enlistment to PPC Customer Care for action.

The SPO will include the following information in the request:

1. Member's full identification (Rank/Rate, name and Employee ID number.
2. The reason for request (e. g. Member has elected to reenlist, member desires to extend for a greater period of time, etc.)
3. SPO point of contact (Rank/Rate, name, e-mail address and telephone number.

Requests may be submitted to PPC Customer Care via e-mail or by completing the online trouble ticket form.

Note: **Requests must be submitted by the responsible SPO.** Units and members may not submit requests for cancellation of extensions/re-extensions directly to PPC Customer Care.

Retained Beyond Normal Expiration of Enlistment (P176)

Introduction This section provides the procedure for retaining a member on active duty beyond their normal expiration of enlistment.

References

- a. [CG Personnel Manual, COMDTINST M1000.6 \(series\), Chap 12-B-11](#)
- b. [Personnel and Pay Procedures Manual, PSCINST M1000.2A, Chap 3-C](#)
- c. [CG Pay Manual, COMDTINST M7220.29, Chapter 2-L](#)

Information you need to know about this transaction Research the EXP-AD-TERM-DT (Expected Active Duty Termination Date) on Segment 00 prior to completing this transaction. If the date shown is incorrect, contact PSC (MAS) for guidance.

For regular active duty members this transaction will retain the member on active duty. For members in confinement, pay and allowances will be suspended.

For reserve members this transaction will extend the EXP-LOSS-DT (Expected Loss Date) only. It may be necessary to submit a P191, P192, or L68C transaction to report additional active duty authorized.

JUMPS Effect The involuntary retention transaction updates the following in JUMPS:

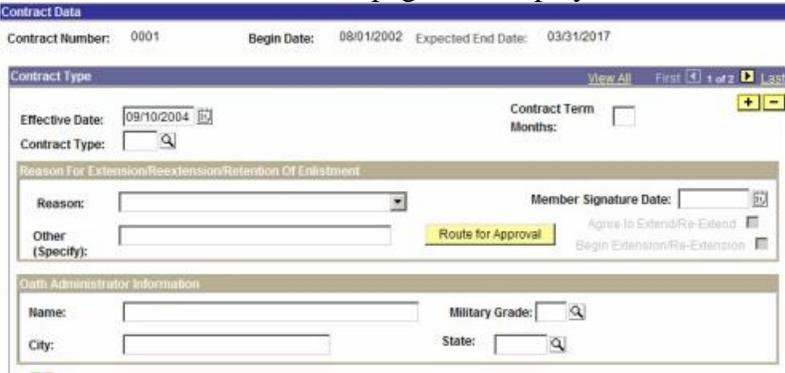
- Segment 00 (expected active duty termination date **for regular active duty members and expected loss date for reserve members**).
- Segment 75 (Separation/Retention information)
- Updates contract data information in PeopleSoft.

Corrections and Deletions Corrections and Deletions may be made to this transaction. See the section on corrections/deletions.

Continued on next page

Retained Beyond Normal Expiration of Enlistment (P176), Continued

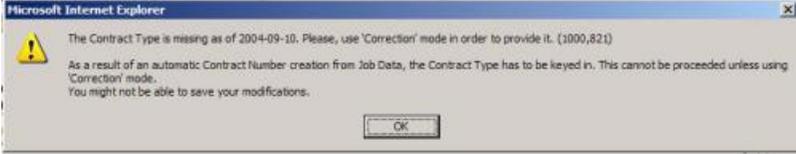
Procedure Start Internet Explorer, sign into PeopleSoft and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order: Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the  button to select the member you wish to display.  When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. The search will select the member's uniformed employee classification.
3	The Contract Status/Content page will display. Click on the Type/Clauses tab. 

Continued on next page

Retained Beyond Normal Expiration of Enlistment (P176), Continued

Procedure (continued)

Step	Action
4	<p>Click the yellow plus button to add a new contract type. An error message “The Contract Type is missing ...” appears. Ignore the message and click ok on the message– it is a PeopleSoft message.</p>  <p>Complete as follows for Retentions</p>
Field	Entry
Effective Date (required field)	Automatically set when extension is selected as the contract type.
Contract Type (required field)	Enter RET or click on the Contract Type lookup icon and select RET.
Contract Term Months (required field)	Enter the number of months for the retention.

Continued on next page

Retained Beyond Normal Expiration of Enlistment (P176), Continued

Field	Entry																																
Reason (required field)	<p>Select a reason for the retention.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="background-color: #d3d3d3; margin: 0;">Reason For Extension/Reextension/Retention Of Enlistment</p> <p>Reason: <input type="text"/></p> <p>Other (Specify): Assigned to Station OUTCONUS Awaits Review Authority Action Court Martial or Punishment Crewmember On Cutter at Sea Data Conversion Medical Disability Public Interest War Or Other Nat Emergency</p> <p>Oath Administrat</p> <p>Name: <input type="text"/></p> <p>City: <input type="text"/></p> </div> <p>Retention Codes/Reasons</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Retention Reason Code</u></th> <th style="text-align: center;"><u>Reason For or Circumstances of Retention</u></th> <th style="text-align: center;"><u>Coast Guard Personnel Manual Reference</u></th> <th style="text-align: center;"><u>Maximum Allowable Personnel Retention Period</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">J</td> <td>War or National Emergency</td> <td style="text-align: center;">12-B-11c</td> <td>6 months after war or other national emergency is expected to end.</td> </tr> <tr> <td style="text-align: center;">K</td> <td>Crewmember on Cutter at sea</td> <td style="text-align: center;">12-B-11d</td> <td>Date Cutter is expected to arrive at an INCONUS port.</td> </tr> <tr> <td style="text-align: center;">L</td> <td>Stationed ASHORE in a Foreign Country</td> <td style="text-align: center;">12-B-11e</td> <td>3 months.</td> </tr> <tr> <td style="text-align: center;">M</td> <td>Undergoing medical treatment for service connected injury or disease</td> <td style="text-align: center;">12-B-11f</td> <td>6 months (see notes 1 and 2).</td> </tr> <tr> <td style="text-align: center;">N</td> <td>Awaiting or undergoing trial by court-martial</td> <td style="text-align: center;">12-B-11h</td> <td>Date court-martial is expected to be acted upon by supervisory authority.</td> </tr> <tr> <td style="text-align: center;">O</td> <td>Detention for public interest, as member is: *Witness in proceeding *Performing flood, hurricane, emergency duty.</td> <td style="text-align: center;">12-B-11i</td> <td>30 days.</td> </tr> <tr> <td style="text-align: center;">P</td> <td>Awaiting review by administrative discharge or reenlistment board</td> <td style="text-align: center;">12-B-11j</td> <td>Date board action is expected to be acted upon by final reviewing authority.</td> </tr> </tbody> </table> <p>Note 1: Retention's for medical reasons should be recorded for a period of 6 months. This will prevent unnecessary interruptions of pay and the need for additional PMIS transactions. However, the member shall be separated immediately upon resolution of the medical situation.</p> <p>Note2: Retentions of members approved for retirement are very restrictive and require the approval of Coast Guard Personnel Command. See articles 12.C.3, 12.C.9c, and 12.C.11c of the CG Personnel Manual.</p> <p>Note: If member is eligible to receive a 25% increase in basic pay (refer to the CG Pay Manual, Chapter 2-L), contact PSC (MAS) to make the payment.</p>	<u>Retention Reason Code</u>	<u>Reason For or Circumstances of Retention</u>	<u>Coast Guard Personnel Manual Reference</u>	<u>Maximum Allowable Personnel Retention Period</u>	J	War or National Emergency	12-B-11c	6 months after war or other national emergency is expected to end.	K	Crewmember on Cutter at sea	12-B-11d	Date Cutter is expected to arrive at an INCONUS port.	L	Stationed ASHORE in a Foreign Country	12-B-11e	3 months.	M	Undergoing medical treatment for service connected injury or disease	12-B-11f	6 months (see notes 1 and 2).	N	Awaiting or undergoing trial by court-martial	12-B-11h	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.	12-B-11i	30 days.	P	Awaiting review by administrative discharge or reenlistment board	12-B-11j	Date board action is expected to be acted upon by final reviewing authority.
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Continued on next page

Retained Beyond Normal Expiration of Enlistment (P176), Continued

Approval Procedure The approver will need to do the following: Start Internet Explorer, sign into PeopleSoft and follow these steps to complete this procedure.

Step	Action
1	Select Worklist.
2	Click on the applicable link (the member's name that you want to approve).
3	The Contract Type/Clauses page will appear. Click on the Approve button. If you wish to approve the retention, change Approval Status to approve and hit ok. If you wish to deny the extension, change Approval Status to deny and hit ok. You will have to notify the CGHRS Role User (data entry technician) that the transaction is denied. Denying the transaction will not place it on a worklist.
4	On the Worklist, all new items will have the Mark Worked button. To remove this item from your Worklist, Mouse Click on the button.
5	The approval status drop down list is only available to CHGHR SUP role users. Once the transaction is in an Approved Status and Saved, the transaction will be written to the database and sent to JUMPS.

Active Duty 6th or 10th Anniversary Query

Introduction This report allows the user to query the system to show members who are within 90 days of their 6th or 10th year anniversary of active duty date.

Before you begin Set Internet Explorer to Allow Pop-ups from the Direct-Access site.

Usage Per [Art 3-C-11.2, CG Personnel Manual, COMDTINST M1000.6\(series\)](#), an Administrative Remarks, CG-3307, entry is required for personnel within 3 months prior to their 6 or 10 year active duty anniversary date. These members may reenlist before their 6th or 10th anniversary (regardless of their expiration of enlistment date) in order to be eligible for a Zone "A" or "B" Selective Reenlistment Bonus. Run this report at least monthly to identify members in your area of responsibility who need to be counseled on Selective Reenlistment Bonus eligibility.

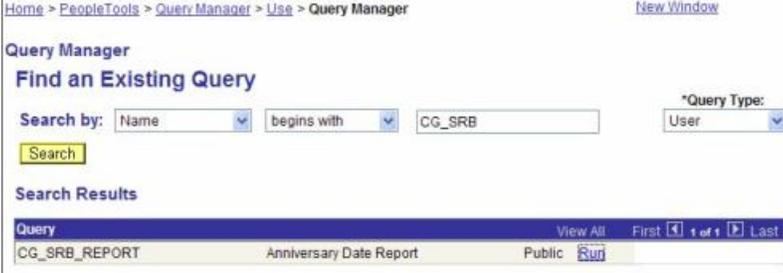
Procedure Start Internet Explorer, sign into PeopleSoft and follow these steps to complete this procedure.

Step	Action
1	<p>Select menu items in the following order (note, see the Basic Navigation topic for help on using menus):</p> <p>Home > People Tools > Query Manager > Use > Query Manager</p> <ul style="list-style-type: none"> • You will be brought to a query search page, which defaults to: Search By: Name Begins With (And a third blank box to enter the name of the query.) The first two defaults are fine to find this report. Use the third box to enter the query name: CG_SRB_REPORT • After entering the name of the query, click the yellow Search button; i.e., hitting Enter will NOT return the query, but rather a message indicating you must click the Search button. <p>After you click Search, you will see the report show up under Search Results.</p> <ul style="list-style-type: none"> • Click Run to begin running the report.

Continued on next page

Active Duty 6th or 10th Anniversary Query, Continued

Procedure (continued)

Step	Action
	 <p>The screenshot shows the 'Query Manager' interface. At the top, there is a breadcrumb trail: 'Home > PeopleTools > Query Manager > Use > Query Manager'. Below this, the title is 'Query Manager' and the subtitle is 'Find an Existing Query'. There are two dropdown menus for 'Search by:' with 'Name' and 'begins with' selected. A text input field contains 'CG_SRB'. To the right, there is a '*Query Type:' dropdown menu with 'User' selected. A yellow 'Search' button is below the input fields. Under 'Search Results', a table lists one query: 'CG_SRB_REPORT' with the description 'Anniversary Date Report' and 'Public' access. A 'Run' button is next to the query name.</p>
2	<p>Enter the criteria for the query:</p> <p>There are two blank fields waiting to be entered:</p> <ol style="list-style-type: none"> 1. DEPT LEVEL and 2. Department  <p>The screenshot shows the 'CG_SRB_REPORT - Anniversary Date Report' form. It has two input fields: 'DEPT LEVEL:' with a dropdown arrow and 'Department:' with a magnifying glass icon. A yellow 'View Results' button is at the bottom.</p> <p>The DEPT LEVEL is a pick list. It contains 6 entries:</p> <ol style="list-style-type: none"> 1. Human Resource Site - Okay to choose 2. Integrated Support Command - Okay to choose 3. Own Unit Only - Should NOT be chosen 4. SWE Testing Unit - Should NOT be chosen 5. Training Quota Mgmt Center - Should NOT be chosen 6. Unit Relationship - Should NOT be chosen <p> You may choose EITHER Human Resource Site OR Integrated Support Command, you may click the magnifying glass beside the Department window, to "lookup" the Department ID number.</p> <p>Once you do so, you will be taken to the Department Lookup page. There you may enter the desired department or click on the yellow Lookup button and pick their department from the list provided. Either way, you must click on the desired department before they are returned to the CG_SRB_REPORT - Anniversary Date Report page.</p>

Continued on next page

Active Duty 6th or 10th Anniversary Query, Continued

Procedure (continued)

Step	Action																																								
3	<p>Click the yellow View Results button. The query results will appear directly below this button.</p>  <p>Download results in : Excel SpreadSheet CSV Text File (1 kb)</p> <p>View All First 1 - 4 of 4</p> <table border="1" data-bbox="347 852 1425 1020"> <thead> <tr> <th></th> <th>ID</th> <th>Empl Rcd#</th> <th>Name</th> <th>DeptID</th> <th>Empl Class</th> <th>Ad Base Dt</th> <th>Exp AD Te</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12345678</td> <td>0</td> <td>Doe, Jane C</td> <td>006520</td> <td>Regular</td> <td>11/01/1998</td> <td>09/30/2006</td> </tr> <tr> <td>2</td> <td>12345679</td> <td>0</td> <td>Smith, John Q.</td> <td>006520</td> <td>Regular</td> <td>11/01/1998</td> <td>09/30/2006</td> </tr> <tr> <td>3</td> <td>1234566</td> <td>0</td> <td>Rubble, Barney J.</td> <td>000450</td> <td>SELRES</td> <td>11/13/1990</td> <td>01/14/2004</td> </tr> <tr> <td>4</td> <td>1235555</td> <td>0</td> <td>Flintstone, Fred</td> <td>000450</td> <td>SELRES</td> <td>11/13/1990</td> <td>01/14/2004</td> </tr> </tbody> </table>		ID	Empl Rcd#	Name	DeptID	Empl Class	Ad Base Dt	Exp AD Te	1	12345678	0	Doe, Jane C	006520	Regular	11/01/1998	09/30/2006	2	12345679	0	Smith, John Q.	006520	Regular	11/01/1998	09/30/2006	3	1234566	0	Rubble, Barney J.	000450	SELRES	11/13/1990	01/14/2004	4	1235555	0	Flintstone, Fred	000450	SELRES	11/13/1990	01/14/2004
	ID	Empl Rcd#	Name	DeptID	Empl Class	Ad Base Dt	Exp AD Te																																		
1	12345678	0	Doe, Jane C	006520	Regular	11/01/1998	09/30/2006																																		
2	12345679	0	Smith, John Q.	006520	Regular	11/01/1998	09/30/2006																																		
3	1234566	0	Rubble, Barney J.	000450	SELRES	11/13/1990	01/14/2004																																		
4	1235555	0	Flintstone, Fred	000450	SELRES	11/13/1990	01/14/2004																																		
4	<p>The query results will display. Use the Download results in: Excel SpreadSheet CSV Text File links to save a copy of the query to your local system.</p> <p>Note: For best results, click on the CSV Text File link and select the Save option from the resulting dialog box. Then, open the file with MS Excel.</p>																																								

Printing DD-4/Agreement to Extend/Reenlist

Introduction This section provides procedures for using PeopleSoft to create an agree to extend, agree to re-extend, begin extension, begin re-extension, enter involuntary retention, cancel an extension/re-extension, or enter a reenlistment transaction.

Forms: The Agreement to Extend Enlistment (**CG-3301B**) and the Discharge and Reenlistment Contract (**DD 4**) forms can be printed by following the procedures below.

A new version of [DD Form 4/1 \(October 2007\)](#) has been released by the DoD. The October 2002 version, which is generated by Direct-Access, remains valid for Coast Guard and Coast Guard Reserve reenlistments. The October 2007 version of the form will be added to Direct-Access in a future software update.

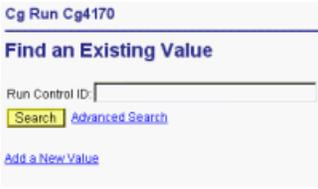
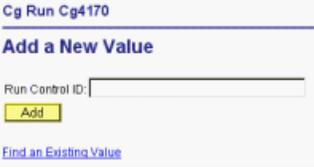
Note: You can only contracts that were created in PeopleSoft on or after 28 September 2004. Contracts created in SDA II cannot be printed from PeopleSoft.

Accession Contracts You cannot print a contract for an accession. It is assumed that the new member would be arriving from the recruiting office with a contract already signed. There is no need to print the contract from the system. However, in the case of a rehire, you may need to produce a contract for the member and enlisting officer to sign. For this reason a PDF version of the form is available - <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0004.pdf>.

Continued on next page

Printing DD-4/Agreement to Extend/Reenlist, Continued

Procedure Follow these steps to generate a printable contract:

Step	Action
1	Select menu items in the following order: Home > Administer Workforce > Administer Workforce (GBL) > Report > DD-4/Agreement to Extend/Reext .
2	The Run Control ID Entry Page will appear. If you have used this process before, enter your initials in the Run Control ID block and click the  button. <div style="text-align: center; margin: 10px 0;">  <-Initials </div> <ul style="list-style-type: none"> • If this is the first time you have used this process, click the Add a New Value link. <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;">  </div> <div style="width: 45%;"> <ol style="list-style-type: none"> 1. Enter your initials in the Run Control ID block. 2. Click the  button. </div> </div>

Continued on next page

Printing DD-4/Agreement to Extend/Reenlist, Continued

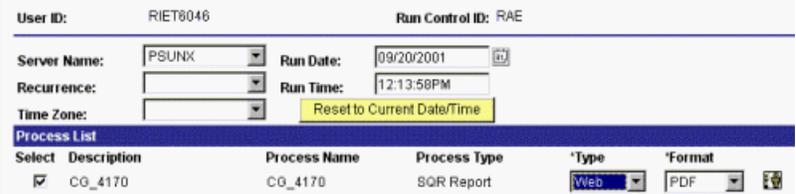
Procedure (continued)

Step	Action																
3	<p>The DD-4/Agreement to Extend/Reext run page will appear.</p> <p>Home > Administer Workforce > Administer Workforce (GBL) > Report > DD-4/Agreement to Extend/Reext</p> <p>Run Control ID: rae Report Manager Process Monitor <input type="button" value="Run"/></p> <p>EmpliID: <input type="text" value="2000957"/> <input type="text" value="Flintsonte, Fred William"/></p> <p>Get Contracts</p> <p><input type="button" value="Enlist / Reenlist"/> <input type="button" value="Extend / Rextend"/> <input type="button" value="Update List"/></p> <p>Select Contract First <input type="button" value="⏪"/> 1 of 1 <input type="button" value="⏩"/> Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Contract #:</th> <th>Effdt:</th> <th>Contract Type:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>0001</td> <td></td> <td></td> </tr> </tbody> </table> <p>A. Enter the Employee ID Number in the EmpliID field.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to view data on. Verify the employee ID or national ID before making any proceeding. The search will select the member's uniformed employee classification.</p> <p>B. Click the Enlist/Reenlist button to get a listing of Enlistment/Reenlistment Contracts or click the Extend/Re-extend button to get a list of Extension/Re-Extension contracts for this member.</p> <p>C. Click the Select box next to any contracts you want to print</p> <p>Select Contract</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Contract #:</th> <th>Effdt:</th> <th>Contract Type:</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>0001</td> <td>07/01/2004</td> <td>Initial Enlistment</td> </tr> </tbody> </table> <p>D. Click the <input type="button" value="Run"/> button to begin processing.</p>	Select	Contract #:	Effdt:	Contract Type:	<input type="checkbox"/>	0001			Select	Contract #:	Effdt:	Contract Type:	<input checked="" type="checkbox"/>	0001	07/01/2004	Initial Enlistment
Select	Contract #:	Effdt:	Contract Type:														
<input type="checkbox"/>	0001																
Select	Contract #:	Effdt:	Contract Type:														
<input checked="" type="checkbox"/>	0001	07/01/2004	Initial Enlistment														

Continued on next page

Printing DD-4/Agreement to Extend/Reenlist, Continued

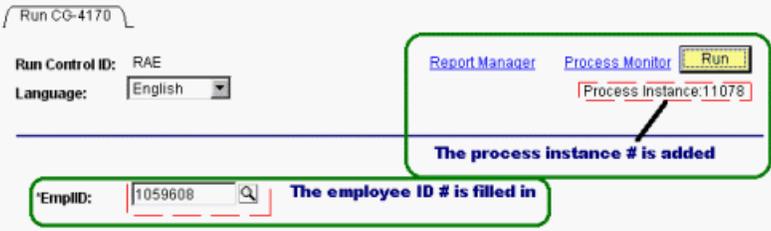
Procedure (continued)

Step	Action
4	<p>The Process Scheduler Request page will display.</p>  <p>In the Server Name field, click the drop-down menu and choose PSUNX. Change the *Type field to "Email". Set the *Format field to "PDF".</p>  <p>Note: You can also elect to pickup your report via a web page. Select "Web" in the *Type option field. See Using Process Scheduler Web Option for details.</p> <p>If you selected Email you can click on the Distribution icon  to add additional addresses and customized the email message. This step is not necessary if you have your business email address entered in the system, the report will automatically be mailed to your business email address. Use this feature if you want to email the report to other addresses.</p> <p>The Distribution Detail page will display, scroll down to the E-Mail Only section and enter the subject, text and e-mail address for the message:</p>  <p>Insert additional email addresses in the Email Address List box. Separate entries with a (;) e.g. "jjohnson@unit.uscg.mil;tsmith@unit.uscg.mil".</p>

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Printing DD-4/Agreement to Extend/Reenlist, Continued

Procedure (continued)

Step	Action
	<p> Warning: Do not use a non USCG.MIL/DHS.GOV address. Directing system-generated emails to personal accounts hosted by internet service providers is prohibited.</p> <p>Click  to continue. You will be returned to the Process Scheduler Request page.</p> <p>Click  on the Process Scheduler Request page.</p>
5	<p>The Run page will display again. A "Process Instance" number will appear under the Process Monitor link and the Employee ID number will show in the EmplID field.</p>  <p>If you selected "Email" for the type, you may exit the application. The report should arrive via e-mail within a few minutes.</p>