

Contract Data – Reenlistment

Introduction This guide provides the procedures for completing a reenlistment contract in Direct Access (DA).

Reference a) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 \(series\)](#)

- Information**
- This procedure can only be used if there has been no break in service. Members with a break in service of more than 24 hours will need to be processed under Accessions.
 - 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!
 - Meet the reenlistment criteria specified in Article 1.A.5 (regular) or 1.A.7 (reserve), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series).
 - Be recommended by the Commanding Officer for reenlistment by having a Career Intentions Worksheet (CG-2045) 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).
 - Changes to executed contracts require approval by Commander, Coast Guard Personnel Service Center (epm/rpm).
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- Known Issues**
- The **City** and **State fields** in the “Oath Administration Information” section, must be completed with 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. These fields set the “Place of Entry onto Active Duty” (PLEAD). The PLEAD does not change unless there is a break in service of more than 24 hours.
 - **Home of Record (HOR) not populating** - Ensure the member's HOR is entered in DA. If the HOR row doesn't exist, the fields on the contract will be blank.
 - **Edits while approval is pending:** Once you submit a transaction for approval, you must not make changes to that transaction unless you first *withdraw* the approval request, or the auditor has *denied* the request.
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Contract Data – Reenlistment, Continued


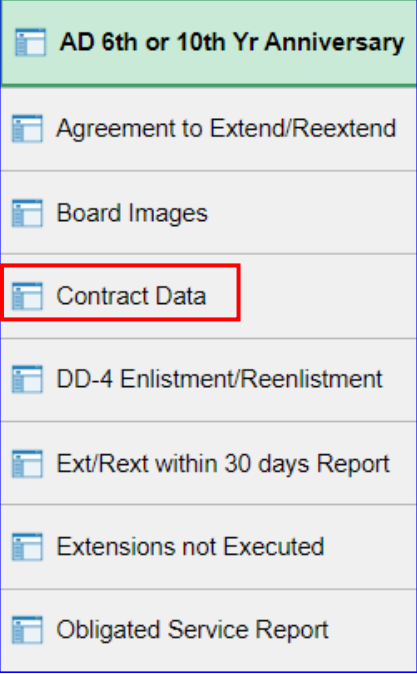
Known Issues,
continued

- **Leave Sold:** When a contract that had leave sold on it is cancelled, the leave will be sold again when the cancellation transaction is approved. **PPC will need to manually adjust the leave.** When the cancelled contract is submitted in DA, it will be routed to PPC for approval. A ticket will need to be submitted to PPC informing us that a cancellation needs to be approved and that leave needs to be adjusted. You must attach all supporting documentation to the ticket.
- **State Withholding Tax (SWT)** reverts back to HOR automatically after a REHIRE. The member can have SWT erroneously deducting if not caught. The SPO needs to review/update SWT when completing the accession and make appropriate data entries.

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Contract Data – Reenlistment, Continued

Procedures See below.

Step	Action
1	<p>Click on the Career Management tile.</p> 
2	<p>Select the Contract Data option.</p> 

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Contract Data – Reenlistment, Continued

Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, check the Include History box and click Search.</p> <div data-bbox="316 521 1337 1393" style="border: 1px solid black; padding: 10px;"> <p>Update Contracts</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Contract Number begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>

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Contract Data – Reenlistment, Continued

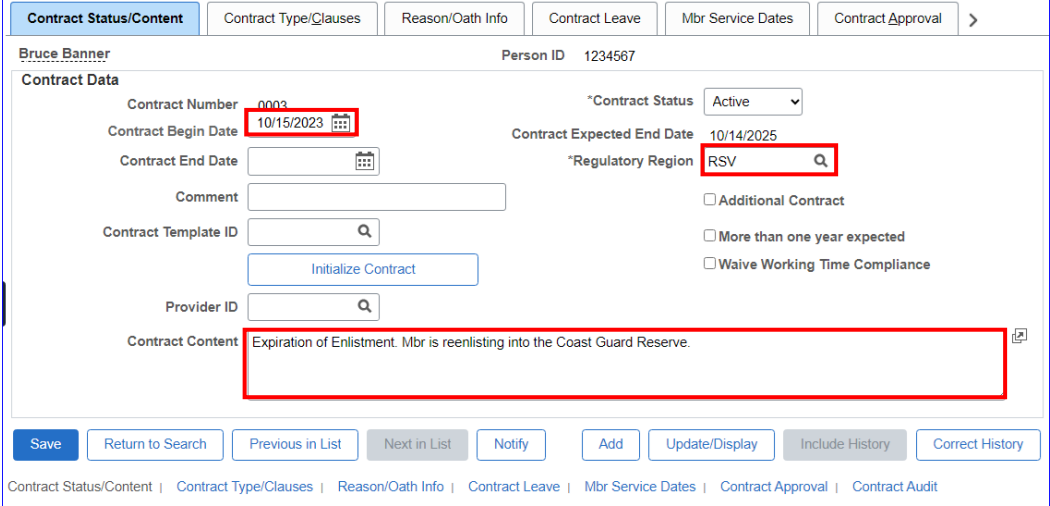
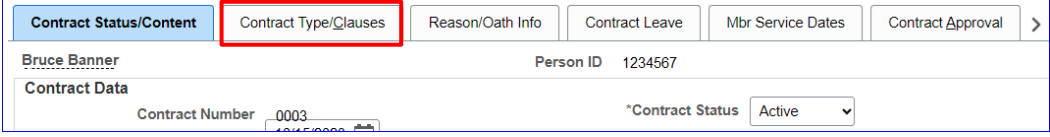
Procedures,
continued

Step	Action																														
4	<p>The Search Results will display. The Reenlistment contract MUST be the next sequential number. For example, this member currently has two contracts, so the new contract will be 0003. Click the Add a New Value tab.</p> <div data-bbox="316 595 1369 1234" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Contract Number begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> <p>Search Results</p> <p>View All 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Second Last Name</th> <th>Last Name</th> <th>Alternate Name</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>(blank)</td> <td>0001</td> <td>Bruce Banner</td> <td>(blank)</td> <td>Banner</td> <td>(blank)</td> <td>02/11/2014</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0002</td> <td>Bruce Banner</td> <td>(blank)</td> <td>Banner</td> <td>(blank)</td> <td>11/13/2021</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> <p> Find an Existing Value Add a New Value </p> </div>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Name	Contract Begin Date	Contract End Date	Contract Status	1234567	(blank)	0001	Bruce Banner	(blank)	Banner	(blank)	02/11/2014	(blank)	Active	1234567	(blank)	0002	Bruce Banner	(blank)	Banner	(blank)	11/13/2021	(blank)	Active
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1234567	(blank)	0002	Bruce Banner	(blank)	Banner	(blank)	11/13/2021	(blank)	Active																						
5	<p>Enter the Contract Number and click Add.</p> <div data-bbox="316 1308 1106 1832" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts</p> <p> <input type="button" value="Find an Existing Value"/> <input style="background-color: #ADD8E6;" type="button" value="Add a New Value"/> </p> <p>*Empl ID <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>*Contract Number <input style="border: 2px solid red;" type="text" value="0003"/></p> <p><input style="background-color: #0070C0; color: white; border: 2px solid red;" type="button" value="Add"/></p> <p> Find an Existing Value Add a New Value </p> </div>																														

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Contract Data – Reenlistment, Continued

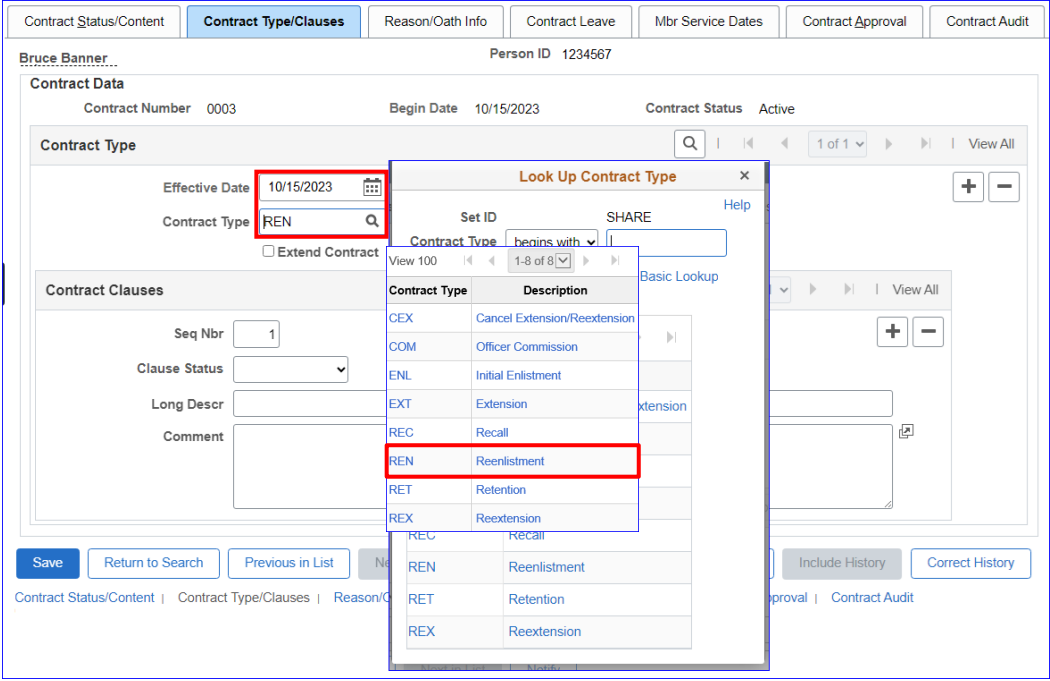
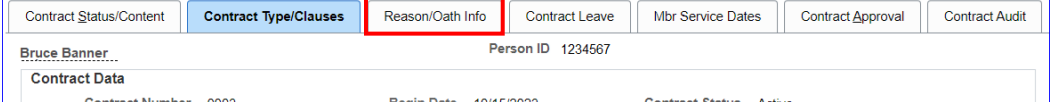
Procedures,
continued

Step	Action
<p>6</p>	<p>The Contract Status/Content tab will display with the new contract number. Enter the following:</p> <ul style="list-style-type: none"> • Contract Begin Date – Ensure it is the date of reenlistment. • Regulatory Region – Select Active Duty (AD) or Reserves (RSV) from the lookup icon. • Contract Content – Must be populated with a statement (reason for the reenlistment). <p>NOTE: If you are completing a contract on a Reservist, you MUST add the following comment: Member is enlisting in the Coast Guard Reserve Component. Subsequently, the statement should appear on the contract (8.b/Remarks).</p> 
<p>7</p>	<p>Select the Contract Type/Clauses tab.</p> 

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Contract Data – Reenlistment, Continued

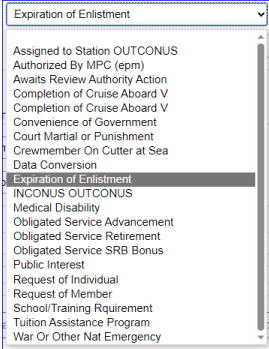
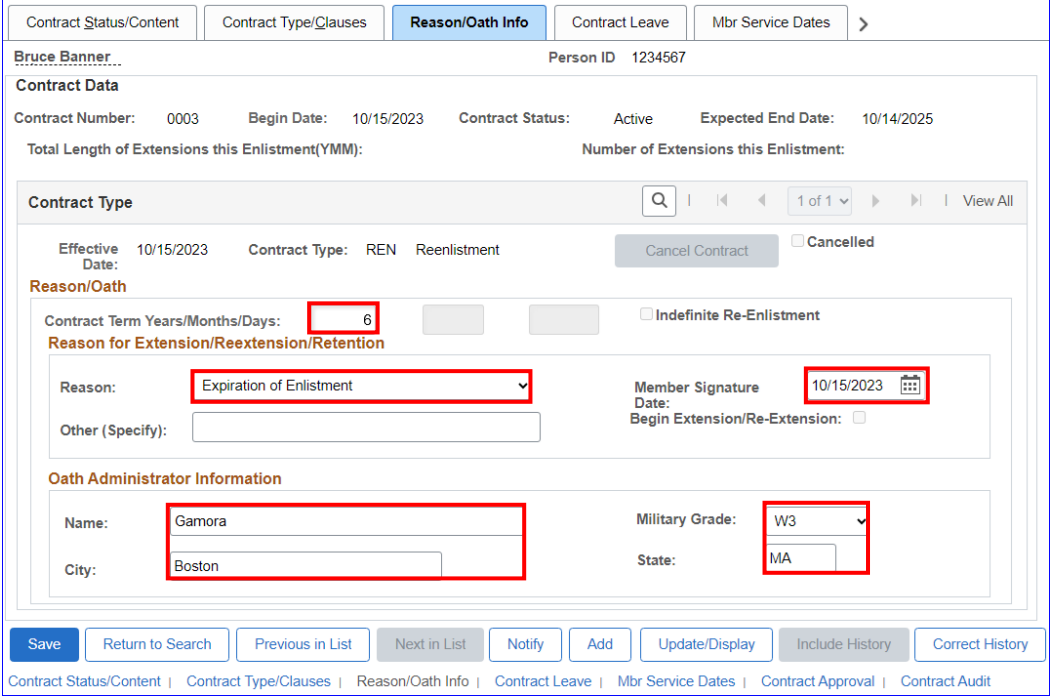
Procedures,
continued

Step	Action
<p>8</p>	<p>The Contract Type/Clauses tab will display:</p> <ul style="list-style-type: none"> • Effective Date – Ensure it is the correct date for the current contract. • Contract Type – Select Reenlistment (REN) from the lookup icon. 
<p>9</p>	<p>Select the Reason/Oath Info tab.</p> 

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Contract Data – Reenlistment, Continued

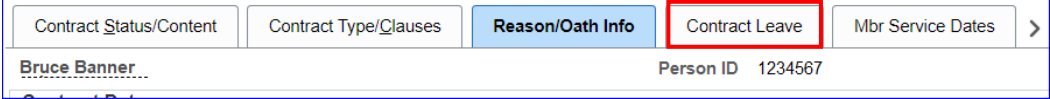
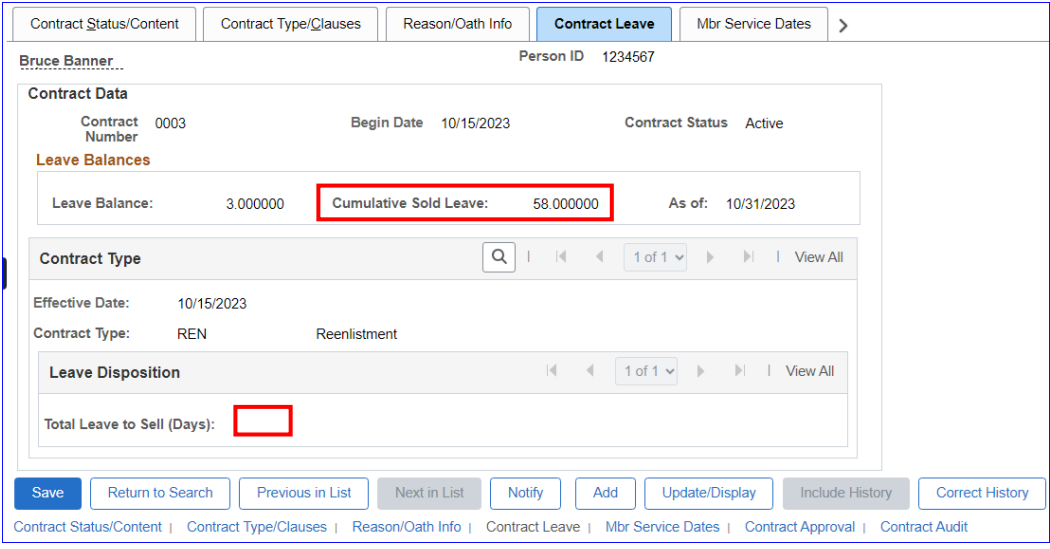
Procedures,
continued

Step	Action
10	<p>The Reason/Oath Info tab will display:</p> <ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the appropriate term (in years). • Reason – Select an option from the drop-down, IAW the Enlistments, Evaluations, and Advancements, COMDTINST M1000.2. This should be unique to each member and should reflect the reason for the service obligation.  <ul style="list-style-type: none"> • Member’s Signature Date – Ensure it is the date of the reenlistment. • Name & Military Grade – Enter the Oath Administrator’s information (Last, First, Middle). • City & State – MUST ensure it is the place of initial enlistment (unless there is a break in service). 

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Contract Data – Reenlistment, Continued

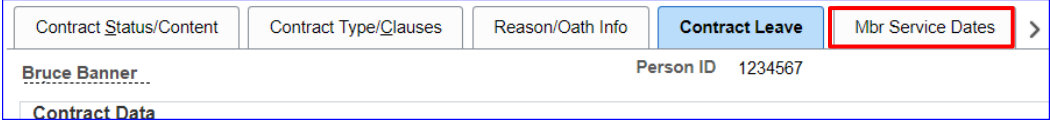
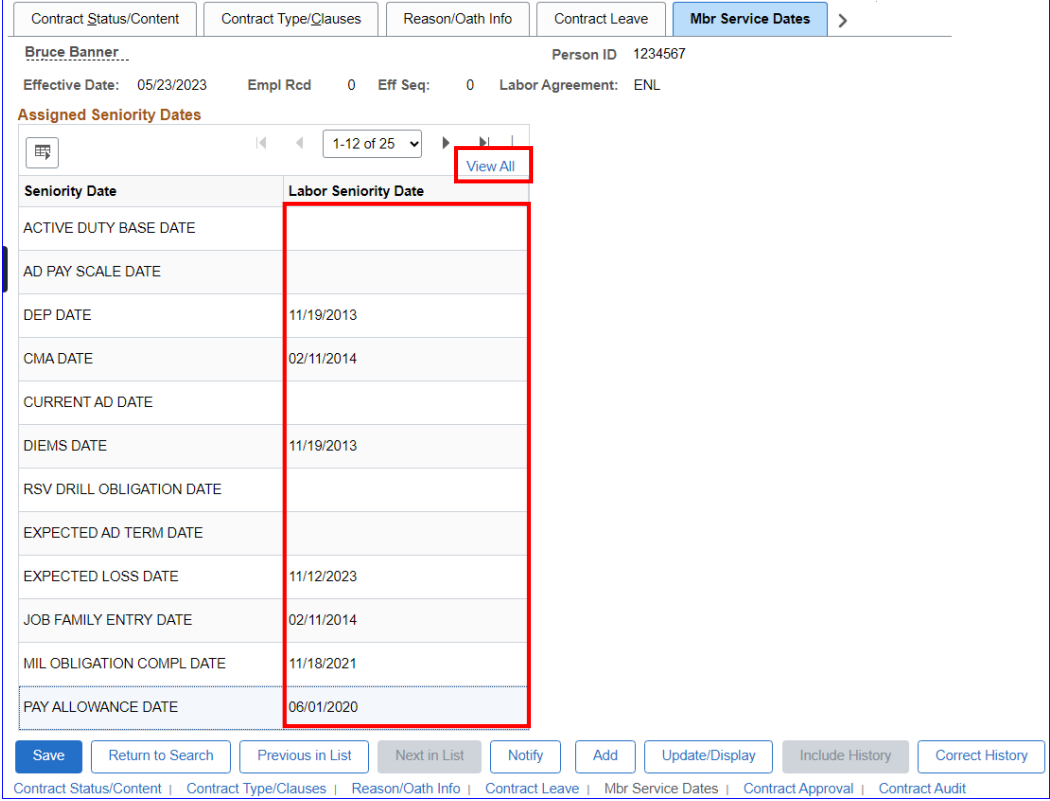
Procedures,
continued

Step	Action
11	<p>Select the Contract Leave tab.</p> 
12	<p>The Contract Leave tab will display:</p> <ul style="list-style-type: none"> • Total Leave to Sell (Days) - Enter the days of leave that the member wishes to sell (if applicable). Ensure they are not exceeding their Career Max Cumulative Sold Leave. 

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Contract Data – Reenlistment, Continued

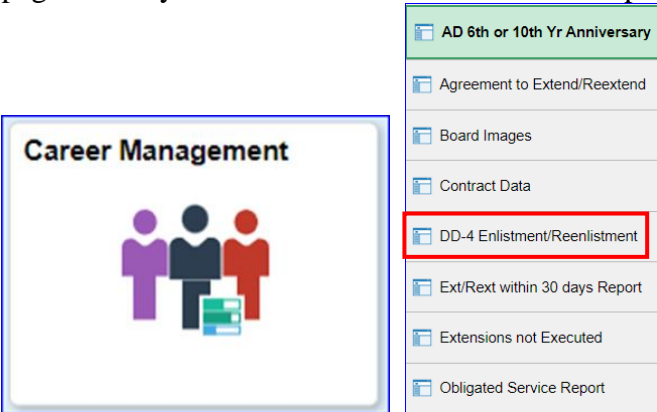
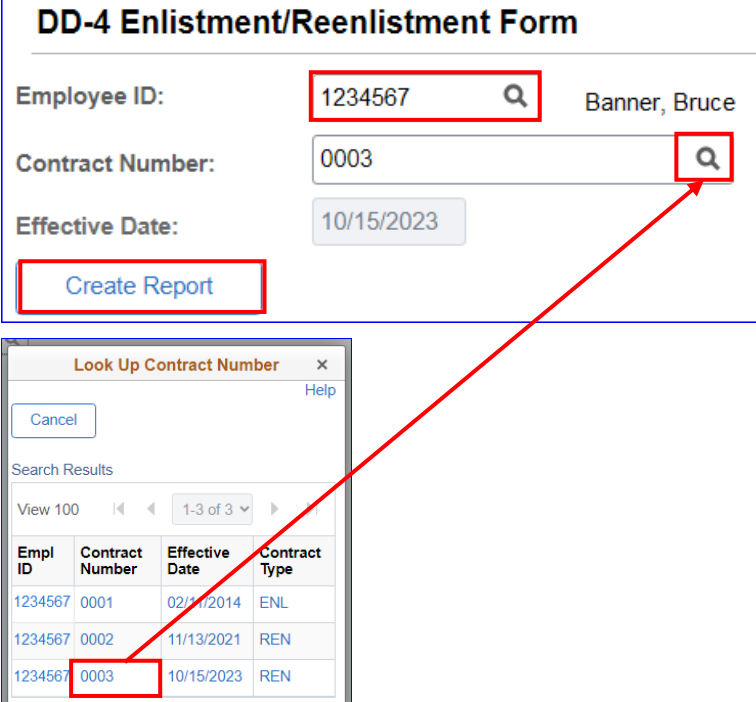
Procedures,
continued

Step	Action																										
13	<p>Select the Mbr Service Dates tab.</p>  <p>The screenshot shows a navigation bar with tabs: Contract Status/Content, Contract Type/Clauses, Reason/Oath Info, Contract Leave, and Mbr Service Dates (highlighted with a red box). Below the tabs, the name 'Bruce Banner...' and 'Person ID 1234567' are visible. A 'Contract Data' link is at the bottom.</p>																										
14	<p>The Mbr Service Dates tab will display: Click View All to review all the Labor Seniority Dates for accuracy.</p>  <p>The screenshot shows the 'Mbr Service Dates' tab active. It displays 'Bruce Banner...' and 'Person ID 1234567'. Below this, it shows 'Effective Date: 05/23/2023', 'Empl Rcd: 0', 'Eff Seq: 0', and 'Labor Agreement: ENL'. A section titled 'Assigned Seniority Dates' contains a table with two columns: 'Seniority Date' and 'Labor Seniority Date'. The 'Labor Seniority Date' column is highlighted with a red box. A 'View All' button is also highlighted with a red box. At the bottom, there are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. A breadcrumb trail is visible at the very bottom.</p> <table border="1" data-bbox="331 936 845 1482"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td></td></tr> <tr><td>AD PAY SCALE DATE</td><td></td></tr> <tr><td>DEP DATE</td><td>11/19/2013</td></tr> <tr><td>CMA DATE</td><td>02/11/2014</td></tr> <tr><td>CURRENT AD DATE</td><td></td></tr> <tr><td>DIEMS DATE</td><td>11/19/2013</td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td></td></tr> <tr><td>EXPECTED AD TERM DATE</td><td></td></tr> <tr><td>EXPECTED LOSS DATE</td><td>11/12/2023</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>02/11/2014</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>11/18/2021</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>06/01/2020</td></tr> </tbody> </table>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE		AD PAY SCALE DATE		DEP DATE	11/19/2013	CMA DATE	02/11/2014	CURRENT AD DATE		DIEMS DATE	11/19/2013	RSV DRILL OBLIGATION DATE		EXPECTED AD TERM DATE		EXPECTED LOSS DATE	11/12/2023	JOB FAMILY ENTRY DATE	02/11/2014	MIL OBLIGATION COMPL DATE	11/18/2021	PAY ALLOWANCE DATE	06/01/2020
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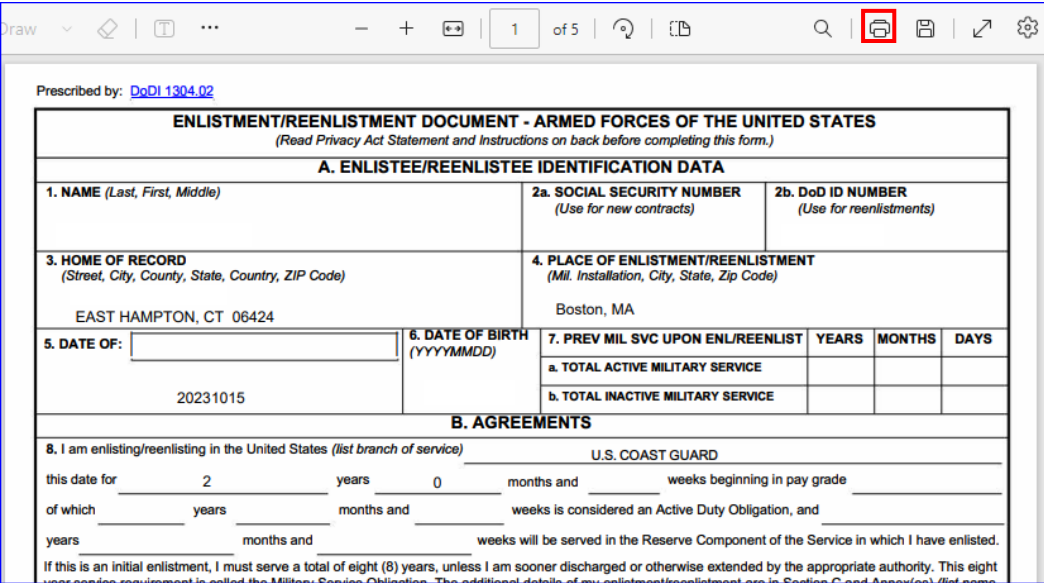
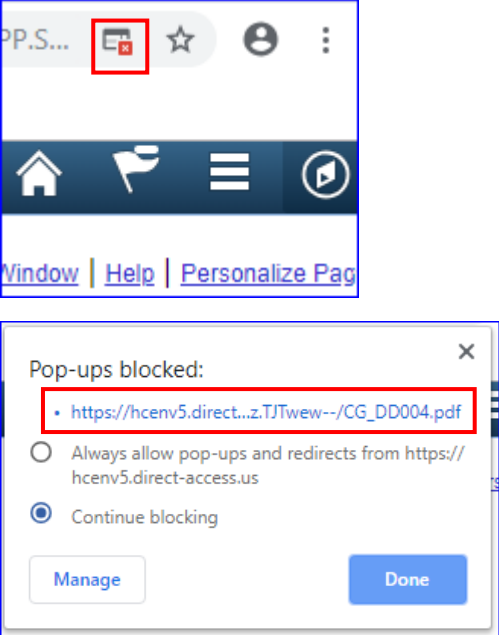
Procedures,
continued

Step	Action																
<p>15</p>	<p>The Contract should be printed out and signed before it is approved. To print, select the DD-4 Enlistment/Reenlistment option from the Career Management Tile.</p> <p>NOTE: NEW The Reenlistment contract will print off with 5 pages. The 2nd page is solely the instructions and not needed as part of the printout.</p>  <p>The screenshot shows a 'Career Management' tile on the left with an icon of three people. To its right is a vertical menu with the following items: 'AD 6th or 10th Yr Anniversary', 'Agreement to Extend/Reextend', 'Board Images', 'Contract Data', 'DD-4 Enlistment/Reenlistment' (highlighted with a red box), 'Ext/Rest within 30 days Report', 'Extensions not Executed', and 'Obligated Service Report'.</p>																
<p>16</p>	<p>Enter the Employee ID and select the Contract Number from the lookup icon (the Effective Date will auto fill) and click Create Report.</p>  <p>The screenshot shows the 'DD-4 Enlistment/Reenlistment Form' with the following fields: 'Employee ID' (1234567, highlighted with a red box), 'Contract Number' (0003, highlighted with a red box), and 'Effective Date' (10/15/2023). A 'Create Report' button is highlighted with a red box. Below the form is a 'Look Up Contract Number' dialog box showing search results for Employee ID 1234567. The results table is as follows:</p> <table border="1" data-bbox="320 1541 667 1899"> <thead> <tr> <th>Empl ID</th> <th>Contract Number</th> <th>Effective Date</th> <th>Contract Type</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0001</td> <td>02/11/2014</td> <td>ENL</td> </tr> <tr> <td>1234567</td> <td>0002</td> <td>11/13/2021</td> <td>REN</td> </tr> <tr> <td>1234567</td> <td>0003</td> <td>10/15/2023</td> <td>REN</td> </tr> </tbody> </table> <p>A red arrow points from the '0003' contract number in the dialog box to the 'Contract Number' field in the form above.</p>	Empl ID	Contract Number	Effective Date	Contract Type	1234567	0001	02/11/2014	ENL	1234567	0002	11/13/2021	REN	1234567	0003	10/15/2023	REN
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1234567	0003	10/15/2023	REN														

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Contract Data – Reenlistment, Continued

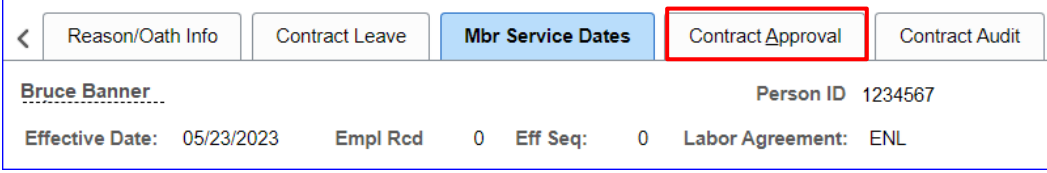
Procedures,
continued

Step	Action
17	<p>A printable copy of the Agreement to Extend/Reextend Enlistment will display. Select the Printer Icon.</p>  <p>NOTE: If you are using Chrome as a browser and Pop Up Blocker is enabled (and cannot be disabled), here is a work around to print the document. In the upper right hand corner of the browser, click the icon with the red x and then click the .pdf link and the document will open.</p> 

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Contract Data – Reenlistment, Continued

Procedures,
continued

Step	Action
18	<p>Select the Contract Approval tab.</p> 
19	<p>The Contract Approval tab will display: Click the Submit for Approval button.</p> 