

Retaining Beyond Normal Expiration of Enlistment

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

Before You Begin It is helpful to run these reports to determine which members need a Begin Extension of Enlistment or a Begin Re-extension of Enlistment transaction. This ensures there is no lapse in time for the member(s).

- **Ext/Rext within 30 Days Report** – identifies extensions not executed with effective (begin) dates within the next 30 days (from current date).
- **Extensions Not Executed Report** – identifies extensions/re-extensions not executed using an open date range.

See [Extension/Re-Extension Reports](#) for running these reports.


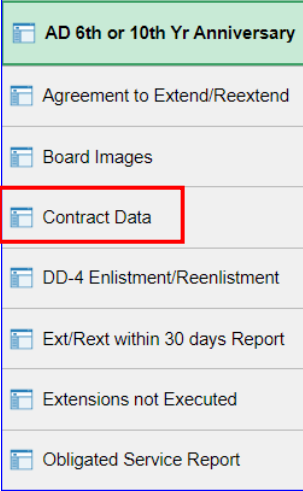
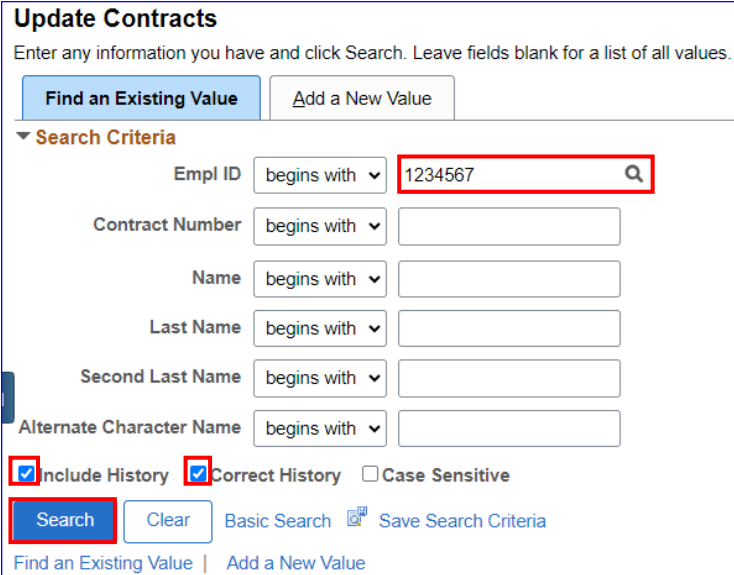
Known Issue – Leave Sold If a member has sold leave on an extension contract and the extension contract is cancelled the action **may not recoup the leave amount sold**. Then if the extension is resubmitted and leave is also sold on this extension, the member could be selling leave again that was not recouped on the cancelled extension.

- **Edits while approval is pending:** Once you submit a transaction for approval, do not make changes to that transaction unless first "withdrawing" the request, or the auditor has "denied" the request.
 - Research the Expected AD Termination Date prior to completing this transaction. **If it is incorrect, contact PPC for guidance.**
 - For regular AD members, this transaction will retain the member on AD. For members in confinement, pay & allowances will be suspended.
 - For Reserve members when the member's only contract in Contract Data is AD, add RET and process an initial military obligation contract. **Contact PPC for the Expected Loss Date adjustments.**
 - Retentions for medical reasons should be recorded for a period of 6 months. This will prevent unnecessary interruptions of pay and the need for additional transactions.
 - Retentions for members approved for retirement are very restrictive and require approval from Personnel Service Center (PSC). See articles 1.C.3, 1.C.9.c and 1.C.11.c of [Military Separations, COMDTINST M1000.4 \(series\)](#).
 - If the member is eligible for a Basic Pay - 25% Increase in Pay for Retention Beyond Enlistment, refer to [CG Pay Manual, Chapter 2-L](#), and contact PPC to make the payment.
-

Continued on next page

Retaining Beyond Normal Expiration of Enlistment, Continued

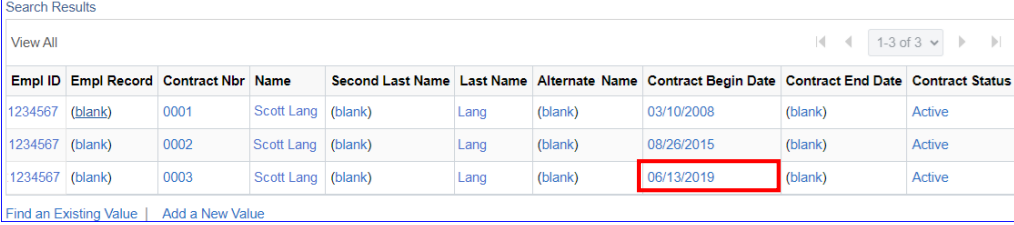
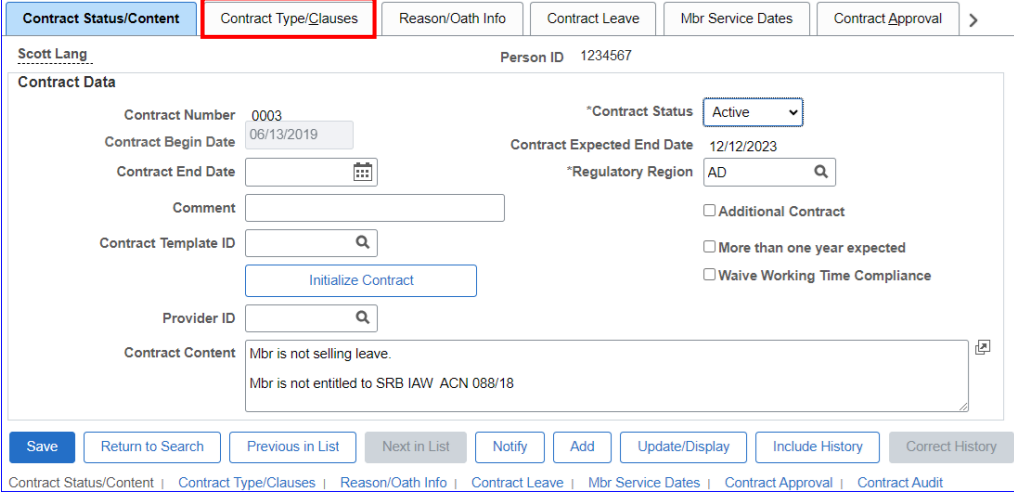
Procedures See below.

Step	Action
1	<p>Click on the Career Management Tile.</p> 
2	<p>Select the Contract Data option.</p> 
3	<p>Enter the Empl ID, check the Include History and Correct History boxes, and click Search.</p> 

Continued on next page

Retaining Beyond Normal Expiration of Enlistment, Continued

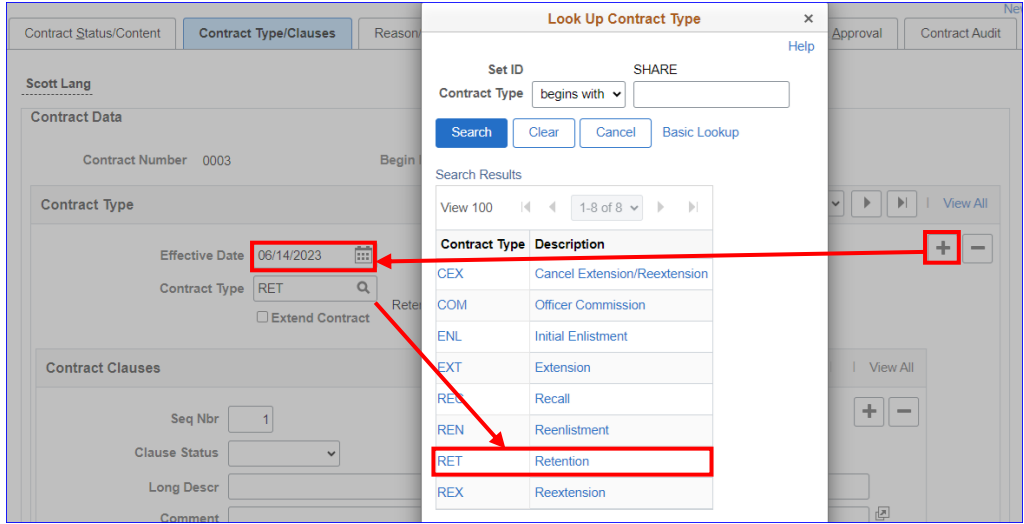
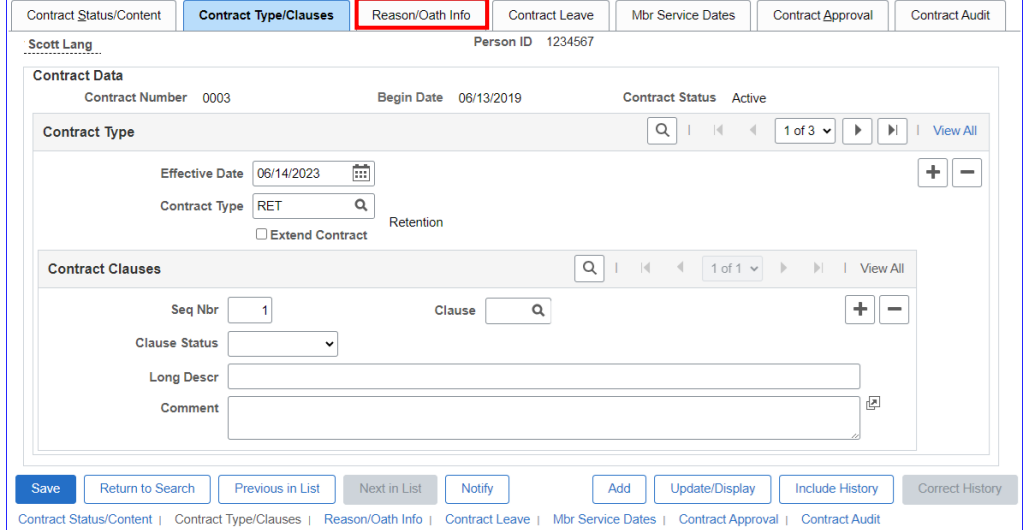
Procedures,
continued

Step	Action																																								
4	<p>Locate the appropriate contract in the search results and click the Contract Begin Date link.</p>  <p>Search Results</p> <p>View All 1-3 of 3</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Nbr</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>Scott Lang</td> <td>(blank)</td> <td>Lang</td> <td>(blank)</td> <td>03/10/2008</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0002</td> <td>Scott Lang</td> <td>(blank)</td> <td>Lang</td> <td>(blank)</td> <td>08/26/2015</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0003</td> <td>Scott Lang</td> <td>(blank)</td> <td>Lang</td> <td>(blank)</td> <td>06/13/2019</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p>	Empl ID	Empl Record	Contract Nbr	Name	Second Last Name	Last Name	Alternate Name	Contract Begin Date	Contract End Date	Contract Status	1234567	(blank)	0001	Scott Lang	(blank)	Lang	(blank)	03/10/2008	(blank)	Active	1234567	(blank)	0002	Scott Lang	(blank)	Lang	(blank)	08/26/2015	(blank)	Active	1234567	(blank)	0003	Scott Lang	(blank)	Lang	(blank)	06/13/2019	(blank)	Active
Empl ID	Empl Record	Contract Nbr	Name	Second Last Name	Last Name	Alternate Name	Contract Begin Date	Contract End Date	Contract Status																																
1234567	(blank)	0001	Scott Lang	(blank)	Lang	(blank)	03/10/2008	(blank)	Active																																
1234567	(blank)	0002	Scott Lang	(blank)	Lang	(blank)	08/26/2015	(blank)	Active																																
1234567	(blank)	0003	Scott Lang	(blank)	Lang	(blank)	06/13/2019	(blank)	Active																																
5	<p>Select the Contract Type/Clauses tab.</p>  <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval ></p> <p>Scott Lang Person ID 1234567</p> <p>Contract Data</p> <p>Contract Number 0003 *Contract Status Active</p> <p>Contract Begin Date 06/13/2019 Contract Expected End Date 12/12/2023</p> <p>Contract End Date [calendar icon] *Regulatory Region AD</p> <p>Comment [text area]</p> <p>Contract Template ID [search icon]</p> <p>Initialize Contract</p> <p>Provider ID [search icon]</p> <p>Contract Content Mbr is not selling leave. Mbr is not entitled to SRB IAW ACN 088/18</p> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History</p> <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit</p>																																								

Continued on next page

Retaining Beyond Normal Expiration of Enlistment, Continued

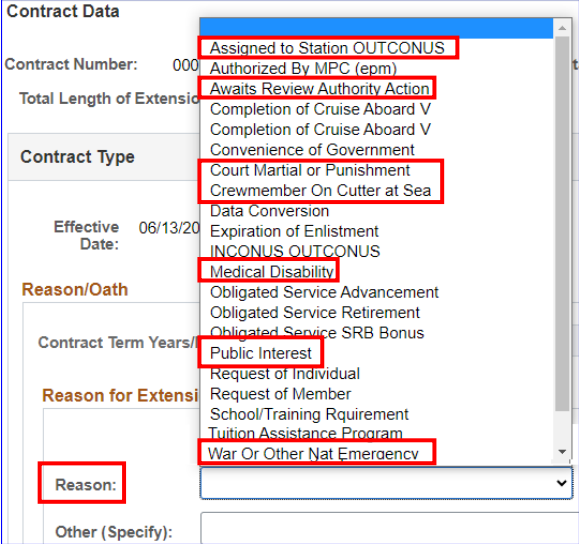



Procedures,
continued

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

Continued on next page

Retaining Beyond Normal Expiration of Enlistment, Continued

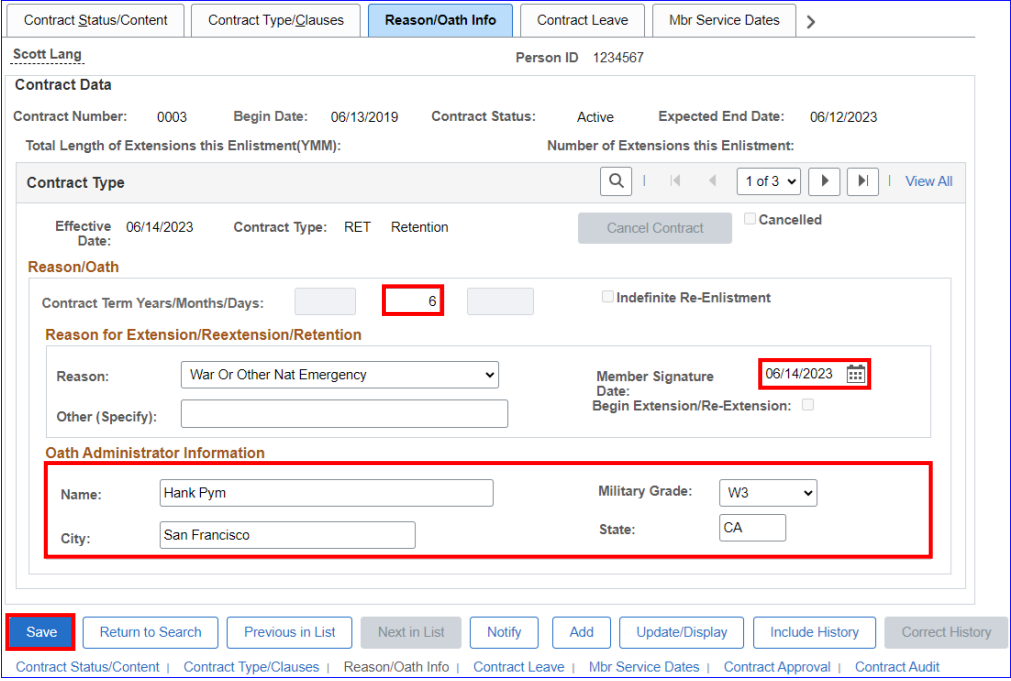
Procedures,
continued

Step	Action																																								
8	<p>The Reason must be entered from the applicable Retention Codes/Reasons graph below.</p>  <p>Retention Codes/Reasons</p> <table border="1"> <thead> <tr> <th data-bbox="368 1167 472 1272">Retention Reason Code</th> <th data-bbox="472 1167 711 1272">Reason for or Circumstances of Retention</th> <th data-bbox="711 1167 874 1272">Military Separations, COMDTINST M1000.4 (series) Reference</th> <th data-bbox="874 1167 1062 1272">Maximum Allowable Personnel Retention Period</th> <th data-bbox="1062 1167 1246 1272">Direct Access / Global Pay Reason for Extension Lookup Values</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1272 472 1361">J</td> <td data-bbox="472 1272 711 1361">War or National Emergency</td> <td data-bbox="711 1272 874 1361">1.B.11c</td> <td data-bbox="874 1272 1062 1361">6 months after war or other national emergency is expected to end.</td> <td data-bbox="1062 1272 1246 1361"></td> </tr> <tr> <td data-bbox="368 1361 472 1429">K</td> <td data-bbox="472 1361 711 1429">Crewmember on cutter at sea</td> <td data-bbox="711 1361 874 1429">1.B.11.d</td> <td data-bbox="874 1361 1062 1429">Date cutter is expected to arrive at an INCONUS port.</td> <td data-bbox="1062 1361 1246 1429"></td> </tr> <tr> <td data-bbox="368 1429 472 1473">L</td> <td data-bbox="472 1429 711 1473">Stationed ASHORE in a Foreign Country</td> <td data-bbox="711 1429 874 1473">1.B.11.e</td> <td data-bbox="874 1429 1062 1473">3 months.</td> <td data-bbox="1062 1429 1246 1473"></td> </tr> <tr> <td data-bbox="368 1473 472 1541">M</td> <td data-bbox="472 1473 711 1541">Undergoing medical treatment for service connected injury or disease</td> <td data-bbox="711 1473 874 1541">1.B.11.f</td> <td data-bbox="874 1473 1062 1541">6 months.</td> <td data-bbox="1062 1473 1246 1541"></td> </tr> <tr> <td data-bbox="368 1541 472 1653">N</td> <td data-bbox="472 1541 711 1653">Awaiting or undergoing trial by court-martial</td> <td data-bbox="711 1541 874 1653">1.B.11.h</td> <td data-bbox="874 1541 1062 1653">Date court-martial is expected to be acted upon by supervisory authority.</td> <td data-bbox="1062 1541 1246 1653"></td> </tr> <tr> <td data-bbox="368 1653 472 1787">O</td> <td data-bbox="472 1653 711 1787">Detention for public interest, as member is: - Witness in proceeding - Performing flood, hurricane, emergency duty</td> <td data-bbox="711 1653 874 1787">1.B.11.i</td> <td data-bbox="874 1653 1062 1787">30 days.</td> <td data-bbox="1062 1653 1246 1787"></td> </tr> <tr> <td data-bbox="368 1787 472 1899">P</td> <td data-bbox="472 1787 711 1899">Awaiting review by administrative discharge or reenlistment board</td> <td data-bbox="711 1787 874 1899">1.B.11.j</td> <td data-bbox="874 1787 1062 1899">Date board action is expected to be acted upon by final reviewing authority.</td> <td data-bbox="1062 1787 1246 1899"></td> </tr> </tbody> </table>	Retention Reason Code	Reason for or Circumstances of Retention	Military Separations, COMDTINST M1000.4 (series) Reference	Maximum Allowable Personnel Retention Period	Direct Access / Global Pay Reason for Extension Lookup Values	J	War or National Emergency	1.B.11c	6 months after war or other national emergency is expected to end.		K	Crewmember on cutter at sea	1.B.11.d	Date cutter is expected to arrive at an INCONUS port.		L	Stationed ASHORE in a Foreign Country	1.B.11.e	3 months.		M	Undergoing medical treatment for service connected injury or disease	1.B.11.f	6 months.		N	Awaiting or undergoing trial by court-martial	1.B.11.h	Date court-martial is expected to be acted upon by supervisory authority.		O	Detention for public interest, as member is: - Witness in proceeding - Performing flood, hurricane, emergency duty	1.B.11.i	30 days.		P	Awaiting review by administrative discharge or reenlistment board	1.B.11.j	Date board action is expected to be acted upon by final reviewing authority.	
Retention Reason Code	Reason for or Circumstances of Retention	Military Separations, COMDTINST M1000.4 (series) Reference	Maximum Allowable Personnel Retention Period	Direct Access / Global Pay Reason for Extension Lookup Values																																					
J	War or National Emergency	1.B.11c	6 months after war or other national emergency is expected to end.																																						
K	Crewmember on cutter at sea	1.B.11.d	Date cutter is expected to arrive at an INCONUS port.																																						
L	Stationed ASHORE in a Foreign Country	1.B.11.e	3 months.																																						
M	Undergoing medical treatment for service connected injury or disease	1.B.11.f	6 months.																																						
N	Awaiting or undergoing trial by court-martial	1.B.11.h	Date court-martial is expected to be acted upon by supervisory authority.																																						
O	Detention for public interest, as member is: - Witness in proceeding - Performing flood, hurricane, emergency duty	1.B.11.i	30 days.																																						
P	Awaiting review by administrative discharge or reenlistment board	1.B.11.j	Date board action is expected to be acted upon by final reviewing authority.																																						

Continued on next page

Retaining Beyond Normal Expiration of Enlistment, Continued

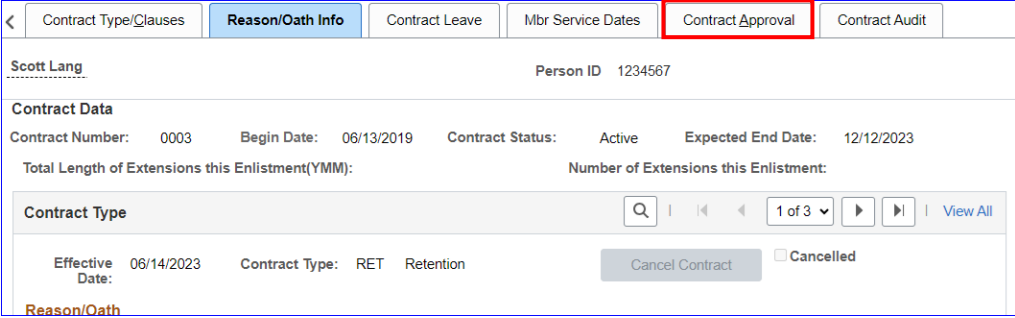
Procedures,
continued

Step	Action
9	<p>Select the appropriate Contract Term Years/Months/Days from the chart above. Enter the Member Signature Date and enter the Oath Administrator Information.</p> <p>Click Save.</p>  <p>The screenshot displays a web application interface for contract management. The 'Reason/Oath Info' tab is selected. The interface includes the following elements:</p> <ul style="list-style-type: none"> Contract Data: Contract Number: 0003, Begin Date: 06/13/2019, Contract Status: Active, Expected End Date: 06/12/2023. Contract Type: Effective Date: 06/14/2023, Contract Type: RET, Retention. Includes a 'Cancel Contract' button and a 'Cancelled' checkbox. Reason/Oath: Contract Term Years/Months/Days: 6 (highlighted). Includes an 'Indefinite Re-Enlistment' checkbox. Reason for Extension/Reextension/Retention: Reason: War Or Other Nat Emergency. Member Signature Date: 06/14/2023 (highlighted). Includes an 'Other (Specify):' field and a 'Begin Extension/Re-Extension:' checkbox. Oath Administrator Information: Name: Hank Pym, City: San Francisco, Military Grade: W3, State: CA (entire section highlighted). Navigation: A 'Save' button is highlighted in red. Other buttons include 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. Footer: A breadcrumb trail: Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit.

Continued on next page

Retaining Beyond Normal Expiration of Enlistment, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>Select the Contract Approval tab.</p> 
<p>11</p>	<p>Click the Submit for Approval button. Once approved, verify the Seniority Dates in Job Data have updated correctly.</p> 