

Summary Report for Individual Task
805B-79T-4206
Execute Extension Procedures
Status: Approved

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Destruction Notice: None

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Condition: You are visiting one of your assigned units and are asked to complete an extension for an ARNG Soldier who is willing to extend today. You have access to all required references and material items. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Execute extension procedures by determining the Soldiers eligibility for extension; determining the Soldiers eligibility for SRIP incentives, determining the period of extension; completing a DA Form 4836; complete all SRIP forms, obtain bonus control numbers, and conduct a ceremony.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Determine the Soldier's eligibility for extension.

a. Validate Soldier's eligibility for extension when time has passed since last SM interview (go to Performance Step 1.c. below).

b. Determine Soldier's eligibility for extension when no previous SM interview or special circumstances prevail (go to Performance Step 1.c. below).

c. Does Soldier meet extension criteria for each of the following:

(1) Age. Soldiers approaching age 60 may require special care.

(2) Physical. The Soldier's physical must be within 5 years.

(3) Body Composition. Soldiers must meet height/weight requirements. Soldiers not meeting height/weight requirements and participating in the Army Weight Control Program must make satisfactory progress to meet requirements for extension. Soldiers making satisfactory progress may be eligible for extension with a waiver. Those who are not making satisfactory progress after a period of 6-months may be barred from extension or processed for separation.

(4) APFT. Soldiers must have taken and passed their last APFT within 18 months before ETS. Soldiers who have failed to take or pass their last APFT within 18 months may be eligible for extension with a waiver. Those who fail two consecutive APFTs may be barred from extension or processed for separation.

(5) BAR to Extension. Ensure Soldier does not have a bar to reenlistment/immediate reenlistment or extension. Typical reasons for BARS include:

(a) Late for formations, details, or assigned equipment.

(b) Unexcused absences and unsatisfactory participation.

(c) Loss of clothing and equipment.

(d) Substandard personal appearance or hygiene.

(e) Recurrent non-judicial punishment.

(f) Recurrent sickness on drill days without medical justification.

(g) Causes trouble in civilian community.

(6) Dependency and marital status. Soldier's eligible for extension may be extended without regard to marital or dependency status and number of dependents, provided they have an approved family care plan.

2. Determine the Soldier's eligibility for SRIP incentives and state specific incentives.

a. Validate Soldier's eligibility for selected reserve incentive(s)/educational assistance and state specific incentive(s)/educational assistance when time has passed since last SM interview.

b. Determine Soldier's eligibility for selected reserve incentive(s)/educational assistance and state specific incentive(s)/educational assistance when no previous SM interview or special circumstances prevail (i.e. Soldier required to extend due to formal training requirement or to meet eligibility for educational assistance, etc).

3. Determine the period of extension.

a. Validate Soldier's elected period of extension when time has passed since last SM interview.

b. Determine Soldier's period of extension options when no previous SM interview and special circumstances prevail (i.e. Soldier required to extend due to formal training requirement or to meet eligibility for educational assistance, etc).

4. Complete DA Form 4836.

a. Enter an "X" in the box titled "Army National Guard and a reserve of the Army"

b. Name: Must match name on current DD Form 4 Series. Using all uppercase letters, enter Soldier's complete last name (including compound name, if applicable), full first name, full middle name. Must match exactly the name on current DD Form 4, or as it has been legally changed via pertinent documents. (Example: marriage certificate, divorce decree, court order, etc.).

c. Grade: Enter current title and pay grade. Example: SGT/E-5, SSG/E-6, etc.).

d. Date: Using Arabic numerals enter date this extension is being prepared in year, month, and day sequence (YYYYMMDD). Example: 15 August 2012 record as 20120815.

e. Unit of Assignment: This is a two line entry
Enter on first line: the complete unit designation and UIC of assigned unit.
If AGR, enter ARNG/AGR prior to unit designation and UIC on first line.
Enter on second line: the unit's address and zip code.

f. Current (latest) DD Form 4- Series.

(1) Date: Must match the date shown on the current DD Form 4. The date Soldier last executed a DD Form 4 for the current term of ARNG/ARNGUS service. Using Arabic numerals enter date in year, month, and day sequence (YYYYMMDD). Example: 5 April 2012 record as 20120405.

(2) Term of service (Years): Enter the number of years for which the Soldier enlisted during the current ARNG/ARNGUS term of service as shown on the latest DD Form 4 and the option, if applicable. Do not include any subsequent extensions that may have been issued.
Example: "3x5" or "Try one".

(3) Number of extensions previously granted to current DD Form 4. Enter the number of extensions which have been issued for the latest DD Form 4.

(4) ETS: The current ETS date is found on the latest contract (DD Form 4) or DA Form 4836.

(5) Basic pay entry date: (In the ARNG is known as PEBD). The PEBD is found on the original contract (DD Form 4) Using Arabic numerals enter date in year, month, and day sequence (YYYYMMDD).

g. Provisions and Computation of this Extension.

(1) Current ETS: Enter the ETS date shown in item 4f(4)above, using Arabic numerals. Enter two numerals for day, month, and year. Example: 24 June 2012 record as 240612.

(2) Period of this extension: Enter the additional term of service that is to be authorized in this extension. If a specific number of days (less than 30) are essential to provide for a special extension, the preparation activity will enter the number of days in the "Day" column.
Example: A Soldier needs 11 months and eight days to reach the last day of the month of their 60th birthday; the eight days will be placed in the "Day" column.

(3) New ETS: Add the period of this extension (Item 4g(2) above) to the current ETS (Item 4g(1) above) and enter the sum in day/month/year format as the new ETS.

h. Authority and computation of this extension.

(1) Enter:

Table _____

Rule _____ (In this blank space enter the applicable rule)

Place an "X" in the block preceding the printed reference to "NGB-ARH Policy Policy 09-026".

(2) OATH OF EXTENSION

Enter on the first line of the oath the actual date (day, month, year) on which the oath is administered. Enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter four digits of calendar year.

(3) Enter on the second line the same data as contained in Block 6 Item a. Again enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter four digits of calendar year.

(4) Enter on the third line the name of state.

(5) On the fourth line, line out, using a ruler and a pen containing black ink, the words "United States Army Reserve".

(6) OFFICER CERTIFICATION

Enter on the line "I certify... me on this" the actual date the oath was administered. Again enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter four digits of calendar year.

Typed name, Grade, and Branch of Commissioned Officer:

Signature of Commissioned Officer*. Name in first, middle, and last name sequence (initials and last name are acceptable).

NOTE* if the person signing the form is not a commissioned or warrant officer, the authority for the person to administer it will be noted under the typed name.

5. Complete all SRIP addendum and state specific incentive/educational assistance forms as appropriate.
6. Obtain bonus control numbers for all selected reserve incentives and state specific incentives/educational assistance as appropriate.
7. Coordinate with unit full time support and leadership to ensure ceremony is conducted.
 - a. Set the date, time, and location.
 - b. Ensure the proper setting for the oath of extension.
 - c. The United States flag is prominently displayed (if available).
 - d. Ensure Ceremony is conducted in a dignified manner, personalized, and made meaningful to the Soldier.
 - e. Invite the Soldier's spouse, family members, or other persons that the Soldier may want to attend the ceremony.
 - f. Coordinate for photographic/media coverage (if available and desired by the Soldier).
 - g. Brief the Soldier and officer administering the oath on their responsibilities during ceremony.
 - h. Ensure proper disposition of the completed extension documents per state SOP.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods:a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined the Soldier's eligibility for extension.			
2. Determine the Soldier's eligibility for SRIP incentives and state specific incentives.			
3. Determined the period of extension.			
4. Completed DA Form 4836.			
5. Completed all SRIP forms as appropriate.			
6. Obtained bonus control numbers.			
7. Conducted ceremony.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-180	QUALIFYING SERVICE FOR RETIRED PAY NONREGULAR SERVICE	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4