

Summary Report for Individual Task  
805B-79T-3202  
Administer the Extension / Immediate Reenlistment Process  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have completed a retention interview and the Soldier has agreed to continue serving in the Guard. You have access to Reference materials, military records, your RWS, Web Based Applications, general office equipment, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Administer an Extension/Immediate Reenlistment for a Unit Member

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Determine the Soldier's eligibility for extension/immediate reenlistment based on the following criteria.
  - a. Age.
  - b. Physical.
  - c. Body composition.
  - d. Army Physical Fitness Test.
  - e. Bar to reenlistment/immediate reenlistment or extension (as applicable).
  - f. Moral.
  - g. Family care plan (as applicable).
  - h. Within window of extension/immediate reenlistment.
  - i. Time in service/time in grade.
2. Process any required waivers in accordance with state policy.
3. Determine Soldier's eligibility for Army National Guard programs.
  - a. Training: service schools, Military Occupational Specialty, etc.
  - b. Enrollment in Reserve Officer Training Corps, Simultaneous Membership Program, Officer Candidate School.
  - c. Montgomery GI Bill.
  - d. Inactive National Guard requirement.
  - e. Selective Reserve Incentive Program.
4. Complete the DA Form 4836 (extension) or DD Form 4 (reenlistment) IAW current policy: NGB-ARH Policy 09-026 Annex A: Interim policy for extension, Table 3.
  - a. Verify most current DD Form 4 and any previous extensions.
  - b. Verify period of extension / reenlistment for Soldier.
  - c. Verify period of extension / reenlistment for Soldier.
5. Obtain bonus control numbers for all selected reserve incentives and state specific incentives/educational assistance as appropriate in accordance with state policy.
6. Complete all selected reserve incentive program addendums and state specific incentive/educational assistance forms as appropriate in accordance with state policy.
7. Ensure that unit conducts an extension/immediate reenlistment ceremony in accordance with current policy.

8. Ensure proper disposition of the DA Form 4836 or DD Form 4 and accompanying documents.

(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, in accordance with the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Validated/determined the Soldier's eligibility for extension/immediate reenlistment.			
2. Processed required waivers (if applicable).			
3. Validated/determined the Soldier's eligibility for programs.			
4. Completed extension forms as appropriate.			
5. Obtained bonus control numbers for selected reserve incentives and/or state specific incentives as appropriate.			
6. Completed all selected reserve incentive program addendum and state specific incentive forms as appropriate.			
7. Ensured unit conducts an appropriate extension/reenlistment ceremony.			
8. Ensured proper disposition of the completed extension documents.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-180	QUALIFYING SERVICE FOR RETIRED PAY NONREGULAR SERVICE	Yes	No
	AR 25-50	Preparing and Managing Correspondence	Yes	No
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	ARNG Accessions Options Supplement, FY-12/13, First Edition	ARNG Accessions Options Supplement, FY-12/13, First Edition	Yes	No
	DA FORM 4836	OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT	Yes	No
	DD FORM 4	ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES	Yes	No
	NGR 614-1	Inactive Army National Guard	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. 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 :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
79T-ARNG Recruiting and Retention-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4