

PERSONNEL SUPPORT DETACHMENT  
STANDARD OPERATING PROCEDURES

**REENLISTMENTS/EXTENSIONS**

Documents Required:

- (1) Reenlistment Request Form (Reenlistments)
- (2) Special Request Chits (Extensions)

**CPC Responsibility:**

- Commands are advised to review Enlisted Distribution Verification Report (EDVR) on a monthly basis to avoid short fused re-enlistments and extensions.
- Re-enlistment requests must be on an approved Re-enlistment request chit signed by the CO or XO (Acting).
- PTS approval is required for all E-6 and below (<14 years) personnel to re-enlist. Submit approval request with approved re-enlistment chit.
- Command Career Counselors must verify request for re-enlistment and extensions that will take member past established HYT date. If so, member must submit request for HYT waiver to NPC for their approval.
- Re-enlistments for members eligible for a Selective Re-enlistment Bonus (SRB) must be submitted via TOPS NLT 45 days of requested re-enlistment date.  
**Note: If member is eligible to receive a SRB, CCC's must input information in OPINS. This is not a PSD function!**
- Regular re-enlistments must be submitted via TOPS NLT 30 days of requested re-enlistment date. PSD recommend members not to re-enlist on date of EAOS to avoid pay stoppage.
- Signed re-enlistment and extension contracts are to be submitted to PSD upon completion of re-enlistment and/or extension.
- If member is requesting to extend current enlistment, PSD must have request chit submitted via TOPS 30 days prior to effective date.

**PSD Responsibility:**

- Provide CPC via TOPS reenlistment contract or extension three days prior to reenlistment/extension date.
- Release documents after receipt of contract.