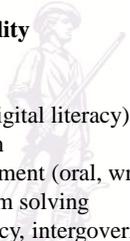




## 21<sup>st</sup> Century Soldier Competencies

- **Character and accountability**
- Comprehensive fitness
- Adaptability and initiative
- Lifelong learner (includes digital literacy)
- Teamwork and collaboration
- Communication and engagement (oral, written, negotiation)
- Critical thinking and problem solving
- Cultural and joint, interagency, intergovernmental, and multinational competence
- **Tactical and technical competence (full spectrum capable)**



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### Execute Extension Procedures

Method of Instruction: CO

Facilitator to Student Ratio: 1:25

Time of Instruction: 30 minutes

Media: Power point

BLOCK AUTHOR: Mr. Michael R. Langston Sr.

LESSON AUTHOR: Mr. Scott M. Clouse

DATE PREPARED: 5 December 2014

DATE REVISED: 22 January 2015

**LEARNING OUTCOME:** The goal of this lesson is to ensure students have an understanding of a Soldier's eligibility to extend and be able to apply that knowledge in order to extend a Soldier in the ARNG. This lesson will build upon previous lessons as well as introduce new material related to all tenets of strength maintenance. As an RRNCO, students should be expertly familiar with all tenets of strength maintenance. Therefore, at the conclusion of this lesson, students will be able to properly extend a Soldier manually and via the Retention Management Software.

This lesson will address the following 21<sup>st</sup> Century Soldier Competencies:

- Character and accountability: When executing extension procedures, the RRNCO should demonstrate the self-discipline to always do what is right for fellow Soldiers, the Army, and the Nation. The RRNCO should demonstrate the Army values and the NCO Creed while completing all steps necessary to execute and extension starting with determining eligibility for extension and concluding with the completion of the extension ceremony and the DA Form 4836.

- Tactical and technical competence: The RRNCO should have the technical skills necessary to determine a Soldier's eligibility for extension and any incentives, then complete all necessary paperwork accurately.

ASSIGNED READING: N/A

INSTRUCTOR ADDITIONAL READINGS: N/A

CLASSROOM AIDS REQUIRED:

**Facilitator Note:** Incorporate the political, military, economic, social, infrastructure, and physical environment and time (PMESII & PT) into each lesson and classroom work as appropriate. Facilitator will illustrate them with appropriate examples from the Operating Environment (OE) as it pertains to the lesson.

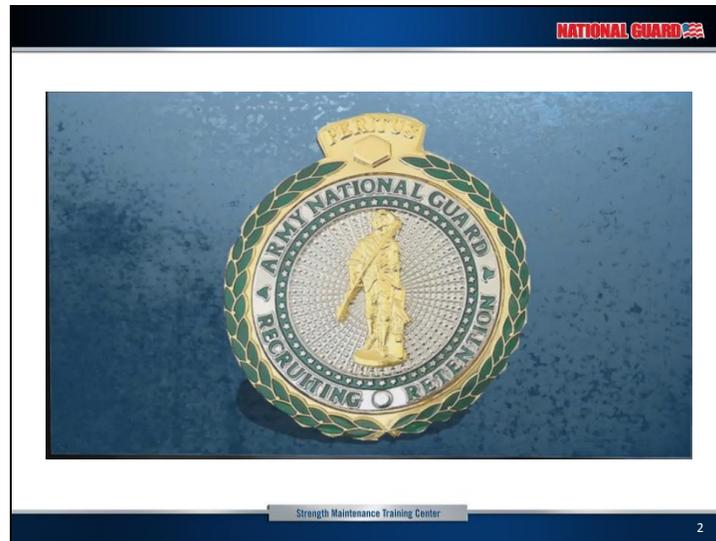
**Safety Requirements:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 Composite Risk management Worksheet during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC).

**Risk Assessment:** Low : Environmental related risk assessment: No food or drink allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you may be required to power down. Use precautions with electrical equipment during thunderstorms / electrical.

**Environmental Considerations:** Facilitator should conduct a risk assessment to include environmental considerations IAW FM 3-34.5, Environmental Considerations (MCRP 4-11B), and ensure students are briefed on hazards and control measures. 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.

**Foreign Disclosure:** FD1, No limitation.





**Concrete Experience:** Show the video on Extension Procedures by clicking the picture in the slide. The video depicts a Soldier receiving counseling on his extension in which he receives information that is incorrect in regard to a bonus. The Soldier is told that he is eligible for a bonus but is ineligible due to Time in Service. The next scene will show a extension ceremony that does not adequately incorporate the proper protocols IAW the regulation. After the extension the Soldier is told that they are not eligible for the bonus.

**Facilitator:** Generate discussion with the group by utilizing the questions below.

**Publish:**

- What did you see?
- Were there issues with the extension ceremony?

**Process:**

- How did you feel during the extension ceremony?
- How about when the Soldier found out that he was not going to get a bonus?
- Could the issues with the extension cause other problems with this Soldier in the future? What about other Soldiers?





## Terminal Learning Objective

**Action:** Execute Extension Procedures

**Conditions:** You have access to NGB-ARH Policy Memorandum #09-026, DA Form 4836, scenario, computation rules, computations job aid, and a Soldier's packet.

**Standards:** Student will be required to receive an 80% or higher on an written examination.

Strength Maintenance Training Center

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## TLO

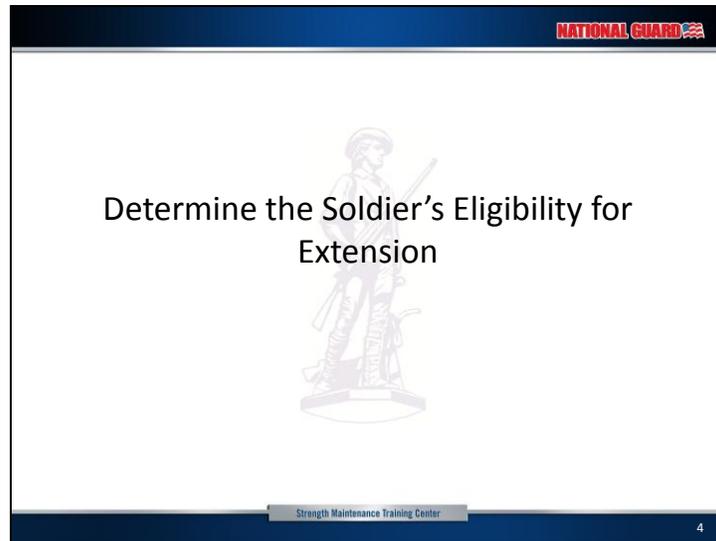
**Action** – Execute Extension Procedures

**Condition** – You have access to NGB-ARH Policy Memorandum #09-026, DA Form 4836, scenario, computation rules, computations job aid, and a Soldier's packet.

**Standards** – Student will be required to receive an 80% or higher on an written examination.

**Note:** Connect the TLO to the Concrete Experience.

**Say:** By following the regulatory guidance that will be taught during this block the issues in the video that we just watched could have been avoided.



## **GENERALIZE NEW INFORMATION (GNI)**

### **Learning/Step Activity One – Determine the Soldier's Eligibility for Extension**

Method of Instruction: Facilitation

Facilitator to Student Ratio: 1:25

Time of Instruction: 25 minutes

Media: Power Point

**Facilitator note:** Facilitate a discussion with the questions listed below:

**Q. When a Soldier in the unit wants to extend, what is the first thing you need to do?**

ANSWER: You need to make sure the Soldier is eligible to extend.

**Q. Where can you find information that will determine if the Soldier is qualified to extend or not?**

A. Soldier's PQR (Personal Qualification Record), Soldier's Mobilization File/Personnel File, Unit Readiness NCO input, etc.

**Q. What are some issues that would disqualify a Soldier from extension?**

A. BAR to extend/reenlist, Failed APFT or Body Composition, Soldier's Age, and outdated PHA.

**Facilitator State:** The maximum age a Soldier can extend or reenlist in the ARNG is up to age 60.

**Note:** NGB-ARH Policy Memorandum #09-026, para 23-b covers approving authority for Bars.

**Q. Can a Soldier extend past age 60 for any reason? What would warrant this possibility?**

A. Yes, but they must have an approved waiver to extend for reasons such as meeting non-regular retirement years or qualifying for a technician retirement.

**Q. Are there options to submit waivers for other disqualifications?**

A. Yes, however, there must be underlining circumstances the Soldier must meet in order to be granted a waiver. For example, if the Soldier failed body composition, he or she must be meeting satisfactory progress.

**Q. What can happen if a Soldier has recurrent problems such as arriving late to drill, unexcused absences or is engaging in questionable or immoral behavior?**

A. He or she can be barred from extending. NGB-ARH Policy Memorandum #09-026, 22c(1)(13).

**Facilitator Note:** Be prepared to address student opinion on questionable or immoral behavior. You can have a few different answers/opinions on what behaviors are acceptable and what are not acceptable.

**Facilitator State:** If the Soldier is engaging in questionable or immoral behavior, the Commander may BAR that Soldier from reenlisting or extending.

**Q. Would a Commander be correct in barring a Soldier from extending or reenlisting for behavior he or she deems immoral? Why or Why not?**

A. Soldier's engaging in immoral behavior reflect negatively in the public eye. The public trusts the Armed Forces to secure their freedoms and way of life. How would you feel if someone in the protective services such as the police department was part owner of a gentleman's club? How would a majority of the public feel about that?

**Q. What are some other issues that a Soldier can receive a BAR to extend?**

A. Refer to NGB-ARH Policy Memorandum #09-026, paragraph 22a, b; page 11 Untrainable and Unsuitable Soldiers.

**Facilitator State:** Soldiers otherwise eligible for extension or reenlistment may be extended without regard to marital or dependency status. They must have an approved family care plan when needed.

**Q. In NGB ARH Policy Memorandum #09-026, you will use the tables in the back on the memo to execute an extension. Before we extend a Soldier in the ARNG, what do we first need to do to ensure we can extend him or her?**

A. Determine their eligibility.

**Q. Where, in Memo #09-026, do we find eligibility standards?**

A. Table 2.

**Q. What table must we use first to determine if a Soldier is qualified to extend?**

A. Table 2 before Table 1.

**Facilitator Note:** Go to page 19 in ARNG ARH Policy Memorandum 09-026. Take the class down through the rules in Table 2 to review and or to clarify information from their previous night's assigned reading.

Rule B – Disqualification: Lack of eligibility for non-regular retired pay (at age 60)

Rule C- Disqualification: Technician Retirement (at age 60)

Rule D – Disqualification: Body Composition

Rule E – Disqualification: APFT

Rule F – Disqualification: Age (mission essential)

Rule G – Disqualification: Physical Examination

**Check on Learning (NEXT TWO SLIDES):**

**Q. What is the requirement for a Soldier participating in a program to meet body composition to process a waiver for the disqualification?**

- a. Pass AFPT
- b. Make satisfactory progress
- c. Must be SPC or below
- d. Must be on a temporary profile

Answer: b. Make satisfactory progress

REF: Memo 09-26, Table 2, Rule D

**Q. The first step in executing the extension is determining the Soldier's eligibility. What table will you use first in order to determine the eligibility for extension and determine the waiver authority for disqualifications?**

- a. Table 3
- b. Table 1
- c. Table 2

d. Table 4

A. c. Table 2

REF: Policy memo #09-026, Table 2, Basic Eligibility Standards and Waiver Authority



**Check on Learning:**

While in the program, what are a Soldier's body composition requirements in order to process a waiver?

- a. Pass APFT
- b. Make satisfactory progress
- c. Must be SPC or below
- d. Must be on a temporary profile

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Answer: b. Make satisfactory progress

REF: Memo 09-26, Table 2, Rule D

**NATIONAL GUARD**

### Check on Learning:

The first step in executing the extension is determining the Soldier's eligibility. What table will you use first in order to determine the eligibility for extension and to determine the waiver authority for disqualifications?

- a. Table 1
- b. Table 2
- c. Table 3
- d. Table 4

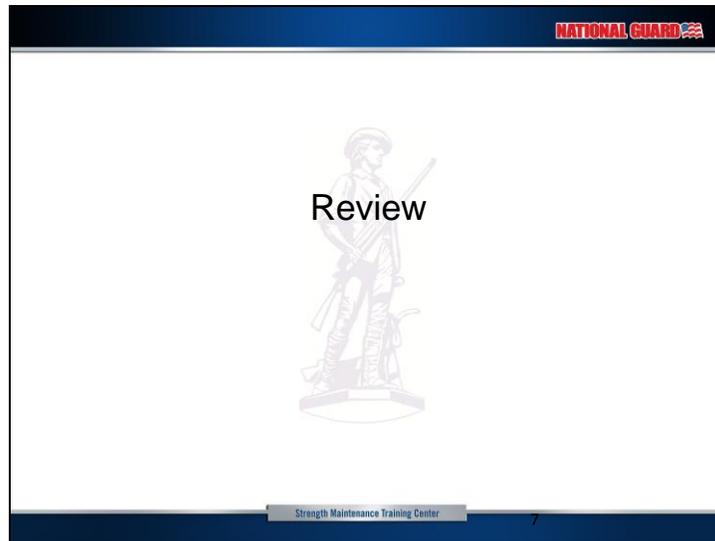
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Answer: b. Table 2

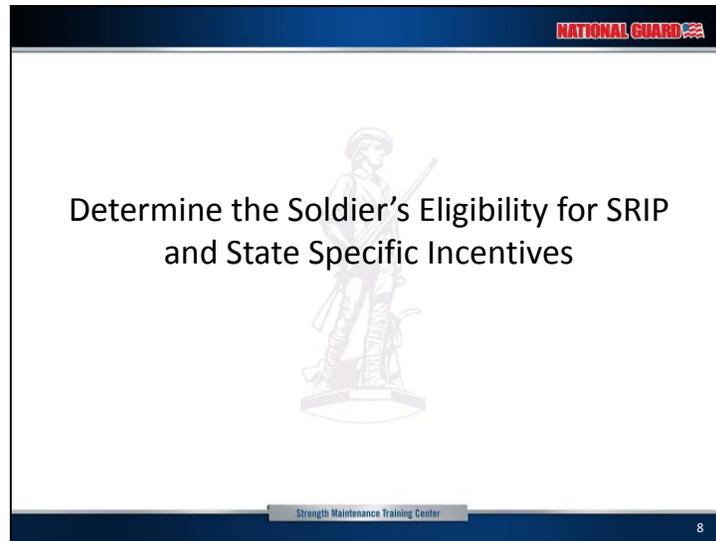
REF: Policy memo #09-026, Table 2, Basic Eligibility Standards and Waiver Authority

Slide 7



**Review Summary:**

During this block of instruction we have discussed how to determine a Soldier's eligibility for extension. Are there any further questions at this time?



**Learning/Step Activity Two – Determine the Soldier's Eligibility for SRIP and State Specific Incentives**

Method of Instruction: Facilitation  
Facilitator to Student Ratio: 1:25  
Time of Instruction: 25 minutes  
Media: PowerPoint

In the last block, we discussed extension eligibility and authorized waivers and referenced Table 2 in Policy Memorandum #09-026. We know that whether we have someone who is qualified or is disqualified with an approved waiver to extend, we will have to go to Table 1.

**Facilitator Note:** Facilitate a discussion with the questions listed below:

**Q. After we determine the authorized period and rule in Table 2 under which the Soldier will extend, what are some other things, besides a disqualification issue, we need to consider that will determine the rule we will use?**

- A. We need to ensure if the Soldier qualifies for an incentive such as:
- a. Reenlistment/Extension Bonus
  - b. Student Loan Repayment Program (SLRP)
  - c. Montgomery GI Bill
  - d. Requirement for formal training or assignment
  - e. State Specific Incentive such as an Educational Assistance Program that would pay a percentage to state universities.

**Facilitator Note:** Have students open NGB-ARH #09-026 and cover Rules B and F in Table 1.

**Facilitator State:** Rule B or F in Table 1 will cover extension in which a Soldier is receiving a monetary incentive or satisfying a requirement for training or assignment.

**Q. If a Soldier is qualifying for an incentive, what must we complete prior to conducting the extension/reenlistment ceremony and completing the documents?**

A. The incentive paperwork completed with the appropriate control numbers, signatures and date of the extension or reenlistment.

**Facilitator State:** Workflow should be started in GIMS (Guard Incentive Management System) immediately once it is determined the Soldier is qualified to receive an incentive. The control numbers must be secured, or the Soldier will not receive the incentive after the extension is executed.

**Check on Learning (SEE NEXT SLIDE):**

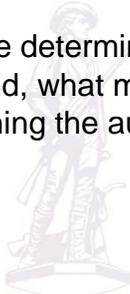
**Q. After we have determined a Soldier is eligible to extend, what must we consider before determining the authorized rule or period?**

A. We need to ensure if the Soldier qualifies for an incentive.

**NATIONAL GUARD**

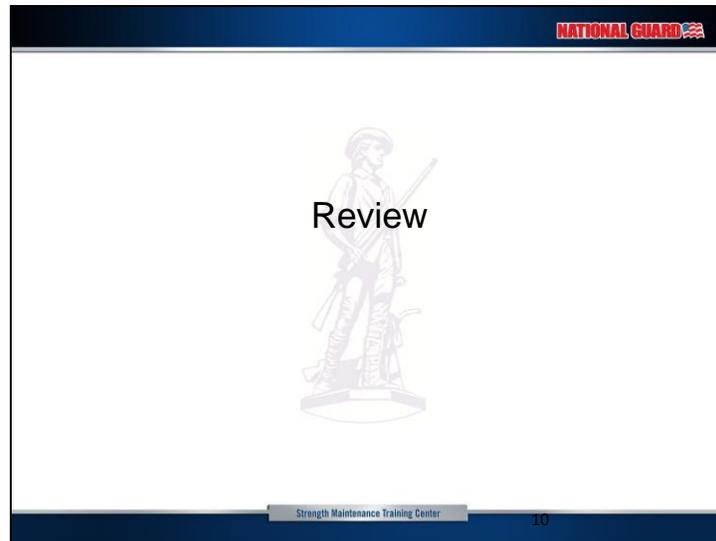
### Check on Learning:

After we have determined a Soldier is eligible to extend, what must we consider before determining the authorized rule or period?



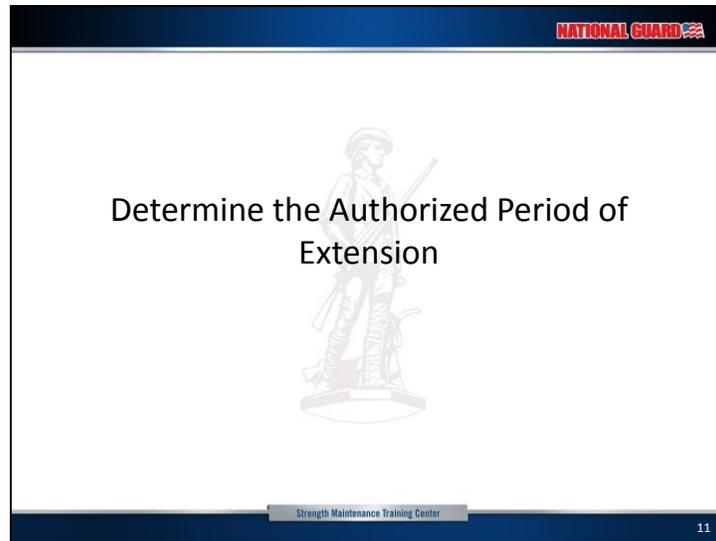
Strength Maintenance Training Center 9

Answer: We need to ensure if the Soldier qualifies for an incentive.



**Review Summary:**

During this block of instruction we have discussed how to determine a Soldier's eligibility for SRIP and State specific incentives. Do you have any further questions?



**Learning/Step Activity Three – Determine the Authorized Period of Extension**

Method of Instruction: Facilitation  
Facilitator to Student Ratio: 1:25  
Time of Instruction: 25 minutes  
Media: PowerPoint

**Facilitator Note:** Have students open NGB-ARH #09-026, Table 1 and cover each rule as they are mentioned below.

**Facilitator State:** For Soldiers who do not qualify for an incentive or have a disqualification, they may extend under Rule A.

REF: Table 1 Rule A

**Facilitator Note:** Facilitate a discussion with the questions listed below:

**Q. If you have a Soldier that wants to extend in the Inactive Guard (ING), can this be an extension option? If so, what rule gives us guidance on the authorized period?**

A. Yes, it can be done as long as the Soldier does not have a contractual obligation for the ARNG. Table 1, Rule G would apply.

REF: NGB-ARH Policy Memorandum 09-026 Table 1 Rule G

**Q. What if the Soldier is in the ING and wants to extend in the ING or return to active service, what rule in Table 1 would you use?**

A. Table 1 Rule H.

**Facilitator State:** In both Rules G and H, extensions are authorized as they are in Rule A. Soldiers may extend 1-6 years.

**Q. In the past, the Army required non-citizens to obtain citizenship within their 8 years of service or be faced with an involuntary discharge. What rule covered this issue?**

**ANSWER: Rule L**

**Facilitator Note:** Explain the following components of Rule L as follows:

- a. Army ALARACT message 088-2005 rescinded this requirement.
- b. Soldier is qualified if US Citizen or lawful permanent resident alien.
- c. Period for extension is specified in Rule A
- d. Since ALARACT 088-2005 states permanent resident aliens, use Rule A in Table 1.

**Check on Learning (SEE NEXT TWO SLIDES):**

**Q. SGT Jones wants to receive the Montgomery GI Bill, however he must extend his current enlistment for three years in order to meet eligibility standards. What Table and Rule applies in this circumstance?**

A. Table 1, Rule F

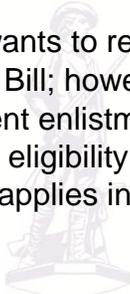
**Q. SGT Chavez is a permanent resident alien, but has yet to obtain US citizenship. He has served in the armed forces for nearly eight years. At his ETS, he will have eight years of service and has expressed interest in extending his current enlistment agreement. What Table and Rule applies to SGT Chavez?**

Answer: Table 1 Rule A because Rule L has been rescinded and anyone who would apply extends under Rule A.



### Check on Learning

SGT Jones wants to receive the Montgomery GI Bill; however, he must extend his current enlistment for three years in order to meet eligibility standards. What Table and Rule applies in this circumstance?



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Answer: Table 1, Rule F



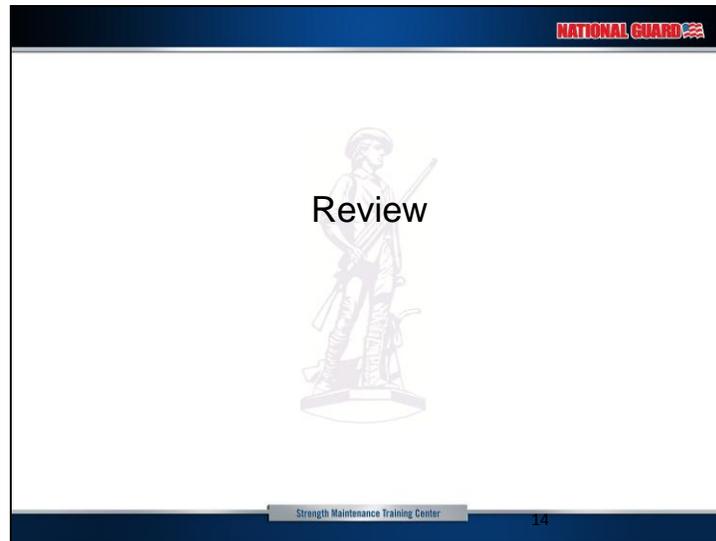
### Check on Learning

SGT Chavez is a permanent resident alien, but has yet to obtain US citizenship. He has served in the armed forces for nearly eight years. At his ETS, he will have eight years of service and has expressed interest in extending his current enlistment agreement. What Table and Rule applies to SGT Chavez?

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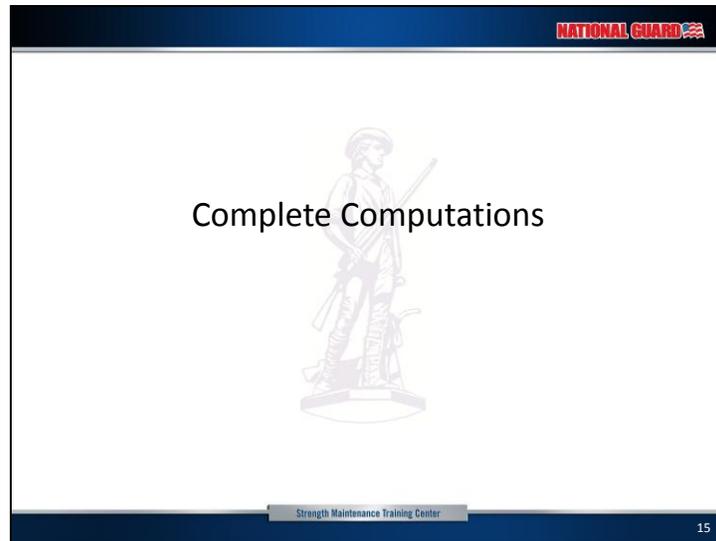
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Answer: Table 1 Rule A because Rule L has been rescinded and anyone who would apply extends under Rule A.



**Review Summary:**

During this block of instruction we have discussed how to determine the authorized period of extension. Do you have any further questions?



#### **Learning/Step Activity Four – Complete Computations**

Method of Instruction: Demonstration

Facilitator to Student Ratio: 1:25

Time of Instruction: 50 minutes

Media: PowerPoint

**NOTE:** You will explain the 6 rules of computation to the class. As you explain the rules, use student information in order to demonstrate the rules. This will lead into the group breakout in which each group will be given one or two scenarios to complete a computation.

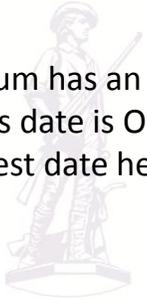
- Explain Rule #1 Earliest Date of Extension when Enlistment or Extension occurred on Leap Year.  
Example: 29 February = 28 February for earliest date
- 2. Explain Rule #2: Converting final answer to a valid calendar date.
  - a. The date segment must include at least one number in each part. (yy-mm-dd)
  - b. Leap Year will be 28 February
  - c. No computed date will ever have 00 months and 00days.
- 3. Explain Rule #3: Add Inclusive Day
  - a. Use when calculating a period of time
  - b. Must have know start date and know end date

4. Explain Rule #4: Last Day of the month will always be 30.  
Example: 08-03-31 becomes 08-03-30
5. Explain Rule #5: Subtracting when more months or days are required
6. Explain Rule #6: Round up when calculating a period of time
  - a. No more than 11 in the month column
  - b. No more than 29 in the day columnExample: 05-11-30 becomes 05-12-00 becomes 06-00-00

**Facilitator Note:** Facilitator will use the following slides to walk students through the computations, as the students feel more comfortable allow them to work individually to complete the remaining computations. Facilitator will be available to assist the students as they work through each computation. Students will be able to use the Execute Extension Procedures Job Aid to assist with the computations.



SGT Dwayne Yokum has an ETS date of April 19, 2013. Today's date is October 18, 2011. What is the earliest date he may extend?



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**Learning/Step Activity Four – (Continuation)**

**Complete Computations**

**Facilitator Note:** Have students determine the earliest date of extension.

**Facilitator Note:** Have students work the problem out in their group, then have one student from the group write the problem and solution on the white board before showing the answer on the next Power Point slide.



		<u><b>YY-MM-DD</b></u>
Current ETS		13-04-19
Subtract 12 months		<u>00-12-00</u>
Earliest date of extension		12-04-19

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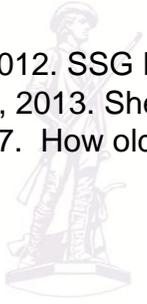
**Slide 11 - Learning/Step Activity Four – (Continuation)**

**Complete Computations**

**Facilitator Note:** Show the solution and allow students time to compare the answer to their results. Be prepared to answer any questions on how the correct solution was obtained.



Today is July 22, 2012. SSG Harris has an ETS date of January 15, 2013. She was born on November 10, 1957. How old will she be at her current ETS date?



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**Learning/Step Activity Four – (Continuation)**

**Complete Computations**

**Facilitator Note:** Have students determine the earliest date of extension.

**Facilitator Note:** Have students work the problem out in their group, then have one student from the group write the problem and solution on the white board before showing the answer on the next Power Point slide.


	<u>YY-MM-DD</u>
Current ETS	13-01-15
Subtract DOB	<u>57-11-10</u>
	55-02-05
Add inclusive day	<u>    + 01</u>
Age at current ETS	55-02-06

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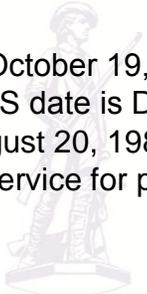
**Learning/Step Activity Four – (Continuation)**

Complete Computations

**Facilitator Note:** Show the solution and allow students time to compare the answer to their results. Be prepared to answer any questions on how the correct solution was obtained.



Today's date is October 19, 2012.  
SGT Welch's ETS date is December 4, 2012.  
His PEBD is August 20, 1984. What is his  
total creditable service for pay at current  
ETS?



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**Learning/Step Activity Four – (Continuation)**

**Complete Computations**

**Facilitator Note:** Have students determine the earliest date of extension.

**Facilitator Note:** Have students work the problem out in their group, then have one student from the group write the problem and solution on the white board before showing the answer on the next Power Point slide.



Current ETS	<u>12-12-04</u>
Subtract PEBD	<u>84-08-20</u>
	28-03-14
Add inclusive day	<u>+ 01</u>
Total creditable service for pay	28-03-15

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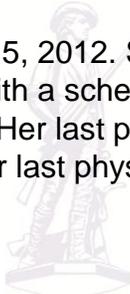
**Learning/Step Activity Four – (Continuation)**

Complete Computations

**Facilitator Note:** Show the solution and allow students time to compare the answer to their results. Be prepared to answer any questions on how the correct solution was obtained.



Today is March 15, 2012. SSG Blair is an M-Day Soldier with a scheduled ETS date of July 3, 2012. Her last physical was June 16, 2011. Will her last physical be good at her ETS date?



(If the Soldier's Physical is within 12 months of ETS, it's still valid)

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**Learning/Step Activity Four – (Continuation)**

Complete Computations

**Facilitator Note:** Have students determine the earliest date of extension.

**Facilitator Note:** Have students work the problem out in their group, then have one student from the group write the problem and solution on the white board before showing the answer on the next Power Point slide.

**NATIONAL GUARD** 

		<b><u>YY-MM-DD</u></b>
Current ETS		12-07-03
Last physical		<u>11-06-16</u>
		01-00-17
Add inclusive day		<u>    + 01</u>
Age of physical at ETS		01-00-18

(If the Soldier's Physical is within 12 months of ETS, it's still valid)

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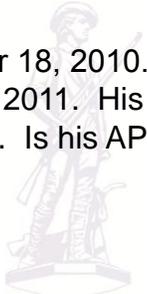
**Learning/Step Activity Four – (Continuation)**

Complete Computations

**Facilitator Note:** Show the solution and allow students time to compare the answer to their results. Be prepared to answer any questions on how the correct solution was obtained.



Today is October 18, 2010. SPC Wilson's ETS is June 29, 2011. His last APFT was January 1, 2010. Is his APFT still valid?



(If the Soldier's passing APFT is within 18 months of ETS, it's still valid.)

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**Learning/Step Activity Four – (Continuation)**

Complete Computations

**Facilitator Note:** Have students determine the earliest date of extension.

**Facilitator Note:** Have students work the problem out in their group, then have one student from the group write the problem and solution on the white board before showing the answer on the next Power Point slide.

	<u>YY-MM-DD</u>
Current ETS	11-06-29
Last APFT	<u>10-01-01</u>
	01-05-28
Add inclusive day	<u>+ 01</u>
Age of the APFT at ETS	01-05-29

(If the Soldier's passing APFT is within 18 months of ETS, it's still valid.)

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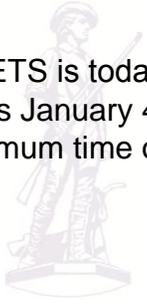
**Learning/Step Activity Four – (Continuation)**

Complete Computations

**Facilitator Note:** Show the solution and allow students time to compare the answer to their results. Be prepared to answer any questions on how the correct solution was obtained.



SSG Cochran's ETS is today February 1, 2012. His DOB is January 4, 1953. What is the maximum time of extension if he extends today?



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**Learning/Step Activity Four – (Continuation)**

**Complete Computations**

**Facilitator Note:** Have students determine the earliest date of extension.

**Facilitator Note:** Have students work the problem out in their group, then have one student from the group write the problem and solution on the white board before showing the answer on the next Power Point slide.

**NATIONAL GUARD** 

**Step #1: Determine age at ETS.**

		<u>YY-MM-DD</u>
Current ETS		12-02-01
Subtract DOB		<u>53-01-04</u>
		59-00-27
Add inclusive day		<u>    + 01</u>
Age at current ETS		59-00-28

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**Learning/Step Activity Four – (Continuation)**  
Complete Computations

**Facilitator Note:** Show the solution and allow students time to compare the answer to their results. Be prepared to answer any questions on how the correct solution was obtained.

**NATIONAL GUARD**

**Step #2: Determine date Soldier turns age 60.**

Soldier's DOB	<u>53-01-04</u>
Add 60 years	<u>60-00-00</u>
Date of 60 <sup>th</sup> B-day	2013-01-04

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**Learning/Step Activity Four – (Continuation)**  
Complete Computations

**Facilitator Note:** Show the solution and allow students time to compare the answer to their results. Be prepared to answer any questions on how the correct solution was obtained.

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**Step #3: Determine max time of extension  
(59+ years old).**

(LDOB = Last Day Of Birth Month)  
(EDE = Effective Date of Extension, the day after current ETS)

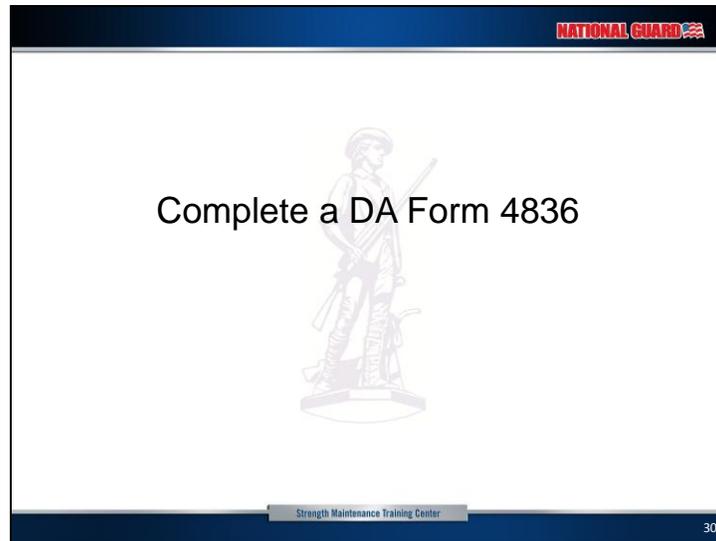
	<b>YY-MM-DD</b>
LDOB	13-01-30
Minus EDE	12-02-02
	00-11-28
Add inclusive day	+ 01
Max time of extension	00-11-29

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**Learning/Step Activity Four – (Continuation)**  
Complete Computations

**Facilitator Note:** Show the solution and allow students time to compare the answer to their results. Be prepared to answer any questions on how the correct solution was obtained.



### Learning/Step Activity Five – Complete a DA Form 4836

Method of Instruction:

Facilitator to Student Ratio: 1:25

Time of Instruction: 50 minutes

Media:

**Facilitator Note:** SGL must be prepared thoroughly for this lesson and understand that one standard will be demonstrated to the students that they must understand for the performance evaluation. The SGL will take an example packet and complete a DA Form 4836 by demonstrating how each block is completed per an example answer key that he or she will have. Essentially, the SGL will type the same information, with the same font and punctuation as noted in the answer key. He or she will ask the students the information needed for each block and what it should look like.

**Facilitator Note:** Have the students break out into group of 4-5 and read and discuss the scenario on the handout. The handout does not need to be on paper. It may be on a student disk or on SharePoint. After five minutes has elapsed, reconvene as a class and begin executing the extension on a DA Form 4836.

**Facilitator Note:** At this time, pull up a blank DA Form 4836 from Army Publishing Directorate at <https://apd.army.mil>. You will ask and call on students to provide feedback on what information or annotation is needed for each block or section of the DA Form 4836 based on the

information from the scenario. You will demonstrate filling out the form by typing the information the students provide while ensuring it matches the answer key provided with the instructor training support package. Ensure the students provide the correct feedback listed in this lesson plan.

- Block 1: Place an “X” in the box next to Army National Guard and a Reserve of the Army.

**Q. What do you need to do if there is a check mark instead of an “X”?**

A. Click on Preferences on the tool bar at the top on the window. Click on Advanced Settings and ensure the box next to “Use “X” Style Check Boxes” is checked.

2. Block 2: NAME

- a. Must match name from current DD Form 4.
- b. Use all uppercase letters
- c. Use commas between the names

3. Block 3: GRADE

- a. Current title and pay grade.
- b. Enter it exactly like the format in parenthesis (SPC/E-4).

4. Block 4: Date

- a. Date extension is being prepared
- b. Arabic numerals

5. Block 5: Unit of Assignment

- a. Two line entry
- b. Line one: Complete unit designation and UIC
- c. Line two: Unit’s address and zip code. (separate the street, city, state, and zip code with commas) Street and state abbreviations are acceptable.
- d. The format can be all uppercase letters or the first letter of the proper nouns uppercase and the rest of the letters lower case. MASON LANE or Mason Lane

6. Current (Latest) DD Form Series

- a. 6a. DATE: This is the date from the Soldier’s current DD Form 4.
- b. 6b. TERM OF SERVICE: This is shown on page 3 of the DD Form 4, Section E, para. 17. Verify if the Soldier has an Military Service Obligation by analyzing page 1 of the DD Form 4 in section B, paragraph 8. An obligor, first-termer, or someone who was Non-Prior Service (NPS) when he or she entered the National Guard will have 08 years, 00 weeks in this section. Remember that NPS incur and 8 year obligation and that will be shown on page 1. Page 3 will show how many years they will have membership in the National Guard. If page 3, section E, para. 17 shows 06 years, 00 months, 00 days, then the Term of Service will be 6x2.
- c. 6c. NUMBER OF EXTENSION PREVIOUSLY GRANTED TO DD FORM 4.

## **Q. Where can you get this information?**

A. Soldier's personnel file or from iPERMS.

d. 6d. ETS: Use all Arabic numerals

(1.) If a Soldier previously extended his or her current DD Form 4, then you can get that information from the last extension, DA Form 4836, block 6d.

(2.) If the Soldier has never extended, the ETS date will always be one day before the day and month, plus the number of years of their enlistment, reflected on the DD Form 4. For example, if a Soldier enlisted for a 6x2 enlistment term option on 02 DEC 04, then his ETS date would have been 01 DEC 2010.

e. 6e. BASIC PAY ENTRY DATE: It's the PEBD found on DD Form 4 or basically the day he or she enlisted.

## **7. Block 7: PROVISIONS AND COMPUTATIONS OF THIS EXTENSION**

a. 7a. CURRENT ETS

(1.) Input the same date from block 6d.

(2.) Use all Arabic numerals, two digits for each line INCLUDING THE YEAR!

b. 7b. PERIOD OF EXTENSION

(1.) Two digits for each line

(2.) A Soldier extending to the last day of the month they turn 60 will need to have the days annotated on in the "day column" of block 7 in most cases.

c. 7c. NEW ETS

(1.) Sum of 7a. and 7b.

(2.) Two digits for each line INCLUDING THE YEAR

## **8. Block 8: AUTHORITY AND REASON FOR THIS EXTENSION**

a. Always Table 1

b. NGR 600-200 will be "X"

c. You may annotate ARNG Policy Memorandum #09-026, but it is not required.

## **9. OATH OF EXTENSION**

a. First Line is the actual day oath is administered

(1.) Day of the month will be followed by "d" :st" or "th"

(2.) . The format can be all uppercase letters or the first letter of the proper nouns uppercase and the rest of the letters lower case. FEBRUARY or February.

b. Second line is date of enlistment from current DD Form 4.

(1.) Day of the month will be followed by "d" :st" or "th" DO NOT precede singular numbers with a "0"

(2.) . The format can be all uppercase letters or the first letter of the proper nouns uppercase and the rest of the letters lower case. JANUARY or January.

c. Third line: Enter the state. OHIO or Ohio

d. Fourth line: Using a straight edge, line out United States Army Reserve.

10. SIGNATURE BLOCK AND DATE

- a. DON'T SIGN IT! Enlistee signs it
- d. Date is Arabic numerals

11. OFFICER CERTIFICATION

- a. Date the oath is administered
- b. Day of the month will be followed by "d" :st" or "th" DO NOT precede singular numbers with a "0"

c. SIGNATURE BLOCK AND DATE

- (1.) Type Last, First, Middle name of officer in that order.
- (2.) The format can be all uppercase letters or the first letter of the proper nouns uppercase and the rest of the letters lower case. JONES, JONATHAN, JAMES or Jones, Jonathan, James.
- (3.) Enter the pay grade with a hyphen. O-4
- (4.) Enter Branch abbreviated. OD
- (5.) DON'T SIGN IT! Officer administering the oath signs it.

**Facilitator Note:** Ask the class if there are any questions or anything that needs clarification pertaining to inputting information on the form.

**Facilitator Note:** Conclude this LSA by conducting a check on learning. Possible questions are listed below.

**Check on Learning:**

**Facilitator Note:** Ensure the students have a blank DA Form 4836 on their screen to use as a reference for interpretation for the questions.

**Q. If you have someone is extending their current enlistment agreement that started on 02 March 2009, what line in the Oath of Extension would it be inputted and what format procedures are important to follow?**

A. Line one of the Oath of Extension and you should not precede the 2 with a 0 and input a "d" after the 2.

**Q. Where can you find the ETS date for block 6d.?**

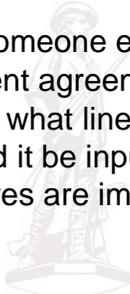
A. Compute it from the date of enlistment and term of service from the DD Form 4. The day of the month will always be the day before the day of the month of the enlistment date plus the number of years. If the Soldier has extended before on the current DD Form 4, then you can find it on block 6d. of the previous extension.





## Check on Learning

If you have someone extending their current enlistment agreement that started on 02 March 2009, what line in the Oath of Extension would it be inputted? What format procedures are important to follow?



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A. Line one of the Oath of Extension. You should not precede the 2 with a 0, but do input a “d” after the 2.

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## Check on Learning

Where can you find the ETS date for block 6d?



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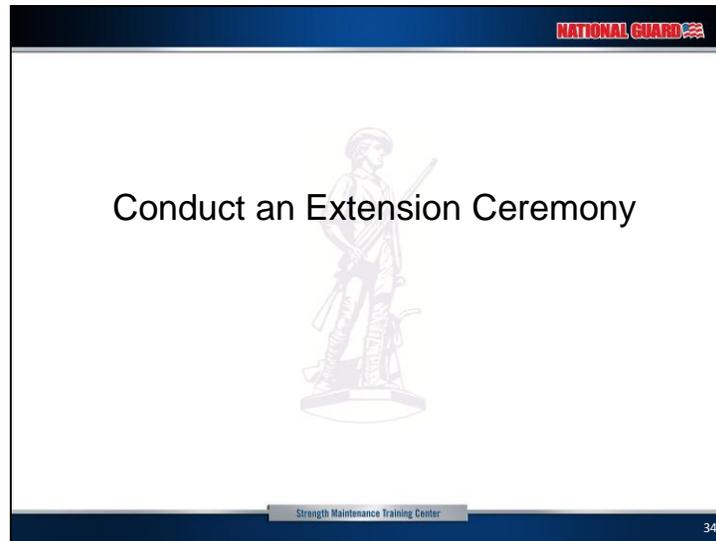
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Answer: Compute it from the date of enlistment and term of service from the DD Form 4. The day of the month will always be the day before the day of the month of the enlistment date plus the number of years. If the Soldier has extended before on the current DD Form 4, then you can find it on block 6d. of the previous extension.



**Review Summary:**

During this learning step we have discussed how to complete a DA Form 4836. Do you have any further questions?



### **Learning/Step Activity Six – Conduct an Extension Ceremony**

Method of Instruction:

Facilitator to Student Ratio: 1:25

Time of Instruction: 25 minutes

Media:

**Facilitator Note:** Facilitate a discussion on extension ceremonies, NGB-ARH Policy Memorandum #09-026 Chapter 19, using the information below as a guide.

**Q.** How many of you have conducted an extension ceremony at unit drills? Are there any units that do not? Why?

**Facilitator Note:** Allow the students to provide feedback on the reasons units do not conduct extension ceremonies. Students should have read paragraph 19 prior to conducting this discussion.

**Facilitator Note:** Next, you will have the entire class collaborate on the importance of the extension ceremony? How it is conducted? What are some of the do's and don'ts?

**Facilitator State:** At this time, we are going to collaborate as a whole on extension ceremonies. I will also participate in your discussion as if I were a student. The student platoon sergeant will

be the discussion leader to ensure that the class covers all the questions. We will discuss the following:

1. Why should we conduct extension ceremonies?
2. What significance does the ceremony have for the Soldier and the Unit?
3. Would conducting extension ceremonies help decrease the unit attrition rate and help increase retention percentage in the unit? Explain.
4. What negative remarks have you heard about extension ceremonies in your units?
5. How do you conduct an extension ceremony?
  - a. What personnel do you need and where are they placed for the ceremony?
  - b. Do you invite family members? Why?
  - c. What equipment do you need for the ceremony and where does it get placed?
  - d. What is said prior, during, and after the ceremony?
  - e. Do we sign paperwork after the ceremony or sign it before the ceremony? Why?
  - f. Would there be anything the unit member receives after the oath? For example, an AAM, trophy, certificate, etc?
  - g. Would there be anything for the family members to receive? Who would provide that?
  - h. Is there any recognition for the unit member extending after the ceremony? For example, applause or handshake?
  - i. Would you provide refreshments after the ceremony? Why or Why not? What would you provide?
  - j. What are some of things you do not want to do for an extension ceremony?

**Facilitator State:** What were some of the key points of the discussion and what did you learn from it?



## REVIEW AND SUMMARY

Method of Instruction: Facilitation / Scenario

Facilitator to Student Ratio: 1:25

Time of Instruction: 50 minutes

Media: Power Point / Scenario

### Develop

**Facilitator Note:** Facilitate a discussion on how to use this information in the field. Attempt to tie this back to the original Concrete Experience.

With the information that you have learned in this lesson, can situations like the video that was presented at the beginning of this block be prevented? In what way?

Have any of you seen or been part of extensions that were handled incorrectly? In what way?

How does failing to execute an extension properly impact future Retention efforts?

Does an extension that is implemented properly (paperwork, and ceremony) really have that big of an impact on the soldier? Why?

### Apply

**Facilitator Note:** Direct the students to the practical exercise in SharePoint and allow them 40 Minutes to do the execute an extension on a DA Form 4836.

**Facilitator Note:** Review the results with the students for 10 minutes using the answer key provided in the TSP.

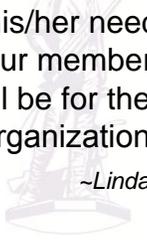
**Evaluation:** The knowledge gained in this lesson will be tested by an examination. Students must receive a score of 80% in order to receive a passing score.

**Summary:** During this block of instruction we discussed how to identify Soldiers that are eligible for extension, how to determine authorized periods of extension, how to complete a DA Form 4836 and how to conduct an extension ceremony. You also completed a practical exercise on executing an extension on a DA Form 4836. Do you have any further questions?



“Cultivate, cultivate, cultivate – connect your member with the service or program that uniquely meets his/her needs; the better you understand your member the better the relationship will be for them and for your organization.”

*~Linda S. Chreno, CAE, IOM*



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