

GAARNG G-1 SOP 7-1

Human Resources Retention
(NGGA-PEZ)

Enlisted Extensions and Waivers

Joint Force Headquarters Georgia
Army National Guard Marietta, GA
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SUMMARY of CHANGE

**SOP 7-1
Enlisted Extensions and Waivers**

- o GA Form 0193-R discontinued - use DA Form 4187

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Chapter 1

Overview

1-1. Purpose: To provide clear procedural guidance for Extensions and waiver's.

1-2. References: See appendix A.

Chapter 2 Enlisted Extensions

2-1. Guidelines and Criteria

- a. A commander determines that extension is warranted.
- b. Brigade Career Counselors, Battalion Career Counselors, & Unit Career Counselors must ensure that all Soldiers accepted for reenlistment must be fully qualified. They should also ensure that records and reports are fully documented and confirm the Soldier's military status. Georgia Army National Guard Soldiers who do meet the re-enlistment criteria outlined below:
 - i. Only Soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional Soldier's moral code may be extended.
 - ii. Soldiers who do not meet the standards of reenlistment should be considered for discharge. If it is determined by the commander that the Soldier's presence is beneficial to the military then the unit must apply for a waiver (see Chapter 3).

3-2. Process Steps for Extension:

- a. Retention NCO's will identify all personnel eligible to extend using the retention management software (RMS) and the Soldier's ETS date that is within 365 days of the current date. Retention NCO's will use the DA 4856 for counseling Soldiers while they are in their extension/re-enlistment window.
- b. The Retention NCO will use RMS to process the re-enlistment/extension and complete tabs 1-5 only:
 - I. Tab 1 Soldier's intent to reenlist (Fully qualified).
 - II. Tab 2 Evaluate extension/re-enlistments eligibility (Failed rules require a waiver)
 - III. Tab 3 Must chose the correct rule for extension/re-enlistment (Rule B required for Bonus)
 - IV. Tab 4 Complete the Bonus information and evaluate the Bonus eligibility
 - V. Tab 5 Fill in the extension information including the Officer conducting oath swearing in (Verify previous extensions using IPERMS)
 - VI. Tab 6 [Print DA4836](#). After 4836 is signed by all parties, use the [Upload Document](#) to add the 4836 into RMS. DO NOT use the [Transfer](#) case drop down menu. Brigade Career Counselors or Battalion Career Counselors will process the DA 4836 in SIDPERS, enter the DA 4836, with the Bonus Addendum if applicable, into IPERMS. RMS does not send extension data to SIDPERS.
- c. If the BCC does not have access to SIDPERS and/or iPERMS, have unit personnel enter the extension into SIDPERS within one business day.

Chapter 3 Waivers

3-1. Guidelines and Criteria

- a. Commanders must recommend Soldiers they deem retainable even though the Soldier does not currently meet retention standards.
- b. A Soldier who has proven to be a value asset to the GAARNG and the ARNGUS.

4-2. Processing Steps

- a. Units and Retention NCO's will scrub RMS reports to identify any Soldier that may need a waiver for retention purposes.
- b. All waivers for extension of enlistment must be processed using at DA Form 4187 (May14).
- c. Waivers must be recommended by no one lower than a field grade officer in the Soldier's chain of command before being sent to the G-1 for review.
- d. Supporting documents must be uploaded along with the DA Form 4187 to the G-1 Retention folder.
 - i. Waivers for APFT failures need to include a copy of the Soldiers latest 705.
 - ii. Waivers for Army Body Composition Program need to include 5500/5501 along with counseling statements.
- e. **All waivers, unless otherwise indicated, will be for one-year.**
- f. Upload waiver and supporting documents to the SIB-X Hub under the Retention folder.
- g. It is the G-1's intent to have all waivers processed and returned within 24 business hours from submission.

5-3. Extending for Mobilization

- a. Soldiers extending for mobilization that are outside of the 365 day window will need an override from the G-1.
- b. Email the G-1 with the Soldiers information so that an override can be completed in RMS before attempting to extend the Soldier.

Appendix A

References

Section I Publications

AR 135-178

Enlisted Administrative Separations, November 2017

AR 350-1

Army Training and Leader Development, December 2017

AR 635-8

Separation Processing and Documents, February 2014

NGR 600-200

Enlisted Personnel Management, July 2009

NGB-ARH Policy Memorandum #09-026

Interim Policy for Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension

Modification of the Army National Guard Extension/Reenlistment Policy

11 February 2016

Revised extension/Reenlistment Waiver Authority

25 September 2019

Section II Forms

DA Form 4856

Developmental Counseling Form

DA Form 4187

Personnel Action

Glossary

Section I Abbreviations

ABCP

Army Body Composition Program (formerly the Army Weight Control Program)

AGR

Active Guard/Reserve

AMHRR

Army Military Human Resource Record

APFT

Army Physical Fitness Test

ARNG/ARNGUS

Army National Guard / Army National Guard of the United States

AWOL

Absent without leave

BAR

Bar to reenlistment, immediate reenlistment, or extension

CG

Commanding general

ETS

Expiration term of service

iPERMS

Interactive Personnel Electronic Records Management System

MSC

Major subordinate command

NCOES

Noncommissioned Officer Education System

PME

Professional military education

RMS

Retention Management Software

SIDPERS

Standard Installation/Division Personnel Reporting System

TAG

The Adjutant General

TIG

Time in grade

Section II Terms

Enlistment

Executed on DD Form 4, this is a voluntary contract for military service, establishing military status as an enlisted member of the Active Army, US Army Reserve, or Army National Guard. The enlistment agreement is legally binding after the oath has been taken, notwithstanding the applicant's failure to sign.

Extension

Executed on DA Form 4836, this represents additional time added to the service period agreed to on the original enlistment contract. It must be executed prior to the end of the current enlistment contract.

HR work center

Typically the battalion/squadron S-1 shop, this is the primary location for accomplishing human resources activities, such as SIDPERS transactions and AMHRR management. It is the lowest organizational level containing human resources specialist duty positions (outside of HR units such as HR companies).

Immediate reenlistment

Executed on DD Form 4, this represents a new enlistment contract. It is executed on the day following the end of the previous enlistment contract, with no break in military service.

M-Day

That unnamed date in the future upon which a traditional drilling Guardsman is called into active service under Presidential authority for a mobilization.

Reenlistment

Executed on DD Form 4, this represents a new enlistment contract. It is executed after a break in service of at least one day following the end of the previous enlistment contract.

Unit

A company, troop, or battery