

Human Resources Strength Management
(NGGA-PEZ)

Enlisted Extensions and Waivers

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

Updates entire SOP.

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Chapter 1

General

1-1. Purpose

To provide clear procedural guidance for extensions and waivers.

1-2. References

See Appendix A.

Chapter 2

Enlisted Extension

2-1. Guidelines and Criteria

- a. A Soldier comes into their 365 extension window.
- b. Brigade Career Counselors, Battalion Career Counselors, and 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 are eligible to be extended:
 - (1) Only Soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional Soldier's moral code may be extended.
 - (2) Soldiers who do not meet the standards of re-enlistment 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 if applicable (see Chapter 3).
- c. Preparation Instructions for completing DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) This form is prescribed within the Retention Management Software at website: <https://smms.army.pentagon.mil/Security/login.aspx>

2-2. Completing an 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.
- c. Prerequisites and Completion Requirements for DA Form 4836 (Oath of Extension of Enlistment or Reenlistment). This extension cannot be issued if:
 - (1) The current enlistment agreement (and the latest extension that may have been issued) is not available or cannot be verified by the activity processing the extension.
 - (2) The Soldier does not meet physical, mental, or moral qualifications for continued service under the provisions of this policy. Waivers of disqualification must be approved prior to executing the DA Form 4836.
 - (3) This extension alone, or combined with another extension to the current enlistment agreement, would exceed the end of the month of the Soldier's 60th birthday, unless a waiver to permit such extension has been approved in advance (see Table 8-1).
 - (4) If not digitally signed within RMS, all required signatures will be made in reproducible black or blue-black ink or Common Access Card (CAC) signature.
 - (5) The form will contain no errors. Pen and ink corrections, strikeovers, etc. are not permitted.
 - (6) Do not execute a DA Form 4836 for Soldiers opting for the Bonus Program without first following procedures found in NGR 600-7 or guidance from ARNG-HRM-I.

Note: All signatures must match, either digital, CAC or pen and ink. Computer font or non-CAC digital signatures are not authorized.

2-3. Item by item preparation instructions for DA Form 4836

Block 1. Extension Processing Data.

Enter: An "X" in the box titled "Army National Guard and a Reserve of the Army".

NOTE: This is the only option for AGR and Traditional Army National Guard Extensions.

Block 2. Name. Must match name on current DD Form 4 Series or as indicated on the DA Form 4836, block 2. 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 the DD Form 4 (see Table 8-3, item 1 for complete instructions), or as it has been legally changed via pertinent documents.

(Examples: marriage certificate, divorce decree, court order, etc.)

Examples:

- John Quinton McAfee is shown as MCAFEE JOHN QUINTON
- James T. K. O'Brien, Jr. is shown as OBRIEN JAMES TK JR
- Millie Jillian Smith-Connelly is shown as SMITHCONNELLY MILLIE JILLIAN

Block 3. Grade: Enter Rank and pay grade.

Example: SGT/E-5, SSG/E-6, etc.

Block 4. Date. Using Arabic numerals enter date this extension is being prepared in year, month, and day format (YYYYMMDD).

Example: for 15 August 2014 record as 20140815.

Block 5. Unit of Assignment. This is a 2-line entry. Enter on first line: the complete unit designation, and UIC of the assigned unit. (Note: If Soldier is extending as AGR, then enter ARNG/AGR prior to unit designation and UIC on first line.) Enter on second line: the unit's address and ZIP Code. (Example: 104th Maint Co., WQBWAA, 2001 East Capitol Street, NE, Washington, DC 20003).

Block 6. Current (latest) DD Form 4 Series.

6a. Date. Must match the date shown on the current DD Form 4. The date Soldier last executed a DD Form 4 for current term of ARNG/ARNGUS service. Using Arabic numerals enter date in year, month, and day format(YYYYMMDD).

Example: 5 April 2006 record as 20060405.

6b. Term of service. 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-series. This is the number of years indicated on DD Form 4/1. item 8. Do not include any subsequent extensions that may have been issued. (Example: 6 years for a 6 X 2)

6c. Number of Extensions Previously Granted DD Form 4-series. Enter the number of extensions, which have been issued for the latest DD Form 4.

6d. Current ETS date. The current ETS date is found on the latest contract (DD Form 4-series) or DA Form 4836. (YYYYMMDD format)

6e. Basic Pay Entry Date. (In the ARNG is known as PEBD) The PEBD is found on the original or most recent contract (DD Form 4). (YYYYMMDD format) Soldiers without a break in service will have a PEBD from their initial DD Form 4 contract.

Block 7. Provisions and Computation of this Extension (Using Arabic numerals enter 2 numerals for day, month and year).

7a. Current ETS. Enter the ETS date shown in Item 6 d.

Example: 24 June 2024 record as 24 06 24

7b. 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 8 days to reach the last day of the month of their 60th birthday; the 8 days will be placed in the "Day" column. Example: 08 11 00

7c. New ETS. Add the period of this extension (Item 7b above) to the Soldier's current ETS (Item 7a above) and enter the sum in day-month-year format as the new ETS.

Example: 02 06 25

Block 8. Authority and reason for this extension.

Enter:

- Table 8-1_____.

- Rule _____ (In this blank space enter the applicable rule from the list contained in table 8-1 above).

- Place an "X" in the block preceding the printed reference to NGR 600-200.

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 (September – not SEP) and enter 4 digits of calendar year.

Examples:

- __2d__ day of __July__, __2024__

- __1st__ day of __June__, __2024__

- __15th__ day of __August__, __2024__

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 4 digits of calendar year.

Enter on the third line the name of the State (Spell out: Michigan – not MI).

On the 4th line, line out, using a ruler and a pen containing black ink, the words "United States Army Reserve".

Signature block. The Enlistee/Re-enlistee will sign their full name.

Examples:

- John Quinton McAfee

- James T. K. O'Brien, Jr.

- Millie Jillian Smith-Connelly

Date Block. Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).

Example: 15 August 2009 - record 20090815.

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 4 digits of calendar year.

Typed name, Grade, and Branch of Commissioned Officer: Jacob N. Boulton, O4, FA

Signature of Commissioned Officer: Self-Explanatory. Name in first, middle initial, and last name sequence (initials and last name are acceptable).

Note: Person authorized by state law may administer the oath for members of the Army National Guard.

Chapter 3

Basic eligibility standards, authorized periods of extension and waiver authority.

3-1. Rules and Waiver Authority

Rule A

Applies to: Soldiers fully eligible for extension in the ARNG.

Period: 1, 2, 3, 4, 5, or 6 years.

Rule B

Applies to: Soldiers eligible for a retention or other bonus per current bonus policies as published by ARNG-HRMI and/or NGR 600-7. Rule B will be utilized for all types of incentives.

Period: Soldiers eligible for a retention bonus or other monetary incentive may extend only for the period authorized for bonuses per current bonus policies published by ARNG-HRM-I and/or NGR 600-7.

Rule C

Applies to: Soldiers with less than 1 year remaining before age 60.

Period: Up to 1 year, but not past the last day of the month in which the Soldier reaches the age of 60. See Rule N for extensions beyond age 60.

Rule D

Applies to: Soldiers enlisted as non-prior service (NPS) under 1 of the enlistment options for completing their Selected Reserve obligations per (para 8-4) (i.e.: 3x5, 4x4, 6x2, 8x0), with a remaining obligation and who desire to continue in an active status.

Period: 1, 2, 3, 4, 5, or 6 years to include whole months if required.

Rule E

Applies to: Soldiers who have at least 18, but fewer than 20, years of qualifying service for nonregular retired pay at age 60 for whom disapproval authority is the Secretary of the Army (SA) or his designated representative. This disapproval is final. Soldiers with at least 18 and fewer than 20 qualifying years of service for nonregular retired pay at age 60, unless physically disabled, will be extended to the point where they can attain 20 qualifying years.

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These Soldiers may be processed for separation for cause per AR 135-178, but may not be discharged without the written approval of SA per AR 135-178 (Enlisted Administrative Separations), paragraph 1-12. Those who require a waiver for extension must be processed under AR 135-178, before involuntary separation can be accomplished. See paragraph 6-32 for additional guidance.

Period: Extended for the years, months and days that are required to reach the last day of the month the Soldier obtains 20 years of qualifying service.

Rule F

Applies to: Soldiers who must or who desire to extend to:

1. Attend training that requires a period of remaining service.
2. Enroll in the Simultaneous Membership Program (SMP).
3. Enter on or extend a tour of active duty/mobilization or full-time National Guard duty including AGR.
4. Participate in a State education assistance program.
5. Qualify for the Montgomery GI Bill.
6. Satisfy a remaining service requirement for promotion per AR 600-8-19.
7. Qualify for a program, benefit, or entitlement (except for monetary benefits under the SRIP) which requires a minimum period of remaining service.

8. Allow extensions up to but not to exceed the maximum time established by the state AG for Soldiers selected for separation under the Qualitative Retention Board (QRB).
9. Any other valid circumstances not mentioned above. (For approval authority: MPMO/G1).
Period: Any period up to 6 years, that will satisfy the requirement. Extensions are authorized at any time during the current enlistment.

Rule G

Applies to: Soldiers who request transfer to the ING who do not have a contractual obligation for ARNG/ARNGUS service. This rule also includes Soldiers in the ING who desire to remain in the ING or return to active drilling status in the ARNG.

Period: Extensions as authorized in Rule A.

Rule H

Rescinded.

Rule I

Applies to: Soldiers retained beyond ETS for reasons outlined in (para 8-8).

Period: Reasonable time to complete administrative actions, not to exceed 24 months.

Approval authority: TAG (delegated to MPMO/G1) or unit commander if a unit level action.

Rule J

Applies to: Soldiers otherwise eligible to extend or immediately reenlist, but who failed to take or pass last APFT/ACFT within 8 months (AGR) 14 months (Traditional) prior to signing a reenlistment agreement. To include, Soldiers with temporary physical profiles who failed to have a passing APFT/ACFT within the preceding 8 months (AGR) 14 months (Traditional) of their profile may be extended for not more than 12 months to allow removal of the profile and administration of an APFT/ACFT.

Period: Whole months, but not to exceed a total of 12 months, for non-deploying Soldiers.

Exception: Soldiers with temporary physical profiles (profile cannot exceed 12 months from date of new extension) which preclude administration of an APFT/ACFT, but who have passed an APFT/ACFT within the preceding 8 months (AGR) 14 months (Traditional) to the date of awarding of the profile, are eligible for reenlistment for any period up to 6 years under Rule A or Rule B of this table.

Approval authority: First COL in the Soldier's chain of command provided the extension will not enter a Soldier into sanctuary. Approval authority for sanctuary will be TAG (delegated to MPMO). Waiver authority: First COL or MPMO/G1.

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through command channels.
2. DA Form 705 last 3 years.
3. NGB Form 23. 72 NGR 600-200 | 25 March 2021

Rule K

Applies to: Soldiers in the Army Body Composition Program who are making satisfactory progress to meet the body composition requirements of AR 600-9.

Period: Whole months, but not to exceed a total of 12 months, for non-deploying Soldiers. For Soldiers with at least 18 but fewer than 20 qualifying years of service for regular or non-regular retired pay at age 60, approval authority may authorize extension in whole months for the minimum time required to complete 20 qualifying years.

Exception: Soldiers under medical care for pregnancy and exceed the weight standards of AR 600-9 may reenlist/extend under Rule A or Rule B of this table provided they were not flagged for body composition prior to pregnancy.

Approval authority: First COL in the Soldier's chain of command provided the extension will not enter a Soldier into sanctuary. Approval authority for sanctuary will be TAG (delegated to MPMO) Soldiers who are making satisfactory improvement in their Body composition, may receive an additional waiver for a period not to exceed 6 months. Waiver authority: First COL or MPMO/G1 as required.

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through channels.
2. Body composition file, to include monthly DA Form 5500/5501 past 6 months.
3. NGB Form 23.

Rule L

Applies to: Soldiers in the Army Body Composition Program who are making satisfactory progress to meet the body composition requirements of AR 600-9 and those Soldiers who failed to take or pass last APFT/ACFT within 8 months (AGR) 14 months (Traditional) prior to signing a reenlistment agreement.

Period: Whole months, but not to exceed a total of 12 months, for non-deploying Soldiers. For Soldiers with at least 18 but fewer than 20 qualifying years of service for non-regular retired pay at age 60, approval authority may authorize extension in whole months for the minimum time required to complete 20 qualifying years.

Exception: See exceptions in Rule J and Rule K.

Approval authority: First COL in the Soldier's chain of command provided the extension will not enter a Soldier into sanctuary. Approval authority for sanctuary will be TAG (delegated to MPMO/G1) Soldiers who are making satisfactory improvement in both their Body composition and physical fitness, may receive an additional waiver for a period not to exceed 6 months.

Waiver authority: First COL or MPMO/G1 as required.

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through command channels.
2. Body composition file, to include monthly DA Form 5500/5501 past 6 months.
3. DA Form 705 last 3 years.
4. NGB Form 23.

Rule M

Applies to: Medically Non-Deployable per Army Directive 2018-22. In order to be eligible for extension Soldiers must maintain medical readiness, health, and dental assessments. Soldiers who are not deployable upon reaching their scheduled ETS date, will only be extended for the minimum period required to resolve the restriction.

Period: Whole months, but not to exceed a total of 12 months for Soldiers which are MRC 3 and do not require a Medical Review Board. Soldiers who are currently in the iDES process will be allowed to extend for an estimated period until a final determination is made.

Approval authority: TAG (delegated to MPMO/G1).

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through command channels.
2. MEDPROS printout.

Rule N

Applies to: Lack of eligibility for nonregular retired pay. Traditional Soldier is not qualified for retirement per AR 135-180 upon reaching age 60, but could qualify prior to reaching age 64. Soldiers who will not qualify for a nonregular retirement will not be extended beyond their 60th birthday.

Approval authority: TAG up to age 62 provided the Traditional Soldier will qualify for nonregular retired pay. Soldiers who will not qualify for retire pay by the age of 62 requires the approval of DARNG (ARNG-HRH-E) up to age 64. Traditional Soldiers are authorized to extend for the minimum period to qualify for nonregular retired pay.

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Minimum documentation required:

1. Memorandum request for waiver from the unit commander through command channels, endorsed by TAG for NGB waivers.
2. DD Forms 214 and NGB Forms 22 that show all creditable service and a current NGB Form 23 (Retirement Point Accounting System (RPAS) Statement).
3. Medical PULHES from latest PHA.

Rule O

Applies to: Technician retirement. Soldier employed as a Military Technician who is or is not qualified for retirement at age 60 under provisions of AR 135-180, and is not qualified for technician retirement, may be extended to the end of the month in which eligibility is gained, but not for more than 2 years. Approval authority: TAG (delegated to MPMO/G1) when all creditable civil service has been verified by the Human Resource Office up to age 62. DARNG (ARNG-HRH-E) beyond age 62. However, Soldier cannot extend past age 64 to qualify for either retirement by law.

Minimum documentation required:

1. Memorandum request for waiver from unit commander through command channels.
2. Certificate of all creditable technician and creditable Federal civil service.
3. Medical PULHES from latest PHA.

Rule P

Applies to: Age. Traditional Soldiers who are or are not qualified for retirement at age 60 per AR 135-180 may be extended up to the last day of the month they reach age 62 due to mission essential requirements. No additional waivers will be authorized.

Approval authority: TAG (delegated to MPMO/G1).

Minimum documentation required: Commander memorandum justifying why this individual is essential to the mission and that there is no other individual who can perform that Soldier's duties.

Rule Q

Applies to: Physical examination. The Soldier does not have a current periodic health assessment.

Period: 3 months for Soldiers who agree to complete the requirement.

Approval authority: First COL in the Soldier's chain of command.

Minimum documentation required: Memorandum request for waiver from unit commander through command channels.

Rule R

Applies to: Flagged for any non-transferrable actions. Soldiers pending legal action, either military or civil, provided otherwise qualified, and recommended by the commander may be extended until final outcome of action.

Period: Minimum amount of time required to complete the action; not to exceed 12 months.

Approval authority: TAG (may be delegated to first GO in CoC).

Minimum documentation required:

1. Soldier's request for waiver through command channels.
2. DA Form 268.
3. Supporting documentation.

Rule S

Applies to: Flagged for Punishment phase (Flag Code H). Soldiers who's punishment from UCMJ or similar state laws and or civil court have moved into the punishment phase and punishment does not include confinement, restraint, or travel restrictions, provided otherwise qualified, may be extended for the period of the punishment.

Approval authority: TAG (may be delegated to first GO in CoC).

Minimum documentation required:

1. Memorandum request for waiver from unit commander through command channels.
2. DA Form 268.
3. Supporting documentation.

Rule T

Applies to: Soldiers identified in legacy PME Backlog. Soldiers who are not PME qualified in their current grade, provided otherwise qualified, and recommended by the commander may be extended for a period to meet the course requirements with PME course reservation.

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Approval authority: TAG (may be delegated to first GO in CoC)

Minimum documentation required:

1. Memorandum request for waiver from unit commander through command channels.
2. ATRRS reservation for the required PME course.

3-2. Processing Steps

a. Units and Retention NCO's will scrub RMS reports to identify any Soldier that may need a waiver for retention purposes. See 3-1 for reasons a Soldier would need an extension waiver.

b. All waivers for extension of enlistment must be processed using a DA Form 4187 (see example) and memorandum request for waiver from unit commander through command channels and other required documentation as outlined in 3-1.

c. Waivers that require approval by the TAG must be recommended using a memorandum request for waiver from unit commander through the Soldier's chain of command before being sent to the G-1 for review.

d. Waivers that may be approved by the First COL in the Soldier's chain of command do not need to be sent to the G-1.

e. Supporting documents must be uploaded to the G-1 IPPSA CRM folder for Waivers that require approval by the TAG.

PERSONNEL ACTION <small>For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.</small>		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system. DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) BRIGADE (MSC) S-1 Representative Name Street, city, state, zip code	2. TO (Include ZIP Code) G-1 Retention Attn: Strength Management Branch ng.ga.gaarnng.list.g1-retention@mail.mil	3. FROM (Include ZIP Code) R&R-RRAM (Brigade RRAM representative name) Street, city, state, zip code
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Warrior, Hero	5. GRADE OR RANK/PMOS/AOC E-4 / SPC / 15T10	6. SOCIAL SECURITY NUMBER 123-45-6789
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Request for Extension Waiver
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Request for waiver for extension of enlistment for: 1. _____ APFT/ACFT Failure (Table 1, Rule J) Soldier otherwise eligible to extend or immediately reenlist, but failed to take or pass last APFT/ACF within 14 months before ETS. _____ Army Body Composition Program (Table 1, Rule K) Soldier is participating in a program to meet the body composition requirements of AR 600-9, and making satisfactory progress. _____ Retention beyond the age of 60 (Table 1, Rule C) Soldier is not qualified for retirement at age 60 _____ Other Reason: _____ 2. Current ETS Date: _____ Projected ETS Date: _____ 3. Number of Months for which extension waiver is requested: _____ All waivers, unless otherwise indicated, will be for one-year 4. Number of waivers previously granted: _____ Reason: _____ 5. Authority: NGB-ARH Policy #09-026, 13 Aug 2009, GAARNG G-1 SOP, 01 Oct 2022 *Waivers for APFT/ACFT failures need to include a copy of the Soldiers latest DA Form 705. *Waivers for Army Body Composition Program need to include 5500/5501 along with counseling statement. *Waivers for retention beyond the age of 60 requires a memo stating reason/ justification including a detailed plan on when the Soldier plans to retire. Also include a copy of the Soldiers RPAM statement. (requires TAG Approval)		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE 	13. SIGNATURE 	14. DATE (YYYYMMDD)

DA FORM 4187, MAY 2014

SUPERSEDES DA FORM 4187, JAN 2000
AND REPLACES DA FORM 4187-1-R, APR 1995Page 1 of 2
APO LC v1.03ES**SAMPLE DA FORM 4187 – REQUEST FOR EXTENSION WAIVER**

DEVELOPMENTAL COUNSELING FORM <small>For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.</small>		FY 22
DATA REQUIRED BY THE PRIVACY ACT OF 1974 AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army. PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates. ROUTINE USES: The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system. DISCLOSURE: Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.) 1. <i>The Extension Interview per NGR 600-200 Ch. 8 to discuss qualifications for extension, options, goals, decisions, and available incentives; to determine Soldier's extension eligibility and incentives for which he/she may be eligible.</i> 2. <i>Inform the Soldier that his/her eligibility for re-enlistment and/or incentives must be validated by the Unit Retention NCO (URNCO).</i> 3. <i>A single DA Form 4856 may be used for all six phases of counseling (365-day through 30-day)</i>		
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 365 days out <small>FLJ/URNCO</small> </div> <div> <input type="checkbox"/> 270 days out <small>PSG/Section Ldr</small> </div> <div> <input type="checkbox"/> 180 days out <small>CDR/TSQ/URNCO</small> </div> <div> <input type="checkbox"/> 120 days out <small>1SG</small> </div> <div> <input type="checkbox"/> 90 days out <small>CDR</small> </div> <div> <input type="checkbox"/> 60 days out <small>RPNCO</small> </div> <div> <input type="checkbox"/> 30 days out <small>BSMC/SM</small> </div> </div>		
ETS <input type="text"/> PEBD <input type="text"/> TIS at current ETS <input type="text"/> yrs. DMOSQ <input type="text"/> Primary <input type="checkbox"/> Excess <input type="checkbox"/> Previous EXT <input type="checkbox"/>		
Date of last APFT (within 14 months) <input type="text"/> GO <input type="checkbox"/> NO-GO <input type="checkbox"/> Weight <input type="text"/> <input type="checkbox"/> NO-GO <input type="checkbox"/> Flagged <input type="checkbox"/>		
PART III - SUMMARY OF COUNSELING		
Complete this section during or immediately subsequent to counseling.		
Key Points of Discussion: <input type="checkbox"/> Discuss current Select Reserve Incentive Program (SRIP) benefits. Must meet eligibility requirements. Must have valid APFT within 14 months (M-Day) or 8 months (AGR) of document posting date. Soldier can also extend for SLRP and MGIB Kicker. 1. Incentives are subject to change throughout the year. Refer to current SRIP policy. 2. Student Loan Repayment Program (SLRP). Up to \$50,000 for qualifying Federal loans. (approx. \$31K after taxes) 3. Montgomery GI Bill (MGIB) Kicker. Pays \$350/month during periods of enrollment up to 36 months. 4. Re-enlistment/Extension Bonus (REB). 2, 4 or 6 year extension within one year of ETS. - E7 or below must not exceed 13 years and 1 month TIS (TIS is based on contract start date, not the date of signature). - 6 years (\$12,000) Payment is processed lump sum upon contract start date. - 4 years (\$6,000) Payment is processed lump sum upon contract start date. - 2 years (\$2,500) Payment is processed lump sum upon contract start date. - 1 period of AWOL will terminate bonus with RECOUPMENT. (Annual Training Only) - 2 consecutive APFT or HT/WT failures will result in termination. Combinations may be offered in conjunction with the REB. Must extend for a minimum 6-year term.		
<input type="checkbox"/> Note any Incentives from enlistment or previous extensions (Check) <div style="display: flex; justify-content: space-around;"> <div> <input type="checkbox"/> Montgomery GI Bill Kicker <input type="checkbox"/> Prior Service Enlistment Bonus </div> <div> <input type="checkbox"/> Reenlistment Bonus <input type="checkbox"/> Student Loan Repayment </div> <div> <input type="checkbox"/> Non-Prior Service Enlistment Bonus <input type="checkbox"/> Affiliation Bonus </div> </div>		
<input type="checkbox"/> Discuss Features of membership in the Army National Guard. <div style="display: flex; justify-content: space-between;"> <div> -Low Cost life, health, and dental insurance -Free Health Insurance at age 60 for retirees (TRICARE for Life) -Retirement Income at 60 (or earlier) -Transferability of GI Bill benefits to family members (Post-9/11 only) </div> <div> -100% Tuition reimbursement -Student Loan Repayment Program -Monthly/ Annual Income -Federal Tuition Assistance </div> <div> -VA Home Loans -MGIB/MGIB Kicker -Service Cancelable Loan -Thrift Savings Plan </div> </div>		
<input type="checkbox"/> Discuss factors affecting decision to ETS vs. Extend and address concerns. - Family - Employment - Education - Leadership - Camaraderie - Esprit de corps - Training - Travel		
<input type="checkbox"/> Discuss the following regarding individual's career development. <div style="display: flex; justify-content: space-between;"> <div> -Assessment of leadership skills -MOS qualification/proficiency -NCO professional development courses -Significance of NCO/E4 evaluation reports -APFT Score </div> <div> - Leadership potential - Promotion Points - Weapons Qualification - Weight control - Reclassification </div> <div> - Potential for promotion - Correspondence courses - Transfer to another unit - Additional Duty Appointments </div> </div>		
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

SAMPLE DA FORM 4856 – DEVELOPMENTAL COUNSELING

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

1. If questions arise during counseling, contact the Brigade Strength Manager (BSM), Unit Career Counselor (UCC), or RNCO.
2. During 365-day counseling, counselor selects 1 of 4 options below, enters the date of counseling, and takes associated action.
3. During subsequent phases of counseling:
 - a. If the Soldier's intent has not changed, then counselor and Soldier sign in Part IV below
 - b. If the Soldier's intent has changed, then counselor selects new option below, enters date, and takes associated action.

1. Soldier will extend current enlistment for (1, 2, 3, 4, 5, or 6) yrs for the following SRIP Incentive: REB / SLRP / MGIB Kicker / Other
(Six year ext. req'd for SLRP and MGIB Kicker)

Date: Counselor will ☐ enter number of years and SRIP above ☐ coordinate meeting between Soldier and URNCO to validate eligibility

2. Soldier would like to extend, however: ☐ is not eligible to extend without approved waiver due to flag or medical issue that precludes him/her from taking or passing an APFT: ☐ APFT Flag ☐ Weight Flag ☐ Adverse Action Flag ☐ Medical Issue

Date: Counselor will ☐ ensure immediate review of this form by URNCO

3. Soldier will ETS

Date: Counselor will ☐ ensure concerns are fully discussed and addressed ☐ ensure immediate review of this form by URNCO
☐ ensure Soldier completes exit survey (provided by URNCO)

4. Soldier is undecided as of the following counseling session (counselor initials corresponding counseling period below)

Date: 365-day 270-day 180-day 90-day 60-day 30-day (follow up monthly until intent is recorded)

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled:

Date:

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

- ensure URNCO receives the original copy of this signed form
- Inform CDR, 1SG, PSG, and FLL of Soldier's current intent
- Inform CDR and 1SG of positive and negative factors influencing Soldier's decision to extend or ETS
- ensure entries on this form are legible, accurate, and concise, so that a third party can read and understand
- ensure all extension correspondence is uploaded and filed in the appropriate system of record

Signature of Counselor:

Date:

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

365-day Counselor: <input type="text"/>	Individual Counseled: <input type="text"/>	Date: <input type="text"/>
270-day Counselor: <input type="text"/>	Individual Counseled: <input type="text"/>	Date: <input type="text"/>
180-day Counselor: <input type="text"/>	Individual Counseled: <input type="text"/>	Date: <input type="text"/>
90-day Counselor: <input type="text"/>	Individual Counseled: <input type="text"/>	Date: <input type="text"/>
60-day Counselor: <input type="text"/>	Individual Counseled: <input type="text"/>	Date: <input type="text"/>
30-day Counselor: <input type="text"/>	Individual Counseled: <input type="text"/>	Date: <input type="text"/>

Note: Both the counselor and the individual counseled should retain a record of the counseling.

SAMPLE DA FORM 4856 – DEVELOPMENTAL COUNSELING

Appendix A

References

AR 135-178

Enlisted Administrative Separations

AR 350-1

Army Training and Leader Development

AR 635-8

Separation Processing and Documents

NGR 600-200

Enlisted Personnel Management

Section II Forms

DA Form 4856

Developmental Counseling Form

DA Form 4187

Personnel Action

Glossary

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

ACFT

Army Combat Fitness Test

ARNG/ARNGUS

Army National Guard / Army National Guard of the United States

BAR

Bar to reenlistment, immediate reenlistment, or extension

CG

Commanding general

ETS

Expiration term of service

iPERMS

Interactive Personnel Electronic Records Management System

NCOES

Noncommissioned Officer Education System

PME

Professional military education

RMS

Retention Management Software

TAG

The Adjutant General

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.

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.