

REENLISTMENT/EXTENSION INSTRUCTIONS

1. Complete the Reenlistment or Extension Worksheet
2. Turn in worksheet via EMAIL 412 FSS/Career Development or drop off during following hours listed below. MUST BE completed no later than 90 days prior to Date of Separation (DOS).
 - a. Monday, Tuesday, Wednesday. Friday- 0900-1500
 - b. Thursdays- 0900-1400
 - c. Closed every 1st Monday of the Month for training
 - d. Failure to complete worksheet can affect member's pay and system processing
3. Extension-go to step 4
Reenlistment-go to step 5
4. Once extension has been signed by yourself and your Unit Commander with all digital signatures, send AF Form 1411 back to Career Development for processing within 48hrs.
5. (Reenlistment only)Schedule UCMJ Briefing via email through MSgt Sandra Ballard. Briefings are held every 3rd Wednesday of the month at 0830. Once briefing is completed memorandum from Legal must be turned in to reenlistment section.
6. (Reenlistment only)Return AF Form 901 back to Career Development at least 48hrs prior to the reenlistment date with digital signatures.
7. Complete reenlistment on the scheduled reenlistment day. Once complete with wet signatures, bring the DD Form 4 back to Career Development for processing within 48hrs of reenlistment.

Note: Upon submission of reenlistment/extension worksheet, please allow 5 duty days for processing to receive contracts from Career Development Section.