

EMT Message 10-07(C2)

14 December 2009

**Subject: Exceptions to Policy for Extension/Reenlistment Within Three Months of Scheduled ETS**

1. References:

- a. AR 601-280, Army Retention Program.
- b. RETAIN Policy Message 10-01(C1).
- c. RETAIN Policy Message 10-08.
- d. AR 635-200, Active Duty Enlisted Administrative Separations

2. Soldiers requesting an **EXTENSION** *within three months of scheduled ETS.*

a. **ELIGIBILITY:**

(1) Soldier returning from deployment that require additional time to process for separation, may extend for a maximum of 60 days IAW Policy message 10-08.

(2) Soldiers authorized UP AR 601-280 para 4-9m.

b. **PROCESSING:**

(1) All Soldiers must be prepared on RETAIN and disqualified ONLY for the three month window. If other disqualifications exist, provide a statement in the hotform remarks section explaining the discrepancy.

(2) Submit a hotline to category "EXTN" using hotform "EMT", attach any supporting documents IF necessary, for example MEDICAL.

**\*\*\*NOTE\*\*\* Any medical extension requiring MORE than 90 days, must be processed IAW AR 635-200 para 1-24.**

(3) To CONFIRM the extension, reply to the original hotline stating extension has been completed and requesting confirmation assistance.

c. **ALL OTHERS:**

(1) Any exception that does not meet the eligibility criteria established in para 2a of this message must consist of DA Form 4187 endorsed by the first Colonel (O6) in the chain command, a current ERB, with documentation substantiating the reason for the request.

(2) All hard copy packets require Soldier's last name in the subject line of the email and send to [ahrcefp@conus.army.mil](mailto:ahrcefp@conus.army.mil)

3. Soldiers requesting **REENLISTMENT** *within three months of scheduled ETS.*

a. **ELIGIBILITY:** Exceptions to policy will be considered for meritorious cases only. All exceptions for reenlistment must be endorsed through command channels to the first Colonel (O6) in the Soldier's chain of command. Any commander in the Soldier's chain of command, who does not believe the request has merit, can disapprove it without further processing. All favorably considered requests must be submitted to HRC for approval.

b. **PROCESSING:**

(1) All Soldiers must be prepared on RETAIN and disqualified ONLY for the three month window. If other disqualifications exist, provide a statement in the hotform remarks section explaining the discrepancy.

(2) Submit a hotline to category "EXCEP90" using hotform "EMT". Request must be processed through the Command Career Counselor / Installation Senior Career Counselor to HRC for approval. A hard copy packet consisting of the following must be submitted at the same time.

(a) DA Form 4187, and DA Form 3340-R, endorsed by memorandum through command channels to the first Colonel (O6) in the chain of command and an ERB. All hard copy packets require Soldier's last name in the subject line of the email and send to ahrcefp@conus.army.mil

(b) Although not required, Soldiers should be encouraged to describe the reason(s) they are requesting an exception to policy in a memorandum attached to the DA Form 3340-R.

(3) If request is approved, update the Soldiers confirmation screen and reply to the original hotline stating reenlistment has been completed and request confirmation assistance.

4. POC for this message is MSG Shepard at DSN 221-6999, EMT email account ahrcefp@conus.army.mil, or fax DSN 221-9543.

End EMT message 10-07(C2)

James Bragg