

REQUEST FOR REENLISTMENT CONTRACT

DESIRED REELISTMENT DATE: _____

TIME: _____

LOCATION: _____

SPOUSE'S NAME: _____

REENLISTING OFFICER'S UNIT: _____

REENLISTING OFFICER'S SIGNATURE BLOCK: _____

COMMANDER'S SIGNATURE BLOCK _____

NUMBER OF LEAVE DAYS AVAILABLE: _____

NUMBER OF LEAVE DATES SM WANTS TO SELL: _____

(If a SM desires to cash in leave this information is vital. A contract may not be issued without it)

A REENLISTMENT PACKET CONSISTS OF THE FOLLOWING:

- DA Form 4591-R
- Enlisted Record Brief (ERB)
- DA Form 3340 *(signed by the Commander)*
- Assumption of Command Orders *(if DA 3340 is not signed by the Commander)*
- Record APFT *(dated, signed & initialed within last 9 months)*
- Tape Test *(within last 9 months/2 signatures required)*
- Profiles *(if applicable)*
- Flag lift *(if applicable)*
- LES *(If SM desires to sell back leave)*

REMINDERS:

- Ensure the chain of command has been notified
- Flag is present
- Camera *(don't forget to forward pictures to SM)*
- RPI's are given to the SM
- Follow up to ensure AEA codes are updated, bonuses paid etc.
- Review contract for errors *(full name, all initials, correct dates)*
- Ensure SM understands option she/he is reenlisting for
- Professionalism & Pride *(treat each ceremony as if were your own)*

Courtesy of:

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