

EXTENSION WORKSHEET

RANK/GRADE	NAME (LAST, FIRST, MIDDLE)	AFSC	UNIT
DUTY PHONE	EMAIL /DEPLOYED EMAIL	DOD ID # (required)	
UNIT COMMANDER/CIVILIAN DIRECTOR		CSS NAME, EMAIL, DSN	
EXTENSION REASON			

- PROMOTION TO MSGT, SMSGT, CMSGT
- RETIRE NLT FIRST DAY OF MONTH FOLLOWING COMP OF 20 YRS TAFMS (OTHER THAN HYT)
- RETIRE FIRST DAY OF MONTH FOLLOWING HYT, ADJUSTED HYT, OR AGE 60
- RETIRE IN LIEU OF PCS ASSIGNMENT
- RETIRE DURING AN EXTENSION PERIOD
- REMAIN ON ACTIVE DUTY PENDING COMPLETION OF MEB/PEB OR MED. HOLD (RE CODE 4K) COMMISSION OR APPROVED EDUCATION PROGRAM
- COMPLETE ADAPT PROGRAM
- COMPLETE CONTROL ROSTER OBSERVATION
- COMPLETE SUSPENDED PUNISHMENT PURSUANT TO ARTICLE 15, UCMJ
- COMPLETE PERIOD OF PROBATION OR REHABILITATION
- COMPLETE AN INVESTIGATION BY MIL/CIV AUTHORITY/AWAIT DISPOSITION OF CIV COURT CHARGES/ AWAIT OUTCOME OF INVOL SEP
- PROCESS SRB APPEAL, LENGTHY SERVICE DETERMINATION, AWAIT DECISION OF AF C&PB OR SECAF DECISION
- OBTAIN CITIZENSHIP/SECURITY CLEARANCE
- SEPARATE AT HYT DATE
- RETAIN FOR PERSONAL CONVENIENCE
- QUALIFY FOR CONTINUATION PAY UNDER BRS
- MEDICAL CARE DUE TO PREGNANCY (AIRMAN/SPOUSE) OR SERIOUS INJURY/ILLNESS
- RETAIN FOR ASSIGNMENT, PCA, TDY, OR QUALIFY FOR SRB IN CONJUNCTION WITH ASSIGNMENT
- RETAIN FOR OCONUS TOUR EXT OR INDEF DEROS
- RETAIN FOR COMMAND SPONSORSHIP AT OCONUS LOCATION
- RETAIN FOR TRAINING/RETRAINING
- PROCESS FOR SEPARATION FOLLOWING DEMOTION
- QUALIFY FOR TRANSFER OF BENEFITS UNDER THE POST 9/11 GI BILL
- ATTAIN PASSING FITNESS SCORE AND AIRMAN IS CODED IAW TABLE 5.6 ITEM 9
- PROCESS AN EXTENSION OF ENLISTMENT APPEAL (CANCELLATION OR DISAPPROVAL)
- RETAIN FOR 12 OAY

NUMBER MONTHS EXT.	LEAVE SELECTION. I ELECT THE FOLLOWING OPTION: (CHECK ONE)
	<input type="checkbox"/> CARRY FWD LEAVE <input type="checkbox"/> CASH SETTLEMENT FOR _____ DAYS

- I understand I may sell leave only on my first extension of enlistment and only up to 60 days during my career
- I understand I may only extend the number of months required to meet the retainability requirement; however, if my AFSC is on the list, I may be able to extend for a longer period to qualify for SRB even though less retainability is required IAW AFI 36-2606, para 6.6.4.1.
- I understand my SRB entitlement (if eligible) is based on the date I sign the extension and the zone is determined based on when I enter the extension.
- I understand I must extend in one increment between 36 and 48 months to qualify for an SRB.
- I understand if I sell leave with my first extension, the leave sell is not processed until I enter the extension.

NAME

SIGNATURE