



**PROSPECTIVE REENLISTMENT DATA SHEET**

NAME: (LAST, FIRST, MIDDLE)	RATE:	SSN:
COMMAND	DEPT/DIV:	DUTY PHONE:
REENLISTMENT DATE AND TIME:	LOCATION:	

**REENLISTMENT OFFICER**

NAME: (LAST, FIRST, MI)	RANK:	BRANCH OF SERVICE:
TITLE:	COMMAND:	

**REENLISTMENT DATA**

Number of years reenlisting: \_\_\_\_\_ Photographer Requested: \_\_\_\_\_  
 CREO Group: \_\_\_\_\_ ENCORE Approval: \_\_\_\_\_  
 Early (Over 90 days) Reenlistment: ( ) Yes ( ) No  
 SRB Eligible: ( ) Yes ( ) No (If, Yes, Rate/NEC \_\_\_\_\_)  
 GUARD III Reenlistment: ( ) Yes ( ) No  
 Selling leave: ( ) Yes ( ) No (If Yes, Number of Days \_\_\_\_\_)  
 Special Guest: (Spouse, Children, etc.) ( ) Yes ( ) No  
 (If Yes, list by name and relation ship) \_\_\_\_\_  
 \_\_\_\_\_

Notes:

1. It is strongly recommended that all reenlistment requests be received by the PERSUPPDET no later than three weeks before the requested reenlistment if SRB or BUPERS approval is not required. Reenlistments involving SRB or BUPERS approval must be received by the PERUPPDET no later than six weeks before the requested reenlistment date.
2. First-term personnel in all CREO categories are required to submit an ENCORE package. CREO 1 and CREO 2 must submit for notification and CREO 3 must submit for approval. See latest CREO NAVADMIN for current requirements.
3. A completed reenlistment physical is required no later than three working days prior to the requested reenlistment date.
4. Reenlistment date must be definite: if due to operational requirement a change in date is necessary, the change must be provided to the PERSUPPDET no later than four working days before the new reenlistment date. If SRB is involved, the six-week lead time is required since the SRB request must be submitted.
5. All reenlistment issues must be coordinated with the Command Career Counselor.