

## **PSD PORTSMOUTH REENLISTMENTS SOP**

1. PSD Portsmouth receives a reenlistment request chit delivered via career counselor or TOPS.
  - a. All Reenlistments need to be submitted 45-30 days prior to the reenlistment date.
2. After 5 business days approved CPC or Command Career Counselor should be able to call reenlistment clerk to verify contract is ready.
3. When contract is done it may be picked up by the Commands approved CPC or Command Career Counselor and signed for in the reenlistment logbook retained by the PSD reenlistment clerk.
4. Upon completion of the reenlistment ceremony the signed contract must be returned within 2 business days.
  - a. Note: Reenlistment contract must be signed by an officer, no exceptions. However, ceremony may be conducted by another military member.

\*Please see reenlistment interview form for more detailed information about how to fill required chits out.