

## Attachment 5: Standardized Extension Worksheet

Privacy Act of 1974, Authority 10 USC 8012, Secretary of the Air Force powers and duties; delegation by AFI 36-2608, Military Personnel Records System. Information from this system of record may be disclosed for any use of the Air Force. If you do not give the required information, it will not be possible to process your request. This worksheet is utilized to complete the AF Form 1411 and is not a substitute for the AF Form 1411 or AF Form 1089.

<b>Grade/Rank</b>	<b>NAME (Last, First, Middle)</b>	<b>SSN</b>	<b>CAFSC</b>
<b>Unit/Deployed Unit</b>	<b>Duty Phone/Deployed Duty Phone</b>	<b>Email Address/Deployed Email Address</b>	
<b>Home Station (deployed only)</b>	<b>Unit Commander Name, Email Address and DSN</b>		
<b>Reason/Rule for Requested Extension</b> Rule 1: Qual for Promotion to MSgt, SMSgt & CMSgt Rule 3: Retire the first day of HYT month Rule 9: Pending Completion of MEB Rule 12: Qual for CONUS or OS PCS, PCA, TDY Rule 14: Complete Ext to OS Tour-Indef DEROS (DEROS Ext must be approved by AFPC prior to Ext req) Rule 16: Qual for Retraining or Training (Retraining must be approved prior/Training e.g. ALS/NCOA/SNCOA/OTS etc.) Rule 29: Post 9-11 GI Bill/TEB Transfer Other: _____			
<b>Leave Sell Election. I elect the following leave sell option on my 1<sup>st</sup> extension: (circle one):</b> <span style="background-color: yellow;">Note: Only required for first extensions of enlistment and the AF Form 1089 is required</span>			
a. Carry for all my leave  b. Cash Settlement for all Accrued Leave  c. Cash Settlement for _____ days			
<b>***MPS Use Only***</b>			
<b>Authorized extension months</b>	<b>Authorized Selective Reenlistment Bonus/Zone and Multiple</b>		