Extension/Re-Extension Reports

Introduction
This guide provides the procedures for Servicing Personnel Offices (SPO) to run the Ext/Rext within 30 Days Report and the Extensions Not Executed Report.

Information
The two versions of the report are important for determining which members you need to submit a Begin Extension of Enlistment or a Begin Re-extension of Enlistment transaction for to ensure there is no lapse in time.

- **Ext/Rext within 30 Days Report** – identifies extensions not executed with effective (begin) dates within the next 30 days (from current date).
- **Extensions Not Executed Report** – identifies extensions/re-extensions not executed using an open date range.

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select the <strong>Ext/Rext within 30 Days Report</strong> or the <strong>Extensions Not Executed</strong> report link from the Career Management pagelet.</td>
</tr>
</tbody>
</table>

![Career Management](attachment:Career_Management.png)

- **Obligated Service Report**
- **Contract Data**
- **DD-4 Enlistment/Reenlistment**
- **Agreement to Extend/Reextend**
- **Ext/Rext within 30 days Report**
- **AD 6th or 10th Yr Anniversary**
- **Extensions not Executed**
- **Board Images**

2  If selecting the **Ext/Rext within 30 Days Report**, enter:
- **Set ID** – Enter 00010 (Coast Guard)
- **Relation Type** –
  - **CG_DEPT_ORG** – results for one department ID (joins sub-departments)
  - **CG_ISC** – results for all units serviced by the department ID of the SPO who entered the next field
  - **CG_SPO** – results for all units serviced by the department ID of the SPO
- **Dept ID** – the department ID of the Unit, Base or SPO

Click **View Results**.

![CG_EXT_REX_WITHIN_30DAYS - Extensions 30 days from Begin](attachment:CG_EXT_REX_WITHIN_30DAYS.png)

Set ID (Use 00010 for CG) 00010
Relation Type CG_SPO
Dept ID 046017

View Results

*Continued on next page*
Extension/Re-Extension Reports, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The results will display and can be downloaded into several formats for editing/sorting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row</th>
<th>Emp Id</th>
<th>Emp Rcd</th>
<th>Name</th>
<th>Job Title</th>
<th>Dept Id</th>
<th>Dept Descr</th>
<th>Contract End Date</th>
<th>Contract Type</th>
<th>Contract End Date</th>
<th>Contract Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1234567</td>
<td>0</td>
<td>Oscar the Grouch</td>
<td>MKC</td>
<td>0005</td>
<td>03/26/2021</td>
<td>EXT</td>
<td>00038</td>
<td>CGC AQUIDNECK</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2345678</td>
<td>0</td>
<td>Big Bird</td>
<td>AETC</td>
<td>0903</td>
<td>02/01/2021</td>
<td>RELX</td>
<td>000961</td>
<td>AIRISTA ELIZABETH CITY</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3456789</td>
<td>0</td>
<td>Cookie Monster</td>
<td>BMC</td>
<td>0903</td>
<td>03/03/2021</td>
<td>EXT</td>
<td>043805</td>
<td>SMTC TAC BOAT STANIFORD SECTION</td>
<td></td>
</tr>
</tbody>
</table>

4 If selecting the Extensions Not Executed report, enter:
- Set ID – 00010 (Coast Guard)
- Relation Type –
  - CG_DEPT_ORG – results for one department ID (joins sub-departments)
  - CG_ISC – results for all units serviced by the department ID of the SPO who entered the next field
  - CG_SPO – results for all units serviced by the department ID of the SPO
- Related Deptid – results for the department ID of the unit, Base or SPO
- From/Thru Dates – the inclusive dates for the report

Click View Results.

```
CG_EXTREXT_NOT_EXECUTED - Extensions Not Executed
```

5 The results will display and can be downloaded into several formats for editing/sorting.

<table>
<thead>
<tr>
<th>Row</th>
<th>Emp Id</th>
<th>Emp Rcd</th>
<th>Name</th>
<th>Job Title</th>
<th>Dept Id</th>
<th>Dept Descr</th>
<th>Contract End Date</th>
<th>Contract Type</th>
<th>Contract End Date</th>
<th>Contract Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1234567</td>
<td>0</td>
<td>Oscar the Grouch</td>
<td>MKC</td>
<td>00038</td>
<td>03/26/2021</td>
<td>EXT</td>
<td>03/29/2021</td>
<td>Extension</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2345678</td>
<td>0</td>
<td>Big Bird</td>
<td>AETC</td>
<td>000561</td>
<td>03/07/2021</td>
<td>RELX</td>
<td>03/02/2021</td>
<td>Reextension</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3456789</td>
<td>0</td>
<td>Cookie Monster</td>
<td>BMC</td>
<td>043805</td>
<td>03/09/2021</td>
<td>EXT</td>
<td>03/09/2021</td>
<td>Extension</td>
<td></td>
</tr>
</tbody>
</table>

2 March 2021