

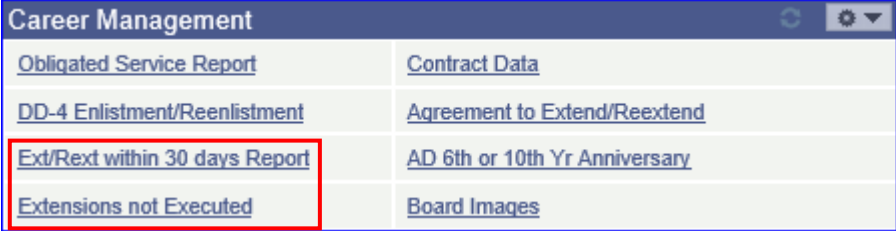
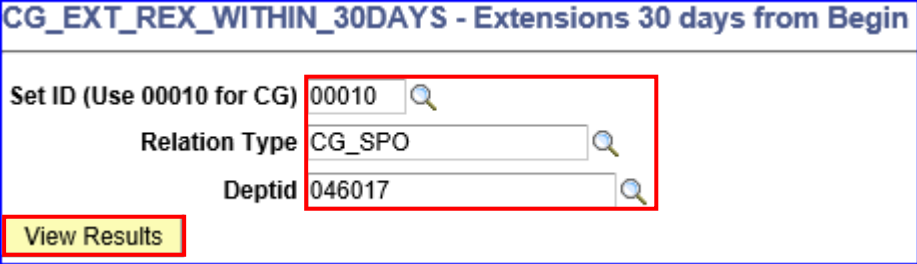
## Extension/Re-Extension Reports

**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.

Step	Action
1	<p>Select the <b>Ext/Rext within 30 Days Report</b> or the <b>Extensions Not Executed Report</b> link from the Career Management pagelet.</p> 
2	<p>If selecting the <b>Ext/Rext within 30 Days Report</b>, enter:</p> <ul style="list-style-type: none"> <li>• <b>Set ID</b> – Enter 00010 (Coast Guard)</li> <li>• <b>Relation Type</b> – <ul style="list-style-type: none"> <li>– <b>CG_DEPT_ORG</b> – results for one department ID (joins sub-departments)</li> <li>– <b>CG_ISC</b> – results for all units serviced by the department ID of the SPO who entered the next field</li> <li>– <b>CG_SPO</b> – results for all units serviced by the department ID of the SPO</li> </ul> </li> </ul> <p><b>Dept ID</b> – the department ID of the Unit, Base or SPO</p> <p>Click <b>View Results</b>.</p> 

*Continued on next page*

## Extension/Re-Extension Reports, Continued

Procedures,  
continued

Step	Action																																				
<p><b>3</b></p>	<p>If selecting the <b>Extensions Not Executed Report</b>, enter:</p> <ul style="list-style-type: none"> <li>• <b>Set ID</b> – 00010 (Coast Guard)</li> <li>• <b>Relation Type</b> –               <ul style="list-style-type: none"> <li>– <b>CG_DEPT_ORG</b> – results for one department ID (joins sub-departments)</li> <li>– <b>CG_ISC</b> – results for all units serviced by the department ID of the SPO who entered the next field</li> <li>– <b>CG_SPO</b> – results for all units serviced by the department ID of the SPO</li> </ul> </li> <li>• <b>Related Deptid</b> – results for the department ID of the unit, Base or SPO</li> <li>• <b>From/Thru Dates</b> – the inclusive dates for the report</li> </ul> <p>Click <b>View Results</b>.</p> <div data-bbox="352 869 1193 1234" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_EXTREXT_NOT_EXECUTED - Extensions Not Executed</b></p> <p>Set ID (Use 00010 for CG) <input style="border: 1px solid red;" type="text" value="00010"/></p> <p>Relation Type <input style="border: 1px solid red;" type="text" value="CG_SPO"/></p> <p>Related Deptid <input style="border: 1px solid red;" type="text" value="0476017"/></p> <p>From Date <input style="border: 1px solid red;" type="text" value="05/01/2018"/></p> <p>Thru Date <input style="border: 1px solid red;" type="text" value="08/28/2018"/></p> <p><input style="border: 1px solid red;" type="button" value="View Results"/></p> </div>																																				
<p><b>4</b></p>	<p>The results will display and can be downloaded into several <b>formats</b> for editing/sorting.</p> <div data-bbox="352 1339 1378 1464" style="border: 1px solid blue; padding: 5px;"> <p>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)</p> <p>View All <span style="float: right;">First <input style="width: 50px;" type="text" value="1-100 of 121"/> Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Emplid</th> <th>Empl Rcd</th> <th>Name</th> <th>Job Title</th> <th>Dept ID</th> <th>Dept Descr</th> <th>Contract Nbr</th> <th>Contract Eff Date</th> <th>Contract Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9999999</td> <td>0 Ralph Fiennes</td> <td>BM3</td> <td>000590</td> <td>CG STA MIAMI BEACH</td> <td>0001</td> <td>06/02/2018</td> <td>Extension</td> </tr> <tr> <td>2</td> <td>8888888</td> <td>0 Joseph Fiennes</td> <td>BM1</td> <td>000590</td> <td>CG STA MIAMI BEACH</td> <td>0001</td> <td>08/16/2018</td> <td>Reextension</td> </tr> <tr> <td>3</td> <td>9999999</td> <td>0 Ralph Fiennes</td> <td>BM3</td> <td>000590</td> <td>CG STA MIAMI BEACH</td> <td>0001</td> <td>07/02/2018</td> <td>Reextension</td> </tr> </tbody> </table> </div>	Emplid	Empl Rcd	Name	Job Title	Dept ID	Dept Descr	Contract Nbr	Contract Eff Date	Contract Type	1	9999999	0 Ralph Fiennes	BM3	000590	CG STA MIAMI BEACH	0001	06/02/2018	Extension	2	8888888	0 Joseph Fiennes	BM1	000590	CG STA MIAMI BEACH	0001	08/16/2018	Reextension	3	9999999	0 Ralph Fiennes	BM3	000590	CG STA MIAMI BEACH	0001	07/02/2018	Reextension
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