


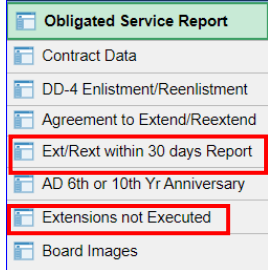
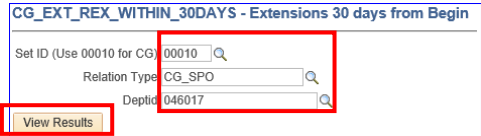
Extension/Re-Extension Reports

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	Click on the Career Management tile. 
1.5	Select the Ext/Rext within 30 Days Report or the Extensions Not Executed option. 
2	If selecting the Ext/Rext within 30 Days Report , enter: <ul style="list-style-type: none"> • Set ID – Enter 00010 (Coast Guard) • Relation Type – <ul style="list-style-type: none"> – 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 . 

Continued on next page

Extension/Re-Extension Reports, Continued

Procedures,
continued

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<p>3</p>	<p>The results will display and can be downloaded into several formats for editing/sorting.</p> <div data-bbox="368 528 1396 680" style="border: 1px solid black; padding: 5px;"> <p>Download results in : Excel Spreadsheet CSV Text File XML File (12 kb)</p> <p>View All First 1-39 of 39 Last</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Emplid</th> <th>Empl Rcd</th> <th>Name</th> <th>Job Title</th> <th>Contract Nbr</th> <th>Contract Eff Date</th> <th>Contract Type</th> <th>Dept ID</th> <th>Dept Descr</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>000338</td> <td>CGC AQUIDNECK</td> </tr> <tr> <td>2</td> <td>2345678</td> <td>0</td> <td>Big Bird</td> <td>AETC</td> <td>0003</td> <td>03/02/2021</td> <td>REX</td> <td>000561</td> <td>AIRSTA ELIZABETH CITY</td> </tr> <tr> <td>3</td> <td>3456789</td> <td>0</td> <td>Cookie Monster</td> <td>BMC</td> <td>0003</td> <td>03/09/2021</td> <td>EXT</td> <td>043805</td> <td>SMTC TAC BOAT STAN/RFO SECTION</td> </tr> </tbody> </table> </div>	Row	Emplid	Empl Rcd	Name	Job Title	Contract Nbr	Contract Eff Date	Contract Type	Dept ID	Dept Descr	1	1234567	0	Oscar the Grouch	MKC	0005	03/26/2021	EXT	000338	CGC AQUIDNECK	2	2345678	0	Big Bird	AETC	0003	03/02/2021	REX	000561	AIRSTA ELIZABETH CITY	3	3456789	0	Cookie Monster	BMC	0003	03/09/2021	EXT	043805	SMTC TAC BOAT STAN/RFO SECTION
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