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 so 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

Procedures See below.

Step	Action
1	Click on the Career Management tile.
	Career Management
2	Select the Evt/Revt within 30 Days Report or the Evtensions Not Evecuted
4	option
	AD 6th or 10th Yr Anniversary
	Agreement to Extend/Reextend
	Board Images
	Contract Data
	DD-4 Enlistment/Reenlistment
	Ext/Rext within 30 days Report
	Extensions not Executed
	Dbligated Service Report

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Extension/Re-Extension Reports, Continued

Procedures,

continued

Step	Action
3	If selecting the Ext/Rext within 30 Days Report, enter:
	• Sat ID Enter 00010 (Coast Guard)
	• Set ID – Effet 00010 (Coast Ouald)
	• Relation Type –
	-CG_DEPT_ORG – results for one department ID (joins sub-departments)
	$-\mathbf{C}\mathbf{G}\mathbf{I}\mathbf{S}\mathbf{C}$ - results for all units serviced by the department ID of the SPO
	ed_ise results for an antis serviced by the department is of the site
	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 Desults
	CG_EXT_REX_WITHIN_30DAYS - Extensions 30 days from Begin
	Sat ID (Lice 00010 for CC) 00010
	Relation Type CG_SPO
	Duried Data 201
	View Results
	Row Emplid Empl Rcd Name J
4	The results will display and can be downloaded into several formats for
	editing/sorting.
	Download results in : Excel SpreadSheet CSV Text File XML File (46 kb)
	View All First 1-100 of 145 (a) Last
	Row Emplid Empl Red Name Job Title Contract IMP Contract Type Dept ID Dept Descr
	1 1234057 0 Commer MacManus BMC 0004 10/25/2023 REX 00/394 CG STA SANUY HOUK 2 111111 0 Murph MacManus ME1 0006 09/21/2023 EXT 00/840 SEC SE NEW ROLENFORCEMENT DIV
	3 222222 0 Paul Smecker MST1 0004 10/23/2023 REX 007482 SEC N NEW ENG INSPECTIONS DIV
	4 3333333 0 Rocco CSC 0004 10/16/2023 EXT 007263 SEC BOSTON INTEL STAFF
l	5 444444 0 Rosengurtle Baumgartener BMCS 0005 08/16/2023 EXT 000475 CG ANT BRISTOL

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Extension/Re-Extension Reports, Continued

Procedures,

continued

Step	Action
5	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
	Set ID (Use 00010 for CG) 00010
	Relation Type CG_SPO
	Related Deptid 000012
	*Erom Date 00/01/2023
	^ Infu Date 10/31/2023 [3]
	View Results
6	The results will display and can be downloaded into several formats for
	editing/sorting.
	View Results Download results in: Excel SpreadSheet CSV Text File XML File (1 kb)
	View All First 1-2 of 2 Last
	Row Empild Empild Empild Empild Name Job Title Dept ID Dept Descr Contract Nbr Contract If Date Contract Type 1 1234567 0 Will Hunting AMT3 000012 AIRSTA BORINQUEN 0001 09/16/2023 Extension
	2 9870043 0 Deal Maguile AMT3 000012 AIRSTABORINQUEN 0001 10/19/2023 Reextension