


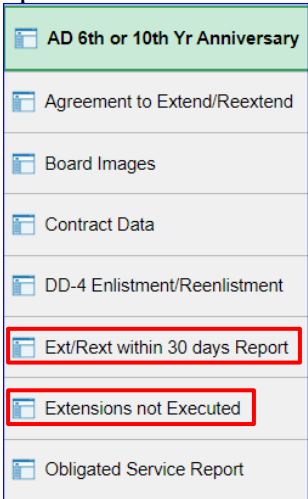
Extension/Re-Extension Reports

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 not executed using an open date range.

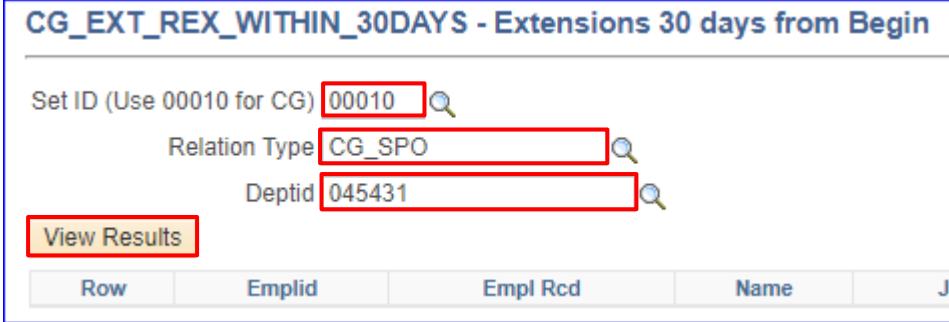

Procedures See below.

Step	Action
1	Click on the Career Management tile.  A screenshot of a software interface showing a tile labeled "Career Management" with an icon of three stylized human figures in purple, black, and red.
2	Select the Ext/Rext within 30 Days Report or the Extensions Not Executed option.  A screenshot of a menu with several options. The options are: "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", and "Obligated Service Report". The "Ext/Rext within 30 days Report" and "Extensions not Executed" options are highlighted with red boxes.

Continued on next page

Extension/Re-Extension Reports, Continued

Procedures,
continued

Step	Action
3	<p>If selecting the Ext/Rext within 30 Days Report, enter:</p> <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 <p>Dept ID – the department ID of the Unit, Base or SPO</p> <p>Click View Results.</p> 
4	<p>The results will display and can be downloaded into several formats for editing/sorting.</p> 

Continued on next page

Extension/Re-Extension Reports, Continued

Procedures,
continued

Step	Action																														
<p>5</p>	<p>If selecting the Extensions Not Executed report, enter:</p> <ul style="list-style-type: none"> • Set ID – 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 • Related Deptid – results for the department ID of the unit, Base or SPO • From/Thru Dates – the inclusive dates for the report <p>Click View Results.</p> <div data-bbox="363 837 1267 1193" style="border: 1px solid blue; padding: 5px;"> <p>CG_EXTREXT_NOT_EXECUTED - Extensions Not Executed</p> <p>Set ID (Use 00010 for CG) <input type="text" value="00010"/> </p> <p>Relation Type <input type="text" value="CG_SPO"/> </p> <p>Related Deptid <input type="text" value="000012"/> </p> <p>*From Date <input type="text" value="09/01/2023"/> </p> <p>*Thru Date <input type="text" value="10/31/2023"/> </p> <p>View Results</p> </div>																														
<p>6</p>	<p>The results will display and can be downloaded into several formats for editing/sorting.</p> <div data-bbox="363 1305 1391 1442" style="border: 1px solid blue; padding: 5px;"> <p>View Results</p> <p>Download results in : <input type="text" value="Excel Spreadsheet"/> <input type="text" value="CSV Text File"/> <input type="text" value="XML File (1 kb)"/></p> <p>View All First 1-2 of 2 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>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>1234567</td> <td>0</td> <td>Will Hunting</td> <td>AMT3</td> <td>000012</td> <td>AIRSTA BORINQUEN</td> <td>0001</td> <td>09/16/2023</td> <td>Extension</td> </tr> <tr> <td>2</td> <td>9876543</td> <td>0</td> <td>Sean Maguire</td> <td>AMT3</td> <td>000012</td> <td>AIRSTA BORINQUEN</td> <td>0001</td> <td>10/19/2023</td> <td>Reextension</td> </tr> </tbody> </table> </div>	Row	Emplid	Empl Rcd	Name	Job Title	Dept ID	Dept Descr	Contract Nbr	Contract Eff Date	Contract Type	1	1234567	0	Will Hunting	AMT3	000012	AIRSTA BORINQUEN	0001	09/16/2023	Extension	2	9876543	0	Sean Maguire	AMT3	000012	AIRSTA BORINQUEN	0001	10/19/2023	Reextension
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