


Extension/Re-Extension Reports

Introduction This guide provides the procedures for running the Ext/Rext within 30 Days Report and the Extensions Not Executed Report.

Information The two versions of this 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.

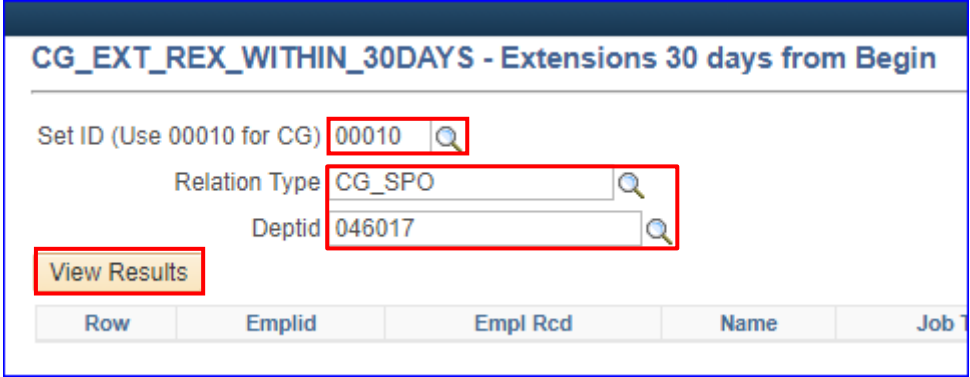
Procedures See below.

Step	Action								
1	Click on the Career Management tile. <div data-bbox="365 976 716 1254" style="border: 1px solid blue; padding: 5px; margin: 10px 0;">  </div>								
2	Select the Ext/Rext within 30 Days Report or the Extensions Not Executed option. <div data-bbox="365 1364 699 1899" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0f2f1;">AD 6th or 10th Yr Anniversary</td></tr> <tr><td>Agreement to Extend/Reextend</td></tr> <tr><td>Board Images</td></tr> <tr><td>Contract Data</td></tr> <tr><td>DD-4 Enlistment/Reenlistment</td></tr> <tr style="border: 2px solid red;"><td>Ext/Rext within 30 days Report</td></tr> <tr style="border: 2px solid red;"><td>Extensions not Executed</td></tr> <tr><td>Obligated Service Report</td></tr> </table> </div>	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	Obligated Service Report
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Extension/Re-Extension Reports, Continued


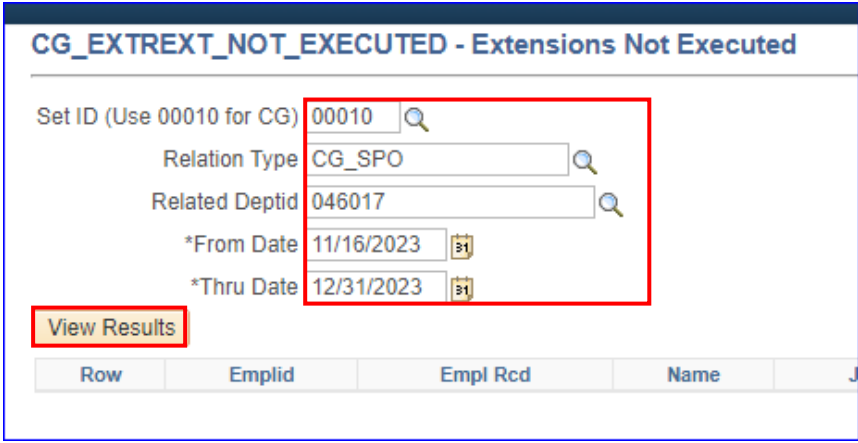
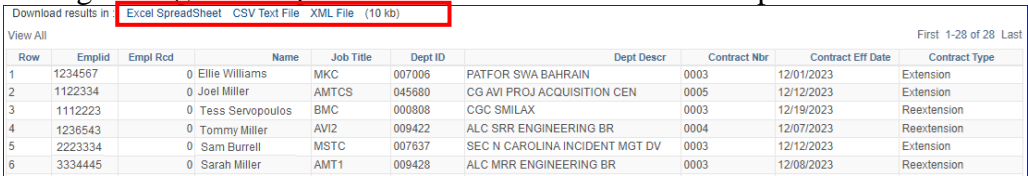
Procedures,
continued

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 • Dept ID – the department ID of the Unit, Base or SPO <p>Click View Results.</p> 

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<p>4</p>	<p>The results will display and can be downloaded into several formats for editing/sorting. This report shows 51 items for this department.</p>  <p>Download results in: Excel Spreadsheet CSV Text File XML File (16 kb)</p> <p>View All First 1-51 of 51 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>Ellie Williams</td><td>MKC</td><td>0003</td><td>12/01/2023</td><td>EXT</td><td>007006</td><td>PATFOR SWA BAHRAIN</td></tr> <tr><td>2</td><td>1122334</td><td>0</td><td>Joel Miller</td><td>AMTCS</td><td>0005</td><td>12/12/2023</td><td>EXT</td><td>045680</td><td>CG AVI PROJ ACQUISITION CEN</td></tr> <tr><td>3</td><td>1112223</td><td>0</td><td>Tess Servopoulos</td><td>BMC</td><td>0003</td><td>12/19/2023</td><td>REX</td><td>000808</td><td>CGC SMLAX</td></tr> <tr><td>4</td><td>1236543</td><td>0</td><td>Tommy Miller</td><td>AVI2</td><td>0004</td><td>12/07/2023</td><td>REX</td><td>009422</td><td>ALC SRR ENGINEERING BR</td></tr> <tr><td>5</td><td>2233456</td><td>0</td><td>Henry Burrell</td><td>YNCS</td><td>0003</td><td>11/03/2023</td><td>EXT</td><td>038456</td><td>NSFCC COMMAND STAFF</td></tr> <tr><td>6</td><td>2223334</td><td>0</td><td>Sam Burrell</td><td>MSTC</td><td>0003</td><td>12/12/2023</td><td>EXT</td><td>007637</td><td>SEC N CAROLINA INCIDENT MGT DV</td></tr> <tr><td>7</td><td>3344567</td><td>0</td><td>Kathleen Coghlan</td><td>AETCS</td><td>0004</td><td>01/11/2024</td><td>REX</td><td>000561</td><td>AIRSTA ELIZABETH CITY</td></tr> <tr><td>8</td><td>3334445</td><td>0</td><td>Sarah Miller</td><td>AMT1</td><td>0003</td><td>12/08/2023</td><td>REX</td><td>009428</td><td>ALC MRR ENGINEERING BR</td></tr> </tbody> </table>	Row	Emplid	Empl Rcd	Name	Job Title	Contract Nbr	Contract Eff Date	Contract Type	Dept ID	Dept Descr	1	1234567	0	Ellie Williams	MKC	0003	12/01/2023	EXT	007006	PATFOR SWA BAHRAIN	2	1122334	0	Joel Miller	AMTCS	0005	12/12/2023	EXT	045680	CG AVI PROJ ACQUISITION CEN	3	1112223	0	Tess Servopoulos	BMC	0003	12/19/2023	REX	000808	CGC SMLAX	4	1236543	0	Tommy Miller	AVI2	0004	12/07/2023	REX	009422	ALC SRR ENGINEERING BR	5	2233456	0	Henry Burrell	YNCS	0003	11/03/2023	EXT	038456	NSFCC COMMAND STAFF	6	2223334	0	Sam Burrell	MSTC	0003	12/12/2023	EXT	007637	SEC N CAROLINA INCIDENT MGT DV	7	3344567	0	Kathleen Coghlan	AETCS	0004	01/11/2024	REX	000561	AIRSTA ELIZABETH CITY	8	3334445	0	Sarah Miller	AMT1	0003	12/08/2023	REX	009428	ALC MRR ENGINEERING BR
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