

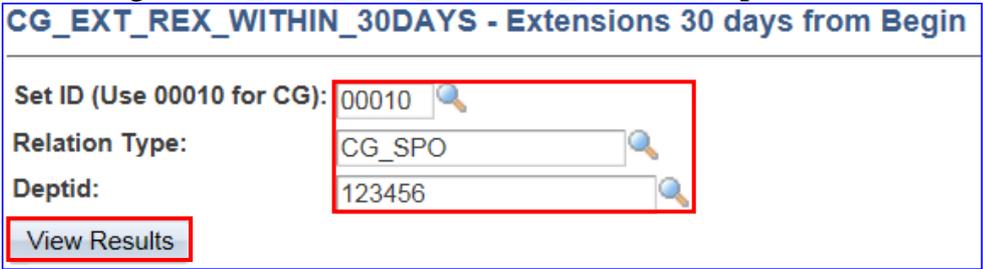
SPO – Begin Extension/Re-Extension Reports

Introduction This guide provides the procedures for Servicing Personnel Offices to run the Begin Extension and Re-Extension Reports.

Discussion There are two versions of this report:

- **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 any date range.

Procedures See below.

Step	Action
1	<p>Click the Extensions or Re-Extensions within 30 days Report or select the Extensions not Executed link in the Career Management pagelet.</p>  <p>The screenshot shows a 'Career Management' pagelet with a table of links. The links are: 'Obligated Service', 'Obligated Service Report', 'Contract Data', 'DD-4 Enlistment/Reenlistment', 'Agreement to Extend/Reextend', 'Ext/Rext within 30 days Report', and 'AD 6th or 10th Yr Anniversary', 'Extensions not Executed'. The last two links are highlighted with red boxes.</p>
2	<p>If selecting the CG_EXT_REX_WITHIN_30DAYS Report.</p>  <p>The screenshot shows a form titled 'CG_EXT_REX_WITHIN_30DAYS - Extensions 30 days from Begin'. It has three input fields: 'Set ID (Use 00010 for CG):' with '00010', 'Relation Type:' with 'CG_SPO', and 'Deptid:' with '123456'. A 'View Results' button is at the bottom left. The entire form is highlighted with a blue border, and the input fields and button are highlighted with red boxes.</p> <ul style="list-style-type: none"> • Set ID – Enter 00010 (Coast Guard) • Relation Type – <ul style="list-style-type: none"> ○ CG_DEPT_ORG – view results for one department ID (joins in sub-departments) ○ CG_ISC – view results for all units serviced by a department ID of the base entered in the next field. ○ CG_SPO – view results for all units serviced by the department of the SPO. • Deptid – Enter the department ID of the unit, Base or SPO. <p>When finished click the View Results button.</p>

Continued on next page

SPO – Begin Extension/Re-Extension Reports, Continued

Procedures,
continued

Step	Action																											
<p>2 (cont)</p>	<p>If selecting the Extensions not Executed link.</p> <div data-bbox="341 524 1233 891" 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="123456"/></p> <p>From Date: <input type="text" value="01/01/2015"/></p> <p>Thru Date: <input type="text" value="04/20/2016"/></p> <p><input type="button" value="View Results"/></p> </div> <ul style="list-style-type: none"> • Set ID – Enter 00010 (Coast Guard) • Relation Type – <ul style="list-style-type: none"> ○ CG_DEPT_ORG – view results for one department ID (joins in sub-departments) ○ CG_ISC – view results for all units serviced by a department ID of the base entered in the next field. ○ CG_SPO – view results for all units serviced by the department of the SPO. • Related Deptid – Enter the department ID of the unit, Base or SPO. • From/Thru Dates – Enter the inclusive dates for the report. <p>When finished click the View Results button.</p>																											
	<p>The results of the reports will display. Both reports may be downloaded to several formats for editing/sorting.</p> <div data-bbox="341 1400 1361 1541" style="border: 1px solid blue; padding: 5px;"> <p>Download results in : <input type="button" value="Excel Spreadsheet"/> <input type="button" value="CSV Text File"/> <input type="button" value="XML File (1 kb)"/></p> <p>View All First <input type="button" value="1-3 of 3"/> Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Emplid</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>Tweedle Dee</td> <td>YN3</td> <td>0001</td> <td>04/24/2016</td> <td>EXT</td> <td>123456</td> <td>CGC NEVERSAIL</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>Tweedle Dum</td> <td>YN2</td> <td>0002</td> <td>04/25/2016</td> <td>EXT</td> <td>123456</td> <td>CGC NEVERSAIL</td> </tr> </tbody> </table> </div>		Emplid	Name	Job Title	Contract Nbr	Contract Eff Date	Contract Type	Dept ID	Dept Descr	1	1234567	Tweedle Dee	YN3	0001	04/24/2016	EXT	123456	CGC NEVERSAIL	2	1234567	Tweedle Dum	YN2	0002	04/25/2016	EXT	123456	CGC NEVERSAIL
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