

# AUXILIARY SUPPORT (99) MISSIONS QUICK GUIDE

## This is how you should Report your time in AUXDATA II.

### **I am an elected or appointed Staff Officer**

**Mission Code =99A (ADMINISTRATION)**

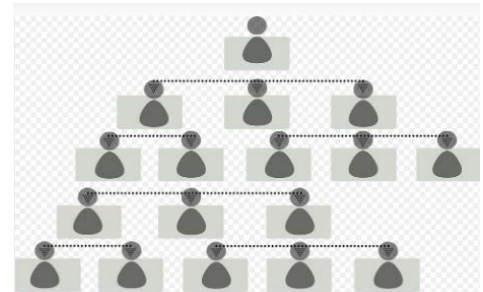
Duration = # Hours spent conducting your staff officer duties for the unit you support including meetings of that unit.

OPCON = Your District (default)

UNIT = Your Flotilla (even if a staff officer for Division, District or National)

Summary of Activities= *Last Name- Staff Officer Duties (unit) including Meetings, Travel and Admin*

- One Activity log to report the sum of the hours for this activity over a week, month or quarter.
- Member Assigned is LEAD (No Non-Lead or Trainee)



### **I am traveling to and from or preparing for a Recreational Boating Safety Support Mission**

**Mission Code =99B (BOATING SAFETY)**

Duration = # Hours spent on RBS Travel & Prep. This includes travel and preparation for Public Affairs, Public Education, Programs Visits, Vessel Safety Checks, ATON and Marine Patrol missions

OPCON = Your District (default)

UNIT = Your Flotilla

Summary of Activities = *Last Name Travel & Prep time for PE, PA, etc. – whatever applicable.*

- One Activity log to report the sum of the hours for this activity over a week, month or quarter.
- Member Assigned is LEAD (No Non-Lead or Trainee)

*The Complete Step-by-Step guide to entering data into AUXDATA II is available at <http://www.uscgaux.info/content.php?unit=IT-GROUP&category=auxdata-ii>*

**I am traveling to and from or preparing for a Marine Safety Office or Emergency Management support mission:**

Mission Code = **99C (CONTINGENCY/CONTAINERS)**

This includes travel and preparation for missions in support of a Marine Safety Unit or Emergency Management missions.

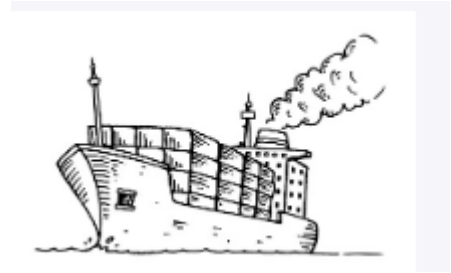
Duration = # Hours spent on Travel & Prep

OPCON = Your District (default)

UNIT = Your Flotilla

Summary of Activities = *Last Name Travel & Prep time for MS/EM – describe mission*

- One Activity log to report the sum of the hours for this activity over a week, month or quarter.
- Member Assigned is LEAD (No Non-Lead or Trainee)



**WHAT ABOUT MILES and COST?**

- Only include this information on ONE activity log. It does not have to be broken out by specific 99 Mission code)
- **Report unreimbursed cost only.** This includes such things as the cost of uniforms, cleaning and care, tolls, parking fees, transit tickets and meals when on a mission away from home. Do not include the cost of fuel.
- Report Miles travelled that were not reimbursed under travel orders.

**I am a Student in a class or an Instructor preparing for a Member Training class.**

Mission Code = **99D (STUDY)**

Duration = # Hours spent on travel, in the classroom/online and study for students or # of hours for travel, preparation to teach as an Instructor of a Member Training class. Member Training classes can be online, virtual or in-person.

OPCON = Your District (default)

UNIT = Your Flotilla

Summary of Activities = *Last Name Travel & Prep (or Study) time for XX Course.*

- One Activity log to report the sum of the hours for this activity over a week, month or quarter.
- Member Assigned is LEAD (No Non-Lead or Trainee)

**If it's not 99A, 99B, 99C or 99D nor another Mission Code, what do I use?**

Mission Code = **99E (EVERYTHING ELSE)**

Duration = # Hours spent Travel and Prep as well as time spent on missions not reported elsewhere. This commonly includes:

- Time spent on travel and prep for CG Admin and Operational support missions including culinary, clergy, or radio watch standing at a station.
- Off duty time on station or on ship
- Fellowship events such as Change of Watch, Awards Banquets, etc.
- Unit meeting time for non-staff officer
- Other time not counted as mission time or another 99 Code.

OPCON = Your District (default)

UNIT = Your Flotilla

Summary of Activities = *Last Name Travel & Prep (or Study) time for XX Course.*

- One Activity log to report the sum of the hours for this activity over a week, month or quarter.
- Member Assigned is LEAD (No Non-Lead or Trainee)



**DON'T FORGET:**

Enter the Miles and Cost on the **DETAIL** page of ONE of the activity logs.

**Reporting:**

Use the 7029 Web form as a calendar to keep track of travel & prep time and then enter the sum of the hours for each code into AUXDATA II. You can also submit the completed 7029 form to your IS Officer for entry.

**To enter into AUXDATA II:**

- Log into AUXDATA II
- Click ACTIVITY LOG on the bar across the top then click "New" on the right of the Opening Screen.
- Select the "Unit/ Individual" Resource and click "Continue"
- Enter the mission code, date and duration (# hrs.), Summary of Activities and click **SAVE**. ①

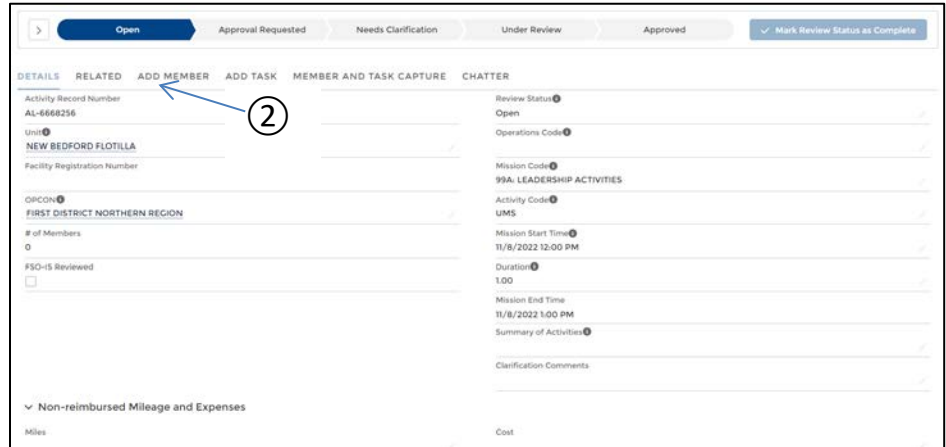
This opens the **DETAIL** page. ①

**See next page for more on REPORTING**

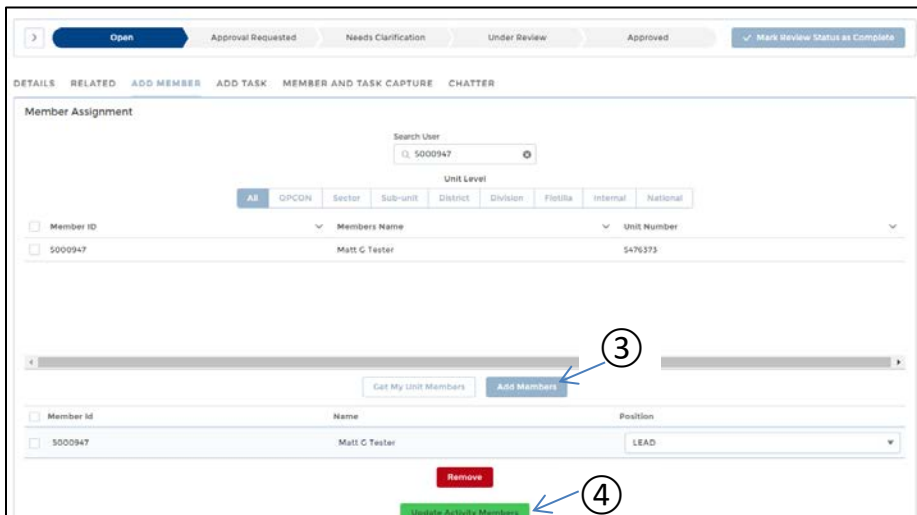
# REPORTING (CONTINUED)

Click on the ADD MEMBER tab ②

- Enter your name or member ID to find yourself, put a check mark in the box to the left of your name and click the blue “Add Member” button. ③



- In the box to the right of your name assign yourself the LEAD position.
- Click the Green “Update Member” button. ④



If you want to enter another activity log for Mission Code 99, click the **CLONE** button at the top right of the screen.  
Update:  
 ✓ Mission Code  
 ✓ Duration  
 ✓ Summary of Activities  
 ✓ Save  
 ✓ Update Status to Approval Requested

- Click on the “Approval Requested” button at the top ⑤ , then click on the blue “Mark Status Complete” ⑥ button on the top right.

