

United States Coast Guard Auxiliary  
Division 10  
5th Southern Region

# Division 10 Forms Flow Guide



2015

***Unless otherwise noted, all forms referenced in this guide are available on the following web sites:***

***Division 10 Web Page;***

[www.uscgaux.info/content.php?unit=054-10](http://www.uscgaux.info/content.php?unit=054-10)

***5th District Southern Web Page;***

[www.uscgaux.info/content.php?unit=054](http://www.uscgaux.info/content.php?unit=054)

***Use the AUX MEMBERS drop down menu at the top and select the FORMS WAREHOUSE***

## 7001 - Enrollment Application

- Completed by
  - FSO-HR,
  - Member,
  - and a qualified Fingerprint Technician
- FSO-HR sends to
  - Flotilla Commander for signature.
  - FC or FSO-HR sends package to DIRAUX

## 7002 - Coast Guard Auxiliary Award Recommendation

- Completed by
  - any Member. (See Auxiliary Manual) DCDR
- Sent forward to
  - FC,
  - DCDR,
  - Sector Captain,
    - Sent to Sector Awards Committee

## 7003 - Vessel Facility Inspection/Offer For Use ( D5SR Aux. Policy Man. 7.B.5)

- Completed by Facility owner and a qualified Vessel Examiner(VE)
  - VE send to FSO-OP (if requested) or directly to the SO-OP by e-mail or post
    - FSO-OP sends to SO-OP
    - SO-OP sends to DIRAUX
    - DIRAUX Sends accepted copy of the OFU to the SO-IS
      - SO-IS sends copy to FSO-OP and Facility Owner

## **7004 - Radio Facility Inspection, Offer of Use**

- Completed by qualified radio Inspector
  - o Sends to FSO-CM
    - Sends to SO-CM
      - Sends to DSO-CM

## **7005 - Auxiliary Pilot & Aircraft Facility Inspection**

- Completed by Qualified Pilot
- Sends to FC
  - o FC sends to Auxiliary Coordinator
    - Auxiliary Coordinator sends copy to DSO-IS
    - Auxiliary Coordinator sends copy to FC
    - Auxiliary Coordinator sends copy to Member

## **7006 - Change of Officers (Flotilla)**

- Completed by the FC
  - o FC sends to SO-IS for data entry.
  - o FC sends copy to DIRAUX
  - o FC sends copy to DCDR

## **7006 - Change of Officers (Division)**

- Completed by the DCDR
  - o Sends original to SO-IS for data entry.
  - o Sends copy to DIRAUX

## **7007 - Annual Unit Officer report (Flotilla)**

- Completed by the FC
  - o Sends to SO-IS no later than 15 December for data entry.
  - o Sends copy to DCDR
  - o Sends copy to DIRAUX

## **7007 - Annual Unit Officer Report (Division) (D5SR Aux. Policy Man. 7.B.5)**

- Completed by the DCDR
  - Sends to DIRAUX
  - Sends to the SO-IS no later than 15 December for data entry

## **7008 - PWC Facility Inspection/Offer for Use**

- Completed by Facility owner and a qualified Vessel Examiner(VE)
  - VE send to FSO-OP (if requested) or directly to the SO-OP by e-mail or post
    - FSO-OP sends to SO-OP
      - SO-OP sends to DIRAUX
        - DIRAUX Sends accepted copy of the OFU to the SO-IS
          - SO-IS sends copy to FSO-OP and Facility Owner

## **7012/7012(A) - Vessel Safety Check**

- Completed by a qualified VE
  - Retains copy for personal files
  - Gives copy to vessel owner
  - Sends copy to FSO-VE

## **7017 - Record of Unit Meeting**

- Completed by the FSO-SR or SO-SR as appropriate
  - Sends to DIRAUX
  - Sends copy to FC or DCDR as appropriate

## **7025 - Financial Report of an Auxiliary Unit (Flotilla)**

- Completed by the FSO-FN
  - Sends to FC
    - Sends to DCDR
      - Sends to DSO-FN

## 7025 - Financial Report of an Auxiliary Unit (Division)

- Completed by the SO-FN
  - Sends to the DCDR
    - Sends to DSO-FN

## 7028 - Change of Member Information (PDF)

- Completed by the Member.
  - Sends paper to FSO-IS
    - Sends to SO-IS

NOTE: When completed on-line using [https://auxofficer.cgaux.org/auxoff/Signin\\_7028.php](https://auxofficer.cgaux.org/auxoff/Signin_7028.php) the information is automatically sent to the member's SO-IS

## 7029 - Member Activity Report (PDF)

- Completed by the Member
  - Sends to FSO-IS
    - Sends to SO-IS

NOTE: When using the 7029 WEB FORM found at [http://webforms.cgaux.org/forms/7029/7029\\_vers\\_1.1/7029\\_index.php](http://webforms.cgaux.org/forms/7029/7029_vers_1.1/7029_index.php) the form is submitted by the member. *Note that the form should be sent ONLY to the member's FSO-IS, not to the SO-IS. See the appendix for a form 2079 code Use Guide*

## 7030 - Mission Activity Report

- Completed by the Member (PDF)
  - Sends to FSO-IS
    - Sends copy to SO-IS
    - Retained original for at least one year
- When using the Web-based 7030 found at <http://forms.cgaux.org/email/a7030s.pdf> the member completes the form enters his/her FSO-IS's email address in the appropriate field and submits the form. *Note: This form should be sent ONLY to the member's FSO-IS, not to the SO-IS.*

## 7030 - Mission Activity Report - AOM generated

- Submitted automatically to AUXDATA and SO-IS by the AOM information submitted by the Coxswain.
- However, while facility trailering mission (01B) is accounted for, it also includes all the crew members that participated in the days mission (01A). Thus it is necessary to correctly report those members involved in the trailering mission in the AOM remarks area. SO-IS will review all patrols which include a trailering component and correct the names of the individuals participating in the trailering mission based on the comments/remarks. Those 7030's submitted for patrols which contain a trailering component should, as a rule, be rejected by the OIA and not submitted to the FINCEN until corrected.

## 7030M - Multi - Mission Activity Report

- Completed by the Member (PDF)
  - Sends to FSO-IS
    - Sends copy to SO-IS
    - Retained original for at least one year

*NOTE:* This form is used for repeated performance of the same mission over a one month period of time. For example: Radio Watch Standing or Inspecting R & S gear, etc. *Note: This form should be sent ONLY to the member's FSO-IS, not to the SO-IS. See appendix page A-2 for a copy of the form.*

## 7034 - Auxiliary SAR Incident Report (Ref. D5SR Aux. Policy Man. 4.E.1)

- Coxswain sends report
  - Within 24 hours to CG unit issuing MSLE case number  
Copy to CG Station holding OPCON for the patrol
  - Within 3 days a copy to SO-OP, SO-IS, and Auxiliary Sector Coordinator (ASC)
  - Upload copy in AOM with Completed patrol order

Additionally, coxswain sends an Auxiliary Situation Report by e-mail to Commander Fachko, DIRAUX, (Steven.M.Fachko@useg.mil) with copy to ADSO-OP, DCAPT, ASC, ADSOP as soon as feasible after the patrol.

## 7035 - Change of Membership

- Completed by Member
  - Sends to the FC
    - FC signs and
      - sends to DCDR (not optional)
        - DCDR signs and
          - Sends to DIRAUX

NOTE: In the absence of the member, the Flotilla Commander completes the form and sends it to the DCDR for processing.

## 7038 - Activity Report - Vessel Examinations

- Completed by a qualified Vessel Examiner
  - Sends to FSO-IS
    - FSO-IS sends to SO-IS
  - Sends copy to FSO-VE

## 7039 - Workshop Mission and Attendance Report

- Completed by the Workshop Instructor (Instructor must be a qualified IT)
  - Sends to FSO-IS of the sponsoring flotilla
    - Sends to SO-IS

NOTE: this form is used only for Nationally required Workshops and Classes, not for local member training use.

## 7046 - Activity report - RBS Visitation

- Completed by the qualified Program Visitor member
  - Sends to FSO-PV and FSO-IS
    - Sends copy to SO-PV
      - Sends copy to DSO-PV
  - FSO-IS sends to SO-IS



## 7054 - Aids to Navigation Report\*\*

- Completed by a Member\*\*\*
  - Sends to FSO-NS
    - Sends to SO-NS
      - Sends to DSO-NS and CG Aid to Navigation Team (ANT) or NOAA

\*\* Member must also submit a Mission form 7030 and include in the remarks section the following information so the SO-IS can enter his/her time preparing the 7054 form into AUXDATA; Observed date, Report date, Method of reporting used for Verification or Discrepancy.

\*\*\* Anyone can submit an aid discrepancy report, but only qualified aids verifiers are allowed to do aids verification.

## 7056 - Member Transfer Request:

### - Within District

- Completed by the member.
  - Sends to current FC.
    - Current FC Signs and Sends to receiving FC
      - Receiving FC signs and sends to DIRAUX

### - Out Of District

- Completed by the member
  - Sends to current FC
    - FC Signs and Sends to DIRAUX.

## 7059 - Short Term resident Training Request

- Completed by the Member
  - Sends to FC
    - Sends to DCDR and applicable DSO ( if applicable) for endorsement.
      - Sends to DIRAUX

**Qualification Form For Initial Qualification / REYR reinstatement For:  
Vessel Examiner, Instructor or Recreational Boating Safety Visitor**

- Completed by the Exam Grading Official
  - o Sends to FC
    - FC Verifies and signs.
    - FC Sends to DIRAUX

Note 1: For Members in REYR status the FC verifies that the member has satisfies the requirements for reinstatement and then sends the form to DIRAUX to reinstate the member.

Note 2: The form can be found in Enclosure (1) to the Coast Guard District Five Instruction 16790D.

Note 3: *See the appendix of this document for a copy of this form*

**Appendix (1)**

**7029 - Member Activity Report - Code Use Guide ..... A-1**

**7030M - Multi Mission Activity Report ..... A-2**

**Qualification Form for Initial Qualification / REYR reinstatement . A-3**

## 7029 Code Use Guidance

<p><b>USE 99A</b></p>	<p><b>For <u>Leadership Time</u>. If you are an elected or appointed officer (Except MS Officers) and undertaking non-mission activities to fulfill the responsibilities of your position including such things as:</b></p> <ul style="list-style-type: none"> <li>• Preparation for and attending Flotilla, Division, District or National Meetings</li> <li>• Meeting or communicating with prospective members,</li> <li>• Communicating with members interested in qualification in your program area</li> <li>• Mentoring</li> <li>• Email, phone calls and records management for your program area</li> <li>• Preparing reports for meetings or for staff officers at a higher organizational level</li> <li>• Travel to and from meetings or conferences</li> <li>• MS Officers should use 99C for the above listed activities</li> </ul>
<p><b>USE 99B</b></p>	<p><b>For hours not otherwise reported on ANSC 7030, ANSC7038 or ANSC7046 related to <u>Recreational Boating Safety Missions</u> including:</b></p> <ul style="list-style-type: none"> <li>• Preparation for PA (10), PE (14), UMDV(11), VE(91), AUXMP(1,2,3,22a), ATON(30,31,32), ICE(53), RN(29), SAR(23,24) Missions (including boat and aircraft prep)</li> <li>• Travel to and From the above listed missions (except when trailering)</li> <li>• Post- Mission record preparation and reporting</li> <li>• AUXMP training (22a) Mission Preparation, travel to and from mission and post-mission recordkeeping</li> </ul>
<p><b>USE 99C</b></p>	<p><b>For hours not otherwise reported on ANSC 7030 or ANSC 7038 related to <u>Marine Safety and Environmental Protection Missions</u> including:</b></p> <ul style="list-style-type: none"> <li>• Leadership activities undertaken by MS officers of all levels</li> <li>• Preparation for CVS (80), MEP(28), MS(70,80, 91c through 91g) missions</li> <li>• Travel to and from the above listed missions</li> <li>• Post-mission record preparation and reporting</li> <li>• Travel to and from MS Training and PQS missions including study/ preparation time</li> </ul>
<p><b>USE 99D</b></p>	<p><b>For hours not otherwise reported on ANSC 7030 for <u>Member Training</u> (06) or ANSC 7039 for <u>Workshops</u> including:</b></p> <ul style="list-style-type: none"> <li>• Time spent preparing to give Auxiliary MT Courses (Instructor only)</li> <li>• Time spent in Member Training classes (Trainees) including AUXOP Course, ICS, C-School, FC Academy or other Auxiliary Courses (except Auxiliary Workshops such as TCT which is reported on a Workshop Attendance form)</li> <li>• Time spent preparing for, studying or doing homework for a class.</li> <li>• Time spent taking on-line courses and on-line examinations</li> <li>• Time spent travelling to and from Auxiliary MT Courses</li> </ul>
<p><b>Use 99E</b></p>	<p><b><u>General and CG Support (Logistics):</u> For hours not otherwise reported on an ANSC7030 form or other Administrative activities not related to an elected or appointed position including:</b></p> <ul style="list-style-type: none"> <li>• Preparation for CGADMN (08), CGOPS(01,20,21,22,26,54b, 55b), GOVSUP (41,42,43), HS(93), IA(60), LO(65), OR (85), and UREC(09,90) missions.</li> <li>• Travel to and from the above listed missions</li> <li>• Post Mission Recordkeeping and Reporting</li> <li>• Participation in Flotilla, Division, District, National or CG Committees when not an elected or appointed officer</li> <li>• Preparation for and travel to and from above mentioned committee meetings</li> <li>• Attendance at meetings and conferences (as a General Member)</li> <li>• Preparation for and travel to and from the above mentioned meetings and conferences</li> <li>• Mentoring</li> </ul>
<p><b>MILEAGE and EXPENSE S</b></p>	<p>Expenses include parking and tolls for day-missions</p> <p>Expenses include lodging and meals for overnight missions</p> <p>DO NOT include gas an mileage costs (\$0.00/ mile) in Expenses</p>

# ANSC 7030M - MULTI MISSION ACTIVITY REPORT

<b>Member Name:</b>	<b>Member Number:</b>
<b>Flotilla Number:</b>	<b>Report Number:</b>

INSTRUCTIONS: ONLY 1 MISSION CODE & 1 MONTH PER REPORT (TIME IN HOURS & TENTHS)

DATE	START TIME	ACTIVITY CODE	OPCON	LOCATION	END TIME	TOTAL TIME
<b>TOTAL HOURS</b>						

**REMARKS:**

<b>SIGNATURE:</b>	<b>DATE:</b>
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USE OF 7030M IS ONLY AUTHORIZED WHEN APPROVED BY SO-IS, ADSO-IS, OR DSO-IS.  
(0611-JET)

QUALIFICATION FOR VESSEL EXAMINER, INSTRUCTOR OR RECREATIONAL BOATING SAFETY VISITOR	
From: _____ <span style="margin-left: 150px;"><i>(Name of Grading Official)</i></span>	
To: Flotilla Commander, Flotilla _____	
Subj: [VESSEL EXAMINER] [INSTRUCTOR] [RBSV] QUALIFICATION EXAMINATION <span style="margin-left: 200px;"><i>(Circle one)</i></span>	
This is to certify that the following named individual has passed the Qualification Examination with a grade of _____ Date of Examination: _____	
Name: _____ <span style="margin-left: 100px;"><i>(Please Print)</i></span>	Member ID No. _____
<div style="text-align: right;">                         _____  <i>(Signature of Grading Official)</i> </div>	
From: Flotilla Commander, Flotilla _____	
To: Director of Auxiliary, Fifth District, Southern Region	
Subj: [VESSEL EXAMINER] [INSTRUCTOR] [RBSV] QUALIFICATION <span style="margin-left: 200px;"><i>(Circle one)</i></span>	
This is to certify that the above named individual has:	
Completed & passed the required Boating Course _____ <span style="margin-left: 150px;">Course Name</span> <span style="margin-left: 150px;">Date</span>	
This is to certify that as Flotilla Commander, I have verified in AuxInfo that the named individual has: <i>(Check one)</i>	
<input type="checkbox"/> Conducted five supervised examinations in the presence of _____ qualified VE for initial qualification. <span style="margin-left: 100px;"><i>(name, EMPLID)</i></span>	
<input type="checkbox"/> Taught at least two hours of a Public Ed/Member Training class under _____ the supervision of a qualified instructor. <span style="margin-left: 100px;"><i>(name, EMPLID)</i></span>	
<input type="checkbox"/> Conducted at least two RBS visits under _____ the supervision of a qualified RBSV. <span style="margin-left: 100px;"><i>(name, EMPLID)</i></span>	
<input type="checkbox"/> This is a requalification / REYR. _____ <span style="margin-left: 150px;"><i>(Signature of Flotilla Commander)</i></span> <span style="margin-left: 100px;"><i>Date</i></span>	
CCGD5 AUX-01 4.(REV 9/09)	